



## Private Showing Request Form

Please fill out both of this form and bring it into Theatre Manager

*Note: In order to book a private show we require that you have at least **100** people and **80%** must buy concessions.*

Group: \_\_\_\_\_

Movie: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Number of People: \_\_\_\_\_

Buying Concessions (80%) or Kids Trays? \_\_\_\_\_

.....

Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_



**Terms and Conditions:** To avoid additional costs and unnecessary waste, the number of people reserved for the event will reflect the cost. If additional guests are needed, an additional payment will be needed on the day of the event. It is important to have a final count as we have to prepare kids 'trays w/drinks in advance. We have experienced significant unnecessary waste when the actual people reserved was lower than requested. We accept cash or checks for Private Show payments. For any separate concession purchases, we accept cash and credit cards.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### List of Drinks for Kid's Tray Orders

*If any food allergies to milk products we can substitute to skittles.*

Drinks: Starry \_\_\_\_\_

Candy: M&M's \_\_\_\_\_