



PRIVATE CINEMA HIRE

An exclusive event giving you private use of the cinema for your group, expanding your scope of use from an in-season film, to a back-catalogue film (additional charges apply), your own material (format restrictions apply), or a corporate/club presentation.

Session Times

SESSION TIMES					
10.00am	12.00 - 12.15pm	2.00 - 2.30pm	4.00 - 4.30pm	6.00 - 6.45pm	9.00 - 9.30pm

Please note:

- Start times are conditional on the run time of the film.
- Private hire is not available after 5pm on Saturday and Tuesday, or public holidays.
- Times shown are the **film commencement times**, so pre-parties will be scheduled to start earlier.
- Bookings are for the duration of the runtime of the film.
- We ask your group to appreciate that we are running to a schedule and the session cannot be delayed.

CINEMA	CAPACITY	PRICE (Mon - Wed)	PRICE (Thu - Sun)
Roxy (lounge seating)	23 Seats	\$530	\$530
Lyric (lounge seating)	43 Seats	\$990	\$990
St. George (lounge seating)	47 Seats* <small>*12 seats located on a balcony, accessible via a spiral staircase.</small>	\$1085	\$1085
La Scala (lounge seating)	52 Seats	\$1200	\$1200
Trocadero	83 Seats	\$1080	\$1245
Davis	98 Seats	\$1275	\$1470
Grand	171 Seats	\$2225	\$2565
Barkly	188 Seats	\$2445	\$2820



Grand



Barkly

Film Rates

Back-catalogue films (i.e. films out of their release season) will incur an additional fee. You can expect, as a standard, this will be \$300, though depending on the film and the rights holders, it may exceed this value. Please note: lengthy films will incur additional fees.

Screening your own material is subject to technical formatting and will incur a \$100 handling fee per file (see our technical information sheet for further details). Film duration must not exceed 2hrs or will incur additional fees. Please note, we have the right to refuse to screen any media deemed inappropriate.

Screenings and events that require a media technician in attendance will be charged at an additional \$100/hr.





Candy Bar

Ramp up the fun factor by taking advantage of discounts on our candy bar range by pre-ordering a minimum of 20 (per item). Prices upon application and subject to availability – please see our [candy bar menu](#) for our general concessions range or below for exclusive package deals.

PACKAGE DEALS		
The Sparkling Sun	A glass of sparkling, a small popcorn and a choc top.	\$19.00
The Sun Classic	A small popcorn, choc top and a small soft drink/600ml water.	\$13.00
The Sun Choc	A choc top and a small soft drink/600 ml water.	\$10.00

DRINK ON ARRIVAL		
Drink on Arrival	A glass of house sparkling, red wine, white wine or a beer.	\$10.00

Funtion Room Hire

Enjoy the exclusivity of our event space for some extra party atmosphere. Our function space can comfortably fit 40 people (standing), with a full capacity of 50 people (standing). This space is available at a rate of \$150 per hour.

Catering is available for within the function space. Please see below for available options:

CATERING		
Antipasto	A mixed plate of deli meats, cheese, dips, crackers, olives and fruit.	\$100.00
Cheese	Hard, soft and blue cheese with quince paste, dried fruit, nuts and crackers.	\$100.00
Vegan	Vegan pate, dips, crackers, cheese, olives, red peppers, fruit & nuts.	\$100.00
Arancini	A selection of vegetarian arancini balls, served hot with dipping sauce.	\$100.00
Savoury Pies	A variety of gourmet party pies and sausage rolls, served hot with dipping sauce.	\$100.00
Fruit	A grand selection of seasonal fruit prepared into bit size portions.	\$100.00
Cakes	Tasting size portions of cupcakes and slices.	\$100.00
Under the Sea	A mix of fish bites and calamari (hot), served with dipping sauce.	Price upon application.
Pizza	If your event occurs during the local pizza shop hours, we can arrange for pizza to be served for your party.	Price upon application.
Open Bar	House red, house white, house sparkling, beer, Rothwell gin & vodka (with soft drink, tonic or soda water) and soft drink.	\$30.00 per person, per hour.





How To Book

Contact our delightful functions coordinator via email functions@suntheatre.com.au or phone [9362 0336](tel:93620336) between 11:00am and 5:00pm Tuesday to Friday.

Payment

To confirm your booking, a minimum deposit of the entire private cinema hire rate is required 14 days before your event date. For back-catalogue films, the film hire fee is also required in your deposit.

If your deposit has not been received, you will be contacted and advised that your event is cancelled. If you cancel within the 14-day period prior to your event date, the deposit will be forfeited.

Final payment is due prior to your event commencement.

Event Day

On the day of your event please introduce yourself to the duty manager upon arrival and await any specific instructions. At this time, please also pay the balance of your event.

FAQs

Can you sell my event tickets for me?

No. All ticket sales must be handled by you (note: many private events opt to use the TryBooking platform).

Do my guests need tickets for a private cinema hire?

No. If you have an identifiable event name (and staff have been notified), or you have created your own tickets, guests can proceed to the cinema when it is open. All seats are numbered and we can provide a seating plan if you wish to allocate your guests to specific seats.

Can I have a media wall?

Yes, however, size and timing restrictions apply and are subject to availability (we often have displays and activations). Please speak with our functions coordinator for further information.

Can I make a speech before the film?

Yes, though timing restrictions apply and films must start no later than the booking times listed above. Please advise our functions coordinator when making the booking as we may not be able to accommodate late requests. Please note: we run on a strict schedule.

Can I bring my own snacks and catering?

No. Snacks and catering must be ordered from the Sun Theatre.

Can I take home leftover catering?

No. Due to food safety and health regulations, leftover catering cannot be taken home.

Can I bring my own alcohol?

No. Due to liquor licencing restrictions, you will not be able to supply your own alcohol.

Can we have an intermission?

No, unless the film has an in-built intermission (very rare).

Can I have a check-in table in your foyer?

A small check in table can be provided at the far entrance of the foyer, subject to space and availability (we often have displays and activations). Check-in tables are not available on weekends or school holidays.

Can you market my event?

No. We will not participate in marketing for private events.

How long will we have for bump-in and bump-out?

Cinema hire is for the duration of the film's feature. As we run on a strict schedule, access to the cinema is typically available 5 mins prior to your event start time, and 5mins after the feature ends.

Can my guests pay individually for their tickets or candy bar?

No, payments must be made in full and we will not accept any individual payments.





Terms

- Bookings must be made a minimum two weeks from the event.
 - To confirm your booking, a deposit of the minimum cost must be paid two weeks prior to the event. For private screenings, the deposit is the cost of the cinema hire. For back-catalogue films, the rental fee will be added to the deposit total.
 - Final payment is due at the time of your event.
 - Individual payments will not be accepted.
 - If an invoice is required, arrangements must be made with the functions coordinator prior to your event.
- Invoice terms are strictly 7 days.
- Estimated numbers are required at the time of booking. A more accurate guest count is needed two weeks prior to your event. Final numbers must be confirmed the day before your event. Please be as accurate as possible - significant over or under estimates may incur additional fees and could impact our ability to accommodate all guests.
 - For private screenings, guests under 18 must be accompanied by a minimum of two supervising adults.
 - Classification restrictions apply to all events.
 - Films are subject to release date changes. Unfortunately, this is out of our control. We will notify you should this occur.
 - Though we expect the occasional stray piece of popcorn, and the odd runaway Malteser, we ask that your guests treat our cinema with care. Excessive mess will incur a cleaning fee.

