



*Celebrating Three Decades of Excellence in Media & Conservation*

## **International Wildlife Media Center & Film Festival**

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### **Rental Agreement for Roxy Theater: International Wildlife Media Center & Film Festival (Lessor)**

**1. Premises:** Lessee (Renter) shall have access to and use of the following areas only: (choice of available theater) Blackfoot, Missouri or Yellowstone Theater and Lobby, plus Women's and Men's restrooms all of which are located within the Roxy Theater, 718 S. Higgins Avenue, Missoula, MT 59801. Lessee is responsible for own promotion but may use one display case for posters outside as well as the use of one line of the marquee (when available).

**2. Lease:** Lessee shall have the use of said premises for event from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_. Set-up time will be \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_.

**3. Rent:** The rent for the above stated lease term shall be the sum of \_\_\_\_\_ for \_\_\_\_\_ hours. The base rental fee of \$175 covers up to 3 hours of premises use, including set up and break down/cleanup. Any additional hours or any portion thereof will be charged at the rate of \$50/hour.

**4. To rent a second theater at the same time** is an additional \$50/theater/hour (\$100 minimum). Any additional hours or any portion thereof will be charged at the rate of \$50/hour.

#### **The rental fee shall be due in full 5 business days prior to the event.**

The International Wildlife Media Center Office Hours are Monday through Friday 9 am-5 pm, but an outside drop box is always available for drop-offs. If payment is not received when due, the event will be considered cancelled and the Security Deposit will be forfeited (unless prior arrangements have been made in writing).

If Lessee exceeds scheduled time allotment for event (including set-up or clean-up time), additional payment is due in full at the closing of the event at the rate of \$50/hour or any portion of an hour.

The Roxy Theater will be vacated and secured by 3 am following an evening event. Any equipment not removed by the Lessee by closing time can be retrieved the next weekday during regular business hours.

**5. Security Deposit:** Lessee shall be required to pay a security deposit of \$50 upon signing of this agreement. This deposit will be refunded within 24 hours following the event or on the next business day, assuming that the premises are returned to the Lessor in the same condition in which they were found. The Lessor certifies that the premises are being rented to the Lessee in a clean condition and without damages and requires that the Lessees return the premises in this same condition.

**6. Indemnification:** In the course and scope of the Lessee's use or occupation of the premises, Lessee agrees to defend and indemnify Lessor against any claim for personal injury or property damage which does not arise out of or is not premised on negligence or breach of duty by the Lessor. The Lessor certifies that the premises are being rented to the lessee in clean and working condition with no known defects.\*\*

**7. Roxy Rules for Use of Premises:** The following house rules shall govern the conduct of all persons

