Mitchell Shire Pop-up Cinema Project

Pop-up cinema hire expression of interest

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The pop-up cinema is available to not-for-profits, community groups, sporting clubs and schools in the Mitchell Shire to hire free of charge to host fundraising activities and community events. The equipment was funded as a Positive Ageing initiative with the aim of creating opportunities for community members of all ages to come together, enhancing social participation and health and wellbeing throughout life.

## About the pop-up cinema system

The four-metre blow-up cinema screen can be set up easily with four people and has the capacity to entertain up to 250 guests.

All movie equipment can be carried in the boot of a family car and transport it from Council offices to your event location. We recommend allowing an hour to give yourself plenty of time to set up the system and test it out before your event starts.

The four-metre blow-up cinema system comes complete with:

* four-metre inflatable outdoor movie screen with blower, tethers and stakes
* professional audio system featuring 10-inch subwoofer with two powerful satellite speakers (350 watts)
* bright HD projector (Viewsonic WXGA 3200 lumen or similar)
* audio video control system SmartBox® Platinum with built in DVD/Blu-Ray player with USB port, audio mixer and wireless microphone
* built-in set-top box – watch live TV.

## Purpose of this form

For organisations holding age-friendly events, the pop-up cinema can be made available to use in activities that promote community participation including Senior Citizens who live, work, play in, or visit Mitchell Shire Council.

This expression of interest forms the formal process for booking the Pop-up Cinema equipment. For organisations who have not undertaken the training to use the Pop-up Cinema, please contact Mitchell Shire Council via email or phone prior to completing this form using the contact details at the end of this form to discuss available options.

Please note: This form does not negate the requirement for any other relevant event approvals or permits. For assistance with event approvals process please contact:

Tourism and Promotions Officer events@mitchellshire.vic.gov.au (03) 5734 6200

## Assessment process

The pop-up cinema hire EOI will be assessed by the relevant departments of Mitchell Shire Council.

Prior to issuing approval, additional information may be requested including more detailed event plans.

Following a successful hire application, Mitchell Shire Council will be in touch to further discuss your event and assist you to ensure a successful event for you and the community.

|  |  |
| --- | --- |
| Name of event |  |
| Description of event |  |
| Please describe how your event will be inclusive of older people in the community |  |
| Name of organisation/s responsible for event (please include partner/auspice organisations) |  |
| Name of event manager and contact details (email, phone number) |  |
| Contact name and mobile phone number on the day of the event |  |
| Lead organisation status (incorporated not-for-profit, community/sporting group, charity, other – please detail) |  |
| Location of event |  |
| Date/s of event |  |
| Start/finish time/s of event |  |
| Estimated attendance |  |
| Is there an entry fee, and if so what is it? (free, donation, entry fee only for competitors or stallholders) |  |
| Is the event a one-off, annual or other? |  |
| Is there current public liability insurance to cover this event and each supplier/vendor? (Please attach a scanned copy of the certificate) |  |
| Is a public performance license required for the media being screened at this event? |  |
| Please describe how the event will be accessible (you may alternatively attach a completed copy of the accessible events checklist) |  |
| Will the pop-up cinema be set up indoors or outdoors? (min. four-metre clearance required) |  |
| Please describe the contingencies for wet weather, high wind, extreme temperatures |  |
| Will the event be fenced off / closed? |  |
| Will you have three to four people (ideally four) available to set up the pop-up cinema, and two people to pick up the equipment in at least a family-sized car? |  |
| Approval of this EOI is exclusively for the use of the Pop-up Cinema and does not constitute or replace Mitchell Shire Council approval to hold the event. Please describe status of event approval and planned activities to achieve approval where required. |  |

For help completing this form, and to submit it form to:

[Contact details]

Please keep a copy of this completed form for your reference.

**Next steps:** Mitchell Shire Council will contact you within five business days regarding your expression of interest.