

THEATER RENTAL GUIDELINES FOR ANTHOLOGY FILM ARCHIVES

1. One hour of set-up time is included prior to the scheduled start time of every rental. The renter may not arrive any earlier under any circumstances. Guests, colleagues, and audience members may arrive ½-hour prior to the scheduled time, but not any earlier. These arrival times are strict—anyone arriving early will not be allowed in the building for any reason.
2. The contact on the day of the rental will be the manager on duty. Renter will meet them upon arrival and address any questions or concerns they may have.
3. The scheduled time for the rental includes breakdown. Any overage beyond the rental time frame will be charged in one-hour increments. When leaving, all chairs and tables must be returned as they were found. All Anthology programs and flyers must be restored to their original locations and arrangements. The renter (or a representative) must remain until all guests have left the building.
4. The maximum capacity for the Courthouse theater is 187 persons. The maximum capacity for the Maya Deren theater is 72 persons. Due to fire code restrictions, we cannot allow extra seating or standing room in either theater, at any time, for any reason. Doorways, stairwells, hallways, and theater aisles must not be blocked by equipment, furniture, or persons.
5. Rental hours are between 11am and 11pm. Additional charges will be applied to rentals scheduled outside of these times. The theaters are rented by the hour, and the minimum booking is one hour. It is not possible to prorate rentals by the half hour.
6. Payment schedule for all rentals: a 50% deposit (half of the total rental cost) is required to book the theater; the 50% balance is required at least 10 days prior to the screening. Anthology accepts check, credit card or cash. If either payment is not received by the due date, the rental will be considered cancelled. All payments are non-refundable and non-transferrable.
7. Renters are responsible for repair or replacement, at Anthology's reasonable discretion, of any damage done to the theaters, lobbies, furnishings, or equipment resulting from the rental. Certain events will require a damage deposit due with the balance payment ten days prior to the screening. The damage deposit will be refunded on the business day following the screening if no repairs are needed upon our inspection.
8. All films and media must be received ten days prior to the screening on a physical hard drive or film print. Our projection staff will test everything free of charge and the renter will be notified of any issues we discover. AFA staff will not watch films in their entirety, and we cannot guarantee that our pre-rental inspection will detect all possible problems. If the renter would like to be present, a 15-minute test can be booked for no additional charge based on theater availability. Any overage is subject to a charge of \$50 per 15-minutes. All films and media must be retrieved from the manager following the screening. If renter fails to do so within 30 days, the materials will be discarded.
9. Renters agree to hold Anthology blameless from and against any and all liability claims for bodily injury or property damage arising out of activities of Anthology employees in the performance of their duties, and outside renters in and around the premises, and including without limitations any actions, claims, or demands brought by their employees or contractors, or by said contractors' employees.
10. Renters are restricted from all non-public areas of Anthology Film Archives, including the projection booths and box office, unless expressly invited by Anthology staff.
11. No loud noise is permitted in the common areas while screenings are taking place. If noise and music levels are deemed too loud by management, renters must adjust their activities accordingly, and generally comply with all direction from Anthology management.
12. Any bulky equipment must be brought in through the front entrance in a manner approved by management. Management reserves the right to inspect all items brought into the building.
13. Anthology is not responsible for lost, damaged, or stolen property.
14. Renter shall notify anthology of ticket prices and all admissions must be set at even dollar amounts. There shall be no credit card charges or coinage handled at the box office under any circumstances. All rental profits must be retrieved from the manager at the end of the screening. If renter fails to do so within

30 days, the profits will be considered a donation to Anthology. Anthology shall use its own box office tickets and in-house ticket system, unless provided with other tickets by the renter or representative. Square swipers and other credit card machines are allowed, but will not be operated by our box office staff. The rental shall be responsible for the sale of all tickets in advance of the Engagement, and shall provide Anthology with all will-call and guest lists related to advance ticket sales. Such lists shall be generated by computer and be arranged in alphabetical order based on customers' last names.

15. Do not use tape, push pins, staples, nails, or any other adhesives or tools on any walls, floors, or building surfaces. Confetti and glitter are prohibited. If signage or decorations are needed, management must approve. Anthology will provide tables and easels for posters, literature, merchandise, etc. All displays, including step-and-repeats, must be free standing.

16. Food and drink are strictly limited to the lobby spaces, and not allowed inside the theaters or outside the building at any time. Anthology does not have concessions. Renters are welcome to bring food and drinks to share, including beer and wine, but no spirits. The sale of alcohol on Anthology's premises or the presence of an alcohol sponsor will require the renter to obtain a temporary liquor license (a copy must be provided to management at least ten days prior to the screening).

17. Recyclables must be separated from regular trash, emptied of all liquids, and placed in the containers provided. Any spills must be mopped up immediately. Management will provide cleaning supplies and wet floor signs if needed. If the space is not left in good condition, a reasonable cleaning fee may be charged.

18. Devices requiring a large amount of electricity are prohibited, as their use may be dangerous. Prior arrangements must be made with management if lights or other similar devices are desired, to avoid shortage of power. Cooking is not permitted in the rental spaces.

19. Wi-Fi is not available to the public, but can be used by renters and staff if needed. Arrangements must be made in advance, as connectivity is not guaranteed in all areas of the building.

20. Smoking, including e-cigarettes, is not permitted in any areas of the building. If any guests break this, or any other rules, the renter will be held fully responsible.

21. Children visiting Anthology must be under adult supervision at all times.

22. No animals are allowed in Anthology other than service animals.

23. If renter needs to visit Anthology for any reason related to their rental, they must make an appointment with staff in advance. This includes, but is not restricted to, tours, tests, payments, media delivery and pick-up, etc.

24. If you are marketing your event, do not give out Anthology's telephone number for information, and use your own return address on any mailed marketing materials, all of which must indicate that the screening is a "theater rental" and must clearly state at what time doors will open. Anthology does not advertise rentals in our print or online calendar. If you'd like your screening to be listed on the "Upcoming Theater Rentals & Festivals" page of our website, please send us information in the following format:

Title
Date & Time
Description of screening or event [No more than 200 characters - not words, characters!]
Ticket price(s): [Ticket price is entirely up to you]
Link for more info
Contact for questions: phone number(s) and/or email(s)

Statement of Comprehension: I have read and understand the above stated rental guidelines. I will abide by these guidelines throughout the term of my rental agreement. If I, or participants in my activity cease to abide by the guidelines, I understand that Anthology management has the right to terminate my rental.

Name and Organization: _____

Signature: _____ **Date:** _____

* Please note: this agreement is subject to change. Renters will be notified of any changes made following the date of signature.