

Terms and Conditions of Use
CINE LUMIERE - Institut français du Royaume-Uni
17 Queensberry Place - SW7 2DT

Nature of the event.

Ciné Lumière can hold screenings, conferences, discussions, concerts and theatre shows.

Other rooms of the Institut français can be hired in addition to the cinema to accommodate a coffee break, a buffet, a cocktail or a cloakroom.

Set-up and format conditions

Technical characteristics

- **Capacity** | 229 seats plus 2 wheelchair positions
- **Stage Size** | 4m x 8m
- **Stage Lighting** | Permanent installation 24 channels
- **Auditorium Lighting** | Tungsten downlights, dimmable
- **Ventilation** | Air conditioned
- **Access** | Stairs and public lift, disabled access
- **Furniture** | Tables, chairs and lectern
- **Film Projector** | 35mm and 16mm
- **Digital Projector** | 4K
- **Aspect Ratios** | 1.33 (Academy), 1.66 and 1.85 (widescreen), 2.35 (cinemascope)
- **Screen** | Maximum size: 8.0 x 3.5 meters
- **Sound** | Dolby SRD 7.1

The cinema doesn't include the Steinway 3/4 Grand Piano. Please ask for conditions if you wish to use it.

Any additional technical equipment rented by the event organiser should be communicated in advance to the Secretary general's office and its estimated installation time must be factored into the overall time frame of the hire slot.

The event organiser must inform the IFRU's technical teams of its technical requirements at least 3 weeks prior to the event. The audio and video files must be sent at least a week in advance to allow for testing

and must be supplied in the following formats to ensure optimal compatibility: DCP, 35mm, 16mm, Blu-ray, DVD, Powerpoint, PDF, mp4, mp3.

The IFRU's technical team will test the first slides of a presentation, the first and last minutes of a film and a few minutes of an audio file. The event organiser is responsible for the swift delivery of the files and their technical quality.

The event organiser can choose to use their own computer if fitted with an HDMI or VGA output.

NB: The handling of IFRU's technical equipment is the responsibility of the Institut français' staff.

Human resources

The use of the Cine Lumiere includes the assistance of two members of the Institut français' team: a technician and an usher. They are responsible for:

- Opening and closing the cinema
- Greeting the audience
- The circulation of the roving microphone as required
- Supervision of the room
- Setting up the room and the technical support of the event.

This service is included in the hiring cost.

Guest desk

It's possible to set up a guest desk on the IFRU's box office's desk in the Foyer.

Signs

Any marketing and signs to be put up must be approved by the Secretary General's office prior to the event.

Food and drinks

To preserve the cleanliness of the room, eating and drinking is strictly prohibited (with the exception of bottled water).

Hire charges

HIRE CHARGES (INCL. VAT)

Private screenings / conferences / live events at Ciné Lumière (prices given per slot)

	Morning			Afternoon		Evening	Late evening
	8.00am to 10.00am	10.00am to 12noon	12noon to 2.00pm	2.00pm to 4.00pm	4.00pm to 6.00pm	6.00pm to 8.30pm	8.30pm to 11.00pm
Mon-Tue	£900	£900	£900	£600	£600	£1,200	£1,200
Wed-Fri	£900	£900	£900	£1,200	£1,200	£1,400	£1,400
Sat	£900	£900	£900	£1,200	£1,200	£1,800	£1,800
Sun	£900	£1,200	£1,200	£1,200	£1,200	£1,800	£1,200

Prices include the assistance of a technical engineer and usher.

Please note that each commenced slot is charged

3 slots	-10,00%
4 slots	-20,00%
5 slots	-30,00%
6 slots	-40,00%
7 slots	-50,00%

**applicable prices on 1^{er} January 2017.*

Booking instructions

Your booking request can be sent to Pauline Bonnin, Secretary General's office: pauline.bonnin@institutfrancais.org.uk.

Your request should include the date, the slot, the format of the event and its nature. Please specify the expected number of attendees, additional rooms, and the technical specifications of the event.

The request must be made at least:

- 1 month in advance to book a slot outside of the cinema Lumiere's usual public screenings slots.
- 3 months in advance to book one or several of the cinema Lumiere's usual public screenings slots.

The time frame of the event cannot be changed once the booking is made. It must include enough time to set up and clear the room, as well as rehearsal time if needed.

The room can be booked during the Institut français' opening times (10:00AM – 9:30PM, except Bank holidays). Any commenced slot is charged.

Any booking inquiry outside of the Institut français' opening time will be considered by the IFRU's Secretary General's office. Additional charges will be incurred as a result.

Financial provisions

An invoice will be raised once the agreement has been signed by both parties. Payment should be made upon receipt of the invoice. If it is not settled the day before the event, the IFRU reserves the right to cancel the rental without compensation.

A penalty of 50% of the full amount will be charged in the event of a cancellation by the event organiser:

- Less than three weeks in advance for a slot outside of the cinema Lumiere's usual public screenings slots.
- Less than 2 months in advance for an event booked on a slot usually dedicated to Cinema Lumière's public screenings.

The Institut français is a non-smoking area.

Deliveries

The deliveries' date and time must be agreed in advance with Pauline Bonnin or they won't be accepted by the Institut français' front desk. The deliveries must be arranged for the day of the event and during the opening times. The sender and recipient's names must appear on the parcels.

All items which don't belong to the Institut français must be collected by the hirer at the end of the event.

Capacity

For safety reasons the maximum capacity must be respected (229 people including all staff).

Health and safety

In case of an emergency the usher is responsible for the audience's evacuation. The event organiser must participate and therefore be familiar with:

- The number of people in the room
- Where the fire exits are located and the official meeting point inside the Lycee's courtyard.
- The location of fire extinguishers.

It is not permitted to use the elevator once the alarm has been activated. The Institut français is able to provide an evacuation chair.

At the meeting point the event organiser and usher liaise directly with the fire marshal who will compile a report and communicate it to the firefighters.

For any additional information regarding the health and safety procedures you can contact Cécile Dominique, Deputy Secretary General.

Responsibility and insurance

An inventory will be conducted before and after the event. Any damaged caused during the event will be charged to the event organiser to cover the replacement cost.

The organiser must be insured.

The Institut français cannot be held responsible for any theft, loss or damage to the hirer and participants' personal belongings.