tiff

TIFF Bell Lightbox
Venue Package

At TIFF Bell Lightbox, we provide comprehensive services to support and execute your event, including technical production, event production, ticketing services, and front-of-house staff. Our talented and professional team will ensure your next event is red-carpet ready.

- **Large-scale corporate events (Conferences, team-building, town halls, AGMs)**
- **Cocktail receptions and holiday parties**
- **Product launches**
- **Galas and award shows**
- **Screenings, premieres, and after-parties**

Contents

Venue License Rates

	VENUE	CAPACITY	ALL DAY/WEEKEND/ EVENING AFTER 4PM	MON–FRI UNTIL 4PM
1ST FLOOR	The Gallery (including the Annex)	300*	$2,500	$2,500
2ND FLOOR	Cinema 1	522	$5,000	$3,500
	Cinema 2	353	$4,000	$2,500
	Cinema 3 – Piers Handling Cinema	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
3RD FLOOR	Cinema 4 – Paul & Leah Atkinson Family Cinema	150	$2,000	$1,800
	Cinema 5 – NBCUniversal Cinema	45	$1,000	$1,000
	Bell Blue Room	60	$2,000	$1,100
	RBC Learning Studio A	60	$750	$500
	Learning Studio B	60	$750	$500
	Third-floor Lobby	215*	$500	$500
6TH FLOOR	Rooftop	200*	Sixth-floor properties are owned and operated by Oliver & Bonacini. Please contact events@oliverbonacini.com for more information.	
	Malaparte	200*		

NOTES:

• An asterisk (*) indicates standing capacity.
• Capacities listed do not include accessible spaces in Cinemas 1–5.

Cinemas

TIFF Bell Lightbox houses five state-of-the-art cinemas, each equipped with cutting-edge technology. We pride ourselves on the expertise of our in-house technical production team.

Cinema 1

Capacity: 522
Accessible seats: 4

Technical features:
- Christie® Solaria 4K projector
- Dolby 3D
- Supported screening formats:
  - DCP (2K/4K, 5.1/7.1, 3D, HFR)
  - HDCAM, HDCAM SR
  - Blu-ray/alternative content*
- Listen Technology for hearing assist (all sources) and descriptive audio content (DCP sources)
- Doremi Captiview for display of closed-captioning (DCP sources)
- Microphones, podium, audio mixer for live performances

APPROXIMATE IMAGE SIZES FOR COMMON ASPECT RATIOS
2.39: 40' × 17'
1.85: 31.5' × 17'
16:9: 31' × 17'

2ND FLOOR

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Cinema 2

Capacity: 353
Accessible seats: 5

Technical features:
- Christie® Solaria 4K projector
- Dolby 3D
- Supported screening formats:
  - DCP (2K/4K, 5.1/7.1/DOLBY ATMOS, 3D, HFR)
  - HDCAM, HDCAM SR
  - Blu-ray/alternative content*
- Listen Technology system for hearing assist (all sources) and descriptive audio content (DCP sources)
- Doremi Captiview for display of closed-captioning (DCP sources)
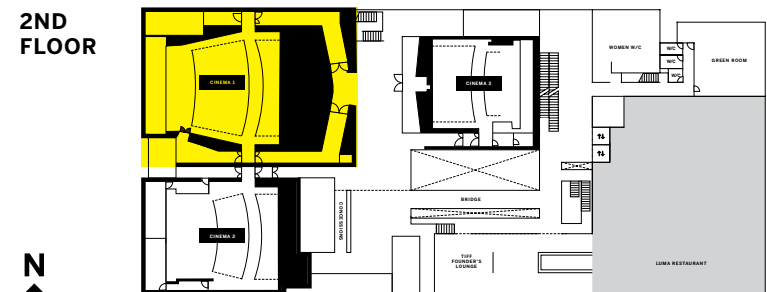- Microphones, podium, audio mixer for live performances

**APPROXIMATE IMAGE SIZES
FOR COMMON ASPECT RATIOS**
2.39: 40' × 17'
1.85: 31.5' × 17'
16:9: 31' x 17'

**2ND
FLOOR**

Cinema 3 – Piers Handling Cinema

Capacity: 225
Accessible seats: 4

Technical features:
- Christie® Solaria 4K projector
- Dolby 3D
- Supported screening formats:
  - DCP (2K/4K, 5.1/7.1, 3D, HFR)
  - HDCAM, HDCAM SR
  - Blu-ray/alternative content*
- Listen Technology system for hearing assist (all sources) and descriptive audio content (DCP sources)
- Doremi Captiview for display of closed-captioning (DCP sources)
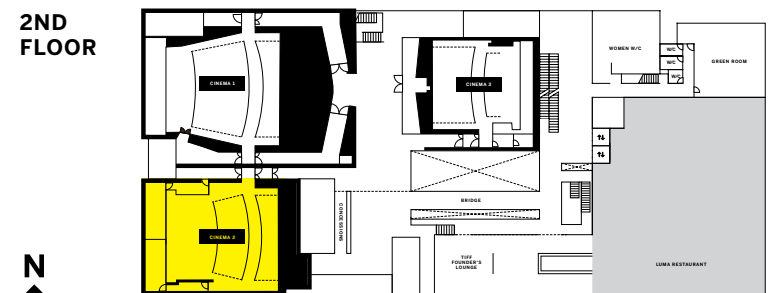- Microphones, podium, audio mixer for live performances

**APPROXIMATE IMAGE SIZES
FOR COMMON ASPECT RATIOS**
2.39: 33' × 14'
1.85: 26' × 14'
16:9: 26' x 14.7'

**2ND
FLOOR**

Cinema 4 – Paul & Leah Atkinson Family Cinema

Capacity: 150
Accessible seats: 2

Technical features:
- Christie® Solaria 4K projector
- Dolby 3D
- Supported screening formats:
  - DCP (2K/4K, 5.1/7.1, 3D, HFR)
  - HDCAM, HDCAM SR
  - Blu-ray/alternative content*
- Listen Technology system for hearing assist (all sources) and descriptive audio content (DCP sources)
- Doremi Captiview for display of closed-captioning (DCP sources)
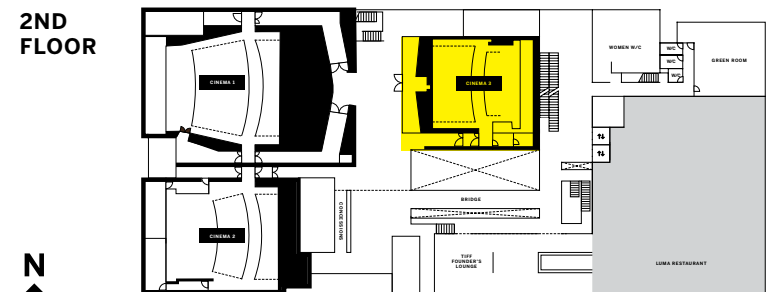- Microphones, podium, audio mixer for live performances

**APPROXIMATE IMAGE SIZES
FOR COMMON ASPECT RATIOS**
2:39: 30' × 12.75'
1.85: 23.5' × 12.75'
16:9: 23.5' x 13.3'

**3RD
FLOOR**

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Cinema 5 – NBCUniversal Cinema

Capacity: 45
Accessible seats: 2

Technical features:
- Christie® Solaria 4K projector
- Supported screening formats:
  - DCP (2K/4K, 5.1/7.1, HFR)
  - HDCAM, HDCAM SR
  - Blu-ray/alternative content*
- Listen Technology system for hearing assist (all sources) and descriptive audio content (DCP sources)
- Doremi Captiview for display of closed-captioning (DCP sources)
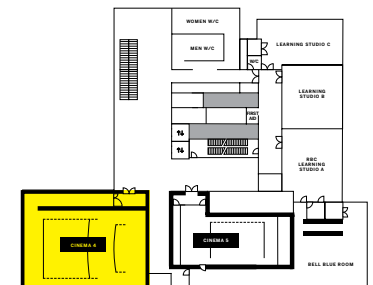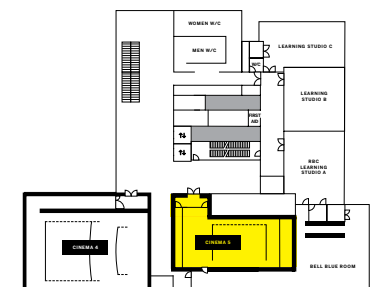- Microphones, podium, audio mixer for live performances

**APPROXIMATE IMAGE SIZES
FOR COMMON ASPECT RATIOS**
2.39: 16.65' × 6.9'
1.85: 16.65' × 9'
16:9: 16.5' x 9.3'

**3RD
FLOOR**

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Theatrical Screening Formats

This document outlines the wide range of exhibition formats that we support in our cinemas. By clarifying the terminology and concerns associated with certain types of content, we strive to ensure that your screening experience is presented flawlessly and to the highest standards possible.

All content must be received three business days in advance of the screening/rehearsal/tech check, or a late payment fee will be applied to each piece of content on the final invoice.

In order to ensure a smooth presentation, we suggest providing your content in one of the following codes:

- XDCAM HD 422 (.mov or MXF wrapper)

- Avid DNxHD 145/220 (.mov or MXF wrapper)

- Apple ProRes 422

- H.264, minimum bit rate 9 mbps (.mov or .mp4 wrapper)

If your workflow does not currently use any of these file types, please contact tps@tiff.net to determine suitability.

All videos should also meet the following specifications for playback:

- Resolution of 1920x1080. If your content is standard definition, it would be best to deliver in its existing resolution rather than transcoding it to satisfy HD requirements.

- Rec. 709 colourspace, gamma 2.2

Audio channel arrangement of either:

- 2-Channel (Stereo or LtRt). Please note: for this audio configuration, we will be decoding it for playback with Dolby ProLogic yielding a 6-channel playout.

- 6-Channel (5.1 Mix). Please note: for this audio configuration, track layout should be Left, Right, Centre, Sub, Left Surround, Right Surround.

NOTE:
All video files are ingested to a playback server rather than being played from a computer to ensure playout reliability. All provided video files will be transcoded to a common codec at 29.97 fps.

*We encode Blu-ray disks to our server for reliable playback. We do not directly play any optical-based media in cinema.

See following pages for more information.

DELIVERY OF FILE-BASED CONTENT

We accept hard drives and online file transfer services.

- When sending us your content, please ensure that all content is properly packaged and labelled with your event name, the date, and the file name or film title on the outer packaging (e.g. EventName_Date_ContentTitle)

- Content should be clearly sorted and labelled in a directory designated for your event.

- In order to ensure that there are no issues with your content, please provide it at least three business days in advance.

If content for your online transfer exceeds 100 GB in size, please contact tps@tiff.net for further instruction.

PRESENTATIONS

We accept PowerPoint, Keynote, and Prezi presentations. Unless it is offline, the Prezi presentation requires a dedicated network line for proper playback.

To ensure reliable connectivity and playback, it is strongly suggested you use a TIFF-supplied Macbook or PC laptop for your presentation.

If it is essential to use your own laptop, please consider the following:

- We do NOT support VGA connectivity in cinema.

- We require that you bring the laptop a minimum of one hour prior to the start of the event to ensure proper connectivity. We support only digital connections for in-cinema (e.g. HDMI, DVI, Thunderbolt, Displayport).

- We suggest that you provide the presentation (and any specific fonts required) on a USB drive as backup.

PRESENTATION GUIDELINES

Presentations should be formatted in a 16:9 aspect ratio.

- Instructions on how to set the aspect ratio in PowerPoint can be found here.

- For Keynote: Go to File > New. This brings up the "Theme Chooser." From here you'll notice your resolution settings in the lower right-hand corner. If you choose 1280x720 or 1920x1080, it will be safe for a 16:9 aspect ratio.

- Full HD (1920x1080) is the recommended resolution for the presentation and any embedded video clips.

- Fonts should be embedded in PowerPoint to ensure proper portability.

- Instructions on how to embed fonts in PowerPoint can be found here.

- For Keynote presentations, please ensure that all fonts are provided in advance to tps@tiff.net.

- Instructions on embedding a video in PowerPoint can be found here.

MUSIC, SIGNAGE, AND PRESHOW CONTENT

- Music can be delivered to us as an audio file, streaming link, or portable device.

- For digital signage or in-cinema holding cards (deadcards), please provide an HD-resolution (1920x1080) .jpeg or .tiff file.

- For video playout on our digital signage system, content should be delivered as an H.264 codec in a 1920x1080 resolution.

VIDEO CONFERENCING

A checklist for video conferencing participants:

- If you are using a laptop, it should be plugged into the wall outlet for power.

- A wired internet connection provides better and more reliable results than wireless, especially for streaming live video.

- Screen savers, automatic log-off, display sleep, and similar settings should all be disabled. No other application should be running in the background of the video conferencing session.

ACCESSIBILITY

Hearing Assist: Available for all content and live events.

- Hearing Assist is intended for patrons with slight to moderate hearing impairment.

- Hearing Assist is delivered via a wireless receiver that provides "volume-controlled" amplification of audio that is reproduced in the cinema.

Closed-captioning:
Only available for DCP content with this asset.

- Closed-captioning is delivered to patrons via Captiview.

- In addition to rendering dialogue as text, closed-captioning provides a text-based description of important audio.

Descriptive sound: Only available for DCP content with this asset.

- Descriptive sound is delivered to patrons via a wireless receiver that provides, in addition to the regular audio from the film, a narrative description of important visuals.

- Note: We can provide wireless receivers with ear buds or neck loops. Both options are available.

INTELLECTUAL PROPERTY AND SCREENING RIGHTS

In the interest of protecting intellectual property, we reserve the right to request documentation to prove that all required rights and permissions have been secured.

TECHNICAL ASSISTANCE

If you require assistance, please contact tps@tiff.net, adding your event name and the date of the event to the subject line of the email.
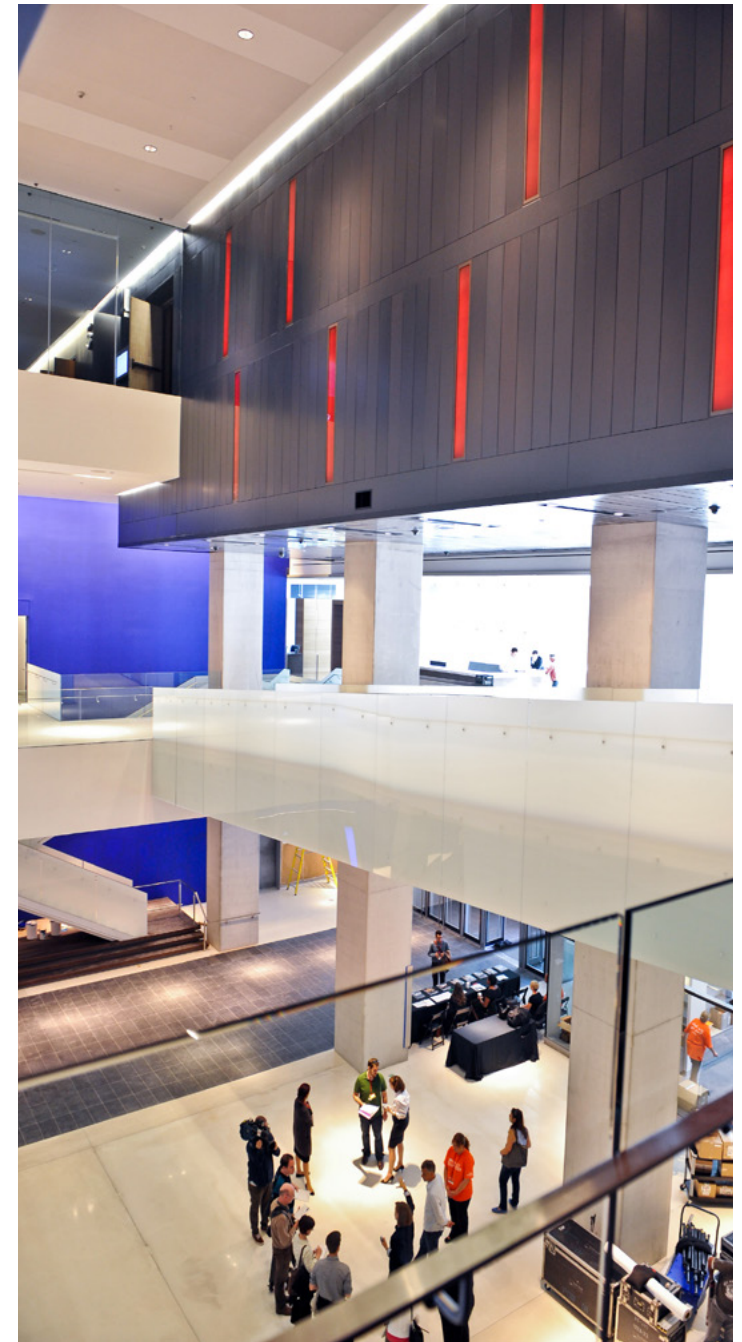
The Gallery

Standing capacity: 300

This multi-purpose space is ideal for social or corporate gatherings, and other special celebrations. TIFF Gallery is your blank canvas, a space open to your imagination.

The Gallery is brandable and versatile. It is divided into two sections: a 1,103-square-foot annex area looking onto King Street West, and a 3,459-square-foot main gallery space.

The Gallery Atrium is a welcoming and customizable space at the entrance of the main Gallery that can be booked separately or in addition to your Gallery rental.

1ST FLOOR

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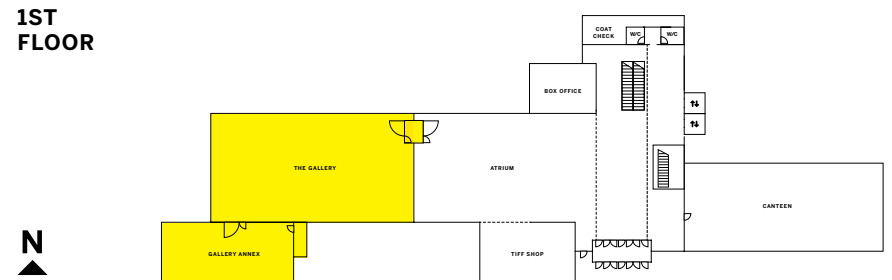
Green Room

Standing capacity: 60

The perfect venue for VIP cocktail receptions or a production office. This space includes a 40" monitor with a 5.1 audio system, a projector, and a drop-down screen.

2ND FLOOR

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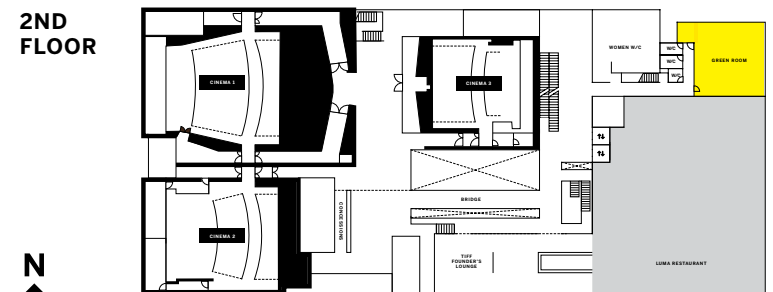
TIFF Founders' Lounge
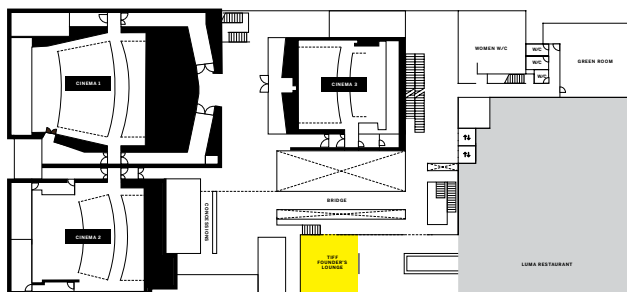
Standing capacity: 120

With spectacular views of King Street and downtown Toronto, the Lounge's elegant décor, seating areas, and bar create the perfect atmosphere for cocktail receptions and networking events. The Lounge is catered exclusively by Oliver & Bonacini.

Bell Blue Room

Standing capacity: 80

A modern lounge with floor-to-ceiling windows overlooking the corner of King and John Streets. The room, which has a 60" monitor with a 5.1 audio system, is an ideal space for a range of social, business, and academic events.

3RD FLOOR

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Ticketing Services

Our Ticketing Services team offers advance-ticketing services for your event, including online ticket sales, box-office service, a call centre, and ticket printing. TIFF reserves the right to manage all advance and day-of ticke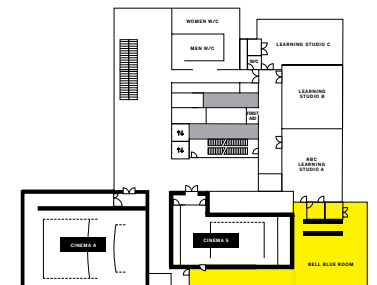t and pass sales, and is the sole operator of all TIFF box-office locations for every event taking place in TIFF Bell Lightbox. See below for rates.

TICKETING EVENT SET-UP AND STAFFING

SALES THROUGH DIGITAL.TIFF.NET ONLY			
SERVICE	**DESCRIPTION**	**RATE**	**PER**
Digital TIFF Bell Lightbox Ticketing Only	Administration of digital TIFF Bell Lightbox ticketing, including uploading purchases onto the digital platform and monitoring sales and capacity	$200.00	One-time fee

IN-PERSON AND/OR DIGITAL WITH SALES THROUGH ACCOUNT MANAGER					
SERVICE	**DESCRIPTION**	**UP TO 5 EVENTS**	**6-20 EVENTS**	**21+ EVENTS**	**PER**
Ticketing Set up and Management for In-Person and Digital Screenings (Package #1)	Features: • Set up of events into the ticketing system for in person, phone, and online sales. • Administrative support including basic reporting, inventory management, internal requests. • Reserved seating for in-person events at TIFF Bell Lightbox. While physical distancing is required by the government of Ontario, all seating in-cinema is required to be assigned at the time of ticket purchase.	$800.00	$1,000.00	$1,200.00	One-time fee
Ticketing Set up and Management for In-Person and Digital Screenings (Package #2)	Features: • Set up of events into the ticketing system for in person, phone, and online sales. • Administrative support including basic reporting, inventory management, internal requests. • Reserved seating for in-person events at TIFF Bell Lightbox. While physical distancing is required by the government of Ontario, all seating in-cinema is required to be assigned at the time of ticket purchase. Additions: • Up to 5 promo codes for use online, over the phone, or in person at the box office. • Creation and sales of packages, memberships, and/or accreditation for online, over the phone, and in person.	$1,050.00	$1,250.00	$1,450.00	One-time fee

INCIDENTAL FEES

Box Office and Call Centre Staffing	5 hour shift. 1 staff member ($20.00 per hour). Minimum 5 hours per event/per day.	$100.00	5 Hours
Late Change Fee	Late programming or ticketing additions and changes that are past agreed-upon deadlines.	$150.00	One-time fee
Custom Reporting	Reporting beyond basic sales, customer data, and financial settlement reports. Up to 5 custom reports.	$100.00	Per report type

SERVICE FEE TABLE – SALES ON TICKETMASTER CHARGES TO VISITOR

ITEM PRICE	PER TICKET
Ticket (up to and including $10)	$1.25
Ticket ($10.01–$19.99)	$1.85
Ticket ($20 and up)	$2.45
Membership	$2.45
Ticket Package	$6.00
Processing fee per transaction	2.90%

SERVICE FEE TABLE – SALES ON DIGITAL TIFF BELL LIGHTBOX CHARGES TO VISITOR

Fee per screening (percentage of sale price)	10%
Processing fee per transaction	2.90%
Processing fee per transaction	$0.30

Branding Opportunities

TIFF Bell Lightbox is the perfect venue for your company, client, or partners to make a lasting impression on guests by branding the event space as desired. This pricing grid highlights some of the branding opportunities available at TIFF Bell Lightbox.

	LOCATION	QUANTITY	PRICE
2ND FLOOR	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 glass panels	1	$250 each
	Second-floor Lobby Includes Myrna & John Daniels Lobby, concessions stand, concrete pillars, glass panels	1	$2,500
	TIFF Founders' Lounge Includes pillars and marble bar	1	$275
	Concrete pillars	Various	$150 each
3RD FLOOR	Poster-board display cases	3	$75 each
	Concrete pillars	Various	$150 each
NOTES	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. Concessions LCD screens are available only when Concessions is closed, or for a full second-floor buyout.		

Service and Staffing Rates

In addition to this list, we can source any item from our preferred vendors. We will work with you to determine the best plan for your event.

EVENT FURNITURE & EQUIPMENT

Rolling tables	from $8
Club chairs	$35
Coat racks	$15
Cruiser table & linen	$50
Director's chairs	$25
Portable lighting kit	$75
Red-carpet package (short)	$250
Red-carpet package (w/ lighting)	$500
Registration package	$45
Rolling bar	$100
Stackable chairs	$5
Stanchions	$15
Step-and-repeat frame	$50
Stools	$20
Table linens	from $20

NOTE: Be advised that some items may need to be brought in for your event and will be subject to delivery fees.

TECHNICAL EQUIPMENT

Audio console	from $275	Production switcher	from $275
Comfort monitor	from $150	Mic kits	from $150
60" LCD screen & stand	$500	Early/overnight load-in	$750
Clearcom	from $55	Podium with mic	$150
Dedicated internet bandwidth	as per quote	4' x 4' risers (4 available)	$100
Laptop	$150	Video conferencing in cinema	$100
Late content fee	$200 per content file	Wired mic	$30
LED lights (5 available)	$75 each	Wireless handheld mic	$50
Media box	$125	Wireless headset mic	$75
Mic stand	$10	Wireless lav mic	$60
Music stand	$10	PerfectCue clicker	$50

MISC.

3D glasses	$1 each, 200 minimum	SOCAN fee	$45
Access card replacement	$50	Ticket printing	$1.50
Atrium projector	$200 content prep + $100/hr	Venue-to-venue feed	$250
Piano	as per quote	Hearing Assist devices	no charge
Room set-up/strike	$130/venue		

IT

Hard-wired internet connection	$300
WiFi bandwidth	$300

ADDITIONAL SERVICES

NOTE: Below services as per quote

Box office/ticketing services
Coat check
Concessions
Content capture
Livestreaming
Film & digital print services
Film programming/licensing
Content inspection
Shorts-programme compilation
Tech check
Teleprompter

NOTES

- 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.

CONCESSIONS/THEATRES

Concessionist	$20/hr
Theatre Manager	$27/hr
Theatre Usher	$20/hr

EVENT PRODUCTION

Event Coordinator	$35/hr
Event Assistant	$25/hr

TECHNICAL PRODUCTION STAFFING

Audio Op	$60/hr
AV Technician	$65/hr
Projectionist	$50/hr
Stage Manager	$40/hr
Playback Operator	$50/hr

FACILITIES

Cleaners	from $175
Security	as per quote
Waste & recycling fee	as per quote

RBC Lobby

The Gallery Atrium & RBC Lobby

Cinema 2

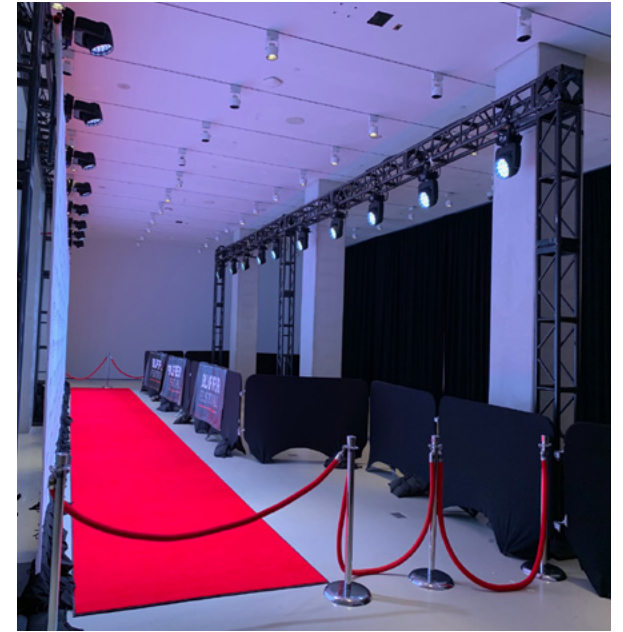Cinema 4 – Paul & Leah Atkinson Family Cinema

RBC Lobby

Third-floor lobby

Cinema 2

The Gallery Atrium

Third-floor lobby

Second-floor east lobby

Contact Information

For additional information and to contact us to book your event, please visit our website: **tiff.net/events**

TIFF Bell Lightbox
Reitman Square
350 King Street West
Toronto, ON
M5V 3X5