



# 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 Strikers Grill**

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.: \_\_\_\_\_