



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.

COVID-19 information. Centrestage Theatre has QR code posters throughout the building and sign in registers available at all entry points. Hand sanitiser stations are present in all parts of the building and we require all our hirers to reiterate with their own members/patrons/students that if they are experiencing any symptoms or have had contact with anyone who has tested positive, that they do not come into the theatre.

All our surfaces are regularly cleaned and disinfected, eftpos machines are wiped between users. We take our health and safety responsibilities seriously and reserve the right to change hire conditions, i.e. seating capacity in the venue, in line with Government directives and alert levels. We will communicate any changes as soon as possible and ask that our hirers do the same and work with our Theatre Managers and staff to ensure the comfort and safety of all who attend Centrestage Theatre.

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):

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 \$1.90 + 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.

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 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 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.

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

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

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

Fire Safety Officer: \$30 + 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 \$30 + 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.

House Technician: \$240 + gst

For every external hirer event the CTC House Technician will be present for the first three hours of pack-in/set up and final three hours after pack-out to ensure that technical aspects of hire are properly set up and operated – the charge for this is \$240 + gst and is not-negotiable. Exceptions to this are hirers who are already engaging the services of ‘Stage It’ company as they are the CTC theatre technical providers.

Post Production/Event Clean: Hirer Own / Centrestage (\$150+ GST)

Cost \$150 + GST - NB. If you pay for the Centrestage cleaner they will clean 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, this applies whether hirer is using CTC Cleaner or not, full bins left in dressing rooms etc will be charged at \$5 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. Hirers must remove all rubbish from the venue at the end of hire period. Each standard size bag of rubbish left at the venue at end of hire will be charged at \$5.00 + GST/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 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 – Please note that the hours you put on form must take into account time it takes for all Cast and Crew 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
Time(s) EXAMPLE	<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>
Activity EXAMPLE					<i>Tech Rehearsals</i>	<i>Tech Rehearsals</i>
Time(s) EXAMPLE	<i>Sat 02/01/11</i>	<i>12.30pm-4.30pm & 6.00pm-11.00pm</i>	<i>1pm-4pm & 6.30pm-10.30pm</i>		<i>12.30pm – 11pm</i>	<i>12.30pm – 11pm</i>
Activity EXAMPLE		<i>Show 2pm & Show 7.30pm</i>	<i>Show 2pm & Show 7.30pm</i>		<i>2 x shows – Cast & Crew in venue 1.5 hours pre- show</i>	<i>2 x shows – Cast & Crew in venue 1.5 hours pre-show</i>
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Please list all performances and times for production season below

Performances	Date	Day	Time	Notes
1				
2				
3				
4				
5				

6				
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9				
10				
11				
12				
13				
14				

Check Sheet

Please ensure you have provided all required information

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
