



Private Screening Information

1. Finding a Date

When choosing a date, especially with a committee, it is advisable to have a few date options in mind, in the hopes that there will be one available for use.

Please note cinemas are **not** available for private function hire on the following days;

- The day before a Public Holiday
- Public Holidays
- Sundays after 6.30pm
- During Film Festivals

2. Selecting a Film

Rialto Tauranga can screen most films requested; previously screened, current or advanced.

To play a DVD/Blu-ray in any of our cinemas please see **11. Playing own media**

Check out our Coming Soon page to help you choose a film.

3. Cinema Sizes and Minimum Requirements

We have three cinemas available. The minimum requirement for any cinema is 35, which is the deposit. For booking screenings of more than one cinema please see - **12. Booking Multiple Cinemas**

Cinema Number	1	2	3
Maximum Seats	60	58	80

4. Admit Prices

Admit prices for cinema hire, for duration of film is \$10 per admit. With a minimum of 35, which is the deposit, \$350.

5. Concessions

All bookings may select **one** of our discounted concession options and add to the ticket price. **One option per booking.** If you have not selected an option within 1 week of your booking date, you will not be eligible for a discount concession.

We **do not** allow outside food in the cinema. You may bring in light nibbles to be consumed in foyer in the half an hour before your screening, with prior arrangement. All drinks are to be purchased from Rialto. Food and drink purchased from Rialto, is permitted in the cinema.

Any concessions that are sold at Rialto **must not** be supplied to your group from an outside source. eg Popcorn, ice cream, drinks or lollies, this includes in any goody bags you may wish to hand out, they must not contain food or lollies purchased outside Rialto.

\$4.00 1 of the following options	Small Popcorn/ Chips
	Choc top Ice Cream
	Non Alcoholic Drink
\$8.00 1 of the following options	Small Popcorn/Chips and Non Alcoholic Drink
	Wine/Beer/Cider

Rialto Tea Option - Only available for Daytime bookings Beverage is charged per Admit Cakes can also be ordered		
English Breakfast Tea or Moccona Coffee		
Cake options for Rialto Tea		
Banana Cake	Carrot Cake	Chocolate Cake

Goody bags. Lolly bags that are put together on site with mixed lollies in them. Minimum 35 bags.
Lolly Bags \$2

6. Deposit and Balance payment process

Once your booking is pencilled in, we require a deposit to confirm.

The deposit is the **minimum admit requirement. \$350 - 35 admits at \$10 a head.**

The deposit must be paid by the deadline, **14 days** before screening. If we have not received your deposit we reserve the right to cancel your booking. Please note that once the deadline has passed deposits are non-refundable. Changes to cinemas are subject to availability.

The remainder of **admits** and **concessions** are **paid at the end of screening** after a final headcount is done.

7. Tickets for your Private Screening

If you are including concessions, you must make your own tickets for your guests to redeem their goodies and cinema entry. In some cases stamps or raffle tickets are just as suitable.

8. What to expect on the day of your Screening

Please arrive 45 minutes prior to your screening and ask for the duty manager, they will check over your booking with you and help with any further support you may need. Tables, if requested, will already be set up, with black table cloths.

Your guests should arrive 30 minutes prior to your screening, if you are having nibbles or drawing a raffle.

Your cinema may not be available until up to 10 minutes prior to your screening.

Please be aware, there may be a booking before your booking, so if you arrive before the agreed time, we may not be ready for you.

You are responsible for who enters your cinema so you may wish to have someone at the door.

Our staff will tidy away any nibbles you have left over, please bring containers for this, you can then collect these at the end of the show.

On the night, at the end of your screening, please see the duty manager again to pay the outstanding amount for admits over 35 people and any concessions you may have selected to include in your ticket price.

9. Ratings and Film Length

Censorship Ratings are not usually available to us until closer to the release date of films, because of this Rialto Cinema takes no responsibility for issues in regards to Censorship Ratings.

Rialto Cinema reserves the right to enforce film classification requirements set by the New Zealand Censorship Board and the right to insist that you provide suitable photographic identification depending on a film's classification. Please see **13. Identification**

Film length is usually not confirmed until closer to the release date. This may mean that your screening will have to be moved, usually by only 15 minutes.

10. Raffles and sales for fundraising

Conditions of holding a raffle at Rialto Cinema

- Raffles must be fully enclosed such as a clear wrapper
- Cannot contain Alcohol
- Given to winners as they are leaving the premises
- Raffle tickets can be sold on premises up to 1 hour before your screening time - however we can not give out cash, so please tell guests to bring cash if you wish them to purchase raffle tickets.
- Raffles should be drawn in cinema before Private Screening Film starts – Speak with Manager as this can be done during trailers or before screening depending on film start time and date.

Rialto Cinema does not permit private sales of any kind other than Raffle tickets under the above conditions.

11. Playing own Media

If you are providing your own media, it is your responsibility to obtain the screening rights for the film from the distributor. A copy of which must be provided to the projectionist no less than a week before the screening

DVD/Blu-ray (preferred)

- DVD - brand new disc preferred or recent professional clean.
- DVD – Must be provided at least 2 weeks prior to your screening date for our projectionist.

DCP/USB

- Formats compatible: DCP, MP4.
- DCP must be provided at least 2 weeks prior to screening to allow our projectionist time to test with our system.
- NZ film licencing Rating Certificate.
- Film length.
- Permissions/Certificate rights to play film.

In the event that the hosts Private Screening does not function correctly or proceed due to an error caused from the media supplied by host, Rialto Cinema will still charge accordingly.

12. Booking Multiple Cinemas

When booking multiple cinemas the minimum deposit is \$1000 = 100 admits @ \$10 an admit.

13. Identification

In the event that there is a person/s wishing to attend a film labelled with a Restricted licence Rialto cinema can deny entry unless one of the following suitable photographic proof of age evidence;

1. Current Photographic Student ID
2. Any current passport
3. current New Zealand driver licence
4. Hospitality NZ 18+ Card - New 18+ Cards are no longer available but existing 18+ Cards continue to be valid ID for 10 years from the date of issue.
5. Kiwi Access Card

14. Films, Videos, and Publications Classification Act 1993

It is an offence to supply, distribute, exhibit, or display a publication contrary to its classification, or to allow another person to do this.

Anyone - including a parent, guardian or teacher - who gives or shows a restricted publication to an underage person can be fined up to \$10,000 or imprisoned for up to three months for doing so.

A retailer can be fined up to \$25,000.

Penalties apply whether someone is aware or unaware it's restricted.