

## Form Details

For all enquiries, please contact;

Centre Box Office, Arts & Culture Officer

ph | 03 5671 2470

email | wonthaggi.artscentre@basscoast.vic.gov.au

post | 96 Graham St, Wonthaggi VIC 3995

## Hire Fees

Hire Fees	Rate payable
Up to 100 guests	\$500 group lump sum rate
Between 100 - 200 guests	charged at \$5 per person
Over 200 guests	\$1000 group lump sum rate

The above hire fees are inclusive of

- theatre use for movie screening
- film licencing
- foyer for pre/post show gathering
- venue staff as provided

## Ticket Sales

Wonthaggi Union Community Arts Centre will manage all ticket sales via their online ticketing system, via phone and via the Box Office at the Centre open Mon-Fri 10am-4pm.

At the conclusion of the event, all monies raised less the fees applicable above will be then paid to the event organiser via EFT details provided.

## Kiosk Sales

Wonthaggi Union Community Arts Centre will operate the kiosk as per a regular cinema session, please discuss with us if you would like to offer your guests any complimentary food as part of your booking.

## Marketing / Event Promotion

As part of your booking, Wonthaggi Union Community Arts Centre will advertise your fundraiser/cinema event via their Facebook page, TryBooking event list page and Box Office information wall unless otherwise requested not to by the organiser. This will allow your event to reach a larger audience for attracting attendees.

## Film Availability

Upon making your enquiry, Wonthaggi Union Community Arts Centre will endeavour to locate a distributor for your requested film to request permission for the screening rights. Please be aware the availability of film can not be assured or advertised publically until confirmation from the distributor has been received.

## Duration

Hire Fees are for a duration of 4 hours or less inclusive of setting up / packing down. If you feel that your event will likely go for longer than this duration, please note an additional hourly rate of \$60 is applicable if your event exceeds 4 hours.

## Initial Enquiry for Date and Film Availability

Contact Name	
Company / Group	Phone
Email Address	
Requested Film (please list a minimum of 2 in case your first preference is unavailable)	
Requested dates and time (please list a minimum of 3 in case your first preferences are unavailable)	