

Rental Guide

Venue Information

The Hot Docs Ted Rogers Cinema is a historic, century-old 650-seat cinema located at [506 Bloor Street West](#) in Toronto's vibrant Annex neighbourhood (Bloor and Bathurst). Please see our [Hot Docs Cinema Rental Rates Sheet](#) for a list of prices and all the services we offer.

- Accessible public transit & accessible parking lot within 200m of venue
- Bicycle locking posts/racks available
- Outdoor lineup area on street
- Step-free, wheelchair accessible entrance & cinema seating available
- Service animals permitted
- All-gender accessible washrooms on site
- Equipped for CaptiveView, Descriptive Video and Assisted Listening technologies
- Free public Wi-fi
- [Hot Docs Cinema Venue Accessibility Audit Checklist](#)
- [Hot Docs Cinema Venue Guide](#)
- [Hot Docs Cinema Accessibility Webpage](#)

Capacity

- **Seating Capacity:** [Hot Docs Cinema Seating Charts](#)
 - Main Floor (Orchestra) = 204 seats for screenings or 225 seats for author event
 - 4 wheelchair-user spaces (barrier free on either side of 5th row from screen in orchestra)
 - Moveable armrests (for ease of transfer)
 - Mezzanine (Lower Balcony) = 220 seats; not accessible – no elevator
 - Upper Balcony = 206 seats; not accessible – no elevator
- **Reception Capacity:**
 - Main Floor Lobby/Front Entrance = 70
 - Mezzanine Lobby = 100; not accessible – no elevator
- **Stage Capacity:**
 - Upper Stage = 8
 - Lower Stage = 8

Staffing

- Hot Docs staff provided as outlined on the [Hot Docs Cinema Rental Rates Sheet](#).
- Third-party events are required to provide their own front of house staff or volunteers to manage outside lineups, in-cinema ushering, and stage party wrangling. For every 100 people in attendance, we recommend two staff or volunteers.

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Stage & Screen Presentation

- [Hot Docs Cinema Stage Photos](#)
- Two-level stage accessible via a flight of stairs. The upper stage is used most often to facilitate the view from the balcony. Please let us know as soon as possible if any of your stage party have accessibility needs so that we can accommodate.
- On-stage events are projected on the screen so balcony audiences can see the event. Any presentation content or Zoom guest will be shown onscreen in a split view alongside the live camera view of the stage.
- Basic lighting stage wash available for both the upper and lower stage.
- Four wireless handheld microphones included in the rental. To maximize the number of microphones onstage, we typically do not circulate microphones in the audience.

Furniture & Other Technical Equipment

- Hot Docs Cinema [Rental Furniture Photos](#) and [Rental Rates Sheet](#)
- Additional furniture/equipment available with advance notice (additional fee)

Lobby

- [Hot Docs Cinema Venue Photos](#)
- Due to the flow of our traffic in our space and building fire restrictions, the following guidelines will apply and all furniture/equipment placement will have to be approved by Events Manager in advance:
 - Very limited and specific setup/placement is allowed in the Front Entrance & Main Floor Lobby. This includes furniture, signage, activations, and stanchions.
 - Tables, pull-up banners, and easels can only be placed on the perimeters of the space and not in high traffic areas.
 - Nothing can block the front doors or the sidewalk in front of the building.
 - Main Floor Lobby and Mezzanine Lobby capacities cannot be combined for receptions. The lesser of the two will apply if the reception is meant to stretch over 2 floors.
 - Reception food tables in the Main Floor Lobby can only be placed on either side of staircases leading up to the mezzanine.
- Additional furniture/equipment available with advance notice (additional fee)

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Concessions & Receptions

- Licensed concession offering beer & wine; accessible water fountain on site.
- Concessions will be open from doors open to public until 15 minutes into the event. If you would like the concessions to stay open longer, please discuss this with the Events Manager while planning your event.
- A list of current concessions on offer can be found [HERE](#)
- Receptions can only be held downstairs during a private event or publicly post-event.
- A minimum spend will apply to all receptions and a gratuity will be added for the use of drink tickets or open bar service.
- A landmark fee and/or corkage fee will apply to all outside food or beverage brought in for the event. Please note, Muskoka Brewery is the exclusive beer supplier for Hot Docs Ted Rogers Cinema.
 - All outside alcoholic beverages must be purchased under the Hot Docs' liquor license. Please speak to the Events Manager about this.

Signage/Posters/Merchandise

- Two poster boxes are available for use with the rental of the cinema.
- Nothing can be taped to the front doors. Decals are allowed but will come at an extra cost for authorization of install.
- Your event will be listed on our daily digital slide. The cinema does not have a marquee.
- Use of lobby digital screens not included in base rental package but available with advance notice.
- The recommended placement for a step-and-repeat is either next to the stage inside the cinema (focused lighting is available) or in the Mezzanine Lobby as the Front Entrance and Main Lobby are too small to accommodate a photocall.
- Merchandise table setup available with advance notice. This is comprised of one 6'-0" folding table with linen and 2 chairs positioned next to the stage. The seller is responsible for loading and strike of merchandise as well as all sales. Merchandise sales must take place within the rental time or hourly charges will be added to the rental to accommodate.

Scheduling

- We require you to schedule at least 30 minutes of load-in/setup time before doors open to the public and at least 30 minutes of strike/load-out/audience exit time after the event.
- We require at least 30 minutes of doors open for the scanning and seating of guests. This is in addition to the load in/setup time.

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- A typical run-of-show consists of a 10-minute pre-screening onstage introduction by the host and a 20–45-minute post-screening onstage q&a or discussion.
- Your event start time is the time that you as the client walk into the cinema to start setting up. The event's end time is the time that you as the client walk out of the cinema once the entire audience has left and all your event strike has been completed. Additional charges will apply if your event goes over the scheduled time.
- If you are holding a festival or multiple screenings on the same day, we require each screening to be scheduled at least 60 minutes apart so the cinema can be cleaned/reset (approx. 30 min) and the doors can be reopened to the public (30 min). Passholders are not exempt from exiting the theatre even if they are planning to watch the next show.
- If you are holding a private reception at the start of your event, we require at least 15 minutes turnaround between the end of the reception and doors open so the area can be cleared and reset to welcome the public.
- Are you considering additional activations? (branding, tables, step and repeat, merch, signings, photographers, other organizations involved). This information is important to have far in advance to ensure we can accommodate and built into your schedule.

Ticketing

If you are holding a public event, Hot Docs can handle the ticketing and post a web listing on our site for an initial setup fee. An additional ticketing service fee will be applied based on the price of the ticket and can be either billed to the guest or the client. Please see our [Hot Docs Cinema Rental Rates Sheet](#) for a list of prices and all the services we offer. Please note that changes to the ticketing structure and information on the web listings cannot be made retroactively.

- **Base Package:** This includes general seating with a single priced ticket available for in-person & online purchase, 50 complimentary tickets free of service fee, and 1 web listing page on the Hot Docs calendar. Assigned Seating, promo codes, additional web listing pages per event (Multiple Event Pages), and a home page with links to multi-event pages (Series Pages) are available at an additional cost.
- **Earlybird:** An early-bird ticket structure can be arranged for an additional cost. This allows for a ticket to be purchased at an earlier date for a reduced price. This rate goes off-sale and is no longer available when the regular ticket price takes effect.
- **Passes:** A ticketing breakdown that includes the use of passes can be arranged for an additional cost. When a guest purchases a pass, they would receive one e-ticket to every screening in your event. Please note, Hot Docs will not print or distribute passes; however, if the client wants to print name badges to correspond with these passes, Hot Docs can provide the names.

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- **Complimentary Tickets:** Hot Docs will require a list of all complimentary tickets 72 hours in advance of an event. These complimentary tickets can either be emailed to guests or printed at the cinema & handed to the client during their set-up time to manage distribution.
- **Reserve Seating:** The client is responsible for setting up & managing all reserve seating. This includes seats for the onstage party. If an Assigned Seating structure is being used, the client will need to select their reserve seating in advance of public sale.
- **Client Information:** In accordance with CASL regulations, Hot Docs is unable to provide the event producer with ticket buyers' personal information unless explicit permission to do so is obtained from the ticket buyer at online point-of-sale. Arrangements for this must be made with Hot Docs Ticketing when the client fills out the initial web listing form.
- **Revenue:** Hot Docs does not take a cut or percentage from a client's earnings from an event. We hold the client's revenue funds and release them once Hot Docs has been paid for the rental in its entirety. After the event has finished, the box office report will be sent to the client and the Events Manager will ask the client to invoice Hot Docs for the amount owed in ticket sales.

Insurance

The renter must hold and provide proof of Comprehensive General Liability Insurance for coverage relating to their event, by the deadline listed below. Details to be discussed with Event Manager.

Technical Specifications for Deliverables

Our projection team will do a quick content check upon receipt of your material. After your content has been successfully ingested, we will check for sound sync, and credit end timing. If we encounter any problems with the material, we will be in touch with you directly.

- **In-Cinema Films/Preshow/Trailers:** The preferred exhibition format is DCP (Digital Cinema Package).
 - File name must comply with the Digital Cinema Naming Convention. The "FILM TITLE" component should contain the English title typed in camel case – no acronyms are permitted.
 - DCP's must arrive unencrypted.
 - 2K Flat or Scope JPEG2000 X'Y'Z' Package recommended but 4K Flat or Scope JPEG2000 X'Y'Z' Package accepted.
 - 24fps recommended but both 25fps and 30fps accepted.

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- 5.1 (Left, Right, Center, LFE, Left Sur., Right Sur.) recommended but 3-Channel (Left, Right, Center) and stereo (Left, Right) accepted
- Subtitles must be burned-in (pre-composited to the image files)
- Closed caption versions should have no more than 30 characters per line.
- Audio Description must be on channel 8.

If you have to provide an alternative format to DCP, please contact tech@hotdocs.ca to confirm playback specifications.

- **In-Cinema PowerPoint/Slides/Deadcards:**

- Presentations must be provided as self-contained Microsoft PowerPoint (.ppt files). Please don't link to content. All media must be embedded into the presentation.
- Slides/Deadcards/Still Images must be provided as .png or .jpg (no .pdfs)
- 1920x1080 (landscape)
- Under 10GB file size
- Embedded image files (text & image in one) preserve font choices and slide formatting.
- Embedded video should be h.264 /.mp4's with a stereo mix.
- Use black or another dark background colour for slides as a white background reflects too much light and makes it hard to see the onstage speakers.

- **Online / Video-On-Demand:** Our VOD platform can ingest a wide range of formats, but our general recommendations are as follows:

- H.264 video file encoded at 10-12 Mbbs (if possible, select "High Profile" H.264 setting instead of "Main Profile" when exporting the video)
- Stereo or ProLogicII encoded 5.1 (LtRt) - ONLY include a single stereo track or mono track pair - do not include additional mixes/tracks.
- 1920x1080 resolution
- 23.98, 24, 25, or 29.97 progressive
- Under 10GB file size
- Subtitles must be burned-in (pre-composited to the image files)
- No visible watermarks
- Captioned films will need an .srt or .vtt file and should be provided as a timed text file. We highly recommend uploading your files in WebVTT format as they are the most widely compatible.
- Please email for instructions if you are providing a file with audio description.

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In-Cinema Technical Checks

You have the option of scheduling a tech check at the cinema for an additional cost. This check will include a projectionist and our production coordinator and is your opportunity to spot check your content on screen in advance of your screening day. We require at least 1 week notice to schedule a tech check.

Delivery Deadlines

A late fee will be charged for any content not delivered by the deadline, unless an alternate delivery date has been agreed upon in advance. In addition, an administration fee will be charged for any uploads that need to be replaced or re-uploaded.

- Web Listing Form (ticketing info, prices, release date, etc.) - 6 weeks prior to event
- Event Schedule (doors open, start times, runtimes, etc.) - 4 weeks prior to event
- Tech Deliverables (film/video, trailers, onscreen assets, etc.) – 1 week prior to event
- Proof Of Insurance – 5 business days prior to event
- Run-Of-Show (furniture/equipment, stage activity, cues, etc.) – 4 days prior to event
- Complimentary Tickets/Guest List – 72hrs prior to event

Other Things to Note:

- Let us know as soon as possible if you will be filming or will have a photographer at the event. We need to ensure we can accommodate their needs. Also, please let us know if you plan to have any Media in attendance and if they will be filming or taking photos. We need to let our Communications and our Production teams know as there are protocols for media in the cinema.