



Silco Theater - MainStreet
311 North Bullard Street
Silver City, NM 88061

Email: c.coordinator@silvercitymainstreet.com
Office: (575) 956-6198

Silco Theater Reservation

We Host

Private Events, Celebrations, or Parties!

Business Presentations and Club Meetings!

**Request the concession to be open for purchased beverages, popcorn, candy, and snacks.
You may bring cake and ice cream.**

Available Days & Times (Subject to Change):

- **Sunday**, 10am to 2pm
- **Friday and Saturday**, 10am to 4pm
- **Monday to Thursday**, 10am to 7pm
- **Call to discuss other possible options (575-956-6198)**

\$200 for 3 hours use of auditorium and projector with:

- Movie of your choice that you provide (DVD/Blu-ray Disc)
- Pre movie slide show that you provide
- Programs requiring your computer laptops with HDMI connections

\$100 for 3 hours use of the auditorium providing your own equipment

(i.e., Silco will not use projector to show movie)

\$100 cleaning deposit is required.

- Renters must clean the area to Silco Staff satisfaction to have deposit returned.
- Renters are responsible for all damages to the facility or for creating any conditions requiring additional cleaning or maintenance.
- Additional costs will be charged to the individual or group using the facility as well as a possible ban from any future facility rentals.

Name _____

Phone _____

Email _____

Date of Reservation _____

Concessions Requested...Yes or No

Time of rental, from - to: _____



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CANCELLATION POLICY

- There will be no refunds due to inclement weather.
- Full refunds will be available for cancellation made at least five business days prior to the scheduled event.

The Silco may cancel rentals for any of the following reasons:

- Maintenance or repairs involving any part of the facility;
- Conditions when health and safety of participants are threatened;
- Failure of rules. Non-adherence to facility rules or instances in which health and safety are threatened and created by the individual responsible or guests attending will result in forfeiture of rental fees.

FEES

- The rental fee is for a three-hour period
- This includes all set up time, event time, and cleanup time.

FACILITY RULES

- The individual responsible for the rental must be at least 21 years of age and provide government issued photo identification.
- All decorations are to be provided by the lessee. No decorations may be attached to the walls of the facility.
- No illegal drugs will be permitted on the premises at any time.
- This facility is smoke free.
- No open flames are permitted.
- All copyright or any other rules, regulations, or laws must be followed in regard to the showing of movies or events.

SAVE HARMLESS AND INDEMNIFICATION I, _____ (individual responsible), hereby agree to protect, defend, indemnify and hold harmless the Town of Silver City, Silver City MainStreet, its officers, employees and agents against any action, demand, claim, loss, injury or liability arising out of or resulting in any way from the use of the Silco Theater or from any actions taken, work performed or service provided by Applicant with respect to the use of the property for the purposes described in this rental request. All of Applicants obligations under this agreement are intended to apply to the fullest extent permitted by law and shall survive the expiration, completion or sooner termination of the rental agreement.

Signature of Individual Responsible

Date

- **You as the signer will be liable for any damages.**
- **All children should be monitored and never left alone.**
- The Silco accepts most credit cards at the Theater Office or call (575) 956-6198
- Mail Checks to: Silco Theater – Mainstreet, 311 N. Bullard St., Silver City, NM 88061