**Please return this form to the Conferencing & events Team.**

**Showroom Workstation, 15 Paternoster Row, Sheffield, S1 2BX.**

**Email:** **conferencing@showroomworkstation.org.uk** **Telephone: 0114 279 6511**

**Private Cinema Children’s Birthday Party Screenings**

**Personal details**

**Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number(s)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I would like to book a Private Children’s Birthday Party Screening on:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Film Selection**

|  |  |
| --- | --- |
| Choice | Film Title  |
| My first choice film is |  |
| **In the event of the film being unavailable, please note a second and third choice:** |
| My second choice film is |  |
| My third choice film is |  |

**Birthday message**

**Please write your dedication up to 30 words to be displayed on screen before the film**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Booking**

**Please select which options you would like to book:**

Private Cinema Children’s Birthday Party Screenings[£300] [ ]

I’m interested in finding out about the Private Children’s Birthday Party Screenings + hospitality package [ ]

I would like to purchase additional tickets alongside my 40 reserved tickets at £7.50 each [ ]

How many additional tickets would you like to purchase? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payment details**

I enclose a cheque (made payable to Sheffield Media and Exhibition Centre) for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]

I wish to make the full payment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_by credit/debit card [ ]

Please note, if you tick the above option, please ensure you provide a contact telephone number, to enable our team to contact you directly to take the full payment over the phone. Alternatively, if you would prefer to pop into Showroom Cinema to make the full payment, please arrange a time with the team (contact details below).

**Terms and Conditions**

Showroom Cinema always makes every effort to present its advertised programme. However, in the event of a film not arriving on time for screenings, customers will be offered a full refund up to the amount of the original payment. Showroom Cinema will not be held liable for any extraneous costs incurred with regard to the screening.

In the event of a film not being available on the day Showroom Cinema will take all reasonable steps to provide an alternative entertainment. Please note that the cinema does not hold film prints in the building other than those advertised for that day’s screenings.

Private Children’s Birthday Party Screening will ordinarily take place in Cinema 1 (capacity 83).

Please note that we will endeavour to find the best screening materials for all films, although some titles may only be available in lower quality versions.

In some circumstances, due to exceptional hire or transport costs there may be additional costs.

Catering numbers must be confirmed before the event. Please speak to the events and

conferencing team for timescales.

|  |
| --- |
| **I agree to the Terms and Conditions as set out above by Showroom Workstation** |
| Signed: | Date: |

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