



**tiff**

TIFF Bell Lightbox  
2019 Venue Package





At TIFF Bell Lightbox we strive to provide comprehensive services to support your needs, including event production, technical production, and staffing. Let our amazing team help you plan your next event.

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# Venue License Rates

	VENUE	MAX. POSTED CAPACITY	ALL DAY/WEEKEND/ EVENING AFTER 4PM	MON-FRI UNTIL 4PM
FLOOR 2	Cinema 1	522	\$5,000	\$3,500
	Cinema 2	353	\$4,000	\$2,500
	Piers Handling Cinema (Cinema 3)	221	\$3,000	\$2,000
	TIFF Founders' Lounge	120*	\$1,500	\$1,000
	Green Room	60*	\$1,000	\$550
	Myrna & John Daniels Lobby	163	from \$750	from \$750
	Cineplex Lounge	96	from \$500	from \$500
FLOOR 3	Paul & Leah Atkinson Family Cinema (Cinema 4)	150	\$2,000	\$1,800
	NBC Universal Cinema (Cinema 5)	45	\$1,500	\$1,000
	Bell Blue Room	85	\$2,000	\$1,100
	Studio A – RBC Learning Studio	60	\$750	\$500
	Studio B	60	\$750	\$500
	3rd Floor Lobby	215*	\$500	\$500
FLOOR 6	Rooftop (Booked through Malaparte)	200*	For booking information please contact Oliver & Bonacini: events@oliverbonacini.com	
	Malaparte	200*	For booking information please contact Oliver & Bonacini: events@oliverbonacini.com	

## NOTE:

- An asterisk indicates standing capacity.
- Capacities listed do not include accessible spaces in Cinemas 1–5.
- Venue rates listed do not include staffing fees, equipment rentals, or event services (e.g. coat check).
- Venue License Rate discounts may apply to registered non-profit organizations.

# Service Rates

The pricing list below outlines the majority of event and technical production costs associated with events at TIFF Bell Lightbox. These costs, in addition to the venue license fee, will be presented to you in the form of an Event Estimate for sign-off once your event has been confirmed.

EVENT FURNITURE & EQUIPMENT		TECHNICAL EQUIPMENT		IT	
Rolling tables	from \$8	Audio mixer	from \$250	Hard-wired internet connection	\$250
Cruiser table & linen	\$50	Comfort monitor	from \$175	WiFi bandwidth	\$250
Coatracks	\$15	60" LCD screen & stand	\$500		
Club chairs	\$35	Clearcom	from \$45		
Director's chairs	\$25	Dedicated internet bandwidth	as per quote		
Easels	\$5	Laptop	\$100		
Portable lighting kit	\$75	Late content fee	\$200 per content file		
Red-carpet package (w/ lighting)	\$500	LED lights (6 available)	\$75 each		
Red-carpet package (short)	\$250	Media box	\$100		
Registration package	\$45	Mic stand	\$5		
Rolling bar	\$100	Music stand	\$5		
Stackable chairs	\$5	Early/Overnight load-in	\$750		
Stanchions	\$15	Podium with mic	\$150		
Step-and-repeat frame	\$50	4'x4' risers (4 available)	\$100		
Stools	\$20	Skype in cinema	\$75		
Table linens	starting from \$17.50	Switcher	\$225		
<b>NOTE:</b> Be advised that some items may need to be brought in for your event and will be subject to delivery fees.		Table-top mic	\$35		
		Teleprompter	as per quote		
		Wired mic	\$30		
		Wireless handheld mic	\$40		
		Wireless headset mic	\$65		
		Wireless lav mic	\$50		
		Two-way radio (4 available)	\$35		
MISC.					
		3D glasses	\$1 each 200 minimum		
		Access card replacement	\$50		
		Atrium projector	\$200 content prep + \$100/hr		
		Piano	as per quote		
		Room set-up/strike	\$130 / venue		
		SOCAN fee	\$45		
		Ticket printing	\$1.50		
		Venue-to-venue feed	\$250		
		Hearing assist devices	no charge		
ADDITIONAL SERVICES					
		Box office/ticketing services			
		Coat check			
		Concessions			
		Content capture			
		Livestreaming			
		Digitization			
		Film & Digital Print Services			
		Film programming/licensing			
		Content inspection			
		Shorts-programme compilation			
		Tech check			
		Valet parking			
		<b>NOTE:</b> Above services as per quote.			



# Staffing Rates



The pricing list below outlines the majority of staffing costs associated with events at TIFF Bell Lightbox. These costs, in addition to the venue license fee, will be presented to you in the form of an Event Estimate for sign-off once your event has been confirmed.

CONCESSIONS/THEATRES		IT & TECHNICAL PRODUCTION		FACILITIES	
Concessionist	\$18/hr	Audio Technician	\$55/hr	Cleaners	from \$175
Theatre Manager	\$26/hr	AV Technician	\$60/hr	Security	as per quote
Theatre Usher	\$19/hr	IT Technician	\$30/hr	Waste & recycling fee	as per quote
EVENT PRODUCTION		Projectionist	\$42/hr		
Event Coordinator	\$35/hr	Stage Hand	\$33/hr		
Event Assistant	\$25/hr	Stage Manager	\$37/hr		

## NOTE:

- All staffing hours are subject to a four-hour minimum call.
- Statutory holidays and early-morning shifts (before 7am) are subject to staffing rates at time-and-a-half.
- Shifts scheduled to begin or end outside of subway hours will be subject to a taxi charge of \$50 per person.
- Event Coordinators are required on all event bookings.
- Staffing requirements will be determined by TIFF based on event needs.

# Ticketing Service Rates

TICKETING EVENT SET-UP AND STAFFING			
SERVICE	DESCRIPTION	RATE	PER
Ticketing set-up and management (Single events)	Under five events. Includes the set-up of events into the ticketing system for in-person, walk-up, phone, and online sales. Set-up of donation. Event management including basic reporting, inventory management, and internal requests.	\$600	One-time fee
Ticketing set-up and management (Festival)	Between 6 and 20 events. Includes the set-up of events into the ticketing system for in-person, walk-up, phone, and online sales. Set-up of donation. Event management including basic reporting, inventory management, and internal requests.	from \$800	One-time fee
Offsite scanning	Ticket scanning install and support at non-TIFF Bell Lightbox venues.	\$300	Venue
Box office and call centre staffing	Five-hour shift (one staff member @ \$17/hour). Minimum five hours per event.	\$95	Five hours
Packages, Memberships, accreditation set-up	Creation and sales of package, Membership, and/or accreditation for online, over the phone, and in person.	\$150	Item
Promotions	Up to five promo codes for use online, over the phone, or in person at the box office.	\$150	One-time fee
Vouchers	Creation of tickets to be used as vouchers redeemable online, over the phone, or in person at the box office.	\$50	Voucher type
Custom reporting	Reporting above and beyond basic sales, customer data, and financial settlement reports. Up to five custom reports.	\$100	One-time fee
Credential printing	Includes card, ink, design, and set-up. Lanyards not included.	\$6	Pass printed

TICKETING LANDMARK AND PRE-PRINTING FEES			
SERVICE	DESCRIPTION	RATE	PER
Landmark fee	Applied for each event day when ticketing services are being managed by the client.	\$300	Day
Ticket pre-printing fee	For all events that require tickets printed when not sold through TIFF's box office.	\$1.50	Ticket printed

SERVICE FEE TABLE CHARGES TO VISITOR	
ITEM PRICE	PER TICKET
Ticket (Up to & including \$10)	\$1.15
Ticket (\$10.01–\$19.99)	\$1.65
Ticket (\$20 and up)	\$2.20
Membership	\$2.20
Ticket Package	\$6
No cap on fees accumulated	
FEE CHARGES TO CLIENT	
Processing fee per transaction	2.5%

# Branding Rates

TIFF Bell Lightbox is the perfect venue for your company, client or sponsors to make a lasting impression on guests by branding the event space as desired.

This pricing grid highlights the event-branding opportunities available at TIFF Bell Lightbox. In addition to the venue licensing fee, these costs will be included in an Event Estimate for approval once confirmed.

	LOCATION	QUANTITY	PRICE
FLOOR 2	Myrna & John Daniels Lobby Outside Schwartz/Reisman Cinemas 1–3	1	\$750
	Concessions LCD screens	3	\$150 each
	Concessions stand Excludes LCD screens	1	\$1,000
	Poster-board display cases	4	\$75 each
	Ramp	1	\$250
	2nd Floor Lobby Includes Myrna & John Daniels Lobby, concessions stand, concrete pillars, glass panels and ramp	1	\$2,500
	TIFF Founders' Lounge Includes pillars and marble bar	1	\$275
	Concrete pillars	Various	\$150 each
	Glass panels Over escalator and atrium	Various	\$650
FLOOR 3	Poster-board display cases	3	\$75 each
	Concrete pillars	Various	\$150 each

**NOTE:** These prices are subject to change and do not include the venue license fee associated with the event space.  
Partner category exclusivities may prevent certain brands from advertising within TIFF properties during specific times of the year.





THE GREEN ROOM



CINEMA 1





BELL BLUE ROOM



TIFF FOUNDERS' LOUNGE

TIFF FOUNDERS LOUNGE

**CORPORATE**

**TEAM BUILDING**

**TOWN HALLS**

**AGMs**

**HOLIDAY PARTIES**

**PRODUCT LAUNCHES**

**GALAS & AWARD SHOWS**

**SCREENINGS, PREMIERES & AFTER-PARTIES**

**COCKTAIL RECEPTIONS**

## **CONTACT INFORMATION**

Bookings are made on a first-come, first-served basis and are subject to availability.

For additional information or to place your booking, please contact Event Partnerships & Bookings:

TIFF Bell Lightbox  
Reitman Square  
350 King Street West  
Toronto, ON

[tiff.net/events](http://tiff.net/events)

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