



Rental Agreement

Special events • Movie showings • Conferences

Name: _____

Command/Organization, if applicable: _____

Phone (work or personal): _____

Email (work or personal): _____

Rental date requested: _____

Rental time requested: _____

Please check the type of rental/additional packages you request:

☐ Theater Rental & Party Room

\$215.00

Freedom (184 seats) and Victory (129 seats) theaters are available Wednesday's thru Sunday, 1230-1630, to rent for your group or organization to watch a movie. Party Room is available Wednesdays-Sundays, 1230-16:30. Rental fee includes table and chairs, personalized greeting on digital screen, and two hours of room use (30 minutes to decorate, one hour of party and 30 minutes to tear down.) Maximum capacity is 25 people.

What is event (i.e., birthday party, baby/wedding shower, farewell party, etc.)?

If honoring a person, please provide first name (and age, if birthday):

☐ Add food from Strikers Grill

Party Packs 1-4 must be eaten in in event room only and not inside the theater.

PIZZA OPTION

☐ Party Pack 1 (serves 12 people) \$37.50

- (2) Pitchers of Soda w/ 1 Refill
- (2) 14" Cheese Pizzas

☐ Party Pack 2 (serves 24 people) \$75.00

- (4) Pitchers of Soda w/ 1 Refill
- (4) 14" Cheese Pizzas

CHICKEN FINGER OPTION

☐ Party Pack 3 (serves 12 people) \$82.00

- (2) Pitchers of Soda w/ 1 Refill
- (2 per person Chicken Fingers
- Fries

- ☐ **Party Pack 4 (serves 20 people)**
 - (2) Pitchers of Soda w/ 1 Refill
 - (2 per person Chicken Fingers
 - Fries

- ☐ **Movie treats combo package**
\$5.00 each
Small popcorn, small candy and soft drink.
Number of combo packages _____

☐ **Add a movie to your special event**

- ☐ **Currently showing movie***
\$215 + Ticket Price per movie patron which includes the party room

The following ticket costs apply:

Child \$3.00 Regular Movie

Adult \$4.50 Regular Movie

Total number of attendees _____

If known in advance; number of adults _____ / number of children _____

Movie title: _____ Rating: ____

*Navy First movies must have been playing in Reel Times 2 cinema for at least one week prior. Standard theater policies apply for age restrictions based on movie rating.

- ☐ **Navy DVD movie***
\$215 for entire theater and party room which includes the party room
For a list of Navy DVD movies in the library, go to
<https://www.navymwr.org/programs/motion-pictures/ndvd-nssm-program>
*Standard theater policies apply for age restrictions based on movie rating.
Movie title: _____ Rating: ____

☐ **Theater rental for a movie**

Freedom and Victory theaters are available Mondays and Tuesdays, 0800-1900, to rent for your group or organization to watch a movie.

- ☐ **Currently showing movie***
 - ☐ \$600 Freedom theater
 - ☐ \$450 Victory theaterMovie title: _____ Rating: ____
*Navy First movies must have been playing in Reel Times 2 cinema for at least one week prior. Standard theater policies apply for age restrictions based on movie rating.

- ☐ **Navy DVD movie****
 - ☐ \$100 Freedom theater
 - ☐ \$75 Victory theaterFor a list of Navy DVD movies in the library, go to
<https://www.navymwr.org/programs/motion-pictures/ndvd-nssm-program>
Movie title: _____ Rating: ____
**Standard theater policies apply for age restrictions based on movie rating.

- ☐ **Movie treats combo package**
\$4.25 each

Small popcorn, small candy and soft drink.

Number of combo packages _____

☐ **Theater rental for conference**

Freedom and Victory theaters may be rented Monday and Tuesday 8 a.m.-10 p.m. and Wednesday-Friday 8 a.m.-3 p.m. for conferences and meetings. Rental fee includes audio/visual/movie projection equipment, movie staff to run A/V or projection equipment and a cleaning fee.

☐ **Conference (one to four hours)**

☐ \$175 Freedom theater

☐ \$150 Victory theater

☐ **Conference (up to eight hours)**

☐ \$225 Freedom theater

☐ \$200 Victory theater

Cost

Special event room rental \$ _____

Add food \$ _____

Add movie \$ _____

Theater rental for a movie

Currently showing movie \$ _____

Navy DVD movie \$ _____

Add treats \$ _____

Theater rental for a conference

One to four hours \$ _____

Five to eight hours \$ _____

Total cost \$ _____

Rental conditions

Please initial each to agree with the condition:

_____ All reservations must be made at least **one week** in advance of event.

- _____ Payment must be made by credit/debit card **3 days** before the day of reservation.
- _____ **One person** must pay entire payment. Payment cannot be split between guests.
- _____ Reservation is not confirmed until you receive a positive reply from Movie Program Manager or MWR Business Activities Manager.
- _____ Cancellation must be made no later than **48 business hours** prior to the reservation date or no refund may be given.
- _____ Standard theater policies apply for age restrictions based on movie rating.
- _____ Customers may only bring dessert food (i.e., celebratory cake, cupcakes or ice cream). Small freezer is available.
- _____ **NO** alcohol or other outside food/beverage is allowed. No exceptions.
- _____ Simple decorations are permitted. **NO** nails, pushpins, glue, tape or other potentially damaging fasteners to walls may be used to hang decorations. **NO** confetti or glitter may be used. Decorations must be completely removed at end of party.
- _____ **NO** open flames with the exception of birthday candles, if immediately blown out.

Renter's signature: _____

Date: _____

Movie Manager's signature: _____

Date: _____

Reservations are not confirmed until Movie Program Manager or MWR Business Activities Manager sends you an email. For more information, call **081-811-4070/DSN 629-4070**.

For office use only

Invoice No.: _____

