

THE ATHENA CINEMA RENTAL GUIDE

All rentals rates are for two hours, starting on the odd hour (e.g., 1:00–3:00, 3:00–5:00). Longer rentals will be prorated. Rentals are based on availability and are subject to the sole discretion of management. Each rental will include ONE thirty-minute meeting with the Athena staff at a mutually-agreed-upon time. Additional meetings may result in extra fees.

All films must be turned in **at least a week before screening**. If it is agreed that your organization or an individual will provide any of the screening materials, they must be provided no later than one week in advance of the screening or your event is subject to a non-refundable cancellation. No exceptions.

THEATERS AVAILABLE FOR RENTAL

Theater One (1st floor) includes: 160 Seats, 2K DCP, BluRay, DVD and Quicktime Video capabilities, PA system with 1 microphone, presenter podium with laptop input

Theater Two (1st floor) includes: 160 Seats, 2K DCP, BluRay, DVD and Quicktime Video capabilities, PA system with 1 microphone, presenter podium with laptop input

Theater Three (Ruth Bradley Theater, 2nd floor) includes: 200 seats, 2K DCP, 35mm, 16mm, BluRay, DVD and Quicktime Video capabilities, PA system with 1 microphone, presenter podium with laptop input

SUBMISSIONS

Payment is due when contract is submitted and approved, unless otherwise agreed upon.

All rental requests must be submitted on the form below by email to kamodya@ohio.edu, or by mail or delivery to:

The Athena Cinema
20 S. Court St.
Athens, OH 45701.

We will make every attempt to accommodate your requested date but rentals are subject to availability. No rentals will be confirmed until a signed contract has been received by The Athena Cinema.

POLICY AT THE ATHENA CINEMA

Outside food is not allowed without special permission and may result in a \$100 fee. The concession stand will be open during all events that take place during all business hours. If you rental occurs outside of our business hours, please make arrangements ahead of time with staff to accommodate any concessions request. Special concession packages and catering can be arranged through The Athena Cinema. The Athena will keep all concession revenue. NO outside drinks are permitted. The Athena would be happy to arrange a tab service for your event if you would like to provide any concessions for your guests. Please speak to the staff to make these arrangements in advance.

Please provide a contact person that can be made public.

Renters will be required to sign a contract that includes a provision for paying for any damage or for leaving the theatre in a condition that requires additional cleaning resulting from their rental.

The Athena Cinema is fully handicap accessible. We are ADA compliant, with an an elevator for events on the 2nd floor and special seating in each of our theaters.

All digital projectors are calibrated to industry standard color and brightness. As such we are unable to adjust color or brightness.

ADDITIONAL SERVICES AND CHARGES

Tech Tests: The Athena will meet ONCE with renters for a 30-minute technical test; all additional meetings will require a \$20 per hour fee, with a one hour minimum fee to be charged. Any meetings require 72 hours notice.

Fliers and Other Marketing: Fliers and slides may be created ahead of time by The Athena, for a \$50 fee per item created. Promotion of your event will be included free of charge in The Athena's monthly calendar and on The Athena's website, as long as information is provided in a timely manner.

The marquee can also be rented out for a fee of \$25 per line with a maximum of 12 characters per line.

Staff: Staffing is included in your rental of the theater. One projectionist and two concessions/ushers will be provided. If you would like to make arrangements to bring in additional volunteers, please contact management.

Trailers: The Athena reserves the right to play up to five trailers of upcoming films and events before your rental. Only appropriate titles will be promoted.

Please note that cancellations made 10 or fewer business days prior to the reservation date will incur a Cancellation Fee of 50% of the cost of your rental. Any cancellation made the day of the reservation, or any reservation that is made but not used, will be subject to a Late Cancellation/No-Show Fee, 100% of the reservation cost.

RENTAL RATES

Rental rates subject to change.

Discounts may be applied to groups affiliated with Ohio University or other non-profit organizations. To apply for a partnership with the Athena Cinema, please see our partnership page on our website.

All rates below are for 2-hour blocks.

Theater One (1st floor, 160 Seats)

Monday-Friday: 7:00 AM-3:00 PM: \$250

Monday-Thursday: 3:00 PM-1:00 AM: \$300

Friday: 3:00 PM-1:00 AM: \$350

Saturday & Sunday: 7:00 AM-3:00 PM: \$300

Saturday & Sunday: 3:00 PM-1:00 AM: \$350

Please Note: Theater One is not available for rental from noon-4:00 PM on Fridays

Theater Two (1st floor, 160 Seats)

Monday-Friday: 7:00 AM-3:00 PM: \$250

Monday-Thursday: 3:00 PM-1:00 AM: \$300

Friday: 3:00 PM-1:00 AM: \$350

Saturday & Sunday: 7:00 AM-3:00 PM: \$300

Saturday & Sunday: 3:00 PM-1:00 AM: \$350

Please Note: Theater Two is not available for rental from noon-4:00 PM on Fridays

Ruth Bradley Theater (2nd floor, 200 Seats)

Monday-Friday: 7:00 AM-3:00 PM: \$250

Monday-Thursday: 3:00 PM-1:00 AM: \$300

Friday: 3:00 PM-1:00 AM: \$350

Saturday & Sunday: 7:00 AM-3:00 PM: \$300

Saturday & Sunday: 3:00 PM-1:00 AM: \$350

ATHENA CINEMA RENTAL REQUEST

NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

PHONE: _____

FAX: _____

DATE AND TIME REQUESTED: _____

ALTERNATE DATES AND TIMES: _____

THEATER REQUESTED: THEATER 1: THEATER 2: UPSTAIRS THEATER:

EVENT DESCRIPTION: _____

PRIVATE EVENT: PUBLIC EVENT: IF PUBLIC: FREE TICKETS OR TICKET PRICE: \$_____

FORMAT: 2K DCP: QUICKTIME FILE: DVD: BLURAY: 35MM: 16MM: MINI DV:

EQUIPMENT REQUIRED: _____

CONCESSION/CATERING SPECIAL REQUESTS: _____

MARQUEE: YES: NO:

IF YES, MESSAGE: _____

PAYMENT METHOD

CHECK (MADE PAYABLE TO THE ATHENA CINEMA):

CREDIT CARD: MASTERCARD VISA AMERICAN EXPRESS

CARD NUMBER: _____

EXPIRATION DATE: _____

SIGNATURE: _____

OHIO UNIVERSITY DEPARTMENT BILLING :

NAME: _____

ACCOUNT NUMBER: _____

SUBMITTED BY

NAME, TITLE: _____

DATE SUBMITTED: _____