



new park centre

PICTURE PALACE @ NEW PARK (PP@NP) BOOKING INFORMATION

TERMS AND CONDITIONS OF HIRE – Please read and sign/date last page

General

1. PP@NP film screenings are subject to availability and are not available during Film Festivals or on some late Monday/Wednesday evenings.
2. **PP@NP screenings should be finished by 9.45 pm at the latest. Please switch, off and lock up the PP promptly to allow the box office staff to do their final site check at 10.00pm.**
3. A maximum of 13 people can be seated in the PP@NP.
4. No PP@NP bookings will be accepted for screenings after 8.00PM.
5. For film screenings Hirers should book an extra 30 minutes on top of the film length to allow for 15 minute set up and 15 minute clear up after screenings. *Maximum hire time is 3 hours unless by prior arrangement.*
6. Bookings will only be accepted on the booking form and must be received by NPCAA no later than 48 hours before the requested date of hire.
7. Hirers should provide their own film on DVD / USB and must state the title and certification on the booking form.
8. **Hirers may not sell tickets to ANY film screening that they have booked in PP@NP.**
9. **The sale of alcohol is strictly prohibited as part of any film screening or other PP@NP booking.** However NPCAA is fully licensed so guests are welcome to take drinks purchased in polycarbonate cups from the café bar during opening hours into the PP@NP.
10. Catering arrangements are the responsibility of the Hirer who should organise food orders, delivery and payment directly with their supplier. NPCAA can arrange for use of a reception space but this **MUST** be requested at the time of booking. **NPCAA discourages eating of some types of foods that may damage the seating and carpet e.g. popcorn, sticky sauces. PLEASE confirm your proposed refreshments with staff beforehand.**
11. Bookings must be confirmed and paid in full no later than 48 hours before the requested date of hire.

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Health, Safety, Security and Welfare

12. Keys are available for collection before hire from NPC office (Mon to Fri 0800 am – 5.00pm) or at other times from the cinema box office. It is the Hirers responsibly to ensure that the PP@NP is properly locked at the end of the booking and that the key is returned at that time.
13. Hirers should ensure that they take the padlock and keys with them into the PP@NP during booking times.
14. Hirers will be shown how to operate DVD / USB film equipment prior to confirmed booking dates
15. **Hirers should ensure that they leave the PP@NP in a safe, clean and tidy condition with all litter collected and put in the bin provided.** Any items brought into the PP@NP during the time of hire should be removed at the end of the booking. **Any damage must be reported to staff and payment for reparation may be charged.**
16. **STRICTLY NO SMOKING OR USE OF ANY NAKED FLAME** e.g. candles /matches in the PP@NP **IS STRICTLY PROHIBITED.**
17. Only polycarbonated drinks containers permitted in the PP@NP.
18. Lost property is recorded and retained at the NPC and cinema box offices for a period of 6 months.
19. Hirers must check that all electrical equipment is switched off at the end of the booking time e.g. projector, screen, lights and heater.
20. A fire evacuation notice is posted on the inside of the PP@NP door – please comply with these important instructions.
21. First Aid kits for general use are located in the cinema box office, behind the bar and in the NPC office.
22. NPC is an inclusive venue but regrets that the PP@NP is not currently accessible to wheelchairs and does not presently have a hearing loop system.

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Hire Rate

Film Screenings: £75.00 per film (*includes use of film equipment*)

Cancellations

If you need to cancel your booking NPCAA requests 48 hours' notice. Otherwise a one off charge of £20.00 will be made.

Payment

An invoice will be produced on confirmation of the booking and should be settled in full within seven (7) days but not later than 48 hours before the event takes place. We accept payment by bank transfer, cheque (made out to NPCAA) or cash (in person at the NPC office). Receipts can be provided upon request.

Contact

If you have any questions or enquiries, please contact Patrick Doyle on 01243 536840 or via operations@newparkcentre.org.uk

DECLARATION

I have read, understood and will comply with the terms and conditions above for hire of the Picture Palace @ New Park.

Please Print Name: _____

Please Sign: _____

Date: _____

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NPCAA_PPt&c's_Jan17

 : operations@newparkcentre.org.uk

 : 01243 536 840

 : www.newparkcentre.org.uk

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A charitable company limited by guarantee, registered in England & Wales as New Park Community and Arts Association.