

Cass City Cinema 3420 Cass Detroit 48201

Facility Rental Guidelines

Potential lessees or user groups should contact the Cass City Cinema office to receive an Application for Facility Rental. The application information is reviewed and the applicant is notified if approved and informed of the rental fee, if applicable. We ask for two weeks to review application but many times we are able to respond quicker.

If the event is approved, Lessee submits a deposit of 50% of the rental fee, if applicable. The balance is due 30 days before the event.

The Event is not considered CONFIRMED until the deposit is submitted. the application contains detailed information about guidelines concerning catering, decorations, equipment, furniture, and film viewing.

Here are the basics:

1. CCC does not have a kitchen or food warming or refrigeration facilities so caterers need to be made aware of that fact so that all preparation is done offsite and storage is planned.
2. CCC provides use of up to 6 8' Banquet tables 30 chairs. If furniture in the Gallery is to be set up differently than how it is normally, lessee or user group is responsible for rearranging furniture for its event and then returning furniture to its original place. Lessee/user is expected to leave the premises, including the floor, in the same condition as they found it.
3. CCC does not provide ice or table linens.
4. The CCC's concession/ticket counter is not available for use by lessee or user group.
5. Wine or champagne are the only alcoholic beverages allowed to be served at CCC and must be served by a licensed bartender. Wine or champagne must be offered free of charge with no money exchanged under any circumstances, including donations, tip jars, or drink ticket sales. Wine or champagne may be served to invited guests only and should not be for public access. Wine or champagne should not be taken out of the building.
6. For private events in the Gallery during CCC business hours, CCC staff may "rope off" the area with stanchions to separate public and private areas.
7. No outside food or wine/champagne or glassware is allowed in the CCC Theatre.
8. Nothing should be hung or taped to the walls, floor or ceiling. Candles, loose fresh flower petals silly string, glitter, bubbles, fireworks, or confetti are NOT allowed. Fresh flower arrangements are OK.
9. Rental rates generally are for a four-hour period which includes any needed set-up and clean-up time. If less than four hours are needed, it may be possible to prorate the rental fee accordingly. If more time is needed, there is a charge for each additional hour. Rental rates are available for the Gallery/Upper Screen and the Lower Level Screen Theatre, or the
10. Typically, the Upper Theatre is not available for outside rental or use Thursday or Friday evenings and Saturday and Sunday afternoons and evenings depending on film scheduling.

11. Lessees/users are expected to provide their own labor for set-up and clean-up. CCC staff labor may be available for an additional cost.
12. Only CCC staff may operate CCC-owned audio and visual equipment.
13. If a commercial film is to be shown at the lessee/user's event, it is necessary for the lessee/user to secure the rights for a theatrical screening of the film from the copyright owner. This applies to free or paid events.
14. If a film or Powerpoint presentation is to be used at the event, arrangements need to be made to deliver the media to the Circle in advance (preferably several days) of the event so that CCC staff can test the media to ensure it will show properly.