



# Private Screenings

## Guidelines

Regal makes it easy for you to wow your attendees with a special screening of the latest blockbuster in a private auditorium, ensuring guaranteed seating with no waiting in lines for your group. Perfect for client and employee appreciation, church and club outings, or school and camp field trips.

### Screening Types

**Non-Business Hours Screenings** are held in the morning before the theatre opens for regular business. This is generally between 8-10 am, though holiday and summer business hours may vary.

- A minimum of 100 attendees
- Pricing is based on the Adult Matinée rate. School groups & day camps will be charged the Child Matinée rate.

**Regular Business Hours Screenings** are held while the theatre is normally open for business to the general public.

- A full buyout of a selected auditorium is required (i.e. a ticket is purchased for every seat of the selected auditorium).
- Pricing is based on time of day, day of week and number of seats in the auditorium.
  1. Matinée hours – Full buyout at the Adult Matinée admission rate
  2. Evening hours – Full buyout at the Adult Evening admission rate

### **Additional Services**

If you require additional services beyond a private screening, [Regal Business Events](#) can provide everything you need to create the ideal meeting and a movie event: client-provided content on the screen, Audio/Visual and lighting equipment, catering, and other meeting or event staffing and accessories.

Phone: 800-792-8244 (press 2 then press 1)

Email: [bizevents@regalcinemas.com](mailto:bizevents@regalcinemas.com)

Web: [RegalBusinessEvents.com](http://RegalBusinessEvents.com)

## Guidelines

1. Private screenings are premiere showings and discounts are not available.
2. Regal requires 7 business days from the time of event confirmation in order to book a private screening.
3. Due to film studio contracts, movies and admission prices are subject to change without notice. Titles and pricing cannot be confirmed until approval notification is received from Regal's Film Department.
4. To maintain the theatre's published daily show times, all private screening show times MUST begin as scheduled per your confirmation.
5. Attendees may arrive 30 minutes prior to the show time. Seats are first come, first served.
6. Solicitation - Part of our mission to be the best place to watch a movie requires that we host an inclusive and welcoming environment for all guests. In support of our mandate, Regal prohibits solicitation on our premises, which includes displaying support in our theatres for any political candidate, regardless of party affiliation.
7. Valid IDs will be required to attend "R" movies. You must be at least 17 years of age or have your parent accompany you to view the movie. Age requirements may be higher in certain states and localities. IDs will be checked at the theatre. Children 6 and under are not allowed to attend Rated R features. For more on Regal's R-rated film policy, visit [Regmovies.com/theatres/admittance-procedures](http://Regmovies.com/theatres/admittance-procedures).
8. All concessions must be paid for on the day of the screening at the theatre (cash or credit card).
9. No outside food or beverage of any kind will be permitted in the theatre.
10. A confirmation notice and an invoice based upon expected *Total Number of Attendees* (non-business hours screening) or the auditorium seat count (regular business hours screening) will be sent to the customer via email at least three days in advance of the screening date.
  - a. Please bring your confirmation email to the theatre on the day of your screening.
11. **Non-Business Hours Screenings**
  - a. Every attendee of the screening MUST purchase a ticket.
  - b. There are no complimentary tickets for organizers, teachers, chaperons or drivers.
  - c. If additional attendees to the *Total Number of Attendees* stated on the invoice arrive on the day of event, additional tickets will be sold at the theatre box office only if seating is available.
  - d. Customer must submit expected *Total Number of Attendees* to Regal Group Sales department no later than 72 business hours prior to the screening date.
  - e. Customer agrees to pay for the *Total Number of Attendees* stated on the invoice. No refunds, rain checks or passes for admission tickets will be issued if attendance numbers are less than the final numbers given by customer 72 business hours prior to the screening date.
12. Payment is due at the theatre on the day of the show at the latest.
  - a. Payment Methods Accepted: Credit Cards, Corporate or Organizational Checks, Money Orders, and Cashier's Checks
  - b. Payment Method NOT Accepted: Personal Checks and Purchase Orders
  - c. Coupons, Passes or Discount Offers of any type are not accepted.
13. In the event of weather conditions prohibiting your group from attending, other accommodations or arrangements will be solely at Regal's discretion.