

## *Planning an event at Metro Boronia*

These are the types of events available:

- **GROUP BOOKING** – Minimum of 20 people to receive \$8.00 tickets.
- **GROUP BOOKING WITH CANDY BAR** - Minimum of 20 people with four options to select from:

COMBO ONE	MOVIE TICKET & SMALL POPCORN (value \$16.50)	\$11.00
COMBO TWO	MOVIE TICKET & CHOC-TOP (value \$17.00)	\$12.00
COMBO THREE	MOVIE TICKET, MEDIUM POPCORN & MEDIUM DRINK (value \$21.50)	\$15.00
COMBO FOUR	MOVIE TICKET, MEDIUM POPCORN, MEDIUM DRINK & CHOC-TOP (value \$23.00)	\$17.50

Please note that only one package per group is allowed, we cannot offer 10 x Combo A and 10 x Combo B.

- **PRIVATE CINEMA HIRE** – Purchase every seat in the cinema (maximum 144 seats) and have the cinema to yourselves to enjoy a film or your own material (some conditions apply, and further fees may apply).
- **KID'S BIRTHDAY PARTY** - Minimum of 10 children (16 years & younger) package is \$15.00 per child which includes movie ticket and Small Combo each. Please see our Birthday Flyer on our website under events/groups for more information.
- **SCHOOL BOOKINGS** – available during the school term. Teachers complimentary 1:10 student ratio. Please contact Management for price per student.

### **GROUP BOOKINGS**

Great for fundraising, club events or social get-togethers to enjoy a discount ticket price when you have 20 or more people. Please note that these sessions may be shared with the general public depending on your group size. If shared with the general public, your group will have reserved seats together.

## SESSION TIMES:

Session times during the school term usually commence at 11am, 1:30-2pm, 4-4:30pm 6:30-6:45pm and 8:45-9:15pm.

During school holidays session times usually commence at 9:30-9:45am, 11:30am-12pm, 1:30-2pm, 4-4:30pm, 6:30-7pm and 8:45-9:15pm. Please note, the above times are subject to change and we will advise you best as we can.

- We ask that your group nominate a preferred time-slot and we will do our best to schedule the film as close to that time as possible.
- Session times will be confirmed one week prior to your screening. It is advised to tell people who are buying your tickets to check our website or contact the cinema directly for the exact session time. If you were coming to an early evening screening for example, we strongly recommend advising an anticipated start time of between 6:30-7pm, with advice that the final confirmed start time will be confirmed one week prior.
- We ask your group to be mindful that we are running to a schedule so we will not be able to delay the commencement of a film if you are running late.

Please note, we do not accept group bookings on Tuesdays in the school holidays.

## TICKETING:

Tickets will be available to pick up once payment has been processed, up to one week prior to your screening or alternately, the day before your screening.

The organiser is responsible for selling the tickets and Metro Boronia do not offer any marketing/publicity for the screening. Tickets cannot be sold on site, collections only. We can provide a table on the night as a point of ticket collection for your group.

If you collect the tickets a week before-hand, we are happy to refund tickets the day before if you have any cancellations. **Unfortunately, we cannot refund any of these tickets on the night and therefore it is very important to confirm/purchase your final numbers the day before.**

**Under NO CIRCUMSTANCES will we be able to sell extra tickets on the night.** It is extremely important to make it clear to your group members that there is a cut-off period and that no extra seats will be sold at the time of the event. If the screening is open to the general public, you can tell anyone who turns up without your group ticket, that they can buy their own tickets at the Candy Bar to that session but will NOT receive any further discount on tickets or candy bar and will need to purchase a full-priced ticket. They also might not be able to sit near the group depending on what is available at the time.

## **GROUP SIZE:**

Minimum of 20 people. Maximum of 144 seats. We do recommend keeping numbers around the 130 mark so people do not have to sit in the very front row of the cinema.

## **PAYMENT:**

Final payment must be made **NO LATER** than 48 hours prior to your screening. Failure to do so **will result in your booking being cancelled**. It is your responsibility to make sure payment has been made prior to this cut-off period.

Payment can be with cash, credit card or EFTPOS at the cinema. If you cannot come into the cinema before the event, you will need to pay via credit card over the phone. We can only process phone payments Monday-Saturday 11:30am-5pm. You will still need to come and collect your tickets from the counter.

We can also invoice you if you wish to transfer payment directly to us, if you choose this option, you will need to send us a copy of the payment receipt before tickets are released.

## **CANCELLATION:**

If you need to cancel your group booking, we request 48 hours' notice. If you sell less than 20 tickets, you will no longer be eligible for the group booking discount and will be charged standard admission and candy bar prices.

## **HELPFUL HINTS FOR ORGANISING A GROUP:**

- Try to make the screening as close to the release date of the film you have selected. We find groups that wait 4 weeks after release don't sell as many tickets.
- You need to give yourself enough time to sell tickets and advertise your screening, so we recommend about 3-4 weeks prior to your screening. We can organise group bookings in a shorter period of time, it just means less time for you to sell tickets.
- Please visit our Coming Soon page on our website to select a film. Please note, unless the film is a mainstream 'blockbuster' with a worldwide release, there is a small chance that the release date of the film can be moved. There is nothing we can do about it and we apologise in advance if this happens to your group. We will contact groups immediately if this happens.

## **FUNDRAISING:**

Fundraising is the same information/policy as group bookings however groups that are fundraising for an event sometimes would like to offer guests the opportunity to win a raffle, have door/seat prizes etc.

This is possible to do but please note you will only have access to the cinema for about 10 minutes before the screening. This time could change due to cleaning turnaround times from the previous session. If you do not get through all your raffles, you will need to finish them in our foyer after the film. Metro Boronia would be happy to donate 2 complimentary passes to your raffle.

If you wish to thank your guests after the film and make a small speech, that is also fine but you would only have a maximum of 5 minutes once the film has finished. We will need to get in there and clean before the next session commences.

We are able to set up two tables in our foyer if you wish to have raffle prizes on display or even provide nibbles to your guest before the film. Unfortunately, no alcohol can be consumed and we do not have facilities for hot food service.

## **HOW TO BOOK:**

Please contact Ellie to organise your group booking at [contact@metroboronia.com.au](mailto:contact@metroboronia.com.au)

Please have as much information available as possible such as:

- Date of event
- Which film you would like to see (we can also recommend films for you)
- Preferred film start time
- Ticket type (ticket only or candy bar package)
- Contact details including phone and email address.