

## Rental Details

Thank you for bringing your event to the VIFF Centre's Vancity Theatre. We need to know a little more information in order to have your event go as smoothly as possible. Please fill out this form **as completely as possible**. It includes information useful for all rentals. Please also refer to the [Rentals](#) drop down menu at [viff.org](http://viff.org) for floor plan, rental rates, and tech specs.

Name of your organization & event: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

You are renting: **Vancity Theatre**

Is this a Public or Private (invitation only) event?

Public (Registered in Advance)

Private

*Public Screenings (including free events) require classification from BC Consumer Protection. Ask us about submitting your film for classification at least two weeks prior to the event.*

Estimated audience size (numbers): \_\_\_\_\_

*Our official capacity is 173 including wheelchair spots. Additional fold-up chairs are available along the back row to extend capacity to 185.*

**RENTAL BEGINS\*** (Your arrival and set up time): \_\_\_\_\_

\*THIS TIME MUST CORRESPOND WITH INVOICE

**DOORS OPEN** (Guest arrival time): \_\_\_\_\_

**EVENT BEGINS** (Screening/Presentation start time): \_\_\_\_\_

**EVENT ENDS:** \_\_\_\_\_

**RENTAL ENDS\*** (Your exit time after clean up): \_\_\_\_\_

\*THIS TIME MUST CORRESPOND WITH INVOICE

\*Time reflects the hours you have access to the Centre. Additional hours = additional charges

Our rates are based on rental events occurring during regular VIFF Centre operational hours from 9am to midnight. It is possible to arrange to extend the booking before 9am or after midnight for an additional \$150 per hour (or part thereof) for non-profits; or \$200 per hour at the corporate rate.

**PLEASE INITIAL TO INDICATE YOU'VE READ  
AND ACCEPTED THESE TERMS. →**

\_\_\_\_\_  
INITIAL

\_\_\_\_\_  
DATE

## **NOTE**

From March through July, the VIFF Centre will be undertaking an exciting makeover as we reimagine our atrium space and the second floor Production Room.

While this work will not impact the Vancity Theatre interior, we are not taking any rental bookings during construction hours (Mon-Fri, 9am-5pm) due to potential noise disruption.

While the Vancity Theatre will be open for business as usual on evenings and weekends, the atrium space will remain off-limits except for the small foyer area immediately beside the main box office. We will be offering a reduced concessions menu during this period.

Given these considerations, rental rates have been discounted throughout the renovation period. However, we are fully confident that you will continue to enjoy the comfort and excellence you expect of our theatrical experience.

## **STAFFING**

Your rental fee includes a theatre manager who will be present from arrival to exit. Located on the front reception desk, the theatre manager is on hand to facilitate your rental event, coordinate with our tech and concessions personnel, answer your questions on the day, and monitor the smooth running of your event.

## **TECH**

All rental events in the Vancity Theatre require a technician to operate projection and sound, and facilitate laptop presentations. The tech is responsible for lighting & sound. For most events, tech is charged at a base rate of \$37.50 per hour with a four-hour minimum charge. Events with more complicated logistics (eg multiple formats, sound mixing) may require a second tech. They may also entail renting in additional AV equipment and hiring specialist help at a higher rate. Any AV equipment within our permanent inventory (including handheld or lapel mics) is included in your rental charge at no additional cost. Go to our rentals page for full tech specs sheet.

## **CONCESSIONS**

Our concessions sells popcorn and movie snacks, soft drinks, coffee, tea, beer (\$6) and wine (\$8). All evening rentals will feature our concessions except by prior arrangement, in which case a buy-out fee will be charged. You are welcome to bring in outside catering for food. All alcoholic beverages must be purchased through our licensed bar. We can arrange to give your guests drink tickets on request.. Alcohol is permitted inside the theatre for screenings restricted to 19+.

We want concessions open for popcorn and drinks: Yes      No

**TECH**

Print Contact (if different from above): \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Note: Most commercial films are screened in DCP (Digital Cinema Package) format. Commercial films screened to an audience (even for a free private screening) require clearance from the copyright license holder, who will typically demand a fee for this privilege. We can help connect you with the licensor by request.

At VIFF Centre's Vancity Theatre we screen films on DCP and 35mm film. Material supplied on video (Bluray), MOV, MP4, MKV, or other digital file formats will be converted to DCP for projection for an additional fee (usually \$37.50 per feature film). Please note that, as this is not a DCP creation service, we do not deliver the DCP after the event. Please connect with our tech department for more details.

**We require delivery of all projection materials at least 3 business days prior to your event.**

Material that arrives late may incur additional fees. This deadline is to ensure quality standards are maintained for your presentation. We will check all incoming materials for sound and picture, however we recommend that you book in a more thorough tech test for all new material.

Spot tests to set audio levels are charged at \$37.50 per hour (or part thereof) at our tech team's convenience.

Full Quality Control tests are also available at \$180 per hour (Mon-Fri daytimes only)

Material will arrive on: \_\_\_\_\_

If the prints will not be taken away at the end of the rental, please specify print pick-up details:

Please list the projection details of all media below in the order they will be screened:

Title	Format supplied to VIFF	Length (min)

Background music for theatre: Yes      No

How would you like to provide your music: \_\_\_\_\_

**LAPTOP PRESENTATIONS**

We have a Macbook Air and remote for PowerPoint and Keynote presentations (no additional fee).

Please indicate if required: Yes          No

If you are using your own laptop(s), how many will be used during this presentation? \_\_\_\_\_

Please provide laptop type (PC or Mac) and model and details of video port connection for each laptop:

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**Laptops should be fully battery charged. Bring a power cord & connector cables for each laptop**

Situation of laptop during presentation, check applicable option(s):

- At the podium in front of the screen
- Tech table at the back of the auditorium
- In the Projection Booth

Will you or a member of your team operate the laptop? \_\_\_\_\_

Do you require audio from the laptop? \_\_\_\_\_

**MICROPHONES**

Will you require microphones? Please indicate required numbers:

Types	Vancity Theatre
<b>Podium Mic (1)</b>	
<b>Handheld Mics</b>	
<b>Lapel Mic (4 max)</b>	
<b>Sound Mixing Board</b> Additional technician required. Confirm with Operations Manager or Tech	

**ADDITIONAL SERVICES (Charges apply)**

Services	Required	Format	Length	Fee
Street projection (night time only)				\$35

**FURNITURE SET UP REQUIREMENTS**

Furniture	# Required	Location (Indicate: Theatre, Foyer)
Table		
Coat Rack		
Risers (4 in total)		

**BOX OFFICE DETAILS**

Your rental includes a theatre manager and concessions volunteers.  
Please indicate if you require any of the following additional services?

Services	# Required	Cost
Door Person		\$15/hour
Cashier		\$20/hour - 3 hour minimum
Roll Tickets		No charge
Trained Bartender/Server		\$20 per hour 3 hour minimum
Additional Cleaning, Setup or Furniture Return		\$75 minimum

**TICKETING SERVICES**

Selling tickets? Ask for a quotation for our ticketing services. Note that events VIFF tickets require the services of a VIFF cashier. You are recommended to check out alternatives such as Eventbrite.

**VIDEO RECORDING**

We are unable to offer this service at this time but you may bring in your own videographer.  
Please connect them with our tech team in advance

**INSURANCE**

Event insurance is not usually required except as pertains to catering

**PARKING**

We have no on-site parking but there are loading bays front and back and Seymour St is metered  
[https://en.parkopedia.ca/parking/downtown\\_vancouver](https://en.parkopedia.ca/parking/downtown_vancouver)

## **PAYMENT**

*Your rental is only considered booked when we have received advance payment in full*

Payments by cheque to **Vancouver International Film Festival Society** or  
phone in with credit card information **604.685.0260**

## **CONTACT**

Booking queries & changes: Tom Charity (Programmer, Rentals Manager) - [rentals@viff.org](mailto:rentals@viff.org)

Logistical queries: J Bradford (Operations Manager) - [j.bradford@viff.org](mailto:j.bradford@viff.org)

Tech queries: Clément (Rental Tech Manager) - [clement.llobet@viff.org](mailto:clement.llobet@viff.org)

BC Consumer Protection

[www.consumerprotectionbc.ca/motion-picture-ratings/get-content-rated](http://www.consumerprotectionbc.ca/motion-picture-ratings/get-content-rated)

***RATES SUBJECT TO CHANGE***