



new park centre

## PICTURE PALACE AT NEW PARK - BOOKING INFORMATION

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

### General

1. Picture Palace film screenings are subject to availability and are not available during Film Festivals or on some late Monday/Wednesday evenings.
2. **Picture Palace screenings should be finished by 9.45 pm at the latest. Please switch, off and lock up the Picture Palace 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 Picture Palace.
4. No Picture Palace bookings will be accepted for screenings after 8.00 pm.
5. For film screenings Hirers should allow an extra 30 minutes on top of the film length, 15 minutes set up and 15 minutes clear up after screenings. *Maximum hire time is 3 hours per session.*
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 Picture Palace.**
9. **The sale of alcohol is strictly prohibited as part of any film screening or other Picture Palace booking.** However, NPCAA is fully licensed so guests are welcome to take drinks purchased in disposable cups from the café bar during opening hours into the Picture Palace.
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.**

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 : [operations@newparkcentre.org.uk](mailto:operations@newparkcentre.org.uk)

 : 01243 536 840

 : [www.newparkcentre.org.uk](http://www.newparkcentre.org.uk)



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#### Health, Safety, Security and Welfare

11. Keys are available for collection before hire from New Park Centre 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 Picture Palace is properly locked at the end of the booking and that the key is returned at that time.
12. Hirers should ensure that they take the padlock and keys with them into the Picture Palace during booking times.
13. Hirers will be shown how to operate DVD / USB film equipment prior to confirmed booking dates
14. **Hirers should ensure that they leave the Picture Palace in a safe, clean and tidy condition with all litter collected and put in the bin provided.** Any items brought into the Picture Palace 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.**
15. **STRICTLY NO SMOKING OR USE OF ANY NAKED FLAME** e.g. candles / matches in the Picture Palace.
16. Only disposable drink containers permitted in the Picture Palace.
17. Lost property is recorded and retained at the New Park Centre office for a period of 3 months.
18. Hirers must check that all electrical equipment is switched off at the end of the booking time e.g. projector, screen, lights and heater.
19. A fire evacuation notice is posted on the inside of the Picture Palace door – please read this notice and comply with these important instructions.
20. First Aid kits for general use are located in the cinema box office, behind the bar and in the New Park Centre office.
21. New Park Centre is an inclusive venue but regrets that the Picture Palace is not currently accessible to wheelchairs and does not presently have a hearing loop system.

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#### Data Protection

Under requirements of the General Data Protection Regulations, NPCAA is committed to the security and protection of your personal data. We will hold your contact details from your booking form for 1-year after the date you hire the Picture Palace and then we will securely dispose of your data. We will not pass your contact information onto any other third party unless required to do so by law.

#### Hire Rate

£75.00 per three (3) hour session, to be paid in full within seven (7) days but not later than 48 hours before the event takes place.

#### 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 upon receipt of completed booking form 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 New Park Centre 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](mailto:operations@newparkcentre.org.uk)

### DECLARATION

**I have read, understood and will comply with the terms and conditions above.**

Please Print Name: \_\_\_\_\_

Please Sign: \_\_\_\_\_

Date: \_\_\_\_\_

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NPCAA\_PPt&c's\_Jan. 2020

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