

## 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 & event** *(please specify both):*

**Preferred Event date(s):**

**Name, email and phone contacts for event planning and invoicing** *(please list both if different):*

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

*Vancity Theatre (capacity 169 plus 2 wheelchair spots\*)*

*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.**

**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

Private

**Is your event ticketed?** (Yes/No)

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)*

Yes

No

**We are using an outside caterer for food:** *(Yes/No)*

**Catering Company** *(name and contact info):*

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

If so, details:

**We want concessions open for popcorn and drinks:** *(Yes/No) (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