



Regent Theatre Rental Contract  
211 Trowbridge Street  
Allegan, MI 49010  
269.673.2737

## Rent the Regent

***No other place can host a gathering like the Regent Theatre!***

Whether it be for birthday parties, family get togethers, private night out, church outings, local movie premieres, sports team outings, or school trips, the Regent Theatre provides a one of a kind backdrop for your special event.

### **Show Time**

With 205 comfortable seats on the ground floor and another 140 in the balcony, the Regent Theatre can seat up to 345 people. Our state-of-the-art digital projection with HDMI hookup and BluRay/DVD setup allows us to show any movie or personal video of your choice in a private setting.

If you want to watch our current running film, cost is an additional \$5 per person. Of course, we can also provide quality concessions, including our renowned popcorn, upon request.

Cost to rent the theater is \$100 per hour.

### **School-Sanctioned Rentals**

Field trips to the Regent Theatre create memories to last a lifetime. All school-sanctioned rentals (teacher supervised, coordinated with administration/staff) include one child size pop and one child size popcorn. Additional concessions available at regular price upon request.

Cost is \$3 per student or \$50 flat (whichever is greater).

### **NOTE**

*All packages can be customized to fit your specific party needs.*

*Requests must be submitted at least 15 days before event.*

*Rental events must not interfere with our regular showtime schedule.*

Contact the Regent Theatre at 269.673.2737 for questions and inquiries!

***Complete the reverse side to confirm your Regent Theatre Rental.***



**THE REGENT THEATRE**

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Allegan, MI 49010  
269.673.2737**

**CONTACT NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

- Show Time** - Rental of the Regent Theatre is \$100 per hour, one (1) hour minimum. (Screen any BluRay/DVD privately. Current movie is additional \$5 per person.)
- School-Sanctioned** - School-Sanctioned rental of the Regent Theatre is \$3.00 per student or \$50 flat. Cost includes one child size pop and one child size popcorn.

**EVENT TYPE:** \_\_\_\_\_ **DATE OF EVENT:** \_\_\_\_\_

**TIME FRAME:** \_\_\_\_\_ **NUMBER OF PEOPLE EXPECTED:** \_\_\_\_\_

Select all requested:

- Concession Stand
- Tables (one 8' available)
- Chairs (15 available)
- Microphone

**THE SPONSOR AGREES TO THE FOLLOWING REGULATIONS:**

It is fully understood that the hosting organization/individual must not interfere with the Regent Theatre regular showtime schedule. The hosting organization/individual has full responsibility for the care of the area being used and will leave the facility in clean condition with equipment in place. It is further understood that the hosting organization/individual assumes responsibility for the actions and damages of the organization/individual and/or its guests and that the City of Allegan is held harmless in any liability involving the above rental usage.

If alcohol is being served, additional liability insurance in the amount of \$500,000 naming the City of Allegan as a certificate holder is required. This can be found on your homeowners or rental insurance and must be presented prior to the event.

*I have read the above regulations and agree to abide by them.*

**SIGNATURE OF EVENT HOLDER:** \_\_\_\_\_

**SIGNATURE OF THE REGENT THEATRE MANAGER:** \_\_\_\_\_

**Additional Information:**

\_\_\_\_\_  
\_\_\_\_\_

**Payment Received: \$** \_\_\_\_\_  cash  credit card  check (number \_\_\_\_\_)

**Date Received:** \_\_\_\_\_