



## WELCOME

Thank you for your interest in renting the VIFF Centre! We want to help make your event a success. Please read through the information included and email our team with any questions.

Please fill out the attached Rental Details Form in order to complete your rental booking.

### Contacts

- Bookings and contract: [rentals@viff.org](mailto:rentals@viff.org)
- Event planning and logistics: [j.bradford@viff.org](mailto:j.bradford@viff.org)
- Tech queries: [shana.schiopu@viff.org](mailto:shana.schiopu@viff.org)
- Invoicing and payment: [accounting@viff.org](mailto:accounting@viff.org)

## SPACES AND CAPACITIES



### Vancity Theatre

169 Seats

2 dedicated wheelchair spaces

With state-of-the-art 4K projection and 7.1 Dolby surround sound, a huge 33-ft screen and plush, comfy seats with ample legroom and double armrests, the 169-seat Vancity Theatre is the perfect way to enjoy exceptional cinema the way it is meant to be seen.



## **Studio Theatre**

41 seats plus wheelchair access

This 41-seat theatre space offers film lovers an intimate setting to view an extended range of programming including arthouse cinema, local films and additional screenings of movies you may have missed. The 17-ft screen, 2K projection and surround Dolby sound ensure a high-quality viewing experience in this contemporary cinema space.





### **Education Suite**

This newly renovated office space has a capacity of up to 30. It's available to rent for meetings, workshops, interviews and as a breakout space or green room as part of a larger rental. Desks and chairs are available, and there is a large mounted flatscreen TV. Please note this space is not licensed for the consumption of alcohol. Rates by request.



## **Concession**

Concession is available during rentals with a selection of popcorn, candy, and soda on offer. The VIFF Centre is licensed so your 19+ guests can enjoy wine, beer, or mixed drinks. Please note that all guests must be 19+ in order for alcohol to be consumed in the theatre.



## Atrium

Our atrium lobby is a flex space, with capacity for up to 80 during normal operations, or 150 if the Studio Theatre is folded away to allow for larger receptions and parties. The atrium is not usually available to book independently of the Vancity Theatre screen. Please note, unless you are renting both the Vancity Theatre & Studio Theatre, the atrium lobby space may be considered a shared space, and we reserve the right to program alongside your event.

The Video Wall display is available if booking both screens and can be requested through the technical team.

## VENUE DETAILS

### Deliveries and Loading Access

Delivery and pick-up times **must be prearranged with VIFF staff**. Once arrangements have been made, deliveries can be made to either:

1. There is street parking on Seymour Street outside the front of our building. There is a loading zone starting at 6pm outside our front doors.
2. There is a loading zone through the back alley, behind our building. An elevator is on hand to bring deliveries to the theatre level.

### Storage

Please be aware that the VIFF Centre has very limited storage facilities. Arrangements for storage of equipment or supplies before, during, or after your event must be made in advance, and additional charges may apply.

Additional storage charges may be applied if items are left behind.

### Décor and Wall Mounting

You are welcome to use painters' tape on painted walls and surfaces. All other adhesives and fasteners are prohibited. Nothing can be adhered to the acoustic paneling or to the floors. You are responsible for taking down any signage at the end of your event.

### Parking and Transit

Paid street parking is available in the surrounding area. Underground parking is available at Easy Park Lot 18 at 1057 Seymour Street.

Nearest rail transit: Yaletown Roundhouse

### Accessibility

VIFF Centre is a fully accessible facility.

## **IT**

A specific event SSID (wi-fi connection) is available and can be requested from the on-duty venue manager. Other IT requirements can be requested in advance and may be subject to additional charges.

## **Fire and Safety**

Emergency exits must remain easily accessible (minimum 4' pathways) and under no circumstances can they be blocked by tables, chairs, walls, stages, people etc.

The renter is required to conform to all Workers' Compensation Board safety regulations.

All seating aisles must remain clear of all obstructions whenever an audience is present. This includes people, cables, tripods, equipment etc.

No fire element (candles/torches/butane burners/pyrotechnics/smoke machines) is permitted, unless discussed and approved beforehand.

A proper fire safety and evacuation plan orientation must take place with a venue manager before your event begins.

## **Health Requirements**

VIFF's guidelines are in accordance with the provisions of the BC Public Health requirements.

VIFF reserves the right to add additional health requirements and will require renters to enforce any requirements.

Up-to-date health and safety protocols: <https://viff.org/health-safety/>

## **Insurance**

Renters are required to carry adequate public liability and property damage insurance. Details are listed within the rental contract.





## STAFFING

### Included in your rental fees:

- Concession operations and staffing are included in your rental fees. This includes movie theatre snacks and bar offerings for purchase. Snack pack and pre-paid options are available on request.
- If you require the concession closed, additional charges for a concession buy-out may apply.
- Customer Service staff answer questions about rentals through our box office helpline (604-683-3456). Please provide details of your rental event so we can appropriately respond to inquiries.

**Additional staffing charges:**

Required staffing includes a Venue Manager and Technician charged at \$28 per hour and \$40 per hour. For larger events, additional support may be necessary.

Staffing charge minimum of 4 hours.

- ***Venue Manager***

A venue manager will be present for the duration of your rental and are on hand to facilitate your event, coordinate with our tech and concession staff members, answer your questions and monitor the smooth running of your event.

- ***Technician***

The technician is there to operate movie projection, sound and lighting, and facilitate laptop presentations.

**Renters' Responsibility**

Although we are certainly there to assist, you are responsible for the running of your event. Please keep in mind guest lists attendees, ticket-takers, and ushers are all standard front of house operations and should be accounted for amongst your own staff and volunteers. Please ensure that you have a staff person available for any questions and latecomers once the event has begun.



## TECHNICAL SPECIFICATIONS

### Vancity Theatre Technical Specifications

<https://vancouver-iff-assets.s3.amazonaws.com/uploads/2022/04/VancityTheatre-Tech.pdf>

### Studio Theatre Technical Specifications

<https://vancouver-iff-assets.s3.amazonaws.com/uploads/2022/04/StudioTheatre-Tech.pdf>

Our theatres can play these formats:

- DCP (Digital Cinema Package)
- 35mm
- Blu-ray
- MOV
- MP4
- MKV

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We require delivery of all content at least 1 week (5 business days) prior to your event. Material that arrives late will incur an overtime charge of the technician rate at double time (\$80 per hour).

While all content is tested on screen, to ensure that all picture and sound appears as you have intended, we recommend that you book a tech test with a VIFF Centre technician in advance of your event. Tech tests are charged at \$40 per hour.

We can accommodate presentations through a laptop and can provide self-led controls at the front of the theatre, or assist from the projection booth.

Please provide a brief overview of your tech needs in the Rental Details Form. Once your rental has been booked, we will schedule a more thorough meeting with a VIFF technician.

### **Film Distribution Fees and Classification**

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.

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

## **INVOICING & PAYMENTS**

You will receive an invoice with your booking contract. Staffing hours will be estimated as a guideline only. Actual hours and any incidental fees will be charged or refunded in reconciliation after the event. **Bookings are considered confirmed on payment.**

Payments can be made by:

- #1. Cheque to Vancouver International Film Festival Society*
- #2. Credit card by phoning 604.688.0260 ext. 822*
- #3. Etransfer to [accounts@viff.org](mailto:accounts@viff.org)*



## **Cancellation Policy**

Events cancelled at least 10 weeks prior to the event will be refunded in full, minus \$150 administration fee.

*10-8 weeks prior will be refunded 75%, minus administration fee.*

*7 weeks prior will be refunded 50%.*

*6 weeks prior will be refunded 25%.*

Cancellation less than 5 weeks prior will be ineligible for refunds.

Please note: VIFF reserves the right to cancel or move a rental date in the event of an “act of God” or public emergency.

## **MARKETING & PUBLICITY**

All promotional materials which use the VIFF logo or names "VIFF" and/or "Vancouver International Film Festival" and/or "VIFF Centre" must be approved before publication. These titles must appear as printed here. Please note, the VIFF Centre is home to both the Vancity Theatre and the Studio Theatre, but the primary venue listed should be VIFF Centre.

Unauthorized copying or commercial publication or exploitation of VIFF's name, logo, text, images, audio and video clips and other content, including publication, retransmission, broadcast, circulation, selling, reproduction or redistribution, except as authorized by VIFF, is specifically prohibited.

VIFF will actively help promote co-presentations through our channels, subject to the discretion of VIFF's marketing department.

Please share marketing materials with [marketing@viff.org](mailto:marketing@viff.org).