



Hiring the Theatre Royal Nelson

We are proud to offer you a fully restored heritage theatre with 21st century staging and front of house – back stage facilities.

Schedule of Standard Charges for Professional companies:

1 Performance	\$1,300.00 <u>or</u> 10% of net box office whichever is the higher
2+ Performances	\$1,080.00 <u>or</u> 10% of net box office whichever is the higher
Extra Performance on same day	\$ 600.00 <u>or</u> 10% of net box office whichever is the higher
Non-event day rate (for pack-in, pack-out, setup, rehearsal) maximum 3 days (after which Multi rate applies)	\$ 600.00
Technical: Lighting/Sound operator (also performance Fire Warden)	\$40 per hour for a standard show call of 3 hours
Hourly rate (for after 12 midnight or additional time beyond agreed hours)	\$ 125.00 per hour

NOTE: These figures are GST exclusive.

Net Box Office is defined as: Gross ticket price less Ticketing inside charges, less GST, less credit card fees.

Schedule of Standard Charges for Community Not-for-Profit Groups:

1 Performance	\$890 <u>or</u> 10% of net box office whichever is the higher
2+ Performances	\$770 <u>or</u> 10% of net box office whichever is the higher
Extra Performance on same day	\$ 410 <u>or</u> 10% of net box office whichever is the higher
Non-event day rate (for pack-in, pack-out, setup, rehearsal) maximum 3 days (after which Multi rate applies)	\$320
Non-event day rate – after 1 st 3 days	\$500
Technical: Lighting/Sound operator (also performance Fire Warden)	\$40 per hour for a standard show call of 3 hours
Hourly rate (for after 12 midnight or additional time beyond agreed hours)	\$ 125.00 per hour

NOTE: These figures are GST exclusive.

Net Box Office is defined as: Gross ticket price less Ticketing inside charges, less GST, less credit card fees.



Schedule of Standard Charges:

Hire Inclusions

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

Note: The hirer must provide the Theatre Royal with details of the following at least 4 weeks prior to the commencement of the engagement:

- **Stage Set, Lighting and Sound Plans**
- **Approximate weights of any flown scenery and or lighting**
- **Any properties, scenery or effects which may require special permission from fire, police or local authorities.**
- **Any touring electrical equipment (e.g. desk and dimmers) requiring connecting to the Theatre's power supply.**
- **Technical staff requirements including times or calls for pack-in, Rehearsals, Performances pack-out etc.**

House Technician: for up to 4 hours for pack-in and pack-out for 1 performance hires, and 4 hours for pack-in /out 2+ performance hires.

Front of House Staff:

The following staff is provided for a maximum of four hours per performance day, called 60 minutes before show time:

- Front of House Manager (chief fire warden) who acts with delegated authority of the Theatre Manager.
- A maximum of 6 Theatre ushers as determined by Theatre Royal.
- Box office staff.

Should additional front of house staff be required outside of these inclusions a charge will be made at \$25.00 per hour per staff member.

Cleaning:

- One cleaning of all used dressing rooms and backstage areas each day. Extra performances on the same day or any excessive cleaning required based on content of the performance will incur additional costs to be agreed in advance.
- One cleaning of the used areas of the auditorium after each performance.

General Inclusions

- Use of Theatre Stalls and Circle.
- Use of Orchestral Pit if required.
- Use of House Lighting system and Sound system if required (Standard full colour wash that covers the stage area)
- Use of Stage
- Use of Flying System with authorised/trained personnel. (We can provide hirers with a list of trained people who are licensed to fly scenery).
- Full use of the available dressing rooms & showers
- Access to the shared spaces such as the dressing rooms and laundry facilities
- Use of NBS Foyer for opening night function.



Schedule of Standard Charges:

Lighting stock includes:

- 24 x Selecon Rama HP 1.2KW Fresnel & Barndoors
- 4 x Selecon PC1200 1.2 KW
- 4 x Selecon Fresnel 1KW
- 12 x Selecon Pacific Blue Pinch 1000 Watt 14/35 Profile
- 6 x Selecon Pacific Blue Pinch Watt 23/50 Profile
- 4 x 4 Way Selecon Lui Cyc Units 1000 Watt
- 24 x Par 64 Can CP62 Lamps

Venue electricity:

The use of electricity in the Theatre Royal is included in both performance and setup/rehearsal/dark day/non-performance day fees. Electricity up to 1500 kw/hr per performance or dress rehearsal day Electricity up to 750 kw/hr per non-performance day. Should power consumption be greater during the performance/non-performance period the hirer will be advised.

Hire exclusions

In addition to the Hire Fee the Theatre Royal can provide 1 technician/operator (also Fire Warden if required) to supervise the running of each performance during the production at a fee to be charged to the hirer of \$40 per hour. The House Technician is also the fire warden for the venue and performance. (The FOH manager is chief warden) All show calls are a minimum of 3 hours. This is applicable for one to two evening engagements. Should you hire the theatre for a complete season, you must delegate a Stage Manager who may act as your fire warden. Your Stage Manager will be briefed by the Theatre's House Technician regarding evacuation/safety protocols.

Lighting – Extra Fees will apply for any re-rigging, refocussing, regelling, supplying additional lights, follow spots or the stripping of our lighting rig to suit your requirements and blown lamp replacement. The technical hourly rate is \$40 per hour. The supply of additional lights/equipment will be quoted to the hirer and agreed upon by both parties.

The cost of any other facilities, whether by way of personnel, equipment or otherwise, provided by the Theatre Royal to the Hirer, or requested by the Hirer and not covered by the Hire Fee, including but not limited to the cost of:

Electricians	Flymen Mechanists	Riggers
Merchandising staff	Sound Operators	Additional technical equipment
Lighting Board Operators	Security	Signage or displays services
Casual production staff (for pack-in/pack-outs)		

Maintenance fee: The fee is \$20 (plus GST) per performance, up to a maximum of \$100 a season. This fee covers minor maintenance costs that are incurred by each hirer during its season and pack-in/outs and help us ensure that we maintain our new facilities.

Security:

If a Hirer requires the attendance of the stage door attendant at the Theatre Royal, stage door security will be charged at the rate of \$25.00 per hour. Security will only admit approved nominated persons and each production must provide an approved list of back stage show personnel.

All other security staff required for performances will be determined by event in consultation with the Theatre Management and will be at the cost of the client.

Public Liability Insurance:

It is necessary for visiting artists/companies to have Public Liability Insurance when hiring the Theatre Royal. This insurance provides you with cover in-case of any damage caused by the hirer to the theatre during the hire period. The Theatre Royal holds a policy to the value of NZ\$5 million. We recommend hirers hold a policy of the minimum of NZ\$2 million to NZ\$5 million



Schedule of Standard Charges:

Merchandising:

Where merchandise and programmes are sold in the Theatre, a charge of 10% of the gross sales will be payable. Front of House Manager will supervise stock counts and collect fees. If you require merchandisers or programme sellers, these persons are charged at \$25.00 per staff member. The minimum call is 3 hours.