



## GROUP BOOKING TERMS & CONDITIONS

In signing the Group Booking Form, you signify understanding and agreement to the Terms & Conditions outlined in this document.

*Bookings MUST be submitted a minimum of 24 hours prior to the session booked.*

### CLOSED (PRIVATE) BOOKINGS:

- If you have selected a closed session on your form you are committing to pay for all seats in the auditorium that you have booked.
- We have a variety of different sized auditoriums that you may choose from.
- Closed bookings are exclusive to your group and restricted to the public.

### NUMBER OF SEATS REQUIRED:

- Croydon Cinemas must be aware of an estimation of guests that is as accurate as possible. This ensures that your requests can be achieved and that your booking runs smoothly.
- A minimum of 20 people need to be paid for in order to receive discount rates. If numbers are less than 20, the discounted rates do not apply and you will be required to pay regular rates.
- Schools may receive discount rates with only 10 paid tickets.

### PAYMENTS

- If your group booking has more than 50 guests attending, a 50% deposit is due at least one week prior to the booked session.
- Payments can be made via cash, EFTPOS, credit or school/company cheque directly to the site. Please contact George Aleksunas or Gavin Griffin on (03) 9723 1945 to make payment.
- Payment for group bookings must be made a minimum of 30 minutes before the scheduled commencement of the film. No guarantee will be made for tickets after this time.
- Please note if payment is not received by the date agreed upon, your group booking may be cancelled.
- If circumstances allow, payments/payment methods may be approved.

## **PRE/POST FUNCTION**

- Food and drinks being provided at your pre function must be approved by Croydon Cinemas.

## **ALCOHOL**

- If supplying alcoholic beverages to your guests, you must apply for an Occasional Liquor License from the department of Victorian Commission for Gambling and Liquor Regulation (VCGLR).
- To apply for an Occasional Liquor License, please visit [www.vcglr.vic.gov.au](http://www.vcglr.vic.gov.au)
- Croydon Cinemas may serve alcoholic beverages to guests who have appropriate identification on their person. (Australian Driver's Licence, Victorian Learner's Permit, Proof of Age Card, Passport or Keypass.)
- Croydon Cinemas reserves the right to remove supply for any guest at the discretion of staff on duty.

## **ADDITIONAL FACILITIES OR EQUIPMENT REQUIRED**

- PowerPoint Presentations
- Trestle Tables
- Microphone & Stand
- Additional staff assistance
- Croydon Cinemas has one chair lift which allows access to Cinemas 2, 3 and 4. If a large amount of guests require the chair lift, please inform the Cinema at least 24 hours in advance.
- Presentation of own content before/after film. (Creation of the content will be the responsibility of event organisers.) Any content must be in the DCP format and given to Croydon Cinemas at least 24 hours in advance.
- Use of projectors to play DVDs/Bluerays. Croydon Cinemas must be informed of the movie/content to be played at least one week in prior to the event. Additional Licensing fees may apply.