



234 Sunset Ave.

Downtown Asheboro

SUNSET THEATRE PARTY APPLICATION



123-B Davis Street
Asheboro, NC 27203

DATE OF EVENT: _____	EXPECTED ATTENDANCE: _____
Set Up Time: _____	Doors Open at: _____
Event Starts at: _____	Event Ends at: _____

NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIPCODE: _____

DAY PHONE: _____ NIGHT PHONE: _____

E-MAIL: _____

Name of Child having Birthday _____ Age _____

FEES:

Rental Rate: \$100.00 for 3 hours Max. due **48 hours prior to event.**

Concessions: If we provide popcorn and Drink for an event, you will be charged \$1.00 per person for popcorn and **\$1.00 per person** for Drinks. Coca-Cola products are available. Refills are Free. Concessions fees are due at the end of the party. *If you prefer to provide your own drink and cups, we will provide the ice and serve the drinks at no charge.*

_____ Check here if you would like the Special Birthday child to receive a special DVD to be shown at the party with "Happy Birthday" being sung in the background featuring family photos.

(There is no charge for this service. We require seven (7) Business Days to complete this request)

_____ Check here if you would like to view a movie as part of the Birthday Party.

Movie Public License fee **\$50.00** For the low fee you can use your own copy if you need us to obtain the DVD a fee of **\$25.00** will be charged. When we obtain the rights we are not able to change the movie.

MOVIE TITLE: _____	1st choice
_____	2nd choice
_____	3rd choice
Movies need to be selected two weeks before scheduled Party date to be able to secure copyrights and to provide.	

MARQUEE If you would like to have a message displayed on the marquee, please provide the information below. **Your Message is guaranteed to be displayed on rental dates only.** (Note: There are only 3 lines available on the marquee. Space is limited. Your text is subject to being edited for space.)

I/We, as the applicant, agree to be fully responsible for the facilities per conditions as outlined in the Rules & Regulations section of this application. I/We understand that this form must be completed and returned to the Asheboro Parks & Recreation Department to secure the potential date(s). I/We understand that the designated Rental Rate shall be paid in Full no later than 48 hours prior to the date of the event. I/We also understand this request is subject to the approval of the Parks & Recreation Director of the City of Asheboro. I/We understand that Theatre Use must be approved prior to advertising the event. I/We understand that if I/We cancel the event for any reason, the any monies paid shall be forfeited.

SIGNATURE: _____ **DATE:** _____

Paid by: Cash _____ or Check# _____	Date Paid _____
Approved by: _____	Date: _____ Entered in Calendar: _____
<i>Parks & Recreation Director</i>	

LEASING & RENTING

The Asheboro Parks & Recreation Department sanctions the use of the Sunset Theatre. This facility may be rented to individuals or other types of legal entities, subject to the terms and conditions listed herein and elsewhere within the Code of Asheboro

APPLICATION

Application to use this venue shall be made on a prescribed form obtainable from the Asheboro Parks & Recreation Department. Applications are subject to the approval by the Parks & Recreation Director.

RULES & REGULATIONS

1. Alcoholic beverages are prohibited.
2. Smoking and tobacco products are prohibited in the facility.
3. The user fee's administered by the Parks & Recreation Department must be paid at least 48 hours before the start of the event, or the event will be cancelled.
4. Failure to pay the rental fee will result in denied access to the Facility.
5. The maximum daily rental period is one **8 hour** period (unless otherwise noted in the Schedule of Deposits, Fees, and Charges administered by the Parks & Recreation Department), which includes load-in and load-out. At the latest, closing time shall be Midnight, unless otherwise stated. Failure to remove all items prior to the end of the specified rental period shall result in additional rental fees being charged.
6. The Lessee must designate a representative who will be responsible for all phases of the event and who will be on site the entire time the event is taking place.
7. Assignment: ***Lessee may not assign this lease agreement or any right contained in this lease agreement or sublet the Sunset Theater or any adjoining property owned by the City of Asheboro.***
8. Asheboro Parks & Recreation shall have by way of illustration and without limitation the right to deny the use of the facility if; **1)** It deems such use may result in damage to the theater, **2)** It deems such use is inconsistent with the policies of the theater, **3)** It deems such use may lead to illegal activity at the theater, **4)** it deems such use may be detrimental to the character of the theater as a multipurpose community facility.
9. A Parks & Recreation Staff Member will be in attendance to oversee and supervise all events held at the theater. This staff member shall be equipped with a cell phone, first aid kit, be certified in First Aid & CPR, have the knowledge and ability to enforce theater rules & regulations and knowledge of operation of the electrical, Hvac and lighting systems. This staff member shall have the authority to require anyone to leave the facility at any time for violation of the rules and regulations prescribed for the Sunset Theater or for engagement in any other form of inappropriate conduct.
10. Lessee agrees to a "walk-through" inspection prior to use of the facility. Any pre-existing, damaged, broken or malfunctioning equipment or furnishings shall be noted. A second walk-through shall be made at the completion of the event and any variance shall be noted and appropriate charges will be billed and due within 5 business days.
11. As appropriate, the lessee is responsible for procuring the services of properly trained security/law enforcement personnel.
12. The Asheboro Police Department and Asheboro Parks & Recreation Staff shall have access to all areas of the Facility at all times before, during and after the event.
13. Lessee is responsible for cleaning the theater after the event. The theater must be cleaned to the condition it was in at the start of the lease period.
14. Cleaning supplies and trash can liners are available for use. Trash shall be disposed of in the appropriate location.
15. Items left after rental period will result in loss of Deposit and shall be deemed to be abandoned property subject to removal and disposition in the sole discretion of the City of Asheboro.
16. No decorations, posters, pictures, banners or other such items shall be fastened to walls, windows, woodwork, doors or curtains nor placed on stands in any area of the Theater without approval.
17. No nails, tacks, staples or screws of any kind may be applied to any part of the interior or exterior of the building.
18. Lessee warrants that all copyrighted material to be performed has been duly licensed or authorized by the copyright owners or their representatives and agrees to indemnify and hold the City of Asheboro harmless from any and all claims, losses, or expenses incurred with regard thereto. Lessee shall pay all of the City of Asheboro's costs and expenses, including reasonable attorney's fees, incurred in defense of or as a result of any claims respecting copyrights and related matters.
19. Lessee shall be responsible for payment of any and all taxes, permits, fees, and other charges arising out of or connected with the use of the premises by lessee, and lessee shall save the City of Asheboro harmless from any and all obligations with respect to such taxes, permits and other charges.
20. All persons/groups renting facility are responsible for knowing the location of all fire extinguishers and exits. A location map shall be provided.
20. Only Parks & Recreation Staff may adjust thermostats.
21. The Parks & Recreation Director reserves the right to cancel any event, at any time, based on rental agreement violations.

I have read, understand and agree to adhere to the Rules & Regulations established for the use of the Sunset Theatre.

Signature: _____

Date: _____