

tiff



TIFF Bell Lightbox  
2020 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**

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# Venue License Rates

	VENUE	CAPACITY	ALL DAY/WEEKEND/ EVENING AFTER 4PM	MON-FRI UNTIL 4PM
<b>1ST FLOOR</b>	The Gallery (including the Annex)	300*	\$2,500	\$2,500
<b>2ND FLOOR</b>	Cinema 1	522	\$5,750	\$4,250
	Cinema 2	353	\$4,750	\$3,250
	Cinema 3 – Piers Handling Cinema	221	\$3,750	\$2,750
	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
<b>3RD FLOOR</b>	Cinema 4 – Paul & Leah Atkinson Family Cinema	150	\$2,750	\$2,550
	Cinema 5 – NBC Universal Cinema	45	\$2,250	\$1,750
	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
<b>6TH FLOOR</b>	Rooftop	200*	Sixth-floor properties are owned and operated by Oliver & Bonacini. Please contact <a href="mailto:events@oliverbonacini.com">events@oliverbonacini.com</a> for more information.	
	Malaparte	200*		

## NOTES:

- An asterisk (\*) indicates standing capacity.
- Capacities listed do not include accessible spaces in Cinemas 1–5.
- Venue License Rate discounts may apply to registered non-profit organizations.

## Cinema rental fee includes:

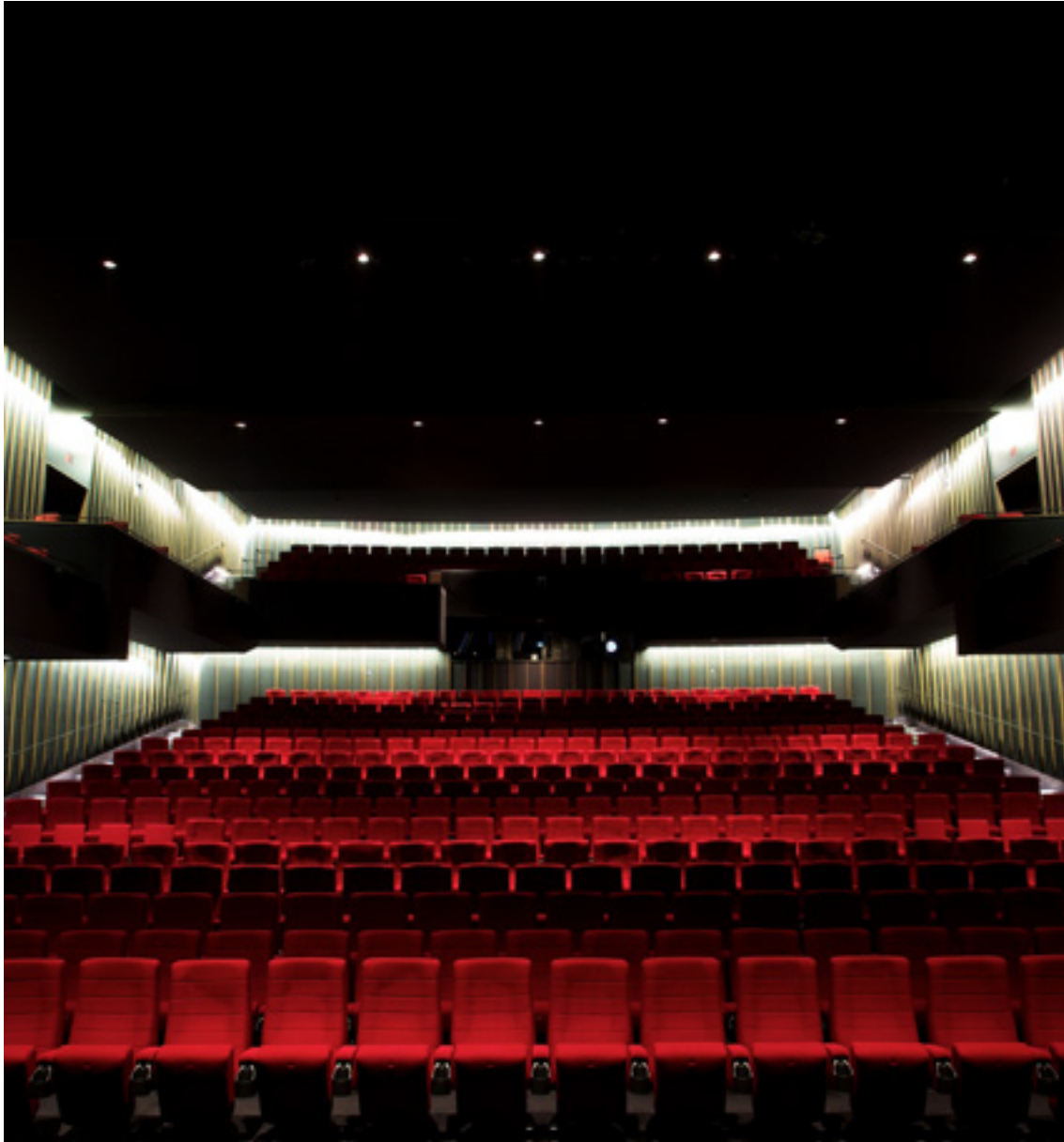
- Event Coordinator, Projectionist, AV Technician, Theatre Manager, Theatre Usher, all on four-hour call. Additional staffing hours will be listed on event estimate and final summary
- of charges.
- Two handheld microphones
- Easels
- Registration package

A photograph of a cinema interior, showing rows of red upholstered seats. The seats are arranged in a tiered fashion, typical of a movie theater. The background shows a dark wall with vertical gold-colored trim.

# 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

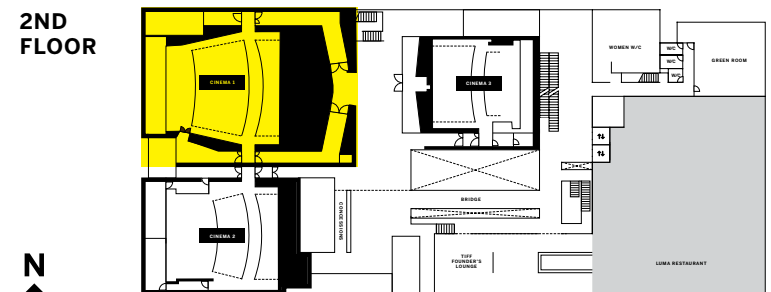
**APPROXIMATE IMAGE SIZES  
FOR COMMON ASPECT RATIOS**

2.39: 40' × 17'

1.85: 31.5' × 17'

16:9: 31' × 17'

**2ND  
FLOOR**



# 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

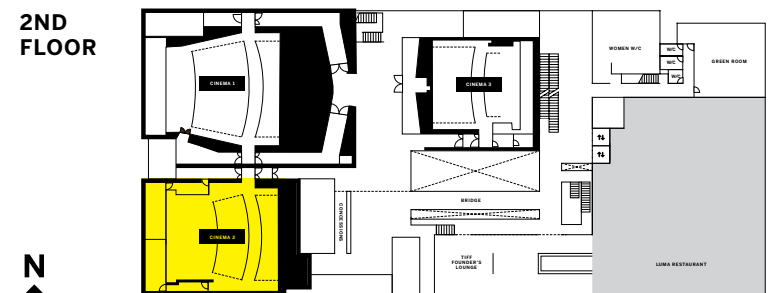
**APPROXIMATE IMAGE SIZES  
FOR COMMON ASPECT RATIOS**

2.39: 40' × 17'

1.85: 31.5' × 17'

16:9: 31' × 17'

**2ND  
FLOOR**



# Cinema 3



**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

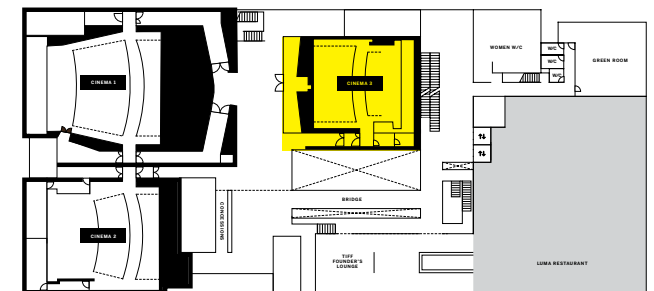
**APPROXIMATE IMAGE SIZES  
FOR COMMON ASPECT RATIOS**

2.39: 33' × 14'

1.85: 26' × 14'

16:9: 26' × 14.7'

**2ND  
FLOOR**



# Cinema 4



**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

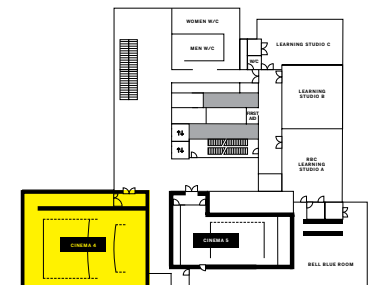
**APPROXIMATE IMAGE SIZES  
FOR COMMON ASPECT RATIOS**

2:39: 30' × 12.75'

1.85: 23.5' × 12.75'

16:9: 23.5' × 13.3'

**3RD  
FLOOR**



# Cinema 5



**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

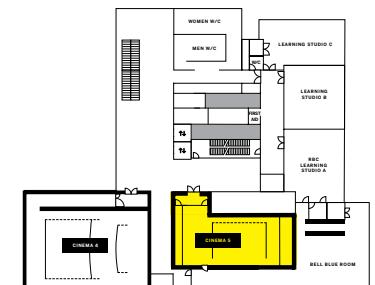
**APPROXIMATE IMAGE SIZES  
FOR COMMON ASPECT RATIOS**

2.39: 16.65' × 6.9'

1.85: 16.65' × 9'

16:9: 16.5' × 9.3'

**3RD  
FLOOR**



# Theatrical Screening Formats

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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](mailto: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 payout.
- 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](mailto: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](mailto: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 payout on our digital signage system, content should be delivered as an H.264 codec in a 1920x1080 resolution.

## SKYPE PRESENTATIONS

Tech Skype account: tiffblb

Please provide the following information to [tps@tiff.net](mailto:tps@tiff.net) at least 48 hours in advance of your event:

- Skype account name of caller
- .jpg still image of caller (to be used on screen if there is good audio but video is lost)
- Phone number of caller to be used as a backup

A check list for Skype participants:

- If you are using a laptop, computer should be plugged into wall power.
- A wired internet connection provides better and more reliable results than wireless, especially true for streaming of 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 Skype 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](mailto:tps@tiff.net), adding your event name and the date of the event to the subject line of the email.



# The Gallery



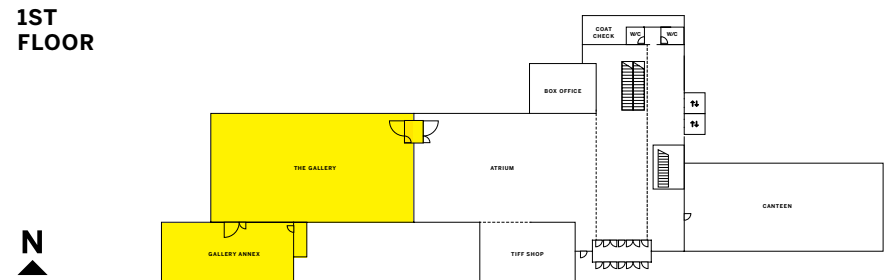
**Standing capacity:** 300

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**



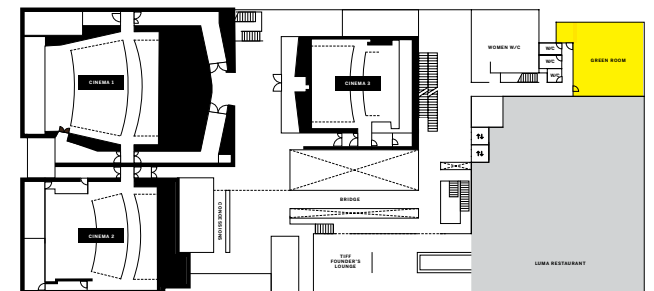
# Green Room



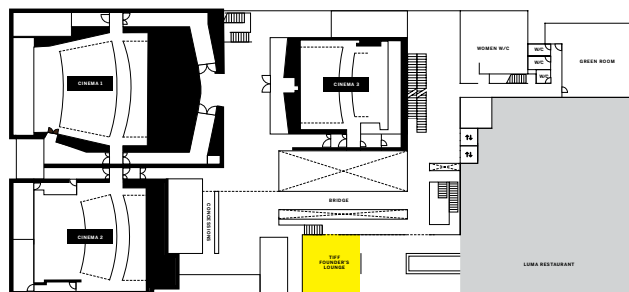
**Standing capacity: 60**

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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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.

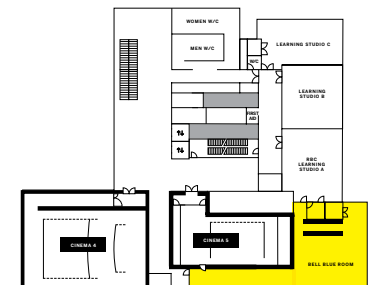
# Bell Blue Room



**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**



# 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. See below for rates and applicable landmark fees.

## TICKETING EVENT SET-UP AND STAFFING

SERVICE	DESCRIPTION	RATE	PER
Ticketing set-up and management (Single events)	Under 5 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
Ticketing set-up and management (Festival)	Over 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.	\$1,000	One-time fee
Box office and call centre staffing	Five-hour shift (one staff member at \$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
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
Assigned seating	Sell your events as assigned seating venues. Applicable to cinemas only.	\$200	One-time fee

## TICKETING LANDMARK AND PRE-PRINTING FEES

SERVICE	DESCRIPTION	RATE	PER
Landmark fee (5 events and under)	Applied for 5 events and under.	\$300	One-time fee
Landmark fee (6–20 events)	Applied for 6–20 events.	\$400	One-time fee
Landmark fee (over 20 events)	Applied for over 20 events.	\$500	One-time fee
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	ITEM PRICE	PER TICKET
Ticket (up to and including \$10)	\$1.15	Membership	\$2.30
Ticket (\$10.01–\$19.99)	\$1.70	Ticket package	\$6
Ticket (\$20 and up)	\$2.30		
No cap on fees accumulated			

# 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
<b>2ND FLOOR</b>	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
<b>3RD FLOOR</b>	Poster-board display cases	3	\$75 each
	Concrete pillars	Various	\$150 each
<b>NOTES</b>	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
<b>NOTE:</b> 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	\$275
Comfort monitor	from \$150	Two-channel mic kit	\$100
60" LCD screen & stand	\$500	Early/overnight load-in	\$750
Clearcom	from \$45	Podium with mic	\$150
Dedicated internet bandwidth	as per quote	4' x 4' risers (4 available)	\$100
Laptop	\$125	Skype in cinema	\$75
Late content fee	\$200 per content file	Teleprompter	as per quote
LED lights (6 available)	\$75 each	Wired mic	\$30
Media box	\$100	Wireless handheld mic	\$50
Mic stand	\$5	Wireless headset mic	\$75
Music stand	\$5	Wireless lav mic	\$60
		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	
<b>NOTE:</b> Below services as per quote	
Box office/ticketing services	
Coat check	
Concessions	
Content capture	
Holographic solutions	
Livestreaming	
Film & digital print services	
Film programming/licensing	
Content inspection	
Shorts-programme compilation	
Tech check	

## 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

IT & TECHNICAL PRODUCTION	
Audio Technician	\$55/hr
AV Technician	\$60/hr
IT Technician	\$30/hr
Projectionist	\$42/hr
Lighting Technician	\$55/hr
Stage Manager	\$37/hr

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



RBC Lobby



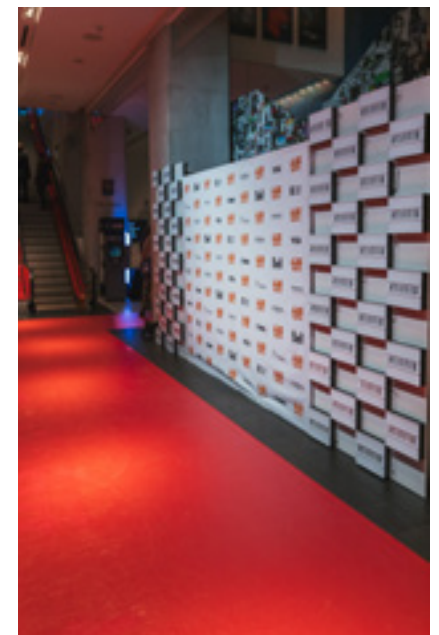
Cinema 2



Cinema 2



Cinema 4



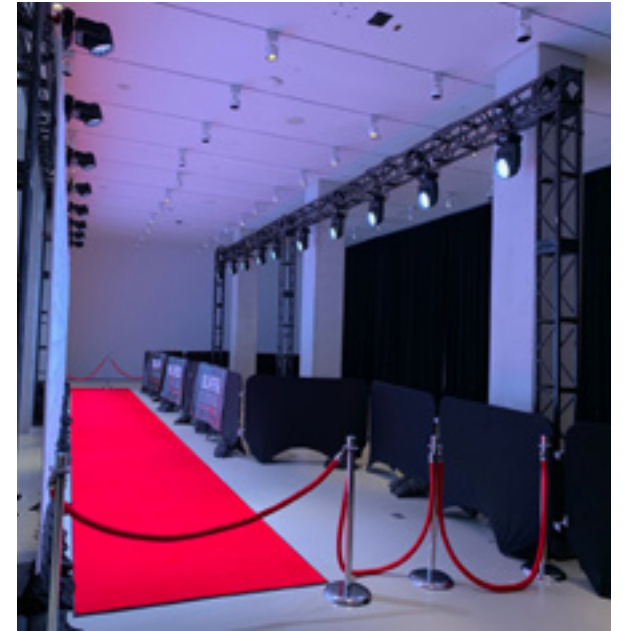
RBC Lobby



Third-floor lobby



The Gallery Atrium & RBC Lobby



The Gallery Atrium



Third-floor lobby



Second-floor east lobby

# Contact Information

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For additional information and to contact us to book your event, please visit our website: [tiff.net/events](https://tiff.net/events)

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