



## HIRING INFORMATION

### OVERVIEW

The Regent Theatre in the heart of Dunedin City was completed in 1928 and fully reflects the glorious architecture of that time.

The theatre is split over two levels – the stalls and the dress circle. Originally built as a picture palace it is now suited to both film and live theatre.

### Seating

Seating capacity for the Regent Theatre is 1617.

Stalls 887

Circle 730

The total seating capacity stated above includes:

- 20 house seats that we reserve the right to retain for promotional purposes for each and every performance;
- 6 further seats that are unavailable for sale as a result of sponsorships;
- 8 usher seats.

Both reserved seating and general admission seating options are available. A standing option following removal of some of the stalls seats is also available following suitable prior discussion, and at the promoter's cost.

**The following hire info is generic and does not include specific rates or charges. If you are interested in possibly hiring the venue and require costing information, please contact us to discuss your needs.**

**CONTACT:**

General Manager – Sarah Anderson [saraha@regenttheatre.co.nz](mailto:saraha@regenttheatre.co.nz) 03 477 6481  
Administration Manager, ticketing and venue management – Andrea Ford  
[andrea@regenttheatre.co.nz](mailto:andrea@regenttheatre.co.nz) 03 477 6481  
Technical Manager – Nelson Miles [nelsonm@regenttheatre.co.nz](mailto:nelsonm@regenttheatre.co.nz) 0274 355803

## Hiring

The following is included in the rental rates provided on a per performance basis:

- use of the stage, auditorium, foyers, dressing rooms
- all front of house staff (based on a four hour period, extra time will be charged as per our pricing schedule)
- box office staff (9.00am – 5.30pm weekdays)
- theatre's Technical Manager (for 8 hours, after 8 hours all additional time will be charged as per our pricing schedule)
- provision of two Cashiers for up to 2½ hours for door sales; extra time will be charged as per our pricing schedule
- the tannoy paging system and the use of all theatrical and lighting equipment itemised in this document - no in-house sound system is available.

### Daily Hire

8.30am - 3.00am

A penalty charge of an extra day's hire applies if a production has not vacated the theatre by 3.00am the morning following the last contracted performance without prior approval.

Second and **subsequent performances** per day will incur an additional charge..

**Discounted rates** are available in the following categories:

- Non profit organisations
- Schools
- Graduations
- Minor Films
- Stalls Only

Please discuss with theatre management to see if you qualify.

Standard hire rates are for venue hire only and all technical requirements including pre-rig, etc, must be discussed with the venue's Technical Manager to determine possible additional charges.

Days hired for **pack in, rehearsal days, dark days and pack out** are based on a maximum 8 hour utilisation and additional time will be charged as appropriate.

**Rehearsals** with attending audiences (ticketed and non ticketed) of 50 persons or more will be charged at a per performance rate.

**Public Holiday Surcharge** – a surcharge will apply where any of the contracted dates within the hire period fall on a public holiday as defined by the Holidays Act 2003. The surcharge will be 100% on any labour charges for that particular day and 20% on venue rental.

### **Standard Fees and Charges**

In addition to the core venue rental there may be other fees and charges for services provided by the Regent Theatre.

**Heating** – the cost of heating the venue is not included in the rental.

**Electricity** – the cost of power is additional to venue rental.

**PAD Levy** – the Regent Theatre charges a PAD (Preservation & Development) Levy on all tickets sold with a retail face value greater than \$20.00. The levy must be included within the advertised ticket price and is shown separately on the printed ticket. The levy will be applied toward preserving the historical aspects of the building, as well as ongoing theatre improvements and enhancements which will benefit both hirers and customers.

**Public Liability Insurance** – where the hirer fails to provide evidence that they hold public liability insurance to the level of \$5 million, cover will be provided under the Regent Theatre's own insurance policy and charged to the hirer.

### **Autocomms**

**Par 64's** (39 available)

**Gel** (Chris James) - minimum use charge per performance. A replacement charge will be made for gels damaged.

**Screen movement** (for films)

### **Projector Hire**

**Function Room** – does not form part of the core theatre hire

*Also available for Hire:*

- Lipp upright piano
- Baby Grand
  - Tuning is additional

### **Other Possible Staffing Charges**

The Theatre Technician will be on duty while you are in the venue regardless of set up and other requirements. Eight hours per performance day are included in our hire rates but additional hours per day will be charged.

Front of House Staff are provided for a maximum of four hours per performance:

- Sufficient to staff the theatre doors and seat patrons to a standard determined by theatre management;
- Front of House Manager who acts with delegated authority of the General Manager and has final call/responsibility for all front of house activities and issues;
- Ticketing services;

Where times exceed the four hour standard additional staff costs will be charged. The four hour period commences one hour before the show start time, or from front door opening time whichever is the earlier.

### **Merchandise**

A minimum charge by the Theatre of 12.5% of gross takings is applicable to all merchandise sold at the Theatre. *Arrangements to sell merchandise, including the supply of any Merchandisers, Programme Sellers and a float must be made with us at least two weeks prior to your booking.* Failure to do so may result in your not being able to sell merchandise if we do not have available staff, etc.

## **Security**

Security for the stage door is the responsibility of the hirer.

We reserve the right to hire security for any event as we believe to be necessary to ensure the safety of the venue and/or patrons and will on-charge this cost in full on final venue hire invoice accordingly. We will discuss any security concerns with you in advance, but retain the right to hire as we see as being necessary for the safety and wellbeing of patrons and the venue.

## **Publicity Services**

Assistance with publicity and marketing is available and should be discussed with the General Manager.

## **GENERAL**

### **Tentative Bookings**

Pencil bookings will be held for one month following issue of theatre hire contract documentation. Confirmation via signed contract and deposit payable must be received within this period to retain your booking. All possible effort will be made by theatre management to contact the hirer before any booking is cleared from the diary or given to another hirer.

### **Booking Confirmation**

A deposit of 10% of the agreed rental or a minimum of \$NZ700.00 is to be paid by the hirer when returning the signed Hire Agreement. Payment by bank draft including fees is to be arranged with the Theatre management prior to the signing of the Hire Contract.

### **Cancellation**

Should a booking be cancelled by the Hirer after a contract has been signed within 90 days of the hire period the deposit will be retained by the Regent Theatre. In addition, the Hirer will be charged for any costs incurred by the Regent Theatre on the Hirer's behalf in relation to this booking.

Cancellation of a booking within 2 days of the contracted hire period commencing will incur the full venue hire being invoiced plus any costs incurred on behalf of the hirer. This is payable within 7 days of date of invoice.

### **Foyer Set-up**

Up to a maximum of two merchandising tables can be provided. Banners, screens, and all other promotional items are subject to approval prior to display. Due to limited space in the public areas of the venue and for ease and safety of patrons movements the Front of House Manager has veto on all display items.

### **Parking**

There is no car parking available on site and you are advised to secure alternative arrangements.

### **Telephones**

Telephone lines and calls are not included in the rental.

### **Food & Beverage**

The Regent Theatre operates these facilities within the venue and no hirer may look to sell competing products. If you have sponsors etc who may wish to promote products, etc please discuss with theatre management.

We do not operate the wine bar around school/child-oriented and other possible “alcohol sensitive” events, however if the hirer has any reason why the Theatre should not operate either the snack bars or the wine bar then they need to discuss this with Theatre management well in advance, and some form of recompense for lost income to the Theatre will be discussed.