



413 Market Street, Lewisburg, PA 17837 * 570-577-7902 * www.campustheatre.org * jenni@campustheatre.org

Campus Theatre 2015 Rental Policy & Pricing Guide – WEBSITE

Thank you for your interest in holding your event at the Campus Theatre!

Whether you're hosting a film screening, private party, small musical performance, lecture, business meeting, birthday or wedding, the Campus Theatre provides a classic and unique venue for your needs.

The Campus Theatre offers:

- A gorgeous Art Deco space with Main Auditorium seating for 310
- Left, Right and Center Mezzanine with flexible seating and table arrangement options
- Charming theatre Lobby with Concession Stand
- A neon-lit Marquee
- A retractable Movie Screen, and a Stage suitable for live performance

TO RENT THE THEATRE, the Renter must:

1. Speak with the Rental Director to determine an available date (Jenni Stieler, 570-577-7902).
2. Be a current Member of the Campus Theatre.
3. Submit a non-refundable First Payment of \$200.
4. Sign the Rental Agreement.
5. Provide proof of Appropriate Liability Insurance.
6. Meet with the Rental Director at the theatre to discuss the specific details for your event.

Your reservation for use of the Campus Theatre is confirmed only after the Rental Director has received
a signed copy of the RENTAL AGREEMENT and the First Payment of \$200.

Following your meeting at the theatre, the Rental Director will email two important documents:

- 1) Blue-and-green **Rental Details** form (stating the date and nature of the event and all other event details).
- 2) **Billing Contract** (with the estimated Total Rental Fee).

The Rental Director will use these documents to help ensure that you are communicating clearly with each other as you prepare for the event, so please read them carefully. The Rental Director will also be available by phone or email to answer any questions and guide you through the process of hosting an event in our venue.

Please read the following Campus Theatre Rental Policy and Pricing information carefully, as your signature on the final page will indicate that you have read and understood the theatre's rental information and will abide by the theatre's rules and regulations. Once properly signed, the Rental Agreement shall serve as a binding agreement between the Renter and the Campus Theatre.

This document is organized as follows:

- A. CONDITIONS FOR USE**
- B. GENERAL RULES**
- C. CAPACITY, FURNISHINGS & EQUIPMENT**
- D. RENTAL OPTIONS**

A. CONDITIONS FOR USE

1. BECOMING A MEMBER

Benefits of Membership:

1. Discounted admission of \$5 to all regularly scheduled films.
2. Reserve a couch or a seat. Please call in advance: 570-577-7905
3. Your name listed on screen credits during Preshow.
4. Discounts on select theatre events, rentals, and gift bags.
5. Monthly "Members Only" Events.

INDIVIDUAL & FAMILY Membership Levels:

- **EXTRAS** (\$40) Individual membership for students, seniors or veterans, including 2 movie tickets.
- **TAKE ONE** (\$55) Individual membership, including 2 movie tickets.
- **TAKE TWO** (\$95) Dual membership, including 2 movie tickets.
- **CAST & CREW** (\$125) Family membership for you and your immediate family, 4 movie tickets, and a voucher for a large popcorn.
- **DIRECTOR** (\$250) Family membership for you and your immediate family, 6 movie tickets, and free popcorn every time you visit.
- **PRODUCER** (\$500) Family membership for you and your immediate family. Free admission and free popcorn & soda every time you visit.
- **EXECUTIVE PRODUCER** (\$1000) Family membership for you and your immediate family. Free admission and free popcorn & soda for you and up to five guests every time you visit.
- **MOVIE MOGUL** (\$2500) Family membership for you and your immediate family. Free admission and free popcorn & soda for you and your guests every time you visit, and your very own Movie Night with popcorn and soda for 20 of your friends! You bring it, we show it. (Programming restrictions apply. Please contact office for more details.)

BUSINESS Membership Levels:

- **COLLEAGUE*** (\$80) Includes: Organization name recognition on the screen for one year. 3 movie passes, 2 laminated Company Name Membership cards.
[*FOR SMALL BUSINESSES and ORGANIZATIONS with an Annual Operating Budget of \$250,000 or less.]
- **ASSOCIATE** (\$150) Includes: Business name recognition on the screen for one year. 4 movie passes, 3 laminated Company Name Membership cards.
- **SUPPORTER** (\$350) Includes: Business name recognition on the screen for one year. 6 movie passes, 4 laminated Company Name Membership cards. A 15% discount on rental rates for any rentals made during the Membership term. Advertising slide on the Preshow for one month.
- **LEADER** (\$500) Includes: Business name recognition on the screen for one year. 8 movie passes, 5 laminated Company Name Membership cards. A 20% discount on rental rates for any rentals made during the Membership term. Advertising slide on the Preshow for three months.

- **PATRON** (\$1000) Includes: Advertising slide on the Preshow for six months.
8 movie passes, 5 laminated Company Name Membership cards.
A 25% discount on rental rates for any rentals made during the Membership term.
Advertising slide on the Preshow for one year.

2. DEPOSIT POLICY

1. A signed Rental Agreement and a First Payment of at \$200 will confirm the reservation.
2. Renter will be billed for the balance immediately following the event.
Payment is due within 30 days of the event.

B. GENERAL RULES

1. STAFFING

1. Campus Theatre Staff must be in the building during setup.
2. Additional Campus Theatre Staffing is available for additional fees.
3. Additional Campus Theatre Staffing may include as many staff members as needed for Concession operations, Mezzanine Set-Up before event & Breakdown after event, and trash/recycling removal.
4. Only Campus Theatre Staff may enter the Projection Booth and the Concession Area and/or operate Projection/ Sound/ Stage or Light equipment, or Concession equipment.
5. Campus Theatre Staffing does not include: Decorating or catering assistance; non-Campus Theatre equipment set up, operation or removal; loading and/or unloading Renter's equipment or materials; non-Campus Theatre ticket or merchandise sales.
6. During standard rental hours, one Campus Theatre Staff member is available to operate stage lighting and basic sound equipment (e.g., one or two microphones). When audiences are present, additional Campus Theatre Staff are on duty to assure the safety of the building and occupants, but not to sell merchandise or to serve as stage crew, furniture movers, decorators, etc.
7. Additional personnel will be required for complex or additional lighting, sound, or other technical requirements, stage crew, ushers, etc. Arrangements must be made thirty days in advance if the Campus Theatre is to provide additional personnel, and additional charges will apply.

2. SEATING

1. The Campus Theatre has a total of 340 seats (310 on the main floor and 30 on the Mezzanine). In Addition, standing room for up to 20 persons is available at the back of the Mezzanine area.
2. Renter may not exceed the maximum auditorium capacity of 340 seated, plus 20 standing on Mezzanine.
3. Renter must accommodate all wheelchair requirements in designated wheelchair locations.
4. Campus Theatre Staff and Renter personnel necessary for safety, services, and audience assistance are additional but may not be added to capacities inside the auditorium. Note that seating capacity may be reduced by technical and production requirements for events.
5. All VIP seating or seats reserved for sponsors, special guests, etc. must be arranged by Renter.
6. Portable chairs, wheelchair, strollers, etc. may not be placed in any doorway.

3. FOOD & MERCHANDISE SALES

1. Renter may sell tickets/merchandise/food associated with their event.
2. The sale of outside soda, popcorn or candy is not permitted. Concession 'Sales Packages' are available upon request.
3. Non-concession food, beverages and cake **are** permitted, as are outside caterers.

4. The Campus Theatre POS, Credit Card and BU Campus Dollars machines may NOT be used for Renter's tickets/merchandise/food sales.
5. Renters must provide their own staff and provide their own cash for making change for selling any tickets or merchandise.

4. ALCOHOL USE AND SALE ON THE PREMISES

1. **ALL Renters who are serving alcohol must provide proof of appropriate liability insurance, including liquor liability, naming both the Campus Theatre and Bucknell University as additional insureds (\$2,000,000 limit per occurrence).**
2. A copy of the policy shall be given to the Campus Theatre no less than 10 days prior to event.
3. **A Pennsylvania Liquor Control Board "Special Occasion Permit"** is required for organizations wishing to rent the Campus Theatre for their own fundraising purposes, and who will be selling and serving alcohol during their event.

This includes events where ticket sales entitle guests to 'complimentary' alcohol.

- a. The form and fee must be filed at least 30 days prior to the event.
 - b. The Renter is required to obtain the S.O.P.
 - c. **Instructions:**
 1. Go to: www.lcb.state.pa.us
 2. Home page, left side, 4th one down: "For Licensees"
 3. Top right: "Applications and Forms"
 4. Scroll down to: PLCB-1229 "Special Occasion Permit"
 5. Print out, fill out.
 6. Send completed application to:
PLCB
BUREAU OF LICENSING
PO BOX 8940
HARRISBURG PA 17105-8940
 7. Applications may also be completed online and electronically sent to PLCB.
 - d. The Renter must provide a copy of the S.O.P. for CT files.
 - e. Once Renter has received the permit, Renter must notify local police 48 hours in advance of the event.
4. When the event is finished, all alcoholic beverages must be removed from the Campus Theatre in closed containers, such as cardboard boxes or bags.

5. CLEANING & TRASH REMOVAL

1. The Campus Theatre must be used as is, or if altered, returned to its original configuration by the Renter. Setup and Breakdown service is available for an additional fee.
2. Renters planning events which include outside catering or food service must agree to the additional Cleaning & Trash Removal service fee in addition to their base rental.
3. Renters must provide their own Cambros or chafing dishes for heating and maintaining warm food. These warming dishes may not be left unattended.
4. For excessive recycling needs, Renters are asked to take their items with them.
5. All food and beverage items and other trash must be placed in provided containers. Trash which exceeds container capacity must be removed from the building by Renter.
6. **Immediately following the event**, Renter must clean up and remove all materials which were brought into the building, including decorations, furniture, scenery, props, posters, programs, etc. **Additional charges apply** for storing Renter's materials before or after rental period and for reopening the building at a later time or date to clean up or to remove materials.

7. **The use of confetti or glitter is not allowed.** If used, Renter must pay any **additional** cleanup costs, including any extra time required in the building for Renter to do their own cleaning.

6. MOVIE COPYRIGHT POLICIES

1. PUBLIC MOVIE SCREENING FILM COPYRIGHT FEES & RESPONSIBILITIES

- a. Any public film screening will have an associated **Copyright Fee**, paid to the film distributor. The average cost is usually \$300-\$500 (exact amount to be determined at the time of booking the film).
- b. The following publicity will be provided by the Campus Theatre, **provided the rental is scheduled with adequate notice** (we cannot promise the items marked with asterisk if it is a last-minute rental):
 1. Inclusion in our monthly calendar*.
 2. Listing on our website and social media.
 3. Inclusion in our weekly email (sent to over 1,000 people, locally)*.
 4. Film title, day & time on the theatre Marquee.
 5. Renter may provide a poster to be hung in our poster display case, or...
 6. Renter may have a movie poster designed and printed by Campus Theatre, for an additional fee.

2. PRIVATE MOVIE SCREENING FILM COPYRIGHT FEES & RESPONSIBILITIES

- a. If the private event includes a movie being shown, please coordinate directly with the Rental Director to determine your needs.
3. In either case, Renter must provide DVD or Blu-ray (Blu-ray preferred).

7. CANCELLATION POLICY

1. The \$200 First Payment will be returned in the case of cancellations made at least 90 days in advance, minus a \$50 cancellation fee and any costs already incurred by the Campus Theatre.
2. The First Payment will not be returned in the case of cancellations made less than 30 days in advance.
3. A "Date Change" FEE of \$50 will be added to the final invoice for any rentals where the date is changed after the monthly calendar has gone to print and monthly staff schedule has gone out.
4. The Campus Theatre reserves the right to cancel any event at any time without prejudice. The Campus Theatre will provide a full refund of all payments received. The Campus Theatre will not be responsible for other costs borne by the Renter due to the cancellation.

8. RESPONSIBILITY FOR DAMAGES

1. Renter is responsible for notifying all participants and guests concerning rules and guidelines that must be followed, and is responsible for enforcement of these policies and for actions of all persons associated with Renter's use of the theater (performers, presenters, support crew, volunteers, guests, etc). The renter will assume all financial responsibility for damage to the facility incurred by the renting party. Any damage must be reported immediately to the Rental Director.
2. Following the event, the Rental Director will review the physical condition of the space and determine if any damages resulted from the event and determine the cost to repair the damages. The Campus Theatre will provide the Renter with a written itemized description of any damages and an assessment of costs to repair said damages.
3. The Campus Theatre shall not be held liable, and organizations using the Campus Theatre shall waive all claims, for injury or damage to person or property, sustained by said organization or any occupant of the Campus Theatre resulting from or during the event, whether inside or outside the building.
4. The Renter agrees to hold the Campus Theatre and Bucknell University harmless from claims arising as a result of his or her rental activity.
5. Renter must provide proof of appropriate liability insurance (\$1,000,000 limit per occurrence; \$2,000,000 if alcohol is involved).
6. The Campus Theatre will not be responsible for any lost or stolen items.

9. ADDITIONAL INFORMATION

1. Renter may not operate, rearrange, relocate, or tamper with any Campus Theater technical equipment, including lighting, sound, curtain and rigging systems. Misuse of equipment can create serious risks to the safety of personnel and cause expensive damage. Operation or changes must be performed only by authorized personnel.
2. If performers or presenters have provided Renter with a Technical Rider or other description of their needs, please provide a copy to the Campus Theatre as soon as possible and no less than 30 days prior to rental to assure that those needs can be met.
3. Technical changes or additions (Power Point presentations, movie formats, etc) requested less than 5 days prior to rental are not guaranteed. NO changes are allowed on the day of the event.
4. No video or camera footage may be taken of the screen if any film is showing. The Campus Theatre reserves the right to request the removal of any audio or video recording equipment.
5. Unless use of the stage is required as part of the rental, **please keep all guests away from the stage, speakers and film screen.** The Campus Theatre assumes NO liability for injury sustained in these areas, and the Renter will be responsible for ALL damage to any part of this area of the facility.
6. All events at the Campus Theatre reflect on the theatre's reputation and affect future attendance. The Campus Theatre respects its audiences by presenting programs of high quality **which start at the advertised time** and asks Renters to support that policy.
7. For all rental events that are open to the public, the Campus Theatre Concession Stand will be open at no additional charge to the Renter. The Campus Theatre will keep all Concession sales.
8. For private rental events, the Renter may arrange for the Concession Stand to be open, for an additional fee.
9. All additional occupancy, personnel, and services not prepaid will be invoiced following rental. Renter agrees to pay charges within 30 days of invoice.
10. Rental of the Campus Theatre includes Renter's agreement to these RENTAL POLICIES, which are subject to change, without notice.
11. Approval must be obtained from the Rental Director before attaching any item to any theatre surface. STAPLES and NAILS may NEVER be used for attachment to any theatre surface.
12. The Campus Theatre reserves the right to restrict or refuse rental requests.
13. Rental of the Theatre does not indicate an endorsement by CTL of the event or the event sponsor.
14. The Campus Theatre facilities or resources may not be used for religious purposes or by or on behalf of an outside organization or outside individual whose purpose is political, to lobby for an issue or further the cause of a candidate or political party, or to collect signatures on a petition.
15. Public parking:
 - ☐ Metered parking available. Free after 5pm weekdays, Saturday and Sunday.
 - Non-permit parking in multiple locations within 1 block of Campus Theatre.
 - Renter may arrange with Lewisburg Borough (570-523-3614) to bag parking meters for parking spaces on either side of marquee.
15. The Campus Theatre may photograph any rental event. The Renter agrees that the Campus Theatre may reproduce, publish (in print or online), exhibit, and otherwise use the images captured at the rental event. The Campus Theatre shall not permit, participate, or assist in any commercial use or sale of images from rental events (except for the provisions outlined above) in which recognizable person(s) are pictured without specific consent of the Renter or the recognizable person(s) in the images.
16. THERE IS NO SMOKING PERMITTED ANYWHERE IN OR AROUND THE BUILDING AT ANY TIME.

C. CAPACITY, FURNISHINGS & EQUIPMENT

Capacity of the Theatre depends on the activity for which it is used.

1. Main Theatre Seating is 310. (Front section, 168; Back section, 142)
2. Right, Center and Left Mezzanine Seating, 30 seats.
3. For standing-only events, maximum mezzanine capacity is 180 people
4. Lobby capacity is 40

Furniture available:

1. 12 24" x 60" Folding Tables (height 31")
2. 16 24" round Pub Tables (height 41")
3. 12 Stacking Chairs
4. 20 Bar Stools
5. 4 Couches (each seats two comfortably)
6. 2 Arm Chairs

Equipment:

1. Matte white retractable Main Projection Screen (16' x 31')
2. Theatre stage (12'd x 30'w) with decorative valance and main drape
 - a. Additional curtains include:
 - i. Black full stage traveler at rear stage brick wall
 - ii. Mid-stage full black traveler with masking side legs and teaser
3. Dolby Surround Sound (CP650) with Bose Panaray speakers
4. Center Mezzanine, rear wall, Projection Screen (5' 9" x 7' 8")
5. Epson Lite 4140 Portable Projector with corresponding AV cart
6. Moveable Projection Screen (10' x 18')
7. Lapel and hand-held cordless microphones with a variety of stands
8. Podium [Dimensions: 22"w x 17d" x 41-48"h (adjustable height)]
9. Ten LS-04072 Listen-Belt packs for hearing impaired
10. **Projection Booth:**
 - a. Two 35mm reel-to-reel Projectors
 - b. Digital projection capabilities
 - i. Christie CP2220; 2048x1080 resolution (2k); 14,000 lumens
 - ii. Digital Cinema Server: Dolby DSS-200
 - c. Oppo DVD and Blu-ray player
11. Tascam CD-200i CD player with iPod dock
12. Multiple input locations to allow for laptop interface with projection equipment
13. Theatrical lighting with preset positions and two follow spots
14. Wireless capabilities throughout theatre
15. Concession appliances:
 - a. Classic Commercial Popcorn Machine
 - b. Soda Pouring Machine
 - c. Oven
16. Red carpet
17. 1 Glass poster display case, 27" x 40"
18. Fully handicap-accessible facility, including entry and restroom.

D. RENTAL OPTIONS

Please choose from these RENTAL CATEGORIES.

- **Rent the Campus Theatre for a Public or Private Meeting or Party (NO Film Screening).**

This package is popular for business meetings and speaker forums, and for live music and theatrical performances. Base rental includes: One site visit planning meeting, two staff members on site for your event, use of one poster display case, a customized message on the Campus Theatre marquee, and use of our red carpet.

- **Rent the Campus Theatre for a PRIVATE Movie Screening.**

Base rental includes: The movie screening of your choice, one site visit planning meeting, two staff members and one technician on site for your event, use of one poster display case, a customized message on the Campus Theatre marquee, and use of our red carpet.

- **Rent the Campus Theatre for a PUBLIC Movie Screening.**

This package is popular for organizations wishing to use the theatre for their own fundraising efforts.

Base rental includes: The movie screening of your choice, one site visit planning meeting, two staff members and one technician on site for your event, use of one poster display case, a customized message on the Campus Theatre marquee, use of our red carpet, and Campus Theatre advertising and promotion.

- **Rent the Campus Theatre for a private pre-screen party & reserved seating for a Public Movie Screening.**

This package is a popular choice for birthday parties and smaller group celebrations.

Base rental includes: 1 hour theatre rental, one site visit planning meeting, two staff members on site for your event, a customized message on the Campus Theatre marquee, choice reserved seating for the regularly scheduled movie, plus special discounted rate of \$5 movie ticket per person.

- **Rent the Campus Theatre for your WEDDING.**

Base rental includes: Daytime theatre rental on the day of your wedding, one rehearsal prior to the wedding, one site visit planning meeting, two staff members and one technician on site for your wedding, a customized message on the Campus Theatre marquee, and use of our red carpet.

- **Rent the Campus Theatre MARQUEE.**

Marquee rental includes a one-line customized message on the Campus Theatre marquee, space permitting. The message may be up to 25 CHARACTERS (don't count the spaces). The marquee is changed at night, once the final movie of the evening has begun, and will remain up until the following evening, once that night's final movie has begun. (Pricing information will be found on the following 'Additional Options' page.)

Pricing Information.

- There are many variables, and the cost varies widely (from \$90-\$1,850), depending on the day of the week and the time of day.
 - Rental prices vary depending on the length of your event.
 - Rentals which include a movie screening require onsite technical staff.
 - Rentals where movies are open to the public require an additional fee to cover the film's copyright.
 - Member discounts are available.
 - Reduced-rate packages are available for non-profit and community groups, school groups, local independent filmmakers and musicians, and for Bucknell University department and student groups.
- Please contact **Rental Director, Jenni Stieler** for pricing details: jenni@campustheatre.org **570-577-7902**

Subject: Community Partners: Campus Theatre 2016 Rental POLICY & PRICING (LASD 8-22-16)

Date: Thursday, February 11, 2016 at 4:13:03 PM Eastern Standard Time

From: Jenni Stieler

To: Witmer, Julie

Julie,

Hello! and thank you for your interest in renting the Campus Theatre!

Based on our discussion, my rough estimate for your proposed event on Monday, August 22, 7:00-11:30am, is \$425.
Breakdown:

\$90 Base Rental Fee (2.5 hrs)

\$100? Additional Time (2 hrs @ \$50/hr)

\$100? Projectionist (4 hrs @ \$25/hr)

\$85 Cleaning Fee

\$50 Setup/Breakdown Fee

Please read the theatre's 2016 Rental Policy & Pricing Guide (attached) carefully, and then give me a call to discuss the possibilities.

If you would like to arrange to meet with me at the theatre, I am usually available Mon-Fri 11-3.

I look forward to hearing from you.

Jenni

--
Jenni Stieler, Rental Director
The Campus Theatre
413 Market St, Lewisburg, PA 17837
jenni@campustheatre.org
Jenni's Desk: 570-577-7902
Box Office 570-577-FILM (3456)
Main Office 570-577-7900

Visit us at www.campustheatre.org
Join us on Facebook at www.facebook.com/campustheatre
Follow us on Twitter! @CampusTheatre

The Campus Theatre is a 501c3 non-profit historic movie theatre, located in Lewisburg, PA. Built in 1941, and one of the few remaining single-screen art deco movie houses in the country, the Campus Theatre remains dedicated to the promotion of the art of cinema, and to the historic preservation of this architectural treasure.