

WESTERN DOWNS CINEMAS

MOVIE SCREENING EVENT

BOOKING FORM



I/We the undersigned wish to apply for a Movie Screening Event as detailed below

APPLICANT DETAILS

Applicant: Contact Person:
Email: Contact No:
Applicant Address:
(for invoicing)
Name & ABN (if applicable) for Tax Invoice:

CINEMA DETAILS *(select one)*

CHINCHILLA

DALBY

EVENT DETAILS

Movie Title:
Contact name & number:
Date of Premiere: Day of Week:
Setup Time: *(Refer Foyer Plan for available space)*
Doors Opening Time: Movie Screening Time:

AREAS TO BE UTILISED

Chinchilla Cinema

Foyer only - no urn required

Kitchen*

Function Room*

Foyer with provision on an urn only

Bar*

Dalby Cinema

Event Space only*

Event space with kitchenette facilities*

*(*hire fees apply - separate hire form required)*

REFRESHMENTS

Alcohol being served (not sold)

Licensed function (alcohol being sold)

PRE-SCREENING SOUND & AV REQUIREMENTS *(available in Cinema only)*

1 x Microphone required in Cinema for raffles/announcements?

Cinema projector required for short video segment (DVD/Blueray/Powerpoint)?

I/We accept the conditions regarding the use of the WD Cinema & Foyer as detailed in the Movie Screening Event Pack. We acknowledge payment of the current WD Cinemas group booking ticket price per patron is payable to the WD Cinemas at the *commencement* of the screening in accordance with box office reporting requirements (a tax invoice will be issued at that time).

NAME:

DATE:

SIGNATURE:

IMPORTANT NOTICE Western Downs Regional Council are collecting personal information you supply on this form in accordance with privacy principles in order to facilitate your hire of the Western Downs Cinemas. This information will **only** be accessed by persons who have been authorized to do so. **Some of this information may be given to Council's insurance providers (insurance broker and insurer) for the purpose of administering insurance claims in the event of an insurance claim related to the hire of this facility.** Your information will not be given to any other person or agency unless required by law. Your personal information is handled in accordance with the *Information Privacy Act 2009*. If you provide any personal information about another person, you should ensure that you are authorized to do so.