



# Party Room Reservation Request

**Send Completed Request Forms To:**

Email: [events@seefilm.net](mailto:events@seefilm.net)

Fax: (541) 858-4335

**Contact Information**

Organization (if applicable):			
First Name		Last Name	
Address:		City & State:	Zip Code:
Phone Number:	Alternate Phone Number:	Fax Number:	
Email Address:			

**Event Information**

Event Type (include name of special guests):		
Preferred Event Date	Alternate Event Date	Preferred Arrival Time
Preferred Movie		
Comments / Additional Requests:		

*Please complete the following based on your best estimate of the number of attendees and desired movie.*

*\*Party Room Rental Reservation Fee (first hour) required for all rentals\**

**\*\*Party Room Package Required for all Attendees\*\***

Description	Quantity	Amount	Total
Party Room Rental Reservation Fee (first hour)	1	\$ 60.00	\$ 60.00
Party Room Rental (each additional 1/2 hour)		\$ 30.00	
Party Room Package (maximum 20 attendees) <i>Includes movie admission, movie combo (drink, popcorn, candy), special movie gift, and SEEfilm Party Attendant</i>		\$ 13.75	
3D Surcharge		\$ 2.50	
VIP Room Surcharge		\$ 2.50	
Paper Products & Decorations		\$ 30.00	
Total			

**Note:** the \$60.00 "Party Room Rental Reservation Fee" is nonrefundable and must be paid in advance in order to hold the reservation. The balance of the cost will be paid at the theatre on the day of the party. **All attendees must have a valid ticket for admittance into movie AND/OR party room**

# Party Room FAQs



## What is included in the Party Room Package?

- ❖ One hour in private Party Room
- ❖ Movie Admission with Reserved Seating
- ❖ Movie Combo (drink, popcorn, candy)
- ❖ Special Movie Gift
- ❖ SEEFilm Party Attendant

## How do we reserve the room?

Complete the 'Party Room Reservation Request' and return to the office. A representative will contact you to confirm the date and time of your party. A \$60.00 nonrefundable reservation fee is required in order to hold the reservation. This fee can be paid via credit card or at the cinema.

## Do we need to pay for the party in advance?

Your \$60.00 deposit will hold the room for you. The remaining balance will be due on the day of the party.

## Can we change the date of our reservation?

Yes, as long as there is availability for the date and time that you want to change to.

## How far in advance can we reserve the room?

Generally, reservations can be made well in advance. However, particular movies cannot be guaranteed until closer to the release date. It is recommended that you make your reservation at least 5 days in advance of your event to ensure availability.

## Can we bring in outside food or cake?

Yes, you can bring in cake, cupcakes, ice cream, etc.

## Can we bring in decorations?

Yes, decorations are allowed. However, taping or attaching anything to the walls is prohibited.

## Will the theatre store presents and personal items during the movie?

No, unfortunately we are unable to store those items for you. All of these items must be removed from the party room immediately when the movie starts.

## Will there be anyone from SEEFilm available to help with the party?

Yes, there will be a dedicated SEEFilm Party Attendant available 15 minutes before your party starts. Your Party Attendant will be available until your group is seated and the movie starts.