

EVERYMAN

Private Hire - Terms and Conditions

- 1. Payment:** Full pre-payment is required a least 10 days prior to the event to secure your booking, this includes invoice requests.
If an invoice is required for payment please allow at least 14 days for this to be processed though our Finance department– payment is to have cleared our accounts no later than 10 days prior to the event.
If the booking is within the 14 day window we may not be able to arrange Invoice for BACS payment – other forms of payment are available.
Where a Food and Beverage allowance is included within a hire quote; this too will be charged prior to hire date.
Any additional purchases are to be settled in person on the day at the end of the party/event.
The final quote is exclusive of VAT, based on the agreed details, times and duration, any additional requirements or extension of times will be charged as applicable.
- 2. Film choice:** Please confirm your film choice at least two weeks before the event.
All film titles are subject to approval and we will request your chosen title with our distribution partners and confirm if available. Please be aware that requests for current film releases will incur a premium charge which will be confirmed at time of request.
- 3. Timings:** If your event requires extra time over the standard 2.5 hours given, this must be agreed before proceeding. Should your event run over your allocated time slot, charges will be made accordingly and will be payable at venue on the day of hire. We are unable to offer private hire of the public areas (unless exclusive use if the entire venue is booked) as films will be playing in our other screens whilst your event is on.
- 4. Damages:** The private hire customer will ensure the conduct of the event and its attendees is of an orderly fashion, you will be liable for any damages/theft caused to the venue as a result of your party. In the event of any damages whatsoever, including items that may need cleaning or repairing, to any area of our premises we will charge to compensate for costs plus loss of sales. Everyman will provide full visibility and breakdown of these costs as necessary. The manager reserves the right to cancel the event if correct supervision is not provided. We don't allow glitter and confetti in any of our cinemas.
- 5. Food & Drink:** All food and drink must come from the Everyman bar – food from outside the venue cannot be brought in for parties or public screenings unless previously agreed by Head Office.
- 6. Cancellations policy:** In the event of a cancellation by you:
2 weeks prior = we refund 75%
Between 1-2 weeks = 50%
On the week of the event = no refund given.
In the event of a cancellation by Everyman Media Group, a refund in full for any monies paid
- 7. Technology requirements:** All technical equipment brought into the venue must be pre-tested 2 weeks prior to the event. Everyman Media Limited reserve the right to refuse to proceed with a hire without a technical test being performed before the event. Everyman Media Limited are not liable if technical equipment isn't compatible with the venues technical specifications. Any damage to Everyman Media Limited's projection equipment must be compensated in full.
- 8. Ticket sales:** Any sale of tickets and use of the Everyman logo must be approved by Everyman & distributing partners.