

Guild Theater 2019 Security Deposit



Security Deposit Guidelines

Security Deposit is required 10 days after you receive your quote in order to reserve your event date. Client is responsible for depositing \$300.00 or \$500.00 (depending on event) as a security deposit by paying online at paylease or mailing a check.

Online Process : (Please follow the steps)

1. Click, [Guild Payment](#)
2. Sign Up on Paylease Website
3. Select Resident
4. In search for property, please type in "Guild Theater"
5. Select Guild Theater for "This is my property"
6. Fill out new users registration
7. Add \$300.00 or \$500 (depending on event) in payment amount
8. Select payment method
9. Add bank account details/card account details
10. Submit and an email confirmation will be sent to you.

Mailing Instructions:

Please mail your security deposit in the form of a cashier's check or a money order to The Natoma Company.

The Natoma Company
1561 Response Rd,
Sacramento, CA 95818

The Guild Theater Manager will provide the client with a written notice including an itemized list as to why the full Security Deposit amount is not being returned to the client. A check from The Natoma Company will then be provided to the client for any remaining Security Deposit owed to the client after deductions have been made.

The Guild Theater Manager may use as much as the Security Deposit as necessary to pay for damages resulting from clients event.

If damages result over \$300.00 or \$500.00 (depending on event) Security Deposit, an invoice for the remaining damages will be sent and will require payment within 10 business days.