



YOUR GUIDE TO RENTING THE ATHENA

THE BASICS

Each of our theaters are available for rent in **2 HOUR BLOCKS**.




Theaters are available for rental, scheduled on the **ODD HOUR**...For example, 1:00-3:00 or 7:00-9:00 p.m.

We specialize in **FILM** screening events but offer a versatile space appropriate for guest speakers, panel discussions, presentations and much more. We have hosted burlesque & drag shows, birthday parties & weddings, fundraisers, poetry readings, Ted talks, honors ceremonies and more!

All reservations, materials and arrangements must be made **7 DAYS IN ADVANCE**.

Still interested? Fill out a [request form](#) to check availability.

OUR THEATERS

	CAPACITY & CAPABILITIES	RENTAL RATES AND AVAILABILITY
THEATER 	1st floor, includes: 160 seats 2K DCP, BluRay, DVD, and Quicktime Video capabilities PA system with 1 microphone Presenter podium with laptop input	All rates below are for a 2 hour block: 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 <hr/> Please Note: We offer discounts for non-profit groups, groups affiliated with Ohio University and a multiple block/theater discount to those reserving 4 or more blocks.
THEATER 	1st floor, includes: 160 seats 2K DCP, BluRay, DVD, and Quicktime Video capabilities PA system with 1 microphone Presenter podium with laptop input	
THEATER 	2nd floor, includes: 200 seats 2K DCP, 35 MM, 16 MM, BluRay, DVD, and Quicktime Video capabilities PA system with 1 microphone Presenter podium with laptop input	

② WHAT'S INCLUDED? BASE RENTAL RATE INCLUDES:



STAFFING

One theater manager, two usher/concessions staff and one projectionist (as needed.)

TECHNICAL SUPPORT

If your event requires a projectionist for the presentation of a film, digital file, conversation, live streaming, or any other technologically complex program our technical director will be on hand to guide your event

DCP, Blu-Ray, DVD, and digital files

Presenter Smart Podium with laptop input

Skype, Google Hangouts and live streaming are not preferred as quality cannot be guaranteed. Please consult with tech director for more information.

Two wireless microphones

TICKETING

Athena ushers manage theater entry for all rental events.

Reserved seating, guest lists and will call may be arranged for your event free of charge (must be requested 7 days in advance).

EVENT SUPPORT

Use of the following items (must be requested 7 days in advance):

- Two 6' tables

- Running Lights

- Chairs

- Podium

- Use of 27x40 poster case

- Two 6' tables

LOBBY USE

Exclusive use of the lobby is only available for full venue rentals (all three theaters).

Lobby space may be available for your event however the lobby will be shared and open to the public.

Merchandise may be sold in the lobby however arrangements must be made in advance and paperwork is required if you would like the Athena to sell merchandise on your behalf.



③ EXTRAS AND ADD-ON'S



FILM LICENSING

If your group is interested in viewing a film, please be aware that there is a cost for the licensing fees. Licensing fees vary in price depending on the film and availability.

All film bookings are handled by the Athena. If you require assistance to acquire copyright permission, you must submit this information with your rental request.

THE MARQUEE

Interested in showcasing your event on the Athena's iconic Art Deco marquee?

Marquee reservations are \$75.00 flat fee per side.

Reservations are limited to availability and requests must be scheduled 7 days in advance.

CONCESSIONS MENU AND PRICING

MENU	
Shagbark Seed & Mill Popcorn:	
Small \$3.00	
Medium \$3.50	
Large \$4.00	
Candy	
\$3.00-\$3.50	
	Pepsi Fountain Drinks:
	Small \$2.00
	Medium \$2.50
	Large \$3.00
	Bottled Water
	\$2.00
	We also offer Silverbridge Coffee, Herbal Sage Teas and hot chocolate.



PURCHASING OPTIONS:

Tab Service: Whether you would like to offer an "open" tab to guests or set specific parameters, such as free small popcorn for each guest, we can accommodate your budget.

Set Number: Another option is to offer a set number of concessions, for example, 50 free popcorns.

Bulk Discounts: We offer discounts for order of 50+ concession items.



④ THE FINE PRINT

OUR POLICIES:



OUR RESERVATIONS

Each 2 hour block reservation must include time for load-in, set-up, seating, total running times, exiting, and break-down. We encourage renters who need additional time to reserve an additional 2 hour time block. We do not offer proration due to our scheduling practices.

Rentals are based on availability and are subject to the sole discretion of management.

PRESHOW & 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.

We reserve exclusive control of pre-show content including slides and trailers.

TECH TESTS

Our technical director is available for one 30 minute meeting for testing and consultation. Any additional meetings will require a \$20.00 per hour fee, with a one-hour minimum fee to be charged. All meetings require advanced scheduling.

All live performance events must comply with strict audio limits so as not to disturb other screenings in progress in other theaters.

All screening materials must be turned in at least one week prior to your reservation or your event is subject to a non-refundable cancellation. To ensure high quality presentations to our audiences, we test all materials in advance. Testing occurs based on a full show time schedule and staff availability. A \$25.00 per date late fee may apply for materials submitted after deadline.

PAYMENT & CANCELLATIONS

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.

Payment is due when request is submitted and approved, unless otherwise agreed upon. Ohio University partners must submit internal account number at the time of the reservation.

ACCESSIBILITY

The Athena Cinema is fully handicap accessible.

We are ADA compliant, with an elevator for events on the 2nd floor and wheelchair seating in each of our theaters.

CONCESSIONS

Outside food and drinks are not allowed without special permission.

The concession stand will be open during all events that take place during business hours. If your rental occurs outside business hours, please make arrangements ahead of time.

The Athena retains concession revenue.

Contact management regarding serving alcohol at your event.

DAMAGES & RESTRICTIONS

Renters must leave the theater free of damages. Do not touch screen or apply tape to walls. The use of glitter is prohibited.

Only Athena Cinema staff are permitted entrance to our projection booths.

Please be aware of lighting limitations. The Athena does not provide any specialized lighting, such as spotlights.