

Empire Theatre

PRIVATE PARTY EVENT BOOKING APPLICATION

DATE RECEIVED: / /

CONTACT INFORMATION

Name: _____ Phone Number: _____
Address: _____ Alternate Phone #: _____
E-mail address: _____

Event description

Date of event _____

Number of guests _____

Start/End time _____

Tables and chairs _____

Dance floor _____

Stage _____

Audio/video system _____

Special comments _____

FACILITY INFORMATION

Set-up & Entry Policy:

You must confirm your entry to the space time exactly one (1) week prior to your event.

The facility may be available for you to enter & set-up prior to your event provided there are no other events taking place on the same day before your event. (Additional fees apply \$100 per hour before events)

Unless otherwise specifically contracted, you are solely responsible for the set up and take down of additional rental equipment, chairs, tables, linens, party décor and any other items you wish to use for your event.

A document must be used regarding all prior arrangements made between yourself & the Stockton Empire Theatre staff regarding what is expected of our Theater Staff the day of your event in order to make you event run smoothly. Additional fees may be applied.

Your indicated time frame must include the time in which you will be exiting the premises. All events must conclude and vacate by 12:00 AM unless prior arrangements have been made with the Theatre.

The coffee shop is open 7 days a week and will not close for special events or private parties. The coffee shop is NOT part of the Stockton Empire Theatre and the coffee shop employees are NOT employees of the Stockton Empire Theatre. Please do not ask them for help with your event.

Take-down & Clean up Policy:

Your event must conclude by the time you have agreed to in this contract. If your event runs over your allotted time frame you will be charged an additional \$150.00 an hour; this time will be calculated in 15 minute increments which calculate to \$37.50. This amount will be taken out of your deposit. All events must be concluded by 1 AM unless prior arrangements have been made.

You must pick up all trash, debris and any other décor that you, or anyone affiliated with your party, has brought into the facility. Cleaning costs will be deducted from your deposit.

Any rentals that do not belong to the Stockton Empire Theatre must be removed from the premises once your event concludes, unless prior arrangements have been made with theatre staff.

PAYMENT INFORMATION
<p>Please send your deposit to the address listed below. Your date will be secured upon your check clearing the bank. Your deposit of <u>\$250.00</u> is non-refundable; this deposit will become your cleaning deposit, which may be mailed back to you in a timely manner following your event. The return of deposit is based on time, clean up, and turn-over of space.</p> <p>The balance now due is \$ _____ payment must be received minimum of <u>90</u> days prior to event. If remaining balance is not received, your event is subject to cancellation without refund.</p> <p>Please mail your payments to:</p> <p style="text-align: center;">Empire Theatre P.O. Box 8346 Stockton, Ca 95208</p>

ADDITIONAL REQUIREMENTS INFORMATION
<p>Security and insurance certificate required per contract, Venue not responsible for items left behind event, right to terminate or end event early based on safety, and public nuisance will be exercised at staff discretion, without refund.</p>

Any Thank you for your interest in the Stockton Empire Theatre. We are pleased to provide the best possible setting for your event, you and your guests will remember. Please email further questions to Party@StocktonEmpireTheatre.com