

# The Twin Valley Players Colonnade Theater Rental Rules and Regulations

The Twin Valley Players Colonnade is thrilled to have your consideration of our facility for your upcoming event! We strive to provide the best service and value to give everyone a truly unforgettable experience. A variety of rental options are available to meet the unique needs of your event.

**Rental Packages**

|  |  |  |  |
| --- | --- | --- | --- |
| Type  | Price | Movie Option | Included Concessions |
| 2 Hour Private Rental Additional 30 minutes for set up and 15 minutes for tear down | $195.00 | You provide DVD or Video Game – FreeCurrently Showing Movie :1st run/1st month – additional $6.00 per person2nd run or out for longer than 1 month – additional $4.00 per person | 20 small popcorns20 small sodasAdditional quantities may be purchased at a discount rate of $2.00 per small popcorn and $1.00 per small soda |
| 3 Hour Private RentalAdditional 60 minutes for set up and 30 minutes for tear down | $295.00 | You provide DVD or Video Game - Free Currently Showing Movie :1st run/1st month – additional $6.00 per person2nd run or out for longer than 1 month – additional $4.00 per person | 20 small popcorns20 small sodasAdditional quantities may be purchased at a discount rate of $2.00 per small popcorn and $1.00 per small soda |
| 1 Hour Rental of Flex Room + Currently Showing Movie | $225.00 | Guests stay for PUBLIC “Currently Showing” movie (20 tickets included) | 20 small popcorns 20 small sodasAdditional quantities may be purchased at a discounted rate of $2.00 per small popcorn and $1.00 per small soda |

General Information Applicable to All Rental Packages

* + A $50.00 deposit is due no less than a week before event and the remaining balance is due day of event
	+ Each additional hour over the agreed upon time frame will be $95.00/hour
	+ Deposit will not be returned in the event of canceling less than a week before event
	+ Full use of the theater, stage, lobby, and a fully stocked and staffed concession stand at the current menu pricing (with the exception of popcorn and soda, as noted next.)
	+ Snack foods (i.e. chips, candy, etc.), cake/desserts and light food that does not require additional warming on site are permitted
	+ No confetti or similar items permitted in facility

Catered Events

* + You are permitted to hire a caterer for any event with the following provisions:
	+ $100 extra will be charged if you are bringing in a professional catering company
	+ A deposit of $100 will be required to hold the date of event
	+ Deposit will not be returned in the event of canceling less than two weeks before event

Scheduling

* + Mondays are usually available all day
	+ Tuesdays, Wednesdays, Thursdays, and Fridays are usually available until 4 P.M.
	+ Saturdays and Sundays are usually available until 1 P.M.
	+ Additional days/time possible. Please contact us for details.
	+ Availability can vary depending on our film and event schedule; please contact for exact availability.

\*Please sign here and complete the information form below so we may keep in contact with you and your event. You may pay your deposit through check by mail, or at our theater by check, cash or credit.

On behalf of (name of organization renting) or I,

 (if not organization, individual responsible for party), on behalf of the invitees or guests to this event, do hereby release, waive, discharge, and agree to hold harmless Twin Valley Players Colonnade, its officers, agents, volunteers and employees from and against any and all liabilities, demands, claims, and causes of action whatsoever related to the invitees’ or

guests’ participation in this event held at Twin Valley Players Colonnade. I acknowledge that Twin Valley Players Colonnade is not responsible for supervision of participants at any rental events.

Signature of Authorized Representative/Individual Responsible for Party:

To contact us for your next event, please use the following information:

Christi Moyer – General Manager 717-579-7159

generalmanager@tvpcolonnade.com

**Theater Rental Request**

# Twin Valley Players Colonnade

##  Personal Information

|  |  |  |
| --- | --- | --- |
| Full Name: |  |  |
| *Last* | *First* | *M.I.* |
| Address: |  |  |
| *Street Address* |  | *Apartment/Unit #* |
| *City* | *State* | *ZIP Code* |
| Home Phone: | Alternate Phone: |  |
| Email: |  |  |

 **Rental Information**

|  |  |  |
| --- | --- | --- |
| Date Received: |  | Notes: |
| Date of Event: |  |  |
| Beginning Time: |  |  |
| End Time: |  |  |
| Rental Type: |  |  |

 **Payment Information**

|  |
| --- |
| Payment Type:  |
| Deposit Received:  |
| Remaining Payment Received:  |
| TVP Colonnade Signature:  |