

M MONTEREY CINEMAS

COMMUNITY FUNCTIONS AND BOOKING INFORMATION

Welcome to Monterey Cinemas Upper Hutt! Thanks for contacting us about booking a private screening or fundraiser – we’d love to help.

We offer the following types of bookings at the following days, times and prices:

	Mon-Wed all day	Thurs-Sun before 5pm	Thurs-Sun after 5pm	New release (first two weeks)
Group booking	\$9	\$11	\$11	\$11
Private screening	\$9	\$11	NA	\$11

Additional Items					
Add small drink or ice-cream	\$3each	Add small Popcorn	\$3.50	Add glass of house wine or beer	\$6

3D film	Add \$3 to ticket price
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Please note: Private functions are not available for the opening weekend of new release films (the Thursday they are released through to that Sunday).

Group bookings (including fundraisers)

For groups of more than 10 people who book in advance, tickets are sold at the discounted rates outlined above. Group bookings are not private screenings.

Private Screenings (including fundraisers)

Exclusive use of any cinema may be offered to groups who are able to commit to 80% occupancy of any of our cinemas, but Monterey reserves the right to alter the minimum number of seats required for private screenings based on demand and other factors.

Private Screening sessions are available at: 10am, 12, 1pm, 3pm, 5pm every day of the week and at 6.30pm or 8pm from Monday-Wednesday.

Cinema Size

We have four cinemas available for private screenings - a 40 seater, 59 seater, 116 seater and 127 seater. You select the cinema based on the number of tickets you aim to sell (as explained earlier a minimum of 80% occupancy is required).

Booking confirmation

Ten days before your booking your cinema size and time of session will be locked in and will no longer be able to be changed. Up until this point you may ask to change cinemas if you do not feel like you can fill to the 80% occupancy requirement (or if you need a larger cinema).

Please note - do not oversell your tickets. If you are coming close to selling more tickets than allowed in your booking, it is your responsibility to contact us and request a cinema change. We may or may not be able to accommodate increased numbers and need to know as soon as you do, even if this is before your booking confirmation date.

If you project you'll oversell your tickets, but not by enough to meet our threshold for a private screening in a larger cinema, you are able to change the booking to a group booking (fundraiser) so that the price remains the same, but the screening is not private and the remainder of the seats will be open for public sale.

Your tickets sales

We are happy to provide marketing material for you to use when making up tickets. Your organization is responsible for collecting tickets and providing our staff with a final number of guests in attendance. You can sell the tickets to your guests at any price you choose.

Food and drink

We are able to offer a range of personalized catering options for groups. Please ask us if you have something specific in mind, or chat to our functions coordinator for ideas. Monterey does not allow groups to bring their own food or drink - this includes goodie bags, lollies, chips, popcorn etc.

Payment

Once you have tallied the final number of guests, you are welcome to pay on the night, and our staff will deduct the deposit from the total cost. Or, alternatively, you can request an invoice and one will be sent to you.

Contact

Email – functions@montereycinemas.co.nz | Phone – 04 528 5590

We're located at 68-70 Queen Street, Upper Hutt.

