



## GROUP BOOKING

### PLANNING AN EVENT AT THE SUN

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

#### FUNDRAISING

Can be held as either a group booking or private screening.

#### 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).

## GROUP BOOKING

Great for fundraising, community socials or just a big group of like minds to enjoy a discount ticket price when you have 20 or more people. Please note that these sessions are shared with the general public, however we do our best to ensure your group sits together in reserved seats.

### Session Times

• Group bookings may be booked to commence at the following times:

10am, 12-12:30pm, 2:00-2:30pm, 4:30pm, 6:30-7:00pm, 9:00-9:30pm

We are sorry in advance to advise that your preferred start time of 8:00pm is not possible.

- Times shown are the film commencement time so, pre-parties will be scheduled to start 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

- \$14.50 per head for a group booking Thu-Sun (not available after 5pm Saturday) \$12.50 per child (3-17)
- \$12.50 per head for a group booking Mon-Wed (not available after 5pm Tuesday) \$11.50 per child (3-17)
- There are no pensioner, student or seniors discounts for group bookings
- Group Bookings outside of these times (ie. Public holidays, Tuesday and Saturday after 5pm) are not available

### Group Size

The largest size group we can accommodate in one cinema is 196 and the smallest is 23. Groups larger than 196 will be spread over two cinemas.





## Candy Bar Extras

Ramp up the fun factor by taking advantage of some discounts on our candy bar range by pre-ordering a minimum of 20 of:

• Small combo – small drink (480ml) and small popcorn	\$6.00 each
• Medium combo – medium drink (600ml) and medium popcorn	\$7.50 each
• Large combo – large drink (720ml) and large popcorn	\$9.50 each
• Choc-top	\$4.00 each
• Bottled water (600ml)	\$3.00 each
• Glass of sparkling, red or white wine (150ml)	\$7.00 each
• Two Birds Golden Ale (330ml)	\$7.00 each
• Peroni (330ml)	\$7.00 each
• Brown Brother's Prosecco (200ml)	\$9.00 each
• Yarra Burn Premium Brut (200ml)	\$9.00 each
• Small soft drink (480ml)	\$3.00 each
• Medium soft drink (600ml)	\$3.50 each
• Large soft drink (720ml)	\$4.50 each
• Small popcorn	\$3.50 each
• Medium popcorn	\$4.50 each
• Large popcorn	\$6.00 each
• French press style coffee/ English breakfast tea	\$3.00 each
• Petit Four Cakes	\$5.00 per head

or:

- Special packages (tickets extra):

### The Sparkling Sun

A glass of sparkling, a small popcorn and a choc top \$14.50 each

### The Sun Classic

A small popcorn, choc top and a small soft drink/600ml water \$10.50 each

### The Sun Snack

A small popcorn and a small soft drink/600 ml water \$6.50 each

### The Sun Choc

A choc top and a small soft drink/600 ml water \$7.00 each

## Cocktail Party

For private group sizes under 50 people, enjoy the exclusivity of our event space 'Le salon' and for some extra party atmosphere add some catering to your event:

### All platters are \$90.00 each

- **Antipasto** - a mixed plated of deli meats, cheese, dips, crackers, olives, dolmades and fruit
- **Cheese** - hard, soft and blue cheese with quince paste, dried fruit, nuts and crackers
- **Vegan** - a shiitake pate , 2 vegan dips, vegan crackers,grissini,vegan cheese, olives, red peppers, fruit & nuts
- **Sandwich** -mixed varieties of vegetarian and meat/chicken sandwiches
- **Fruit** - a grand collection of seasonal fruit, prepared into bite size portions
- **Cakes** - tasting sized portions of cupcakes and slice
- **Savoury pastry** - a mix of gourmet meat and vegetarian pies & rolls (hot)
- **Under the Sea** - a mix of fish bites and calamari (hot), as we can 'order in' and serve for cost +25% (hot)
- **Pizza** - if your event occurs during the local pizza shop hours, as we can 'order in' and serve for cost +25% (hot)
- **Open bar** - \$15 per head per hour (House Red, White, Sparkling & Beer)





You may arrange your own professional caterers to come, however, we have limited heating and serving facilities which must be pre-arranged for safety reasons with our staff. There is a room hire charge of \$75 per hour for privately catered events including any set-up and clean-up time. No additional charges apply for SUN Catered events.

## How to Book

• Contact our delightful functions coordinator at [functions@suntheatre.com.au](mailto:functions@suntheatre.com.au)

You can book by phone on 9362 0336 between 10am and 5pm Monday to Friday or 9362 0999 all other times to leave a message.

- A minimum deposit of 20 people x \$ticket price is required 14 days before your event. If your deposit has not been received by 10 days prior you will be contacted and advised that your event is cancelled (or pay immediately to confirm)...we are sorry to be harsh, but we have learnt the hard way!
- Your deposit, of value 20 x \$ ticket price, is forfeited if you cancel your event with less than 24 hours prior notice.
- We know confirming your final numbers is tough, usually more than you estimate but sometimes less. We ask for an estimate at the time of your booking and a confirmation of final numbers the day prior so that we can secure the correct number of seats in the cinema. Once that number is advised you cannot change it and it will be the number you pay for, so it very important to be as accurate as possible.
- 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
  - An idea about how you want your event to run i.e. with a pre/apres party or candy bar items.

Our functions coordinator will prepare an event order confirming all of your details that you must confirm with the deposit payment at least 2 weeks before your event.

## Ticketing

You need to think carefully how you want this to work.

We can only pre-issue reserved seat tickets in advance if you pay for all of them (we can't do this if you have only paid a deposit for 20). We are happy to refund any unsold tickets one day prior to your event.

or

Upon receiving your confirmation of final numbers and with final payment one day prior we will print your reserved seat tickets which need to be collected from the duty manager and distributed to your guests on the night.

Please note that nobody gets into the cinema without a reserved seat ticket.

Unfortunately we cannot refund any of these tickets on the night and this is why it is very important to confirm your final numbers the day before.

If your group is a bona fide charity we can provide 2 x free complimentary tickets.

## What is not possible for a group booking

- Book a catalogue or non 'in-season' film
- View your movie privately
- Have speeches or presentations within the cinema prior
- Have extra time in the cinema (if your group is bigger than 50 consider making a private cinema booking)
- 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 people 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 after which time you can commence promoting the event to your group (a minimum of 4 weeks is recommended for this - more if possible).

Very popular films i.e STAR WARS etc should be anticipated very early as bookings are made up to 6 months in advance for these.

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 know to our Duty Manager who will have all of the details of your event in hand.
- If you are having a party, the Duty Manager will introduce you to your party host.
- 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 your party host 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

