

**Theatre Booking Form**

(Email completed form & any questions to [bookings@tapac.org.nz](mailto:bookings@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 for an additional cost. Please see attached Theatre Hire Information Form for photos, dimensions and descriptions.

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: |  |
| Access/set-up and exit/pack-out times for each requested date: |  |
| 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 |

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