

Group Movie Booking Form

LAST UPDATED 29 APRIL 2020

Date:

ORGANISER DETAILS

Primary Contact Name:

Organisation Name:

Mailing Address:

Telephone: Mobile:

Email:

Secondary Contact Name:

Telephone: Mobile:

MOVIE SESSION (as per latest Civic Programme)

Program:

Date: Session Time: *(minimum of 48hrs notice)*

Estimated Number of Tickets: *(please note minimum numbers of 10 apply)*

Event Type: Birthday Celebration Community Event Social Group School Group

Other Please Specify:

AVAILABLE SERVICES

SERVICES	COST PER ITEM	REQUIRED
Ticket price per person (minimum 10 people)	\$10.00	
Children's Birthday Package: cake table, knife, tablecloth, serviettes, 2 x complimentary adult tickets (minimum number of 10 people)	Complimentary	
Bus Parking: on the street for duration of the movie <i>(24 hr notice)</i>	Complimentary	
Kiosk Open 30 minutes prior to movie start	Complimentary	
*we cannot guarantee the above services will be available on the day if not advised to Civic staff at least 24 hours prior to the scheduled screening		

KIOSK COMBO'S

COMBO	NO. OF ITEMS	COST PER ITEM	TOTAL COST
Regular popcorn, poptop juice, chupa chup	\$5.00	\$
Medium popcorn, 600mL drink, box of maltesers	\$10.00	\$
Large popcorn, 600mL drink, bag of maltesers	\$14.00	\$

**the above combo's must be pre ordered and pre purchased. Normal kiosk pricing will apply for any variation or additional requests at time of screening*

SPECIAL REQUIREMENTS & OTHER COMMENTS

.....

.....

.....

TERMS AND CONDITIONS OF VENUE HIRE

1. No glass, food or alcohol allowed in to the Civic Theatre at any time.
2. Bookings are essential, not all movies are available for fundraising purposes so please speak to a Venue Officer.
3. The Hirer shall pay the hire fee specified, as per invoice from Gunnedah Shire Council by the due date/or finalised variance to quote.
4. The Cultural Precinct shall not be liable in any way for loss or damage incurred due to the exercise of its rights. Whilst no compensation is applicable, the Cultural Precinct may at its own discretion refund any portion of amounts paid on account of fees.
5. The Hirer agrees to comply with all requirements of the NSW Local Government Act and any other relevant act, by-laws, rules or regulations, made hereunder and shall be liable for any breach of any such acts, by-laws, rules or regulations.
6. The Hirer shall be responsible for the cost of making good any damage or loss caused to the objects, buildings, furniture, fittings and equipment arising out of and/or in the course of the Hirer's function.
7. The Venue Manager/Supervisor reserves the right to have a representative of the Cultural Precinct on-site for the duration of the event. Any instructions given by the Cultural Precinct's representative in relation to the conduct of the function must be followed immediately. The Cultural Precinct's representative has the authority to terminate the event should any instructions or contract conditions not be observed.
8. An invoice will be issued at the end of the month, unless otherwise arranged.

AUTHORISATION/DECLARATION/SIGNATURE

As the signatory of this booking form, I am hereby authorised to enter into this agreement on behalf of the Hirer/Organisation. I have read the Cultural Precinct Venue Booking form and agree to abide by the Terms and Conditions as above.

If you are under the age of 18 a legal guardian or parent needs to sign and print their name to take full responsibility for the conditions outlined for our venue hire.

Applicant Name- (print):.....

Signature: Date:

Your booking is not confirmed until this form is returned to Gunnedah Shire Council via email council@infogunnedah.com.au