

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).

SCHOOL BOOKING

A great way for the students to have a fun outing and valuable experience at the movies. Our discount rate applies to bona fide school groups and holiday care school groups for all school age students from age 3-18.

Session Times

- School bookings may be booked to commence at the following times:
9:00 -10:30am, 12:00-12:30pm, 2:00-2:30pm Monday to Friday only – during school holiday periods we accept bookings for film commencement times of 9:00-10:00am only
We are sorry in advance to advise that your preferred start time of 11:00am, 1:00pm and 3:00pm are not possible.
- Times shown are the film commencement times so we recommend you arrive at least 15 mins earlier
- If the students are permitted to purchase from the candy bar, we recommend you arrive 30 mins earlier
- We make our best endeavor to start the film within 15 minutes of your booked time
- We ask your group to appreciate that we are running to a schedule and the session cannot be delayed for late comers.

Ticket Price

For 2D films the ticket price is \$8 per student (\$11 per student for 3D). Teachers and parent helpers are admitted free of charge for the expressed purpose of supervising the students during the movie screening.

Group Size

Our largest cinema seats 180 people. If your group is larger than this, we shall separate them into 2 or more cinemas.

Extras

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| • mini combo (mini sized popcorn and 250 ml soft drink or 600 ml water or pop top juice) | \$4.00 each |
| • mini sweet combo (lolly bag and 250 ml soft drink or 600 ml water or pop top juice) | \$4.00 each |
| • choc-top | \$4.00 each |
| • bottled water (600ml) | \$3.00 each |

Additional facilities with fees apply for the following:

- *Screening a catalogue film*
We on charge, at cost + gst, the fee applied by the distributor which varies from one to another although is usually in the vicinity of \$300.
- *Screening your own media material*
Provided there are no royalties, we charge \$75 to upload your media to our server and check compatibility and quality. Certain media formats are required (please refer to the TECHNICAL INFORMATION page). Alternate material must be provided at least 14 days prior to your event.
- *Screenings that require a technician*
If your media presentation requires a technician to be in exclusive attendance, we charge \$75 per hour.
Other additional set-up charges may apply depending upon your requirements and prices are upon application.

How to book

- Contact our delightful functions coordinator at functions@suntheatre.com.au.
- You can book by phone at 93620336 between 12:00pm and 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 necessary however we shall require your full invoicing details at the time of booking.
- We know confirming your final numbers is tough. We ask for an estimate at the time of your booking and a confirmation of final numbers 1 day prior so that we can secure the correct number of seats in the cinema and plan your candy bar requirements ahead of your arrival.
- 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

Full invoice details including the name, address and postcode of your institution

Also advise us if it is your intention to allow the students to purchase from the candy bar (we want to be prepared and have the right number of staff on duty to attend to your group)

Please advise how many teachers and parent helpers will be in attendance as this may tip you over your allocated cinema's capacity

Our functions coordinator will prepare an event order confirming all of your details which shall require your confirmation.

Study Guides

Many movies are equipped with study guides when their subject matter is topical. We shall forward you the document if one is available for your chosen movie.

What is not possible for a school booking

- Book a catalogue or non 'in-season' film
- Have speeches or presentations within the cinema prior
- Have extra time in the cinema
- 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 - having 100 noisy students in our lobby is not pleasant for anybody!

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 and one month for you to plan it from your end. If you are booking around the pre-Christmas period we recommend you call earlier as our available time slots fill quickly.

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.

What to do on the night 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.
- We will do our best to accommodate your last minute needs but remember we staffed the event in accordance with your confirmed event order and extras will only be possible dependent on staff availability.
- Rely on the fact that our staff will start directing you to the cinema at the appropriate time.
- A final number count of the students will be taken once seated in the cinema and this will be the amount invoiced.

PLEASE NOTE THAT OUR INVOICING TERMS ARE 7 DAYS.