

Bellows Falls Opera House

FACILITY RENTAL - PRIVATE GROUP

Welcome!

We love hosting private groups at The Bellows Falls Opera House! Both the Main Auditorium and the Lower Theater are available to rent for private get-togethers.

Employee events, social organizations, church or camp groups, birthday parties, anniversaries, or just friends getting together to watch a favorite film or play games will find the Opera House the perfect facility to rent — No waiting in lines, no hassles. Just bring a favorite DVD or Blu-ray from home to share with your party!

Rentals are for three hours. If you wish to reserve additional time, let us know at the time of rental. The rate you'll pay is determined by the size of your group - ages do not matter, though there must be an adult over 21 present for each 10 children.

Nothing makes a movie like having the right snacks to go along with it! If you'd like, our famous "Triple Up" for \$8 is available by pre-order (minimum 12 pre-orders), so your moviegoing experience can be complete.

Jenn Heidbrink, Venue Coordinator, jennifer.tolaro.heidbrink@gmail.com 802-376-6442

1. Which room is right for you?

Main Auditorium - for DVD or Blu-Ray screenings

[] Up to 15 people: \$125.00 (\$5/head additional up to 19)

[] 20-35 people: \$200.00 (\$5/head additional up to 39)

[] 40-75 people: \$300.00 (\$5/head additional over 75)

Date requested:

1st Choice: _____ . 2nd Choice: _____

Time requested (3 hour time slot):

1st Choice: _____ . 2nd Choice: _____

Additional time over three hours is \$100/hour, charged in half-hour increments.

Lower Theater - Room rental for parties, meetings, etc.

[] Up to 20 people: \$100.00 (\$5/head additional up to 35)

[] 35-75 people: \$200.00 (\$5/head additional over 75)

Date requested:

1st Choice: _____ . 2nd Choice: _____

Time requested (3 hour time slot):

1st Choice: _____ . 2nd Choice: _____

Additional time over three hours is \$100/hour, charged in half-hour increments.

2. Would you like Concessions (snacks) with that?

Pre-order Triple-Ups (Medium Popcorn, Medium Soda, and Candy for only \$8.00)

If you'd like, we are happy to provide classic moviegoing concessions!
Choose your soda flavor and individual candy at the counter. One free Triple-Up per chaperone for every 10 Triple Ups pre-ordered. There must be a minimum of 12 pre-orders for advance concessions to be offered.

_____ TRIPLE-UPS at \$8.00 each = _____.

3. Conditions and Policies:

DEPOSIT: Renter shall provide 50% deposit by cash, check or credit card at time this form is submitted. Balance of payment shall be made by cash, check or credit card no less than 48 hours prior to rental.

The renter is responsible for keeping all members of their party under supervision and off of the stage, out of the dressing rooms, balcony, kitchen and any and all areas other than lobby and, depending on facility rented, the Main Auditorium or Lower Theater and adjoining restrooms.

FOOD AND BEVERAGES: Any outside food or beverage must be served and remain in lobby area. No alcoholic beverages may be served without prior written agreement. BFOH reserves the right to sell concessions during rental.

CLEAN-UP AND DAMAGE: Renter is responsible for clean-up of the area used. All trash must be picked up off floor and placed in garbage receptacles, with facility returned to "broom-clean" condition. A fee of 50.00 per hour will be charged if additional cleaning is required. The renter assumes all financial responsibility for damage to the facility incurred by the renting party. Any damage must be reported immediately to Bellows Falls Opera House (BFOH) staff.

NO VIDEO OR CAMERA FOOTAGE MAY BE TAKEN OF THE SCREEN while any film is showing. BFOH staff reserves the right to eject anyone violating this policy, and may confiscate any audio or video recording equipment, including cellular phones, if this policy is violated.

LIABILITY: Renter assumes all liability during rental period. The Bellows Falls Opera House, the Town of Rockingham, Rockingham Entertainment Development, or any other entity or person associated with the Bellows Falls Opera House assumes no liability for any injury or accident that occurs immediately prior, post or during the rental period, whether inside or outside the building. Any injuries or accidents that do occur must be reported to BFOH staff immediately.

Renter will familiarize themselves with the BFOH RESPONSIBLE PARTY CERTIFICATION FORM and exit routes prior to event.

Renter agrees to abide by any State or Federal policies in regards to Covid-19. The BFOH cannot be responsible for lost or stolen items. The BFOH reserves the right to refuse rental for any activity it deems objectionable.

CANCELLATION: 100% of fees paid shall be returned if notice is given at least 14 days prior to rental. 50% of rental fees paid shall be returned with 14 to 7 day notice. No rental fees paid shall be returned with less than 7 days notice. Concessions fees paid shall be fully refunded with 48-hour notice.

4. Payment

FACILITY RENTAL TOTAL (from Section 1):	_____
ADDITIONAL PERSONS _____ @ \$5.00 each:	_____
ADDITIONAL TIME (over 3 hr, @ \$50 per 1/2 hr):	_____
CONCESSIONS TOTAL (from Section 2):	_____
ANTICIPATED GRAND TOTAL:	_____

Final numbers for Triple Ups, time, and additional persons, if any, may be adjusted up to 48 hours prior to event without penalty.

Make checks out to Town of Rockingham, % Finance Dept, P.O. Box 370, Bellows Falls, VT 05101.

DEPOSIT (50% of ANTICIPATED GRAND TOTAL) enclosed: _____

() Cash. () Check (made out to Town of Rockingham) or

() Credit card number: _____ x-date: _____

3-digit code: _____ Name on card: _____

Renter's Information

Renter Name: _____

Address: _____

City, State, Zip: _____

Email: _____ Date: _____

Cell Phone: _____

I understand and agree to the policies outlined above.

Responsible Party Name (please print) Signature

Representative of Bellows Falls Opera House

Name (please print) Signature Date

Jenn Heidbrink, Venue Coordinator, jennifer.tolaro.heidbrink@gmail.com 802-376-6442

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FOR BFOH USE ONLY:

BALANCE PAID: _____ **DATE:** _____

[] Cash. [] Check # _____ . [] Credit card.

Notes and adjustments: _____

Final settlement ok: _____
BFOH Representative Name date