



## PRIVATE HIRE CORPORATE



01449 612825



regal@stowmarket.org



www.regalstowmarket.co.uk



# THE REGAL

The ideal place for your corporate event

## WELCOME

Thank you for your interest in hiring The Regal for your corporate event. Located in the heart of Stowmarket, Suffolk, The Regal is a much loved, independent multi-purpose venue originally built in 1936 which benefitted from a multimillion-pound renovation to house 3 auditoriums and a spacious café bar in 2021.

Our three auditoriums are available for hire, tailored to accommodate the size of your group and your technical requirements. Whether you wish to host a panel discussion, feature guest speakers, organise a corporate away day at the cinema, or conduct your annual presentation, we are here to assist you.

The pricing in this guide acts as a guideline for your booking, we are happy to produce a bespoke quote for your hire if you provide further detail of what you need.



# OUR SPACE

Finding the ideal space for your hire

## Our Auditoriums

Our three auditoriums include facilities to use our projectors and screens for your presentation. Please note, all spaces available for hire can only be set up theatre style.

Auditorium	Capacity
Regal 1	180 seats
Regal 2	82 seats
Regal 3	55 seats

All auditoriums have two additional wheelchair bays.

Regal 1 is our largest auditorium, complete with a stage, making it an ideal venue for panels and guest speakers addressing a large audience. Regal 2, our second-largest screen, offers a dedicated area at the front for a small stage, along with available lighting for your needs. Regal 3 is our smallest auditorium, perfectly suited for smaller businesses seeking a more informal setting.

## Catering

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

Should you require more information on catering options, do get in touch.



# PRICING

Bespoke quotes for your hire

The price of your corporate hire will depend on what space you require, what time of 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 projectors for presentations. Please ask if you require a microphone or PA system.

Below are the three different time price structures. If you would like timings outside of this structure, please contact us for a bespoke quote. Wheelchair bays are included in the prices below.

## Pricing Structure

### Monday - Friday

**Half Day (Morning):** 08:30 - 12:30

**Half Day (Afternoon):** 13:00 - 17:00

**Evening:** 18:00 - 22:00

Regal 1	Half Day (Morning)	Half Day (Afternoon)	Evening
Up to 90 guests	£615	£705	£930
Up to 180 guests	£1155	£1335	£1785

Regal 2	Half Day (Morning)	Half Day (Afternoon)	Evening
Up to 40 guests	£290	£330	£430
Up to 82 guests	£542	£624	£829

Regal 3	Half Day (Morning)	Half Day (Afternoon)	Evening
Up to 30 guests	£205	£235	£310
Up to 55 guests	£355	£410	£547.50

# NEXT STEPS

## Booking your private hire

1

### Get in touch

If you have any questions or you are interested in a private hire with us, please send us an email to **[regal@stowmarket.org](mailto:regal@stowmarket.org)**. Please provide us with the details of your ideal dates and times, how many guests will be attending and any catering requirements you may have.

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

2

### Confirmation

Once you have received your bespoke quote and your ideal date is available, 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 guide

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### Remaining Payment

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

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### Questions

If you have any further questions, please do not hesitate to contact the team and we can help plan your private hire with you.

# TERMS & CONDITIONS

These Ts & Cs work in conjunction with our main Ts & Cs which will need to be adhered to with private hire.



## Payment

You will be required to pay a 10% or £100 whichever is greater when booking and final payment will be required 10 days before the private hire, or on the date of the private hire if agreed in advance.

## Cancellation

Should you need to cancel your private hire more than 30 days in advance, a full refund of your deposit will be returned, minus any pre-allocated fees. Cancellations more than 10 days in advance will result in the loss of full deposit. Cancellations less than 10 days before the private will require full payment of hire to be made.



## Food & Drink

Only food & drink (including alcohol) purchased at The Regal/The 1936 Café Bar may be consumed within the venue, with the exception of bottled water. You must observe the licensing regulations at The Regal/The 1936 Café Bar concerning the sale and consumption of alcohol 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 drinks. We reserve the right to ask for such proof at any time you are on our premises.
- We reserve the right to refuse the sale of alcohol in order to align with and promote the four licensing 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.
- Put the safety of our customers, our employees or our property at risk.
- Bring a camera or recording equipment of any kind into the cinema.
- Otherwise breach these terms and conditions.



# TERMS & CONDITIONS

Continued



## 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 or imprisonment of up to a maximum of 10 years. You are not permitted to bring cameras and/or recording equipment of any kind into the cinema

## Film Certificates

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 (someone over the age of 18).
- Nobody under the age of 15 can be admitted to films classified as 15.
- Nobody under the age of 18 can be admitted to films classified as 18.
- Children under the age of 8 must be accompanied by an adult at all times.
- It is advised that children under the age of 10 are accompanied at all times.
- Children under the age of 3 can attend films for free providing they sit on the lap for the entire screening (do not take up a seat) and they are removed from the auditorium should they cause a disturbance to other customers. Children under 3 can only attend films rated U, PG or 12A.



We reserve the right to require you to prove your age with appropriate photographic ID if you are to a 12A, 15 or 18 film or purchasing an alcoholic drink. If you are unable to prove your age you will 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 the premises.



# THANK YOU

If you have any questions regarding private hire for corporate events, please get in touch:



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*Stowmarket*  
TOWN COUNCIL