

## Peach Country Theater

### Private Booking Sheet & Rental Agreement

This document serves as both a booking sheet and a rental agreement for private events held at Peach Country Theater, 726 2<sup>nd</sup> Ave N; Clanton, AL 35045

Renter/Host Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Event Date: \_\_\_\_\_

Party Start Time: \_\_\_\_\_

Party End Time: \_\_\_\_\_ (Duration approx 2 ½ hours)

Estimated Number of Guests: \_\_\_\_\_ (minimum 10, maximum 200)

#### 1. Rental Description

Peach Country Theater agrees to provide a private auditorium for a birthday party, including the screening of one approved movie and use of designated common areas as approved by Theater staff. Renter/Host will provide the DVD for chosen movie. Must be preapproved to ensure copyright approval.

#### 2. Auditorium Rental Fee & Payment

The rental fee is \$200.00, which includes private movie screening and auditorium rental. Payment for rental fee is due in full one week prior to the event date unless otherwise approved. All rental payments are non-refundable.

A refundable incidentals fee of \$50 is required for all private events. This fee will be returned within 3 business days following the event, provided there is no damage to the facility, equipment, or excessive cleanup required beyond normal use. The incidentals fee is due with the rental fee but is not applied toward event charges and is separate from rental or concession fees.

#### 3. Guests and Refreshment Packages: Fees and Payment

##### (Minimum Required)

A minimum of 10 guests is required for all private events. The cost for each guest is \$15 and each guest receives a refreshment package. Please select one package for the event.

Please select one option:

\_\_\_\_\_ Option 1: Hot dog, small popcorn, and small drink

\_\_\_\_\_ Option 2: Medium popcorn and medium drink

Final refreshment quantities must be confirmed 24 hours prior to the event and payment for refreshment packages is due the day of the event.

All concessions will be available for purchase during the private event.

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For theater use:

- Event Date: \_\_\_\_\_
- Rental Fee (\$200) and Incidentals Deposit (\$50) Due on \_\_\_\_\_
- Refreshment Package Final Count \_\_\_\_\_, Total \$ \_\_\_\_\_

#### **4. Cake, Goody Bags & Tables**

Birthday cake and goody bags must be provided by the Renter/Host. Goody bags must be handed out at the end of the party.

High-top tables provided by Peach Country Theater may be used for cake and presents. These tables may be decorated by the Renter, provided no materials are used that may damage Theater property. All decorations, cake items, and personal belongings must be cleaned up and removed immediately following the party.

#### **5. Decorations**

Decorations are permitted with prior approval. Tape, nails, tacks, glue, confetti, glitter, or any materials that may cause damage are strictly prohibited.

#### **6. Conduct & Supervision**

The Renter is responsible for the supervision and conduct of all guests, including minors, at all times. Peach Country Theater reserves the right to end the event without refund if behavior becomes unsafe, disruptive, or damaging to the facility.

#### **7. Damage & Cleaning**

The Renter is financially responsible for any damage to Theater property beyond normal wear and tear. Additional cleaning or repair fees may be charged if excessive mess or damage occurs. (See item 2 for incidental deposit information)

#### **8. Cancellation Policy**

Cancellations must be made at least 7 days prior to the scheduled event. All payments are non-refundable unless otherwise stated in writing by Peach Country Theater.

#### **9. Liability & Indemnification**

The Renter assumes all responsibility for personal injury or property damage caused by the Renter or guests and agrees to indemnify and hold harmless Peach Country Theater, its owners, and employees.

#### **10. Agreement Acceptance**

By signing below, both parties acknowledge they have read, understand, and agree to the terms of this Booking Sheet and Rental Agreement.

Peach Country Theater Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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For theater use:

- Event Date: \_\_\_\_\_
- Rental Fee (\$200) and Incidentals Deposit (\$50) Due on \_\_\_\_\_
- Refreshment Package Final Count \_\_\_\_\_, Total \$ \_\_\_\_\_