GUILD
GUILD THEATER
2828 35TH ST
Sacramento, CA 95817

A $300.00 deposit required to secure reservation.

$250.00 will be refunded 21days less $50.00 mandatory cleaning/restocking fee will be deducted from security deposit after scheduled event and theater has been returned to a satisfactory condition. Client responsible for cleaning the theater, concession stand, balcony, restrooms, stage and dressing rooms; moving all trash taken to the garbage and recycling dumpster located in the rear of the theater. **No Coffee, Tea or Soda in Theater or dressing rooms.**

All events must stay within scheduled time; no early arrival prior to official rental time, unless arranged and paid for in advance the theater rental rate will be deducted from the deposit in one hour increments. There must be no damage to the facility or its equipment. Time for decorating and clean-up must be paid in advance and included in your reservation. Please allow a minimum of (1) hour for set-up and clean-up. You will not be allowed into the facility before your reservation time, so plan carefully. _____
                                                                                    Initial

DATE OF EVENT_____

        Deposit Paid: $_____
                              Check/PayPal

FROM: _____
        Client Name/Organization   **Withheld from Security Deposit:**
        _____   Cl**eaning/Restocking Mandatory**
            Address   **($50.00 minimum) $_____**
        _____   **Damag**e_____ $_____
            City   State   Zip
                                                                                    Additional Rental Time$_____
        Email Address:_____   **($75.00 per hour)**

        Phone: _____   **Refund $_____**

Theater must be vacated by departure time indicated on the Terms/Agreement. Late departures will be assessed a fee $75.00 per hour (deducted from the deposit) for extended usage beyond time specified in contract.

Guild Theater Terms/Agreement ONE HALF OF RENTAL FEES ARE TO BE PAID 30 DAYS IN ADVANCE. BALANCE REQUIRED 7 DAYS PRIOR TO SCHEDULED EVENT.

ALL CANCELLATIONS: must be made 90 days in advance of scheduled event for a refund, LESS A $150.00 CANCELLATION FEE. FOR CANCELLATIONS MADE LESS THAN 30 DAYS FROM THE EVENT DATE, THE CLIENT FORFEITS ALL FEES PAID TO DATE. **Written notice received: _____**

*Any refunds due will be processed and mailed within 21 business days your cancellation or event.