



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:

Special event room

\$75

Room is available Wednesday-Sunday, 1-5 p.m. Rental fee includes table and chairs, table covering, personalized greeting on digital screen, balloon bouquet 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 Spinz

Party Packs 1-4 must be eaten in in event room only.

Party Pack 1 (serves five)

\$43.95

One large pepperoni or cheese pizza, 12 chicken wings, three orders fries and five soft drinks.

Party Pack 2 (serves 10 people)

\$84.90

Two large pepperoni or cheese pizzas, 24 chicken wings, five orders fries and 10 soft drinks.

Party Pack 3 (serves 15 people)

\$139.35

Three large pepperoni or cheese pizzas, 36 chicken wings, five orders fries, four house salads and 15 soft drinks.

Party Pack 4 (serves 20 people)

\$170.80

Four large pepperoni or cheese pizzas, 36 chicken wings, six orders fries, six house salads and 15 soft drinks.

Movie treats combo package

\$4.25 each

Small popcorn, small candy and soft drink.

Number of combo packages _____

Add a movie to your special event

Currently showing movie*

\$75 (up to 20 people)

For more than 20 people, the following costs apply:

Child \$2.50/\$3.50 (regular/3D movie)

Adult \$4/\$5.50 (regular/3D movie)

Total number of attendees _____

If more than 20 people, 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*

\$75 for entire theater

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 Monday and Tuesday, 9 a.m.-9 p.m., to rent for your group or organization to watch a movie.

Currently showing movie*

\$600 Freedom theater (188 seats)

\$450 Victory theater (129 seats)

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**

\$100 Freedom theater (188 seats)

\$75 Victory theater (129 seats)

For 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.-9 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 at time 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: _____

Please complete form, scan and email to keith.e.rosemond2.naf@us.navy.mil.

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.: _____