



PRIVATE HIRE CORPORATE



WELCOME

Thank you for your interest in hiring The Regal for your corporate event. We have three different auditoriums/screens available for your hire, dependant on the size of your party, and the technical requirements. Whether you are looking to host a panel, have guest speakers, corporate away day at the cinema or have an annual presentation, we can help.

The pricing included within this document acts as a guideline for your booking, we are happy to produce a bespoke quote for you if you can provide us with further detail of your booking.

SPACES AVAILABLE

All spaces include facilities to use our projector and screen for your presentations. Please note, all spaces available for hire can only be set up Theatre Style

Regal 1

Regal 1 is our main auditorium with 180 seats plus two wheelchair bays. This space has a stage which is perfect for panels, and speakers.

Regal 2

Regal 2 second biggest auditorium with 82 seats plus two wheelchair bays. We can also put a small stage up with lighting should you require this.

Regal 3

This is our smallest auditorium with 55 seats plus two wheelchair bays. The perfect space for smaller businesses looking for a more informal setting.

PRICES:

The price of your corporate hire will depend on which screen you require, what time of the day you would like your private hire to be and if you require any technical equipment.

All prices include free unlimited WIFI and use of our screen and projector for your presentations. Please ask if you require a microphone or PA system.

Below there are the three different time price structures. If you would like timings outside of this guidance please contact us direct for a bespoke quote.

PRICING STRUCTURE:

Half Day Hire (Morning) :

8:30am-12:30pm Monday-Friday (Term Time Only)

Half Day Hire (Afternoon):

1:00pm-5:00pm Monday-Friday

Evening Hire :

6:00pm-10:00pm Monday-Friday

REGAL 1 :

	Half Day Hire (Morning)	Half Day Hire (Afternoon)	Evening Hire
Up to 90 People	£615	£705	£930
Up to 180 People	£1,155	£1,335	£1,785

REGAL 2 :

	Half Day Hire (Morning)	Half Day Hire (Afternoon)	Evening Hire
Up to 40 People	£290	£330	£430
Up to 82 People	£542	£624	£829

REGAL 3 :

	Half Day Hire (Morning)	Half Day Hire (Afternoon)	Evening Hire
Up to 30 People	£205	£235	£310
Up to 55 People	£355	£410	£547.50

Each screen has two additional wheelchair bays included within the above pricing.

CATERING

We are unable to offer a full lunch within a breakout area for your hire, but can provide lighter bites such as cakes and pastries.

If you would like more information on our catering options please do let us know.

NEXT STEPS

If you would like to proceed with your booking, please email further details of dates, times, number, any catering requirements and your requested film to regal@stowmarket.org to get a bespoke quote.

If you would like to come have a look at the screens available please do let us know and we can arrange a time for you to view the options available.

Once you have received a quote and confirmed that the date is available with our team, we can proceed with your booking. To secure your booking we will require a deposit of 10% or £100 whichever is greater. By making payment you are also agreeing to our terms and conditions which can be found at the back of this booklet.

We will then need the remaining balance paid 10 days prior to your private screening. Any changes you would like to make to the booking will need to be requested at least 14 days in advance, and we will do our best to accommodate your request.

If you have any further questions please do not hesitate to contact our team.

TERMS AND CONDITIONS

These terms and conditions are produced to work in conjunction with our main terms and conditions which will need to be adhered to when hiring a screen.

Payment

You will be required to pay a 25% deposit when booking and final payment will be required 10 days before the screening, or on the date of the screening if agreed in advance.

Cancellation

Should you need to cancel your hire more than 30 days in advance, and full refund of your deposit will be returned, minus any film fees which have already been allocated.

Cancellations more than 10 days in advance will lose the full deposit paid

Cancellations less than 10 days before will require full payment of the hire

Food and Drink

Only food and drink (including alcohol) purchased at The Regal/The 1936 may be consumed within the venue, with the exception of bottled water.

You must observe the licensing regulations at The Regal/The 1936 concerning the sale and consumption of alcoholic drinks:

Glass is not permitted in any of the auditoriums.

We reserve the right to require you to prove your age with appropriate photographic ID if you are attempting to purchase an alcoholic drink. If you are unable to prove your age you will not be able to buy an alcoholic drink. We reserve the right to ask for such proof at any time you are on our premises.

We also reserve the right to refuse the sale of alcohol in order to align with and promote the four licencing objectives.

Behaviour

We reserve the right to refuse admission or require you to leave the premises without a refund if you:

behave in an anti-social or threatening manner; or

put the safety of our customers, our employees or our property at risk; or

bring a camera or recording equipment of any kind into the cinema; or

otherwise breach these Terms.

Piracy

Mobile phones must be switched off or put on silent mode before you enter the auditorium.

It is a serious criminal offence to copy or attempt to copy any film or other copyright material exhibited in any part of the cinema, punishable on conviction with an unlimited fine and imprisonment of up to a maximum of ten years. You are not permitted to bring cameras and/or recording equipment of any kind into the cinema.

Film Certifications

Entry to films and events is restricted by the classification given by the British Board of Film Classification or others. We are required to refuse admission to anyone who is below the minimum age required by the relevant classification.

Anyone can be admitted to films classified as U or PG.

Children under 12 can be admitted to films classified as 12A but only if accompanied by an adult (i.e. someone over the age of 18).

Nobody under the age of fifteen can be admitted to films classified as 15.

Nobody under the age of eighteen can be admitted to films classified as 18.

Children under age 8 must be accompanied by an adult at all times.

It is advised that children under age 10 are accompanied at all times.

Children under the age of 3 can attend film screenings free of charge providing that:

They sit on a lap for the entire screening (i.e. do not take up a seat); and

They are removed from the auditorium should they cause disturbance to other customers; and

The film is classified as U, PG or 12A.

We reserve the right to require you to prove your age with appropriate photographic ID if you are going to a 12A, 15, 18 film or purchasing an alcoholic drink. If you are unable to prove your age you will be not be able to watch the film or buy an alcoholic drink. We reserve the right to ask for such proof at any time you are on our premises.

