
INFORMATION PACK AND HIREAGE CONTRACT OF WHANGANUI REPERTORY THEATRE - 2026

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:

Whanganui Repertory Theatre Incorporated has occupied the building since 1933. The Theatre is a traditional theatre performance space. It seats 100 people.

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 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.

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

Contact us for floor plans and information regarding our sound system and lighting rig. 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. We usually respond within a couple of days.

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

PUBLICITY: You can e-mail us a poster image and an image for online publicity (it can be the same image used on your poster) and we will ensure that your show is online. We do not cover any marketing costs, but you can consult us on local publicity.

REPERTORY'S LOGO: Repertory's logo, physical address and website should appear on all promotional material.

TICKETING: We use iTicket – <https://www.iticket.co.nz/contact>.

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.

CREW: Bring your own or hire ours. We have in-house technicians who can help with pack-in and/or operate your show for \$30/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. 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.

GETTING PAID: Repertory will send you an invoice when you confirm your booking – this is to be paid a fortnight before you pack-in. We will send you a breakdown of our gross box office walk-in sales less any expenses which may have been agreed upon. 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.

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
Repertory Member	30.00	200.00	30.00
Non-Member	50.00	300.00	30.00
Community Organisation	30.00	200.00	30.00
Commercial Hire	60.00	400.00	30.00

The Admin Fee is not refundable.

Tech/Operator hire: \$30.00 per hour each (gst inclusive)

Capacity: 100 seated

Bookings: We use iTicket – in person at iSite on Taupo Quay or online. Repertory - in person – 30 minutes before each performance.

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

Hireage includes, seating (100 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 and we will reply as soon as possible.

Hireage Dates

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I/We – The Hirer agree 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

SIGNED for by:.....

Print Name :.....

(Being a person duly authorised to do so.