

# PRICING STRUCTURE



## What we do to help you with your show

- ✓ If you use our poster deal, we arrange printing, distribution and take them down
- ✓ Help connect you to technicians and/or local performers
- ✓ Arrange ticketing and the post show reconciliation
- ✓ 50% of online marketing
- ✓ Organise a duty manager and run the bar
- ✓ Arrange front of house volunteers
- ✓ Share marketing information via mailchimp, the radio station and the local newspapers

## \$410 STAND UP COMEDY PACKAGE

Venue Technician Set Up/ Pack down	2hrs @ \$35 p/hr \$70.00
Venue Hire/ Performance	2hrs @ \$35 p/hr \$70.00
Set up & Rehearse	2hrs @ \$25p/hr \$50.00
Venue Clean	ONE OFF \$120.00
Duty Manager	4hrs @ \$25 p/hr \$100.00

## \$550 SHOW TIME PACKAGE

Venue Technician Set Up/ Pack down	4hrs @ \$35 p/hr \$140.00
Venue Hire/ Performance	3hrs @ \$35 p/hr \$105.00
Set up & Rehearse	4hrs @ \$25p/hr \$100.00
Venue Clean	ONE OFF \$130.00
Duty Manager	4hrs @ \$25 p/hr \$75.00

*\*If sound or lights are outsourced then a 20% discount will be made*

## \$300 EACH NIGHT AFTER

Venue Hire	\$105.00
Venue Clean	\$95.00
Duty Manager	\$100.00

*(All prices are GST inclusive)*

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## OPTIONAL ADD ONS

Extra Rehearsals	\$25/hr
Extra pack in time	\$25 p/hr up to max \$100
Digital Projector	\$30
Posters	\$190 incl distribution & taking them down
Security	\$40 per guard
Technician Operator	\$30 per hour

*(All prices are GST inclusive)*

## TICKET COMMISSION TO THEATRE

When you succeed the theatre succeeds,  
when you struggle we support you

Tickets Sold	Commission
0-25	2.5%
25 – 50	5%
50 – 75	7.5%
75-100	10%
100+	12%

## SOUND HIRE THROUGH ANDY LEWIS

This service is optional and separate from the theatre's sound equipment. It is a smart choice for bands who want high quality sound and a highly skilled technician to help set up and operate their show.

### SIMPLE BAND \$300

A simple show would be a solo artist or simple acoustic duo or trio

**Equipment: \$150**

- FOH PA without subs,
- 2 monitors,
- Mics, stands, DIs and cabling as required

**Labour: \$150 (approx 6 hrs @ \$25/hr)**

- Pre-show liaison with bands and mixer prep: 0.5 hr
- Load in, PA set up and line checks: 1.5 hrs
- Soundcheck: 1 hr
- Show mixing: 2 hrs
- Pack out: 1 hr

## MEDIUM BAND \$400

A med band would be a 4 or 6 piece typically: vocals(s), guitar, keys, bass and drums.

### Equipment \$200

- PA with sub
- 3-4 monitors,
- Upto 16 channels of mics, DIs, stands and cabling

### Labour: \$200 (approx 8 hrs @ \$25 /hr)

- Pre-show liaison with band. Desk config: 1 hr
- Load in, PA set up, line checks: 2 hrs
- Soundcheck: 1 hrs
- Show mixing: 2 hrs
- Pack out: 2 hrs

## LARGE BAND OR MULTI-ACT SHOW: \$500+

This would be larger set up >6 piece band or several such acts with diverse stage requirements all requiring set up. A festival style show with multiple acts would be an example.

### Equipment \$300

- PA with sub(s)
- 4+ monitors,
- 16+ channels of mics, DIs, stands and cabling

### Labour: \$300 (Approx 12+ hrs @ \$25/hr)

- Pre-show liaison with bands and show confirmation: 2 hr
- Load in, PA set up, line checks: 3+ hrs
- Soundcheck: 2+ hrs
- Show mixing: 2 hrs
- Pack out: 3+ hrs

## DRY HIRE

Allen and Heath Analog mixer: 14:4:2-- 14 channels	\$50/day
RCF ART 12" monitor	\$30/day
RCF HD322a: 12" FOH speaker pair	\$80/day
JBL PRX 18" sub	\$75/day

Various mics and DIs: On request

Above prices include delivery and collection.

# TERMS OF HIRE

The Theatre is a community space, with many volunteers working collectively to run and maintain it. It is therefore expected that you, as hirer, care for it, keep it clean, and leave it as you would expect to find it.

## 1. HIRE CHARGES

### 1.1 Deposits

A deposit of \$100 is payable. 3 months out from your event a further payment 30% of the total hire charge is required. This must be paid in advance before any booking can be confirmed. Any date or dates booked will remain available to other hirers until the deposit has been paid.

### 1.2 Ongoing Hire / Long-term Hire

Weekly hirers must make arrangements to have their Theatre usage paid regularly, by direct credit.

### 1.4 Responsibility for Property of Hirer

Artworks Theatre takes no responsibility for anything left in the theatre by the Hirer. Anything not removed by the Hirer at pack out becomes the property of Artworks Theatre and may be sold or donated, and any expenses incurred by the Theatre will be charged to the Hirer.

### 1.5 Overdue Amounts

Artworks Theatre may charge interest calculated daily at a rate of 20% per annum on all overdue amounts from the due date until the date that we receive payment of those amounts.

### 1.6 Reconciliation Payment Process

Due to Artworks Theatre being a non-profit with limited resources, hirers will be paid by the 20th of the following month. If this is an issue another time frame can be arranged with theatre manager.

## 2. BOND AND INITIAL STATE

### 2.1 Bond

A bond of \$150 applies to some hirers, such as high-risk events. This covers such eventualities as theft, damage to Theatre, or being left in an untidy condition. The bond (or a portion of it) will be refunded after the premises have been checked by Theatre management.

### 2.2 Initial State

The Theatre is to be returned to its **base position** state. Please do not fix, paint or fasten anything to the wall or floor that will permanently change its state without first discussing with Theatre management.

## 3. CANCELLATION CHARGES

3.1. If a booking is cancelled more than 3 months before the event, the deposit will be refunded in full.

3.2. Between 3 months and 1 month, the deposits will *not* be refunded.

1. When a booking is cancelled within one month of the event, no refund of the deposit shall be given, and Hirer will be liable for all costs committed to, per the signed Booking Form.
2. All monies received from ticket sales will be refunded to audience members who have booked, and a 10% administration fee per ticket will be charged to the Hirer to cover administration costs of refunding tickets.
3. The theatre reserves the right to charge for any rehearsal time cancelled with less than seven days notice.
4. Cancellations must be made in writing or via email to Artworks Theatre.

#### 4. TICKET SALES

Artworks Theatre will facilitate the ticket sales for your event through iTicket

- 4.1 The Theatre retains 4 house seats per show (unless a one night only show)
- 4.2 Hirer to let Theatre know of their complimentary ticket numbers **ONE WEEK** before each show. All complimentary tickets need to be counted into the 115 seating capacity
- 4.3 Artworks Theatre will provide 2 x Box Office Staff member for each show unless you are using an external ticketing provider
- 4.4 All tickets sold (online, at the theatre Box Office, and by the hirer) will incur a fee per ticket for both the client and the customer

#### 5. THEATRE BAR

Breaches of licensing laws by the Hirer or its audience will result in the bar being closed. **No alcohol bought off-licence** is to be consumed on the premises while the bar is open, including the performers or crew in technical and green room areas.

#### 6. ACCESS TO THEATRE

A key code will be provided for access. On completion of a satisfactory pack out and return of the bond, the key code will be deleted.

- 6.1 No cast, crew or volunteers have access to the theatre unless discussed with theatre in advance.

#### 8. TECHNICAL REQUIREMENTS

The Theatre's technical equipment may only be used by **pre-approved operators**. A list can be supplied upon request or talk with us in advance to train your technicians.

#### 9. PIANO HIRE

If you require the use of the Theatre's piano, please make this known at least two weeks in advance of the performance date so we can organise the piano to be tuned and if baby grand piano - moved.

#### 10. SPECIAL EQUIPMENT

Special equipment such as extra lighting or sound, stage effects or other presentation equipment must be supplied by the Hirer and the theatre notified.

- 10.1 Due to our current fire alarm system we are unable to offer smoke isolation, this means no smoke machines, hazers etc nor live flame are to be used inside Artworks Theatre at any time.

#### 11. CLEANING, TIDYING & RUBBISH

To maintain the appropriate cleanliness and health & safety of our venue, it is compulsory to use our cleaning service.

- 11.1 It is the Hirer's responsibility to ensure the Theatre is left in a tidy and safe condition after every use.

12. At the end of the hire period, all chairs, stacked in 5's, and excluding seats on the risers, to be stored to the sides of the auditorium. Café tables are to be put back in their original

location, and the stage, auditorium, corridor and green room put back in base position. All Set building rubbish must be removed from the site by the Hirer.

### **12.1 NOISE**

Amplifiers and loudspeakers must be kept to a reasonable level and must not be used later than 12:30am on Friday and Saturday nights, and after 11pm week nights.

### **13. DAMAGE OR LOSS OF THEATRE EQUIPMENT**

The Hirer is responsible for any loss, breakage or damage to facilities in the Artworks Theatre complex including furniture, fittings and all technical equipment during the period of hire and will be charged for any replacement or repair costs incurred by the Theatre in replacing or repairing any property to the same condition as it was prior to the hire period. We suggest you also hold Public Liability Insurance to cover any unforeseen loss of damage.

**14. SMOKING** Smoking is prohibited inside the Theatre. The Hirer is responsible for enforcing this provision.

### **15. CATERING**

Hirers are not permitted to use bar/cafe facilities. Where the Hirer requires extra catering, please discuss this with the Theatre Manager.

### **16. RIGHT OF REFUSAL**

Artworks Theatre reserves the right, without explanation, to decline any booking, or to refuse entry to the Theatre by any person or group. Under no circumstances may a Hirer sub-let any part of the Theatre.

### **18. SECURITY (applicable on agreement)**

If Artworks Theatre has made it a condition that security staff are required for the event, the Hirer must engage registered security guards at their own cost. Please talk to the theatre for guidance on requirements.

### **19. HEALTH AND SAFETY**

The Hirer will comply with Artworks Theatre's health and safety policies and procedures and the requirements of the Health and Safety at Work Act 2016 (and any amendments).

19.1 The Hirer will ensure that every employee, contractor, performer, agent, audience member or invitee of the hirer working or otherwise at the venue during the hire period acts in accordance with and at all times complies with:

- Artworks Theatre's house rules and policies and procedures regarding health and safety, including but not limited to evacuation procedures and maximum number of persons in the Theatre
- The obligations and duties under the Health and Safety at Work Act 2016;

19.2 The Hirer will immediately notify Artworks Theatre of any hazards which the Hirer observes or becomes aware of at the Theatre. The Hirer must also immediately notify Artworks Theatre of any incident or accident it becomes aware of at the Theatre. The Hirer will provide Artworks Theatre with such assistance as may be necessary to conduct any incident or accident investigation.

### **20. INSURANCE**

The Hirer indemnifies Artworks Theatre from and against all claims, damages, liabilities, costs, fines, levies, penalties, losses and expenses arising out of any breach of the Hirer's obligations under this Agreement or the termination of this Agreement, including any loss, damage or injury caused or contributed to by the Hirer or any of its contractors, employees, performers or agents.

### **EMERGENCY CONTACTS FOR THEATRE:**

Theatre Coordinator | Kashmir Postel | 021 231 7075

## Artworks Theatre will:

- Provide a clean and ambient environment for your performance nights in the foyer
- Market your event on our website, local papers, poster distribution and all social media platforms. 50% of all marketing is covered.
- Provide 2 x trained, friendly vaccinated FOH staff (for Hirers using our Ticketing Agent only)
- Provide a water dispenser in the green room for performers and in foyer for audience.

## Artworks Theatre does not:

- Promote the event outside of marketing activity above (but we are happy to give you tips!)
- Provide a tool kit, please ensure you supply yourself with the basics such as gaffer tape, staple gun, scissors, blue-tak, extension cords, hammer, screwdriver, wrenches etc
- Provide someone from Artworks on site during shows outside of bar & FOH
- Put out the chairs in the configuration the Hirer would like - this is the responsibility of the Hirer as well as moving furniture from auditorium
- Provide poster design: however, we have two professional designers with whom we have negotiated a \$100 fee. Contact [info@artworkstheatre.org.nz](mailto:info@artworkstheatre.org.nz)
- Brief the hirer's cast, crew and FOH on Health and Safety - this is the hirers responsibility

## Process for Hirers:

### Building Requirements:

- When you leave, return all furniture and tech equipment to **base position**, ensure all air conditioners and fans are turned
- The theatre can hold 115 patrons seated | standing events can hold 270 patrons. \*Seats are to be set out by the hirer if needed. (Refer to the COVID protocol for latest update on numbers).
- Ensure all doors are locked and latched closed when you leave
- Every time you use the space, complete the register by the front door before departing

### Technical Requirements:

- Ensure all lights everywhere are turned off
- Please ensure that dimmers and speakers are switched off at the end of every performance

# Appendix One: Health and Safety at Artworks Theatre: Overview

Performing arts venues are workplaces and as such they can be dangerous places. The following are some of the hazards that may be found in theatres

- Falling from height
- Electrical
- Hazardous substances
- Manual handling
- Slipping and tripping
- Noise exposure

## Shared Responsibilities

Everyone—the venue management, staff, hirers and users—has a responsibility to ensure the health and safety of the people in the Theatre.

Venue hirers and staff need to:

- Take reasonable care for their own health & safety
- Be aware of how their actions may affect others
- Comply with health and safety regulations

Venue hirers and staff must not:

- Wilfully or recklessly interfere with or misuse anything provided by the venue in the interests of health and safety
- Place other persons' health and safety at risk

What the Theatre expects from you as a user of the Theatre

- Comply with all the rules and procedures of the Theatre
- Be aware of what you do and how it may affect your safety and the safety of others
- Do not use any equipment or perform a procedure unless you have been trained and authorised to do so.
- If you are unsure or have concerns request assistance from the management.
- Report all accidents, incidents and near misses to the Theatre management on the day they occur, no matter how minor
- Report any hazards or risks that have not been identified yet to the Theatre management

## Basic Health and Safety Information

- Refer to the theatre's COVID protocol documents for the latest information
- Hazards and Risk: in addition to the general guidelines further below, you can also view the Theatre's hazard register on request
- The Theatre has a first aid kit in the corner of the green room by the ramp to the stage. Should you need first aid please notify the Front of House Manager. We suggest you have a trained first aider on your team.
- Emergency evacuation: if evacuation is required for any reason you should exit by the nearest marked emergency exit and obey the directions of the Fire Warden. Assembly areas are at the roadside in front of the library (from the main doors) or at the top carpark (for the upstairs auditorium fire exit).
- Aisles and stairways are to be kept free of obstructions at all times ( i.e. additional seating; un-seated patrons; ushers; prams; tripods for filming; scenery items)
- No open flames are to be used at The Theatre
- You are required to advise venue management if you intend to use flame, lasers or strobe lights. Any harmful substances and chemicals to be brought into the Theatre will be subject to The Theatre manager's approval.



- A variety of equipment is provided by the Theatre. Some of the equipment requires a licensed operator or specialised training. Verification/documentation of license and training will be required. Do not attempt to use any equipment within the venue unless you are trained, qualified and have received authorisation from the technical staff
- Any production equipment that venue users bring into the Theatre is required to comply with relevant regulations. Documentation, certification and licenses in relation to this equipment and a record of personnel responsible for the equipment is required to be sighted by the Theatre manager before installation or use.
- For safety reasons, no member of a visiting production crew is to enter any area in the Theatre apart from areas approved by the Theatre manager. Nothing is to be removed, altered, or used in the Theatre without prior approval being given.
- The Theatre is a no-smoking area.
- You must not bring drugs onto the premises.

Please, remember: we can only ensure and improve health and safety with your cooperation, feed-back and help!

## Guide to the Most Common Hazards at Artworks Theatre

- ❖ A hazard is something that has the potential to cause harm, injury or disease
- ❖ A risk is a measure of the probability of the hazard occurring
- ❖ If you would be unsafe or are unsure, do not perform the task

### Falling from Height

- Falls from height have the potential to result in severe injury or death
- A risk assessment must be undertaken for any task that requires work above two meters
- Persons working at height must wear the appropriate fall-protection equipment and have a safe means of access

### Electrical

- Use only current tested and tagged equipment
- Do not use faulty equipment: remove it from service
- Do not load more than 2000 watts anywhere in the foyer as it is a domestic power source and could set fire to the socket.
- Report electrical faults to management
- Do not perform electrical installations unless qualified and authorised by the management

### Hazardous Substances

Theatrical venues use a variety of substances that may be hazardous. It is essential that users of the Theatre obtain approval from the manager for the use of any potential substance at the venue and the use is recorded.

Prior to using any hazardous substance:

- Obtain a material safety information sheet from the supplier or manufacturer
- Identify the hazards
- Assess the risks
- Implement control strategies to reduce the risks
- Ensure personal protective clothing is worn

### Manual Handling

Manual handling can involve: lifting, pushing, pulling, restraining, gripping, carrying or moving. Manual handling tasks should undergo: a hazard identification and risk assessment followed by the establishment of a safe system of completing the task.

Prevention of injury can be achieved by:

- Team lifting
- Reducing the weight (i.e. remove attachments)
- Applying some form of mechanical assistance (i.e. a hand trolley)
- Reducing the dimensions
- Using lifting aids (i.e. wedges)
- Redesigning the task and;
- Adopting correct lifting procedures

## Slipping and Tripping

Injuries from slipping, tripping or falling can occur as a result of various trip hazards, i.e.

- Unsecured cabling on the floor
- Slippery surfaces
- Spilt liquid
- Unstable structures
- Unsafe systems of work

## Noise Exposure

- Excessive levels of noise may cause a loss of hearing ability
- Noise-induced hearing loss is not repairable, nor will your hearing ability return to pre-existing levels
- A rough indication that you are being exposed to excessive levels of noise is when you are communicating with someone and you have to approach that person closer than normal to determine what they are saying
- Wear ear protection when there is a risk of excessive levels of noise (for example, when using a skill saw or nail gun)

## Set Construction

The construction of sets used in performances should initially undergo the hazard identification and risk assessment process.

The following factors are examples of what should be considered prior to construction:

- Total weight
- Slips, trips and falls
- Stage loading
- Plant used
- Manual handling
- Structural integrity
- Activities during pack-in and pack-out

## Hot Work

Hot work is defined as an activity that generates a potential source of ignition. Hot works include arc welding, oxygen and acetylene welding or cutting, metal grinding or the use of any naked flame. All hot activities must undergo hazard identification and risk assessment. No hot work should be performed without appropriate fire-fighting measures on standby. Please ensure the venue management are notified of any planned activity involving hot work.

## **Fire Safety**

The New Zealand Fire Service requires that the user nominate four people to be familiar with the basic safety procedures and safety equipment in the building. This will be presented to the hirer at booking. In addition to this, the Theatre requires a Fire Safety Officer to be present at all events.

The guidelines for Fire Safety requirements inside the Theatre and outlines for all the exit doors and fire extinguishers are attached. It is the responsibility of the hirer to keep the exit doors clear at all times. The central aisle and a clear aisle from the centre of the auditorium to the fire exit stairs must be maintained in all seating layouts.

Chief Fire Warden - Artworks Theatre Bar Manager  
Fire Warden - Artworks Front of House

## **H&S Induction**

We need to go through in person a health and safety induction. If for some reason we cannot, we will send this to you after receiving your signed Booking Form for reading, signing and returning.