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## Centrestage Theatre Hire Details

For us to prepare a full quote for your hire, and to assist us with promotion of your Event/Performance(s) at Centrestage Theatre, **please fill out and return all the information requested on this form** as soon as possible. The more details we have the better we can help with the accurate costing and smooth running of your event. Please use the **check sheet** provided with this information pack to ensure you have completed all necessary documentation, we cannot provide a quote until all required information is received.

**Name of Organisation/Producer:**

**Contact Person(s):**

**Email:**

**Phone:**

**Title of Event/Production** (As it will appear on your publicity and tickets)

**Date(s) of Performance(s):**

**Time(s) of Performance(s):**

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**Description of Event:** (Publicity information, either write below or send as a word document)

Please provide a quality **jpeg file** for your Event poster (or image), that we can use in the foyer display and on our website. If you also provide a hard copy of posters or flyers we will put these up in the theatre foyer as appropriate.

**Please check with Theatre Management as to whether (and when) the Theatre signboard on Centreway Road may be available for you to promote your event.** *(NB There are certain times of the year when this may not be available due to Centrestage shows, which have first call on the signboard for two weeks prior to opening of Centrestage Shows)*

**Ticket Price(s) & Categories** (i.e. Adult/Senior/Student/Groups):

**Please Note** The Centrestage Theatre booking system is through **Patronbase**, our in-house system. All events must be ticketed through this system **unless otherwise negotiated**. Bookings are made through the Centrestage Theatre website, at the Box Office or by phone to the theatre. There is a set cost per ticket which is deducted from gross ticket sales.

**Cost is \$2.20 + GST per ticket.** Hirers must decide whether to absorb bank/credit card fees into their ticket price (Cost of these will then be deducted from hirer ticket sales income) or add these on at point of sale to the patrons at \$3.50 per booking (not per ticket). If passing credit card fees on to Patrons (Recommended by CTC) please put "Credit Card Charges Apply" on all your event advertising. **Full settlement will be made within 21 working days of the close of your event. Payment will not be made until all outstanding venue hire fees and costs are deducted by Centrestage Theatre, these will be deducted directly from Event ticket income prior to settlement.** Hirers are provided with a Promotor Login so you can check on the progress of your ticket sales at any time via the CTC website.

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Please note that the default setting for seating in our venue is **Allocated**; for many reasons including patron preference, health and safety and to avoid over subscription to a performance. **If you require General Admission (GA), please specify.** We do not recommend this option in most instances.

*NB. For hire events not involving ticket income via Patronbase, all venue hire fees must be paid promptly at the close of the event, as per invoice, or a 10% late payment fee will be levied.*

Please put the box office number: **09 426 7282** & website: [www.centrestagetheatre.co.nz](http://www.centrestagetheatre.co.nz) on all of your publicity/posters so patrons can book, plus address of venue: **60 Centreway Road, Orewa** – Please remember to put ‘Credit Card Charges Apply’ on publicity material where this is the case

## Bank Account details:

**Area(s) to be hired:** *Please highlight or circle*

**Foyer** (other than during pre-show & performance hours)

**NB** Unless negotiated otherwise on your contract, the **Theatre foyer is not part of a standard hire outside of the actual performance times.** i.e. during rehearsal and tech periods, as it is also the Centrestage box office and public access area and must be kept clear. If you wish to use the foyer outside of your event/production performance times you will need to book this as an additional part of your hire. Please see the new notes in blue further in this document regarding use and decoration of the theatre foyer...

**Kitchen** (Front of House off foyer)

**Auditorium/Dressing Room**

(Auditorium hire includes use of basic sound & light rig)

**Extension (Rehearsal Room) NB: Not available as part of a standard auditorium hire, as this room is in heavy use throughout the entire year with rehearsals and classes – please contact Theatre Managers directly to ascertain availability and cost if you wish to request access to this room as part of your hire. NB. It may not be available at all or only available at limited times during your hire period**

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**Box Office:** **Centrestage / Own (By negotiation only)**

**Ushers:** **Centrestage / Own (Must be inducted in venue H&S)**

\*NB Centrestage Ushers are all volunteers and Centrestage cannot guarantee the supply of ushers, it is up to each hirer to ensure they have ushers available for all performances – a full house requires 4 ushers present in the auditorium during performance, please liaise with Theatre managers to arrange for health and safety induction of your ushers before the commencement of your production/event.

### **Bar required for Event:**

**Centrestage Theatre has an on-licence and under the terms of our licence only Centrestage Theatre Company may profit from the sale of alcohol at this venue.**

**PLEASE NOTE THAT THE CENTRESTAGE BAR IS RUN BY LICENCED VOLUNTEERS WHO MAY NOT BE AVAILABLE FOR ALL THE HOURS THAT A HIRER MAY WANT. The bar will open between 45mins to one hour pre-show and for interval whenever possible.**

**In most cases the bar will not be available to open post event/show, without prior arrangement with Bar Manager, otherwise bar will close at the end of the interval.**

### **Fire Safety Officer: \$35 + GST/hour**

**NB. Centrestage Theatre, in compliance with NZ Health & Safety legislation, requires the presence of a Fire Safety Officer for all hours during the hire period, which are outside of regular business hours (Tuesday-Fri 10am-2pm) This will be charged to the hirer at \$35 + gst/hour.**

**NB. Hirers may not exceed the hours booked on this hire form unless the Fire Safety Officer agrees to work extra, any additional hours will be added to final hire invoice. If the fire safety officer is not available to go over the booked hours the event will have to end at the time stated on this hire form.**

**Please Ensure you complete and return the Hazard form attached to this document before your technical rehearsals begin.**

### **House Technician:**

**CTC may be able to provide a technician for an external hirer event. If so the CTC House Technician will be present for the pack-in/set up/operating and pack-out where needed to ensure that technical aspects of hire are properly operated – the charge for this is \$40 + gst an hour and is not-negotiable.**

**External hirers may also engage the services of their own reputable tech team that CTC has signed off on.**

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## Post Production/Event Clean: (\$150+ GST)

Cost \$150 + GST - NB. the Centrestage cleaner will clean the dressing room, auditorium, bathrooms – **Hirer is still responsible for cleaning the stage floor and wings** – all set, props, costume & rubbish must be removed by hirer immediately at end of event and stage floor cleaned, full bins left in dressing rooms etc will be charged at \$10 per bag – **NB any rosin used on Centrestage stage floor and wings MUST be fully removed by hirer – failure to do so will result in additional cleaning charges – If you require Centrestage to clean stage floor additional charges will apply beyond the \$150 + GST– please talk to Theatre Managers re this.**

**Notes on Cleaning During Rehearsals and Performance season** – The theatre provides a clean venue in all spaces when your event packs in. During your hire period the public areas (foyer, box office, public bathrooms) are maintained by the venue management; while the auditorium, dressing rooms, backstage kitchen & bathrooms, and all other areas used as part of the hire, must be kept clean by the hirer **throughout the hire period.**

While venue ushers (if ours are used) will clear any rubbish left by patrons in the theatre at the end of each performance, your stage management team must vacuum and clean the auditorium and stage area (when necessary) between performances, unless otherwise negotiated with the theatre management.

**Casts are not to use the public bathrooms at Front of House during rehearsal, technical and performance periods unless otherwise negotiated.**

**NB. Centrestage Theatre is a zero-waste venue. Hirers must remove all rubbish from the venue at the end of hire period. Each council issue size bag of rubbish left at the venue at end of hire will be charged at \$10.00 + GST/bag – large black sacks will be charged at \$15 + GST per bag, this includes if hirer uses Centrestage Cleaner – removal of rubbish and contents of fridges in all areas of venue used by hirer is the responsibility of the hirer.**

**A Pack-Out cleaning sheet is provided in this hirer information pack.**

**PLEASE NOTE: Hirers MAY NOT decorate the theatre foyer for their shows without prior permission from Theatre Managers.**

**If permission is granted any decoration must not interfere with operation of the theatre on a daily basis or patrons' access to the box office, please check that your intended decoration is approved by Theatre Managers.**

**If permission is given, hirers MUST NOT remove any signs from the hanging theatre noticeboards in the theatre foyer or advertising for Centrestage Theatre productions or other Hirer events.**

**Hirers MUST NOT change the content of these hanging noticeboards without the EXPRESS permission of the Theatre Managers and MUST NOT use staples in these boards AT ANY TIME.**

**Hirers MUST NOT use any kind of sticky tape or staples on the foyer tables, banister railings, walls or glass panels, any damage occurring to Centrestage Theatre fittings during the hire period must be repaired/paid for.**

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Hirer **MUST NOT** move any of the round foyer tables on or off the mezzanine without express permission. These tables are not to be lifted by the tabletops at any point. Damage occurring during the hire period must be repaired/paid for.

Please ensure that all advertising and promotional material, social media for your event clearly states the theatre as the VENUE for the production/event and who the Producer/Promoter of the production/event is, with clear directions to the website for bookings and box office hours or phone number.

[www.centrestage theatre.co.nz](http://www.centrestage theatre.co.nz) – 09 426 7282

Ensure your advertising and promotional material contains the information ‘Credit Card Charges Apply’ where applicable.

**PLEASE FILL OUT THE FORM BELOW WITH AS MUCH DETAIL AS POSSIBLE INCLUDING TIMES FOR ALL REHEARSALS, TECHNICAL REHEARSALS AND PERFORMANCES – PLEASE NOTE, hire cost is worked out on the information YOU provide on this form – The hours you put on the form must take into account time required for all Cast and Crew to set up and prepare before each tech rehearsal or show and the time required to vacate the venue after a show or rehearsal has finished as this affects Fire Safety hours e.g.**

**If your show finishes at 10.30pm allow 30mins for everyone to pack up and leave – you will be charged up until last person leaves the building.**

**If you go over the hours you put on the form, you will be charged for additional fire safety hours – and this is only if staff agree to stay extra time.**

**PLEASE SEE EXAMPLES IN RED AT THE TOP OF THE FORM FOR SETTING OUT REHEARSAL HOURS**

	Day/Date	Foyer	Box Office	Kitchen	Auditorium	Dressing Rooms
<b>Time(s)</b> <b>EXAMPLE</b>	<i>Fri 01/01/11</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>10am – 10.30pm</i>	<i>10am-10.30pm</i>
<b>Activity</b> <b>EXAMPLE</b>					<i>Tech Rehearsals</i>	<i>Tech Rehearsals</i>
<b>Time(s)</b> <b>EXAMPLE</b>	<i>Sat 02/01/11</i>	<i>12.30pm-4.30pm &amp; 6.00pm-11.00pm</i>	<i>1pm-4pm &amp; 6.30pm-10.30pm</i>		<i>12.30pm – 11pm</i>	<i>12.30pm – 11pm</i>
<b>Activity</b> <b>EXAMPLE</b>		<i>Show 2pm &amp; Show 7.30pm</i>	<i>Show 2pm &amp; Show 7.30pm</i>		<i>2 x shows – Cast &amp; Crew in venue 1.5 hours pre-show</i>	<i>2 x shows – Cast &amp; Crew in venue 1.5 hours pre-show</i>
<b>Time(s)</b>						
<b>Activity</b>						
<b>Time(s)</b>						

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**Please list all performances and times for production season below**

**Please include running time for the show/event and whether there is an interval in the notes column.**

<b>Performances</b>	<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Notes</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				
<b>7</b>				
<b>8</b>				
<b>9</b>				
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<b>11</b>				
<b>12</b>				
<b>13</b>				



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# Check Sheet

**Please ensure you have provided all required information**

## Hirer Pack out Cleaning Jobs

<b>Contact Details</b>		Costumes all removed from CTC premises Dressing room tidied	<table border="1" style="width: 100%; text-align: center;"> <tr><td>Finished</td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>	Finished		
	Finished					
<b>Event Details – Prices, Dates, Times etc</b>		Dressing room vacuumed / swept (all hair & hair pins) Dressing room toilets, ledges and basins cleaned Floor where hair/makeup done mopped (scrubbed)	<table border="1" style="width: 100%; text-align: center;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>			
<b>Bank Account Details</b>		Floor in dressing room kitchen mopped Kitchen area cleaned (includes benches, floor, frig) Rubbish, all bags must be removed from premises (cost of \$5 +gst per bag left on premises)	<table border="1" style="width: 100%; text-align: center;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>			
<b>Publicity Information</b>		Make-up tables cleaned Mirrors cleaned All ledges, skirting boards cleaned in dressing room	<table border="1" style="width: 100%; text-align: center;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>			
<b>Jpeg File Provided</b>		Side room tidied and swept and cleared Orchestra room vacuumed and tidied (if used) Chairs, etc removed from orchestra pit (if used) Orchestra pit vacuumed, Pit back in (if used, under instruction of CTC staff, pit must be taken out and restored correctly)	<table border="1" style="width: 100%; text-align: center;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>			
		Small props all removed from premises	<table border="1" style="width: 100%; text-align: center;"> <tr><td> </td></tr> <tr><td> </td></tr> </table>			

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	Large props and furniture all removed from premises		
	Extension swept out (if used)		
	Extension kitchen wiped down, ledges, floor mopped (if used)		
	Extension toilets cleaned, basins wiped down, floors mopped		
	Stage swept and mopped – floor may need to be repainted if it has been marked or scratched – check with CTC staff		
	Wings swept and mopped		
	Corridor vacuumed		
	Foyer and stairs vacuumed (if used outside of public use)		
	Kitchen in foyer cleaner/mopped (if used as part of hire)		
	Auditorium vacuumed		

**Centrestage Theatre is a rubbish free venue, we require you to remove any rubbish generated during the hire from the auditorium, stage, wings, and dressing rooms, plus rehearsal room and rear kitchen if these are used as part of the hire.**

**If any rubbish or recycling is left in the building, this will be charged for as part of your final hire costs.**

# CENTRESTAGE THEATRE RISK ASSESSMENT & HAZARD MANAGEMENT

## RISK ASSESSMENT OVERVIEW

This risk assessment process asks our users to consider all eventualities relating to theatre safety. Our aim is to reduce the occurrence of accidents that cause harm, while making safe theatre practices commonplace within our theatrically active community.

In order to complete the Risk Assessment form below, a senior member of the company or group I.E. **Production Manager/Director/Head Technician**, must identify and grade any potential risk that may be present throughout an occupancy for all activities, both on and off the stage. Details on how an accident may occur and their intended systems or actions that will reduce or remove risk must be provided.

### Hazard Checklist

Please check the relevant risks while considering anything else that may be unique to your performance.

### Performance Risk Assessment

Complete a risk assessment for any hazard you have identified from the Hazard checklist.

### Submission / Approval Process

Please submit your completed assessment to our **Theatre Manager** and/or the **CTC designated Technical Manager** either at the Theatre's box-office or via email [manager@centrestagetheatre.co.nz](mailto:manager@centrestagetheatre.co.nz) at least one week prior to your occupancy.

Our **Theatre Manager** and/or **CTC designated Technical Manager** will review your submission and respond to each instance in one of the following manners:

**Approved :** Signed and dated to indicate the listed control measures are satisfactory.

**Pending :** Listed control measures are satisfactory, but a physical check by a house technician is required before approval.

**Not Approved :** A cross to indicate control measures are unsatisfactory.

Depending on circumstances this may be accompanied with either a request for further information, an acceptable method of control or to seek suitable professional support (i.e in the case of fire, pyro, flying persons etc).

Once all activities are approved, the document becomes the basis of Health & Safety briefings for cast and crew and should be left onsite (in the Box Office) and kept up to date as hazards are introduced. The Stage manager should review the document daily in order to keep cast, crew and our technical manager aware of any new developments.

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**PERFORMANCE RISK ASSESSMENT – CENTRESTAGE THEATRE, OREWA**

**Before proceeding with an occupancy a full risk assessment must be provided to the Centrestage Theatre Manager**

**HAZARD CHECKLIST: TICK FOR 'YES' AND RISK ASSESS THE HAZARDS ON THE FOLLOWING PAGES**

- RISK OF INJURY DUE TO FALL:** Are you planning to work above stage level; on ladders, tables or chairs, raised set or by lifting persons etc? This includes during your rehearsals, set-up and performance.
- FALLING OBJECTS:** Are you planning to hang any objects from above? How is your set constructed, can anything fall or collapse?
- SLIPPING OR TRIPPING:** Will you be using either props, set, drapes, costume or other articles that could cause a trip or slip on stage? Will you be acting or behaving in a manner that could cause a trip or slip to yourself or other members of your company?
- SPILLAGE:** Are you using any liquids or foodstuffs? Are any liquids near electrical equipment on or off stage? If liquid is spilled can it cause a risk of a slip?
- FIRE:** Are you planning to use any open flame e.g. smoking, candles, incense, fire etc?
- ELECTRICAL HAZARDS:** Are you bringing in any electrical equipment? If so, it must have a current safety test tag. If not, you must contact the theatre's house technician well in advance to have the Item PAT tested. \*\*Items that do not have a current electrical safety test tag cannot be used anywhere in the theatre. If you are using electrical items on stage could they cause a fire, burn or trip hazard?
- UNSTABLE SURFACES:** Are you planning to stand on any object not specifically designed for that purpose? Are you using any objects or set that are not professionally built or of questionable integrity or using them in a manner that could cause them to be unstable?
- IMPACT:** Is there any stage fighting or complex rapid movement where injury due to impact could occur; this could be in the form of dance, clowning, physical theatre or drama? Could any impact injure persons or damage properties?
- WEAPONS:** Are you planning to use any form of weapon in your rehearsals or performance, e.g., swords, knives, guns, clubs – including replica or toy versions? Do you plan to use any item to represent a weapon?
- UNUSUAL USE OF OBJECTS OR EQUIPMENT:** Are you planning to use any objects or performance space in an unusual manner, could this pose a risk?
- PYROTECHNICS:** Are you planning to use any explosive devises (no matter how small)? If so, you must contact the theatre's house technician well in advance to discuss applying for necessary permits.
- IMPAIRMENT:** Use of alcohol or drugs before or during performances or rehearsals is not permitted. Are you using any other devices that mean a performer could be impaired; e.g. masked, blindfolded or handcuffed? Are you aware of any personal impairment, e.g., personal disabilities, illnesses or medication?
- ANYTHING ELSE:** **This list is not exhaustive!** Are you planning any other activity that may pose a significant risk of injury to person or damage to space or property? Do you require any further advice or permissions before undertaking any activity safely? If in any doubt consult the theatre's house technician before proceeding in either rehearsals or performance.

**DECLARATION**

- We have identified the above hazards and have attached further pages to risk assess and introduce control measures
- None of the above applies to our project/ production. There is no significant hazard or risk.

**Name:** \_\_\_\_\_ **Role:** \_\_\_\_\_ **Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

**PERFORMANCE RISK ASSESSMENT** \* *Must be reviewed and approved by the Centrestage Theatre Manager*

**RISK ASSESSMENT KEY**

<p style="text-align: center;"><b>Severity</b></p> <p>What is the potential level of injury to persons and/ or damage to property caused by the hazard?</p> <p>1 - Slight 2 - Minor 3 - Moderate 4 - Major 5 - Severe</p>	<p style="text-align: center;"><b>Likelihood</b></p> <p>How likely is the hazard to happen?</p> <p>1 - Highly unlikely 2 - Not very Likely 3 - Possible 4 - Likely 5 - Very Likely</p>	<p><b>Severity x Likelihood =</b></p>  <p><b>Risk Rating</b></p>
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HAZARD	DESCRIPTION OF ACTIVITY/ ASSOCIATED RISKS	AFFECTED	SEVERITY	LIKELIHOOD	RISK RATING	CONTROL MEASURES/ ACTION PLAN	MANAGER (SIGN AND DATE)

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Please continue on further sheets if required.

We have completed a thorough Risk Assessment and have omitted no significantly hazardous activities.

We fully understand and accept the risks of our activities, and agree to carefully implement the control measures listed above.

We understand and accept that the **Centrestage Theatre Manager and/or CTC designated Technician** may only grant approval following a physical check - These Instances will be identified in the review of the submission.

Name and Role: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_ .

**HOUSE APPROVAL** Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_ .

HAZARD	DESCRIPTION OF ACTIVITY/ ASSOCIATED RISKS	AFFECTED	SEVERITY	LIKELIHOOD	RISK RATING	CONTROL MEASURES/ ACTION PLAN	MANAGER (SIGN AND DATE)

HAZARD	DESCRIPTION OF ACTIVITY/ ASSOCIATED RISKS	AFFECTED	SEVERITY	LIKELIHOOD	RISK RATING	CONTROL MEASURES/ ACTION PLAN	MANAGER (SIGN AND DATE)