



**Irish Film** Institute

# Terms and Conditions

## **Bookings:**

All bookings must be confirmed in writing along with details of a current credit card to secure the venue hire. This should be sent to:

### **Venue Hire Manager**

Irish Film Institute  
6 Eustace Street  
Dublin 2  
hire@irishfilm.ie.

Written confirmation of the hire will be taken as acceptance of these terms and conditions.

A deposit of 50% of the total cost must accompany the booking to secure the hire. This deposit is non-refundable.

## **Cancellation Policy:**

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.

VAT is charged on all services provided to the hirer at the current relevant VAT rate (23%).

## **Payment:**

All monies due must be paid on the day of the hire, by credit card or cash. The IFI will take payment by the credit card provided in the original booking on the day of the hire, if no alternate method is presented. Cheques will not be accepted without prior approval.

## **Catering:**

In respect of catering, final numbers and food selection should be advised no later than 48 hours before the hire.

## **Insurance and Risk:**

The Irish Film Institute will not be responsible for the loss or damage to the property of the hirer arising out of the holding of a function or any injury which may be incurred by, or be done by, or happen to, any person during the holding of a function arising from any cause whatsoever, or for any loss due to breakdown of machinery, failure or supply of electricity or telephone, leakage of water, fire, riot, government restriction or act of God which may cause the Company's premises to be temporarily closed or the function interrupted.

The Irish Film Institute does not accept responsibility for the property of customers or guests. Any goods deposited are left at the owner's risk and without any liability on the part of the Irish Film Institute.

The hirer shall be held responsible for insuring all equipment brought onto the premises and for any damage caused to the property of the Irish Film Institute.

The maximum capacity of the cinemas or rooms must not be exceeded.

Any incidents or complaints must be reported to the Box Office Manager or Venue Manager **immediately** on the day of the hire.

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.

Where hirers provide material for screening in IFI cinemas, it is the responsibility of the hirer to ensure that all relevant permissions have been secured from filmmakers, production companies, distributors, sales agents or other licensing agent for screening of such material in a public place. The IFI accepts no responsibility for breaches of copyright or any other rights which arise from unauthorised screening of material in IFI by third parties.

## **CONTACT:**

### **Venue Hire Manager**

Irish Film Institute  
6 Eustace Street  
Dublin 2

01 612 9478

[hire@irishfilm.ie](mailto:hire@irishfilm.ie)