



# Lea Theatre Party Reservation

## Let us host your next special celebration!

Available

- ★ Monday - Thursday: 10 am - 7 pm
- ★ Friday - Sunday: 10 am - 2 pm

\$200 for 3 hours

- ★ Movie of your choice. (You must provide the movie)
- ★ Small drink and popcorn provided for 35 guests.
- ★ We will play a pre movie slide show of the guest of honor.
- ★ Marquee will display a message of your choice.
- ★ You may bring cake and ice cream, concession will open to purchase beverages, popcorn, candies and other snacks.

A two week notice is required. All fees are due at the time of reservation. If you decide to cancel, you must do so with in 5 days to get a full refund.

All children should be monitored and never left alone. You as the signer will be liable for any damages.

Name \_\_\_\_\_

Phone \_\_\_\_\_

Date of reservation \_\_\_\_\_

Marquee Display \_\_\_\_\_

**CANCELLATION POLICY**

There will be no refunds due to inclement weather. Full refunds will be available for cancellation made at least five business days prior to the scheduled event.

The City may cancel rentals for any of the following reasons: a) City begins work involving any part of the facility; b) When the health and safety of participants are threatened; c) Non-adherence to facility rules. Non-adherence to facility rules or instances in which health and safety are threatened and created by the individual responsible or guests attending will result in forfeiture of rental fees.

**FEES**

The fee charged for three-hour use includes all set up time, event time, and cleanup time.

**FACILITY RULES**

- a. The individual responsible for the rental must be at least 21 years of age and provide government issued photo identification.
- b. All decorations are to be provided by the lessee. No decorations may be attached to the walls of the facility.
- c. No illegal drugs will be permitted on the premises at any time.
- d. This facility is smoke free.
- e. No open flames are permitted.
- f. Should damage to the facility or additional cleaning or maintenance be required, additional costs will be charged to the individual or group using the facility as well as a possible ban from any future City facility rentals.
- g. All copyright or any other rules, regulations, or laws in regards to the showing of movies or events must be followed.
- h. Unless deemed a fundraiser for a registered non-profit and approved by the City of Lovington, no entry fees may be charged by the user.

**SAVE HARMLESS AND INDEMNIFICATION**

I, \_\_\_\_\_ (individual responsible), hereby agree to protect, defend, indemnify and hold harmless the City of Lovington, its officers, employees and agents against any action, demand, claim, loss, injury or liability arising out of or resulting in any way from the use of the Youth Center or from any actions taken, work performed or service provided by Applicant with respect to the use of City property for the purposes described in this rental request. Applicants obligations to indemnify and hold harmless are joint and several, and exclude only such action, demand, claim, loss or liability due to the sole negligence or willful misconduct of City and/or its employees. All of Applicants obligations under this agreement are intended to apply to the fullest extent permitted by law and shall survive the expiration, completion or sooner termination of the rental agreement. In any action or claim against the City in which Applicant is defending City, City shall have the right to approve legal counsel providing City’s defense.

\_\_\_\_\_  
**Signature of Individual Responsible**

\_\_\_\_\_  
**Date**