



GPO Box 3008 ■ Darwin NT 0801 ■ Tel: (08) 8941 4377 ■ Fax: (08) 8981 9755 ■ ABN: 19 676 696 024

Deckchair Cinema Community Fundraiser Nights

The Deckchair Cinema allocates Sunday nights as fundraiser nights when local not-for-profit organisations can hire the cinema to show a film and raise funds

The fundraiser program has raised over **\$258,000** in the previous 5 years (2013 to 2017) with fundraising nights raising **\$1,848** on average

The 2018 season has broken previous records for fundraising and is on track to raise **\$77,000** by the end of the season. On average fundraising nights in 2018 have raised **\$2,594** for their organisation. The most successful night so far in 2018 has raised **\$3,936**. All of these figures are after the film distributors hire fee has been deducted and represent the sums deposited into the fundraisers bank account after their event

In addition to ticket sales there is the opportunity to sell food and coordinate other fundraising activities at the cinema

If your organisation is interested in applying to have a fundraiser next season please read through this document carefully to make sure that a Deckchair Cinema fundraising night is right for you, and then complete the online application form by **31st January**





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Eligibility

To be eligible your organisation must

- Be a not-for-profit community organisation, charity, school, or sporting club based in Darwin
- Hold and provide evidence of a current ABN and public liability insurance; current at the time of your fundraiser event for not less than ten million (\$10,000,000.00)
- Read this document, and complete the online Fundraiser Ballot Application form via our website before 31st January

Why Hold a Fundraiser at Deckchair Cinema?

Fundraising

Fundraising nights raise funds through ticket sales, food sales and other fundraising activities such as raffles. A sell out night has the potential to raise in excess of \$5000 for your organisation

Raise Awareness of Your Cause

Fundraisers are an opportunity to engage your members and the general public about your cause. You are welcome to bring collateral about your campaigns and other events, show a slide show or short film on the night, sign people up to your newsletter or recruit new members etc.

Social Occasion and to Say 'Thanks' to your community

A fundraiser is a great way to get your organisation together to relax and mingle. It is a good opportunity to say thank you for the support you have received from members



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How the Fundraiser Process Works

Once you have submitted your application you will be entered into the ballot

We will email to inform you if you have been successful or not after the applications close on January 31st. The ballot is a random process and only about 50% of applications are successful

We will allocate you a date. Whilst we try to give everyone their preference of dates it is not always possible

We will email you the venue hire agreement, an invoice for the venue hire and will request a certificate of currency for your public liability insurance

Associated Costs

There are costs that need to be considered prior to applying for your fundraiser. The costs for holding your fundraiser are broken into two components; **venue hire fee** and **film hire fee**

Venue Hire Fee

The cost to hire the venue is **\$600** (Inc. GST). This covers

A Duty Manager, Box office Assistant and Kiosk Assistant on your night

Management prior to your fundraiser

Film freight and administration

A listing in the Deckchair Cinema Program

A listing of your film and Fundraiser on www.deckchaircinema.com

A listing on Deckchair Cinema's Facebook page and \$20 towards paid marketing

Your organisation will be invoiced the Venue Hire Fee by mid-February as a deposit to confirm your fundraiser booking. Payment is required within 2 weeks of invoicing. This confirms to Deckchair Cinema that your organisation is committed to the fundraiser, reduces the potential for last minute cancellations and ensures that other organisations may take your place if you are not able to confirm your booking

The venue hire fee is non-refundable within **60 days** of your fundraiser





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Film Hire Fee

Film distributors take between 25% and 40% of the total ticket sales as the hire cost for the film. The fee is set by the film distributors and is not negotiable. Film Hire Fee specific to your film choice will be advised upon confirmation of your film booking, Deckchair Cinema cannot give an indication of Film Hire Fee prior to booking confirmation

If you choose a film which is difficult to source or make a late change to your film choice there may be an additional fee of \$100 (Inc. GST), to cover film freight, booking and administration

The Film Hire Fee will be subtracted from your ticket sales from the evening, with the remainder being profit for your organisation. This reimbursement will be deposited into your nominated bank account following your fundraiser

Ticketing

Deckchair Cinema is responsible for administering **all ticketing** for your event. Fundraising groups cannot pre-sell their own tickets, unless bought directly through Deckchair Cinema in advance (refunds not available). Tickets can be pre-booked using the Deckchair website and we will supply you with a link to the ticketing page specific to your event to encourage people to book online. This will help you to estimate the food required for your food stall, and give you an idea of how your marketing and promotion for the event is tracking. The Deckchair Cinema's set ticket prices that apply to your event, are as follows

- Adult \$16
- Concession \$12
- DFS Members \$10
- Children (5 to 15) \$8
- Family – 2 adults and 2 children 15 or under \$35

Food

Your organisation must provide meals for sale on the night. Deckchair can provide a gas BBQ (1m x 0.5m flat plate) with a gas bottle, and/or a Bain Marie (fits 5 x standard 530 x 325mm trays). You will have access to power connections and we also have a few trestle tables you can use. However there are no other cooking (tongs, condiments) or storage facilities (ovens, fridges etc.) available at the venue. Any other equipment you require must be provided by your organisation

If catering for the audience is too big a job for your organisation you can enlist the help of a local caterer. Caterers may be open to sharing the food sale profits to help you raise funds. The maximum price of a meal at the cinema is capped at \$15



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Beverages

Deckchair Cinema is a licensed venue and strictly no BYO is allowed. Our kiosk is open from 6:00pm to 8:00pm. Gates open at 6.00pm. The kiosk sells beer, wine, soft drinks, pre-packaged snack foods and ice-creams. Chilled water is provided free of charge

Your organisation is not permitted to sell soft drinks or pre-packaged snack foods, but we do encourage you sell homemade cakes and sweets. These are always popular!

Cancellation

Cancellation must be advised at least **60 days** prior to your fundraiser otherwise the \$600 venue hire fee is non-refundable



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Terms and Conditions

By entering the Deckchair Cinema fundraising ballot, and if you are successful in securing a fundraiser, your organisation accepts responsibility for:

1. Promoting and marketing your fundraiser
2. Making the final film choice suitable to your organisation's needs, audience and availability
3. Being courteous, patient and respectful towards Deckchair Cinema staff
4. Supplying hot food to patrons, e.g. BBQ, and preparing the food
5. Adhering to Deckchair Cinema's liquor license
6. Sourcing reliable volunteers to run fundraising activities e.g. barbeque, raffles, cake stalls etc.
7. Providing all utensils, tablecloths, plates, cutlery, condiments (we encourage you to use biodegradable plates and cutlery, or those which can be returned to you after use and washed), and any other equipment you may need on the night
8. Clearing of all equipment brought into the venue at the end of the evening
9. Cleaning of Deckchair BBQ/Bain Marie and facilities used at the venue at the end of the evening
10. Assistance with the collection of rubbish under the seating, and ensuring the venue is in a clean and tidy state at the end of the evening

NB: Organisations that make excessive mess and do not assist with the cleaning of the venue may incur a \$100 fee to cover the cost of staff. (For example by putting flyers on every seat prior to customers arriving)

Deckchair Cinema accepts responsibility for:

1. Assisting your organisation with your film choice and providing advice suited to your audience
2. Liaising with film distributors including film booking, organising freight, and sourcing of flyers, posters, images and production notes (where possible)
3. Movie / technical equipment and audio facilities (i.e. microphone)
4. Provision of a barbecue with gas bottle, external electricity and trestle tables for food stalls
5. Ticketing sales and coordination
6. Sale of alcoholic and non-alcoholic beverages, snack foods and ice cream
7. Staff for the kiosk, box office and projection room
8. Dispatch of the film at the end of the evening
9. Calculation and reimbursement of proceeds from your ticket sales after the fundraiser

Deckchair Cinema does not accept responsibility for:

1. Supervision of children associated with your organisation throughout the venue
2. Cleaning unreasonable amounts of rubbish left under and between seating and cleaning of food preparation facilities used by your organisation at the end of the evening