



LOS GATOS THEATRE

RENTAL GUIDELINES

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Access to the building is limited to times stated in the contract. This includes any drop offs, guests early arrivals, setup and breakdown time.

Please take this into account when sending out your invitations and arranging for deliveries.

No one will be allowed in the building before the contract entrance time and everyone must be out of the building with their possessions at the exit time.

EXAMPLE OF AN EVENT TIMELINE:

Contract entrance time 7:30pm - Hosts enter 7:30pm

Guests enter 7:45pm

Event start 8:00pm

Audience exit 9:45pm - Hosts and all equipment exit 10pm - Contract exit time 10pm

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

The building must be left in a satisfactory condition, without any permanent damage to the premises requiring outside repair persons. Any damage will result in additional charges.

The LGT does not provide marketing services such as marquee ads, website presence or inclusion in our e-newsletter. Any additional services are subject to additional charges and must be specifically provided in the rental contract.

Balloons are not allowed anywhere in the theater or lobby.

All children must be supervised in the theater with the presence of at least one adult per 10 children.

Children are not allowed on stage without permission from theater management.

Gift bags, fliers and handouts need to be passed out as guests leave the theater, not as they enter.

All signs and posters must be approved by theater management.

Only removable tape is allowed to avoid damage to walls, floors and fixtures.

The LGT is unable to provide any supplies, such as tape, copies, paper, cash change, etc. If processing credit cards, please bring your own processing format. Merchant terminals cannot be hooked up to our phone system.

Glass bottles are not permitted in the main theater.

All fixtures, furniture and pictures cannot be moved unless approved by theater management.

Only theater staff are permitted in the projection room and behind the concession counter unless approved by the theater management.

All media, DVD's, Blu-Ray's, music and welcome signs must be delivered to the theater 5 days before your event for quality testing.

Any other exceptions, conditions, requirements must be agreed upon by the LGT and renter prior to your event.