VIC THEATRE RENTAL FORM

Organization: _____

Event/Performer: _____

Nonprofit: ☐ YES ☐ NO

Address: _____

Contact Name: _____

Phone Number: _____

Email: _____

SECTION 1

Please write a brief description of your event:

Has your event or organization ever had a booking cancelled by a BC venue?

☐ YES ☐ NO

If yes, please explain why:

Potential Rental Date: _____

Film/Event Potential Start Time: _____

Film/Event Potential EndTime: _____

Are you planning to screen a motion picture?

☐ YES ☐ NO **if YES, go to section 2, if NO, go to section 3**

SECTION 2 (FILM SCREENINGS ONLY)

Film Title _____

Has the film been rated by Consumer Protection BC? (In BC, all motion pictures must be classified (rated) before being shown in theatres. Film Societies like The Vic Theatre are allowed to screen non-rated films, as long as they are screened to members of the Film Society and are 18+ years old. Memberships are $2 per person)

☐ YES ☐ NO

If **YES**, what is the Film Rating _____

If the film is unrated, who will be responsible for the membership fees ($2 per attendee if they do not already have Victoria Film Festival memberships)?

☐ **Attendees will cover their memberships (charged at the door to each attendee)**

☐ **Memberships will be covered by THE ORGANIZATION (total number of attendee membership invoiced after the screening)**

Do you have the film available in DCP format? (We require films to be provided in this format for screening.) ☐ YES ☐ NO

Have you already licenced the film for public screening? ☐ YES ☐ NO ☐ N/A

If no, would you like us to convert it for an extra fee of $50? ☐ YES ☐ NO

If no, would you like us to coordinate licencing the film for you for an extra fee of $50? ☐ YES ☐ NO

Do you agree to pay any licencing fee charged by the distributor at least 10 days prior to the date of your rental? ☐ YES ☐ NO

Are you expecting minors at the film screening? ☐ YES ☐ NO

Will there be an introduction at the beginning of the film? ☐ YES ☐ NO

Will there be a Q&A after the film screens? ☐ YES ☐ NO

Please go to section 4

SECTION 3 (EVENTS ONLY)

Are you putting on a live event? ☐ YES ☐ NO
(if no, email The Vic with more info about your event info@thevic.ca)

Who are the performers/speakers at your event?

Does your event have a video component that will require use of our screen and projector, other than a still image? ☐ YES ☐ NO

If yes, will the video play from someone within your organization's laptop (like in a presentation or talk, for example) or from our projector?

☐ LAPTOP ☐ PROJECTOR

SECTION 4 (ALL RENTALS)

What is the expected audience size for your event? _____

Will you be selling tickets at the door? ☐ YES ☐ NO

Will there be a representative of your organization at The Vic checking tickets at the door? ☐ YES ☐ NO

If no, do you agree to a a fee of $100 for our staff manage admissions? ☐ YES ☐ NO

If you have an alternative plan in place, how will you be handling admissions to the theatre? _____

If no, how will you be handling admissions to the theatre? ☐ YES ☐ NO

We are a licensed theatre; would you like us to offer alcohol? (Applicable only for 19+, no minors allowed inside the premises) ☐ YES ☐ NO

If yes, I confirm that our organization will be responsible for ensuring that tickets are sold only to attendees age 19+? ☐ YES ☐ NO

If yes, I acknowledge that ticket holders under the age of 19 will be denied admittance to the theatre. ☐ YES ☐ NO

Would you like our concession to be open? (The concession will be staffed by The Vic staff and volunteers) ☐ YES ☐ NO

Would you like your event listed on our marquee on the day of your event for an additional fee of $40 ☐ YES ☐ NO

If yes, add text (15 characters max): _____

Do you require microphones? (We can provide up to 3) ☐ YES ☐ NO

Do you want director's chairs on stage? (We can provide up to 5) ☐ YES ☐ NO

Do you require use of our podium? ☐ YES ☐ NO

Do you require a table for the lobby? ☐ YES ☐ NO

Do you have something you would like on the screen as the audience arrives? (Either a loopable mp4 or still image) ☐ YES ☐ NO

Do you agree to provide this video/ still material to The Vic at least 72 hours before your event? ☐ YES ☐ NO

If, after discussion with you, we feel that your event requires additional security, do you agree to book security for your event? ☐ YES ☐ NO

All rentals are expected to leave the theatre and lobby as they found it. Do you agree to leave the theatre clean after your event? (we will provide brooms, garbage bags, etc) ☐ YES ☐ NO

Is there any other information about your event you would like us to know?

info@thevic.ca
250-389-0444

CONTACT US

The Vic Theatre
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250-389-0444