

Renting Vernon Towne Cinema

We will be delighted to run your screening event, with you, the renter, as host. We need to know the type of organization hosting the event, and we need to deal with just one person for planning and running the show.

For an evening event the available evenings are currently Sundays, Wednesdays and Thursdays. We can also run daytime events on weekdays, but not during school holidays or teachers' Pro-D days. The Theatre is not available for rent during the day on Weekends. We will "pencil-in" a date for you, and once we've agreed on the date and worked out the details we will issue a contract. In order to secure the booking, the contract has to be signed, and a 50% non-refundable deposit of the rental rate is payable. The final invoice (less the deposit) will be issued and payable on the night of your event.

The Cost to rent the Towne Cinema for a Sunday, Wednesday or Thursday Rental is \$1000_{plus GST}. This amount is a Base Rent and the final amount may depend on any other add-ons or services you may require from us (ie: Extra time, Food items, Technician assistance, etc...).

The Base Rent amount to rent the Towne Cinema during the Day on a weekday for a private screening is \$500_{plus GST}. This type of rental includes the concession being open for purchases. Your Private screening must end in time for our cleaning crew to clean and prepare the theatre for our evening shows.

A normal evening booking gives you the theatre and box office for five hours from the time you move in to when you move out. During that time we would run our concession as usual unless you decide to buy items in bulk. We work with you in advance to plan your schedule, and will be present for your show on the night

to run the Projection and Concession aspects. For this we shall need one of your people to be available for checking your sound level, when to open the auditorium doors, and when to start the show. There are 400 seats.

We provide all staff and equipment necessary, including microphone and spotlight if necessary. Should you require any Digital File Conversions (to convert something to a format that can be read by our Projector) there is an added \$50 fee for that. We suggest you load-in up to 90 minutes before the show starts, and all foyer materials have to be removed by the end of your five-hour booking. There is space in the lobby for two display tables (which you would need to supply) and if you need power please bring an extension cord (minimum 10 feet).

You choose and provide the film(s), for delivery to the theatre at least four full days prior to the event for checking on our equipment. DCP (Digital Cinema Package) format is preferred. In the event you choose a regular DVD or Blu-ray, we will need to have the content re-formatted at your expense (\$50 Technician fee), subject to the technical limitations of the format you provide. The content would need to be delivered to the Cinema 2 weeks prior to your event in this case to allow for conversion and testing.

On the night, you will run the box office. If applicable, you supply your own tickets, cash float and sales person (unless otherwise agreed), and you might want to bring someone to check or tear tickets. You are responsible for all tickets and cash, and we provide a cash till drawer for your use. We can store your cash (uncounted) in our office during the show, and can pre-sell tickets for you at no additional charge.

Some clients like to give away concession items. We give a special rate for these, and will provide items in return for vouchers

given by you to your guests. The final invoice will include the charge for the items actually provided. We have pricing information available for these items if you are interested. If you decide to give your own food or drink to your guests there will be a Concession Displacement Fee of \$4 per head. Guests may not bring their own food and drink into the theatre. If a Special Occasion liquor license is required for a reception, it is your responsibility to obtain the license and buy and serve drinks. Servers must have "Serving it Right", and an additional insurance rider must be provided by you with proof of insurance. The latest regulations regarding alcohol in theatres must be observed.

You arrange your own publicity. We are happy to advise on this, and when appropriate we will include your event in our regular weekly advertising. We will display your poster in the foyer, and our marquee will carry your text the day of your show.

If you sell tickets it is your responsibility to remit any sales tax due to Revenue Canada, also to obtain permission (if necessary) or pay royalties (if applicable) to screen a film.

Please feel free to ask for more information and to discuss a rental rate.

Hailee Sellars
Manager in charge of Rental Bookings
Vernon Towne Cinema
townecinema@shaw.ca