



PERFORMANCE OR COMMERCIAL AUDITORIUM HIRE 2016

OVERVIEW

The Isaac Theatre Royal (ITR), Christchurch is a restored historic Edwardian heritage theatre with up to 1292 seats over three levels. The entire auditorium and foyer areas of the theatre were rebuilt between 2012 and 2014 following the earthquakes of 2011. Significant heritage fabric was retained including the magnificent original 1908 painted ceiling dome, the façade and the 1928 marble staircase amongst many other important heritage features. The ITR was rebuilt to 100% of new seismic building codes following the earthquakes and is regarded as one of the most spectacular performing arts venues in Australasia.

Venue specifications for detailed data on the theatre i.e. seating layouts, technical and other facilities, are on our website at www.isaactheatreroyal.co.nz, under "Performance Rentals/Information".

CAPACITIES

Seating capacity for the ITR is between 1255 and 1292 in total.

- Stalls (house configuration) orchestra pit or stage extension in use 658
- Stalls (alternative configuration) orchestra pit not in use or stage extension set at stalls floor - two additional rows, AA & BB, can be added 695
- Dress Circle 295
- Grand Circle 302
- **If rows AA & BB are in use (Stalls alternative configuration above) a fee of \$195.00 + gst will be charged.**

The seating capacity includes 12 house seats that are reserved being:

Stalls J 14,15,16,17,18,19 (6 seats) and Circle C 15,16,17,18 & E 32,33 (6 seats) per performance, for use exclusively by the Isaac Theatre Royal.

NOTE: - the two Royal Boxes adjacent to the stage are for the SOLE use of the ITR and not included as part of any venue rental nor form any part of saleable seating. Only very limited and/or discreet technical equipment can be placed in the boxes, such as cabling, but cannot include any lighting or sound equipment. Any request for variance to this must be agreed in advance with ITR Management.

RENTAL RATES

TICKETED PERFORMANCES

Rental rates are on the basis of guaranteed daily hire rate versus share of Net Box Office Receipts (NBOR) to be agreed in advance with the ITR Management.

NOTE: NBOR is defined as: Gross ticket revenue less GST, less all (unless already excluded as agreed) ticketing charges, less credit card fees (if applicable).

Every event has varying venue requirements and ticket prices so in turn we can structure rental contracts to suit all hirer's needs.

Please contact the ITR Management team directly to discuss your specific requirements.

Within NZ: 03 366 6326

From overseas: +64 3 366 6326

Email: admin@itr.co.nz

NOTE

Special provisions are available for COMMUNITY AND CHARITABLE (NOT FOR PROFIT) performances or functions. Please contact the ITR Management to discuss your plans and eligibility.

SET-UP/REHEARSAL/NON-PERFORMANCE DAY RENTAL RATE

Rates are determined and agreed in advance with ITR Management based on overall rental agreement, but in most cases a basic set up, pre-show day rental charge of \$2,250.00 per day will apply, excluding technical and staffing costs.

PUBLIC HOLIDAY SURCHARGE

A surcharge will apply, unless otherwise agreed, where any of the contracted dates within the license period fall on a public holiday as defined by the Holidays Act 2003. The surcharge will be:

- 100% (Double Time) on all labour charges for the particular day.

GOODS & SERVICE TAX

All prices quoted are exclusive of Goods & Service Tax. The current GST rate in New Zealand is 15%.

RENTAL INCLUSIONS

The following is included in the performance rental rate. Additional equipment or services will attract a charge as per the current price list. Consult the ITR Management for an estimate of charges for additional services.

GENERAL INCLUSIONS

- Use of Theatre Auditorium (all levels as required).
- Use of Orchestral Pit or stage extension if required.
- Use of House Lighting and basic PA if required.
- Use of Stage and Flying System. (NOTE: flying system can only be operated by ITR appointed technicians).
- Full use of the available dressing rooms relevant to your performance.
- Access to the shared spaces such as the Green Room, laundry and wardrobe.
- Use of Ravenscar Dress Circle Foyer for opening night function for seasons over FOUR PERFORMANCES (excluding staffing and additional technical requirements not already covered in the rental inclusions)

FRONT OF HOUSE STAFF

The following staff is provided for a maximum of FOUR hours per PERFORMANCE DAYS ONLY, called 60 minutes before show time.

- 2 theatre attendants (determined by ITR) and including one ITR Management representative. (Additional hours charged out at \$28.00 per hour)
- Front of House Manager who acts with delegated authority of the ITR Management representative. (Additional hours charged out at \$35.00 per hour)
- Ticketing services staff, determined by ITR Management, or our Ticketing services provider, as required.
- One Theatre Custodian/Technician for EIGHT hours per day of PERFORMANCE DAYS only (additional hours, including set up days at \$45.00 per hour)

ALARM MONITOR

All Events held at the ITR require an Alarm Monitor. This person sits in the prompt side corner for the duration of the event/performance and is responsible to activate the fire alarm in the event of an emergency. The charge out rate is included in the venue rental up to 4 hours duration. Additional hours will be charged at \$30.00 ph.

VENUE ELECTRICITY

The use of electricity in the ITR is included in both performance and set-up/rehearsal/non-performance day fees.

FOYER SET-UP DISPLAY INCLUSIONS

- 1 x merchandising table.
- EFTPOS facilities are available for rental if required. Please contact ITR Management.

CLEANING

- One cleaning of ALL used areas of the auditorium after each performance.
- One cleaning of all used dressing rooms and backstage areas each day (excluding set up days). Multi-performances on the same day or any excessive cleaning required based on content of the performance will incur an additional cost of \$250.00 unless agreed otherwise in advance.

INTERNET CONNECTION

Wireless Connection and high speed fibre broadband are included in rental rates. Request login and password from ITR Management.

NON INCLUSIVE CHARGES

In addition to the venue rental, there are fees for services provided by the ITR.

THEATRE ATTENDANTS

Are required at ALL performances in the auditorium to a maximum amount as follows:

- STALLS – 1 x Foyer Supervisor/Doorperson, 4 x Ushers
- DRESS CIRCLE - 1 x Foyer Supervisor/Doorperson, 2 x Ushers
- GRAND CIRCLE – 1 x Foyer Supervisor/Doorperson, 2 x Ushers

All front of house staff requirements outside of those listed under the Rental Inclusions will be charged out at \$28.00 per staff member, minimum 4 hour call.

SECURITY

All events held at the ITR require a minimum of two Red Badge Security Officers. One to be stationed at stage door for the duration of the pack in, pack down and duration of the show, charged at \$300.00 for up to a maximum of eight hours. All additional hours will be charged out at \$35.00 per hour. For the duration of the show itself one security will also need to be stationed Front of House and will be charged at the rate of \$35.00 per hour. Security will only admit approved nominated persons. Prior to the first performance, the Production Manager of each event must provide an approved list of back stage show personnel to ITR Management for approval.

Any additional security staff required for performances will be determined by event on a case-by-case basis in consultation with ITR Management, and unless agreed otherwise in advance, will be at the cost of the client.

Due to Health and Safety regulations, no volunteer staff may be utilised in lieu of ITR appointed security staff at any time.

MEDIC ATTENDANT

For the safety of Theatre patrons, a trained Medic attendant must be present for all performances. Medics will be charged at the rate of \$200.00 per performance.

PRE-RIG

If a pre-rig is required, a standard charge of **\$595.00** applies.

HOUSE LIGHTING RESTORE

The house lighting rig is included in the venue rental in STANDARD THEATRE MODE. If any alteration is made to positioning, focusing, or any reconfiguration other than house mode, a restore charge of **\$595.00** applies to restore the House Rig to Standard Mode post event.

PUBLIC LIABILITY INSURANCE

A premium of NZ\$135.00 per season will be charged to provide a \$10 million public liability cover for your event. We are happy to provide the necessary forms to facilitate this cover. If you have your own public liability policy with a sum insured of NZ\$10 million you must provide a copy of the policy document to ITR Management pre-event and this charge will not be made.

MERCHANDISING

Where merchandise and programmes are sold in the ITR, a charge of 15% of the gross sales will be payable. The Front of House Manager will supervise stock counts and collect fees at the end of the rental period, unless otherwise approved by ITR Management.

If you require merchandisers or programme sellers to be supplied by the ITR, these are charged at \$28.00 per staff member. Minimum 3-hour callout. Eftpos facilities are available for hire. Please contact ITR Management.

RESTORATION LEVY

All seats sold for performances at the Isaac Theatre Royal attract a Restoration Levy of \$2.50 per ticket (payable by the patron at point of purchase, and not deductible from ticketing settlement). This is applicable to all tickets sold with a retail value greater than \$35.00. This levy should be **included within the advertised ticket price** but is shown separately on the printed ticket. *(Please refer to clause 11 of the Rental Agreement).*

TECHNICAL STAFF

It is a requirement of the ITR that any skilled labour required to operate, or oversee the operation of key technical assets of the ITR (fly tower, stage extension, fire system, heating and electrical, follow spots, digital film equipment and projection), be appointed by the ITR Technical Manager.

Additional costs for technical staff and equipment, other than the theatre owned equipment, will be charged as follows (This applies to SET UP and REHEARSAL DAYS unless otherwise agreed in advance):

Technical Rates	Per Hour	Show Call
Custodian (8 hrs included in rate)	\$45.00	
Additional hours		
General Loader/Ironer (4 hr call)	\$28.00	
Followspot Operator	\$45.00	\$135.00
LX Operator	\$45.00	\$155.00
Flyman	\$45.00	
Rigger	\$60.00	Half day \$300.00
Electrician	\$60.00	

TECHNICAL REQUIREMENTS

All technical information, crew requirements, schedules and risk assessments are to be provided to the venue Technical Manager at least 4 weeks before your pack in date. This is to ensure that all your requirements are met and in place on your arrival.

HEALTH AD SAFETY

It is a requirement of the Isaac Theatre Royal that all clients must provide their current Health and Safety Policy to the venue before commencing their event.

GRAND PIANO FOR AUDITORIUM PERFORMANCES – YAMAHA C7

Hire of piano - \$275.00 per performance day (\$75.00 per consecutive day after)

Tuning of piano - \$175.00

(Note – there is an additional Bechstein Baby Grand Piano located in the Gloucester Room for separate hire if required. Please contact ITR Management for rates)

FEES

All fees in this document are subject to alteration, according to varying industry standards, and are exclusive of GST.

FILMING & PHOTOGRAPHY: If the performance prohibits filming and/or photography by the audience, on smartphones, other mobile phones, tablets or any other photographic or video devices, the promoter or presenter must provide an appropriate pre-show voiceover or speech detailing this requirement. Please note the venue and its staff is not responsible for policing the artist or performers' intellectual property or images thereof. This is the

responsibility of the promoter or presenter. However, the venue can provide additional security for this purpose at a charge of \$35.00 + GST per hour/guard (minimum 3 hour call), invoiced to the promoter post event.

GENERAL INFORMATION

PARKING

- Car parking for hirers is NOT available on site and you are advised to secure alternative arrangements. If in doubt please contact the Technical Manager.

ADDITIONAL SERVICES

GROUND TRANSPORTATION

For pickups to and from Airport and Hotel for any size of travelling party, we recommend:

Paul Rinsma Tour Support

Email: paulr.rinsma@gmail.com

Phone: 027 4165680

Arrangements can be made with Paul directly but please provide at least 72 hours' notice.

TAXIS

We recommend using Green Cabs in Christchurch:

<http://greencabs.co.nz/booking/christchurch-taxis/>

Phone: [\(0508\) 447336](tel:0508447336)

ADDITIONAL PRIVATE HOSTING OR FUNCTION CHARGES

(THESE ARE AVAILABLE TO CONTRACTED THEATRE PERFORMANCES ONLY)

(Excluding Gloucester Room)

The standard rate for the hire is:

- \$500.00 - Pre and Post show
- \$350.00 - Pre show OR interval (One session)
- All sessions include one staff member for maximum of 1 hour (additional staff as per staffing rates) Please talk to ITR Management about additional spaces for hire and associated costs.

EQUIPMENT HIRE

The following items are available for hire upon request:

Trestle tables x 20 (183cm x 76cm)	\$12.00
Padded Chairs X 120	\$5.75
Lectern	\$35.00
Risers (1.8 x 1.2 m with 300mm legs)	\$30.00
PA for Functions	\$125.00
Bechstein Baby Grand Piano	\$250.00 (including tuning)

BEVERAGE VENDING

The Isaac Theatre Royal is a fully licensed entertainment venue and reserves the right to exclusively vend all beverages. In the case of a beverage company sponsoring a production, products are permitted to be brought on to the premises and vending/hosting charges will apply following prior written agreement from ITR Management. Negotiation of a bulk deal can be agreed in advance dependant on style and size of Event. Please contact ITR Management.

CATERERS – RECOMMENDED FOR FUNCTION OR BACKSTAGE

We have various caterers that carry our recommendation for your event. Please contact the ITR Management for specific advice on each.

Continental Catering

Contact: Martin Tunley

Phone: 03 311 8204

Email: mtunley@continental.co.nz

Lizzie's Cuisine

Contact: Lizzie de Lambert

Phone: 03 355 6468

Email: lizzies@xtra.co.nz

Moveable Feasts

Contact: Sarah Robinson

Phone: 03 389 8617

Email: sarah@moveablefeasts.co.nz

White Tie Catering

Contact: Helen Harrowfield

Phone: 03 365 2837

Email: Helen@whitetiecatering.co.nz

Victoria Food Service

Contact: Gael Chapman

Phone: 03 365 0022

Email: enquiries@victoriafoods.co.nz

Coq au Van Rotisserie

Contact: Christian Barbier

Phone: 027 2179333

Email: coqauvan.rotisserie@gmail.com