



## Community Fundraiser Nights

Sundays are Fundraiser nights at The Deckchair Cinema, where local not-for-profit organisations hire the cinema to show a film and raise funds

The fundraiser program has raised over **\$474500** in the previous 9 years

The 2021 season has so far raised **\$66700** for Fundraising groups, with an average of **\$2350** per night. These figures are after the film distributors hire fee has been deducted and represent the sums deposited into the fundraisers bank account after their event

In addition to ticket sales, there is the opportunity to sell food and coordinate other fundraising activities at the cinema

If your organisation is interested in applying for a fundraiser next season, please read through this document carefully to make sure a Deckchair Cinema fundraising night is right. The online application must be completed by Monday **31st January 2022**

### Important Information

- A \$600 Venue Hire Fee is payable at the beginning of the season
- The Deckchair Cinema administers all ticketing for the event
- You cannot sell alcohol, soft drinks, popcorn, ice cream or pre-packaged food on the night, including bottled water, but you can sell cakes and treats!
- Fundraisers will need to provide eftpos facilities for the catering on the night and their cake/merchandise stall. If a caterer is providing meals on the night, you will need to make sure they provide eftpos facilities

### Eligibility

To be eligible your organisation must

- Not have held a Fundraiser Night at Deckchair Cinema in the previous year

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- Be a not-for-profit community organisation, charity, school, or sporting club based in Darwin
- Hold and provide evidence of a current ABN and public liability insurance; current at the time of your fundraiser event for not less than twenty million (\$20,000,000.00)
- Read this document, and complete the online Fundraiser Ballot Application form via our website by 31<sup>st</sup> January 2022

## Why Hold a Fundraiser at Deckchair Cinema?

### Fundraising

Fundraising nights raise funds through ticket sales, food sales and other fundraising activities such as raffles. When Deckchair is running at full capacity, a sell-out night has the potential to raise in excess of \$3000 for your organisation. Covid-19 restrictions may reduce Deckchair's capacity in 2022

### Raise Awareness of Your Cause

Fundraisers are an opportunity to engage your members and the general public about your cause. You are welcome to bring collateral about your campaigns and other events, show a slide show or short film on the night, sign people up to your newsletter or recruit new members etc

### Social Occasion and to Say 'Thanks' to your community

A fundraiser is a great way to get your organisation together to relax and mingle. It is a good opportunity to say thank you for the support you have received from members

## How the Fundraiser Process Works

Once you have submitted your application you will be entered into the ballot

Once applications close on 31 January, we will email you whether you have been successful. The ballot is a random process and only about 50% of applications are successful

We will allocate you a date. Whilst we try to give everyone their preference of dates, it is not always possible

We will email you the venue hire agreement, an invoice for the venue hire and will request a certificate of currency for your public liability insurance. We will send accompanying documents with suggestions to help you with film selection and important information such as deadlines

## deckchaircinema.com



Deckchair Cinema is operated by the **Darwin Film Society**  
ABN 19 676 696 024

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Tel (08) 8941 4377

Jervois Road  
Darwin Waterfront  
Darwin NT 0800

GPO Box 3008  
Darwin NT 0801



## Associated Costs

There are costs that need to be considered prior to applying for your fundraiser. The costs for holding your fundraiser are broken into two components; **venue hire fee** and **movie hire fee**

### Venue Hire Fee

The cost to hire the venue is **\$600** (Inc. GST). This covers -

- A Duty Manager, Box office Assistant and Kiosk Assistant on your night

- Management prior to your fundraiser

- Film freight and administration

- A listing in the Deckchair Cinema Program

- A listing of your film and Fundraiser on [www.deckchaircinema.com](http://www.deckchaircinema.com)

- An event listing on Deckchair Cinema's Facebook page

Your organisation will be invoiced the Venue Hire Fee by mid-February. Payment is required within 2 weeks of invoicing. This confirms to Deckchair Cinema that your organisation is committed to the fundraiser, reduces the potential for last minute cancellations and ensures that other organisations may take your place if you are not able to confirm your booking

The venue hire fee is **non-refundable within 60 days** of your fundraiser

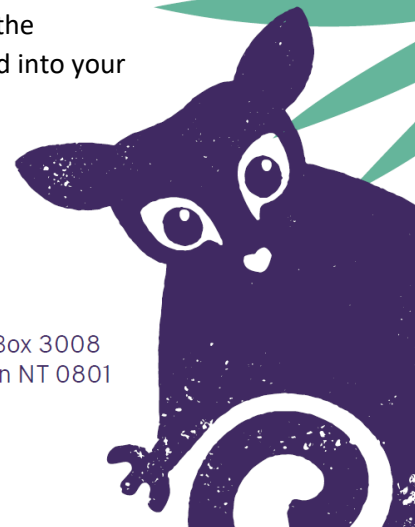
### Film Hire Fee

Film distributors take between 25% and 40% of the total ticket sales as the hire cost for the movie. The fee is set by the film distributors and is not negotiable. Film Hire Fee specific to your film choice will be advised upon confirmation of your film booking, Deckchair Cinema cannot give an indication of Film Hire Fee prior to booking confirmation

If you choose a film which is difficult to source or make a late change to your film choice there may be an additional fee to cover film freight, booking and administration

The Film Hire Fee will be subtracted from your ticket sales from the evening, with the remainder being profit for your organisation. This reimbursement will be deposited into your nominated bank account following your fundraiser

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## Ticketing

Deckchair Cinema is responsible for administering **all ticketing** for your event. Fundraising groups cannot pre-sell their own tickets, unless bought directly through Deckchair Cinema in advance (refunds not available). Tickets can be pre-booked using the Deckchair website and we will supply you with a link to the ticketing page specific to your event to encourage people to book online. This will help you to estimate the food required for your food stall, and give you an idea of how your marketing and promotion for the event is tracking. The Deckchair Cinema's ticket prices that apply to your event, are as follows

Adult \$17

Concession \$13

DFS Members \$10

Children 5 to 15yrs \$9 (Children under 5 are free)

Family - 2 adults and 2 children 15 or under \$40

## Food

Your organisation must provide meals for sale on the night. You will have access to power connections and we also have a few trestle tables you can use. However, there are no other cooking facilities (tongs, condiments) or storage facilities (ovens, fridges etc.) available at the venue. Any other equipment you require must be provided by your organisation

Deckchair Cinema can provide a gas BBQ (1m x 0.5m flat plate) with a gas bottle, and/or a Bain Marie (fits 5 x standard 530 x 325mm trays). If you would like to use our Bain Marie trays, you will need to bring a \$50 deposit on the night (cash). We will return this when the trays are returned clean. We do not have a grease trap in our kiosk, so trays can be returned during the week after your Fundraiser night.

If catering for the audience is too big a job for your organisation, you can enlist the help of a local caterer. Caterers may be open to sharing the food sale profits to help you raise funds. The maximum price of a meal at the cinema is capped at \$16. If this should change in 2022, you will be notified

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## Beverages / Snacks

Deckchair Cinema is a licensed venue and strictly no BYO is allowed. Gates open at 5:45pm. Our kiosk is open from 5:45pm and until 30mins after the movie starts. The kiosk sells beer, wine, soft drinks and pre-packaged snack foods (including chocolate, popcorn and ice-cream). Chilled water is provided free of charge

Your organisation is not permitted to sell;

- soft drinks
- popcorn
- pre-packaged snack foods (such as chocolate and ice cream)
- bottled water

We do encourage you to sell homemade cakes and sweets. These are always very popular!

## Public Liability Insurance

Current Public Liability Cover of a minimum of \$20 000 000 is required by organisations holding a Fundraiser Night at the Deckchair Cinema.

## Cancellation

Cancellation must be advised at least **60 days** prior to your fundraiser otherwise the \$600 venue hire fee is non-refundable

## Terms and Conditions

By entering the Deckchair Cinema fundraising ballot, and if you are successful in securing a fundraiser, your organisation accepts responsibility for:

1. Promoting and marketing your fundraiser
2. Making the final film choice suitable to your organisation's needs, audience and availability
3. Being courteous, patient and respectful towards Deckchair Cinema staff
4. Supplying hot food to patrons, e.g. BBQ, and preparing the food
5. Adhering to Deckchair Cinema's liquor license

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6. Sourcing reliable volunteers to run fundraising activities e.g. barbeque, raffles, cake stalls etc.
7. Providing all utensils, tablecloths, plates, cutlery, condiments and any other equipment you may need on the night
8. Providing biodegradable cutlery and plates etc for your catering and cake stall. If a caterer is providing meals on your night, you need to make sure they will use biodegradable cutlery and plates etc
9. Clearing of all equipment brought into the venue at the end of the evening
10. Cleaning of Deckchair BBQ/Bain Marie and facilities used at the venue at the end of the evening
11. Assistance with the collection of rubbish under the seating, and ensuring the venue is in a clean and tidy state at the end of the evening

NB: Organisations that make excessive mess and do not assist with the cleaning of the venue may incur a \$100 fee (For example, putting flyers on every seat prior to customers arriving).

#### Deckchair Cinema accepts responsibility for:

1. Assisting your organisation with your film choice and providing advice suited to your audience
2. Liaising with film distributors including film booking, organising freight, and sourcing of flyers, posters, images and production notes (where possible)
3. Movie / technical equipment and audio facilities (i.e. microphone)
4. Provision of a barbecue with gas bottle, external electricity and trestle tables for food stalls
5. Ticketing sales and coordination
6. Sale of alcoholic and non-alcoholic beverages, snack foods and ice cream
7. Staff for the kiosk, box office and projection room
8. Dispatch of the film at the end of the evening
9. Calculation and reimbursement of proceeds from your ticket sales after the fundraiser

#### Deckchair Cinema does not accept responsibility for:

1. Supervision of children associated with your organisation throughout the venue
2. Cleaning unreasonable amounts of rubbish left under and between seating and cleaning of food preparation facilities used by your organisation at the end of the evening

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