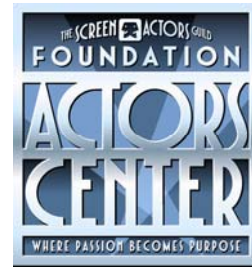


Advance Sheet



Location: Screen Actors Guild Foundation Actors Center
5757 Wilshire Boulevard, Mezzanine
Los Angeles, CA 90036

Staff: Casey Lewis, Actors Center Director
Tina Spears, Actors Center Administrator
Mylo Ironbear, Facilities Manager
Steve Wilkins, IT Administrator

Contact Information: 323-549-6081
clewis@sagfoundation.org

General Information: The Actors Center is a state of the art presentation and digital screening room, which also features a reception area and conference room. The Center is owned and operated by the Screen Actors Guild Foundation. The screening room seats 120 people. The conference room seats 20. Below is a list of basic guidelines for your information.

1. No smoking anywhere in the facility.
2. No food or drink, other than bottled water, is allowed in the screening room. For receptions food is allowed in the reception area and conference room. Lessee is responsible for providing any and all permitted food and beverages.
3. No nailing, taping, screwing, pinning or other fastening of posters, signs or notices to any of the Actors Center walls, hallways or curtains. Portable easels are available for signage.
4. An A/V technician, provided by the Foundation, will be on-site for all Screening Room events. Their fees are in addition to the cost of the Screening Room and are noted on the table below.
5. Security guard is required if alcohol is being served. Security is the responsibility of the Lessee and can be booked when reserving the facility.
6. Lessee is responsible for clean up after the event. Trash bins are supplied.

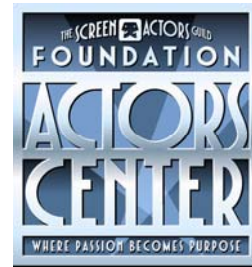
Equipment Specifications: Designed to be highly versatile, the Actors Center features a Cinemascope front projection screen, two flanking rear projection screens, three high definition video projectors that are ready to display any combination of six integrated sources and four guest sources including an iPod dock. Live camera feeds are supported by two floor interface locations. The audio complement features a digitally controlled JBL Cinema Sound System with eight surround speakers, wireless microphones, echo cancelation and digital EQ. Audio from any source or a live event can be sent to the reception area or conference room. For presentations or panel events there is a stage that can accommodate a seated panel of up to eight guests.

Formats: Blu-ray, DVD, D-VHS, S-VHS, VHS. If screening from an alternate format, we can accommodate HD-SDI, HD-15, component and composite video connections. The renter is responsible for the cost of auxiliary equipment.

Equipment List:

Da-Lite Cinemascope Format 133" diagonal Cinema Contour screen (52"x122" viewable image)
2 Da-Lite Polacoat Da-Plex HDTV Format 92" diagonal screens (45"x80" viewable image)
SIM2 Multimedia HT 5000 Video Projector 1920x1080 Resolution

Advance Sheet



2 SIM2 Multimedia HT 3000 Video Projectors 1920x1080 Resolution (for presentations)
2 Oppo Digital BDP-83 Blu-ray Disc Players w/SACD & DVD-Audio
JVC HDMH 40000U digital HD VHS player
3 JBL 4622 Two Way Screen Array Cinema Loudspeakers 600 watts each
8 JBL 8330A Three-Way Cinema Surround System
Panasonic TH-42PH10UK Confidence Monitor
2 iBOX i2W8 Community Professional Loudspeakers
Shure ULXP24D/BETA87A Dual Handheld Wireless Microphone System
6 SM58 Wired Microphones
1 Custom Stage, 18'x6'

JBL Speaker System Approved by Lucasfilm, Ltd. for THX® system installations.

Policies:

Bookings: These are made through the Actors Center Director, Monday through Friday, 10:00am – 5:00pm. Call to check availability and to place a hold on the calendar for the proposed event date.

Holds: A deposit is required to place a hold; \$250 for the screening room, \$500 for the screening room with a reception, \$50 for the conference room. Dates on hold must be confirmed at least ten (10) business days in advance. Holds that are not confirmed within ten (10) business days prior to the first use date will be released without notice. It is the responsibility of the company placing the hold to confirm and/or release all calendar holds/bookings. Only ten (10) holds are allowed per month. If there are two times on hold for one day, then that is considered 2 holds.

Challenges: When a “hold” is challenged, this means that there is another User interested in the same date and space. The Actors Center Director will notify you to either release the date or confirm the date being held.

User placing the first hold being challenged shall have eight (8) business hours to release or confirm the date. The end-user shall be held responsible financially for the date booked. Cancellation policies outlined in Actors Center Rental Agreement shall apply.

PLEASE NOTE: The Actors Center Director will be under no obligation to send confirmations for releasing any dates being held.

Confirmations: Dates must be confirmed within ten (10) business days of the event. Confirmations require payment in full.

***Please complete the following information for your event and fax it to Casey Lewis, Actors Center Director at 323-549-6710. Include any setup and cleanup time you need. Should additional equipment or time be added prior to the event, charges will be reflected in an additional invoice. We offer a 15 to 30 minute session at no cost to test video or presentation materials prior to your event as a precaution to make sure there are no issues with your content playing on our system, and to document any settings we need to make. Should your materials require testing that would exceed 30 minutes there will be a charge of \$100 per hour, which would be reflected in an additional invoice. Once your information is received you will then be contacted with any questions, concerns and to begin the booking process. The Rental Agreement will then be sent out.

Advance Sheet



Name/Title: _____
 Company/Organization: _____
 Address: _____
 Telephone: _____
 Fax: _____
 E-mail: _____
 Date & time of event: _____
 Description of event: _____
 (please include name of film
 or films, running times,
 festival, conference, party, etc.) _____
 Name of company
 sponsoring event if different
 from above _____

√ Needs	Rate	Amount
<input type="checkbox"/> Screening Room – M-F, daytime (10 am – 5 pm)	\$150 x	hr. \$
<input type="checkbox"/> Screening Room – M-F, evening (5 pm – 10 pm)	\$250 x	hr. \$
<input type="checkbox"/> Screening Room – Weekend, daytime (10 am – 5 pm) 2 hr min	\$200 x	hr. \$
<input type="checkbox"/> Screening Room – Weekend, evening (5 pm – 10 pm) 2 hr min	\$300 x	hr. \$
<input type="checkbox"/> Reception Area – used w/ Screening Room for food & drink	\$125 x	hr. \$
<input type="checkbox"/> Conference Room – M-F, daytime (10 am – 5 pm)	\$35 x	hr. \$
<input type="checkbox"/> Conference Room – M-F, evening (5 pm – 10 pm)	\$50 x	hr. \$
<input type="checkbox"/> Deposit for Screening Room without reception	\$250	
<input type="checkbox"/> Deposit for Screening Room with reception	\$500	
<input type="checkbox"/> Deposit for Conference Room	\$50	
<input type="checkbox"/> Confidence Monitor	\$70	\$
<input type="checkbox"/> A/V tech – M-F, 1 hr min, + 1 hr set up & clean up time	\$20 x	hr. \$
<input type="checkbox"/> A/V tech – Weekend, 2 hr min, + 1 hr set up & clean up time	\$20 x	hr. \$
<input type="checkbox"/> Security – M-F, evening (5 pm – 10 pm) 2 hr min	\$18 x	hr. \$
<input type="checkbox"/> Security – Weekend, (10 am – 10 pm) 2 hr min	\$20 x	hr. \$
<input type="checkbox"/> Microphones (maximum of 8)	\$65 x	mic \$
<input type="checkbox"/> Kino Flo Diva-Lite 400 Kit, 120VAC (for filming)	\$50	\$
<input type="checkbox"/> 2 Kino Flo Diva-Lite 200 Kit, 120VAC (for filming)	\$50 x	unit \$
<input type="checkbox"/> 2 6' folding tables with black or white cloths	\$40 x	table \$
<input type="checkbox"/> 1 4' folding table with black or white cloths	\$35	\$
<input type="checkbox"/> 2 large ice tubs (24" h x 20" w)	\$35 x	tub \$
	Total fees	\$