



SPECIAL EVENT POLICIES & GUIDELINES

The following policies and guidelines for Uptown Entertainment will assist you in planning your event. Specific details pertaining to menu selections, theatre rental, table arrangements, entertainment and other matters will be discussed and established prior to the event. Every effort will be made by Uptown Entertainment Event Staff and Management to ensure a successful event.

Exclusive Theatre Rental: Please call for quote. Cost for Theatre Rental based upon Peak and Non-Peak Times.

Food and Beverage: Uptown Entertainment must provide all food and beverage except for Special Occasion Cakes brought in for reserved events; all food and beverage provided must remain on the theatre premises.

Advance Payment: For all events, a deposit equal to 30% of the estimated cost shall be paid at the time of signing the contract. We require that 100% of the remaining estimated bill be paid no later than three business days prior to the function date. Any remaining is due in full at the conclusion of the event.

Sales Tax and Service Charge: Six percent sales tax and twenty percent service charge will be applied to all food, beverage, and rentals. Groups requesting tax exception must submit a tax-exempt certificate 10 days prior to the function date, or tax will be applied to the final bill and will not be refunded.

GTD Count: Confirmation of the number of attendees of any function must be given no later than 3 business days prior to function date. Uptown Entertainment will be prepared to serve ten percent (10 %) over of the original estimated number of attendees. All charges will be based upon the final guarantee or the actual number of guests served, whichever is larger. If the required final count guarantee is not submitted, the original estimated attendance will be considered the final count. Guarantees for events on Monday or Tuesday will be required by 12:00 p.m. on Wednesday of the previous week.

Menu Selections: All menu selections shall be considered definite and not subject to change three (3) business days prior to the functions date. Your Event Manager will be most willing to discuss alternate menu selections specially requested for your event. Culinary chefs for food station presentations are \$50.00 per chef.

Cancellations: We know that at times you may need to cancel with short notice. Due to our advance preparation, cancellations within 48 hours or less will incur the full food costs.

Market Fluctuations: All prices are subject to change due market fluctuations, unless such prices are confirmed in writing. Confirmed prices will be quoted no more the one hundred eighty (180) days prior to the scheduled function.



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Electrical: Electrical requirements for presentations and exhibits must be made in advance to insure that the proper number of outlets and power can be provided.

Audio-Visual: Uptown Entertainment Staff must operate all sound and audio-visual equipment provided by the theatre; all sound and audio-visual equipment not provided by the theatre needs to be coordinated with the Special Event Manager for set up, operation, and break down.

Favorite Movie: Past movie releases can usually be attained. Please ask for details.

Liability: Uptown Entertainment cannot be held responsible for any lost materials, merchandise, gifts, articles or items, regardless of value.

Distribution and use of pins, nails, screws, tape, and promotional gummed stickers or labels are strictly prohibited on walls, columns, floor, or other parts of the building and furniture. The cost to repair any damage as a result of such actions will be charged accordingly.

The use of posters/signs/displays permitted only as determined by theatre operations and prior approval. Uptown Entertainment reserves the right to move posters/signs/displays that encumber safe conditions or obstruct traffic flow.

Prohibited Items: Open flame, smoke machines and helium tanks. Helium filled balloons permitted in open areas only – must be weighted. Balloons are strictly prohibited inside the theatre auditoriums.

Other: Cameras are **NOT** allowed in the auditoriums at any time.

B8 and P12 Theatre Parking: Parking structures are conveniently located near the theatre. Parking within the structures is free for the first two hours. Special arrangements for valet can be made upon request.

RC4 Theatre Parking: Validation for discounted \$2 parking at the GM Beaubien Parking Structure and for GM Renaissance Center valet services.

Rentals: Rental-pricing information is subject to change.

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| Easels | \$12.00 |
| Marquee Rental | \$150.00 |
| Projector (2.5 hours) | \$300.00 |
| Blu-Ray DVD Player (2.5 hours) | \$50.00 |
| Hand Held Microphone (2.5 hours) | \$100.00 |
| Podium | \$150.00 |
| Red Carpet | \$150.00 |
| Coat Check (1 attendant required per 50 guests) | \$25.00 |

*Tables, Chairs, Linen, China, Glassware, and Flatware quote available upon request.