

## **INFORMATION PACK AND HIREAGE CONTRACT OF WHANGANUI REPERTORY THEATRE**

### **Welcome!**

The conditions for hiring Repertory Theatre are set out below and form the basis of the Hire Contract between Repertory Theatre and the Hirer.

### **BACKGROUND:**

The building is a Whanganui District Council Community Space. Repertory Theatre Incorporated Society has occupied it since 1933. The Theatre is a traditional theatre performance space. It seats 90 people (which includes one space for a disability wheelchair).

### **THE PREMISES:**

The stage is 9m deep x 6m wide. There are full drapes midway stage left and right. There are two small dressing rooms, usually used as male and female spaces. There is one unisex toilet at the rear of prompt side of the stage. This is used at rehearsal and performance times. The two toilets adjacent to the foyer can also be used at rehearsal time but are strictly for public use during performances.

The Green Room is accessed from the foyer and dressings rooms and provides space for the performers/crew to relax in, and there are coffee/tea provisions with crockery/cutlery and a fridge for your use. It also provides access to the backstage for the performers/crew.

We have a Supper Room with cups and saucers etc for patrons. We do not have a Bar Licence but that can be discussed at the time of Hireage.

There is no dedicated car parking and equipment is off-loaded through the front doors on Ridgway Street.

Contact us for floor plans and additional photos. You are very welcome to view the Theatre and talk with us about your show before proceeding to booking us.

### **HOW IT WORKS**

**SUBMIT:** Download a submission form from our website. Fill it out, submit it, and wait to hear from us. We will consider your submission, will respond within a week to confirm receipt, and will give you a due date when your submission is approved.

**RIGHTS AND LICENCES:** All necessary rights and licenses must be obtained and paid for before your season begins.

**PUBLICITY:** You can e-mail us your press kit at least six weeks before your season opens. It would be helpful if your kit included a media release, a poster image (A3 min), at least one image for online publicity (it can be the same image used on your poster) and a basic marketing plan and we will ensure that your show is online within a week of receiving your press kit. We do not cover any marketing costs, but you can consult us on local publicity and negotiate responsibilities.

**REPERTORY'S LOGO:** Repertory's logo, physical address and website for bookings must appear on all promotional material. We supply you with all necessary images upon acceptance of this agreement.

**TICKETING:** We recommend you use the services provided by the Royal Whanganui Opera House Box Office. Their Ticketing Co-Ordinator can be contacted at [RoyalOperaHouse@whanganui.govt.nz](mailto:RoyalOperaHouse@whanganui.govt.nz) or at 06 349 3108. They will explain their services and how they link with Repertory.

Repertory opens to the public 30 minutes prior to each performance and provides a Box Office service to sell tickets. Repertory does not apply a booking fee for tickets sold through our Box Office.

**INVITATION:** Every show needs an audience. Word of mouth has a big influence in Whanganui, and we know just the right people to invite to your show if you want to get the word out there – just ask. It is up to you if you want to use 'complimentary tickets' but we will include those seats in our gross box office takings. For no charge Repertory people can fill any unoccupied seats on a standby basis for audience development purposes

**CREW:** Bring your own or hire ours. We have in-house technicians who can help with pack-in and/or operate your show for \$20/hour (incl. GST). This can be included in your box office receipts or we can send you an invoice at the conclusion of your season. If you do need to hire one of our technicians, please discuss with us well in advance of your season. A Repertory committee member will be around during your pack-in to answer any questions you may have, but will not, however, pack in your show for you.

**CARE & CLEAN:** You are in charge of keeping the performance space tidy and clean while you are using it. We will look after the foyer, all toilets and supper room. If it is left in a mess, you will be charged for the clean-up. No "buts" !

You must return the space to the same condition you found it in. All construction and painting in the space must be approved by the Committee. The floor cannot be drilled or fixed to. Food and/or liquid on stage must be approved by the Committee.

**INSURANCE:** You will be liable for any damage to the Theatre property through the actions of your performers and crew.

You are required to carry correct public liability insurance for the event of not less than two million dollars.

**GETTING PAID:** The Royal Whanganui Opera House will send you a breakdown of their Box Office Return (total sales, booking fees, expenses and total payment with their tax invoice). That is a separate arrangement, and you need to talk to them directly if you have any issues with that payment.

Repertory will send you a breakdown of our gross box office walk-in sales less expenses and Repertory's fee. Send us an invoice for the right amount along with your feedback so

your payment can be processed. Repertory is not GST registered so you need to check any obligations you have with IRD.

**CANCELLATION OF SHOW:** Please advise us as soon as possible if you cannot proceed with your show. We do not apply a cancellation fee, but the Royal Whanganui Opera House may apply a cancellation fee for which you are responsible.

**FEEDBACK:** We are always open to new ideas and your feedback is a valuable tool to work out what we are doing right, what we are doing wrong, and what changes can be made. We take all feedback seriously. If you would like creative feedback from us, get in touch.

## IN A NUTSHELL – THE SCHEDULE

### Schedule of Fees:

|                        | Per Hour | Per Day | Admin Fee | Bond   |
|------------------------|----------|---------|-----------|--------|
| Repertory Member       | 20.00    | 150.00  | 0         | 150.00 |
| Non-Member             | 30.00    | 200.00  | 30.00     | 150.00 |
| Community Organisation | 20.00    | 150.00  | 30.00     | 150.00 |
| Commercial Hire        | 30.00    | 200.00  | 30.00     | 150.00 |

The Admin Fee is not refundable.

**Tech/Operator hire:** \$20.00 per hour each (gst inclusive)

**Capacity:** 90 seated, one disability chair space

**Bookings:** Via Royal Whanganui Opera House Box Office – in person or online. Repertory - in person

**Marketing:** The Hirer's responsibility. You can consult us regarding publicity.

Hireage includes ticketing services by Repertory, seating (90 seats), basic lighting and sound equipment (see below), Front of House/Box Office and marketing assistance.

Hireage does **not** include marketing costs, crew costs, accommodation costs, travel costs, or additional lighting, sound, and AV equipment.

Other than what has already been mentioned, please make sure you abide by Repertory rules and Health and Safety regulations and attend an induction of the space when you arrive.

**ANY MORE QUESTIONS?** Send us an e-mail at [whanganuirep@gmail.com](mailto:whanganuirep@gmail.com) and we will reply as soon as possible.

**OTHERWISE:** Please sign and complete below and pay the bond to our Westpac Account 03-0791-0563298-000 with your name and organisation as reference within 7 days. Once we receive the signed contact and bond then we will confirm your booking.

I/We – The Hirer agrees to hire Repertory Theatre named in the Information Pack and Schedule and agrees to the Terms and Conditions in said Information Pack and Schedule.

DATED:..... day of .....20

SIGNED for by:.....

Print Name :.....

(Being a person duly authorised to do so.

SIGNED in the presence of

Witness Signature .....

Name:.....

Address:.....

Occupation:.....

Date \_\_\_\_\_ day of \_\_\_\_\_ 20