

## IFI VENUE HIRE RATE CARD

The following costs are charged to cover the use of Irish Film Institute facilities and include all room set-ups, staff support (admin, projection, Box Office etc.), the use of all in situ audio-visual equipment and furniture.

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.

These costs shall apply irrespective of the numbers using any particular space. All rates subject to 23% VAT. Afternoon or evening hires (13:00 onwards) are by quotation. We hire our screens out for very specific times in the evenings, 18.00 - 20.30pm and 20.30 - 23.00pm. Please take a note of this when deciding on your hire time.

Space	Capacity	Mon-Thurs (10am-13pm)		Sat - Sun (10am - 13pm)		Half Day	Full Day
		1 hr	2 hr	1 hr	2 hr		
Cinema 1	235	€275	€500	€315	€600		
Cinema 2	93	€225	€415	€275	€500		
Cinema 3	61	€175	€300	€195	€380		
Meeting Room	16-18 seated					€200	€375

Additional rates apply to extra staffing, projection & audio technician requirements.

A fee of €100 per hour will apply outside of core opening hours; this is to cover a duty manager and security presence to facilitate the opening and lock-down of the building.

### WHY NOT BECOME AN IFI CORPORATE MEMBER?

With significant discounts on room hire, individual memberships and complimentary tickets to members' events, our various corporate membership packages offer a fantastic range of benefits to dazzle and delight your clients, and entertain and engage your staff.

Contact [development@irishfilm.ie](mailto:development@irishfilm.ie) for more information.

# IFI VENUE HIRE Terms and Conditions

## DEPOSIT:

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 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%

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%). Catering costs are VAT inclusive.

## PAYMENT:

All monies due must be paid on the day of the hire, by credit card or cash. Cheques or bank transfers will not be accepted without prior approval.

## CATERING:

Final numbers and food selection should be advised no later than 48 hours before the hire.

## INSURANCE AND RISK:

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 premises to be temporarily closed or the function interrupted.

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 Irish Film Institute as a result of actions related to their hire.

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.

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. Please refer to our Third Party Agreement for further details.

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. IFI accepts no responsibility for breaches of copyright or any other rights which arise from unauthorised screening of material in IFI by third parties.