

MONTEREY CINEMAS

Private Screening Information

www.montereyhowick.co.nz/venue-hire

Thank you for your enquiry in regards to **HIRING A CINEMA FOR A PRIVATE SCREENING**.

For a **fundraiser** or a **private screening** we are here to make your evening enjoyable.

This includes incorporating your ideas so if you have a specific function vision, let us know.

Private or Corporate Screenings

The price of hire changes depending on the cinema size.

We charge \$10 per person, plus there is a **compulsory concession** option charge (food and/or drink).

The **minimum** requirement for a booking is 20 admits.

The **maximum** requirement for a booking is 284 admits.

Fundraisers

For a fundraiser basically we offer you ticket + concession (food and beverage) at a discount and you choose the price you charge out to your guests

For example...

Say that you decide to sell at \$20 for a ticket and ice cream. (usual cost for adult patrons \$17.50 ticket + \$5.00 ice cream= \$22.50)

We charge you \$14.00 per ticket.

Which will leave you with a profit of \$6.00 per ticket sold.

With a minimum of 20 seats and a maximum of 284 seats this could become a total profit of \$1704.00 for your fundraiser.

This is just an example. The price you charge is your decision.

Most people sell \$25 for ticket plus alcoholic beverage and make \$8.50 per ticket.

Deposit

The initial deposit is a payment of the minimum seat requirement for the cinema you chose.

Multiple Cinemas require a different minimum deposit.

You will find all information on the Private Screening Information Form on the next page.

Deposits are due 14 days before your screening. (Please note, if you are booking multiple cinemas or a popular film your deposit will be due 28 days before screening)

Balance

Any extra seats over your deposit and your concessions required will be paid for on the day of your screening unless an invoice has been arranged with our Bookings Manager.

Go online to our venue hire page

www.montereyhowick.co.nz/venue-hire

Here you will find our

- Calendar with available times and dates
- List of Up-coming films with the trailer links
- Information Form
- Instant Private Booking Request Form

Please do not hesitate to contact me with any questions.

For best contact please email bookings@montereycinemas.co.nz

Please note; Management reserves the right to change and adjust prices, options and screening times.

For any further queries please contact bookings@montereycinemas.co.nz 09 532 7034 www.montereycinemas.co.nz

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Make a date

Check out our calendar online or work with our management team to see what dates are available.

We do not hold private screenings on Tuesdays or Saturday Evenings

Films

We can screen most films requested; previously screened, current or advanced. Please check out our list online or ask for a list of up and comings films. We can play DVD/Bluray in two of our cinemas (cinema 1&5) these need to be tested min of 14 days prior to your screening. If you would like to go with this option then please chat with our Managers as there are specific requirements around screening other materials.

Censorship Ratings and **movie length** are also not usually available to us until closer to the release date of films.

Choice of Cinema

Cinema	1	2	3	4	5
Seats	100	48	48	48	40
Min Required	60	24	24	24	20

Admit Price

\$10 per admit.

Concessions

All bookings must select **one** of our discounted concession options and add to the ticket price. **One option per booking**. If you have not selected an option within 2 weeks of your booking the \$4 option will automatically be selected for you.

We **do not** allow outside food and/or drink. This includes "favours" or "Goodie/Gift Bags".

Birthday cakes are our only exception and must be eaten in our café area not the cinemas.

You can hold raffles with food/drink items as long as they are enclosed and given to winners as they are leaving the cinema.

\$4.00 1 of the following options	Small Popcorn	\$5.00	Selection of Banana, Carrot and Chocolate Cake. English Breakfast Tea or Altezano Plunger Coffee
	Choctop		
	Drink		
\$6.50 1 of the following options	Small Popcorn and Choctop	\$7.00	Selection of Banana, Carrot and Chocolate Cake. Tea or Premium Barista made Coffee
	Small Popcorn and Drink		
	Wine/Beer/Cider		
\$5.00	Kids Munch Pack – Small Popcorn and Small drink (Options: Juice, Water, Fizzy)		Platters Required 5 days or more before screening date

Deposit and Balance payment process

Once your booking is pencilled in, we require a deposit to confirm.

The deposit is the **minimum admit requirement for your selected cinema size for admits only**.

For **Multiple cinema** screens for your booking the minimum requirement is all of the larger cinema(s) and half of the smallest cinema. Deposits for multiple cinemas will be required **28 days** before screening.

The deposit must be paid by the deadline, **14 days** before screening. If we have not received your deposit we reserve the right to cancel your booking. Please note that once the deadline has passed deposits are non-refundable. Changes to cinemas are subject to availability.

The **Balance** of **admits** and **concessions** are **paid at the time of screening** when a final headcount is done.

Ticket design for your screening. You must make your own tickets for your guests to redeem their goodies and cinema entry. In some cases stamps or raffle tickets are just as suitable. If you are not able to make one, request a template that can be emailed to you.

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