

# CAPRI THEATRE

EST. 1941

*The Capri Theatre is a not-for-profit organisation, owned and run by a network of generous volunteers from the local community. All of the profits from events held at the theatre go back in to keeping this heritage building alive for future generations. It is the home of the Theatre Organ Society SA and its unique Wurlitzer Organ.*

## Fundraising Brochure

The Capri Theatre is an ideal venue for movie fundraising events and as a not-for-profit community cinema, we're really eager to help you reach your fundraising target.

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## How it works...

As a not-for-profit organisation run mostly by volunteers, we are really eager to help other similar organisations in our community to raise the funds they need. Therefore we've kept the costs low and simple.

### KEEPING IT SIMPLE...

The cost is **\$10 per person**. You just need a minimum of 10 people. You can then charge as much or as little on top as you like to reach your fundraising target. All you need to do is pick the movie, date and time and we'll book you in. This will be to an existing session that is open to the general public.

### MAKE A BIT MORE...

To maximise your fundraising efforts at the event, you can use the foyer spaces to sell any last minute tickets or run raffles, lucky door prizes and silent auctions. We have a number of trestle tables here for your use without charge.

### CANDY BAR PACKAGES

The Candy Bar is open for all events and is staffed by our volunteers. Guests can purchase a wide range of mostly South Australian products including Bickfords traditional sodas, Golden North ice creams, popcorn, yummy Haigh's chocolates or our famous choc tops, made right here by our volunteers. For a proper cinema experience, why not include some tasty cinema treats in your ticket price and choose from the packages below.

**\$14.50 per person:** Ticket + Glass of Tatchilla wine/sparkling or beer

**\$15.50 per person:** Includes the movie ticket and two of the items below

- A traditional Bickfords soft drink or bottled water
- A small popcorn
- A Golden North Giant Twin

**\$17 per person:** Includes the movie ticket and two of the items below

- A glass of wine or sparkling from our friends at Tatchilla or a bottle of beer
- A small popcorn
- A Golden North Giant Twin

**\$12 per person:** Ticket + Tea/coffee

**\$13 per person:** Ticket + Tea/coffee/biscuits

**\$14.50 per person:** Ticket + Tea/coffee cake/muffins

Save more  
than 40% on  
the standard  
adult ticket  
price!



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## How it works...

### PRIVATE HIRE...

If you require private use of the theatre for your event, all you need to do is guarantee a minimum number of people, as outlined in the table below. The price is still \$10 per person. This is ideal if you'd like to show a short film raising awareness for your cause or show a PowerPoint presentation on the big screen. Please state that you'd like private hire when making your booking.

Day	Minimum Number
Sunday to Thursday and Saturday during the day	200 people
Friday night	250 people
Saturday night	300 people

Unfortunately we cannot allow private hire bookings during the school holidays or for the opening week of certain movies. Please enquire upon booking.

### CHARGING

In order to accurately charge for your event, we ask you to create a ticket that is individual to your event which contains the information listed in the column to the right →

Each person will require a ticket to gain access to the theatre. At the end of the night, we'll tally up the amount of guests and charge you on the day so that you can pay out of your takings. No money is therefore required to exchange hands prior to the event so that you will not be out of pocket. All accounts must be settled in full on the day.

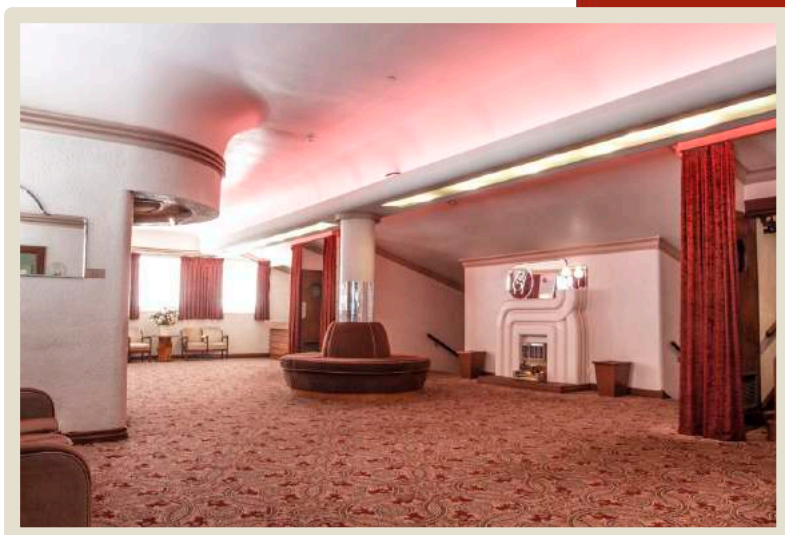
### Handy ticketing tips...

Always aim to sell your tickets in advance of the event, rather than have people buy them on the door. Inclement weather can often put people off coming, especially if they haven't already bought their tickets.

Collecting cash in advance can be awkward, so why not try an online service like [www.trybooking.com](http://www.trybooking.com) or [www.eventbrite.com.au](http://www.eventbrite.com.au). People can then pay by card and use their printed email confirmation as a ticket which will save you having to make up tickets yourself.

### TICKET REQUIREMENTS...

- ❖ The name of the film and the classification
- ❖ Date of the screening
- ❖ Start time of the screening
- ❖ Admit 1
- ❖ Capri Theatre  
141 Goodwood Road  
Goodwood 5034





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## Exceptional Extras...

### PROMOTIONAL SUPPORT

Once you've booked your fundraiser, we'll help you to promote it by featuring it on our website for you!

On average we receive almost 10,000 visits to our site per month with each person spending 2:30 minutes on the site so it's a great way to promote your fundraiser at no extra cost.

You can have your own page on our website where you can promote your event and your cause using a picture, poster, video, blurb, logos and links. Have a look at an example page on our website at [www.capri.org.au/fundraisers/example.aspx](http://www.capri.org.au/fundraisers/example.aspx).

We'll even provide you with a unique link to your page that you can share with your networks online and via email or social media.

See who's already booked in at [www.capri.org.au/fundraisers](http://www.capri.org.au/fundraisers).

### ORGAN

It's a real treat to watch the grand old WurliTzer organ rise from beneath the stage, adding atmosphere to any event. We can arrange for one of our talented volunteers to play your session in without charge. This would generally be for fifteen minutes before the screening begins.

### PEACE OF MIND

Fundraising events are at the core of our business. We run them all the time so you can rest assured that you're in safe hands. It may also be comforting to know that all profits made by the Capri Theatre go back in to the restoration and enhancement of this heritage building and preservation of the unique WurliTzer organ for the future generations of South Australians.



Haigh's are very proud to be the oldest family-owned chocolate manufacturing retailer in Australia and also a sponsor of the Capri Theatre.

Come and enjoy Haigh's Chocolates from the Candy Bar at the Capri.



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## Catering

We've carefully chosen local partners focusing on quality, value and service. Sample menus for each company below can be downloaded from our website at [www.capri.org.au/hire](http://www.capri.org.au/hire).

### TWO BROTHERS CATERING

T: 08 8271 6111  
E: [twobrothers@twobrotherscatering.net](mailto:twobrothers@twobrotherscatering.net)  
W: [www.twobrotherscatering.net](http://www.twobrotherscatering.net)



### PLATTERS PLUS CATERING

T: 08 8371 1855  
E: [catering@platters.com.au](mailto:catering@platters.com.au)  
W: <http://www.platters.com.au>



### BEDFORD GROUP CATERING

T: 8277 1513  
E: [catering@bedfordgroup.com.au](mailto:catering@bedfordgroup.com.au)  
W: <http://www.bedfordgroup.com.au/>



You are more than welcome to bring in food for your guests, but unfortunately we do not allow any items that we sell at our Candy Bar, such as chocolates, lollies, ice creams, popcorn, tea, coffee or soft drinks.

If using external caterers, please ask them to contact us regarding any venue restrictions prior to your event.

*"Many thanks to your team of staff and volunteers. Everyone was so helpful and accommodating, it was a pleasure to work with them."*

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## Beverages

A dedicated and stocked bar can easily be set up for all events, staffed by our friendly volunteers. We have a number of options for this to suit all events, as outlined below.

### INCLUDE A DRINK IN YOUR TICKET PRICE

A really simply option is to opt for our base package where for **\$14.50 per person** you get the movie ticket, along with a glass of Tatachilla wine or sparkling or a bottle of beer. You can then charge as much or as little on top of this to reach your fundraising goal.\*

### WE STOCK AND STAFF THE BAR **AND** GIVE YOU 15% OF THE TAKINGS

Here's a corker for you, we can stock and staff a bar and sell drinks to your guests, then give 15% of the takings at the end of the night to go towards your fundraising goal. You can then set a great value ticket price and not have to worry about organising anything else. See our standard bar list below.

#### Sparkling

Tatachilla Sparkling NV @ \$5.50 per glass

#### White Wine

Tatachilla Growers Sauvignon Blanc Semillon @ \$5.50 per glass  
Knappstein Hand Picked Riesling @ \$7.00 per glass

#### Red Wine

Tatachilla Partners Cabernet Shiraz @ \$5.50 per glass  
St Hallett Gamekeeper's Shiraz @ \$7.00 per glass

#### Bottled Beers

Coopers Light @ \$5.00, Coopers Pale Ale / Hahn SuperDry @ \$5.50, Corona @ \$6.00

### BRING YOUR OWN

If you'd like to bring your own drinks in, your ticket price becomes **\$12 per person**. This will include the bar setup, linen, ice, plastic cups, a responsible person for the service of alcohol and the liquor licence. If you are selling drinks on the evening then you'll need to provide a person to handle the cash.

\*The 15% kick back is not available on this discounted offer.

**Tatachilla**  
McLAREN VALE  
Established in 1903

CLARE VALLEY  
**KNAPPSTEIN**  
ENTERPRISE WINERY & BREWERY  
EST. 1878

*St Hallett*



**BAROSSA**  
EST. 1944

**TO FIND OUT MORE  
ABOUT OUR LOVELY  
WINES, PLEASE VISIT...**  
[finewinepartners.com.au](http://finewinepartners.com.au)

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## Audio Visual

As a functioning cinema, the Capri has the latest in digital technology and surround sound, whether you want to see the latest movie or see your Powerpoint Presentation come to life on a large scale. We also have a comprehensive audio and lighting suite to support a range of client needs and requests.

### EQUIPMENT AVAILABLE

Item	Cost
Microphone (wired)	\$20
Microphone (radio)	\$25
Lectern	\$30
Digital Projector	\$200
DVD Player	\$25
Lighting	\$100

Our duty officers can provide technical support for the screening of films and the set up and use of the equipment below, included in the hire price of the equipment. For more complex events involving music, lighting and any hired in equipment, we would provide a trained technician, charged by the hour.

If you have a presentation which includes a DVD, film or PowerPoint presentation, we require this at least two days in advance of your event in order to test that it will work with our system.



## **BOOKING TERMS AND CONDITIONS**

### **1 Movies**

- 1.1 At the time of booking, we will advise you of the movies available for your group. However, changes may occur in the scheduling that are beyond our control. We will endeavor to let you know about any changes as soon as possible.
- 1.2 If you choose a film or documentary that is not from our current schedule, you will be required to pay a non-refundable deposit of \$200 in order to confirm your booking.
- 1.3 We will endeavor to work with your event timetable, but are restricted to work within the contracts of the distributing companies.

### **2 Quotations & Details**

- 2.1 Full details of the event including numbers involved must be disclosed at the time the quotation is made. The quotation is provided on the basis of this information; changes (whether advised or not) to this information may result in the quotation being revised.
- 2.2 Quotations remain valid for ten working days, unless otherwise specified in writing.
- 2.3 Should the details of the event change, a new quote may be necessary.
- 2.4 Whilst every endeavor is made to cover contingencies when quoting, the Capri Theatre reserves the right to revise the quote at any time preceding final confirmation in circumstances where the event details have changed.

### **3 Confirmation of Bookings, Event Details and Final Numbers**

- 3.1 All bookings are considered to be tentative until confirmation in writing has been received, preferably via email;
- 3.2 We will guarantee that all tentative bookings will be held for a minimum of ten days. After that, if we receive an enquiry for the date of your event, we will endeavor to contact you to confirm the status of our event. If we can't reach you or you do not respond within 3 working days then we reserve the right to release your event;
- 3.3 For all confirmed bookings, the Capri Theatre will contact the hirer two weeks prior to the event to

confirm the final details of the event regarding catering, beverages and any additional audiovisual equipment required. At this point we will require an update on the numbers for the event;

- 3.4 The hirer is then required to confirm the final numbers two working days before the event in order to allow the Capri Theatre to arrange appropriate staffing levels for the event;

### **4 Payment of Account**

- 4.1 Payment of the event is required on the day of the event by either cash, cheque or credit card.

### **5 Cancellation Policy**

- 5.1 All cancellations of confirmed bookings must be made to the Capri Theatre in writing.
- 5.2 If the hirer has a group booking where they are attending a public session of a movie, no cancellation fees are applied.
- 5.3 If the hirer has arranged for private use of the cinema and cancels with more than 7 days notice, no cancellation fees are applied.
- 5.4 If the hirer has arranged for private use of the cinema and cancels with 7 days notice or less, then a cancellation fee of 45% of the total ticket sales based on the final number of guests last confirmed in writing will be applied.
- 5.5 When external caterers are engaged, ensure you are familiar with their cancellation policies.

### **6 Loss and Damage**

- 6.1 The client is responsible for taking all reasonable precautions to protect the venue, equipment, exhibits or other property of the Capri Theatre.
- 6.2 The cost of accidental or negligent damage, deemed to be in excess of normal wear and tear, is chargeable to the client.
- 6.3 This applies to damage caused through their own action, action of their guests, contractors or sub contractors, before, during or after the event.
- 6.4 The Capri Theatre staff will take all necessary care, but will not take responsibility for damage or loss of items before, during or after an event and the client must accept responsibility at all times.
- 6.5 The Capri Theatre reserves the right to terminate any event where it is satisfied that the



continuation of that event will jeopardise the safety and security of property, staff, participants and guests and/or the reputation of the Capri Theatre.

## **7 Safety and Fire Regulations**

- 7.1 All events are subject to compliance with all current Health & Safety and Fire Regulations.
- 7.2 Hirers must ensure that the maximum capacity standards are noted and compiled with.
- 7.3 Smoke machines, special effects, candles and/or pyrotechnics cannot be operated within the theatre.

## **8 Security**

- 8.1 It is the responsibility of the hirer to discuss security requirements with the Capri Theatre who shall subsequently arrange security assistance in accordance with the agreement of the hirer.
- 8.2 Expenses related to security are the responsibility of the client and the client will be duly advised of all related costs prior to the event.
- 8.3 The Capri Theatre may elect to cancel any booking if the security arrangements are not considered to be satisfactory

## **9 Entertainment**

- 9.1 If the client engages a band or other entertainment to appear at the event, it is the responsibility of the client to ensure that the performer complies with the requirements and sound levels consistent with the Environmental Protection Act 1997 and the Environment Protection Regulation 2005.
- 9.2 The Capri Theatre reserves the right to stop, suspend or adjust the level of sound from performers that it considers excessive and/or insist on the use of an automatic sound level monitor.

## **10 Advertising & Endorsement**

- 10.1 Clients and associated entities must first obtain written permission from the Manager before using the name of the Capri Theatre to broadcast, list or publicly announce an event scheduled to be held at the Capri Theatre. This includes mentions in press, radio, TV,

electronically or otherwise published material made publicly available or otherwise listed;

- 10.2 All signage in public or common areas of the Capri Theatre must have prior approval of the Manager.

- 10.3 Use of the Capri Theatre logo on any promotional, advertising, marketing or any other material must first be approved and appear in line with the logo use standards of Capri Theatre.

## **11 Basis of Agreement**

- 11.1 Performance of this agreement is contingent upon the ability of the Capri Theatre to complete the same, and is subject to labour disputes, strikes, pickets, accidents, government regulation and Intervention, restrictions on travel, delivery, equipment or utilities failure and other causes, whether enumerated or not which are beyond the control of the Capri Theatre.
- 11.2 In no circumstance shall the Capri Theatre be liable for loss of profit or consequential damages from these matters.
- 11.3 In no event shall the Capri Theatre liability be in excess of the total amount of the food and beverages contracted.