



MOVIE SCREENING EVENTS  
INFORMATION PACK

# CHINCHILLA CINEMA



CINEMAS



# ABOUT OUR CINEMA

## CHINCHILLA CULTURAL CENTRE

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Congratulations on your decision to host a fundraising event at Western Downs Cinemas.

This pack has been designed to assist in planning an enjoyable and successful fundraising event.

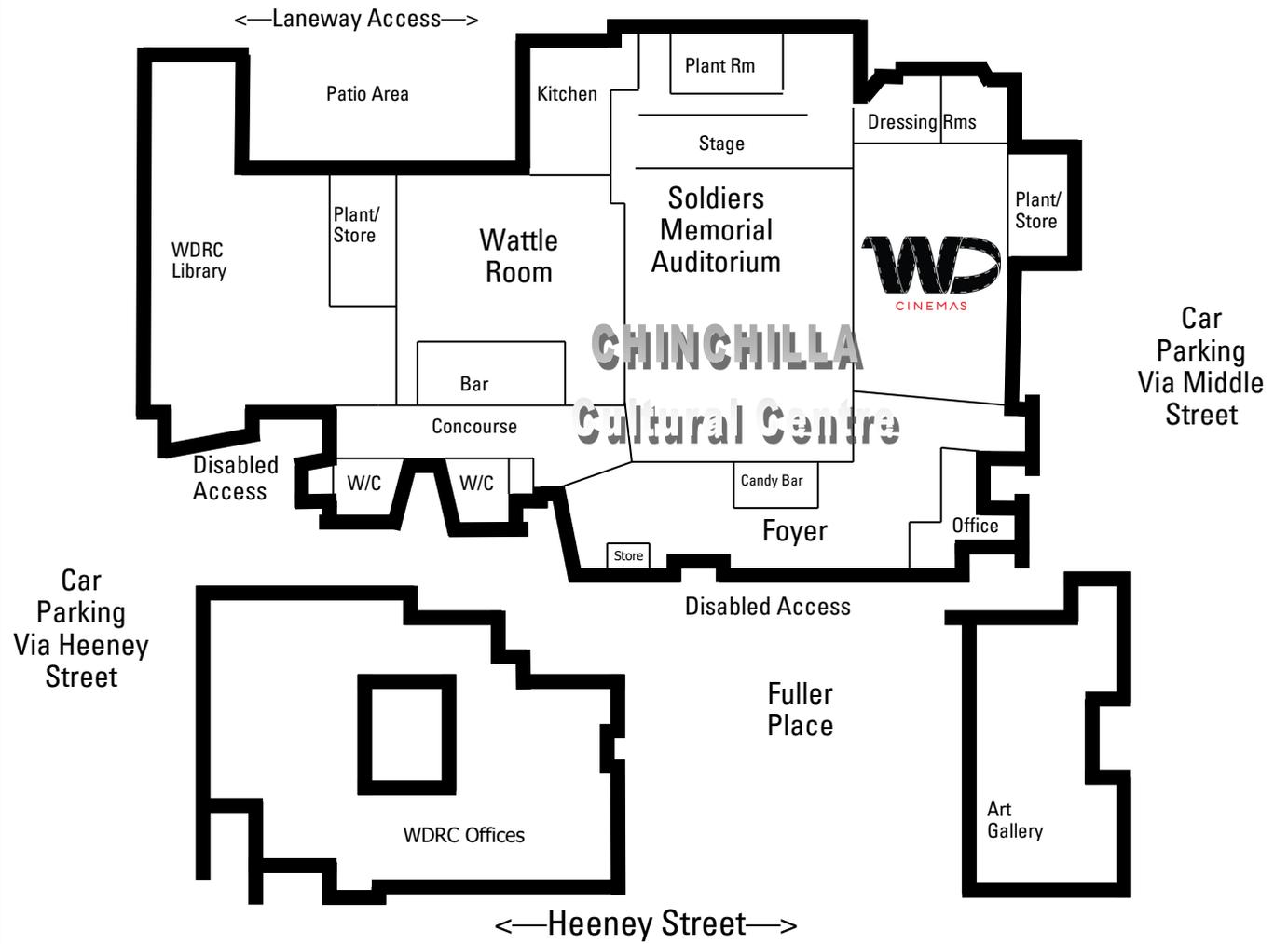
Found in the heart of Chinchilla's central business district, Chinchilla Cultural Centre was designed by award winning architectural firm Fulton Trotter & Partners and officially opened in 1999.

The Centre is home to the Chinchilla Cinema and shares it's landscaped grounds with the Western Downs Regional Council Customer Service Centre, the Chinchilla Library and the Lapunyah Art Gallery.

The building's timeless design earned the F.D.G. Stanley Award - Highly Commended from the Royal Australian Institute of Architects in 2000.



# GENERAL LAYOUT



# HOSTING A MOVIE EVENT

The following is a general guide to hosting a movie screening event at Chinchilla Cinema. These guidelines also outline your responsibilities when hosting an event at WD Cinemas. We are here to help you every step of the way so don't hesitate to contact our friendly staff for further information.

## HELPERS

Having enough helpers will ensure your event will be hassle free and more enjoyable for both your committee members and your guests.

## CHOICE OF MOVIE & SCREENINGTIME

Choosing a suitable movie for your organisation and/or your target audience is a key ingredient to a successful movie screening event. Contact our friendly staff to discuss the upcoming screening program; once your title has been chosen your Cinema Manager will assist you with the available date and time for your movie event. Generally first screenings of movies will occur on a Thursday or Friday evening.

## PRICING

You will be invoiced the Western Downs Cinemas group booking price for each attendee at your event. Seating capacity for our Cinema is 140 which is the maximum number of tickets you are permitted to sell. When hosting a Screening Event, your committee sets the event price.

Online ticketing is available for your event through the WD Cinemas eTicketing system, please discuss your requirements with our Cinema Manager. Tickets may also be sold through a physical address if you prefer, however this will require frequent liaison with our cinema Manager to ensure the number of tickets sold does not exceed our maximum capacity.

It is best to pre-sell as many tickets as possible prior to your event as this greatly assists with your fundraising target and gives you a firm indication of your catering requirements. Any members of the public arriving at the advertised movie screening time and not wishing to participate in your event are to be directed to the box office/candy bar to allow them to purchase tickets directly from the Cinema (providing there are seats available). If they are happy to support your event, however they are too late to participate in the refreshments you have offered, you may wish to charge them a reduced entry fee. The box office/candy bar will open approximately 20 mins before the screening to enable patrons to purchase cinema refreshments if they wish.

## HIRE CHARGES

There is no hire charge for the use of the Chinchilla Cultural Centre foyer for your event however we ask that you have consideration for others during your event. The foyer is a public space providing a thoroughfare to public amenities and other facilities within the building. If you wish to hire an adjoining space (Wattle Room, Bar & Kitchen) for your event please contact the Western Downs Regional Council Chinchilla Customer Service Centre to check availability and place a booking. Hire fees will apply.

# HOSTING A MOVIE EVENT

## ADVERTISING - FLYERS (APPROVAL REQUIREMENTS)

It pays to advertise and spread the word ASAP. Generally confirmation of a screening is achievable within 2 months of a Premiere booking, enabling advertising to be kicked off with plenty of time to ensure optimal attendance.

Have someone create flyers for your event as soon as possible. Your Cinema Manager will be able to assist you with approved images for the movie and appropriate wording for your event (e.g. it is not always permissible to use the word Premiere).

For classification details and a short synopsis of your movie a useful website to visit is [www.classification.gov.au](http://www.classification.gov.au) (please note - details will only be available on this site once a movie has received Australian classification). Once your flyer has been created please send a copy to your Cinema Manager prior to distribution for checking and distributor approval.

## FACEBOOK

Once your flyer has received approval we will create a Facebook Event for your screening. All Facebook Events must be created by the Chinchilla Cinema Facebook Page, we are happy to invite your organisation or club to co-host the event if you wish. Once the Facebook Event has been created it is important to encourage your fellow committee members to *join* this event & *invite* their contacts to attend. This will ensure your event reaches the maximum number of people on the Facebook platform, ensuring more people know of your event.

## PROGRAMMING EMAIL-OUT

Every week WD Cinema Managers email their Cinema Program and information about upcoming screening events to an ever-growing database of movie lovers! Your flyer and a link to the Facebook Event will be included in this weekly email up until your event.

## REFRESHMENTS

Keep your refreshments as low key as possible. Beer and pizza can be just as welcomed as wine and canapes – it all depends on your target audience and the theme of your chosen movie. Utilising the people and resources you have at your disposal will keep things simple and ensure everyone involved will enjoy the event.

If you wish to serve or sell alcohol at your event, it is your responsibility to check with the Office Of Liquor and Gaming Regulations (OLGR) if you require a Community Liquor Permit for your event. *OLGR contacts - Ph: 137468 or at [OLGRlicensing@justice.qld.gov.au](mailto:OLGRlicensing@justice.qld.gov.au).*

## SETTING UP ON THE DAY

Generally only 1-2 hours is required for setting up before your *doors open* time. Please let Cinema staff

# HOSTING A MOVIE EVENT

know the day prior to your event how many tables you require for your refreshments & food, and your preferred location of your ticket table. Please also advise if you would like extra seating in the foyer for your guests (this is not generally required). At Chinchilla Cinema the use of an Urn is available to you, however you will need to provide your own cups & beverage ingredients.

## TICKET SELLERS

Ensure you have enough people to manage the ticket table – generally two people are sufficient to check pre-sold tickets and accept payments for door sales.

## RAFFLE & DOOR PRIZES

Often your guests will have pre-purchased their tickets, however they will still arrive at your event with cash to spend in support of your fundraising. It is a good idea to ensure you have a raffle and/or merchandise to sell to assist in boosting your fundraising efforts. Generally these are located on the ticket seller table, however roving raffle sellers are also popular providing you have the helpers.

If you are seeking complimentary movie passes to offer as a prize please complete the Donations & Sponsorship Application a minimum of 2 weeks prior to your event. This application form can be found at [www.westerndownscinemas.com.au](http://www.westerndownscinemas.com.au).

## PRE-MOVIE INTRODUCTIONS

A microphone can be provided to address your guests once they are seated in the Cinema (generally 5 - 10mins before screening). If your event is suitable, asking a guest speaker to give a short address about your fundraising efforts/charity/organisation may also be appropriate. Short video or power point presentations are also able to be screened in the Cinema providing an introduction to your event. Please discuss these options with your Cinema Manager.

## REPORTING OF NUMBERS

When the movie commences please ensure you have a key person responsible for tallying the number of patrons in attendance. This number is to be given to the Cinema staff within 15 minutes of the start of the movie, at this time an invoice will be prepared for your event. Payment in full is required at this time to ensure box office figures reconcile with our daily takings as lodged with movie companies and Australian box office authorities after the commencement of your screening. Payments of cash, cheque and EFTPOS are accepted.

## CLEARING AWAY

Whilst the movie is screening ensure you have enough helpers to clear away the food and beverages from the foyer/event space, wipe tables, sweep and generally bring the area back to its usual condition. This is the responsibility of the host, not WD Cinemas.

# HOSTING A MOVIE EVENT

## AFTER THE MOVIE

It is becoming increasingly popular to offer tea/coffee and maybe a small sweet to your guests as they leave at the end of a movie. This will be determined by the type of movie you select, the demographics of your guests, the screening time and the length of the movie.

## CLOSING

We ask that the Cinema be vacated within 30 minutes of the end of the screening to avoid incurring a charge for additional staff hours. We wish you every success in your fundraising efforts – please don't forget to seek out our staff when selling raffle tickets, generally we are more than happy to purchase tickets to help your cause...



# ONE-OFF MOVIE EVENTS

While most movie screening events are held for new and near-new release movies programmed for a screening season at WD Cinemas, your choice is not limited to these titles alone.

One-off screenings of movies not programmed to screen at WD Cinemas may also be possible, however these events are subject to specific conditions and costs as they form an additional screening to WD Cinemas contracted weekly screening policy. If you have an unprogrammed movie for which you wish to host an event, please contact the Chinchilla Cinema Manager. The Cinema Manager will contact the programmer and film distributor to seek approval for your selected movie and request a film hire costing.

Your event will be charged the current group booking price as per our usual Movie Screening Event pricing, however the film hire costs and additional fees to cover staffing for your screening must be covered - your Cinema Manager will be able to provide you with these costings. If there is a shortfall once ticket sales have been tallied, as organizers you will be required to cover the shortfall.

Many groups have enjoyed special screenings ranging from documentaries to limited release movies. At WD Cinemas we value and appreciate the flexibility afforded to us as members of the independent cinema network. This enables us to access a wide range of content for our communities. Contact your Cinema Manager today to plan your next fundraising one-off screening movie event!



# TECHNICAL SPECIFICATIONS

## CHINCHILLA CINEMA

### SEATING & STAGE

140 Fixed seats

Low stage with access to 2 ensuited and 2 non-ensuited dressing rooms

### CINEMA FORMAT

- Barco Dp2k - 15C digital projector (2D only)
- Doremi IMB media block with Doremi ShowVault - 2K4 Storage
- Dolby stereo audio reader - reproducing back stage, left, centre, right, sub bass channels plus surround speakers both side walls
- Multiplay DVD/Blu-ray/CD player
- Fixed cinema screen (2D)

### POWER

3 phase power available via Clipsal 56C532 switched outlet

### PERFORMING ARTS (MINOR) FORMAT LIGHTING

1 x LSC Minim N921 lighting console 12/24 channel

1 x Profile spot centre back stage beside screen

1 x Powered lighting bar

LB1 - 2 FOH Profiles & 1 Floodlight

2 x Profiles mounted either side behind front curtain

Additional luminaires & a follow spot from the Auditorium may be available

2 x powered perch bars (no fixtures)

1 x Jands GP12 dimmer rack

3 phase availability on stage via Clipsal 56C532 switched outlets

### SOUND EQUIPMENT

1 x Soundcraft Spirit Live 24-channel mixing console

1 x Crown Xli 1500 power amplifier

1 x CPS 2.4 2 x 450watts power amplifier

2 x Rane ME60 Equalisers

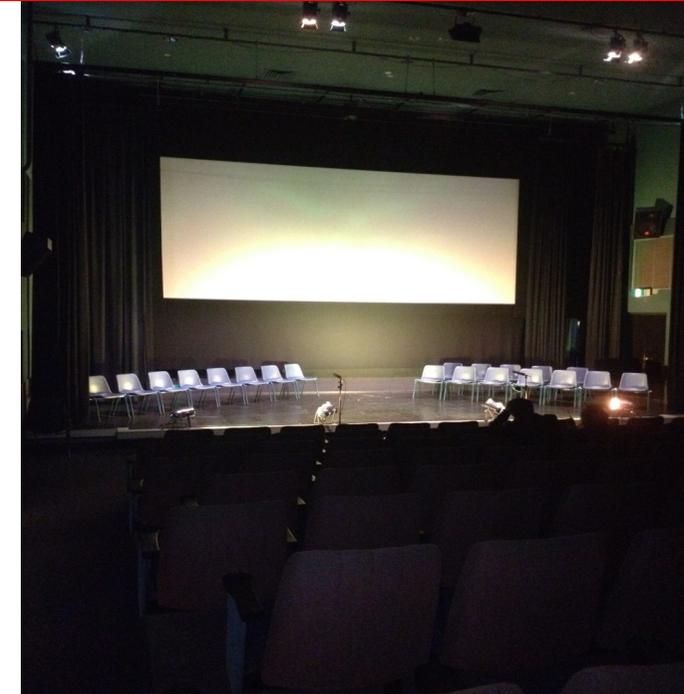
1 x DBX 1066 Compressor

1 x Jands Exicom talk back system (belts and headsets available from Auditorium)

1 x SHURE SLX2/SM58 handheld wireless microphone

Additional wired and wireless microphones & mic stands from the Auditorium may be available

Please note: Restricted sight lines for performing arts. Majority of seating can see only 1000 above stage floor. Stage entry - prompt side only (right looking at stage)



# MAKE A BOOKING

To proceed with a movie screening event speak to your local WD Cinemas Manager to discuss your film selection. Once the screening date and time of your event has been arranged visit [www.westerndownscinemas.com.au](http://www.westerndownscinemas.com.au) to complete the online Movie Screening Event Application Form.

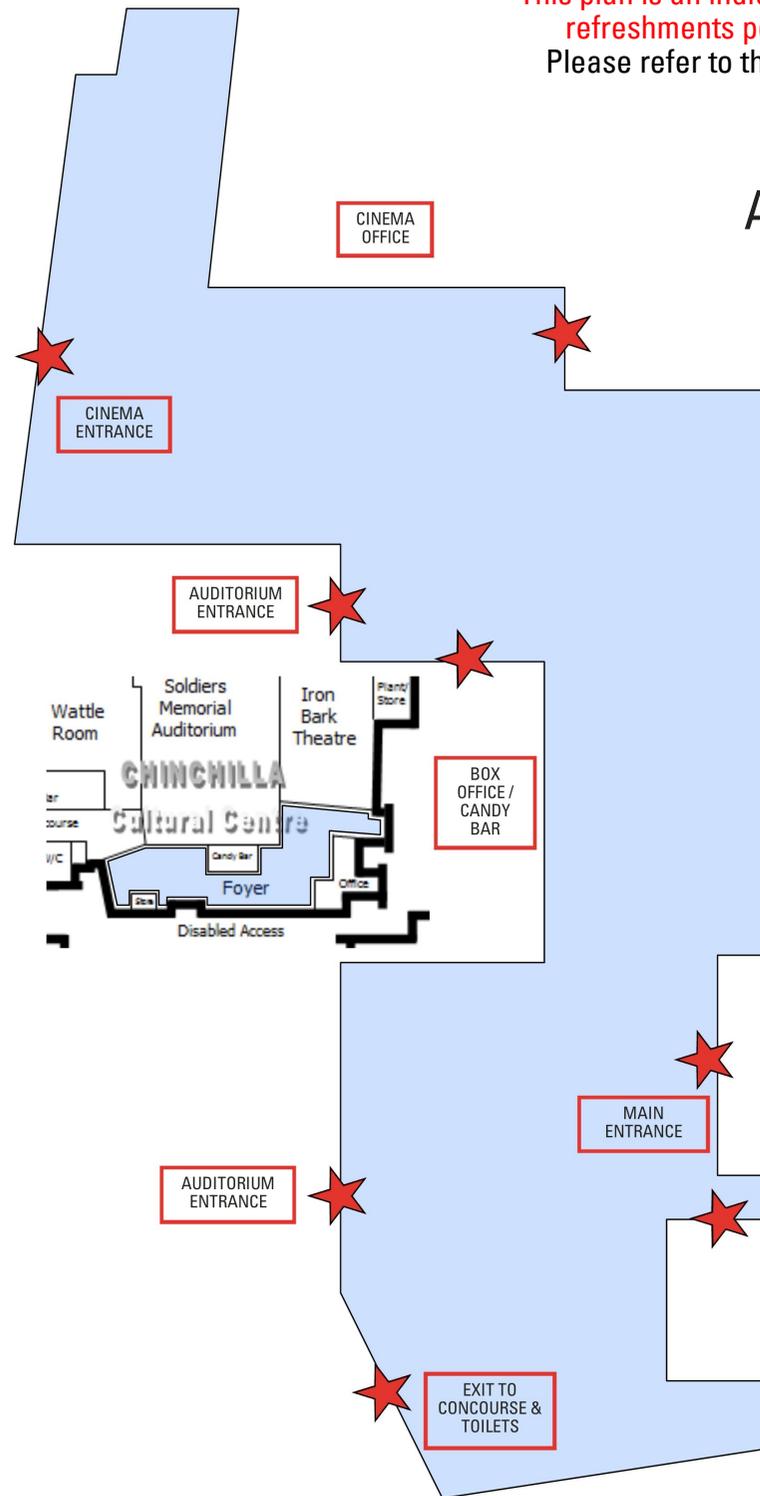
Once approved you will receive an email from your local WD Cinema with confirmation of your event. *Please ensure a copy of your flyer design is sent to the Cinema Manager to seek approval from the film distributor prior to proceeding with any promotional activities.*

If you have any special requests please do not hesitate to speak to us - we are here to assist wherever possible in making your event a success.

**WE LOOK FORWARD TO SEEING YOU AT THE MOVIES!**



# CINEMA FOYER PLAN



This plan is an indication of the area available for the pre-screening refreshments portion of your event (generally 1hr prior to movie)  
Please refer to the image to the left for adjacent areas. Under no circumstances are entries/exits (indicated on plan by a red star) to be blocked for Fire Safety.

## AVAILABLE CHAIRS & TABLES

- 10 x Round Patio Tables
  - 6 x Rectangular Tables on Casters
  - 8 x High Bar Tables
  - Padded Chairs
  - Urn Available for Tea/Coffee
- Further tables may be available - please discuss your requirements with the Cinema Manager

