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| CINEMA HIRE BOOKING FORM Please email completed form to [admin@cinemanova.com.au](file:///C:\Users\sophie.tilley\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\8B2283R5\admin@cinemanova.com.au) at least **14 days prior** to your screening |

DATE OF BOOKING:

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TIME:

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NAME OF COMPANY / ORGANISATION:

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NAME OF ORGANISER:

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CONTACT NUMBER:

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ADDRESS (for invoice purposes only):

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EMAIL ADDRESS:

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NAME OF FILM:

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FILM RUNNING TIME:

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FILM FORMAT: DCP  BluRay/DVD

*Does your film contain subtitles?* Yes  No

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*Choose your cinema…*

**Cinema 1** (240 seats)  **Cinema 10** (141 seats)  **Cinema 4** (96 seats)

*DCP, BluRay/DVD DCP, BluRay/DVD + Powerpoint DCP + BluRay/DVD*

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EXTRAS:

*Would you like…*

* **Catering or Bar service?**  Yes  No

*View our Catering Options + download booking form here:* [*http://cinemanova.com.au/groups*](http://cinemanova.com.au/groups)

* **Registration Table + Chair?** Yes  No
* **Microphone/s?** *Desired number (Cin1+10: max 4, Cin4: max 2):*

***INTRO\**** Yes  No  Duration

***Q&A\**** Yes  No  Duration

*\*Intro + Q&A must fit within 2 hour hire*

*\*Microphones must be pre-requested*

*\*Q&As, intros etc. may incur $200 tech fee*

*For all other requests and to hire the Cinema Nova Bar please contact the Group Booking Coordinator.*

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**RATES:**

*Per 2-hour hire, inclusive of GST.*

*Includes film ingestion, event management and optional microphone, reg table and chair hire.*

Cinema 1…………………………........$1700 Additional Extras:

Cinema 10…………………………......$1100 *(BluRay/DVD, etc.)*

Cinema 4……………………………….$900 Dedicated Tech staff $200

***Are you a film festival or booking four or more Cinema Hires? Contact our Group Booking Coordinator to discuss partnerships and how to make your event a success:*** [*admin@cinemanova.com.au*](file:///C:\Users\sophie.tilley\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\8B2283R5\admin@cinemanova.com.au)

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TERMS AND CONDITIONS:

* **Cinema Hire is subject to availability.**
* **Cinema hires are not available Saturdays after 3.00pm, Mondays or Public Holidays.**
* Microphone, table and chair use as part of cinema hire booking is subject to availability.
* Cinema Nova reserves the right to decline cinema hires for any reason, without explanation.
* Cinema Nova does not provide any marketing/publicity for Cinema Hires.
* Cinema Hire rates include availability of cinema for the agreed period of time.
* Cancellations or transfers cannot be accommodated once the cinema week has been scheduled.
* Full payment - cash, VISA/Mastercard and bank transfer only - is required 10 days prior to your screening. An invoice will be generated. Refunds cannot be provided.

Film/screening material:

* **All DCPs must be 24 frames per second (both audio + picture).**
* BluRay/DVDs must be provided in REGION 4, REGION B, Region Free, Australian Region discs only. We advise against the screening of DVDs as resolution is of low standard. If BluRay/DVD is used, an additional tech fee will be applied to booking.
* The Cinema Hire organizer must be the legal-rights holder for have obtained permission from the legal-rights holder for all material screened during a Cinema Hire.
* Film ingestion includes the single ingestion of a single digital file and an on-screen test by our tech department.
* **Your film/screening material must be delivered 7 business days prior to the Cinema Hire or a late fee of $110.00 (incl. GST) will apply for every late file and is payable in advance of your Cinema Hire.**
* **If your film/material is not delivered 4 days prior to the Cinema Hire, Cinema Nova reserves the right to cancel your booking and the booking holder will forfeit the paid Cinema Hire fee.**
* Cinema Nova is not responsible for the quality of presentation where film/screening material arrives late.
* **Where late, faulty, troublesome, non-DCI compliant drives are supplied and multiple ingests are required, there may be an additional fee of $110 (incl. GST).**
* **If film/screening material does not adhere to the technical requirements provided, Cinema Nova reserves the right to cancel your booking and the booking holder will forfeit the paid Cinema Hire fee.**

Classification:

* Screening of unclassified material must conform to the conditions of the Classification scheme. It is the responsibility of the Cinema Hire organiser to conform to the Classification Act. Please see the Classification information sheet + the Victorian [Classification (Publications, Films + Computer Games) (Enforcement) Act 1995](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubLawToday.nsf/a12f6f60fbd56800ca256de500201e54/6983bb92ea2fac16ca2578b6000f2cbe!OpenDocument).

**I have read and understood the Terms and Conditions of Cinema Hires as communicated above and on the Cinema Nova website.**

Print Name:

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Date:

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*Payment will be made by…* Cash  Credit Card  EFT

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**CINEMA NOVA TECHNICAL REQUIREMENTS**

**All screening material must be delivered 7 business days prior to the Cinema Hire or a late fee of $110.00 (incl. gst) will apply for every late file. If your film/material is not delivered 4 days prior to the Cinema Hire or if you material does not adhere to our technical requirements, Cinema Nova reserves the right to cancel your booking and the booking holder will forfeit the paid Cinema Hire fee.**

Cinema Nova’s digital projection systems meet the Digital Cinema Initiative (DCI) industry standard, and as such, there are very specific requirements for the material we can accept for exhibition.

**Preferred material:**

Our preferred method of receiving material is as a Digital Cinema Package, or DCP on a CRU-DataPort caddie. USB hard drives are accepted but no later than 7 business days prior to Cinema Hire.

**DCP Standard:**

Cinema Nova’s DCI equipment currently requires *InterOp* and *SMPTE* standard DCP’s. We are a fully DCI compliant cinema; however we have no HFR (high frame rate) ability.

**We do not accept DCP’s that are made at any frame rate other than 24 frames per second (both audio and picture).**

Drives need to be an NTFS formatted drive or DCI standard Linux ext2 formatted drive with an inode of 128, any variance of this is will cause issues with exhibition.  Depending on the aspect ratio, we require the resolution to be:

**Flat: 1998 x1080**

**Scope: 2048 x858**

Please see the Digital Cinema Specification for further info:

<http://www.dcimovies.com/archives/spec_v1_2_No_Errata_Incorporated/DCIDigitalCinemaSystemSpecv1_2.pdf>

**BluRay/DVD:**

Region 4, Region B, Region Free, Australian Region discs only (due to classification/licensing requirements). We will play the file as it is on the disc. Any audio or visual issues that arise are due to the quality of film and authoring of disc - not our projection system.

*Note: all subtitled films need for the subtitles to appear on the image, not on black bars.*

*IMPORTANT* – Please supply **2** **copies** of BluRays/DVDs. All disks must be personally checked by the organiser before being delivered to Cinema Nova.