



EVENT ENQUIRY/BOOKING FORM

EVENT DETAILS

Event Date:

Start Time:

End Time:

Customer Name:

Phone:

Email:

What is your event?

How many guests? (78 seated capacity in cinema and 100 standing capacity in the cafe/bar area)

If you wish to book a film, what is the film title?

If you are screening your own content, what format is it in?

DCP

DVD

Blu-ray

ProRes

.MOV

.MP4

PowerPoint

Other, please specify

If your content is in digital format, can you bring in your laptop and HDMI?

Yes

No (\$75 + GST to hire our MAC laptop and HDMI)

What is the title of the content?

What is the run time of the content?

Do you need a site visit to test your content? (up to 10 min free of charge)

Yes (please nominate a day/time during weekday business hours)

No

Do you wish to run a bar tab?

Yes (provide limit \$AU)

No

EVENT BOOKING POLICY

- Event booking form must be completed and emailed through to info@thebacklotstudios.com
- Confirmation on date/time availability and quote will be sent to the customer. All prices exclude GST.
- Upon written confirmation via email from the customer, The Backlot Studios will send an invoice (including GST).
- Full payment is required in advance to secure all event bookings.

EVENT CANCELLATION POLICY

- All cancellations must be made to The Backlot Studios in writing only, via info@thebacklotstudios.com
- Notice of cancellation more than 14 days prior to the event date will be reimbursed with 50% of the venue hire fee ONLY.
- Cancellations within 7 days prior to the event will result in NIL refund.
- In addition to this, charges for catering, transportation, music, decorating, film hire and equipment hire may apply.

TERMS AND CONDITIONS

- Please note all booking dates and films are subject to availability.
- Additional charges may apply based on film selection.
- Full payment is required in advance to secure all event bookings.
- All prices exclude GST.
- Our standard bookings are for 3 hour blocks only, unless organised otherwise. Additional hourly charges apply beyond the standard 3 hour booking window.
- Though not always possible, if you run overtime you will be charged \$150 + GST per hour. Staff will notify you if required.
- If you are on-selling tickets we take no responsibility for selling on your behalf and The Backlot Studios should be indemnified if any unauthorised selling of tickets occur.
- The Backlot Studios strictly does not support piracy of content or unsolicited material in any capacity. Content which is requested by a client is legally sourced from a film distributor as copyright owner within Australia. For further information, please visit www.creativecontentaustralia.org.au and www.auscreenassociation.film
- For any Blu-ray/DVD screenings, customer must provide a legally sourced local copy however, please note that this still involves film hire charges from the copyright owner (i.e. the distributor or producer).
- If you are playing pro-res/media from a computer, you must bring in your own laptop with an HDMI out that we can access. To use The Backlot Studios MacBook for your event, a flat fee of \$75 + GST applies.
- BYO drinks strictly not allowed.
- BYO catering or celebration/birthday cake is allowed upon request and quote. Food must be consumed in the event space/bar area only.
- Items purchased from our café/bar can be consumed in the cinema.
- Strictly no glitter, sparkles, rice, confetti, flower petals or anything similar is allowed to be used for celebrations on our premises. This will incur a \$250 + GST cleaning surcharge.
- The cinema screen is costly and fragile. Please ensure it remains untouched at all times. Charges may apply should any damage occurs.
- Any damages to the facility is payable by the customer.
- Though it is recommended that your guests arrive at the booking start time, event organisers are encouraged to arrive 20 minutes prior.
- Limited onsite car spaces for guests may be available strictly for the duration of the event only. The Backlot Studios shall be indemnified for any damage or theft caused to vehicles.

List your proposed run sheet (set out by time and action required).
Any additional requirements? (e.g. registration or catering trestle table)

Where did you hear about us?

Would you like to receive The Backlot Studios EDM? Yes No

I, THE CUSTOMER, DECLARE ALL THE INFORMATION PROVIDED ABOVE TO BE TRUE AND INTENDED FOR USE BY THE BACKLOT STUDIOS TO FACILITATE MY BOOKING. I AGREE TO CONTACT THE BACKLOT STUDIOS WITHIN 48 HOURS OF EVENT COMMENCEMENT WITH ANY CHANGES TO THE ABOVE BOOKING. FOR ANY CANCELLATIONS PLEASE REFER TO OUR CANCELLATION POLICY PROVIDED ALONG WITH YOUR INVOICE. THE BACKLOT STUDIOS IS ALSO INDEMNIFIED FOR ANY INJURY / ALLERGIC REACTIONS / BEHAVIOUR OF CLIENTS IN THE VENUE. IT IS SOLELY THE RESPONSIBILITY OF THE ORGANISER.

SIGNED

DATE

INVOICE DETAILS

Name and/or Business:

Billing Address:

Phone Number:

Email:

Once your booking date is confirmed, an invoice will be issued. Please email remittance to: info@thebacklotstudios.com
Your booking is not confirmed until the venue hire is paid in full.

CREDIT CARD AUTHORISATION FORM

If you wish to pay via credit card please fill in details below:

Cardholder Name:

Billing Address:

Credit Card Type: (we do not accept AMEX)

Credit Card Number:

Expiration Date:

CCV - Card Identification Number: (last 3 digits on the back of the credit card)

Amount to Charge: (\$AU)

I AUTHORISE THE BACKLOT STUDIOS TO CHARGE THE AGREED AMOUNT LISTED ABOVE TO MY CREDIT CARD PROVIDED HEREIN.
I AGREE THAT I WILL PAY FOR THIS PURCHASE IN ACCORDANCE WITH THE ISSUING BANK CARDHOLDER AGREEMENT.

Cardholder please print your name, sign and date below:

SIGNED

NAME

DATE

PLEASE EMAIL BOOKING FORM TO [INFO@THEBACKLOTSTUDIOS.COM](mailto:info@thebacklotstudios.com)