

# IFI VENUE HIRE Frequently Asked Questions

## What events do IFI cater for?

- Private Screenings
- Film testing for filmmakers
- Corporate Presentations
- Product launch parties
- Special Presentations
- Wedding Parties

These are but a few, we will be happy to discuss your style of event and see what we can do to make this happen.

## What are IFI opening hours?

The IFI building is open to the public 10.00am to 11.30pm. Private hires are available 7 days a week with bookings starting from 10.00am.

General programming of our 3 screens usually starts from 13.00pm onwards. To accommodate hires after 13.00pm this depends on many factors including the date, notice of enquiry and programming commitments. Rates for afternoon or evening hires are by quotation.

## What formats can you screen from?

Our projectionists are highly trained and experienced in screening from:

- 35mm
- 16mm
- 70mm
- Digibeta
- Beta SP
- Blu-Ray
- DCP
- DVD

Our Head of Projection will also be able to assist with any additional technical queries. All 3 screens have digital projection.

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

Yes we do. 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 (1) 6793477 and the booking office will be happy to arrange this (subject to ticket availability).

## What is included in the hire fee?

- 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, 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.

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.

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

Yes. IFI has a fully licensed Cafe Bar that can cater your event. We can offer light refreshments of tea & coffee as well as canapes with wine and beer.

Alternatively, we can reserve an area of the Cafe Bar if you prefer a sit down meal from our Cafe Bar menu.

We understand that every event is unique! Please don't hesitate to contact us on 01-6129456 or [hire@irishfilm.ie](mailto:hire@irishfilm.ie) with any questions.