

## Theatre Hire Information Form

### **About TAPAC:**

TAPAC is a vibrant performing arts hub offering high-quality creative arts education and facilities to Auckland's diverse creative communities. Affordable, inclusive and accessible, TAPAC offers a nurturing and supportive environment where emerging and established artists can connect through their collective love of the performing arts. TAPAC is a registered charity and all profits go back into providing exciting, quality and affordable performing arts programmes for the community.

TAPAC's theatre is where festivals, theatre, dance and circus shows come to life. Create and develop work here or stage a fully-fledged production. TAPAC's theatre is a flexible, easily accessible space. It can also be turned into a complete black box for filming purposes.

### **TO BOOK:**

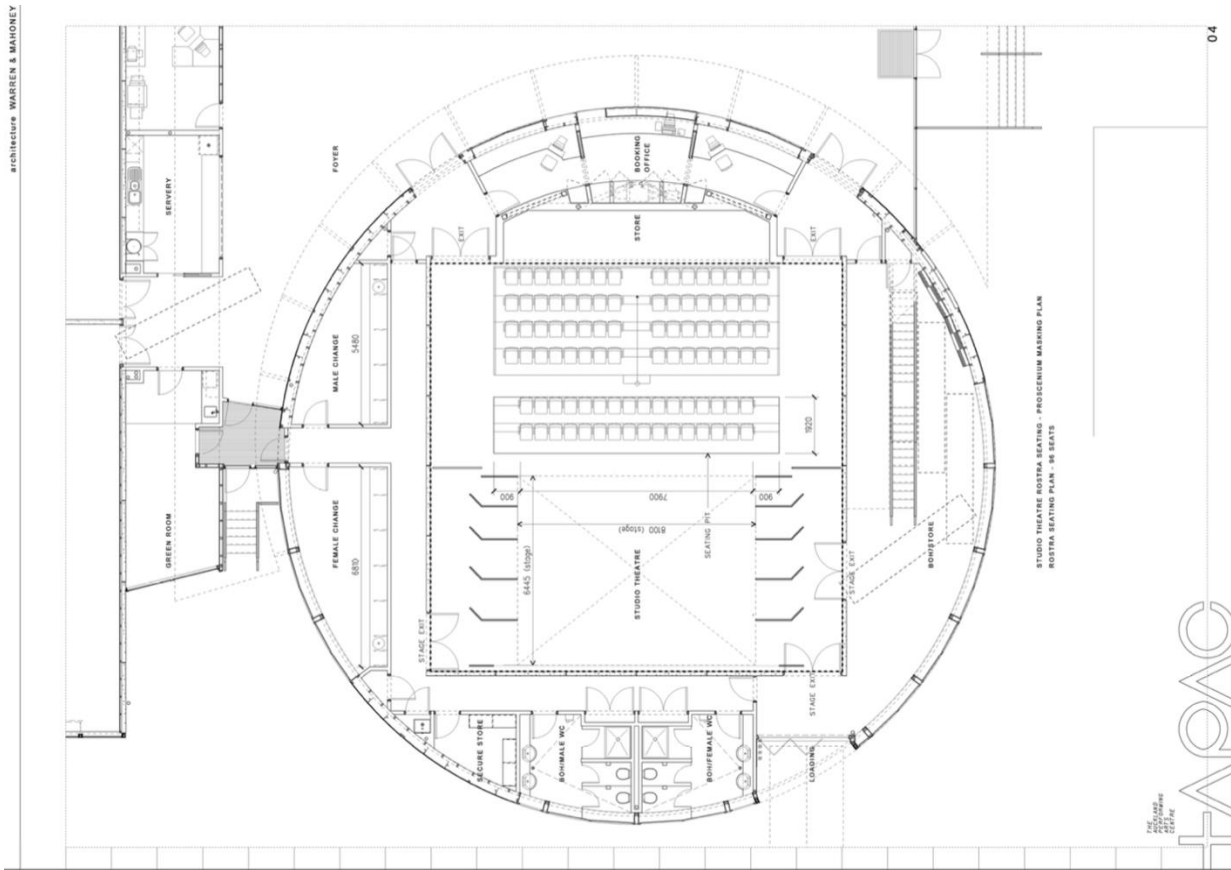
Please contact [community@tapac.org.nz](mailto:community@tapac.org.nz) with details of your bookings, a completed theatre hire form and any questions you might have.



# TAPAC Theatre

TAPAC's theatre is a flexible space. The seating block is able to be moved in order to accommodate a number of different possibilities within the space. These can be discussed with the Community Coordinator and Technical Manager prior to hire. The Standard layout which is pre-set and re-set at the end of each hire is End-On Tired Seating.

TAPAC's theatre comes with access to two dressing rooms and a green room.



## Theatre Capacity:

Standard End-On tiered seating (as per floor plan)	127 seats
Pit Seating (usually used for dance shows)	109 seats <ul style="list-style-type: none"> <li>- 67 Tiered seating</li> <li>- 18 Floor seats</li> <li>- 24 Pit seats</li> </ul>
Reduced Stage Space	160 seats
Mix Cabaret and Tiered Seating (use of the seating block)	127 seats <ul style="list-style-type: none"> <li>- 67 Tiered seating</li> <li>- 60 Table seating (15 tables)</li> </ul>
Seating and Mats (usually used for kids show)	160 seats <ul style="list-style-type: none"> <li>- 127 Tiered/Floor seating</li> <li>- 33 Mat seating</li> </ul>

## Rates

TAPAC's theatre costs are based on the production requirements. Community rates are offered on a group basis. Please contact TAPAC if you think you might qualify for community rates or if you require the theatre on an hourly rate.

<b>Venue Hire</b>	
Full Day or Pre-Production Day (up to 10 hours)	\$550.00 (+gst)
Half Day or Show Day (up to 5 hours)	\$350.00 (+gst)
Additional Show or Dark Day	\$200.00 (+gst)
<b>Staff Costs</b>	
Venue Technician	\$38.00 (+gst) per hour
Front of House Manager	\$30.00 (+gst) per hour
Box Office Attendant	\$27.00 (+gst) per hour
<b>Additional Costs</b>	
Utilities & Consumables (fixed day charge)	\$35.00 (+gst)
Haze and Isolation	Show dependant
Projector Hire (first day of hire)	\$260.00 (+gst)
Projector Hire (additional days)	\$100.00 (+gst)

## TAPAC Staff

All TAPAC Staff have a minimum 3-hour call. Any staffing needs (for the venue) must be confirmed with TAPAC at least 7 days before the first day of the hire period and are dependent on staff availability.

It is mandatory for our Venue Technician to be present to offer supervision/support during all access hours, including performance times, pre-show calls and pack in/out. The Venue Technician is onsite for Health & Safety in the back of house areas, and is able to operate your show for you if you require it. Groups are welcome to bring in their own technicians. The Venue Technician is charged from 30-minutes prior to entry into the venue until 30 minutes after.

The Front of House Manager is mandatory only for show days or when there is a large number of people in the venue. The Front of House Manager is charged from an hour prior to the show start time until 30 minutes after the theatre is cleared of audience.

## Ticketing

Ticketing for all shows is done through TAPAC. All Ticketing is done through iTicket by the Community Coordinator. Inside ticketing charges cover the cost of providing a box office service (including Cash and EFTPOS use) and costs associated with hosting an audience.

### SCHEDULE C – Ticketing

<b>INSIDE FEES (paid to iTICKET &amp; the Venue by the Venue Hirer)</b>				
	TICKET PRICE (Face Value)	iTICKET FEE	VENUE FEE	TOTAL INSIDE FEES
<b>Pre-sale and Door Sale</b>	\$0.01 - \$15.00	\$1.50 per ticket	-	\$1.50
	\$15.01 and above	\$1.50 per ticket	\$0.50	\$2.00
<b>Complimentary and Hardcopy tickets</b>	\$0.58 per ticket limited to 10% of tickets sold per event (any additional tickets at pre-sale rate)			
<b>Other (Upsell / Add-ons, F&amp;B, Merchandise etc)</b>	\$1.00 per ticket / add-on sold			
<b>Voluntary Contribution Offer (VCO / Donation)</b>	No fees applied			

<b>OUTSIDE FEES (paid to iTICKET by your patrons)</b>		
These fees will be set to iTICKET's standard Outside Fees at the time each Event goes live. Current rates are:		
<b>Booking fees</b>	Online	\$2.50 per ticket capped at \$7.50 per order
	Outlet	Specific per outlet
	Phone	\$6.00 per order
<b>Delivery fees</b>	eTicket	Free of charge
	Post	\$2.00 per order
	Courier – non-signature	\$4.00 per order
	Courier – signature required	\$5.00 per order
	Courier – rural address	\$9.00 per order

TAPAC Theatre Terms and Conditions of Sale can be found:

<https://www.tapac.org.nz/about/theatre-terms-conditions-sale>

Four House seats must be available to TAPAC for all performances. Should these seats not be required by TAPAC, they will be returned to sale at minimum 24 hours prior to the show.

## Marketing

To assist with your show marketing, TAPAC will:

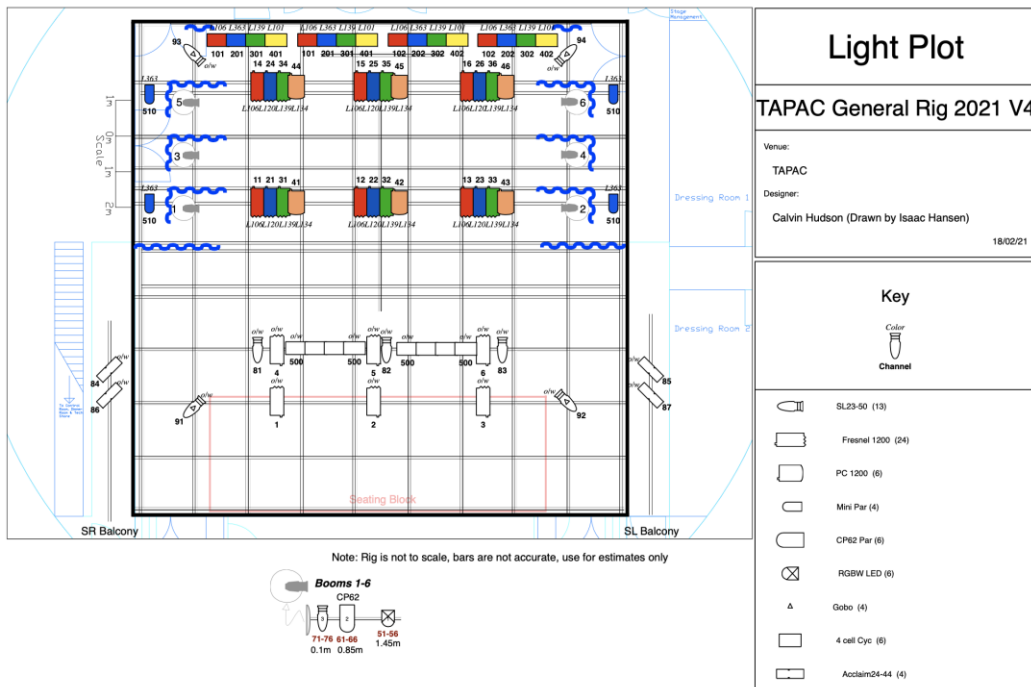
- Create a listing for your show on [www.tapac.org.nz](http://www.tapac.org.nz)
- Include your show in our fortnightly newsletter sent out to our database of subscribers
- Include your show in our email signature
- Do various social media posts on TAPAC's Facebook and Instagram pages
- Link your Facebook event to TAPAC's Facebook page as a co-host
- Display your posters and flyers in TAPAC
- Offer support for writing media releases, and with media contacts

Once you sign your theatre contract, TAPAC will email you our marketing guide and logos. TAPAC's logo must be included on all posters and printed collateral. For any questions, please email [communications@tapac.org.nz](mailto:communications@tapac.org.nz)

# Technical

Venue hire includes access to standard lighting and sound equipment which is available at TAPAC. Technical advice is available from TAPAC Technical Manager at [vt@tapac.org.nz](mailto:vt@tapac.org.nz)

TAPAC's Theatre is set with a standard light rig prior to access to each hirer. This is also reset at the end of the hire.



The TAPAC lighting rig consists of a 6 zone front light of 1.2K Fresnels, with a similarly split RGBA top light setup. There are 3 generic specials above audience, and 4 more high side specials from the balcony area. Any reasonable changes that wish to be made to the lighting rig within the allocated hire time can be done with no extra charge. (This includes resetting the rig).

The standard sound set up consists of 2x Opera 12's on either side of house facing audience. 2x Opera 12's either side of stage at height pointing center stage as foldbacks, and 2x Sub 615's.

## **TAPAC WITHIN THE COVID-19 PROTECTION FRAMEWORK**

TAPAC's Board of Directors has decided that the best way to ensure the safety and wellbeing of our community, our visitors and our staff is to require people entering TAPAC to be double vaccinated. We have weighed up the risks and benefits, taking into account the fact that many of our users are under 12 and cannot currently be vaccinated.

We consider that requiring double vaccination will make TAPAC as safe as it can be, and keep our facility as accessible for as many people as possible.

### **TAPAC'S VACCINATION POLICY**

All visitors to TAPAC will need to be double vaccinated. We will check visitors' vaccination status at the entrance to TAPAC using the My Vaccine Pass process.

Children under 12 will be exempt because they can't currently be vaccinated.

If you are hiring TAPAC's studios or theatre, you must ensure in advance that your students/cast are fully vaccinated.

Please note, TAPAC hosts a number of programmes for young people and schools, so there will be unvaccinated visitors at our venue.