

SAG-AFTRA FOUNDATION

LOS ANGELES SCREENING ROOM

RENTAL RATES

SCREENING ROOM/RECEPTION AREA **\$1,000/3 HOURS**

USED WITH SCREENING ROOM AS GREEN ROOM, OR FOR FOOD AND DRINK SERVICE OR STAGING AREA; INCLUDES CLEANING FEE
ADDITIONAL HOURS: \$300/HOUR

RECEPTION AREA/CLASSROOM **\$300/3 HOURS**

ADDITIONAL HOURS: \$75/HOUR

SECURITY **\$300/4 HOURS**

ADDITIONAL HOURS: \$75/HOUR

VIDEO CONFERENCE BRIDGING **\$50/HOUR**

LIVE STREAMING AND/OR RECORDING **\$250/HOUR**

RED CARPET 4' X 20' **\$50**

BLACK TABLECLOTHS **\$20**

INCLUDES CLEANING FEE

THEATER SPECS AND INFORMATION

SEATS 120

SCREEN SIZE: 52" X 122" & (2) 45" X 80" SIDE SCREENS.

FORMATS: HDTV, DIGITAL PROJECTION, VHS, DVD, BLU-RAY.

SOUND: JBL CINEMA SURROUND SOUND.

HOW DO I RESERVE THE PREMISES FOR MY EVENT?

CONTACT: ERICKA AYANNA GRIFFIN, 323-549-6630, EGRIFFIN@SAGFOUNDATION.ORG **WITH VALID CREDIT CARD INFORMATION** FOR DATE AND TIME AVAILABILITY.

PLACING A HOLD ON DATE AND TIME

1. YOU CAN HOLD A DATE FOR 48 HOURS.
2. YOU CAN CONFIRM YOUR EVENT DATE BY PAYING THE ENTIRE RENTAL FEE; IF NOT, THE DATE WILL BE RELEASED AFTER 48 HOURS.

WHAT IF I NEED TO CANCEL?

MORE THAN 30 DAYS BEFORE YOUR EVENT: \$50 PROCESSING FEE WILL BE CHARGED

10 TO 30 DAYS BEFORE YOUR EVENT: 50% OF RENTAL FEE WILL BE CHARGED

9 DAYS OR LESS: ENTIRE RENTAL FEE WILL BE CHARGED

WHAT SERVICES ARE INCLUDED WHEN I RENT THE CENTER?

1. A SAG-AFTRA FOUNDATION FACILITIES TECHNICIAN WILL BE ON-SITE FOR ALL RENTAL EVENTS.
2. A 30-MINUTE WALK-THROUGH IN ADVANCE TO SEE THE SPACE AND TEST YOUR PRESENTATION MATERIALS. WE STRONGLY RECOMMEND SCHEDULING THIS **AT LEAST A WEEK PRIOR TO YOUR EVENT** IN CASE THERE ARE ANY TECHNICAL ISSUES.

WHAT SERVICES AND EQUIPMENT MUST I SUPPLY MYSELF?

1. **PARKING (SAG-AFTRA FOUNDATION DOES NOT PROVIDE PARKING VALIDATIONS).**
2. CATERING, INCLUDING SUPPLIES AND DISPOSABLES (OFFICE SUPPLIES, FOOD, DRINK, UTENSILS, CUPS, PLATES, ETC.)
3. COPYING AND PRINTING
4. EVENT PLANNING
5. SOME TECHNICAL OPERATIONS BEYOND SCOPE OF BASIC USE AND PRESENTATION