

UCD Student Centre/ UCD Campus Sport and Leisure Ltd (UCDCSL)

Terms of Use

UCD Cinema

Introduction:

UCD Cinema may be booked by UCD Student Organisations, Internal UCD Clients and External Clients. Use of the Cinema is strictly controlled to ensure compliance with film licencing guidelines and contracts.

Charges may vary depending on the nature of client, screening or event

Terms:

- Making a booking
 - Bookings can be made by using our Cinema Booking Request form on our website
 - Bookings for the Cinema are usually not taken more than 3 months in advance and other booking timelines may apply from time to time based on seasonality.
 - Cinema bookings must allow 2 working days for review.
 - A screening is considered a 2 hour booking unless otherwise agreed.
 - Management have the right to cancel or refuse a booking or change the location of the booking to suit the operational needs of the facility.
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 - NB: All bookings are provisional until confirmed by Management.

- Charges
 - UCD Clubs, Societies and Students' Union may book relevant cinema slots free of charge
 - Internal UCD Units and other cost centre holders will be subject to internal pricing
 - Clients External to UCD who cannot provide a UCD Cost Code will be charged at external rates
 - Screenings on DCP may incur additional charges
 - Screenings which require specific licencing will incur all licencing and transport costs incurred by UCD Cinema while facilitating the screening.

- Cancellations
 - Cinema Bookings require 5 days advance notification of cancellation or charges may be applied.
 - UCD Cinema (UCD or UCDCSL) will not be held liable for any costs associated with the cancellation of a screening at UCD Cinema.

- Screening Rules
 - MPLC Licence
 - UCD Cinema is a member of the Motion Picture Licencing Company's Umbrella Licence Scheme for DVD's, Blu Rays and Online Sceenings.
 - Members of the UCD Community are therefore allowed to screen films which meet the terms of the licence at UCD Cinema.
 - All screenings under the Umbrella licence are subject to these Guidelines:
 - The Films' UK/Ireland or Europe Distributor must be clearly established and agreement must be made with Centre Management that the distributors are named on our licence.
 - An admission fee may not be charged for these screenings.
 - Typically the client should provide a DVD/Blu Ray for their screening.
 - Screenings being screened outside of the MPLC Licence must:
 - Provide proof to UCD Cinema that rights have been obtained from the distributor (possession of the KDM is deemed sufficient here)
 - Provide a DCP to UCD Cinema at least 2 working days prior to the screening.
 - UCD Cinema cannot guarantee DCP support at the weekends and will not be held responsible for DCPs failures where adequate testing has not taken place.

- Meet IFCO Guidelines for screenings in Ireland
- Guidelines for usage
 - If an event commences later than the time stated no additional time shall be given in lieu.
 - The Auditor/Captain/Group Organiser shall be responsible for the condition of the room and the room must be returned to its original state after the booking.
 - Every effort will be made to ensure rooms are set prior to bookings taking place, however, during certain busy periods the Student Centre staff may request assistance from the committees to re-set the space.
 - Furniture may only be used within the room that it is provided in
 - Management reserve the right to draw end to an event at any time.
 - The society / club are responsible for cleaning the room after the event.
 - UCD Student Centre will provide relevant cleaning materials where necessary.
 - The society / club /Group Organiser are responsible for ensuring the event ends on time and that all attendees make their way out of the building safely and in an orderly fashion before the building closes.
 - The Cinema is generally booked on a per screening basis
 - The Organiser must attend at least 20 minutes prior to the screening to allow staff to cue the movie
 - If Children are attending a ratio of 1 adult per 8 Children must be observed.
- Signage:

All displays, exhibits and decoration must conform to all fire regulations and should be free standing without attachments to walls, ceilings and floors. Defacing or the taping of materials to surfaces within the University grounds or its buildings is prohibited and any damages will be charged to the client accordingly.
- Damages:

Liability for damages to the premises will be charged to the client accordingly. The broker of any event is held responsible for any damages to the premises by a contractor acting on its behalf. This includes the mounting of materials by the means of adhesive tape, blue tack and drawing pins to the doors, walls and windows of any facility within the University.

UCD CSL will not accept responsibility of any damage or loss of any personal property, company property or equipment left on the premises prior to, during or following any event.
- Advertisements:

Any advertising or publicity for events at the University require the prior knowledge and consent of the Management. The University logo may not be used without prior approval. University College Dublin will not accept responsibility for any advertisements / posters etc. that are displayed in areas that contravenes The Litter Pollution Act of 1997. Any fines received by the University as a result of a breach of this Act will be passed on directly to the client.

The name of the University may not be used in any print, radio, television advertisements or web site without the express permission of the University.

Any excessive litter left by the client or any agents acting on its behalf on University grounds will incur a cleaning / clearing charge from the University.
- Delivery of Materials:
- Goods or services may not be bought or sold on the premises without the prior permission of the University.
- Catering

No food or beverages may be served or consumed on the premises unless provided by the University Licensed Catering Panel.

- The official caterer for the facility is Cafe Brava, only Cafe Brava may be used for event catering.
 - Cafe Brava can be contacted by talking with Des Moran - des.moran@ucd.ie 0872501896
 - Food and drink are available onsite at the Poolside Cafe, The Clubhouse bar and the Student Union Sport shop during their normal operating hours.
 - All decisions on Catering must be approved by Student Centre Management
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- UCD CSL and UCD reserves to right to review the above terms and to revise its contents, as it deems necessary. The client will be informed in writing of any changes.
 - Parking on the UCD campus is strictly on a first come first served basis – no reserved parking is available. Parking restriction and clamping are in operation throughout the Belfield Campus. All vehicles must comply with traffic arrangements in UCD. UCD CSL has no authority over these measures and no exceptions can be made. It is advisable for clients to ensure that their guests are aware of the parking restrictions before they arrive at the event.

Details of how to get to UCD: <http://ucdestates.ie/commuting/>