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GUILD CINEMA RENTAL INFORMATION

- The base rental rate for the Guild Cinema is \$150 plus 10% of ticket sales (if tickets are to be sold) per **two-hour rental period**, including applicable setup/tear-down, to occur within the hours of 10:30 AM to 2:30 PM. *Rentals occurring outside of these hours are negotiable at a higher rate and must be scheduled a minimum of six weeks in advance.*
- The base rental rate includes all standard facility uses e.g. projection and tech assistance, box office and counter staff. The Guild Cinema can list your event as part of our public schedule on our web site and/or our weekly email newsletter, as well as our printed calendar (space permitting) at no additional charge. The Guild is **not** responsible for additional advertising but your event can be added to our weekly Alibi print ad for an additional charge of \$75. You may post up to two promotional flyers for your event at the theater, and we can post a sign outside our box office the day of your event with ticket price and start time and/or other information.
- The base rental rate does not include any additional technical rehearsal or setup time beyond one half hour ahead of the start time for your event. Additional setup time is available at \$75/hour and must be scheduled at least one week in advance of your event date.
- **A deposit of 50% of your base rental fee is required within two weeks of finalizing your date with the Guild Cinema.** Checks should be made out to Pangaea Cinema LLC. The balance of your rental fee is due by the end of your event. If you need a receipt, just ask us.
- If video playback (in any format) is required for your event, please bring your video to the Guild for testing purposes no later than one week before your event. We do not recommend the use of DVD-Rs (i.e. recordable DVDs) for reasons of compatibility and consistent playback quality, so if DVD-R is to be used it is very important to have us check your disc early. There is no charge for this test. **We are unable to play back DVCAM or MiniDV tapes recorded in the LP format**, but you may bring in additional playback equipment to plug into our system if you need (i.e. a camcorder or deck). The Guild Cinema is not responsible for any damage to such equipment while on our premises. You may choose to purchase insurance through your carrier to cover your rental. Additional video information: please specify whether your video is 4x3 (TV frame), 4x3 letterboxed or 16x9 (TV widescreen) format. Also please let us know whether it is in stereo, mono or surround stereo.
- You are responsible for any appropriate copyright clearances for material you will be screening. By committing to a facility rental you are indemnifying the Guild Cinema from any claims or damages sought by copyright holders.
- Our lobby is small, and thus we are unable to host large receptions. We can set up a small card table for sales or handouts. Pre-show or post-show discussions in the theater are counted as part of your rental period, so please plan accordingly. Additionally, it tends to take 15-20 minutes to clear the theater when turnout is large.
- At this time, our stage lights cannot be controlled separately from house lights. When stage lights are on, house lights are on.