



**Irish Film** Institute

# Frequently Asked Questions

## What areas of the IFI are available for hire?

The IFI has 3 screens, a meeting room and a mezzanine available for hire.

### Our Screen Capacities are:

**Cinema 1**            258 seats

**Cinema 2**            106 seats

**Cinema 3**            61 seats

**Meeting Room**    Boardroom set up for 16-18 delegates. Modular tables available to create workshops for up to 16 people.

All our cinemas are wheelchair accessible. Cinema 1 is on the ground floor and Cinema 2, Cinema 3 and the Meeting Room are serviced by a lift.

## What are IFI opening hours?

The IFI building is open to the public from 10:00am to 11:30pm. Private hires are available 7 days a week with bookings starting from 10:00am. If you want to arrange a hire before this time, we will do our best to accommodate this. General programming of our 3 screens usually starts from 1:00pm. To facilitate private hires after this time please see below.

All events must finish and be cleared at the agreed end time with all publicity material cleared away by the hirer.

## What if I want to hire a screen after 1pm?

The general programming schedule of IFI cinemas is approx. from 1pm daily. To accommodate hires after 1pm this depends on many factors including the date, notice of enquiry and programming commitments. Please contact our [Venue Hire Manager](#) who will be happy to discuss your enquiry and see if we can facilitate you.

## **Can a screen be hired on an hourly basis?**

Hire of our screens are generally per two hour slot however we can also provide the screens on an hourly basis within 10am to 1pm only.

The meeting room is per hour, half day or full day. Please [contact](#) for further details on our rate card.

## **What events do IFI cater for?**

The IFI accommodates private screenings, film testing for filmmakers, corporate presentations, special presentations, product launch parties, wedding ceremonies. These are but a few, we will be happy discuss your style of event and see what we can do to make this happen.

## **Do IFI allow group bookings of a scheduled screening?**

Yes we do. And if you would like to arrange a group booking of one of our scheduled screenings please contact [boxoffice@irishfilm.ie](mailto:boxoffice@irishfilm.ie) or call into our reception/booking office and we will be happy to arrange this (subject to ticket availability).

## **What is included in the hire fee?**

Your booking will include:

- Exclusive use of the screen/room you have hired for the period of time agreed.
- If hiring one of our screens, a projectionist on hand for the period of time agreed.
- A member of staff on site who is available to assist with any venue-specific issues that may arise.
- Any IFI equipment you've requested set up according to your requirements. Please note that any event specific set-up, such as laying out materials, is your responsibility. If you are bringing your own equipment, for example, laptops, you will be responsible for setting them up.

## **What is not included in the hire fee?**

Any fees or charges that are associated with film sourcing, rights clearance with a film distributor or converting a format suitable for viewing. This additional cost will be added to the hire fee.

## **Can I hire a screen and watch my favourite film on DVD with friends?**

If you decide to hire one of our screens and want to show a film of your own choice and arrange accordingly, it is your responsibility to ensure that all relevant permissions have been secured from filmmakers, production companies, distributors, sales agents or other licensing agents for screening in a public place. The IFI can accept no responsibility for breaches of copyright from unauthorised screening of material in IFI by third parties.

However if this is all too mind boggling, in most cases we can arrange this for you, with you the hirer paying for the additional costs of rights clearance. Please give at least two months' notice as some film right holders are no longer in circulation and may need more time sourcing.

## **I work for a production company; can I hold a cast and crew screening?**

Yes, we frequently host cast and crew screenings. Most usually take place on a weekend morning when we can offer fees from our rate card. We can consider a cast and crew screenings on evenings but these will be subject to larger hire fees.

## **I'm a short film maker can I show my film at IFI?**

IFI can accommodate short filmmakers' private screenings in any of the morning hire slots. You may decide to team up with other short filmmakers to show a programme of shorts and thereby split the costs. It's worth thinking about arranging a post reception for drinks and networking.

## **What formats can you screen from?**

Our projectionists are highly trained and experienced in screening from 35mm, 16mm, 70mm, Digibeta, Beta SP, Blu-Ray and DCP. Our Head of Projection will also be able to assist with any additional technical queries. Our 3 screens have digital projection.

## **I want to book a slot; what is the booking procedure?**

All bookings require a 50% deposit in order to secure the hire. This deposit is non-refundable. The balance of the hire is due on the day of your event.

## **I need to cancel my booking; will I get charged a cancellation fee?**

On confirmation of the booking the cancellation policy will immediately apply. Notification of cancellations should be made in writing and will be effective on the date received by the Irish Film Institute. The hirer shall be responsible for all charges arising out of the booking, including any cancellation fee.

Cancellation fees must be paid on or before the date of the proposed event on the following scale:

### **Notice:**

Less than 2 days - 100%

2 to 14 days - 50%

The Irish Film Institute reserves the right to cancel the booking and refund the deposit up to 14 days before the event.

## **Does IFI help promote my event?**

Whilst we can ensure your event runs smoothly on the day, we do not assist with publicity and promotions for private bookings. The IFI logo or name must not be used in any promotional material without prior authorisation. No display materials, notices or posters may be hung in the main foyer, bar or corridor without prior approval.

## **Can IFI provide refreshments for my guests?**

Yes. IFI has a fully licensed Café Bar that can cater your event privately on the mezzanine (up to 60 standing, 30 seated) or for larger numbers in the Café Bar and/or foyer. We can offer finger food/canapés, wine or beer reception, and light refreshments of tea & coffee.

Alternatively we can reserve an area of the CaféBar if you prefer a sit down meal from our Café Bar menus.

Please click here for our [Café Bar Menus](#)