

the vic theatre

embrace the unexpected

THE VIC THEATRE
RENTAL AND PRICING

WWW.VICTORIAFILMFESTIVAL.COM

FOLLOW US



GENERAL RATE

Timeframe: 2:00 pm to 10:00 pm

- 4 Hours | **$800**
- 8 Hours | **$1,400**

New slot available: 9:00 am to 1:00 pm

- 4 Hours | **$650**

50% rental fee deposit is required upon signing the rental agreement, which is non-refundable. Rental is not confirmed until both the agreement and deposit are received.

NON-PROFIT RATE:

Timeframe: 2:00 pm to 10:00 pm

- 4 Hours | **$600**
- 8 Hours | **$1,050**

New slot available: 9:00 am to 1:00 pm

- 4 Hours | **$500**

Client must provide proof of Non-Profit Society status with rental agreement submission. 50% rental fee deposit is required upon signing the rental agreement, which is non-refundable. Rental is not confirmed until both the agreement and deposit are received.

WHAT'S INCLUDED IN YOUR BASE FEE?

- Projector
- 3 Microphones
- Podium
- 1 x 6 Ft Long Table
- Up to 5 Directors' Chairs
- Basic Microphone / Speaker Setup
- VFF Staff Member to run concession and help with initial set-up

Any additional tech, needs, or support beyond this are the responsibility of the renter, within the capabilities of the theater. Additional services are available at an extra cost.

THE VIC THEATRE
808 DOUGLAS ST, | V8W 2B7, VICTORIA BC
INFO@THEVIC.CA

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SET-UP AND CLEAN-UP TIME ARE TO BE INCLUDED WITHIN YOUR BOOKED TIMEFRAME.

- A projector and basic microphone / speaker setup is included with the base charge. (Access to three microphones) **Any tech that extends beyond this is the responsibility of the renter, within the confines of the theatre's capabilities.**
- A VFF staff member will provide initial set-up for the event. (access to a podium, two 6 ft' long tables, and up to five directors' chairs for the stage). **Any other need that extends beyond this is the responsibility of the renter, within the confines of the theatre's capabilities.**
- The same VFF staff member will run concession during the event.
- **If additional support is needed beyond basic set-up and projection, personnel can be arranged for an additional charge.**
- If an event continues beyond the original rental period, it will be subject to an additional charge of $150/hr. This is on a per-day basis and covers the cost of the personnel fees only.

GENERAL CONDITIONS

Memberships and Ratings.

In British Columbia, all motion pictures must be classified according to BC Consumer Protection regulations before being screened in any theatre in the province. This includes a variety of formats such as movies, documentaries, short films, featurettes, encore broadcasts, and advertising trailers.

If you intend to rent a theater for screening purposes in BC, it's essential to adhere to these classification requirements. Your motion picture will be assigned a rating such as PG, G, 14A, etc.

If your motion picture is not rated, there are three options to consider:

- Check for Exemptions
- Pay a Membership Fee
- Rate a Non-Rated Film refunded after the event.

Check for Exemptions.

Certain screenings may be exempt from classification, such as those organized by Film Societies or held as Private Events.

Film Societies.

Film Societies may be eligible for exemption from classification provided they meet certain criteria. The Vic Theatre operates as one such Film Society, affiliated with the Victoria Film Festival.

To showcase a film that is not classified/rated, membership in the Film Society is mandatory for attendees. Attendees must either pay for a membership to our Film Society, or you can cover that cost for them. The cost of each membership is $2. Screenings are restricted to members who are at least 18 years old.

Private Events.

Private events fall outside the jurisdiction of the Motion Picture Act. Hosting a private event allows you to screen content without classification. To determine if your screening qualifies as private, it must adhere to all of the following criteria:

- Admittance is restricted to a predetermined list of invited attendees.
- No one other than invitees are allowed to attend.
- There are no ticket sales to the public (ticket sales to invitees only may be permitted).
- There is no advertisement to the public (advertisement to invitees only may be permitted).
- There are no public notices or other published information online, in print, or on a phone line by either the organization hosting the screening or the theater (notices to invitees only may be permitted).

If your event is not a Private Event and your film cannot be rated on time, attendees must either pay for a membership to our Film Society, or you can cover that cost for them. The cost of each membership is $2.

Pay a Membership Fee.

If your motion picture is not rated, you will be required to pay a $2 membership fee for each attendee or ask each attendee to pay at the theater. This fee can be used at the Vic Theatre to watch other unrated films. Attendees paying the membership fee will receive a membership card with validity and details mentioned.

Rate a Non-Rated Film.

When screening to non-members (i.e., a public exhibition) or planning to screen a non-rated film, the motion picture must first undergo classification. It is the responsibility of the renter to rate a non-rated film. Generally, BC Consumer Protection takes 4 weeks to rate a film.

Get your content rated here:
https://www.consumerprotectionbc.ca/motion-picture-ratings/get-content-rated/
vt

Cancellation Policy.

The agreement is initiated upon payment of a 50% rental fee deposit, which is non-refundable.

In the event of cancellation due to unforeseen circumstances, cancellations made 10 or more days before the event date will be retained as credit and can be applied to book for another day.

Cancellations made within 10 days of the event date will result in the deposit being non-refundable and not eligible for credit.

Insurance and Indemnity.

The Client will maintain public liability insurance at its own expense, covering the Client's use of the facility with a liability limit of not less than $2 million for each accident or occurrence. Additionally, the Victoria Independent Film & Video Festival / The Vic Theatre must be listed as additional insured on the policy. The Client must submit a copy of the completed certificate of insurance along with the agreement before using the Facility.

Damage Deposit.

10 days before the event, the renter should pay a $200 Damage Deposit which will be refunded after the event.

Concessions.

Concession services (popcorn, soft drinks, candy) are provided. Beer and wine will also be for sale if there are no attendees under the age of 19. Concession is charged at house prices.

Clean-up/Janitorial Services.

The Client agrees to leave the Space as clean as upon arrival. Cleaning time must be included in the rental timeframe. If additional janitorial services are deemed necessary at the Manager's discretion after the Client's event, a $100 per-hour cleaning charge will be made against the damage deposit up to and over the deposit amount.

ADDITIONAL SERVICES

MARQUEE
The exterior marquee can be changed to read a message of the Client's choosing at a cost of $40 per message for a maximum of 2 days (if other events permitting). Characters should be no more than 15.

DELIVERY AND TECH TESTINGS
If screening a film, the copy MUST be received by the theatre at least 10 days before the event. The theatre will test the copy and provide sound check prior to the event. Any in theatre tech testing beyond this will require an additional cost of $100. FAILURE TO PROVIDE THE SCREENING COPY BY THE DEADLINE RESULTS IN A FORFEIT OF YOUR DEPOSIT. All pre-show stills and/or video must be provided to the theatre at least 72 hours before the event. If no materials are provided, The Vic logo will be on screen for the pre-show.

CLIENT REPRESENTATION
The client or a representative of the client, must be present during the event. If the client is not present and requires VFF staff to check tickets and/or other duty, the client will require to pay an additional cost of $100.

FORMAT CONVERSION
All films must be provided in DCP format. If they require conversion from another format to DCP, this will have a cost of $50 per hour or more, depending on the size of the file.

LICENSING
All films shown at The Vic must be properly licensed for the correct screening type. You must provide confirmation of licensing to the theatre at least 2 weeks prior to your event. We are able to arrange licensing of films for a $50 fee in addition to any fees agreed with the distributor.

ADDITIONAL CHARGES

Event Duration Extension:
Additional charge of **$150** per hour if the event continues beyond the original rental period.

Additional Personnel or Tech Support:
$100 charge if additional personnel or technical support is required.

Janitorial Services:
$100 charge if additional janitorial services are deemed necessary at the Theatre Manager's discretion after the event.

Marquee Message Change:
$40 per message for changing the exterior marquee to display a message of the client's choosing.

Format Conversion:
$50 per hour or more for converting films to DCP format if required.

Delivery and Tech Testing:
$100 charge for in-theatre tech testing beyond the initial provided testing, if required.

Client Representation:
$100 charge if the client requires VFF staff to perform duties in their absence.

Licensing
$50 fee for arranging licensing, if required, plus any fees determined

Remember, failure to meet certain requirements, such as providing the screening copy by the deadline, could result in forfeiture of the rental deposit.

QUICK READ:

Rental Rates:
Check the rental rates based on hours and whether you qualify for the general or non-profit rate.

Deposit:
Prepare to pay a 50% rental fee deposit upon signing the rental agreement, which is non-refundable.

Proof of Non-Profit Status:
If applying for the non-profit rate, ensure you have proof of non-profit society status ready for submission.

Included in Base Fee:
Review what's included in the base fee, such as basic microphone/speaker setup, projector, etc.

Film Classification:
If screening a motion picture, ensure it is classified according to BC Consumer Protection regulations.

Cancellation Policy:
Understand the cancellation policy, including the non-refundable deposit and credit options.

Insurance:
Obtain public liability insurance with a minimum $2 million liability limit and list the theater as additional insured.

Damage Deposit:
Prepare to pay a $200 damage deposit 10 days before the event, which will be refunded afterward.

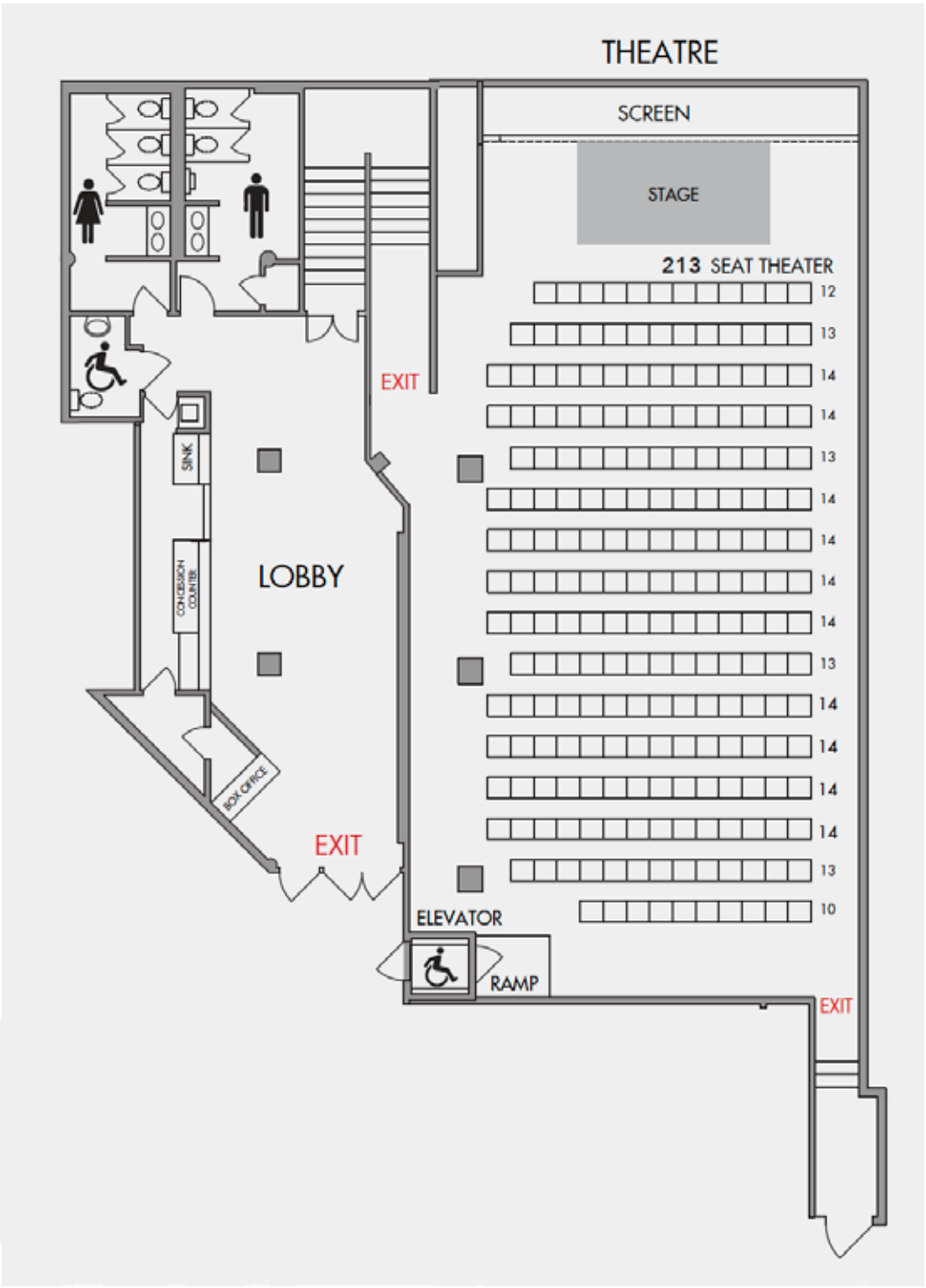
Concessions:
Know that concession services are provided, including popcorn, soft drinks, and candy, with beer and wine available if applicable.

Clean-Up:
Agree to leave the space as clean as upon arrival or be prepared for additional janitorial charges if necessary.

Additional Services and Charges:
Be aware of potential additional charges for event duration extension, tech support, marquee message change, format conversion, etc.

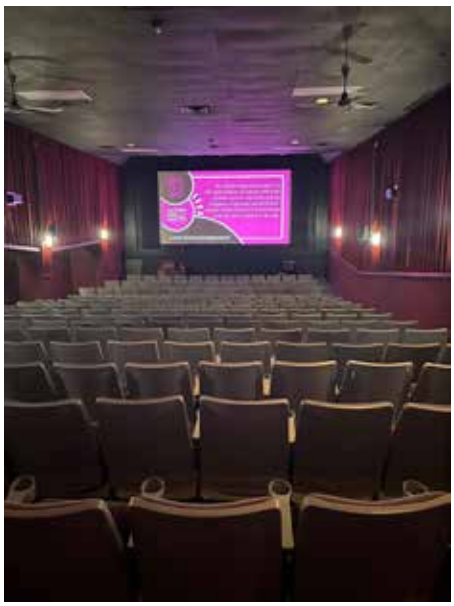
Compliance:
Ensure compliance with all regulations regarding memberships, ratings, and private event criteria.

VENUE FLOOR PLAN









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