

Renting the Garneau Theatre

Updated January 1, 2017

This art-deco style 1940 cinema seats 500 is available for screenings, performances, video and photography shoots, conferences, lectures, private events and a variety of functions.



The Booking Process

- Metro Cinema programs in two month blocks. For example, January & February's programming is mostly finalized in late November. If you would like a broader selection of rental times, we strongly recommend connecting with us at least 3 months in advance. Earlier is always better.
- A few slots are left available for short-notice rentals, sometimes as little as a week or two in advance. Do feel free to check with us!
- Start by emailing us at rentals@metrocinema.org. Let us know what you would like to do, and give your preferences and possible options for dates and times.
- We will get back to you and arrange for a venue tour, if desired.
- We will discuss your needs, and the availability of the venue. We will issue a rental quotation and a rental agreement.
- Upon return of the signed agreement with a 50% deposit, your booking will be confirmed.
- Following confirmation, we will then request more details about the event – your technical needs, pre-and post-event festivities, etc.
- If your event includes a film not of your own making, we will also be in touch to assist you with securing screening rights from the film's distributor.
- The balance of the rent will come due 2 weeks prior to the date of your rental.
- If you are providing us with audio, video or visuals for the event, we ask that they be provided 1 week prior to the start of your rental.
- Revenue from tickets, and invoices for any unforeseen expenses, will be sent to you 1 week after the conclusion of your rental.



Venue rental includes

- 135 minutes in the auditorium.
- 1 projectionist/technician and 2 front of house staff.
- Access to the Metro Gallery lobby space before and after the event.
- Access to a green room/change area.
- Concession service (operated by Metro Cinema).
- Licensed bar service (unless otherwise requested).
- Access to all projection, audio and lighting facilities in the auditorium (see Equipment below).
- If desired, inclusion in the web listings and weekly emails for Metro Cinema, if information is provided in a timely manner.
- Listing of your event on one line of the Garneau Theatre marquee, if desired.

Additional Services

There may be additional charges for the following services:

- Film booking and shipping. Metro Cinema is often able to assist in securing the screening rights to films, but the cost of these rights, as well as any shipping or purchase of DVD/blu-ray materials, will be the responsibility of the renter.
- Ticketing Services: If desired, Metro Cinema can offer both online sales of tickets in advance, and sales at the door. We charge nothing for event setup, and nothing for complimentary tickets issued. Metro retains \$1.50 of whatever price you set for all tickets that we sell. Patrons who purchase in advance are assessed an additional \$.50/ticket service fee.
- Any event which requires additional cleaning services will be billed for those services.
- Metro Cinema can provide additional promotional support for your project for a contracted fee.

Rental Rates

Metro Cinema offers a 25% discount to not-for-profit and charitable organizations, in exchange for sponsorship recognition of the event.

BASIC RENTAL RATES		ADDITIONAL EQUIPMENT AND SERVICES	
Friday or Saturday at 7pm	\$1,500/event	Setup/Rehearsal (no staff support)	\$150/hour
Friday or Saturday at 9:30pm	\$900/event	Skype - Remote Video Conference	\$100/event
Saturday or Sunday 2pm or 4pm	\$900/event	Ticketing Services	\$1.50/ticket
Sunday-Thursdays at 7pm	\$1,000/event		
Sunday-Thursdays at 9:30pm	\$700/event	STAFF SERVICES	
Other times (2 hour minimum)	\$250/hour	File Conversion & Formatting	\$50/hour
		Additional Projectionist/Technician	\$40/hour
		Additional Front of House Staff	\$20/hour



Equipment – Auditorium

Projection Equipment:

- Christie 2210 video projector, capable of projecting DCP/DVD/Blu-Ray and most video formats.
- 35mm film projection system.

Audio Equipment:

- Yamaha MG166CX sound board with 10 microphone inputs (XLR) and 2 line audio (TRS) inputs.
- Behringer Eurolive B215D speakers.
- 8 microphones on cord and 6 microphone stands.
- 2 monitor speakers.
- 1 electric organ.

Lighting Equipment:

- General open white wash of the stage.
- Front of house Spotlights trained centre stage stage and stage left.
- LED RGB lights mounted above the stage.
- Vintage incandescent follow spot (requires an additional technician at additional cost).

Furniture:

- 1 Podium.
- A variety of tables and chairs available for your use,

Equipment – Metro Gallery Lobby

- Up to 8 six-foot trestle tables. Black tablecloths available.
- Seating for up to forty people.
- An optional performance/presentation area with portable sound system, projector and screen, and an 8'x8' platform stage.