

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:

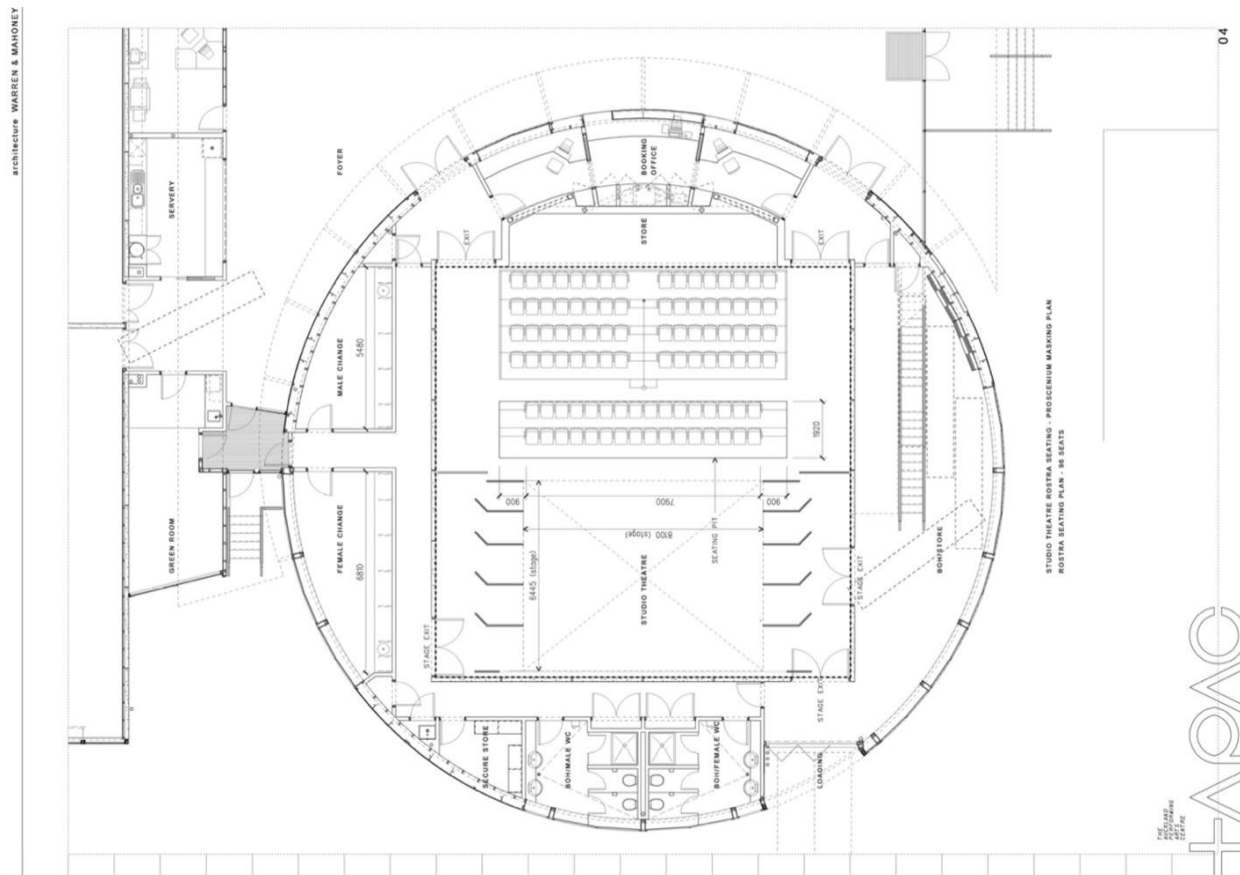
Please contact community@tapac.org.nz with details of your bookings, a completed theatre hire form and any questions you might have.



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"> - 67 Tiered seating - 18 Floor seats - 24 Pit seats
Reduced Stage Space	160 seats
Mix Cabaret and Tiered Seating (use of the seating block)	127 seats <ul style="list-style-type: none"> - 67 Tiered seating - 60 Table seating (15 tables)
Seating and Mats (usually used for kids show)	160 seats <ul style="list-style-type: none"> - 127 Tiered/Floor seating - 33 Mat seating

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.

Venue Hire	
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)
Staff Costs	
Venue Technician	\$38.00 (+gst) per hour
Front of House Manager	\$30.00 (+gst) per hour
Box Office Attendant	\$25.00 (+gst) per hour
Additional Costs	
Utilities & Consumables (fixed day charge)	\$30.00 (+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 unless agreed upon with TAPAC prior to booking the venue. All Ticketing is done through PatronBase 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.

Ticket Fee Structure	Description	Price Range	Inside Charge Per Ticket
Hirer Ticketing Fees	Ticket Price	Up to \$19.99	\$1.50
	Ticket Price	From \$20.00	\$2.00
	Complimentary Tickets		\$0.50
Service Fee Structure	Booking Method	Collection Method	Service Fee
Paid by Ticket Purchaser	Online/Mobile	Venue Box Office	\$2.50
	Credit Card Charges	Venue Box Office/online/mobile	2.75%

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:

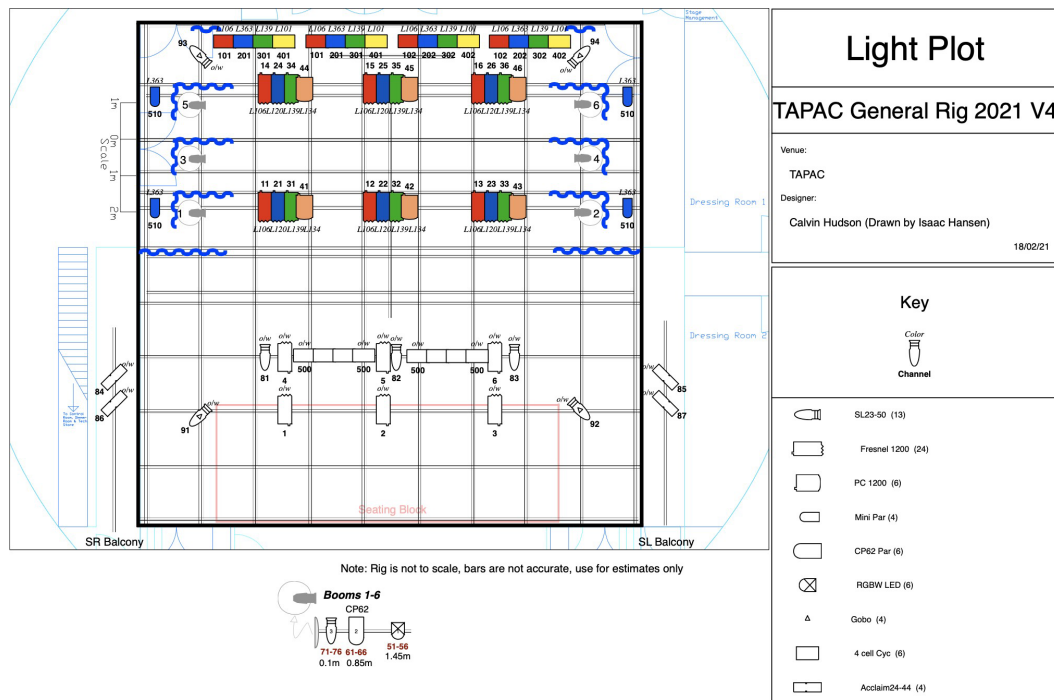
- Create a listing for your show on www.tapac.org.nz
- Include your show in our fortnightly newsletter sent out to our database of subscribers
- Include your show in our email signature
- Do various social media posts on TAPAC's Facebook and Instagram pages
- Link your Facebook event to TAPAC's Facebook 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

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

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.