



# ACT Cinema Hires & Private Screenings

**Our stylish cinemas are the perfect venue for your next event.**

Whether you wish to pamper clients, socialise with colleagues and friends, host a corporate presentation with a difference, or fundraise for a worthy cause, Palace Cinemas can save you both time and money when you book your event with us.

**With access to:**

- Eight luxury fully licenced cinemas to suit all sized groups from 30 to 196 people
- A broad selection of arthouse, foreign – language and mainstream films
- Flexible catering packages, tailored to suit your needs
- State of the art Digital Cinema Package (DCP) screen presentation facilities
- Technical staff and AV support including microphones, lecterns, HDMI capability for laptop presentations, and Dolby Digital surround sound
- Stunning Prosecco Bar for pre – or post – film networking
- Display of corporate signage including pull up banners, brochures, posters, etc.
- Registration space to welcome guests.

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



PALACE CINEMAS

**Contact Us**

✉ [events.act@palacecinemas.com.au](mailto:events.act@palacecinemas.com.au)  
☎ (08) 6559 0491

# Types of Bookings

## Exclusive Hire

Hire an auditorium on your chosen date(s) and time(s) for private screenings of an in – season film or vintage classic. An Upcoming Film List is available upon request to assist with your selection of an in season film. Otherwise, please let us know if you are interested in screening an out – of – season film. Films outside of current release are subject to approval by the distributor and may incur a film hire fee.

### Pricing and Payment

Please refer to the cinema pricing page below. Exclusive hires are calculated by the cinema capacity and booked in units of film length. Additional time can be negotiated, extra fees apply. No deposit required. Preferred payment method via BPAY. Confirmation of cinema capacities and payment is due the Friday before programming for the first screening is finalised. BPAY details and due date will be listed on the invoice.



## Cinema Hire

Full auditorium hires are available for private screenings of your own content or for occasions that don't require a film screening i.e lectures / corporate presentations / panel discussions. These are ideal for your corporate conferences, product launches, or cast and crew screenings.

### Pricing and Payment

Please refer to the cinema pricing pages below. Cinema hires are calculated at cinema capacity and booked in units of 120 – 150 minutes. Additional time can be negotiated, extra fees apply. No deposit required. Preferred payment method via BPAY. Confirmation of cinema capacities and payment is due the Friday before programming for the first screening is finalised. BPAY details and due date will be listed on the invoice.



## Group Booking

Group bookings in shared public sessions are available for groups of 30+ people at a discounted rate. Tickets are \$15.00 per person during Peak times and \$14.00 per person on Mon – Weds. These group booking rates do not apply on Saturday nights (unless approved), Public holidays, or for film festivals and special events. Group bookings are offered 7 days a week, subject to availability, with films programmed to start between:

11:00am – 11:30am

12:00pm – 12:30pm

2:00pm – 2:30pm

4:00pm – 4:30pm

6:00pm – 6:30pm

9:00pm – 9:30pm

Please note, these start times are approximate. Once the programming schedule is completed for the week of your event, exact session times will be confirmed.

Group Booking Peak pricing is applicable for the following sessions:

Thurs/Fri 6:00pm – 12:00am | Sat 11:00am – 4:00pm | Sun all day.

Group Bookings Off – Peak pricing applies to:

Mon – Wed all day | Thurs /Fri 11:00am – 6:00pm.

### Payment

Payment can be made directly to the cinema by cash, credit card or direct deposit, and is due three working days prior to your booking. Confirmation of the final guest number is also required on this date.



# Cinema Pricing

Cinema Hires are booked in units of 120 – 150 minutes.  
Exclusive Hires are booked in units of film length.

## Palace Electric

2 Phillip Law Street CANBERRA 2601

CINEMA	CAPACITY	PEAK PRICE	OFF – PEAK PRICE
1	82	\$1,066	\$697
2	101	\$1,313	\$858.50
3	100	\$1,300	\$850
4	193	\$2,509	\$1640.50
5	68	\$884	\$578
6	82	\$1,066	\$697
7	82	\$1,066	\$697
8	72	\$936	\$612



**Peak cinema hire rates are applicable to all sessions:**

Thurs/Fri 6:00pm – 12:00am | Sat 9:00am – 4:00pm | Sun all day  
Peak Pricing may apply to some Opening Day films. For Pre – film presentations or Private Presentation screenings, prices may vary depending on the length and format of your content which will include technical support fees.



# Cinema Catering: Food

Please note: exact catering numbers are to be confirmed one week prior your event.

## Staff Service

During your event, our trained and RSA – certified function staff can cordon off your space in the foyer, prepare and arrange platters and individual food items, set up a private bar or tables, serve beverages, deliver tray service for canapés, and usher guests into the cinema when ready.

For 20 – 100 guests .....	\$100.00
For 100 – 150 guests .....	\$180.00
150+ guests .....	\$260.00

## Combos

<b>Classic Combo</b> .....	\$19.00ea
Small popcorn, Connoisseur gourmet ice cream stick, bottled water and a glass of red/white/sparkling wine OR beer	
<b>Traditional Combo</b> .....	\$12.00ea
Small popcorn, Connoisseur gourmet ice cream stick and bottled soft drink	
<b>Cinema Combo</b> .....	\$8.00ea
Small popcorn and Connoisseur gourmet ice cream stick	
<b>Snack Combo</b> .....	\$7.00ea
Small popcorn and bottled soft drink	

## Individual Items

<b>Small Popcorn</b> .....	\$5.00ea
<b>Connoisseur gourmet ice cream stick</b> .....	\$5.50ea
Flavours: Vanilla • Cookies and Cream • Belgium Chocolate with Roasted Hazelnuts • Kangaroo Island Honey with Honeycomb Shards • Salted Caramel and Macadamia Mango with Coconut and White Chocolate	
<b>Handmade Vanilla Choctop*</b> .....	\$6.00ea
<b>Lolly Bag</b> .....	\$4.00ea

\*Available for groups of up to 50pax

## Canapés & Morning Tea

Canapé & Morning tea menu available upon request.

Hot and cold options available.

## Self – Catering

Palace Cinemas offer you the option to self – cater.

Hot food is not permitted.

No take – away or food from third party restaurants is permitted.

<b>Self – catering Fee</b> .....	\$4.00 per seat
<b>Birthday Cake</b> .....	\$50 flat rate

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



# Cinema Catering: Beverages

Enjoy the best locally and internationally sourced beer and wine  
in 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. For bar tabs, drinks are charged on consumption and paid on the night of your booking.

All wines are charged by the bottle. A standard 750mL bottle of wine holds 5 serves.

All Palace staff members are RSA qualified. Groups offering drinks on consumption require a function staff member for service. Fees apply.

## Sparkling

La Gioiosa Il Fiore Prosecco .....	<b>\$45.00</b>
Piper Heidseick (bottle only) .....	<b>\$85.00</b>

## White

Pikorua Sauvignon Blanc .....	<b>\$45.00</b>
Santi Pinot Grigio .....	<b>\$55.00</b>
Pikes Riesling .....	<b>\$65.00</b>

## Red

Taltarni Dynamic Shiraz .....	<b>\$45.00</b>
Cruel Mistress Pinot Noir .....	<b>\$55.00</b>
Oakridge OTS Pinot Noir .....	<b>\$65.00</b>

## Rosé

Marquis de Pennautier .....	<b>\$55.00</b>
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*Approx. 5 x glasses per bottle*

## Cocktail

Maximum order may apply on all cocktails.

Bulldog Gin and Tonic .....	<b>\$9.00</b>
Campari Soda .....	<b>\$10.00</b>
Aperol Spritz .....	<b>\$13.00</b>
Negroni .....	<b>\$15.00</b>

## Beer/Cider

4 Pines Pale Ale .....	<b>\$8.50</b>
Peroni Nastro .....	<b>\$8.50</b>
Peroni Nastro zero alc .....	<b>\$7.00</b>
Somersby Cider .....	<b>\$8.50</b>
Brookvale Ginger Beer .....	<b>\$9.00</b>
Asahi Superdry .....	<b>\$8.50</b>
Capital XPA .....	<b>\$9.50</b>
Capital Coast .....	<b>\$9.50</b>

## Non – alcoholic

Still Water (600mL) .....	<b>\$4.00</b>
Sparkling Mineral Water (330mL) .....	<b>\$4.50</b>
Bottled Soft Drink (330mL) .....	<b>\$4.50</b>
Mojo Juice (425mL) .....	<b>\$5.50</b>
Keri Juice Pop (250mL) .....	<b>\$3.50</b>
Tea station – hot water urn .....	<b>\$1.50pp</b>
Barista-made Hot Beverages* .....	<b>\$3.50</b>

*\*Available for groups of up to 50pax*

The prices listed here are discounted rates. Bar prices will differ. Selection is subject to availability. Beverage options may differ depending on location.

# Technical Requirements

For Presentations Or Own Content Screenings.

## Technical Specs (film content)

- All content must be delivered to the site on a hard drive (formatted in EXT2 or NTFS) at least one week prior to your screening.
- Content must be in DCP (Digital Cinema Package) format.
- Picture rate must be 24 or 25 fps.
- Aspect ratio: scope format is 2048 x 858 [2.39:1], flat aspect ratio is 1998 x 1080 [1.85:1].
- Please give your file an easily identifiable name that includes the film title.

## Converting you 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 FEBN DCP Services.

Contact Felix Hubble at [felix.hubble@febn.com.au](mailto:felix.hubble@febn.com.au)

## Presentations

- HDMI is available in some auditoria for screening PowerPoint presentations via a laptop.
- PowerPoint presentations must be supplied on the client's own laptop with HDMI connectivity.
- Video footage in PowerPoint presentations must be embedded.
- Please bring all cables and the power supply for the laptop; if you are using a Mac laptop you will need to supply your own VGA adapter.
- A technical rehearsal is mandatory when screening a PowerPoint presentation and optional when screening your own film. These are scheduled between 8.00am – 10.00am on weekdays, at least four working days prior to your event.
- The presentation being tested must be the finished product that will be used at your event.

## Live streams

- HDMI is available in some auditoria for live streaming via a laptop.
- The content must be streamed on the client's own laptop with HDMI connectivity.
- Please provide your own hotspot/dongle as the WiFi can be unreliable inside the auditorium.
- Please bring all cables and the power supply for the laptop; if you are using a Mac laptop you will need to supply your own VGA adapter.
- A technical rehearsal is mandatory for live – stream presentations. These are scheduled between 8.00am – 10.00am on weekdays, at least four working days prior to your event.
- More equipment may be required for a two – way stream. Please discuss your specific needs with the event coordinator.

## Holding Slides

- A holding slide (still image) can be displayed on screening during intro speeches, Q&As, panel discussions, etc.
- These must be delivered to the venue in DCP format on a USB at least three days prior to the event.
- DCP conversion from a JPG (size 2048 x 1080) can be arranged through your GFE coordinator. Please inquire for more details.

## Technical Costs

Technical Rehearsal .....	\$110.00 p/h
Technical Assistant .....	\$110.00 p/h
Holding Slide Conversion .....	\$50.00 per slide
Q&A/Panel Setup (3+ mics) .....	\$110.00

## Laptop Presentation

15 – 30mins .....	\$150.00
30 – 60mins .....	\$250.00
60+mins .....	\$300.00



# Important Information

Please take a moment to read.

Signed Terms and Conditions must be returned before an event will be confirmed.

Palace Cinemas retains the right to cancel bookings under whatever circumstances deemed reasonable. In the case that an event must be cancelled in its entirety, Palace Cinemas will not charge the client for the event.

For cinema hire, the allocated auditorium is usually available for 120 – 150 minutes. 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. Should the time in the allocated auditorium exceed the agreed finishing time, Palace Cinemas reserves the right to impose an additional cinema hire charge in compensation.

Guest numbers must not exceed the allocated auditorium seating capacity and all paths, steps and thoroughfares must always be kept clear. No external seating is permitted.

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.

Hosts may charge guests for admission at their own discretion or may invite guests free of charge. Under either agreement, the host is responsible for promoting the event and managing the guest list. Palace Cinemas can provide a registration table for this purpose.

