



**EMMEDIA**  
 Gallery & Production Society  
 Serving artists for over 30 years

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## SCREENING ROOM AGREEMENT

The EMMEDIA screening room is a black box presentation space available for use to Producer members of EMMEDIA. This space can be used for producer member's private screenings, auditions, meetings, filming, or events.

### TERMS OF RENTAL AGREEMENT

- You must be a producer member in good standing to book the room.** (Please refer to the membership agreement.)
- There is a flat rate fee of \$50/day to rent the room for non-charging events.** This includes auditions, meetings, filming etc.
- If you are holding a commercial and/or non-media arts related event, the fee will be \$100/day** and you will be required to provide a security deposit of \$200 for the room. These events may only be booked 3 weeks prior to the event. This includes band concerts, parties, etc.
- For after hours access, keys will need to be signed out.** A \$40 deposit is required for the pickup of keys, and may only be picked up by the signatory of this contract. Keys may be picked up from 2 days prior, up to 4pm on the day of the booking. A 10 min orientation/security demo is required of members picking up keys. The deposit will be kept if keys are not returned on stated date of return and without proper notice from member.
- Any member events held outside of regular hours are required to provide staff and/or volunteer at the main entrance.** The main entrance doors to EMMEDIA are locked after 5PM. Propping the doors is a safety and rental violation and membership privileges may be suspended and will lose
- Space must be left clean and organized:** all furniture in the lobby returned to prior arrangement, kitchen area, bathroom and screening room cleaned and garbage bins emptied. If the space is left in a state of disorder, a cleaning fee of \$50 will be charged to the member.
- Renting member(s) will be held fully liable for any damages incurred to premises and/or equipment during activities.** Signatory on this contract will have a maximum of 2 weeks to repair the damages. The \$200 room deposit will then be returned when the repair is assessed and approved. Otherwise, the member will forfeit the room deposit and will be required to pay the remaining cost for repair and/or replacement.
- Any technical considerations must be addressed 3 days before rental.** Technical requirements left (without prior agreement) until the day of a booking will be charged a \$25 technician fee.
- If you are serving and/or selling liquor, you must have a liquor license.** Please have your license with you at the time of key pickup or your booking will be cancelled.

### SCREENING ROOM RENTAL CHECKLIST

**ROOM RENTAL FEE | \$50/day**

This is the fee for renting the room for non-paid events such as auditions, meetings, filming etc.

**KEY DEPOSIT | \$40/event**

This is the security deposit for the keys to the screening room if you are having an after hour event. (See term 4.)

**LIQUOR LICENSE**

You must have a liquor license if you are serving/and or selling liquor. (See term 9.)

**COMMERCIAL EVENT | \$100/day**

This is the fee for renting the room for an event where there is an entrance fee and/or is a commercial or paid event. This includes non-media arts events such as band concerts, parties etc.

**ROOM DEPOSIT | \$200/event**

This is the security deposit for the room. (See term 7.)

**Please complete the form in the back of this agreement for approval by the production coordinator.**

**BY SIGNING, I HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE TERMS OF RENTAL FOR THE SCREENING ROOM.**

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### FOR OFFICE USE ONLY

INVOICE #: \_\_\_\_\_

DEPOSIT TOTAL: \_\_\_\_\_

STAFF SIGNATURE: \_\_\_\_\_

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## SCREENING ROOM EVENT APPROVAL FORM

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If a member wishes to use the screening room for an event where there is an entrance fee and/or is a commercial or paid event, you must complete this form and have the event approved by the Production Coordinator.

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### DESCRIPTION OF EVENT:

*Please provide a detailed description of the event you are holding.*

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**DATE OF EVENT:** \_\_\_\_\_

**HOURS OF EVENT:** \_\_\_\_\_

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**By signing, I agree that I have provided information as true to the best of my ability. I also understand that any falsification of information will result in suspension of membership privileges.**

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL : \_\_\_\_\_

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### APPROVAL OF PRODUCTION COORDINATOR:

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

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