VENUE HIRE

SINCE OPENING IN 1936
THE STUNNING ART DECO
ASTOR THEATRE HAS BECOME
MELBOURNE'S PRE-EMINENT
SINGLE-SCREEN CINEMA.

PALACE CINEMAS
www.palacecinemas.com.au

THE ASTOR THEATRE

The Astor Theatre opened in 1936 and remains one of Melbourne's rare, single-screen cinemas. As soon as you enter the grand foyer from Chapel Street, you will be transported to the 1930s by the original Art Deco charm of the building. The gentle, warm lighting carries through to the magnificent auditorium, which provides seating for over 900 people. The grand scale of the screen, combined with some of the best technology in projection and sound, will sweep your guests away.

This is the way film was meant to be experienced!

Our team will help you to create a memorable event. Contact our events team today!

Phone: (03) 9816 1777 • events.vic@palacecinemas.com.au • Level 1, 122 Toorak Road, South Yarra VIC 3141

THE ASTOR THEATRE

VENUE & CINEMA HIRE

The Astor Theatre can cater to a large variety of events, such as opening night parties, product launches, film festivals, awards nights, weddings, presentations and more.

Private venue hire: For an event with a difference, The Astor Theatre can be hired exclusively. The rates vary according to the day and length of time that you are looking to use the venue. Please contact the group functions and events team for a tailored quote. Ideal for your business presentations, product launch or cast and crew screenings. Provide your guests with the luxury of a private film screening. Available for an in-season or recent release film, vintage classic, your own film!

Private screening / Presentation: Extend your event in to the magnificent Auditorium where you can contrast the old-world charm of The Astor with a modern screen presentation. The Astor boasts a Barco 4K Digital Projector, which gives you the highest quality film projection and sound to match.

GROUPS:

The Astor runs double feature sessions every evening except Tuesdays. The standard ticket price to a double feature is only $17.00 Adult / $16.50 Concession. Given this reasonable pricing for 2 films, we do not offer a further group discount for double features. We do offer a group rate of $12.00 per ticket for groups of 50 or more for a single session.

Payment Terms: A non-refundable deposit of $1000.00 is required upon confirmation of your booking. The final balance is required one week before your booking date.

Availability: The nature of the programming cycle at the Astor means that a full program is approximately 15 weeks. Please ask our team to advise of the current programming cycle.

Once the programme is confirmed, the theatre is available for bookings

- *Monday - Saturday until 5pm.*
- *Tuesday until 10pm*
  (Closed to the general public on this day).
- *Sunday until 12pm (Matinee session from 1pm).*
- *To access the current Astor calendar please visit: http://www.astortheatre.net.au*

THE ASTOR THEATRE

SEATING OPTIONS & CAPACITIES

Auditorium Seating Capacity

Balcony (Dress circle):
629 Total | 556 screen view seats | 501 stage view seats

Downstairs (Stalls):
468 Total | 342 screen view seats | 468 stage view seats
PLEASE NOTE: We DO NOT allocate seats!

Foyer Capacity:
Upper & Ground floor foyers:
400 – 800 standing | 60 maximum seating

PROMOTIONAL MATERIAL / FOYER DISPLAYS

Any use of the foyer, including the display of posters, signage or decorations must be approved by the Functions Coordinator /Cinema Manager. All banners/signage should arrive at The Astor ready for hanging 3 hours prior to the event. The setting up of signage is the responsibility of the client unless an arrangement has been made with the Functions Coordinator. Please note that signage/posters must be free-standing or can only be attached to the Astor's existing pin boards. They cannot be affixed to any other sections of the wall or any fixtures.

PROMOTIONS & TICKET SALES

Promotions and pre-ticket sales are the responsibility of the Hirer. It is a condition of hire that guest numbers be managed through ticket sales or a suitable RSVP system prior to the event.

THEATRE ACCESS

Access to the theatre for clients and patrons is via the main entrance doors on Chapel Street and through the foyer. Access for load-in is via the left side alley, accessible from Chapel Street.

DISABLED ACCESS

Access is through the ground floor fire exit, located down the left side alley of the theatre. Please notify staff if required.

CLEANING FEE

A cleaning fee of $300 is payable for all bookings with groups of 200 or more.

STAFF

The cinema will roster on regular staff for the usual duties, however if you require function staff and/or ushers, please confirm this one week in advance. Fees apply. Astor Theatre staff are experienced in running events at our unique location. Cinema Managers will brief staff accordingly to execute your event professionally.

STORAGE SPACE

We do not have any storage space. Sorry!

PARKING

Parking is usually available along Chapel Street on the side of the road opposite the theatre. But, out of consideration for our neighbours, please do not park in the side streets near to The Astor. There is also a car park with 260 spaces off Chapel Street just the other side of the intersection from The Astor. Note that a parking fee is required there day and night. The area is well served by public transport. Trams run along Chapel Street and the city/Caulfield tram runs along Dandenong Road. The city /Sandringham train stops at Windsor station which is within easy walking-distance of the theatre.

Tram routes servicing the Astor Theatre are:

Routes 78 & 79 (along Chapel St), Stop 42
Routes 5 & 64 (along Dandenong Rd), Stop 32

SMOKING

The Astor Theatre is a fully non – smoking venue.

AIR CONDITIONING

The theatre is Air – Conditioned

RUBBISH

All Rubbish and extraneous items must be removed from the theatre at the end of the bump out. Limited rubbish may be emptied into the theatre skip, however over usage will incur pick-up charges.

THE ASTOR THEATRE

BEVERAGES

Available for Groups of 20 or more people
Beverages can be served at a private bar in the foyer, or if pressed for time they can be enjoyed inside the theatre. Select a range of beverages to offer your guests and have our staff manage your private drink service. Drinks charged on consumption on the night. Select one drink per guest on arrival, upon redemption of a drink ticket.

SPARKLING

La Gioiosa 'Il Fiore' Prosecco $30.00

Clover Hill Tasmanian Cuvee $45.00

WHITE

Block 50 Chardonnay $28.00

Block 50 Sauvignon Blanc Semillon $28.00

Pocketwatch Pinot Grigio $32.00

RED

Block 50 Shiraz $28.00

T-Series Shiraz $30.00

BEER

Four Pines Pale $6.00

Stella Artois $6.00

Four Pines Pacific Ale $5.00

NON-ALCOHOLIC

Jugs of Juice (5 glasses) $10.00

Jugs of Soft drink (5 glasses) $8.00

Bottle of Soft drink / Mineral Water ..... $3.50 each

Self-serve Tea and Coffee ..... $1.50 each

Barista-style hot drinks ..... $3.50 each
(coffee / tea / hot chocolate)

STAFF

When offering alcoholic beverages, RSA certified Palace staff are required to provide drink service.

$44 per staff member, minimum 3 hours required.
20—100 guests • 1 staff member ($132)
100—200 guests • 2 staff members ($264)
200+ guests • 3+ staff members ($396)

TRAY SERVICE If you would like tray service for food and/or drinks additional staff costs will apply.

PLEASE NOTE

- Groups cannot supply their own drinks (alcoholic or non- alcoholic) at Palace Cinemas.
- Wine and beer are charged per full bottle. (Wine: approx. 5 glasses per bottle).
- No refunds for pre-ordered, pre-paid wines.
- When being charged on consumption, the organiser is responsible for the payment of the drinks at the immediate conclusion of the event. Please provide the Cinema Manager with your credit card.
- The prices listed here are reduced rates. Bar prices will differ.
- Prices and selection are subject to change.
- Our liquor license does not extend beyond our premises and therefore you are not permitted to take home any alcohol that is not consumed at the function.

CATERING

Available for Groups of 20 or more people

CINEMA SNACKS

Astor choc top.....$5.00 each
Small popcorn.....$3.50 each
Bottled water (600ml).....$3.50 each
Bottled soft drink.....$3.50 each

When offering your guests a choice of the above items we will ask you for exact quantities of each item at the time of payment. Please keep this in mind when selling your tickets.

PLATTERS

Gourmet Chicken Sandwiches [serves 10].....$70.00
roast chicken, celery, spring onion
and home-style mayonnaise.

Mixed Sandwich Selection [serves 10].....$70.00
Ham, Sundried Tomato, Cheese/Grilled
Vegetables, Crumbed Fetta,
Spinach/Egg, Lettuce/Turkey, Cranberry Sauce

Sandwiches can also be ordered individually for
$7.00 per person.

Cheese Platter [serves 10].....$75.00
An assortment of local cheeses to suit the
season, dried and fresh fruit and a range of
water crackers and Lavosh biscuits.

Fruit Platter [serves 10].....$55.00
A selection of seasonal fruit.

FUNCTION MENU

Please ask Event Coordinator for current catering options.

SELF-CATERING

The Astor offers you the option to self-cater some food subject to approval from the Group Booking Manager according to the terms below:

- The responsibility of food safety and hygiene lies solely with the group organiser.
- Due to limited refrigeration space all food must be consumed prior to the film.
- No hot food is permitted.
- The organiser is responsible for supplying all crockery & cutlery for self-catered food.
- No items that are available for purchase from the Astor Bar are to be sold or given away. This includes lollies, chocolates, popcorn, packet chips, ice creams, alcohol, and ALL drinks.

TECHNICAL DETAILS

The Astor is home to the highest quality digital projector in the world, the Barco 4K 32B, and is able to project a multitude of digital formats now used in digital capable theatres. The Astor projects a range of mediums including 35mm prints and the now rare 70mm format (over three times the size of 35mm, with glorious detail and clarity). The Astor also brings you the best current films in both 2K and 4K Digital Projection, on the highest quality projector of its kind in Australia. When you see a film in 4K (up to four times the industry standard resolution!) or 2K format at The Astor, you are seeing a presentation in its highest quality.

FILMS / SHORT FILMS

For the best results on the amazing Astor screen, content must be supplied in DCP format! We are happy to discuss options for converting film to DCP.
The Astor offers 35mm & 70mm projection capabilities.

PRESENTATIONS

The Astor Theatre can support PowerPoint and Keynote presentations. A microphone is included in the cinema hire.

CONTENT DELIVERY

All content must be delivered no later than 1 week prior to the event. It is the client's responsibility to insure all content is delivered on time. Hand delivery is preferred.

REHEARSAL

PowerPoint Presentations: Technical rehearsals are mandatory for PowerPoint Presentations.

Non-Current Films: Technical rehearsals are strongly recommended.

IMPORTANT: Rehearsals must occur strictly no later than 3 – 5 working days prior to your function. **They cannot take place on the day of the booking.** Please co-ordinate with either your Group Booking Manager or the Cinema Manager for a suitable time.

AV STAFF

An AV technician can be requested for the duration of the event / presentation. **Please note:** Technical staff work to a roster and cannot be contacted at the last minute.

EQUIPMENT

Projector equipment: 4K Barco Projector, Doremi Digital Servers, 4K 1080p Scaler, Blu Ray Player, two Victoria 8 35mm/70mm changeover projectors.

Sound equipment: We have four microphones, three wired and one wireless. The standard CP500 Dolby Digital 5.1 Sound Processor, mixing desk with 6 to 8 channels with XLR connections. DTS Deck for 35mm/70mm prints.

Lighting equipment: We have two fixed stage washes, and one spotlight – so standard three point lighting on the stage.

Stage dimensions: 230 cm deep / 690 cm wide

Power: There is four main 240V outlets near the stage, and a series around the foyers. . There are two outlets at the rear of the stalls, on either side of the auditorium. We do not have 3 phase power.

EXTERNAL EQUIPMENT

Bump-in and bump-out arrangements are to be coordinated advance with the Cinema Manager and Event Coordinator. All technical content is to be delivered to the cinema site minimum 7 days prior to the booking. Please contact the Events team for rates and technical specs.

PROMOTIONAL SUPPORT:

The Astor enjoys hosting a range of amazing events. We love being your venue of choice!
We are able to offer promotional support in the following capacities:

DETAILS	COSTS	SPECS	DEADLINE
Astor Calendar 20,000 print run One film 'block' on calendar This offer is not available for Tuesday bookings	$250	5.45cm W x 2.65cm H High res jpg	The Calendar has a 3 month program. Material deadline can be 4-5 months in advance.
Facebook 20,000+ followers. Standard post x 1	$75.00	One image and text (max 150 words)	One week before posting date
Astor e-newsletter 10,000 members Fortnightly send (Thursday)	$165.00	**Option 1 Banner Ad** 650 x 220 pixels Jpg or PDF **Option 2 Poster & text** (max 120 words) Poster: 160 x 230 pixels, jpg.	One week before send date