

# Base Theater reservation Contract

(Theater seats 175 people)

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

Requested time: \_\_\_\_\_

### \*\*\* COVID-19 Policy\*\*\*

By signing the contract the P.O.C is responsible for making sure their function is following the COVID procedures  
**Do not enter if you are experiencing symptoms of respiratory illness including fever or cough.**

**ALL guests are required to wear masks at all times.**

**Everyone must be at least six feet apart and practice social distancing.**

**There is access to both hand sanitizer and hand washing stations.**

**Failure to adhere to all established policies could result in termination of your function.**

**All fees and charges still apply.**

**Private party reservations:** Your event is subject to a \$200 minimum concession sale. You can arrange beforehand for \$200 or more in concessions to be ready upon arrival or your invitees can pay as they go and then make up the difference at the close of your event. Please make sure you confirm all arrangements regarding concessions and movie selection within 4 days of your party with the Concession Stand Manager, Ms. Loretta Perdang [412FSS.FSWP.BaseTheaterReserva@us.af.mil](mailto:412FSS.FSWP.BaseTheaterReserva@us.af.mil) Phone 661-275-2695.

**Official Functions:** The Base Theater can be reserved out for Official Functions at no cost. In accordance with AFI 34-1201, Official Functions are defined as promotions, reenlistment/retirement, change-of-command, and awards ceremonies where senior members are operating in an official capacity with members under their command. To use the theater for Official functions special arrangements will need to be made with Ms. Loretta Perdang [412FSS.FSWP.BaseTheaterReserva@us.af.mil](mailto:412FSS.FSWP.BaseTheaterReserva@us.af.mil) 661-275-2695 if a Function is charging for any part of an event additional fees will apply.

**FOOD AND BEVERAGES:** No food or beverage is allowed in the Base Theater except as provided by the Concession Stand. If you request food for your function please contact the Bowling Center Manager at 661-275-2695.

**ACCESS:** Keys may be picked up at Building 5214, High Desert Lanes Bowling Center Customer Service Counter Monday-Friday 0900-1700. If you require access before 0900 please pick up keys a day prior to you event. Return the keys to the Bowling Center immediately after your event or at 0900 on the following business day if you have the keys overnight (this would be only due to an after hour's event, or prior agreement). If keys are not returned by 1000, additional fees will apply.

**AV SUPPORT:** The customer is responsible for arranging their own AV support with Media Fusion. Contact DSN: 7-4710 for more information.

**ACKNOWLEDGEMENT:** Users of the Base Theater are responsible for assuring that the procedures listed below are followed and adhered to at all time:

- Users are responsible for ALL clean up after your event and assume full responsibility for all individuals attending your specific function.
- Users will remove all trash, clean up any spills.
- Users are responsible for any/all damages to areas used.
- Users are be responsible for any existing audio/video equipment that is located at the facility. If there is any damage to equipment or the facility the user’s unit commander will be notified for replacement.
- Ensure that all trash is emptied and that all bathrooms are tidy prior to vacating the premises – failure to do so will result in a notification to the unit commander and can result in loss of future theater use privileges.
- Ensure that all exterior doors are secured prior to vacating the premises. **DO NOT TAMPER WITH CIRCUIT BREAKERS.**

**ACCEPTANCE:** By signing below you agree that you have read and understand the preceding information and know that you are fully responsible for all fees, equipment, and condition of the room(s) utilized. Any breach of the above contract may result in denial of future facility reservations.

\_\_\_\_\_  
Customer signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff signature

\_\_\_\_\_  
Date