



Make an impression with a state of the art cinematic experience at

# PALACE CINEMAS VIC

## EVENTS, CINEMA HIRE AND GROUP BOOKINGS

### Our stylish cinemas represent the perfect venue for your next event.

Whether your objective is pampering and rewarding staff or clients, socialising with colleagues and friends, team building and corporate presentations with a difference, or fundraising for a worthy cause, Palace Cinemas can save you both time and money, when you book your event with us.

We offer attractive group discounts to see mainstream, classic, art-house and foreign

language films. Take advantage of our flexible catering packages, tailored to suit your needs. Included in this kit, you will find everything you'll need to organise your next group event.

So much more than movies.

**Let our team help you find the right film to suit your audience and guide you to create your next memorable occasion.**



#### Contact us:

Groups, Functions and Events  
P: +61 9816 1777  
E: [events.vic@palacecinemas.com.au](mailto:events.vic@palacecinemas.com.au)

[www.palacecinemas.com.au/functions/](http://www.palacecinemas.com.au/functions/)

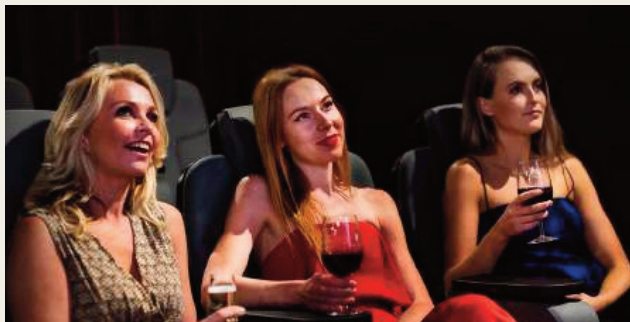
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# VENUE HIRE

## GROUP BOOKING DETAILS

**Take advantage of discounted tickets, food and drink prices for groups of 20 or more.**



### How does it work?

You can hire your own cinema exclusively, or you can share a cinema with the general public and simply pay the per person Group Booking rates.

### EXCLUSIVE CINEMA HIRE:

Ideal for your business presentations, product launch or cast and crew screenings.

Provide your guests with the luxury of a private film screening.

Available for an in-season or recent release film, vintage classic, your own film! Films that are not in season are subject to availability and may incur additional costs

#### How much does it cost?

Please refer to cinema pages for capacities & rates.

#### How do I pay?

Payment can be made directly to the cinema by cash, credit card or direct deposit.

#### When do I pay?

Pay a flat rate based on the cinema capacity. Confirmation of cinema capacity and payment is due one week prior to your booking (no deposit required)

The cinema size can be increased or decreased 7-10 days prior to your booking

Please note: Private hire allows 2-2.5 hours in-cinema. Additional time can be negotiated, extra fees apply.

### SHARED SESSION:

Ideal for your fundraiser, social occasion, school/holiday programme or birthday party.

Available for an in-season film. This option means that you will only pay for the number of tickets purchased. We can work with an estimated guest number.

#### How much does it cost?

Groups of 20 - 100: \$13.00 per person

Groups of 101 - 200: \$12.50 per person

Groups of 200 +: \$12.00 per person

#### How do I pay?

Payment can be made directly to the cinema by cash, credit card or direct deposit.

#### When do I pay?

Three working days prior to your booking along with final guest number.

### AVAILABLE DAYS:

Group bookings are offered every day of the week, subject to availability and location. The group booking rates do not apply on public holidays, film festivals or special events.

#### Session Times

Cinema programming is done on a weekly basis. To make a booking, please select a time slot:

#### Film starts between:

10.00am and 10.30am	4.00pm and 4.30pm
12.00pm and 12.30 pm	6.30pm and 7.00pm
2.00pm and 2.30pm	9.00pm and 9.30pm

**Please note:** For a shared session, the exact start time will be confirmed the Tuesday prior to your booking. The time can be checked online at [www.palacecinemas.com.au](http://www.palacecinemas.com.au). Alternatively, the cinema manager or staff will call you to confirm.

For exclusive hire, you can determine the start time as long as it fits between the time slots. Out of season and classic films are subject to availability. Please contact us to discuss.

Please contact us for information regarding our special packages for school/holiday programs and film makers. \*\*Please note that ticket and catering payments are non-refundable\*

# VENUE HIRE

## CINEMA LOCATIONS AND PRICING

### Palace Balwyn Cinema

231 Whitehorse Road, Balwyn

CINEMA	CAPACITY	RATE
1	16 seats	\$400
2	16 seats	\$400
3	152 seats	\$1,824
4	152 seats	\$1,824
5	245 seats	\$2,940
6	30 seats	\$750
7	30 seats	\$750
8	154 seats	\$1,848
9	154 seats	\$1,848
10	24 seats	\$600
11	42 seats	\$672

**Parking:** Non-restricted parking is available in nearby Norbert St and off-street parking is available at Balwyn Park, off Whitehorse Rd, a short walk from the cinema.

**Public Transport:** Tram route 109.

### Palace Cinema Como

The Como Centre - Level 1, Toorak Rd & Chapel St, Sth Yarra

CINEMA	CAPACITY	RATE
1	177 seats	\$2,124
2	176 seats	\$2,112
3	125 seats	\$1,500
4	136 seats	\$1,652
5	68 seats	\$816
6	63 seats	\$756

**Parking:** Secure Parking car park is located under the cinema, enter via Chapel St or River St. Validate parking pass at Cinema Box Office when purchasing tickets to receive a \$10.00 flat parking rate.

**Public Transport:** Tram Routes 58 & 78  
South Yarra Train Station 6-minute walk away.

### Kino Cinema

Collins Place Centre, 45 Collins Street, Melbourne

CINEMA	CAPACITY	RATE
1	202 seats	\$2,424
2	202 seats	\$2,424
3	53 seats	\$848
4	43 seats	\$688
5	33 seats	\$528
6	64 seats	\$768
7	61 seats	\$732

**Parking:** Collins Place Car Park, enter via 28 Flinders Lane. Validate parking pass at Cinema Box Office when purchasing tickets to receive two hours of free parking. Paid parking rates apply after two hours.

**Public Transport:** Tram Routes 11, 12, 48 & 109  
Parliament Train Station 3-minute walk away.

### Palace Brighton Bay Cinema

294 Bay Street, Brighton

CINEMA	CAPACITY	RATE
1	147 seats	\$1,764
2	257 seats	\$3,084
3	84 seats	\$1,008
4	127 seats	\$1,524

**Parking:** Two-hour free parking available on Bay Street until 6:30pm. All day parking is available a short walk away at the railway car park. Street parking is available on Durrant Street, Asling Street and St Andrews Street.

**Public Transport:**  
North Brighton Train Station 2-minute walk away  
Middle Brighton Train Station 5-minute walk away  
Bus Routes 703, 600, 603, 922, 933.

*Please see next page for more venues.  
All auditoriums are Wheelchair accessible.*

# VENUE HIRE

## CINEMA LOCATIONS AND PRICING

### Palace Pentridge Cinema

1 Champ Street Coburg

CINEMA	CAPACITY	RATE
1	42 seats	\$504
2	42 seats	\$504
3	42 seats	\$504
4	44 seats	\$528
5	45 seats	\$540
6	45 seats	\$540
7	45 seats	\$540
8	45 seats	\$540
9	45 seats	\$540
10	95 seats	\$1,140
11	95 seats	\$1,140
12	225 seats	\$2,700
13	45 seats	\$540
14	45 seats	\$540
15	45 seats	\$540

**Parking:** Undercover parking located under the cinema; first 3 hours free with an hourly charge thereafter

**Public Transport:** Tram Route 19  
Coburg Train Station 10-minute walk away  
Batman Train Station 10-minute walk away  
Bus Routes 512, 513, 526, 527, 530, 534, 561, 900

### Palace Westgarth Cinema

89 High Street, Northcote

CINEMA	CAPACITY	RATE
1	169 seats	\$2,028
2	52 seats	\$832
3	52 seats	\$832
4	106 seats	\$1,272
5	103 seats	\$1,236

**Parking:** Unrestricted parking available on High St, between Union St and Charles St, (on left) & Roberts St (on right) outside of clearway times.

**Public Transport:** Tram Route 86. Merri Train Station 7-minute walk away. Westgarth Train Station 6-minute walk away. Bus Routes 250 & 251.

### Palace Dendy Brighton Cinema

26 Church Street, Brighton

CINEMA	CAPACITY	RATE
1	197 seats	\$2,364
2	197 seats	\$2,364
3	233 seats	\$2,796
4	433 seats	\$5,196
5	52 seats	\$832

**Parking:** Secure Parking basement Car Park, enter via 8 St Andrew Street. Validate parking pass at Cinema Box Office to receive discount parking rate of \$6.00 for up to 4 hours.

**Public Transport:** Middle Brighton Train Station 5-minute walk away. Bus Routes 603, 250 & 251.

**Please see previous page for more venues.**

**All auditoriums are Wheelchair accessible.**



# EVENT CATERING

## FOOD AND BEVERAGE OPTIONS

When hosting a pre-film function, we recommend asking guests to arrive 30-45 minutes before the film. This way you can mingle with guests and enjoy some food and drinks prior to taking your seats. Our cinema locations have a range of pre and post film function spaces available for hire.

### PALACE COMBOS

**Snack Combo**.....\$6.00  
Small popcorn and a bottle of soft drink or water

**Traditional Combo**.....\$10.00  
Small popcorn, Connoisseur ice cream stick and a bottle of soft drink or water

**Classic Sparkling Combo**.....\$15.00  
A glass of sparkling on arrival, small popcorn, Connoisseur ice cream stick and a bottle of soft drink or water

**Classic Beer Combo**.....\$15.00  
A bottle of beer on arrival, small popcorn, Connoisseur ice cream stick and a bottle of soft drink or water

### CINEMA SNACKS

Connoisseur Ice Cream Stick.....\$3.50  
Small Popcorn.....\$3.50  
Bottled water (600ml).....\$3.50  
Bottled Soft-Drink.....\$3.50

When offering your guests a choice of the above items we will ask you for exact quantities of each item at the time of payment. Please keep this in mind when selling your tickets.

### FUNCTION STAFF

\$80.00 per staff member (up to 3 hours).  
20 - 50 guests (1 staff).....\$80.00  
51-100 guests (2 staff).....\$160.00  
101-150 guests (3 staff).....\$240.00  
151-200 guests (4 staff).....\$320.00

Please note additional costs apply for extra staff, extended time and tray service.

### SELF CATERING

No items that are available for purchase from the Palace Bar are to be sold or given away. This includes lollies, chocolates, popcorn, packet chips, ice creams, alcohol, and ALL drinks.

A \$100 function area fee applies for the set-up and clean-up of the function space.



**Enjoy the best in locally and internationally sourced wines and beers at our fully licensed cinemas.**

Beverages are served at a private bar in your function area. Select a range of beverages to offer your guests and our staff will manage your private drink service. (Drinks are charged on consumption, paid on the night of your booking).

### WINE

#### Sparkling

NV Louis Perdrier Brut, France.....\$28.00  
La Gioiosa 'Il Fiore' Prosecco.....\$30.00  
Clover Hill Tasmanian Cuvee.....\$45.00

#### White

Block 50 Chardonnay.....\$28.00  
Block 50 Sauvignon Blanc Semillon.....\$28.00  
Versions Pinot Gris.....\$30.00

#### Red

Block 50 Shiraz.....\$28.00  
Versions Shiraz.....\$30.00  
Ad Hoc Cruel Mistress Pinot Noir.....\$35.00

### BEER

House Beer.....\$6.50  
House Beer (Light).....\$5.00

### NON-ALCOHOLIC

Jugs of Juice (5 glasses).....\$10.00  
Jugs of Soft drink (5 glasses).....\$8.00  
Bottle of Soft drink / Mineral Water.....\$3.00  
Self serve Tea and Coffee.....\$1.50  
Barista - style hot drinks  
(coffee / tea / hot chocolate).....\$3.00  
Available to groups of 50 or less only.  
Complimentary jugs of iced water available upon request.

### TERMS & CONDITIONS

Palace Cinemas practices Responsible Service of Alcohol (RSA). RSA certified Palace staff are mandatory when providing alcoholic drinks. The prices listed here are reduced rates. Bar prices will differ. Prices and selection are subject to change.

# TECHNICAL SPECS

## REQUIREMENTS AND COSTS

### TECHNICAL COSTS

#### Rehearsal Costs (per hour)

Technical Rehearsal.....	\$85
Technical Assistant.....	\$85

#### Equipment Costs:

Microphone.....	Complimentary
Panel / Q&A Set Up.....	\$85

#### Ad-Hoc Fees:

Holding Slide Conversion.....	\$50
Alternate Content Fees.....	\$330

#### Power Point Presentation Fees:

0-15 mins.....	\$85.00
15-30 mins.....	\$150.00
30-60 mins.....	\$250.00

### TECHNICAL REQUIREMENTS

#### PowerPoint Presentations

- Please bring your own laptop
- Laptop needs HDMI & headphone outputs
- Using a Mac? Please bring your own HDMI adaptor

#### Format:

- Presentations should be formatted to 16 x 9 to fit the wide screen (refer to your laptop settings)
- Ratios: Widescreen aspect ratio is 1998 x 1080 [1:85:1] Scope format is 1080p (2048 x 1080)

#### Video Footage:

- Must be embedded.
- If the embedded video requires sound, please advise prior to testing (additional AV equipment may be necessary)

#### Don't Forget to Bring:

- Another copy of your presentation on a USB!
- Laptop power supply
- All required cables

#### Technical Rehearsal:

- Technical rehearsals are mandatory
- Technical rehearsals can be scheduled between 8.00am and 9.30am on a weekday only

#### Delivery Date:

- All presentations must be tested 5 working days prior to your booking
- The presentation being tested must be the finished product

#### Please Note:

- Our technical managers are savvy in our equipment, not yours, please ensure that you are using a laptop and program that you are familiar with

#### Out of season

##### Alternate content films

If you are the rights holder to the film:

- Please deliver a copy of the film to the cinema where your event is being held
- Content must be supplied in DCP format on a USB or Hard Drive 7 working in advance
- If you are running anything in addition to the agreed content (i.e. advertisement, holding slide, short film) it should all be supplied at the same time on one device.

If you are not the rights holder: please advise of the selected film and we will contact the distributor on your behalf. Sourcing a previous title is subject to availability of the film in DCP format from the film's distributor. Film distributors generally won't approve a film screening that is less than \$800.00 in cinema hire. A \$330.00 alternate content fee is charged for freighting costs from the film distributor.

Are you supplying your own film content, screen add or holding slide? Don't Forget to:

- Save your content with a clear file name (date, group name, clearly labelled)

#### Technical Rehearsals

Technical Rehearsals are strongly recommended. They run for 15 to 30 minutes, and can be conducted one of two ways:

1. Deliver the film to the cinema so that testing can take place at a time convenient to the Technical Manager.
2. If you wish to be on site for the rehearsal then a time will need to be scheduled with a Technical Manager, and can only occur outside of regular screening hours. Technical rehearsals can be scheduled between 8.00am and 9.30am on a weekday only. [Fee: \$85.00 p/hour]

**IMPORTANT:** Rehearsals must occur strictly no later than 3 - 5 working days prior to your function. They cannot take place on the day of the booking. Please co-ordinate with either your Event coordinator or the Cinema Manager for a suitable time.

#### Converting your content to DCP

**IMPORTANT:** All on screen content must be supplied in DCP [Digital Cinema Package] by a reputable commercial provider. We recommend obtaining a quote as early as possible from one of the following suppliers:

#### JORR Integrated Film & Television Solution

E: [rodneymbolt@jorr.com.au](mailto:rodneymbolt@jorr.com.au)

Ph: 03 9509 6648

W: <http://www.jorr.com.au/>

#### Felix Hubble

E: [felix.hubble@febn.com.au](mailto:felix.hubble@febn.com.au)

DCP Conversion will be an additional cost payable to the company you chose to use and based on the quote supplied by one of the listed providers.

#### Digital Server & Format Specifications

Palace Cinemas uses the following projection equipment:

- Servers: Doremi DCP-2000 and ShowVault
- Projectors: Barco DP2K series and Christie CP2000-2220 & 2210 series digital projectors

DCP Content needs to be delivered on a USB or Hard Drive. Please note the following formatting requirements:

- The drive must be formatted in EXT2, EXT3 or NTFS
- The drive formatting must have an inode size no greater than 128
- The DCP cannot be contained in directories or files that have their filename end in a . character (full stop) although this is manually correctable. Please give your file an easily identifiable name.
- The drive must have a clean journal (must be dismounted correctly before being sent off, although this is correctable by insertion into a linux-based player to replay the journal).
- \* Picture Frame Rate must be 24 fps
- Ratios: Widescreen aspect ratio is 1998 x 1080 [1:85:1] Scope format is 1080p (2048 x 1080) Picture Frame Rate must be 24 fps. Some locations can also accommodate 25 fps, please advise if your file is 25 fps so we can check with your chosen location.
- Audio: For best audio results please master in 6 track (5.1) depending on your source audio, 2-track is also available, and mastered at 48kHz.

# IMPORTANT INFORMATION

## PLEASE TAKE A MOMENT TO READ



### Exclusive Cinema Hire

Unless you have paid for exclusive cinema hire, a group booking means that you will be sharing the cinema with the general public.

### Guest Numbers

If your final guest number falls below the minimum of 20 people, the ticket prices will revert to regular ticket prices.

### Seating Allocation

Seating is not allocated.

### Shared Sessions

At the time of booking we are only able to give you an estimated start time 'window'.  
Your film will start anytime within this window.

The cinema will contact you to confirm your session start time on the Tuesday before your booking date. Times will also be shown on the Palace Cinemas website.

### Pre-Printed Tickets

All patrons must have a valid cinema ticket on the night of the booking. Tickets can be printed upon payment. Alternatively your tickets will be available to collect on the night. For groups using an online ticketing system, your guests must exchange their print out for an actual cinema ticket on the night.



### Event Promotion

All promotions and ticket sales are the responsibility of the group organiser. If you would like more information about your film for your promotions, please refer to the Palace website: [www.palacecinemas.com.au](http://www.palacecinemas.com.au).

### Final Guest Number

If your final guest numbers fall below the minimum of 20 people, the ticket prices will revert to regular ticket prices.

### Drinks

If you have arranged to pay for drinks on consumption, a credit card must be left with the cinema manager before your function commences, and payment will be finalised at the conclusion of your function.

### Self-catering

By electing to self-cater at a Palace Cinema for your function you will automatically agree to the catering conditions below. The responsibility of food safety and hygiene lies solely with the group organiser. Palace Cinemas does not have sufficient space to refrigerate any food items. All cold items must be consumed prior to the film, to meet food safety requirements. No hot food is permitted. No items that are available for purchase from the Palace Bar are to be sold or given away e.g. lollies, popcorn, packet chips, ice cream, soft drinks, bottles of water or alcohol. You will be required to supply your own crockery, cutlery and napkins etc.

### Choice of Food & Drinks

If you have given your guests the option to choose between food and drinks (ie. Popcorn / Choc-top. Wine: white, red, sparkling) please ensure that you gather this information as people book. The cinema will need to provide you with exact quantities of food and drinks based on your guests preferences. We also ask that you manage your guests orders on the day by providing vouchers to distinguish their food and drink preferences.

### Refunds

There is no refund on tickets once purchase.  
There is no refund on food and drinks.