

MONTEREY CINEMAS

Private Screening Information

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 our online calendar to see what dates are available at www.montereyhowick.co.nz/venue-hire. We have many times available; however, cinemas are **not** available for private function hire during busy periods such as Tuesday or Saturday nights.

Films

We can screen most films requested; previously screened, current or advanced. Go to www.montereyhowick.co.nz/venue-hire for a list of up and coming films.

We have the capability to play a DVD/Bluray in two of our cinemas (cinema 1&5). If you would like to go with this option then please chat with our Managers as there are specific requirements around these. Censorship Ratings and movie length are also not usually available to us until closer to the release date of films.

Choice of Cinema

We have five cinemas available, which are allocated according to the number of patrons you wish to host. For booking screenings of more than one cinema contact our management team.

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

Admit Price

\$10 per admit.

Please contact management to request your **Advanced Screening**.

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

\$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		

Deposit and 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**.

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

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 may be required **28 days** before screening.

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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