PRIVATE HIRE FAQs

What does the rate card hire fee include?
This includes the hire of the auditorium during the hours stated. So, the first person in and the last person out. Also includes a std projection of your material from DCP, the industry Std. Should you have a different format, there may be increased costs.
The hire fee does not include any form of advertising or promotion of the event by the venue. It is simply a space to host your screening. We do not offer a box office facility for third parties.

Discounts:
Sadly, we can only offer discounts on our already low rates if you are a registered charity or a recognised not-for-profit business, in which case a 10% discount on hire rates and branding would be extended.

Terms:
Standard terms are a 20% deposit to book the event within seven days of being invoiced, with the balance due three weeks before the event. Please note, all payments are final and will not be refunded unless in the sole case of cancellation of the event by the PCC due to technical / programming issues, in which case a full refund would be payable.

Can you show anything?
We value freedom of artistic expression but will not provide a platform for hate speech, disinformation, criminality, or jeopardise the safety of our staff and audiences.
You will therefore need to supply the following details of the content you wish to screen.
• Can you provide a full synopsis of your film/doc narrative? If it's a documentary, could you provide a full overview of the subject and nature of the discussion within and any editorial position you (or the filmmaker/s) take with regard to the subject matter?
• Can you provide a full list of cast, crew and creative team?
• Can you provide a full, streamable copy of your film/content for us to review should we require it?
• Does your production/film promote any singular ideology/worldview?
• Have you attempted to hire out any other screening room or cinema to screen your film and been turned down due to its content? If you have, why?

Can we use the Bar area for a reception?
No, the bar is way too small, and we are open to the public for the other auditorium. Public spaces in the venue can only be used if both auditoriums are hired, as we need to keep access to the toilets clear. The PCC is ideal for hosting your screening, but if you need reception space you would be best served to stage this off site.
The Kiosk and Bar will be open during any performance, but for consumption within the auditorium.
When hiring an auditorium, we do not allow intermissions, as we have no breakout space. We serve drinks and popcorn on entry again for consumption within the auditorium.
If you have a sponsor and they wish to give out drinks or food, a surcharge from us would apply, as the hire rates are calculated on the basis that attendees would be purchasing catering from the venue.

I**ntroductions and Q&A's:**
Intros are simple we would give you a microphone at the front of the auditorium and pop the stage light on to illuminate the stage during the intro.
We do Q&As every week. Normally, you would supply a compere to talk to the star/s and to direct the questions. On stage, they would have cable mics, very reliable and we would have two roaming mics for the audience, that my staff would handle. The compere would be briefed by our stage manager to encourage the guests to raise their hand if they have a question when they choose one, my team get a mic to them on the double-quick. One runner on either side with a mic, so we need your compere to choose one side, then the other and so forth. It's worked well for years with the likes of Tarantino to Paul Thomas Anderson, and many more being happy with how we run our Q&A's.

It's always best to supply a branded screen slide for us to project onto the screen as a backdrop. A simple landscape jpeg of a couple of MB would be ideal, and we will zoom to fit the screen. It just makes the whole event a little more professional and the best bit is it's included in the hire fee as is the use of our PA facilities.

Timing:
Keeping to the slots on the rate card is the most cost-effective way to keep costs down. We have critical start times, especially in the evening when we normally need to screen two films for the public. To do this before 17:30 or after 21:00 reduces our chances of attracting an audience tenfold. You can hire whatever times and space you wish depending on availability, but as soon as we are restricted in fitting in a performance, the rate to you goes up quickly and might even double.
All hires are for a minimum of 2hrs. You might only require an hour, but sadly we would struggle to fill that other hour with a film for our eager audience.

What Format will you supply us with to screen for you?
DCP: The film will need to be sent over as DCP (Digital Cinema Package). If you need to convert your format to a DCP then you can find free conversion software https://dcpomatic.com/. We will require the DCP on site no later than 48hrs prior to it being screened. Delivery should be via LANsat, Aspera Connect, Media Shuttle or UNIQUE Movie transit if sending digitally or a physical drive. If you require us to download the film from an FTP or file-sharing site, this will be charged at £199+vat per attempt . After the screening, any Hard Drives you have left on site should be collected immediately or within two weeks of the screening date.

Rehearsal:
All private hire clients are offered a free 15 min screen test the week before the event. This would be in the morning and at a time agreeable to our Technical Manager. Full morning rehearsals (max 2hrs) can be booked at a rate of £500+vat when available.

Accessibility:
Sadly due to the '60s design of the building, which incorporates narrow staircases to the auditoriums, we were refused permission to install stairlifts. We have no disabled access at this venue, however we do have a disabled loo. We do have an Auracast System for our hearing-impaired and visually impaired customers, please ask in advance if this free service is required.

Communication:
The preferred method is via e-mail, with a single thread so that we can stay abreast of changes to any given hire. Please try to keep to the same thread by replying to all so **privatehire@princecharlescinema.com** is always copied.

Terms and Conditions:
Once any monies are paid, this will mean you agree with and are bound by our Terms and Conditions. Please make sure you read and understand them before committing https://princecharlescinema.com/wp-content/uploads/2024/05/Venu-Hire-TC.pdf

Quote:
So well done in consuming all this information. If you still would like to proceed with getting a quote, simply reply with the preferred date, Auditorium, and the times you would like to enter the building and be all clear. Remember that you pay for the time you need the auditorium and for when you would like your guests to have access to the building. Please also state the format of the supplied video file (DCP for example) and the length in minutes of the title. This should be enough information for us to give you a ballpark quote to get the ball rolling.

If there are any Conditions Of Venue Hire above that you don't understand or have an issue with, please let us know on privatehire@princecharlescinema.com