

### **Introduction:**

Whether you're in celebration, corporate or education mode, Broadway Cinema & Theatre is the perfect space for your event. This iconic Art Deco cinema in the heart of Letchworth Garden City has been charming residents of the local area since 1936. Broadway is home to four state of the art cinema auditoriums for all your technological requirements, an enchanting original-style Art Deco foyer to welcome your guests, and a classy, intimate bar area.

Our four screens have the following capacity:

- Screen 1 is located on the first floor with ideal access to the bar. It holds 453 people, which includes 2 wheelchair spaces and a wheelchair lift to transport users in and out of the screen.
- Screen 2 & Screen 3 are located on the ground floor. Both screens hold 173 people including 2 wheelchair spaces. These Screens have step-free access.
- Screen 4 is located on the first floor; holding 51 people including 2 wheelchair spaces.

Every screen is equipped with laser projection and can accommodate PowerPoint presentations and microphones.

### **Offer:**

We can accommodate birthday parties, corporate events, award ceremonies, Theatre hires, company social events, school events, Q&A showings and private film screenings.

### **Pricing:**

School bookings from £4.50 per student. 1 adult goes free for every 10 students + £157 for cost of DCP not including VAT.

Screen 1	10:30-12:30	13:00-15:00	15:30-17:30	18:30-20:30	6-8 Hour hire
Mon-Thur	X	X	£1550	£1550	£3550
Fri	X	X	£1550	£2000	£3550
Sat	£2000	£2000	£2000	£2000	£4000
Sun	£2000	£2000	£2000	£1550	£4000

Screen 2+3	10:30-12:30	13:00-15:00	15:30-17:30	18:30-20:30	6-8 Hour hire
Mon-Thur	X	X	£850	£850	£1850
Fri	X	X	£850	£1000	£1850
Sat	£1000	£1000	£1000	£1000	£2000
Sun	£1000	£1000	£1000	£850	£2000

Screen 4	10:30-12:30	13:00-15:00	15:30-17:30	18:30-20:30	
Mon-Thur	X	X	£400	£400	£900
Fri	X	X	£400	£500	£900
Sat	£500	£500	£500	£500	£1000
Sun	£500	£500	£500	£400	£1000

**Theatre private hires:**

Please email [Jason.valentine@letchworth.com](mailto:Jason.valentine@letchworth.com) and [Leanne.collins@letchworth.com](mailto:Leanne.collins@letchworth.com)

**Bar Private hire:**

Bar Hire - £40 for 1 hour. Additional hour £20 per hour. Maximum 40 people standing. 25 seated.

**Pre-order Food and drink:**

Choose from a kid's combo or regular combo

Onscreen welcome message text or video from £25

## FAQ

1). Are tables and chairs included in the hire?

*Tables and chairs are available, but we have a limited capacity available. Please liaise with a member of staff.*

2). Do you provide cups and plates?

*Cups and plates are not provided by the venue, unless purchasing the venue food and drink options.*

3). What film can I pick to watch for a private hire?

*We ask that you pick 3 films in order of preference and we will work with our film programmer on getting your first choice! As part of our license we enforce the BBFC Age Ratings and every member of the party must be old enough to watch the film. In some cases, the staff may ask for photo ID before entering the screening of the film.*

4). Can I bring in balloons and cake?

*We understand that for some parties, balloons and cake will be a must! We're happy to accommodate but be aware that we cannot provide plates or cutlery. Balloons must be securely weighted down or will be removed. We do not allow candles or open flames under any circumstances. Please respect our lovely building and staff when you are enjoying and food and drink.*

5). I would like to view the space before hiring, is this possible?

*Yes, we would love you to view the space beforehand. Please note we can only accommodate certain times due the screens being in use.*

6). Can we do a tech run through of the event?

*Yes, we can endeavour to accommodate a tech run through. However, due to the opening hours of the cinema this may not always be possible.*

*We charge £50 an hour for use of our technician's time and equipment.*

7). Can I bring my own food and drink in?

*You may bring your own food and drink in or have an event catered. This will be the hirer's responsibility. Please be aware that we have no fridge or freezer space and very limited storage space.*

*Due to the terms of our licence, only alcohol purchased on site can be consumed on site.*

*Please respect our lovely building and staff when you are enjoying and food and drink.*

8). I want to screen a film I have made, is this possible?

*Absolutely! As a small independent cinema, we are a champion of independent talent. As a licenced venue, your film/s **must** have a rating from the BBFC or local council before we are able to see them.*