



## Downing Film Center

19 Front Street · Newburgh, NY 12550  
Tel: 845-561-3686, Fax: 845-561-3865 · www.downingfilmcenter.com · downingfilmcenter@gmail.com

### Rental Agreement

A nonrefundable deposit of \$50 is due at signing of this agreement. The deposit will be applied to the cost of rental. The renter is responsible for ensuring that the Downing Film Center premises are returned to their original condition after the event.

**Name of contact person:** \_\_\_\_\_

**Company/Organization:** \_\_\_\_\_

**Not-for-profit organization (Y/N)?** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

#### EVENT DETAILS

**Downing feature film**      **Film chosen by renter**

**Title of film (if applicable):** \_\_\_\_\_ **Rights obtained (Y/N)?** \_\_\_\_\_

**Details regarding rights:** \_\_\_\_\_

**Date, time, and duration of event:** \_\_\_\_\_

**Is the event open to the public (Y/N)?** \_\_\_\_\_

**Expected number of attendees:** \_\_\_\_\_

**Cost of tickets for event:** \_\_\_\_\_

**RSVP required (Y/N)?** \_\_\_\_\_ **Contact information for RSVP:** \_\_\_\_\_

**Total fee for event:** \_\_\_\_\_

**Deposit received (Y/N)?** \_\_\_\_\_ **Balance due:** \_\_\_\_\_ Make checks payable to Downing Film Center.

**Signature of renter:** \_\_\_\_\_

**Signature of Downing staff member:** \_\_\_\_\_