



## **TERMS & CONDITIONS OF HIRE**

### **1.0 BOOKING THE THEATRE**

#### **1.1 Booking Fee**

A booking fee of \$50 made payable to Pukekohe Performing Arts will confirm dates pencil-booked for hire of the Theatre. Dates cannot be retained without payment of a booking deposit. This payment forms part of a hirer's overall hire account, but should the booking be canceled for any reason, it is then non-refundable and non-transferable.

#### **1.2 Hire Conditions**

Hire conditions and charges as set out in this contract are to be adhered to. It is an imperative person(s) on Theatre grounds understand these conditions.

#### **1.3 Behaviour**

The Hirer shall require all persons in Harrington Theatre to behave in an orderly manner, and comply with this agreement. The Hirer will ensure that any persons, who fail to do so, will be asked to leave Harrington Theatre.

#### **1.4 Animals**

No animals except "guide dogs" may be admitted to the theatre except with prior arrangements.

#### **1.5 Bond Payment**

A bond of 10% of the total hire cost (minimum, of \$50.00) is also to be paid and this is refundable once hire conditions have been met. The bond is fully refundable subject to any damages, cleaning, overstay of the hire period, theft, misuse, or vandalism of property. There are no exceptions to the payment of the bond. Full payment of the bond and hire account must be made before the commencement of the hire.



### **1.7 Damages / Vandalism**

Any damage caused by the Hirer may result in a deduction of the bond and be advised in writing. The Hirer will be liable for all costs incurred for damages and repairs that exceed the amount of the bond. Should the Conditions not be complied with the bond or part thereof may be forfeited Pukekohe Performing Arts reserve the right to retain the bond in full (or in part) to cover or be deducted from making good repairs or cancellation penalties.

### **1.8 Theft**

Any theft caused by the Hirer may result in a deduction of the bond and be advised in writing. The Hirer will be liable for all costs incurred for full replacement of stolen items that exceed the amount of the bond. Should the Conditions not be complied with the bond or part thereof may be forfeited Pukekohe Performing Arts reserve the right to retain the bond in full (or in part) to cover or be deducted from making good repairs or cancellation penalties.

## **2.0 FINAL PAYMENT/PAYMENT METHOD**

### **2.1 Payment Outstanding Balances**

All outstanding balances must be paid no later than four weeks prior booking date. The final invoice must be paid on terms 7 days nett of the invoice date. Access to the Theatre will not be provided if the balance is not paid.

### **2.2 Payment Method(s)**

Payment can be made by EFTPOS electronic funds transfer by Bank Deposit using Direct Credit to Pukekohe Performing Arts. No monies are refundable active booking must be cancelled in writing via an email at least eight (8) weeks prior, to the hire date. Should the Hirer cancel their booking at any time after 8 weeks there is a refund policy within these periods:

Event cancelled 0 to 4 weeks before the event date	100% of the hire fee will be forfeited
Event cancelled 4 to 6 weeks before the event date	50% of the hire will be forfeited



### **3.0 VENUE HIRE**

#### **3.1 Hire Periods (Block Sessions)**

The following block hire periods are available to the hirer:

- Morning Session (6am – Midday)
- Afternoon Session (Midday – 6pm)
- Evening Session (6pm – Midnight)
- All Day Session (6am – Midnight)

#### **3.2 Hire Period**

The hire period includes access to the Theatre for all pack-in and pack-out requirements. If the Hirer fails to vacate the Theatre after the conclusion of the hire, the Hirer shall pay Pukekohe Performing Arts additional charges at current rates.

### **4.0 ADVANCE BOOKINGS**

While bookings can only be made up to 12 months in advance, events that require forward planning more than 12 months may be considered. Please contact Pukekohe Performing Arts Theatre Manager for further information.

### **5.0 INSPECTION AND BOOKINGS**

#### **5.1 Inspection**

Inspection of Harrington Theatre is available by appointment. To arrange an appointment, please phone Sharon Tuapawa at 0274 416 151 or email [sharonjoanne@hotmail.co.nz](mailto:sharonjoanne@hotmail.co.nz).



Tentative bookings will be held for 14 days from the initial inquiry. Pukekohe Performing Arts reserves the right to decline any application or booking. Persons wishing to hire the premises must be over 18 years of age. Proof of identity may be requested. Where functions are attended by persons under the age of 18 years, the hirer will be the person responsible for actively supervising the function. The person completing the booking form is subject to these terms and conditions. The hiring may not be assigned or transferred to any other person, persons or organisation without prior written permission of Pukekohe Performing Arts. Hirers must ensure that the conditions of Hire and any specific arrangements or instructions are complied with at all times.

## **6.0 THEATRE PERSONNEL**

### **6.1 Theatre Manager**

A Theatre Manager is on hand to assist with all aspects of a theatre hire, and has the support of other theatre personnel when necessary to help in all areas of staging an event or production.

### **6.2 Stage Manager**

A Stage Manager is to be made available for any dress rehearsal or performance and this person can be provided by the hirer or enlisted from Pukekohe Performing Arts personnel. Stage Managers need to liaise with the Theatre Manager, and if necessary, a theatre technician, prior to their event or performance season.

### **6.3 House Technician**

For every external hirer event the House Technician will be present for two hours. This being one hour at pack-in, and one hour at pack-out, to ensure that all technical aspects of hire are properly set up, and operated, and the technical resources are returned to their normal state post event. The charge out for this is \$170 + gst.



## **7.0 FRONT OF HOUSE MANAGEMENT**

### **7.1 FOH Manager**

A Front of House Manager must be available for any event when there is an audience. The Hirer can provide their own personnel for this role, but he/she needs to liaise with the Theatre Manager prior to the commencement of a show or performance season for instruction regarding theatre policies. Alternatively, a Front of House Manager can be employed from the theatre's personnel if available.

### **7.2 Ushers**

Two ushers are required to be in attendance when there is an audience in the theatre. Ushers will be given instruction on their duties by FOH Manager, or Theatre Manager. The hirer can provide their own ushers or alternatively Pukekohe Performing Arts personnel can be employed to assist.

## **8.0 AUDITORIUM SEATING**

### **8.1 Seating**

The seating capacity of the theatre is 150. Seating aisles are wide enough to allow patrons to remain seated. The seating arrangement affords excellent sightlines and good acoustics.

Seating rows run from A (closest to stage) to M (at the rear of the auditorium). Due to fire regulations, no extra seats or other obstructions (camera tripods, cases, wheelchairs etc.) are permitted in the aisles, in front of the stage apron or in front of any exit doors.

Wheelchair spaces are available. These should be pre-booked. Prams and walkers can also be stored. For patron safety, auditorium stairway lights will be left on.



## **9.0 HOUSE THEATRE TECHNICIAN**

### **9.1 House Theatre Technician**

If an event requires anything more than standard lighting, sound, or curtain rig, a Pukekohe Performing Arts technician will need to be enlisted to liaise with a hirer's experienced sound or lighting person to give initial instruction regarding any technical requirements. Alternatively, Pukekohe Performing Arts technicians can be employed to assist with the operating of sound or lighting for productions and events. Any technical riders and lighting plans are to be provided before the event. Comprehensive theatre plans, lighting rig layout, and lists of the theatre's technical equipment can be made available to assist with the staging of your event.

## **10.0 AIR-CONDITIONING**

The theatre, auditorium, and stage area are air conditioned.

## **11.0 VENUE COMMUNICATION**

An internal communication system is available for hire.

## **12.0 STAGE FEATURES**

Pukekohe Performing Arts have a proscenium style 25 square metre stage (excluding wing space) that includes a central motorized revolve.

Hirer's use of the hydraulic stage revolve and lift is by arrangement.

The stage doors on the side of the building allow easy access to packing-in sets and equipment. A selection of masking and curtain drapes is already hung and can be used to adjust the size of the stage area. No modifications can be made to any sound, lighting, or curtain rigging without prior permission from the Theatre Manager. Hirers are not to paint sets or props onstage.



## **13.0 FIRE, SAFETY AND SECURITY**

### **13.1 Fire Safety / Security Office**

A fire/security/first-aid officer is required at all times when the theatre is being used and it is the responsibility of the hirer to ensure the provision of adequate first aid is available during the period of hire.

### **13.2 First Aid / Accident & Incident Reporting**

First-aid kits and Accident/ Incident Report Forms are situated in the foyer kitchen. These kits are for first-aid use only. Tapes and plasters are not to be used for attaching body microphones or strapping dancers' feet. Companies are asked to provide their own supplies for these purposes. Although every care is taken and security lights are operating in the theatre car park, Pukekohe Performing Arts personnel are not responsible for the security of any vehicles parked in any areas adjacent to the theatre. Fire, safety, and security responsibility pertains to the theatre buildings and its contents. This does not include any personal effects or equipment belonging to venue hirers.

A fire register is to be kept by the Green Room door to record the names of the hirer's production personnel. Any special effects must be approved beforehand and no naked flames are permitted onstage or in any other areas of the theatre. Fire extinguishers are available and well-marked.

Only authorised technical personnel are permitted in the lighting box or on the proscenium. Every care must be taken when working in all areas. To help ensure their safety, users must keep to the walkways provided. Exits are to be kept clear and any cables or leads must be taped down to avoid tripping hazards.



#### **14.0 THEATRE LIGHTING SYSTEM**

A full lighting rig is ready to use and can provide illumination for pre-set stage zones. Colour washes (red, green, yellow, blue, or combinations of these) can be used to illuminate the cyclorama. Basic technical hire (if selected) includes the use of the house rig, and a basic lighting control system. Any changes to the house rig as supplied must be conducted by a PPA technician.

Full Custom Rigging use of Pukekohe Performing Arts intelligent lights and control system is available if requested, and price is confirmed at booking. Only Pukekohe Performing Arts-approved technicians are permitted to use the complex control systems available.

Hire time must allow for any changes to be made to the house rig prior and reinstatement of the rig to house specification.

Custom rig plans must be provided minimum of 30 days before to allow rigging time. Gels and gaffer tape are to be provided by the hirer.

Follow-spots, complete with colour changers and dimmers, can be made available. Hirers can provide their own follow-spot operators or alternatively can employ theatre personnel to assist with any follow-spotting.

Selections of ladders are available to assist with rigging.

#### **15.0 THEATRE SOUND SYSTEM**

Hirer's must specify their sound requirements at the time of hire.

#### **16.0 PIANO**

The Theatre has a Casio Digital Piano and a Digital Keyboard available for hire.





### **17.0 SMOKING AREA'S**

Smoking is not permitted inside Harrington Theatre. Designated smoking areas are provided, this being the grassed green space area immediately adjacent, to the main building. Please no smoking on landing, or pavement sides, of the building.

### **18.0 GOOD NEIGHBOUR HOOD POLICY**

Harrington Theatre requires all users of the venue to be aware of the neighbours, and to ensure that they are treated with respect, especially in regard to noise levels at night functions.

### **19.0 FACILITIES FOR THE DISABLED**

Pukekohe Performing Arts provides a ramp at the front of the theatre for wheelchair access, or for those who have difficulty in negotiating steps. A disability toilet is provided.

### **20.0 FOOD & CATERING**

Interval refreshments can be arranged by the hirer, or if requested, and if personnel are available, may be organised and staffed by Pukekohe Performing Arts at an additional cost.

Commercial catering companies can also be enlisted however the Theatre Manager must be notified. It is requested that foods that have a strong odour (e.g. curries) are not prepared anywhere in the theatre building.

Both the Front of House and the backstage kitchen can be used for catering purposes.

The Front of House services include a kitchen and bar area. A Zip for continual boiling water, fridges, a microwave, and a steriliser. There are also stocks of coffee mugs, crockery, teapots, juice, and wine glasses but it is advisable to check with the Theatre Manager as to the adequate numbers of these items required for your particular event.

Tea towels and dishwashing liquids/powders are provided.

No food or drinks are permitted on the wings or on stage. Bottled water is acceptable in the technical operational area's.



It is preferable that the sale of food and drinks be conducted prior to, during intervals, and at the conclusion of your event.

Bubble gum or chewing gum is not permitted in the theatre.

### **21.0 TICKETING**

Ticketing is the Theatre Hirer's responsibility. Hirers make their own arrangements for Ticket Sales, Mobile EFTPOS Terminals, and Cash Float.

### **22.0 ADVERTISING YOUR EVENT**

A billboard space at the front of the theatre is provided for your use. If you can provide posters and flyers to promote your event, they can be displayed and distributed at events in the theatre that precede yours. If you can provide information about your event one or two months beforehand it can be included in several community event listings. You are welcome to sell applicable merchandise to complement your event or give information about your group. There is no commission charged for this.

### **23.0 THEATRE CLEANING (see cleaning schedule)**

Theatre hirers have the option of either paying for commercial cleaners to attend to theatre cleaning during or after their event, or alternatively having their own event personnel attend to these duties. These include dusting and vacuuming all areas, washing all dishes used and put into the steriliser, wiping down benches, mirrors, and other surfaces, cleaning toilets and sinks, and leaving the theatre in a clean and tidy state in all respects.

No food or drinks are to be left in fridges or microwaves which are to be left in a clean state. Toilet rolls, liquid soap, and cleaning products are provided by the theatre. Failure to clean to the standard required could result in additional charges.

### **24.0 KEYS AND SIGN-IN/OUT PROCEDURE**

Theatre Manager will facilitate and liaise with the client to enable the client to pick up and drop back of theatre keys.



## **25.0 EMERGENCY PROCEDURES HARRINGTON THEATRE**

If at any time there is a fire these are the procedures you should follow:

IMPORTANT: No provision for landline telephone - Mobile telephone instructions only. Once everyone has evacuated and assembled, carry out a quick check to account for all occupants. DO NOT attempt to re-enter the building once outside.

Meet with the Station Officer (wearing a red helmet) from the first fire crew to arrive on site, and give a brief description of the location of the fire if known, and any other vital information.

NOTE: Serious consideration must be given before any attempt to extinguish a fire with the existing extinguishers or fire hose reels by occupants unless they have been correctly trained in their use. Hose reels and extinguishers are designed to extinguish small fires. No person should place themselves or anyone else in a position of danger in an attempt to extinguish a fire.

## **26.0 RUBBISH REMOVAL**

All rubbish is to be removed by the Hirer. Black rubbish bags are provided and are situated in the Foyer Kitchen All Foyer Rubbish Bins must be emptied and Bin Liners replaced Tins, bottles and appropriate plastics are to be put in the green bins for 'recyclables' situated backstage.

## **27.0 ACCESS/PARKING**

Please do not park in front of the stage doors or at the immediate front of the theatre. There is no parking permitted on any grassed area.

## **28.0 MEMBERSHIP**

Application for Membership in Pukekohe Performing Arts is invited, and Assistance in all Production Areas is always welcomed.



By signing below you agree to the terms set out above.

<b>Name of Hirer/Business/Organisation:</b>	
<b>Contact Name:</b>	
<b>Hirer's Signature:</b>	
<b>Theatre Managers Signature</b>	
<b>Date:</b>	