



Private Screening Information

1. Finding a Date

Check out our [online calendar](#) to see what dates are available.

Please note cinemas are **not** available for private function hire on the following days;

- Tuesday after 12pm
- Saturday after 12pm
- Sunday between 12pm – 7pm
- Public Holidays
- School Holidays between 12pm - 6pm

2. Selecting a Film

Monterey Cinemas can screen most films requested; previously screened, current or advanced.

To play a DVD/Blu-ray in two of our cinemas **1 and 5** please see **11. Playing own media**

Click [here](#) to see our recent **Up and Coming Films List**

3. Cinema Sizes and Minimum Requirements

We have five cinemas available, which are allocated according to the number of patrons you wish to host. The minimum requirement indicates the minimum amount of admits for the deposit. For booking screenings of more than one cinema please see - **12. Booking Multiple Cinemas**

Cinema Number	1	2	3	4	5
Maximum Seats	100	48	48	48	40
Minimum Requirement	60	24	24	24	20

4. Admit Prices

Admit prices for cinema hire of max 2 hours

(Please see 3. Cinema Sizes and Minimum for total deposit min cost)

<p>Off Peak - \$10 per Admit Peak - \$11 per Admit</p>	<p>Peak Hours are the following:</p> <ul style="list-style-type: none">• Friday 6pm onwards• Sunday 7pm onwards
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5. Concession Prices

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 date 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. Please see **13. Outside Food**

\$4.00 1 of the following options	Small Popcorn
	Choctop
	Drink
\$7.00 1 of the following options	Small Popcorn and Drink
	Wine/Beer/Cider

Monterey Tea Options Beverage is charged per Admit Cake is charged per platter – Min order 2 platters			
Select one of the following options:	English Breakfast Harney Tea pots or Halo Plunger Coffee		\$3.00
	Premium Selection of Harney Tea or Premium Halo coffee, both Barista made		\$4.50
Platter options for Monterey Tea (Platters are designed for 10 people)			
Banana Cake \$25	Carrot Cake \$25	Chocolate Cake \$25	Red Velvet Cake \$25

6. 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.**

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.

7. Tickets and seating for your Private 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.

8. What to expect on the day of your Screening

Please arrive 30 minutes or more prior to your screening and ask for the manager, they will check over your booking with you and help with any further support you may need.

Your cinema may not be available until up to 10 minutes prior to your screening so encourage your guests to pick up their goodies from the candy bar.

You are responsible for who enters your cinema so you may wish to have someone at the door.

Once the trailers start you and the manager will count the total admits – Balance is then settled during the trailers unless an invoice is requested.

Any late admits will be charged and invoiced.

9. Ratings and Film Length

Censorship Ratings are not usually available to us until closer to the release date of films, because of this Monterey Cinemas takes no responsibility for issues in regards to Censorship Ratings.

Please see **15. Films, Videos, and Publications Classification Act 1993**

Monterey Cinemas reserves the right to enforce film classification requirements set by the New Zealand Censorship Board and the right to insist that you provide suitable identification depending on a film's classification. Please see **14. Identification**

Film length is usually not confirmed until closer to the release date. This may mean that your screening will have to be moved, usually by only 15 minutes.

10. Raffles and sales for fundraising

Conditions of holding raffle at Monterey Cinemas

- Raffles must be fully enclosed such as a clear wrapper
- Cannot contain Alcohol
- Given to winners as they are leaving the premises
- Raffle tickets can be sold on premises up to 1 hour before your screening time
- Raffles should be drawn in cinema before Private Screening Film starts – Speak with Manager as this can be done during trailers or before screening depending on film start time and date.

Monterey Cinemas do not permit Private screening Hosts, sales of any kind other than Raffle tickets under the above conditions.

11. Playing own Media

DVD/Blu-ray (preferred)

- DVD - brand new disc preferred or recent professional clean
- DVD – Must be provided at least 2 weeks prior to your screening date for our projectionist.
- DVD title must be confirmed at least 3 weeks prior to your booking date in order to allow time for manager to receive screening rights from distributor.

DCP/USB

- Formats compatible: DCP, MP4
- DCP must be provided at least 14 days prior to screening to allow our projectionist time to test with our system
- NZ film licencing Rating Certificate
- Film length
- Permissions/Certificate rights to play film
- Monterey will convert your MP4 into DCP format costs starting from \$10

In the event that the hosts Private Screening does not function correctly or proceed due to an error caused from the media supplied by host Monterey Cinemas will still charge accordingly.

12. Booking Multiple Cinemas

The minimum requirement for deposit of multiple cinemas is all seats of the larger cinema(s) and 50% of the smallest cinema. Deposits for multiple cinemas can be required 28 days before screening.

13. Outside Food

Monterey Cinemas does not allow outside food for the following reasons;

- Monterey Cinemas is legally responsible under the Health and Safety Act for consumables consumed on this premises and will not allow items outside the premises.
- Monterey Cinemas has staff and clients with extreme allergies and has restricted certain food items in order to provide a safe environment
- The food available at the cinema is compatible with our furniture for easy clean up

EXCEPTIONS – The only exception is Birthday cake only after arrangements and confirmed with manager

14. Identification

In the event that there is a person/s wishing to attend a film labelled with a **Restricted** licence.

Please see **15. Films, Videos, and Publications Classification Act 1993**

Monterey cinemas can deny entry unless one of the following suitable photographic proofs of age evidence can be provided;

- Current Photographic Student ID
- Any current passport
- Current New Zealand driver licence
- Hospitality NZ 18+ Card - New 18+ Cards are no longer available but existing 18+ Cards continue to be valid ID for 10 years from the date of issue.
- Kiwi Access Card

15. Films, Videos, and Publications Classification Act 1993

It is an offence to supply, distribute, exhibit, or display a publication contrary to its classification, or to allow another person to do this.

Anyone - including a parent, guardian or teacher - who gives or shows a restricted publication to an underage person can be fined up to \$10,000 or imprisoned for up to three months for doing so.

A retailer can be fined up to \$25,000.

Penalties apply whether someone is aware or unaware it's restricted.