

## PLANNING AN EVENT AT THE SUN

### These are the types of events you may book at the SUN

**GROUP BOOKING** – with a minimum of 20 people discount ticket rates apply for an in-season film.

**PRIVATE CINEMA HIRE** – book every seat in the cinema and have it to yourself to enjoy an in-season film, a catalogue film (ACA), your own material (format restrictions apply), or a corporate/club presentation.

**KID'S PARTY** – with a minimum of 12 under 12's, watch a film and have a catered party afterwards.

**LUNCHEON** – for bona fide community groups at 10am weekdays, enjoy an in-season film with a catered lunch and fun trivia afterwards

**SCHOOL BOOKING** – available during school term between 9am and 2:30pm for an in-season film or a catalogue film (ACA).

## MOVIE & LUNCHEON

A great social outing for your local community group to enjoy a movie, a light lunch and fun trivia competition with prizes.

### Session Times

- Movies may be booked to commence between 10:00am & 10:30am, Monday to Friday only.
- We recommend you think twice before making your booking during the school holidays when there are lots of people around.
- We are sorry in advance to advise that your preferred start time after 10:30am is not possible.
- Times shown are the film commencement time, we advise your group to arrive 15 minutes earlier.
- We ask your group to appreciate that we are running to a schedule and the session cannot be delayed for late comers.

### Ticket Price

- The movie and luncheon combined price package is \$21:00 per head.
- If your group is not having the luncheon afterwards, then the group booking rates apply (see Group Booking Information Page)
- Your movie and luncheon package includes one seniors/adult admission and the following catering which is served in a dining environment in our lounge:

#### **Standard**

4 point sandwich variety (wholemeal or white), cake/slice and fresh fruit portions, English breakfast tea and 'French press' coffee

#### **Gluten free**

4 point sandwich variety (gluten free bread), dried fruit and seed mix and fresh fruit portions, English breakfast tea and 'French press' coffee

#### **Vegetarian**

4 point vegetarian sandwich, cake/slice and fresh fruit portions, English breakfast tea and 'French press' coffee

#### **Vegan**

4 point vegan sandwich, dried fruit and seed mix and fresh fruit portions, English breakfast tea and 'French press' coffee

#### **Dairy Free**

4 point dairy free sandwich, dried fruit and seed mix and fresh fruit portions, English breakfast tea and 'French press' coffee

### For \$25 per head you can upgrade to a premium luncheon event including

Sandwich platters with superior fillings, cake/slice and fruit platters

English breakfast tea and 'French press' style coffee

Your luncheon is followed up with a fun trivia quiz based on the movie and its cast and crew. You will be divided into equal sized groups and each member of the winning group will receive a small chocolate treat (usually 3 x Cadbury roses).

### Group Size

The largest size group we can accommodate for the luncheon is 50 and we recommend you aim for a group size not less than 20.

### Candy Bar extras

- Ramp up the fun factor by taking advantage of some further discounts on our candy bar range by pre-ordering a minimum of 20 of:
- mini combos – mini sized soft drink (250ml) and popcorn (available for kids groups only) \$4.00
- small combo – small drink (375ml) and small popcorn \$6.00
- large combo – large drink (500ml) and large popcorn \$9.00
- choc-top \$4.00
- bottled water (600ml) \$3.00
- glass of sparkling, red or white wine (150ml) \$8.00
- coopers pale ale (375ml) \$5.00
- Peroni (330ml) \$6.00
- Henkell sparkling (200ml) \$8.00

• small soft drink (375ml)	\$3.00
espresso coffee/ English breakfast, peppermint or green tea	\$3.00
• sun classics lolly box	\$3.00
or:	
• Special packages (tickets extra):	
<i>The Sparkling Sun</i>	
A glass of sparkling, a small popcorn and a choc top	\$14.00
<i>The Sun Classic</i>	
A small popcorn, choc top and a small soft drink/600ml water	\$10.00
<i>The Sun Snack</i>	
A small popcorn and a small soft drink/600 ml water	\$6.00
<i>The Sun Choc</i>	
A choc top and a small soft drink/600 ml water	\$7.00

### How to book

- Contact our delightful functions coordinator at functions@suntheatre.com.au. You can book by phone at 93620336 between 12:00pm & 5:00pm Monday to Friday or 93620999 at other times (although you will not be speaking with our coordinator then so we ask if you could make your initial enquiry during the above mentioned hours).
- No deposit is required, however we require an accurate number of those attending and their dietary requirements 1 day in advance or, for Monday events by the preceding Friday. We can only be flexible with your previously advised numbers on the day of your event if our caterers haven't yet completed the order.
- Please have all of the following information available when you make your booking.
  - Date of event*
  - Preferred film start time*
  - Your chosen 'in-season' film*
  - Proposed number attending (an estimate is all that is required in the early stages)*
  - Your full name, email address and phone contact details*

We then rely on you to advise us the 'working' day before your event of the final numbers attending and any dietary requirements.

### Ticketing

If we believe your session is in danger of selling out with the general public admissions, we will set aside reserved seat tickets which you shall be required to distribute to your guests.

### What is not possible for a movie and luncheon booking

- Book a catalogue or non 'in-season' film
- View the movie privately – your session is shared with the public
- Have speeches or presentations within the cinema prior
- Book for 20 people and turn up with 50 without pre-advicing us!
- Book for 50 and turn up with 20 without pre-advicing us!
- Be late – we cannot hold up the session for you - all of our films run to an automated schedule.
- Be too early – our doors open at 9:45am and it's cold outside in Winter.

### Helpful hints for organising an event

We recommend you start your enquiries at least 6 weeks in advance allowing 2 weeks to finalise the event details after which time you can commence promoting the event to your group (a minimum of 4 weeks is recommended for this – more if possible).

Unless the film is a mainstream blockbuster with a worldwide release date we find our local distributors can be very fickle when it comes to finalising a film start date....it can move! There is nothing we can do about it and we apologise in advance if this happens to your selected film.

We have many regular groups who have scheduled us into their monthly routine. We can discuss your next film at the end of your current event.

### What to do on the day of the event

- If you are the organiser, please make yourself known to our Duty Manager who will have all of the details of your event in hand.
- A staff member is assigned to host your event in the dining area.
- We will do our best to accommodate your last minute needs but remember we staffed the event in accordance with your instructions and extras will only be possible dependent on staff availability.
- Rely on the fact that our Front of House staff will start directing you to the cinema at the appropriate time.

PLEASE NOTE THAT FINAL PAYMENT IS REQUIRED AT THE TIME OF YOUR EVENT.

YOU MUST MAKE PRIOR ARRANGEMENTS WITH OUR FUNCTIONS COORDINATOR IF YOU WISH YOUR EVENT TO BE INVOICED. INVOICE TERMS ARE STRICTLY 7 DAYS.

