



Yakama Nation
Heritage Theater Rental Form

Today's Date: _____

Organization: _____

Contact Person: _____

Phone: _____ Email: _____

Address: _____

City: _____ ST: _____ Zip: _____

Date/s/ of Event: _____

Arrival Time: _____ Start time: _____ End _____

Arrival Time: _____ Start time: _____ End _____

Theater Rental Fee \$ _____ x days _____ \$ _____

Power point/DVD/Projector \$ _____

Microphone \$ _____

Cessions: Yes () No () \$ _____

Clean up Fee-Non Refundable \$ _____ x _____ \$ _____

Birthday Rental \$ _____

() Movie

Special Group Rate \$ _____ x days _____ \$ _____

Auditorium Rental (30+ppl)

() Film () Provide own DVD

Cessions Special \$ _____ x ppl _____ \$ _____

Small size: pop, popcorn, candy (unless specified)

Expected #of people: _____ Confirmed# _____

Confirmed Date: _____ Confirmed by _____

Sub Total Rental Fee : \$ _____

Less Deposit Received: \$ _____

TOTAL BALANCE DUE: \$ _____

Intended use: Please check
Public Meeting: []
Conference/Workshop: []
Lecturer: []
Graduation: []
Play performance: []
Film Festival: []
Birthday Movie: []
Special Group Movie: []
Live Comedy Show: []
Room Setup Requests: Check
Tables: _____
Chairs: _____
Podium: _____
Microphone: _____
Cordless Mic: _____
Stage/Lighting: _____
Screen: _____
Dressing Rooms: _____
Ticket office: _____
Billing Invoice# _____
Date: _____
Pay day of event: _____
Received by: _____
Check [] Cash [] PO [] # _____
Charge on Account: _____
Bill other: _____
All Rental Fees must be paid in full unless other arrangements are made.

The renter hereby agrees to indemnify and hold harmless The Yakama Nation Heritage Theater or any staff from any claim of demand for personal injury, death, or property damage which arises through or in connection with the rental of the Theater.
Signature Date CHC Events Coordinator Date



Yakama Nation Cultural Center
Spiel-yi Loop, P.O. Box 151, Toppenish, Washington 98948
Phone: 509-865-2800 ~ Fax: 509-865-7570
www.YakamaMuseum.com



RENTAL AGREEMENT TERMS OF USE

The following conditions and policies apply for the use of the Heritage Theatre:

1. The Theater is open for private bookings OUTSIDE of movie nights. Check with the Events Coordinator considering there are no other engagements.
2. CONCESSIONS: Heritage Theater HANDLES ALL CONCESSIONS and no outside concessions are allowed. There are exceptions based on Heritage Theater discretion.
3. Maximum seating for most events will be 250. (Handicap accessibility).
4. Theater Equipment is available for rental if requested. Must provide own laptop for presentations with use of projector.
5. If booking for private movie there will be a fee and the movie request must be booked in advance with the Event Coordinator prior to event.
6. Heritage Theater is not responsible for the publicity or ticket sales for organizations renting the building or ticket sales at the door.
7. Concession special is available and must notify event coordinator prior to booking event.
8. If holding a Birthday party the responsible party is in charge of refreshments, supplies, and decorations. Only pizza, cake and ice-cream will be allowed in the Theater. No Potluck food items. You will have access to facility one half hour prior to party for set up and decorating.
9. No Helium balloons allowed in the auditorium. All decorations should be free-standing. No lighted candles, painting, or nailing.
10. The Responsible party must supervise participants at all times. Any other special arrangements must be made in advance.
11. FIRE EXITS WILL NOT BE OBSTRUCTED!
12. Clean-up Fee is non-refundable.
13. Payments accepted: Cash/Purchase orders. Accept Business checks only no personal checks per Yakama Nation Policy.
14. Charge on account accepted for business or YN Programs if proper authorization is received.
15. All customers will respect use of the facility during rental engagements. No graffiti or misuse of theater equipment will be tolerated.
16. The stage is limited for use with the new stand-alone screen. No touching the screen.

Any other special requests must be noted and confirmed with the CHC Event Coordinator prior to any scheduled events:

I, the onsite responsible person for the attached rental, have read and agreed to the following terms and conditions of building use:

Signature of Responsible Person

Date



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