






PALACE WA EVENTS

RATES CARD

   #palacecinemas

palacecinemas.com.au/group-booking/perth

PALACE CINEMAS 

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 an unforgettable occasion.

Kevin Leutenegger

Business Development Manager

Phone: (08) 6165 4965

Email: events.wa@palacecinemas.com.au

CONTENTS

CONTENTS & CONTACT	01
CINEMA PRICING	02
RAINE SQUARE PLATINUM CINEMA PRICING	03
CINEMA CATERING - CANAPÉS	04
CINEMA CATERING - FOOD	05
CINEMA CATERING - BEVERAGES	06
TECHNICAL REQUIREMENTS	07
ADDITIONAL NOTES	08
TERMS & CONDITIONS	09
BOOKING FORM	12



Indulge clients, reward staff or impress your friends and colleagues with your next event at one of our Perth sites.

Palace Raine Square and Palace Cinema Paradiso feature fully licensed bars and auditoria and provide state of the art projection equipment. Standard Hire Rates include the auditorium of your selection and the usage, whether screening or corporate presentation where no projectionist is required.

GROUP BOOKING WA

We offer discounted rates for Groups 20+

20-100	\$12.00 per/person
101-200	\$11.50 per/person
201+	\$11.00 per/person

* Excludes Platinum

Palace Raine Square

Raine Square, 300 Murray Street, Perth

Capacities & GFE Hire Pricing

Cinema	Capacity	Price
1	49	\$735
2	43	\$645
3	69	\$1,035
4	107	\$1,284
5	39	\$585
6	127	\$1,524
7	49	\$735
8	49	\$735
9	41	\$615
Total	573	



• All cinemas are wheelchair accessible.

Palace Cinema Paradiso

164 James Street, Northbridge

Capacities & GFE Hire Pricing - Off Peak (Mon 8:00am to Fri 5:59pm)

Cinema	Capacity	Off Peak Price
1	150	\$1,000
2	187	\$1,300
3	253	\$1,900
4	46	\$575
Total	636	

Capacities & GFE Hire Pricing - Peak (Fri 6.00pm to Sun 12:00am)

Cinema	Capacity	Peak Price
1	150	\$1,900
2	187	\$2,200
3	253	\$2,500
4	46	\$575
Total	636	



• All cinemas besides Cinema 3 are wheelchair accessible.

Palace Platinum represents a transformation of the traditional cinema experience.

With an exclusive private bar & lounge, Palace Platinum features boutique cinemas with stylish décor, luxurious fully reclining leather seats (complete with individual tables and footrests!), and personalised in-cinema wait service with a call-button feature. Platinum customers can choose from the carefully curated menu of small plates and substantial meals that offers cuisine direct from the area's finest restaurants, alongside a selection of premium wines, craft beers and cocktails. Palace Platinum is cinema worth leaving home for.



- All cinemas are wheelchair accessible.

Palace Raine Square - Platinum

Raine Square, 300 Murray Street, Perth

Capacities & GFE Hire Pricing

Cinema	Capacity	Price
1	28	\$700
2	20	\$500
3	28	\$700
4	20	\$500
Total	96	



CANAPÉ FUNCTION MENU

For groups of minimum 20 people. Please order at least 10 days before your event

Choose 4 Items **\$20.00**

Ideal for 30 min cocktail party

Choose 5 Items **\$24.00**

Ideal for 45 min cocktail party

Choose 6 Items **\$27.00**

Ideal for 1 hour cocktail party

COLD CANAPÉS

For groups 20 people and above

- Balsamic Glazed Truss Tomato With Goats Curd Cream
- Poached Soy Mushrooms On Mushroom Pate And Charcoal Bark
- Dill Infused Mini Doughnut, Cream Cheese, Smoked Salmon
- Dukkah Crusted Chicken, Pickled Cucumber Ribbon
- Sesame Crusted Seared Tuna
- Seared Duck, Lotus Chip, Hibiscus Flower, Togarashi
- Kangaroo, Bush Tomato Chutney, Fried Saltbush
- Turkish Wafer, Parmesan Cream, Sliced Prosciutto

HOT CANAPÉS

For groups 50 people and above

- Pumpkin And Manchego Crepes
- Assorted Gourmet Pies
- Vegan Savory Tarts
- Brioche Bun, Pulled Pork, Horseradish Riberry Slaw
- Pork Belly, Apple Crisp, Apple Gel
- Pomegranate Glazed Chorizito, Rosemary Crumb
- Sous Vide Wagyu Beef Rump, Celeriac Remoulade, Truffle Mustard

Please speak to us about tailoring our menu to fit dietary requirements!



Photo for illustrative purposes only and may differ from actual product

CINEMA CATERING - FOOD

Palace Raine Square &
Palace Cinema Paradiso

COMBOS

- Palace Snack Combo** \$6.00
Small popcorn, small soft drink or 600ml bottled water
- Palace Traditional** \$10.00
Small popcorn, choc top, small soft drink or 600ml bottled water
- Palace Classic (Sparkling)** \$15.00
A glass of sparkling wine on arrival, small popcorn, connoisseur stick & 600ml bottled water
- Palace Classic (Beer)** \$15.00
A Peroni Beer on arrival, small popcorn, connoisseur stick & 600ml bottled water

CINEMA SNACKS

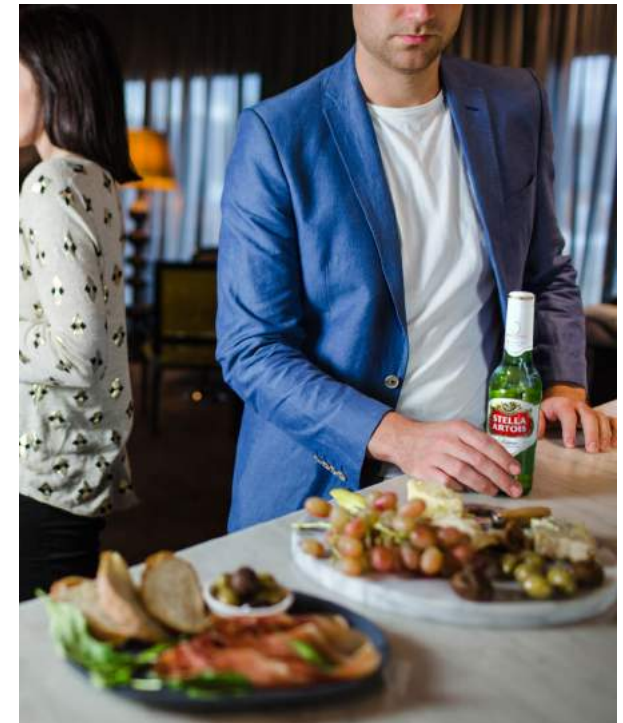
- Small Popcorn** \$3.50
- Small Soft-Drink** \$3.50
- Medium Popcorn** \$5.00
- Medium Soft-Drink** \$5.00
- Connoisseur Stick** \$3.50

When offering your guests a choice of the above items we will ask you for exact quantities of each item at time of payment.

Please keep this in mind when selling your tickets.

PLATTERS

- Cheese Platter (2-3)** \$26.00
Sit back, relax and enjoy the cinema experience the way it's meant to be. Our cheese boards are prepared on site from a fantastic selection of both local and foreign flavours brought together with crackers, dried figs & chutney.
- Charcuterie Platter (2-3)** \$30.00
Being "fashionably late" will be a thing of the past, our Charcuterie platter is the perfect reason to arrive early. You will want to take the time to enjoy this fine selection of Italian flavours, ideal for sharing.



EXTERNAL CATERING

Catering from external restaurants available upon request.

Self-Catering open to discussion.

CINEMA CATERING - BEVERAGES

Palace Raine Square &
Palace Cinema Paradiso



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

Beverages can be served in your function area and enjoyed inside the cinema. Select a range of beverages to offer your guests and have our staff manage your private drink service. Drinks are charged on consumption, paid on the night of your booking.

STAFF COSTS

Function staff - \$30 per hour minimum 3 hours

Groups offering drinks on consumption require a Palace staff member for service.

SPARKLING

La Gioiosa 'Il Fiore' Prosecco \$30.00

ROSÉ

Mirabeau Cotes du Provence La Comtesse Rose \$46.00

WHITE

Versions Pinot Gris \$30.00

Copia Sauvignon Blanc Semillon \$37.50

Fat Bastard Chardonnay \$39.00

Santi Sortesele Pinot Grigio IGT \$45.00

RED

Versions Shiraz \$30.00

Taltarni 'T Series' Shiraz \$38.00

Ad Hoc Cruel Mistress Pinot Noir \$42.00

Barossa Estate GSM \$48.00

BEER

Young Henry's Newtowner \$7.50

Peroni Nastro Azzurro \$6.50

Peroni Leggere \$6.00

NON-ALCOHOLIC

Cool Ridge Bottled Water \$3.50

Barista style hot beverages (Coffee/ Tea/ Hot Chocolate) \$4.00

Complimentary jugs of iced water available upon request.

* The prices listed here are reduced rates. Bar prices will differ. Prices and selection are subject to change.



TECHNICAL REQUIREMENTS

TECHNICAL COSTS

Rehearsal Costs:

Technical Test	\$100.00
Technical Rehearsal	\$85.00 per/hr
Technical Assistant	\$85.00 per/hr

Ad-Hoc Fees:

Holding Slide Conversion	\$50.00
--------------------------	---------

Microphone Fees:

Technical Staff (Panel Set up)	\$85.00 per/hr
-----------------------------------	----------------

Power Point Presentation Fees:

0-15 mins	\$85.00
15-30 mins	\$150.00
30-60 mins	\$250.00 + VPF
60+ mins	\$300.00 + VPF

Digital Cinema Fees:

Off Peak	\$27.50
Peak	\$55.00

Please note: A Digital Cinema Fee (DCF/VPF) applies to all Cinema Hire which require the use of the Digital projector for digital content other than a current film screening, with a run time of more than 30 minutes. The DCF fee is nonnegotiable.

TECHNICAL REQUIREMENTS

Formats: Films/Short films and screen slides are **only accepted in DCP** (Digital Cinema Package).

Some Palace Cinema locations can support 35mm content for an additional fee. (Terms & Conditions apply for 35mm.)

Delivery Date: All DCP Content must be supplied ONE WEEK in advance on a USB or Hard Drive. If you are running anything in addition to the agreed content (i.e. advertisement, screen slide, short film) it should all be supplied at the same time on one device

Powerpoint Presentations: Subject to cinema availability and must be supplied on client's own laptop with the following:

- The Laptop needs to have VGA, HDMI and headphone outputs. If you are using a Mac laptop, you will need to supply your own VGA adaptor.
- Please bring all cables and the laptop power supply for the laptop you will be presenting on.
- Any video footage must be imbedded. For any imbedded videos in PowerPoint Presentations requiring sound please advise prior to testing as additional AV equipment may be required.
- Presentations should be formatted to 16 x 9 to fit the wide screen (refer to your laptop settings)
- Delivery Date: All presentations must be tested at least FOUR (4) WORKING DAYS prior to your event. The presentation being tested must be the finished product that will be used at your event.

Converting Your Content To DCP:

All Digital material must be converted to DCP by a reputable commercial provider. We recommend getting a quote as early as possible from one of the following companies:

- **JORR Integrated Film & Television Solution:** Contact: Rodney. Ph.: 03 9509 6648. E: Rodney@jorr.com.au
- **FATS Digital:** Located in VIC, ACT, NSW, QLD. Web: <http://www.fats.com.au> We can convert holding slides ONLY. They must be sent via email as jpeg with a resolution of 1998x1080.

Please Note: Whilst all of our cinemas offer a state of the art set-up for film exhibition, some auditoriums may not be fully equipped for all presentation formats. We are happy to allow outside Audio/Visual equipment to be supplied subject to consultation with the Business Development Manager.

Important: It takes a 90 minute film approximately 100-120 minutes to ingest into the LMS and another 120 minutes to transfer to the Server (Projector). If done over-night or before the day's session start. If the days sessions have started, the transfer will slow to transfer time of 6 to 8 hours.

If you want to get really technical, please see below:

Palace Cinemas use 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, Hard Drive or Flash drive. Please note the following formatting requirements:

- The drive must be formatted in EXT2, EXT3 or NTFS
- Note: When supplying DCP files make sure it is formatted for the NTFS (NT File System) or EXT3 file systems. Drives formatted on a Journaled file system on Apple Mac's are not able to mount on our servers.
- 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).
- 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
- 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.

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

1. Send the film or file to the cinema so that testing can take place at a time convenient to the Supervisor. [NO CHARGE].
2. If you wish to book a rehearsal then a time will need to be scheduled with a Supervisor and can only occur outside of regular screening hours. Technical rehearsals can be scheduled between 8.00am and 10.30am (depending on location) on a weekday only.

Rehearsal Times: 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 Group Booking Manager or the Cinema Manager for a suitable time. DCP Conversion will be an additional cost based on the quote supplied by one of the listed providers.

ADDITIONAL NOTES

ADDITIONAL NOTES

- All Palace Cinemas are DCP Compliant
- Multiple auditoriums are capable of Power Point Presentation with PC or Mac.
- Booking must be paid in full by the due date on the invoice to facilitate our general programming and advertising needs.
- Our Function Menu with discounted rates for Food & Beverages are available to Group Bookings and Exclusive Hire or Cinema Hire bookings.
- All hires incur GST.
- There are three main types of hire at Palace Cinemas
 1. **Group Booking** – for groups of minimum 20 people, for a film in current release. These sessions are open to other groups and the general public.
 2. **Exclusive Hire** – is the complete hire of an auditorium for the purpose of viewing a film in current release for your private guest list only.
 3. **Cinema Hire** – is the complete hire of an auditorium for your private guest list only, for any reason other than or additional to watching a film eg: a lecture / product launch / corporate presentation.
- Group Booking for groups of 20+ are discounted to \$12 per person. Exclusive & Cinema Hires are calculated at cinema capacity.
- Cinema Hire are booked in units of 120 minutes.. Exclusive Hire are booked in units of film length.



TERMS & CONDITIONS

TERMS & CONDITIONS

Bookings:

- The session time for your function or event will be determined according to the available cinema programming schedule.
- Prices for Central are for length of the film or up to two hours in the cinema.
- Palace Cinemas is bound by a program of session times and as such the Client must adhere to the agreed scheduling of the Event including the pre-film and post-film activities. Palace Cinemas cannot delay the Start Time, or allow the Client to exceed the Finish Time.
- For Cinema Hire, the Allocated Auditorium is usually available for two hours. This can be extended by written agreement and additional charges may apply.
- The Allocated Auditorium must be vacated at the end of the programmed session time to allow for the next session to take place. At the conclusion of the session, Palace Cinemas requires time to clean the auditorium and prepare for the following session. If the Allocated Auditorium is not vacated on time and the next session cannot take place on time then an additional hiring fee is payable.
- Should the Event time in the Allocated Auditorium exceed the Finish Time, Palace Cinemas reserves the right to impose a \$1,000 charge for each hour that the space is occupied.
- Guest numbers must not exceed the Allocated auditorium seating capacity and all paths, steps and thoroughfares must be kept clear at all times. No external seating is permitted.
- The Cinema cannot be hired on a

Saturday night for a session beginning between 6:30pm and 7:00pm or on public holidays. Palace Cinemas retains the right to cancel and/or renegotiate this contract in the event of any future renovations taking place within the Cinema.

- If Palace Cinemas gives notice that the Event must be canceled (whether due to building works, lack of services or utilities or for any other reason) then Palace Cinemas will not charge the Client for the Event but the Client acknowledges that the Client will have no other rights against Palace Cinemas in respect of the cancellation either by way of damages, termination of this contract or otherwise.

Ticket Sales:

- The client may charge guests for admission at their own discretion or may invite guests free of charge. Under either arrangement, the Client is responsible for promoting the event and managing the guest list.
- Where a Client charges for admission, the Client is responsible for managing the sale of tickets via an external ticketing system.
- Tickets may only be sold prior to the Event. Final numbers and payment to Palace Cinema is due on the due date of the invoice. See the Payment and Cancellation Fee section below for further payment details.
- Palace Cinemas can provide dummy tickets on the basis of the final numbers and provide them to the Client for distribution at the Event. The Client is responsible for distributing tickets, e.g. at a registration table, which Palace Cinemas can provide

- The Client cannot sell tickets in the foyer of the Cinema, at the doors of the Cinema or within a "reasonable distance" of the Cinema to members of the general public.

Raffles:

- Raffles may only be conducted with Cinema Hire in the Allocated Auditorium prior to the screening of the film and only for five minutes.
- Raffle tickets cannot be sold to members of the general public. Prizes must not require refrigeration and cannot be consumed on site.
- Palace Cinemas do not permit auctions unless by prior arrangement with the Event Manager.

Digital Content Provided By Client:

- For digital content, including company slides, films and presentations, which are supplied by the Client, the Client is responsible for the content. Palace Cinemas takes no responsibility should a technical error occur.
- In New South Wales and Victoria, DVD and Blu-ray Disc formats are not supported and cannot be screened. Digital content must be provided by a reputable commercial provider and comply with international film standards. The Cinemas' projectors are 2K Digital Cinema Package (DCP) compliant.
- All digital content must be tested before it can be screened. Digital content must be provided one week prior to the date of screening to enable ingesting and testing of content. Failure to meet the deadline may result in the digital content not being ready for screening at the scheduled session

time. A technical rehearsal is compulsory for PowerPoint Presentations. The technical rehearsal must take place by arrangement with the Cinema Manager and will be scheduled to accommodate regular session times. It is not available on the day of the booking. Standard fees will apply. Should the rehearsal exceed the time allocated according to the standard fee, additional charges may apply.

- A Digital Cinema Fee (DCF/VPF) applies to all Cinema Hire which require the use of the Digital Projector for digital content other than a current film screening, with a run time of more than 30 minutes. The DCF fee is non-negotiable.
- Additional fees will also apply to non-standard hire requirements such as hooking up digi-beta decks, HDCAM, and other equipment outside those available in-house.
- The Client is responsible for arranging for the transportation of digital content to and from the Cinema. Any freight expenses are the responsibility of the Client.
- Digital content should be collected by the Client at the conclusion of the Event, on the day of the booking. Palace Cinemas cannot take any responsibility for the posting or storage of content.
- Any additional items such as technical equipment hire, or damage caused to the Cinema's technical equipment will be charged directly to the Client.
- Palace Cinemas can also supply microphones, a lectern and spotlight where available and by prior arrangement. Please speak to the Event Manager for details of available technical packages. Technical capabilities for each Cinema vary.

Film Classification & Screening Approval:

- If a film already has an Australian distributor, the Client will either individually, or in conjunction with Palace Cinemas, obtain the right to screen the film and will define the related terms and conditions.
- The Client will obtain any necessary exemption and/or classification from the Classification Board.
- Classification expenses are the Client's responsibility.

Marketing & Publicity:

- If the Client wishes to use Palace Cinemas' Logo or any Palace Cinemas' branding on invitations and/or other promotional material for the Event, approval must be granted by the Event Manager. No photographs or video is to be taken of any Palace Cinemas' staff or of Palace Cinemas' other patrons.
- Promotional expenses are the responsibility of the Client, unless any variation is agreed in writing by Palace Cinemas.
- Some Cinema Hire and Fundraising Events are considered "Closed Screenings", which means the Client is not permitted to advertise or promote the Event publically or through social media. This is often the case for Special Screening Dates that have been arranged before the official release date of the film. After a film has been released to the general public, all advertising restrictions are lifted. Please check with the Event Manager.

Display & Signage:

- Approval from the Event Manager must be sought for aldisplays and signage. Set up is the responsibility of the Client unless agreed prior arrangement has been made with the Event Manager.
- Displays and signage including event theming, banners, signage, decorations or helium balloons can be brought to the cinema only when a function area has been reserved. The use of glitter/ confetti is not permitted. Due to limited storage, all displays and signage should arrive at the Cinema on the day of the Event.
- No displays or signage are to be nailed, attached, pinned, screwed, blu-tacked or glued to the walls, doors, windows, furniture or other surfaces in or around the Cinema or grounds unless otherwise approved by the Event Manager.
- Helium balloons must be prepared off site and arrive weighted down.
- All displays and signage must be removed by the Client at the completion of the Event unless prior arrangements have been made. Palace Cinemas will not take responsibility for the loss or damage of any displays or signage. Any damages occurring to the Cinema will incur repair costs.

Catering:

- The Client is not permitted to sell, serve or give away any food or beverages that are otherwise available from the Cinema Bar including soft drinks, packet chips, popcorn, chocolate, sweets/lollies, ice creams, nuts, soft drinks, alcohol etc. or any similar items.

- There is no refund on any pre-ordered and/or pre-paid food or beverages.
- The engagement of Palace Cinemas' staff for food and beverage service varies according to State. This includes the costs per hour and the ratio of staff to guests.
- If the Client has opted to self-cater, the Client has responsibility for maintaining and complying with food and safety regulations in the preparation, delivery and service of the food.
- Permitted types of self-catered food vary according to State. Please discuss with the Event Manager.
- A foyer fee may apply.
- The Client must supply all crockery and cutlery.
- Food cannot be stored at the cinema before or after the Event.
- A cleaning charge will apply for any excess cleaning required outside of the normal cinema cleaning caused by self-catered functions.
- Cinemas do not have enough fridge or freezer space to store food or beverages for the events.
- There is no self catering allowed in Platinum cinemas.

Alcohol:

- In order to comply with its legal and social responsibilities, Palace Cinemas has a policy that provides for the responsible service of alcohol. The policy is applied at all events and with respect to all patrons. In making a booking, the Client acknowledges that the policy will be applied during the Event.

- No external or BYO alcohol is permitted, including alcohol provided by the sponsors of an Event.
- Wine and beer are charged per bottle. There is no refund for preordered alcohol. The Client is unable to take any alcohol that is not consumed at the Event from the Cinema as its liquor license does not permit it.
- A Palace Cinemas' staff member with a Responsible Serving of Alcohol certificate must manage the service. Additional costs will apply and these vary from State to State.

External Contractor: Palace Cinemas must approve any plan by the Client to employ, engage or use an external contractor. External contractors must abide by Palace Cinemas' policies and follow instructions by Palace Cinemas' staff. External contractors must liaise with Palace Cinemas in all matters relating to the delivery and pick up of any items prior to the Event and on the day of the Event.

Other Events: Palace Cinemas reserves the right to make a concurrent Group Booking during any Session unless the Client's Event comprises a Cinema Hire or Private Presentation. Palace Cinemas also reserves the right to book another Event in the same auditorium and/or function space up to one hour before the Start Time and one hour after the Finish Time.

Delivery And Collection Of Goods: Palace Cinemas will only accept delivery of goods and equipment one working day prior to the Event unless otherwise agreed. The Client must remove all goods and

equipment from the Cinema on completion of each Event. If any goods or equipment are left behind after an Event, all due care will be taken; however, Palace Cinemas will not be responsible or liable for them.

Release, Indemnity & Occupation at own Risk:

- The Client indemnifies Palace Cinemas against any claim resulting from any act or failure to act by the Client or the Client's agents, staff or volunteers while using the Cinema.
- The Client uses and occupies the Cinema at the Client's own risk and releases Palace Cinemas from and indemnifies Palace Cinemas against all claims resulting from incidents occurring at the Cinema (except to the extent caused or contributed to by Palace Cinemas, or a person for whom Palace Cinemas is responsible).

External Contractor: Palace Cinemas must approve any plan by the Client to employ, engage or use an external contractor. External contractors must abide by Palace Cinemas' policies and follow instructions by Palace Cinemas' staff. External contractors must liaise with Palace Cinemas in all matters relating to the delivery and pick up of any items prior to the Event and on the day of the Event.

Other Events: Palace Cinemas reserves the right to make a concurrent Group Booking during any Session unless the Client's Event comprises a Cinema Hire or Private Presentation. Palace Cinemas also reserves the right to book another Event in the same auditorium and/or function

space up to one hour before the Start Time and one hour after the Finish Time. Delivery and Collection of Goods Palace Cinemas will only accept delivery of goods and equipment one working day prior to the Event unless otherwise agreed. The Client must remove all goods and equipment from the Cinema on completion of each Event. If any goods or equipment are left behind after an Event, all due care will be taken; however, Palace Cinemas will not be responsible or liable for them.

Fire Safety Codes: Palace Cinemas reserves the right to adjust any set-up to ensure compliance with applicable fire, occupational health and safety, and liquor licensing laws and codes.

Payment of Fee & Cancellation Fee:

- No deposit for a booking is required; however, the Event will not be confirmed until the signed Booking Form and Terms and Conditions are returned. Palace Cinemas will tentatively hold a date for up to 48 hours only.
- Full payment of the Fee must be made before the date of Event. A surcharge of 3.5% will apply to late payments. Payment can be made by direct deposit, cash or credit card. Direct deposit is preferred. Failure to pay by the due date will result in the cancellation of the booking.
- A tax invoice for the Fee will be sent at the time of booking confirmation. Payment must be made by the due date on the invoice. Payment is non-refundable once programming is confirmed.

- A cancellation fee is 50% of the Fee will apply if the booking is cancelled between fourteen and three days of the Event. A cancellation fee of 100% of the Fee will apply if the booking is cancelled within three days of the Event.
- Where arrangements have been made for Beverages to be charged on a consumption basis, payment must be made by the Client on the night of the Event. A Credit Card and Photo ID must be provided to the staff member in charge prior to the Event. Please note that this option is not available in Queensland.
- In New South Wales, a bar tab facility is available by prior arrangement. A Credit Card and Photo ID must be placed behind the bar before the Event begins.

Client Responsibilities & Acknowledgements

- The Client shall conduct the Event in an orderly manner, in full compliance with these Terms and Conditions and in accordance with all applicable laws. The Client is responsible for the behavior of all persons, including staff, volunteers and guests, attending the Event. The Client will be charged for any damage caused by any persons attending any of the Event to the Cinema fixtures and fittings, other property (of which Palace Cinemas, acting reasonably, shall be the sole judge) and any injury suffered by Palace Cinemas' staff.
- The Client is responsible for adhering to the schedule of the Cinema, ensuring that bump in and bump out times are observed.

- The Client is responsible for taking out insurance for all items belonging to it or its guests for the period those items are in the venue. Public liability insurance for the Client's guests is the responsibility of the Client.
- The Client is responsible for engaging and paying for security guard/s for the Event at the discretion of the Palace Cinemas.
- The Client acknowledges that this contract incorporates all of the Terms and Conditions of the Agreement for Venue Hire and the entire agreement between the Client and Palace Cinemas and that there are no additional matters agreed between them and that there are no representations or verbal or oral terms or agreements between them which are not included in this contract.
- The Client acknowledges that any variation to this contract or these Terms and Conditions must be in writing and signed by a senior manager of Palace Cinemas.

Privacy:

Palace Cinemas, by virtue of this contract, may collect Personal Information from guests, volunteers, customers and/or attendees attending an event organised, marketed or sponsored by the Client. The Client may also provide customer Personal Information to Palace Cinemas to enable it to perform under this contract. "Personal Information" includes such things as contact details, buying habits, opinions and product preferences. In relation to any Personal Information provided by the Client to Palace Cinemas, the Client warrants that:

- It complies with Australian Privacy

Principles.

- It will only use the Event Personal Information for operational purposes (for example to provide additional information about an event) .
- It will not disclose the Event Personal Information to a third party.
- It will obtain the individual's consent if it wishes to use the Event Personal Information for any other purpose.

In consideration for Palace Cinemas agreeing to release Event Personal Information to the Client, the Client indemnifies and hold harmless Palace Cinemas, its subsidiaries, affiliates, directors and employees ("Palace Entities") from and against all losses, damages, liabilities, actions, judgements, interest, awards, penalties, fines, costs or expenses of whatever kind including legal fees arising out of or resulting from any third party claim against the Palace Entities arising out of or resulting from the Client or its employees, directors or agents breach of these Privacy obligations.

Guarantee:

The guarantor in consideration of Palace Cinemas having entered into this contract at the Client's request:

Guarantees that the Client will perform all its obligations under this contract.

- Must pay on demand any amount which Palace Cinemas is entitled to recover from the Client under this contract.
- Indemnifies Palace Cinemas against all loss resulting from the Palace Cinemas having entered into this contract whether from the Client's failure to perform its obligations under it or

from this contract being or becoming unenforceable against the Client.

The liability of the guarantor will not be affected by:

- Palace Cinemas granting the Client or a guarantor time or any other indulgence, or agreeing not to sue the Client or another guarantor
- Failure by any guarantor to sign this document.
- Transfer or variation of this contract, but if this contract is transferred the guarantor's obligations, other than those which have already arisen, end when the contract ends and do not continue, i. Transfer of the freehold of the Cinema.

The guarantor agrees that:

- Palace Cinemas may retain all money received including dividends from the Client's bankrupt estate, and need allow the guarantor a reduction in its liability under this guarantee only to the extent of the amount received,
- The guarantor must not seek to recover money from the Client to reimburse the guarantor for payments made to the Palace Cinemas until Palace Cinemas has been paid in full,
- The guarantor must not prove in the bankruptcy or winding up of the Client for any amount which the Palace Cinemas has demanded from the guarantor.
- The guarantor must pay Palace Cinemas all money which the Palace Cinemas refunds to the Client's liquidator or trustee in bankruptcy as preferential payments received from the Client.
- If any of the Client's obligations are unenforceable against the Client,

then this clause is to operate as a separate indemnity and the guarantor indemnifies Palace Cinemas against all loss resulting from the Palace Cinemas inability to enforce performance of those obligations. The guarantor must pay Palace Cinemas the amount of the loss resulting from the unenforceability.

- If there is more than one guarantor, this guarantee binds them separately, together and in any combination. Where the Client is not an incorporated entity, the following person hereby provides a personal guarantee to abide by this contract and its Terms and Conditions and to meet any and all obligations contained therein.