

Private Screenings at the Megaplex Theatres Policies and Procedures 2010



Scheduling:

Due to contractual obligations with the film studios, we cannot guarantee theatre sizes and show times until **one week prior** to the event date. **Tickets sold for Private Screenings are non-refundable and non-transferrable.**

Opening Weekend Private Screening Rates (effective for movies after Sept. 1, 2008)

To secure a prime show time between the hours of 4:00 p.m. and 8:00 p.m. on opening weekend of a film the client must purchase a minimum package (Bronze, Silver or Gold) and a ***minimum*** of concessions or gift cards (see below). Minimum amount on gift cards is \$5.00.

Minimums for Gift Cards or Catering on Opening Weekend Showtimes:

Auditoriums with 90 seats plus: \$250.00 + private screening package

Auditoriums with 295 seats plus: \$350.00 + private screening package

Auditoriums with 500 seats plus: \$500.00 + private screening package

Private Screening Packages

Private Screenings can be booked for all Megaplex Theatre auditoriums based on availability and time restrictions. Pricing is based on the actual number of seats in the auditorium, not the number of seats used. Additional services are built in to Silver and Gold packages. Theatre sizes range from 90 to 584 seats, depending on location. Additional charges apply for non-reserved seating, 3D and IMAX films. Please contact your Event & Sales Manager for pricing charts.

CHOOSING YOUR SEATING

Each group has the option of either **General Seating** or **Reserved Seating** for your event.

Reserved Seating - consists of your Megaplex Tickets with the Date, Movie, Time, Row and Seat Numbers. Line-ups will not be provided.

General Seating (NON-Reserved) – consists of your Megaplex Ticket with the Date, Movie and Time. In order to accommodate the additional labor, each ticket will be assessed an additional fee of \$1.00 per seat for clients requesting **General Seating**. Line-ups for Non-Reserved seating will not take place until approximately 60 minutes before your show time depending upon the theatre location.

You may choose to create your own tickets for your private screenings. The General Seating Fee will still apply. A sample ticket must be provided to your event manager 2 weeks prior to your event.

Contract

An initial reservation form must be signed at the time of booking to reserve the date, movie and an approximate show time slot. An additional contract will be required for any catering or other services.

Deposits

A \$100.00 deposit must be made at the time of booking. This deposit is refundable 30 days prior to the event date or can be used toward the group's event total. Should a cancellation be necessary within the 30 days, the \$100 deposit will be lost or transferable to a future event.

Payment and Billing

The person signing the contract is responsible for payment. An itemized bill will be presented to the designated group contact at their request. **Payment is due in full 1 week prior to the private screening date or when tickets are printed, whichever comes first.** Any additional costs incurred on the day of the event will be invoiced and are due upon receipt. **In the event payment is not received on time your event may be cancelled.**

Show times and Schedules

Groups should arrive **no later than 20 minutes** before the scheduled event or private screening, and **no earlier than 60 minutes before the scheduled event or private screening. Please inform your guests that waiting lines will not be established until this time.** Clients must be prompt in arrival and departure due to public show schedules. Pre-established time tables and rental limits must be observed. All movies will start exactly on time despite any delays experienced by the group.

Auditorium Access

Access to your auditorium will be (at the most) 20-30 minutes before your scheduled show time. If you need additional time please contact your Event & Sales Manager for auditorium rental rates and availability.

Signs , Tables and Displays

Only pre-approved signs are permitted in the theatre auditoriums. Megaplex Theatres reserves the right to approve the manner in which the materials are displayed. Signs and other displays are not to be mounted or affixed to walls, furnishings or columns. Megaplex Theatres does not allow tape or putty to fasten the signs. Balloons are **not** allowed inside the theatre auditoriums.

Displays OUTSIDE of the theatre auditorium are not allowed on Opening Weekend. This includes any tables or giveaways. Displays or personal tables must only be inside the auditorium.

If you have purchased a silver or gold package, Megaplex Theatres will provide you with ONE table (with linen) to be set up outside of your auditorium for guest check-in. The table will be available 1 hour prior to show time.

Cancellation Policy for Private Screenings

Once we receive the request to print tickets for a private screening via the phone, in person or email, the tickets are non-refundable. If a cancellation is made within 5 days (120 hours) of the event and the tickets have not been printed, the group will be responsible for the entire contracted amount. This amount can be transferred to a future event or gift cards within 3 months. If the Cancellation is made within 24 hours of the event the group will be responsible for the entire contracted amount, which will be non-transferable, and non-refundable.

Food and Beverage & Gift Bags

The Megaplex Events Department will be happy to assist with any catering needs for your private screening. We offer a private setup of concession packages starting at \$4.50 per person. We also offer Megaplex Theatres gift cards loaded in any amount so your guests can choose their own concessions.

Absolutely NO outside catering, food (i.e. candy bars, treat bags etc.) or beverage (i.e. bottled soda, canned drinks etc.) may be brought into a MegaPlex Theatres location at any time. Violation of this policy will result in a \$500.00 cleaning fee, and/or immediate cancellation of your event. If you plan to bring in any type of gifts for your guests the contents must be pre-approved by your Event Manager 3 weeks prior to your event.

Audiovisual Equipment and Services

Megaplex Theatres has an in-house audio-visual department that requires prior scheduling to your event. Megaplex Theatres must provide all audiovisual services in the theatre auditoriums. If your event requires an audio visual equipment run-through with our in-house AV technicians, we must have at least 2 weeks notice. For any AV equipment changes or rentals within 72 hours of your event, we will try to the best of our abilities to accommodate you. If we are able to meet your requests, there will be additional charges for labor, setup and the actual cost of the rented item plus a \$50 service charge applied to your bill.

Pricing

Prices are subject to change without notice and are not guaranteed until a signed contract is in place.

MEGAPLEX THEATRES

Events Main Phone Number: 801-304-4550

Megaplex 17 at Jordan Commons

35 E. 9270 S
Sandy, UT 84070
Fax: (801) 304-4575

Megaplex 20 at the District

3761 W Parkway Plaza
South Jordan, UT 84095
Fax: (801) 304-4055

Megaplex 13 at the Junction

2351 Kiesel Ave
Ogden, UT 84401
Fax: (801) 528-5855

Megaplex 12 at the Gateway

165 S Rio Grand St.
Salt Lake City, UT 84101
Fax: (801) 325-7508

