

## RENTAL DETAILS FORM

Thank you for bringing your event to the VIFF Centre. 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 our website for rental rates, and tech specs: <http://goviff.org/venue-rentals>

**Name of your organization:**

**Name of your event:**

**EVENT SUMMARY** *(overview of your event):*

**Preferred Event date(s):**

**Name for event planning and invoicing** *(please list both if different):*

**Email for event planning and invoicing** *(please list both if different):*

**Phone contacts for event planning and invoicing** *(please list both if different):*

**You would like to rent** (tick all that apply):

- VIFF Cinema (capacity 170 plus 3 wheelchair spots\*)
- Lochmaddy Studio Theatre (capacity 41 plus wheelchair access)
- Education Suite (office/green room/breakout space; capacity 30)
- Video Wall display (only available if booking both screens)

**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.**

**What content will you want to be presenting at your event?** (Check all that apply)

- Feature Films
- Short Films
- Trailers or Sponsor Advertisements
- Pre-show Material (looping slides, static slide)
- Music Playlists
- Media Wall (available to rent if using both theatres)
- Q&As or Panels
- Livestreaming or Recording of Event
- Live Music
- Tech Test/Run-Through
- Other (please list below)

**RENTAL BEGINS\*** (Your arrival and set up time - \*this must correspond with invoice time):

**RENTAL ENDS\*** (Your exit time after clean-up - \*corresponds with invoice):

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

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

**ESTIMATED AUDIENCE SIZE** (*numbers*):

**Is this a Public or Private (*invitation only*) event?** Note that by law all public film screenings must be classified through BC Consumer Protection.

Public Event

Private Event

**Is your event ticketed?**

Yes  No

**Website for event:**

**Will there be youth under 19 in attendance?** (*Alcoholic beverages may not be permitted in the cinema if minors are present.*)

Yes  No

## RECEPTION DETAILS

**Will there be a reception?**

Yes  No

**We are using an outside caterer for food:**

Yes  No

If so,

**Name** (*of Catering Company*):

**Email** (*of Catering Company*):

**Phone number** (*of Catering Company*):

**We are bringing our own food:** *(Yes/No)*

Yes  No

If so, details:

**We want concessions open for popcorn and drinks:** *(Please note, there may be a buy-out charge for closing concession. Closing concession is only available if you are renting both theatres.)*

Yes  No