 **IFI VENUE HIRE** Frequently Asked Questions

#  What events do IFI cater for?

# IFI caters for, but not reserved to, the following:

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| --- | --- | --- |
| * Private Screenings
 | * Film testing for filmmakers
 | * Corporate Presentations
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| * Product Launch parties
 | * Special Presentations
 | * Wedding Parties
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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 10:30am.

General programming of our 3 screens usually starts from 13.00pm onwards, but can vary depending on time of year. To accommodate hires after 13.00pm, depends on multiple factors including date, notice of enquiry and programming commitments. Rates for afternoon or evening hires are by quotation and subject to availability. Hire requests made far in advance require clearance from our programming team to ensure they don’t interfere with festivals, new releases, etc. To discuss availability and pricing for private hires, all requests must be directed to **hire@irishfilm.ie**.

# What formats can you screen from?

Our projectionists are highly trained and experienced in screening from:

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| --- | --- | --- | --- |
| * 35mm
 | * 16mm
 | * 70mm
 |  |
| * Blu-Ray
 | * DCP
 | * DVD
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Our Head of Projection will also be able to assist with any additional technical queries. These queries can be made to the venue hire team and communicated with the Head of Projection. 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** or call **(01) 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 you own equipment, for example laptops, you will be responsible for setting them up. Any requests must be flagged and discussed in advance of the hire.

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#  What is not included in the hire fee?

Any fees or charges that are associated with film sourcing, rights clearance, or converting files to a format suitable for viewing. These are external services and are generally not provided by IFI. It is the responsibility of the hirer to ensure that these fees are paid to the correct parties and that materials are provided in the correct format, as requested and advised by the IFI, within a time frame to allow for pre testing of materials in advance of the hire.

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

If you wish 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, and all relevant fees paid to, 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 the IFI by third parties.

In most cases we can assist in arranging this for you, however this is at the discretion of IFI, 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.

Private screenings of current releases and scheduled releases will also incur a distribution fee.

Costs of securing of rights and any fees related to screening within IFI may vary depending on which material you wish to screen. These costs are unrelated to and are not the fault or decision of anyone employed within IFI.

# Can IFI provide refreshments for my guests?

Yes. IFI has a fully licensed Café Bar which can provide catering for your event. Our events menus are available within the Venue Hire section of our website, or on request from our venue hire team. We can cater to specific requests, however these must be discussed at least 10 days in advance, and are at the discretion of the Café Bar manager.

Alternatively, we can reserve an area of the Café Bar if you prefer a sit down meal from our Café Bar menu. If you wish to reserve the entire Café Bar, this will incur a minimum spend.

We understand that every event is unique! Please don’t hesitate to contact us at hire@irishfilm.ie or call 01 612 9402 with any questions and our venue hire team will do their best to assist you.

**Contact:**

Venue Hire Co-Ordinator

Irish Film Institute

6 Eustace Street

Dublin 2

(01) 612 9402

hire@irishfilm.ie

**For queries regarding group bookings of scheduled screenings:**

IFI Box Office

6 Eustace Street

Dublin 2

(01) 6793477

boxoffice@irishfilm.ie

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