

**Theatre Booking Form**

(Email completed form & any questions to [community@tapac.org.nz](mailto:community@tapac.org.nz))

**About TAPAC:**

TAPAC is a vibrant performing arts hub offering high-quality creative arts education and facilities to Auckland’s diverse creative communities. TAPAC is a registered charity and all profits go back into providing exciting, quality and affordable performing arts programmes for the community.

TAPAC is run by a small and dedicated team. We provide theatre hirers with technical and production support; box office and ticketing services; venue-specific marketing support and hospitality services.

TAPAC’s standard theatre configuration seats 127 patrons in tiered seating. If less stage space is required (e.g. for stand-up comedy), we can re-configure the space to seat up to 160. Our theatre can also be configured to a mix of cabaret tables and tiered seating. Please see attached Theatre Hire Information Form for photos, dimensions and descriptions.

***COVID: TAPAC is a venue that requires vaccination certificates. This means that everyone in your cast, crew and audience must be vaccinated. In Covid-19 Red and Orange Levels, TAPAC’s theatre needs to be socially distanced to allow spacing of 1 metre between patrons. This reduces our theatre capacity to 55 patrons.***

The information you provide here is what TAPAC will base your cost-estimate on. Please provide full details, so that we understand your requirements and expectations.

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| **CONTACT DETAILS:** | |
| Production Company: (if any) |  |
| Primary Contact & Job Title: |  |
| Address: |  |
| Phone Number: |  |
| Email Address: |  |
| Other Key Contacts for your group:  (Please include Job Title) |  |

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| **DATES & DURATION:** | |
| How many days hire in total (including show days and pack-in/set-up): |  |
| Number of performances per day: |  |
| Pack-in and venue Set-up times/days required: |  |
| First Preference of Dates: |  |
| Second Preference of Dates: |  |
| Third Preference of Dates: |  |
| **EVENT DETAILS:** | |
| Name of Show: |  |
| Type of Show: (e.g. circus, dance showcase, kids show, cabaret etc) |  |
| Theatre Configuration Required:  *Please delete examples not required* | * Standard tiered seating (capacity 127) * Reduced stage space/more seating (capacity 160) * Mix cabaret/tiered seating (capacity 127) * Seating and mats (usually used for kids shows – capacity 160) |
| Approximate duration of Show: |  |
| Ticketing for Show: (Tickets, Koha, Free, Other) |  |
| Draft Run Sheet: estimated timeline of the event  *Please delete examples not required* | Please include:   * Access time * Pack in time * Technical check time * Rehearsal/walk through * Show time and length * Pack out time * Departure time |
| Describe any technical requirements: (Please tell us what you need from TAPAC, along with any external suppliers)  *Please delete examples not required* | Please include:   * AV (audio visual/screen) * Lighting equipment * Lighting design * Audio/sound * Staging specifics * Circus rigging * Performance specifics * Operators required |

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| **COVID DETAILS:** | |
| Are your cast and crew fully vaccinated? |  |
| Can your event run in Covid-19 Red and Orange Levels (with a reduced capacity of 55 patrons)? |  |

Please provide a brief synopsis/description of the event and your intended audience: