

## FOUNDERS THEATRE

### Contact Details

P.O. Box 740,

Waikato Mail Centre Hamilton 3240

New Zealand

Ph + 64 7 838 6600

Fax + 64 7 838 6601

[www.hamiltontheatres.co.nz](http://www.hamiltontheatres.co.nz)

### Theatre Hire Enquiries

Richard Sutherland

Theatres Manager

Ph DDI +64 7 838 6513

Email [richard.sutherland@hcc.govt.nz](mailto:richard.sutherland@hcc.govt.nz)

## INTRODUCTION

Founders Theatre is one of three Hamilton City Council theatres under the **Hamilton City Theatres** brand (Founders Theatre, Clarence St Theatre and The Meteor) and is part of the Event Facilities Unit of HCC which also encompasses Claudelands and Waikato Stadium.

This Hirer Guide provides you with important information that will enable you to plan and manage your event. Our role is to work with you to enable you to achieve the best outcome for your event and to maximise the spaces and facilities that Founders Theatre has to offer.

## VENUE HIRE FEES

Listed below are the basic venue hire fees (excluding GST) for bookings at the Founders Theatre. Please contact the Theatres Manager for a full list of all fees and charges and applicable community Subsidy.

Founders Theatre: **\$5100.00** per single performance day; included is the venue hire, all utilities, standard stage lighting rig, a venue technician for 12 hours, stage door security for 8 hours and full FOH staff for 1 performance up to 4 hours (excludes merchandising staff).

Non-performance day rates are also available.

Commercial hirers will pay **10% of net BO** takings if greater than **\$5100.00**.

## CAPACITY

**Founders Theatre** Proscenium Arch style Lyric Theatre

Standard Seating Mode –**1249**

Including the Orchestra pit seated – **1309**

Strict occupancy limits will apply.

## PENCIL BOOKINGS

Dates are pencil booked for clients with no obligation on a first in first served basis. Should another client request the same date, or no communication has been received for considerable time, you will be contacted to either confirm or release within a given time frame.

## CONFIRMATION OF BOOKING AND PAYMENT OF VENUE HIRE FEES

After dates have been confirmed by Hamilton City Theatres at the hirers request, the hirer will be sent a theatre hire agreement for signing. The signed contract will be countersigned and specified reservation fees must be received by Hamilton City Theatres to secure the booking.

## BOOKING CANCELLATION

Cancellation fees will apply for cancellation of bookings after the contract is countersigned. Reservation fees will be forfeit and full venue hire costs may still be charged dependant on time frames.

## PUBLIC LIABILITY INSURANCE

A Certificate of Currency for Public Liability Insurance (minimum \$5,000,000) covering the period of hire must be provided before the commencement of the hire. Community Hirers can obtain PL insurance cover through Council's Hall Hirers insurance policy for a small daily fee.

## BOX OFFICE – TICKETING

All ticketing is to be managed by Ticketek NZ Ltd as our contracted venue partner, including door sales. Fees and Charges apply and can be obtained on request. A New Event Notification [NEN] must be completed by the hirer in full.

(Please contact the Theatre Hire Manager for the current Ticketing Terms and Conditions and NEN)

## **ON SALE DATE**

No event will go on sale until the venue has received a signed contract and the required reservation fee has been paid. On sale dates should be discussed with Ticketek to ensure best advantage, including marketing support.

## **EVENT CANCELLATION AND CHANGE OF VENUE**

Ticket Cancellation or change of venue charges will apply to those events cancelled or venues changed after tickets have gone on sale.

## **ADVERTISED TICKET PRICE**

All advertising in any collateral and/ or media must include a statement regarding services fees applying to ticket sales where a ticket price at face value is included.

## **WARNINGS**

The Hirer must ensure they communicate appropriate warnings if the show contains adult content or themes, nudity, coarse language and/or special effects including haze, smoke and strobe lighting. We advise that ticketing information should include any pertinent information such as age restrictions.

## **FINAL BOX OFFICE SETTLEMENT**

Hamilton City Theatres will supply the hirer with a comprehensive settlement report no later than 10 working days after the last event detailing total box office receipts, box office fees and charges, and including venue expenses incurred during the period of hire.

An invoice for the balance of venue expenses will be issued at this time and payment deducted from ticket takings held in trust where applicable. No settlement will be made prior to events occurring; however partial interim settlements may be made during season events.

## **COMPLIMENTARY TICKET ALLOCATION**

Complimentary ticket allocations are limited. An alphabetical list of the names of people collecting complimentary tickets is to be emailed to the Box Office at least one working day prior to the performance. Please contact the Box Office Manager to make special arrangements for large collection lists.

## **HOUSE SEATS AND WHEELCHAIR SEATS**

As per the Theatre Hire Agreement, Hamilton City Theatres withholds from sale up to twelve (12) tickets as House Seats. (H-Holds).

Hamilton City Theatres also reserves up to fourteen (14) seats per performance at Founders Theatre for wheelchair patrons and companions. These seats will be the last released for general sale. (W-Holds).

## **TECHNICAL HOLDS**

The hirer must advise Hamilton City Theatres if seats need to be held from sale for 'technical' purposes such as sound desk relocation, sightlines or for camera positions. (P-Holds).

## **SOUND AND/OR LIGHTS CONTROL DESK IN THE AUDITORIUM**

There is a control booth permanently situated in the auditorium (above and behind the entrance steps) in Founders Theatre. This space is open to the auditorium and not behind glass. No seats are required to be withheld from sale for the booth, however dependant on the event, restricted viewing may occur in the rows behind the booth.

It is a requirement of Hamilton City Theatres that a discussion take place prior to going on sale regarding production elements to determine if sightlines will be affected. Extra seats may be removed from sale if sightlines are deemed unsuitable for viewing.

## **MARKETING**

All marketing material associated with events held at Founders Theatre must be approved by the Hamilton City Theatres Business Development Manager prior to going to print.

The Hamilton City Theatres Business Development Manager can provide support and advice on design, printing, distribution and media advertising. Hamilton City Theatres will charge the hirer for some of these services. We encourage you to supply posters and flyers to Founders Theatre for display at our three theatres and other Hamilton City Council facilities. We run PowerPoint displays at all three theatres so request clean images for this purpose. There are banner positions available at Founders Theatre on a first come first served basis. Please refer to or request the client marketing kit for full details.

Inclusion in the Hamilton City Theatres monthly email newsletter and website event listing is at the discretion of the Business Development Manager and is subject to availability.

The event will be listed on the What's On Hamilton website as soon as the event is on sale.

## EVENT REQUIREMENTS

A schedule of Event Requirements will be provided to the hirer to confirm event times, functions and non technical equipment and services required not less than six (6) weeks prior to the event start date.

## MERCHANDISE AND PROGRAMMES

A merchandise settlement must be provided at the conclusion of the event and 10% commission will be payable to Hamilton City Theatres on all programme and merchandise sales. Donations are excluded.

### The hirer has two options:

1) If requested, Hamilton City Theatres will provide space and display board for the selling of merchandise and programmes. The hirer will be required to provide a merchandise seller(s).

### OR

2) Alternatively, if requested, Hamilton City Theatres can provide the hirer with Merchandise/Programme sales staff (two weeks notice will be required for rostering purposes) who will manage the selling and reconciling of merchandise/program sales (staff charges apply if this option is taken).

The hirer may either take all takings less commission (payable to the Duty FOH Manager) away after the event, or request Hamilton City Theatres to retain it and deposit takings less commission to a nominated bank account. A cash float and EFTPOS facilities can be provided and should be ordered from the venue with 4 weeks notice. Please contact the Theatre Manager for current fees and charges.

## FRONT OF HOUSE STAFF

All FOH staff excluding merchandisers, are included in the hire of the theatre. Numbers will be rostered sufficient for the sales to the event. You will liaise with a Duty FOH Manager for operational requirements during the event.

## SECURITY

If requested, security guards can be supplied for events. Hamilton City Theatres reserves the right (in consultation with the hirer) to employ security guards for specific events if deemed necessary. All associated charges will be payable by the hirer.

Please contact the Theatre Manager for current fees and charges.

## REHEARSAL/PREVIEW INVITED AUDIENCES

The hirer must inform Hamilton City Theatres if they intend to invite extra personnel to view a rehearsal or preview performance. A Duty Manager and Front of House ushers may need to be rostered on to meet workplace health and safety requirements. These costs will be payable by the hirer.

Please contact the Theatre Manager for current fees and charges

## FUNCTIONS

Founders Theatre has several function rooms/spaces available. These rooms can cater for groups ranging in size of up to 140 guests.

To find out more about holding a function at Founders Theatre either as part of your overall event or separately, contact the Theatre Manager.

## CATERING (INCLUDING ARTIST RIDERS)

All catering requirements are to be managed by the Hamilton City Theatres functions department and provided by our contracted caterers Montana Catering 2001 Ltd.

For a full list of menus and prices, or for a specialised quote, contact the Theatre Hire Manager.

Montana Catering 2001 Ltd operate bar and refreshment services prior and during all public events at Founders Theatre. Patrons are permitted to take alcohol into the theatre space once served in plastic but no glass is allowed in the auditorium.

No alcohol is permitted to be brought on site as it is a breach of the Hamilton City Theatres Caterers Liquor License.

## **SPONSORSHIPS**

If the Hirer has or intends to obtain sponsorship for the production, they must ensure the arrangements do not conflict with any contract or sponsorship arrangements made by Hamilton City Theatres. We recommend you discuss this with Theatre management as early as possible.

## **MUSIC LICENSING**

Music is protected by copyright law and the hirer will be required to obtain a licence from the Australasian Performing Right Association (APRA) to publicly perform either live or recorded music. For more information, contact APRA on 0800 69 2772 (0800 NZ APRA) or visit [www.apra-amcos.co.nz](http://www.apra-amcos.co.nz)

## **FILMING AND RECORDING LIVE PERFORMANCES**

Prior approval must be sought before any filming or photography can take place at the venue. Extra charges may apply if performances are filmed for commercial purposes and specific Credits will be required. The hirer must advise Hamilton City Theatres before tickets go on sale if this option requires seats to be held off sale.

## **PRODUCTION REQUIREMENTS**

A Production Requirements schedule will be provided to the hirer to confirm staff, times and equipment required not less than four (4) weeks prior to the event. A production cost estimate (crew and equipment costs) can be forwarded to the hirer for approval using the information supplied in the Production requirements Schedule. These charges will be payable by the hirer at final box office settlement.

## **PRODUCTION CREW**

A minimum of one technical crew member is included in the venue hire as a "site safety supervisor" by Hamilton City Theatres. Additional technical staff will be provided at the discretion of the Technical Services Manager following discussions with the hirer to meet the requirements of the production and these staff charges will be deducted from the final box office settlement.

If the hirer intends to supply their own technical crew, a discussion on staffing arrangements must take place with the Hamilton City Theatre Technical Services Manager at least four (4) weeks prior to the event.

This discussion will ensure crew numbers are sufficient to undertake the work required and that all crew are of a suitable standard to undertake work in the venue.

Extra Hamilton City Theatres technicians/crew can be rostered onto your event as required.

Please contact the Theatre Technical Services Manager for current fees and charges.

## **TECHNICAL EQUIPMENT**

The venue comes with a standard technical equipment allocation. If the hirer requires extra lighting, audio and AV equipment that is not already included with the venue, it can be hired from the Hamilton City Theatres equipment stock if available. Visit the web page for the full equipment list.

<http://hamiltontheatres.co.nz/file/Theatres-specs-maps-seating-etc/hct-ft-venue-and-eq-details-v3-2013.pdf>

Equipment availability is not guaranteed. If the equipment required is not on this list, Hamilton City Theatres can normally hire it from external suppliers and on charge.

The hirer has the option to supply their own equipment if they choose. All of which must have a current electrical test tag where applicable.

Please contact the Theatre Technical Services Manager for current fees and charges.

## **HEALTH AND SAFETY**

Hamilton City Theatres are committed to provide a safe environment for our patrons, clients and staff. A 15min safety induction is provided on first access to the venue. The site induction process provides information on the Theatres' emergency and evacuation procedures.

All hazards and risk must be identified and planned for; some may require licensing such as pyrotechnics. Under the HASNO Act all pyrotechnics displays/effects are required to be under the control and execution of an approved handler who will be required to plan, obtain all necessary approvals, purchase and fire all pyrotechnics including naked flame effects. Any flexible fabrics used on stage and props must be flame-retarded. If not purchased as such, they can be flame-retarded by applying spray-on fire retardant as

a pre made mixture. Our Technical Services team can facilitate this for you if required.

We use the Guide for Safe Working Practice in the NZ Theatre and Entertainment industry. All rigging plans must comply with venue equipment loadings and be approved before commencement.

### **ACCESS TO VENUE AND PARKING**

Access is provided at pre arranged times on hired days at the venue stage door. Stage door security staff will require sign-in of all personnel unless otherwise arranged. Security tags, lanyards or other identification is recommended for all backstage personnel. Limited parking for production vehicles is available behind Founders stage, otherwise the pay and display carpark is available. The pay and display is closed for some daytime events at management discretion.

### **DELIVERY**

The delivery of any items must be organised through the assigned Production Manager. Deliveries must be clearly labelled to: Founders Theatre, 221 Tristram Street, Cnr Tristram St and Norton Roads, Hamilton 3240, ph 07 838 6600 and include the person or event applicable to.

Hamilton City Theatres does not accept responsibility for damage or loss of merchandise or goods left on the premises prior to, during or after the event.

### **STORAGE**

Due to limited space, Hamilton City Theatres is unable to provide storage of sets, props or equipment outside of the hire period.

### **DRESSING ROOMS / GREEN ROOM**

A range of dressing room sizes and a green room are available at Founders Theatre; please ask for a copy of the back stage plan for allocations.

### **DISABLED ACCESS**

Founders Theatre has full wheelchair accessibility. Allocated wheelchair seats are available in the auditorium. A lift provides access for visitors to wheelchair seating in the venue. Restrooms are also easily accessible throughout and stage level is access from outside via a ramp at stage door. Access to stage from the auditorium can be provided via an externally sourced ramp.

### **AUDIO REINFORCEMENT**

The Founders Theatre is equipped with a hearing aid loop system that enhances the listening experience of patrons with hearing impairments.

### **SOUND LEVELS**

Hamilton City Theatres reserves the right to exercise control of sound pressure levels within any part of the venue. Maximum sound pressure levels are pre-determined and details of the maximum sound pressure levels are available from the assigned Production Manager.

### **SMOKING AND ALCOHOL POLICY**

In line with Government Health Regulations, Founders Theatre is a smoke-free environment. Designated Outdoor Smoking Areas (DOSAs) are provided at different points around the exterior of the building.

Hamilton City Theatres reserves the right to refuse entry or eject intoxicated patrons.

### **CLEANING AND WASTE DISPOSAL**

The hirer is responsible removing any waste arising from the production during the period of hire. Extra costs may be charged to the Hirer if extra cleaning is required to return the hired venue to a satisfactory condition. Hamilton City Theatres has an environmental management strategy and recycling policy, all cardboard, paper and glass and certain plastics are recycled.