

# Megaplex Theatres

## Meeting & Banquet Suites

## Auditorium Rentals

## Policies and Procedures



### **Booking Agreement:**

An initial contract must be signed at the time of booking to ensure the room or auditorium. An additional contract will be required for any catering or other additional services. Such contract will have estimated costs, selected services and client's agenda.

### **Deposits**

A \$300.00 deposit is required for all catered events and \$100.00 for all room rentals. Deposits must be made at the time of booking. This deposit is refundable 60 days prior to the event date or can be used toward the group's event total. Should a cancellation be necessary after the cancellation deadline (see cancellation policy below), the \$300 deposit will be lost or transferable to a future event.

### **Director's Suite Room Rental**

The Director's Suite room rental rate includes room usage for an 8 hour scheduled timeframe including setup and tear down. Any additional hours will be charged at the prevailing hourly rate. MegaPlex Theatres will provide a basic setup of tables, chairs and linen with the room rental charge. Special orders are available at the client's expense with a minimum one week notice. Additional charges may apply for additional setup or labor.

### **Auditorium Rental**

The primary business of the MegaPlex Theatres is showing films to the general public. The auditorium rental rates and availability are dependent upon the movie industry release dates and seasonal public sales and days of the week. Auditorium rental rates are by the hour. Clients must be prompt in arrival and departure due to public show schedules. Pre-established time tables and rental limits must be observed.

### **Outside Catering**

The MegaPlex Events Department will be happy to assist you with any catering needs. We do not allow any outside food or beverages. Please contact your Event Manager for current menus and pricing.

### **Audiovisual Equipment and Services**

MegaPlex Theatres has an in-house audio-visual department that requires prior scheduling to your event. MegaPlex Theatres must provide all audiovisual services unless prior permission is given. If your event requires an audio visual equipment run-through with our in-house AV technicians, we must have at least 2 weeks notice. For any AV equipment changes or rentals within 72 hours of your event, we will try to the best of our abilities to accommodate you. If we are able to meet your requests, there will be additional charges for labor, setup and the actual cost of the rented item plus a \$50 service charge applied to your bill.

### **Cancellation Policy - Director's Suites and Auditorium Rentals**

All facility rentals may be cancelled 60 days prior to arrival with a full deposit refund. Cancellations made within 30 days of the event will be responsible for the entire room rental contracted amount minus the deposit.

## **Megaplex 20 at the District – Internet**

At this time, the Director's Suites at the District room rental does not include free wireless internet service. There is a courtesy wireless connection for patrons in the food court area only and is not available in the Director's Suites.

With prior arrangement, there is a commercial grade wireless connection for \$75 a day in the Suites (requires password & username). For \$50 a day, there is a high speed wired internet connection (switches included, equipment provides up to 8 connections). Both services are fully supported by our IT Department and have a dedicated download connection.

## **Liquor Laws**

If there is to be liquor, wine or beer served at your function, it is in the best interest of all concerned to be aware of the stipulations of liquor service in the state of Utah and the ramifications of the Utah Dram Shop Liability Act. All liquor and set-ups are to be paid for by the group or sponsor of the function. Liquor must be purchased at a Utah State Liquor Store. It is the responsibility of the group or function sponsor to obtain any and all alcohol permits. A single event cash bar permit is available from the Utah Department of Alcohol and Beverage Control located at 1625 South 900 West, Salt Lake City, UT 84104 (801) 977-6800. Please contact your event manager for more information.

## **Additional Services:**

### **Additional Tables –Auditorium Rentals**

\$15.00 per table with linen and skirt

### **Table Centerpieces**

A standard centerpiece will be available for each table free of charge with advanced notice. Any custom centerpieces or fresh floral arrangements will be charged per table, please speak with your event manager for more information and pricing.

## **Outside Vendors**

Any subcontracted companies (e.g. musicians, decorators, florists, production companies, wedding planners, etc.) must adhere to all Megaplex Theatre's policies and regulations. It is understood that the premises will be left in a neat and orderly condition, free of debris or display refuse.

## **Business Service**

MegaPlex Theatres does not currently have a full service business center. We cannot offer fax, computer, copier, e-mail, etc.

## **Payment and Billing**

The Client/Organization signing the contract is responsible for payment. An itemized bill will be presented to the designated group contact before the event date; **payment is due in full on or before the day of the event.**

## **Megaplex Theatres Event Department's Contact Information**

Megaplex 17 at Jordan Commons  
35 E. 9270 S  
Sandy, UT 84070  
Fax: (801) 304-4575

Megaplex 13 at the Junction  
2351 Kiesel Ave  
Ogden, UT 84401  
Fax: (801) 528-582

Megaplex 20 at the District  
3761 W Parkway Plaza  
South Jordan, UT 84095  
Fax: (801) 304-4055