



LOS GATOS THEATRE

FAQS



#### **WHAT KIND OF MOVIE CAN I EXPECT TO SEE AT MY EVENT?**

As a small independent theater, we are required to sign weekly contracts with the studios to screen their films every day of the week and numerous times of the day. If you would like to watch a new release film at your event we typically find out what movie has been programmed in your event space one week prior to your event date. Yes, it is a bit of a risk to select this option, but we have no control as to what new release films we will get to screen in each of our venues.

#### **WHAT IF I NEED TO KNOW MORE THAN ONE WEEK BEFORE THE EVENT WHAT FILM WILL BE PLAYING IN EACH VENUE SPACE?**

You are welcome to bring in any film that you have access to in either DVD or Blu-Ray format. We prefer Blu-Ray and ask that 2 copies be sent to the theatre at least 5 days before the event so we can test it to make sure it works correctly. We are also partnered with Tugg.com and can offer you a screening of a film festival favorite that has not yet been released. There is an additional screening fee associated with Tugg.com films.

#### **I AM AFFILIATED WITH A CHARITY OR FUNDRAISER, HOW DO I GO ABOUT SECURING YOUR SPACE?**

We receive numerous requests to free up one of our venues for a fundraising or charity event. We still have to honor our contracts to the studios, so in order to free up one of the venues, we have to buy out all the seats and pay back to the studio. With this in mind, we only allow for one charity or fundraising event each month with priority given to the local Los Gatos public schools. If you would like to send in a donation request, please send a proposal to the theatre at:

Los Gatos Theatre  
Donation Department  
43 N. Santa Cruz Ave  
Los Gatos, CA 95030

If a donation request is deemed a good fit, we will contact you. Please understand we receive a large number of requests and we cannot respond to all of them.

#### **I AM AFFILIATED WITH A FILM FESTIVAL, HOW DO I GO ABOUT SECURING YOUR SPACE?**

If you are affiliated with a film festival and would like to rent out the the venue for numerous screenings, the cost is the same as listed in our price list. We do not offer discounts to film festivals unless they are a non-profit and we do not partner with film festivals.

#### **I AM A FILMMAKER AND I WOULD LOVE TO SCREEN MY MOVIE AT YOUR VENUE, HOW DO I GO ABOUT SECURING THE SPACE?**

If you are a filmmaker and would like to screen your movie at the theatre, you can rent out the space, the cost is the same as listed in our price list. We still have to honor our contracts with the studios and have to buy out those screenings, so its very difficult for us to open up a time slot for individual film screenings to take place. We do not partner with filmmakers on screenings.

#### **CAN I BRING MY OWN LIQUOR, BEER, WINE AND/OR CHAMPAGNE?**

Liquor, beer, wine and champagne can be brought in using one of our preferred caterers. Preferred caterers and sample menus can be found at <http://www.losgatostheatre.com/events>.

**CAN I BRING MY OWN FOOD, LINENS AND OTHER RENTAL ITEMS?**

All food, linens and other food related items must be brought in through one of our preferred caterers.

**DO YOU REQUIRE A DEPOSIT AND IF SO IS IT REFUNDABLE?**

We require a 50% deposit that is due once we receive the signed Rental Quote and Rental Contract. The remaining 50% is due one week before the date of your event. No refunds of the rental deposit will be paid 10 days prior to your event, as your agreement to rent the Los Gatos Theatre may cause loss of additional bookings or business.

**WHAT TIME CAN WE BEGIN DECORATING THE FACILITY FOR OUR EVENT? WHEN CAN THE CATERERS COME IN AND START FOOD AND BEVERAGE SETUP?**

You can begin decorating your event at the start of your contract time. If your event contract time starts at 6pm, then you can start setup of your event at 6pm.

**WHERE CAN OUR GUESTS PARK?**

The theatre does not have its own parking lot, but is surrounded by 2-hour and 3-hour city parking lots.

**DOES THE LGT PROVIDE ANY STAFF FOR OUR EVENT?**

The theatre provides an Event Coordinator, Supervisor, Concession Staff and Ticket Taker/Ushers. If your event is large, it may require additional staffing charges.

**DO YOU OFFER ANY DISCOUNTS ON FOOD AND BEVERAGE LOCATED AT THE CONCESSION STAND?**

No, all food and beverages at the concession stand are full price for guests of your event.

**HOW CAN I RESERVE MY DATE?**

First fill out the rental form online at [www.losgatostheatre.com/events](http://www.losgatostheatre.com/events). A member of the Events team will respond. Once a date and rate have been agreed upon, you will need to fill out a Rental Quote and Rental Contract. Once those documents have been signed and a deposit has been processed, your rental is secure.