

Terms and Conditions



Irish Film Institute

Bookings:

All bookings must be confirmed in writing.

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.

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.

The Irish Film Institute reserves the right to cancel the booking and refund any monies paid 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 within a week of receiving the invoice, by bank transfer. 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.

Catering:

In respect of catering, final numbers and food selection should be advised no later than 4 days before the hire. The cost of catering must also be paid via invoice will be combined with the space hire fee.

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:

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Irish Film Institute
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01 612 9418

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