



## GENERAL RENTAL TERMS

The minimum rental time is 1 hour, accounting for a 30 min. set up and a 30 min. rigging down of the cinema space and equipment used. After this, the rental fee is calculated from the time that the event starts, at the current rental rate. In case of cancellation of confirmed rental time later than 24 hours prior to event start, the tenant is charged a cancellation fee of kr. 500,-.

Bookings are accepted on a first come first serve basis. Therefore we kindly ask that rental requests be submitted as early as possible in order to try and accommodate.

The rental customer is responsible for the delivery and collection of the films and other material used during the event. Unless otherwise agreed, films must be delivered no later than two days prior to viewing, and the rental customer must ensure that this is retrieved no later than 2 days afterwards.

The cinema room is part of the Kafe Kippers licensed serving area. Thus it is only allowed to bring food and drink into the cinema purchased from Kafe Kippers.

For events/screenings that require entry fees, Cinemateket i Bergen's ticket system must be used. For events that generate a profit after rental costs have been deducted, this surplus will be transferred to the rental customer's account within one week after the event ends. If the event results in a deficit, the rental customer will receive an invoice for this amount.

The rental customer will ensure that any publicization or advertising for rental screenings/events makes sure to clearly state this is a privately organized event and does not claim to be part of Cinemateket i Bergen's public program.

Use of the area outside the cinema room must be agreed in advance. In such use, the rental customer must pay attention to the daily operations of the building USF Verftet it's visitors/customers.

Posters can only be hung on the Cinemateket's designated poster area and at the entrance door of the cinema itself.

Paid parking is available for visitors only in the parking lot in the back of the building. It is the rental customer's responsibility to ensure that this is shared with guests of the rental screening/event and that it is complied with.

Technical facilities should only be operated by the staff of Cinemateket i Bergen, unless otherwise agreed upon.

The rental customer is responsible for ensuring that the screening/event is not in violation of Norwegian law.

## **INFO ON FILM SCREENINGS FOR A PAYING AUDIENCE**

Under Norwegian law, cinema screenings are subject to VAT. That is, all cinema tickets sold must be taxed by 12%. However, it is possible for organizations that are not VAT-obliged to apply for a refund of the VAT paid. This must be done after the screening and after the rental customer has received documentation containing ticket and cinema rental settlement from Cinemateket i Bergen.

If the rental customer wishes for tickets to be sold to a rental event, this must be done via Cinemateket i Bergen's ticketing system (Ticketco). This is a complete ticket system with possibilities for buying tickets both online and at the door. 12% VAT will be added onto the ticket price the rental customer determines, and in addition, approximately a 5% service charge fee will go to Ticketco. The rental customer is free to decide for themselves if the 12% VAT is to be added on top of the ticket price or to contained within the ticket price.

There is an administration fee of kr. 250, - for the handling of all rentals at the cinema.