American Cinematheque is host to three state of the art theatres spread across two venues: one at the Aero Theatre, Santa Monica, and the other two at the Egyptian Theatre, Hollywood.

Our venues are perfect for any event from intimate screenings to world movie premieres - we offer flexibility working with clients for all types of events.

**A Little History**

American Cinematheque is a non-profit organization, owner & operator of the historic Egyptian Theatre, plus operator of the historic Aero Theatre.

The Egyptian Theatre is both the oldest and the newest attraction on Hollywood Boulevard. Built in 1922 by Sid Grauman and developer Charles Toberman, the Egyptian was the first of the exotic-themed movie palaces, and also where the Hollywood movie premiere was born. In the care of the American Cinematheque, the Egyptian was painstakingly restored to its former glory and reopened in 1998.

The Aero, serving the West side of Los Angeles since 2004, is a 1940s landmark theatre originally built by the Donald Douglas Company. Renovated by American Cinematheque it has also been restored to life.

Both theatres house state of the art sound and projection technology, now playing host to Hollywood Classics, New & Classic International film, sneak previews, film festivals, retrospectives, in person appearances with Hollywood filmmakers & movie stars … and of course Premiers.

**Take a look around...**

Visit [www.360cities.net](http://www.360cities.net) and take a virtual tour of the Egyptian Theatre, inside and out!
**FACILITIES**

Two Locations, Three Theatres

- Renovated Historic Theatres with comfortable seating
- State-of-the-art sound and projection equipment – see details in section 'Projection & Sound'
- Handicap accessibility
- Concession stand open to public
- 4 Microphones plus connections at the stage (XLR, female) to plug in your own for Q&As. Please bring your own chairs for Q&As.

**REQUIREMENTS**

You must:

- Provide payment in full, in advance: for rentals Monday – Wednesday, 2 weeks in advance; for rentals Thursday – Sunday, 3 months in advance non-refundable.
- Have one walk through with the Theatre Manager and all personnel from your event. Any additional walk throughs will be charged at $250 each.
- Provide an Insurance certificate for $5 Million Liability i.e. $5 million aggregate AND $5 million each occurrence naming American Cinematheque as the Additionally Insured. Please see attached sample Insurance Certificate for reference.
- Pay the cleaning/security deposit required. Rates vary according to which facilities you are renting.
- Provide your own caterers & professional security for your event.
- Provide us with a copy of your/your caterer’s Alcohol License, and your ABC Permit if you wish to serve alcohol. You must apply at least 2 weeks & no more than 30 days beforehand for the ATSC Day Permit for your event. Please see section ‘Further Info’ for links.
- Ensure No Smoking anywhere within the boundaries of any of our properties, inside or outside. See page 18 of this document for the municipal code on smoking.

Are you a 501(c) registered Charity? Let us know!

---

**Egyptian Theatre Information**

Egyptian Theatre 6712 Hollywood Blvd.
Hollywood, CA 90028
Contact: Nancy Winters
Tel: (323) 461 - 2020 ext. 121
nancy@americancinematheque.com (email preferred)

---

**Aero Theatre Information**

Aero Theatre
1328 Montana Avenue Santa Monica, CA 90403
Contact: Nancy Winters
Tel: (323) 461 - 2020 ext. 121
nancy@americancinematheque.com (email preferred)
<table>
<thead>
<tr>
<th>Screen Size</th>
<th>Lloyd E. Rigler Theatre</th>
<th>Spielberg Theatre</th>
<th>The Courtyard</th>
<th>Max Palevsky Theatre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seating Capacity</td>
<td>53ft x 27ft</td>
<td>24ft x 10ft</td>
<td>n/a</td>
<td>38ft x 18ft</td>
</tr>
<tr>
<td>Total: 616</td>
<td>77</td>
<td>standing: 600ppl</td>
<td>425ppl</td>
<td></td>
</tr>
<tr>
<td>main floor: 502</td>
<td>+3 handicap</td>
<td>seated: 250ppl</td>
<td>+ 2 handicap</td>
<td></td>
</tr>
<tr>
<td>balcony: 114</td>
<td></td>
<td>seated at dinner tables: 100-200ppl</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ 8 handicap</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lobby Capacity</th>
<th>main lobby: 150 ppl</th>
<th>Spielberg lobby: 70-100 ppl</th>
<th>standing: up to 400ppl</th>
<th>100-125ppl</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Rental Price*1</th>
<th>daily: $6000.00</th>
<th>hourly: $500.00*2</th>
<th>daily: if renting the Rigler $4,000.00*3</th>
<th>daily: 4,000.00*4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>If not renting Rigler $10,000.00</td>
<td></td>
</tr>
</tbody>
</table>

| Projectionist Fee*1 | $700.00 per day for an 8 hours minimum call (that covers one technical run through on the day of your screening). Additional run throughs are subject to another 8 hour fee. |

<table>
<thead>
<tr>
<th>Cleaning/Loss/ Damage Deposit*1</th>
<th>$2,500.00</th>
<th>$1000</th>
<th>$2,500.00</th>
<th>$1000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>refundable if premises returned to us in the same state it was received</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Liability Insurance*1 | $5 million aggregate AND $5 million each occurrence required |

*1 Required
*2 If no movie showing in the Rigler that night, there will be an additional charge of $500
*3 Detailed Map Required for Cinematheque Fire Marshal approval
*4 Half of Marquee/Billboard (at Aero) and 3 out of 6 poster display cases (at Egyptian) in portico available on day of event, on the outside of the glass only.
*5 We do **NOT** rent any space for weddings.

**IMPORTANT NOTE:** In the event of a bounced check, you will be liable for any and all fees and expenses incurred in pursuit of collection of monies owed. To avoid this situation, please ensure all payments are made in advance: for rentals Monday – Wednesday, 2 weeks in advance; for rentals Thursday – Sunday, 3 months in advance (prior to printing of American Cinematheque’s event calendar).
**Projection & Sound**

**FOR ALL THREE THEATRES:**

- **Projectionist rates:** $700.00 minimum per screening, tbd by Chief Projectionist Ben Tucker
- All technical issues must be discussed with Ben well in advance of your screening to decide if a technical run through is necessary
- All 3 auditoriums are union houses; you must use our projectionists

### Projection Formats:

<table>
<thead>
<tr>
<th>Lloyd E. Rigler Theatre</th>
<th>Spielberg Theatre</th>
<th>Max Palevsky Theatre</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FILM</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16mm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35mm</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>70mm</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>DIGITAL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2K DCP</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>4K DCP</td>
<td>✓</td>
<td>✓ In 2K only</td>
</tr>
<tr>
<td>3-D DCP</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Discs (DVD &amp; BD)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>HDMI in from your equipment (e.g. laptop) – in the booth</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Powerpoint from our computer</td>
<td>✓</td>
<td>-</td>
</tr>
</tbody>
</table>

**Projection Throw**

- Approx. 92 feet
- Approx. 35 feet
- Approx. 75'

**Down Angle**

- Approx. 8 degrees
- Approx. 7 degrees
- Approx. 3 degrees

### Film Sound Formats:

<table>
<thead>
<tr>
<th>Lloyd E. Rigler Theatre</th>
<th>Spielberg Theatre</th>
<th>Max Palevsky Theatre</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>35mm: “mono”</strong></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>35mm: “A”</strong></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>35mm: “SR”</strong></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Magnetic</strong></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Dolby: SR-D</strong> (Dolby Digital)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>DTS</strong> (35mm only in Spielberg)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>SDDS</strong> (5,1 and 8-track)</td>
<td>✓</td>
<td>-</td>
</tr>
</tbody>
</table>

*1 One projector only; maximum reel capacity 6,000 feet, or approx. 1 hour without a break for rethreading.

2. The Rigler theatre is equipped and fully licensed to project cellulose nitrate film. Two projectionists must be present in the booth whenever nitrate is being shown, and nitrate prints can only be played if, in the judgment of the technical manager, they are in good enough condition to run safely. If you are interested in renting the theatre for a nitrate screening, we recommend that you contact the technical manager to discuss your show before making a firm booking.
Los Angeles FIRE Department Conditions of Approval:

1. All exits and aisles shall be clear and unobstructed at all times.
2. All cables must be securely taped, matted or flown.
3. Eliminate all tripping hazards.
4. Shall not block other businesses entrances or exits.
5. Shall not block Fire Hydrants or any Fire Protection Equip.
   (Standpipe inlets on building) with equipment, vehicles, or any other obstruction that would impact or delay Fire Dept. emergency response. Fencing used with covering shall have a break at hydrants and standpipe inlets with sign indicating “HYDRANT” and/or “STANDPIPES”
6. Signed and stamped “APPROVED” plans kept on site.
7. Any tent or canopy installed (Plans submitted) must be flame proofed or flame retardant in accordance with Stat of California fire Marshal requirements.
   (Any tent or canopy 700Sq Ft. and above requires a “permit” fee)
8. Must have Building & Safety Approval of installed stage (over 30” Ht.) and/or Trusses (over 12 ft. Ht.)
9. No large Balloons or Props shall be installed without prior approval.
10. Provide security.
11. Any Bleachers installed shall have (20 ways of exiting and be inspected and approved by The Department of Building and Safety.
12. Shall not block sidewalk, street/lane, or impede pedestrian traffic unless “PERMITTED” through street services.
   NOTE: if the sidewalk is closed and pedestrian traffic is diverted to walk in the street...
13. Press/Media/Video/Photography positioned per LAFD requirements.
   (No Photog. Or Video cameras on Red Carpet without prior approval from Fire Dept. and in any event maximum of 3 photographers, NO video cameras on Carpet)
14. Any changes or cameras on carpet requires approval from Fire Dept.
15. Fire/Safety Officer is required to be on site, any changes subject to on site Fire Marshal approval.
EGYPTIAN THEATRE - Rear
The Lloyd E. Rigler Theatre (Floor) + 6 handicap seats

The Lloyd E. Rigler Theatre (Balcony) + 2 handicap seats
Plans Cont’d.

EGYPTIAN THEATRE - Spielberg Theatre

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SCREEN

American Cinematheque Rental Information 2017
PARKING LOTS
1 Hollywood & Highland Parking: $2 for the first 4 hours with validation at a store, then $1 for every additional 20 mins. Maximum charge $10
2 Apartment Building - Inside Parking on Las Palmas West Side: $10 all night
3 Classic Parking: Sun-Thu 8am – Midnight, Fri-Sat 8am-2:30am Charge $15.
4 Classic Parking: Sun-Thu 8am – Midnight, Fri-Sat 8am-2:30am Charge $15.
5 Not open anymore
6 Not open anymore
7 City Parking: Open 24 hours, 7 days. $2.50 per 30 mins. Max Charge $10. Flat Rate after 5pm $10

STREET PARKING
A1 N McCadden Pl, West Side of Street: NO PARKING AT ANY TIME
A2 N McCadden Pl, East Side of Street: METERED - 4 HOUR PARKING
B Las Palmas St: METERED - 2 HOUR PARKING
C Selma between McCadden & Highland: METERED - 1 HOUR PARKING
Times for the above: M-Th 8am-8pm, Sat 8am-Midnight, Sun 11am-8pm
D Selma W Ave: METERED - 2 HOUR PARKING 8am-6pm except Sundays
E Las Palmas N Ave: METERED - 1 HOUR PARKING M-Sat 8am-8pm, Sun 11am-8pm

METERS accept $1 and 25c coins; Visa, Mastercard and American Express. Metered Street Parking free after 6pm as well as side street neighborhood parking – Please Read Street Parking Signs

To Book Valet Parking call: Z Valet and Shuttle Services: 323-954-3700
AERO THEATRE - Seating Plan

Note: Seats & rows are not numbered

= Seating area for wheelchair users
PARKING LOTS

There is free parking in the lot of Pete’s Coffee & Tea after the store has closed at 9pm (8pm on Sundays).

STREET PARKING

A  Metered Parking until 6pm. Free after 6pm and on Sundays
B  No Restrictions except for Street Cleaning times

METERS accept $1 and 25c coins; Visa, Mastercard and American Express. Metered Street Parking free after 6pm as well as side street neighborhood parking – Please Read Street Parking Signs
California Department of Alcoholic Beverage Control  www.abc.ca.gov  
List of license types: www.abc.ca.gov/permits/licensetypes.html  
California Alcoholic Beverage Control Act: www.abc.ca.gov/forms/ABCAct_2011.pdf  
Licenses FAQ: www.abc.ca.gov/questions/licenses_faq.html

City of Los Angeles Fire Department  www.lafd.org  
LAFD Inspector: Eugene Andrews  Ph. 213-978-3650  Fax 213-978-3611

LA City Department of Building and Safety  www.ladbs.org  
Senior Electrical Inspector: Julie Hazuka  
Ph. 213-482-0329  Cell: 213-923-5618  Fax 213-482-0304  
email: julie.hazakun@lacity.org  
221 North Figueroa Street, Suite 400, Los Angeles, CA 90012  
A licensed Electrician must pull this permit

One Call to City Hall: 3-1-1  
Outside LA City: 1)866) 4-LACITY  
Automated Inspection Requests  
Toll Free (LA CO): 888-LABUILD  
Outside LA CO: 213-482-000
If either of these amounts falls under the required $5 million, you can make up the difference under 'Excess Liability/Umbrella Form'.

<table>
<thead>
<tr>
<th>COVERAGE</th>
<th>LIMITS</th>
<th>TYPE OF INSURANCE</th>
<th>policy number</th>
<th>COVERAGE</th>
<th>EARNED DATES</th>
<th>EXCESS LIABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Policy Number</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Your company name and address

Your broker/agent name and address

This certificate is issued as a matter of record.
Los Angeles City Fire Department Requirement
PUBLIC DISPLAY OF MOTOR VEHICLES IN ASSEMBLAGE OCCUPANCIES

The following are the Los Angeles Fire Department's minimum fire safety requirements for public display of motor vehicles in assemblage occupancies.

PERMIT
Prior to such display, a Special Permit shall be obtained from the Bureau of Fire Prevention of the City of Los Angeles Fire Department.

FUEL TANKS
Fuel tanks, unless never having held fuel, shall be maintained between 1/3 and 1/4 full of fuel. Caps for fuel tank fill pipes shall be of the locking type and be maintained locked. If it is not practical to attach such a cap, an alternate method may be employed with permission of the Chief.

It is recommended that drip pans be used under each vehicle,

BATTERY
[For vehicles with computerized systems the battery need not be de-energized or removed but the keys must be secured with an approved event representative.] For vehicles without computerized systems either the keys must be secured with an approved event representative or the battery shall be de-energized or removed.

LOCATION
Display shall be located so as not to obstruct any required aisle or exitway. Plans may be required.

ADDITIONAL REQUIREMENTS
1. Wheels shall be chocked in such a manner that will prevent the vehicle from rolling in any direction.
2. Vehicles shall be installed in the occupancy by manual means. Vehicles SHALL NOT BE DRIVEN INTO OCCUPANCY.
3. Provide a 20BC extinguisher minimum rating (number of extinguishers to be determined by the inspector).

Additional conditions may be required by the Chief when, in his opinion, they are necessary in the interest of public safety.

For additional information, please call the Bureau of Fire Prevention, Public Safety

[Film (213) 978-3670 Downtown Public Assemblage (213) 978-3640
[Valley Public Safety (818) 374-1110]
According to Section 41.50 of the Los Angeles Municipal code:

There is **NO SMOKING** anywhere on the Egyptian Theatre Property. **IT’S THE LAW.**

“Smoke” or “Smoking” shall include the carrying or holding of a lighted pipe, cigar or cigarette of any kind, or any other lighted smoking equipment or the lighting or emitting or exhaling the smoke of a pipe, cigar or cigarette of any kind including electronic and marijuana cigarettes. This includes the entire courtyard and the ramp on the East side of the Theatre leading down into the parking area on Las Palmas. The closest legal area to smoke would be 40 feet into the parking lot behind the Theatre. Anyone seen smoking anywhere on the property will be asked to leave the premises immediately.

Thank you for your cooperation and for complying with the law!