

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.

Venue Hire Brochure

The Capri Theatre is an ideal venue for corporate movie nights and private screenings for up to 750 people. As a cinema with a stage, it's also perfect for concerts, seminars, awards nights, school productions and even weddings.

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Venue Hire

The Capri Theatre is available to hire for corporate events, seminars, awards nights, private screenings, school productions and more. This unique venue is heritage listed and is only 10 minutes from the city, making it a great alternative with bags of charm to help engage your audience.

THE CAPACITY...

The Capri can accommodate up to 750 guests over two levels in a theatre style. For smaller presentations, you may choose to seat your guests in either the stalls with a maximum capacity of 300 or the lounge with a maximum of 450.

THE COST...

The venue hire rates are outlined in the table below.

Day	9am to 5pm	6pm to 11pm
SUNDAY TO THURSDAY	\$1,800	\$2,000
FRIDAY	\$1,800	\$2,500
SATURDAY	\$1,800	\$3,000

THE CATERING...

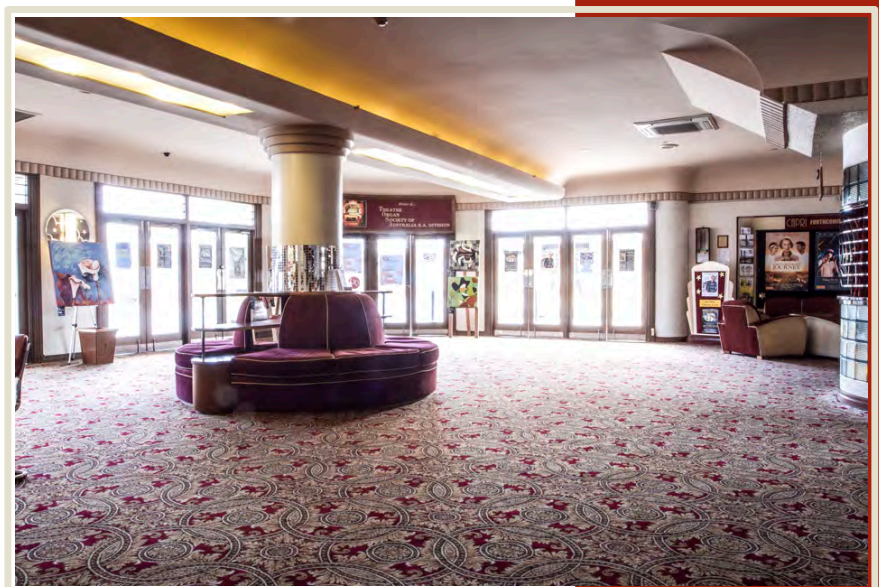
The lovingly restored art deco foyer spaces on the ground floor and upper level provide the ideal space for tea breaks and stand up lunches or receptions. We can provide a bar selling drinks at very reasonable prices and have a select group of local partner caterers that know the Capri as well as we do. More information can be found on the following pages.

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 15 minutes before your screening begins.

"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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Candy Bar

The Candy Bar is open for all events and staffed by our volunteers. Guests can purchase snacks and soft drinks or you can purchase a package for your guests which our volunteers will hand out as they enter the cinema. Why not include one of our famous jumbo choc tops, made right here by our volunteers or treat them to some Haighs chocolates.

CANDY BAR PACKAGES

\$5.50 per person: pick any two of the following

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

\$7 per person: pick any two of the following

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

MORNING TEA

Tea/coffee @ **\$2 per person**

Tea/coffee and biscuits @ **\$3 per person**

Tea/coffee and cake/muffins @ **\$4.50 per person**



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 Haighs 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.

TWO BROTHERS CATERING

T: 08 8271 6111
E: twobrothers@twobrotherscatering.net
W: www.twobrotherscatering.net



PLATTERS PLUS CATERING

T: 08 8371 1855
E: catering@platters.com.au
W: <http://www.platters.com.au>



BEDFORD GROUP CATERING

T: 8277 1513
E: catering@bedfordgroup.com.au
W: <http://www.bedfordgroup.com.au/>



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

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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.

WE STOCK AND STAFF THE BAR

To ease the load, we can stock and staff the bar and either charge your guests directly or run a tab and add it to your bill at the end of the night. Check out our lovely list below:

Sparkling

Tatachilla Sparkling NV @ \$5.50 per glass

White Wine

Tatachilla Growers Sauvignon Blanc Semillon @ \$5.50 per glass

Knapstein Hand Picked Riesling @ \$7 per glass

Red Wine

Tatachilla Partners Cabernet Shiraz @ \$5.50 per glass

St Hallett Gamekeeper's Shiraz @ \$7 per glass

Bottled Beers

Coopers Pale Ale / Hahn SuperDry / Corona @ \$5 per bottle

BRING YOUR OWN

If you'd like to bring your own drinks in, we charge a **\$2 per person** service fee. This will include the bar setup, linen, ice, plastic cups, a responsible person for the service of alcohol and the liquor licence.



TO FIND OUT MORE
ABOUT OUR LOVELY
WINES, PLEASE VISIT...
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.