

TIMARU

THEATRE

ROYAL

**THEATRE ROYAL TIMARU
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WHO TO CONTACT

| | | |
|-----------------------|-------------------|---|
| Reservations | Customer Services | (03) 687 7200 enquiry@timdc.govt.nz |
| Technical | Alan Shaw | 0274 338 185 / (03) 688 1835 avs1@xtra.co.nz |
| Administration | Matt Ambler | (03) 687 7200 matt.ambler@timdc.govt.nz |

THEATRE ROYAL TIMARU

HIRE AGREEMENT

The Hirer agrees to hire the venue named in the Schedule at the times on the date recorded and agrees to the attached Terms and Conditions.

DATED: this _____ day of _____ 20 _____

SIGNED for _____)

by _____)

(being a person duly authorised by it to do so)

SIGNED in the presence of:

Witness Signature _____

Name _____

Occupation _____

Address _____

TERMS OF LETTING

1. A DEPOSIT/BOND of \$350.00 for Non Local Commercial hire and \$150.00 for Local Commercial Hire , Amateur Hire , Conference/Meeting etc hire is to be paid to the Timaru District Council (hereafter referred to as the Council) to validate the signed agreement, this sum to be held until the agreement has been complied with. Such deposit/bond if not paid by the due date shown on the AGREEMENT FOR HIRE may cause the booking to be cancelled. A booking will be automatically cancelled if the deposit/bond has not been paid by the intended date of box office plan opening or twenty-one days before the performance (whichever occurs first).
2. THE ABOVE SUM may be used as part payment to repair any damage to the Theatre Royal caused by the Hirer or patrons during the hire, or to cover any loss of property from the Theatre.
3. NON LOCAL COMMERCIAL HIRE CHARGE: Full payment of the hire charge shall be payable no less than 2 (two) working days prior to the first performance. Failure to comply with the payment requirement may result in refusal of use of the Theatre.
4. ALL OTHER HIRE CHARGES: Council shall retain the discretion to require 50% payment of the base hire cost within five working days of first day of usage.
5. THE HIRER SHALL:
 - A. Pay all staff engaged by or on the Hirer's behalf.
 - (i) all front of house personnel
 - (ii) all backstage and technical personnelThe rates of pay will be those negotiated by the Council
 - B. Ensure that all necessary permits and licences are obtained (e.g. use of Firearm, Pyrotechnics, Performing Rights).
 - C. Indemnify the Council against claims and demands for loss or damage resulting from any act or omission on the part of the hirer, the hirer's employees, contractors or invitees.
 - D. Inform all performers and technical staff that the Theatre should be vacated **before midnight** or one hour after curtain fall. If the Theatre has not been vacated a further charge will be levied as per Council's fees and charges schedule.

6. THE RENTAL provides for a basic allocation of power. Usage beyond this allocation will be charged to the Hirer on a per unit basis (please refer to pages 5 & 6, Fees and Charges). Meters will be read at the beginning of the hire and after final pack-out.
7. THE RENTAL includes provision for heating. Additional heating beyond the allocated hours per performance will be charged on a per hour basis (please refer to page 5 & 6, Fees and Charges).
8. THE HIRER/PROMOTER will forfeit the deposit/bond unless thirty days' written notice of cancellation is given before the date of performance. In all cases the person or organisation hiring the Theatre shall be responsible for costs and charges incurred on their behalf prior to cancellation.
9. THE Council will not be responsible for the non-availability of the Theatre or the interruption of a performance through force majeure or any other circumstance beyond its control, including the evacuation of the Theatre for safety reasons considered necessary by the Safety Officer or any emergency services.
10. THE HIRER will not have entitlement to parking at the Theatre apart from times of pack-in and pack-out. The Council will not be liable for any claims in regard to the Hirer's motor-vehicles, including damage, theft or any other incident.
11. THE HIRER shall refrain from nailing, bolting, sticking, screwing or in any other way attaching equipment, notices and advertisements to Theatre property without first obtaining permission from the Theatre's management.
12. THE HIRER shall not permit the pre-show sale of seat positions 18 to 26 in rows L and M to patrons other than patrons in wheelchairs. However, 30 minutes before curtain up if these seat positions are unsold then seats 18 to 23 can be fitted and sold to other patrons if required.

All enquiries should be address to :

Timaru Theatre Royal
Timaru District Council
PO Box 522
Timaru 7940
Telephone (03) 687 7200
Facsimile (03) 687 7209
Email: enquiry@timdc.govt.nz

Timaru Theatre Royal, Telephone (03) 688 1149

THEATRE ROYAL TIMARU

FEES AND CHARGES FROM 1 JULY 2011 TO 30 JUNE 2012

If an invoice is required on the night of hire, prior notice (a minimum of 2 working days) is required.

All Fees and Charges GST Inclusive

| | | |
|-----------------|-----------------------------|-----------------|
| DEPOSIT: | COMMERCIAL NON LOCAL | \$350.00 |
| | COMMERCIAL LOCAL | \$150.00 |
| | AMATEUR / CONFERENCE | \$150.00 |

Bookings will be taken up to two years in advance, subject to payment of the above deposit, which will be forfeited if written notice of cancellation is not received by the Council at least two calendar months before the date originally requested.

COMMERCIAL NON LOCAL RATE

This includes rent, power/heating (above predetermined rate then meter applies), theatre technician, house manager/safety officer, theatre's lighting equipment, upright piano and cleaning.

Full payment of the hire charge shall be payable no less than 2 (two) working days prior to the first performance. Failure to comply with the payment requirement may result in refusal of use of the Theatre.

An invoice for additional **power** and **heating** charges, if applicable, shall be sent after the hire.

| | |
|--|------------------|
| Per Performance | \$1,075.00 |
| Matinee (on same day as performance) | \$610.00 |
| Matinee with no evening show | \$815.00 |
| Rehearsals or Pack-in/Pack-out after midnight or on non-performance day (with minimum heating stage area only) | \$51.00 per hour |

The above rates make an allowance of 600 units for **power** per performance. Anything above that allocation will be charged as per meter. Current rate is .55c per unit.

There is also an allocation for **heating** the Theatre per performance. After the initial 4 (four) hours per performance and rehearsals the charge-out rate for auditorium heating is \$28.00 per hour.

COMMERCIAL LOCAL RATE

This includes rent, power/heating (above predetermined rate then meter applies), theatre technician, house manager/safety officer, theatre's lighting equipment, upright piano and cleaning.

| | |
|--|------------------|
| Per Performance | \$1,075.00 |
| Matinee (on same day as performance) | \$610.00 |
| Matinee with no evening show | \$815.00 |
| Rehearsals or Pack-in/Pack-out after midnight or on non-performance day (with minimum heating stage area only) | \$51.00 per hour |

The above rates make an allowance of 600 units for **power** per performance. Anything above that allocation will be charged as per meter. Current rate is .55c per unit.

There is also an allocation for **heating** the Theatre per performance. After the initial 4 (four) hours per performance and rehearsals the charge-out rate for auditorium heating is \$28.00 per hour.

STANDARD AMATEUR THEATRE RATE

Amateur (The Performers). That is :

Local non profit making incorporated societies and educational institutes such as schools and colleges.

This includes rental, heating/power (above predetermined rate then meter applies), standard theatre lighting, standard theatre stage setting, cleaning, upright piano, theatre technician, and house manager/safety officer. (A theatre technician and house manager/safety officer are mandatory.)

| | |
|--|------------------|
| Per Performance | \$665.00 |
| Rehearsals or Pack-in/Pack-out after midnight or on non-performance days (minimum heating stage area only) | \$51.00 per hour |

The above rates make an allowance of 500 units for **power** per performance for Standard Amateur rate. Anything above that allocation will be charged as per meter. Current rate is .55 cents per unit.

There is also an allocation for **heating** the Theatre per performance. After the initial 5 (five) hours per performance and rehearsals the charge-out rate for auditorium heating is \$28.00 per hour.

MEETINGS, CONFERENCES, PRIZE GIVINGS, DISPLAYS RATE

Includes rent, power, basic lighting, house manager and minimum heating

| | |
|--|------------------|
| Per Performance | \$560.00 |
| Rehearsals or Pack-in/Pack-out after midnight or on non-performance days (minimum heating stage area only) | \$51.00 per hour |

The above rates make an allowance of 400 units for **power** per performance for Meeting/Conference/Prize Giving/Displays rate. Anything above that allocation will be charged as per meter. Current rate is .50 cents per unit.

There is also an allocation for **heating** the Theatre per performance. After the initial 5 (five) hours per performance and rehearsals the charge-out rate for auditorium heating is \$27.00 per hour.

FOYER FACILITIES ONLY

| | |
|------------------------------------|-------------------------|
| (Minimum hire of 2 hours per hire) | |
| Deposit | \$50.00 |
| Usage | \$51.00 per hour |
| Kitchen | \$20.50 per day |
| Upstairs and downstairs Bar | \$25.50 per day per bar |

ADDITIONAL CHARGES

| | |
|-------------------------------------|----------|
| Grand Piano - professional user | \$102.00 |
| Grand Piano - local user | \$51.00 |
| Tuning can be arranged at your cost | |

Front of house/backstage optional at cost (choice of service providers available but must comply to quality standards)

Stage extension at cost

Extra lighting as attached

THEATRE ROYAL TIMARU

SERVICES AND FACILITIES

The Management of the Theatre Royal, Timaru has a commitment to the practice of Total Quality Management (TQM) and is keen to provide the best possible flexible service. We are constantly reviewing our operation and welcome suggestions for improving our service.

To minimise costs to the hirer there are no full time staff employed other than the Management who have other additional duties within the Timaru District Council.

The Council does have on retainer a Theatre Technician, who is also a registered Electrical Inspector and has been associated with the Theatre for 30 years as a Theatre Lighting Technician and flyman/mechanist. The Theatre Technician is the Theatre Safety Officer under the Health and Safety in Employment Act and is required to be in attendance to supervise and install flown scenery, cloths and stage lighting. The Theatre Technician is an experienced lighting designer and control board operator.

The Theatre Technician/Safety Officer may in fact be the only Council representative on site depending on the technical requirements of the hirer.

Additional backstage staff are drawn from a pool of experienced Service Providers and labour can be arranged for loading in and out etc.

The Theatre is normally rigged to be able to provide adequate resources for the staging of most shows by being left in "general purpose rig". The hirer may alter the rig to suit their requirements but must return all equipment to "as found" configuration.

SOUND

The Theatre does not have a sound system but instead has a pool of Service Providers who can more than adequately provide for the sound requirements of any show at a competitive rate.

A cable Duct has been installed and no cables are to be taped to the carpet or auditorium floors without permission.

LIGHTING - See Appendix B2

PIANOS

The Theatre has a Bossendorfer Concert Grand Piano suitable for recitals etc. The Grand Piano is available for hire, (see Additional Charges, Page 6), and tuning can be arranged at cost.

A Broadwood Upright Piano suitable for rehearsals etc is also available for use free of charge. Any tuning required will be at the hirer's cost.

SEATING

The Auditorium has seating for a maximum of 1018 patrons provided there are no requirements for Technical staff to be operating equipment in the seating area.

If F.O.H. technical staff are required, seating is reduced to 1006.

See Appendix B3.

APPENDIX A1

SERVICE PROVIDERS' SPECIFICATIONS JULY 2011

See List of Local Service Providers - Appendix A4 - A6

Front of House

The successful Service Provider will inform the Timaru District Council who their nominated manager is at least two working days prior to the performance.

All Front of House staff will be at the Theatre one hour before the performance is to commence for the regulation Fire Safety/Evacuation drill. However, in the event of a 5.00pm matinee and an evening performance, discretion may be exercised in the "practicality" of a fire drill between performances.

Staff numbers should be adequate for the estimated house. Minimum of 3 for down stairs operation and 2 upstairs for non reservable operation.

All Front of House staff are required to be well groomed and in some type of corporate uniformity of clothing with a lapel badge identifying themselves to the patrons and the service position they are responsible for providing (i.e. Door person).

Corporate uniformity would normally be black trousers/dress with white shirt/black tie but could also be in keeping with the performance.

All Front of House staff must remain at their allocated positions until the performance is over and all of the patrons have left the auditorium.

The Service Provider is responsible for the behaviour and decorum of his/her staff and must attend to any complaints or criticism by the patrons. Complaints to the Timaru District Council by patrons who are dissatisfied by the service provided will be discussed with the Service Provider.

(a) Cashier Facility

The Front of House Service Provider may be required to provide cashier and ticket sales staff by the promoter. The Council accepts no responsibility for monies, etc in the venue. The Theatre Management has provided a safe in the ticket office to reduce cashier risk from hold up. The key for this safe must be returned to the Theatre Technician upon the completion of the Theatre hire or the safe's security will be deemed to be compromised requiring the lock to be changed.

A fee of \$150 (cost to replace lock) will be charged to the person who borrowed the key to the safe, as they are personally responsible for its return.

APPENDIX A2

Back Stage

For safety requirements, the Theatre will provide, from a pool of trained Theatre flymen, a minimum of one person to supervise and assist in the correct operation of the flying system whenever this is used. Others may be drawn from the hirer's own staff or the Theatre's pool if the hirer chooses.

The Theatre Technician as Safety Officer Technical Services is responsible for the flying system at all times but must have a Service Provider to be able to delegate supervision duties to.

Sound Equipment

The Service Provider contracted by the promoter whether direct or via the Theatre will be solely responsible for his/her equipment and the Council will accept no liability for any non performance standard and shall direct any public criticism to the Service Provider.

The Service Provider shall not alter, adapt or modify any wiring that is part of the Theatre and shall not tape his/her cables to the walls, floors of the Theatre unless given permission to do so by the Theatre Technician and will be liable for the cost of repair or making good of any paint or plaster work damaged whilst installing or removing his/her equipment.

The Service Provider must abide by any regulatory statute relating to the level of sound amplified and the Council accepts no responsibility relating to breaches of these codes or civil action taken by an individual for hearing damage.

Except by prior arrangement the Service Provider will install and remove his equipment within the time period hired by the promoter.

Running of the Bar/Bars

The Service Provider for the Bar must make his/her own licensing arrangement from the regulatory authority for the sale of liquor at the Theatre on the specific date, etc and meet all of the requirements covered in the Sale of Liquor Act especially pertaining to the sale to persons under age. The hirer should note that on occasions the bar can also be used as a sweet shop - therefore the bar and sweet shop service providers should liaise in that instance.

As the Council is providing a facility only the Service Provider is totally liable and responsible for any breaches of the Sale of Liquor Act when he/she is providing a bar service.

The requirements of the Health authorities must be met at all times and cleanliness and proper hygiene standards practised.

The Service Provider is responsible for his/her own stock whilst on the premises and all stock and empty bottles/cans etc must be removed from the premises by the Service Provider one hour after the last performance at the venue for which the Service Provider has been contracted. The Council supplies 2 chillers and 2 glass washers. The bar facility and foyer must be kept clean and tidy at all times and the Service Provider must ensure that bar staff are tidy and well groomed and wear a lapel badge identifying their name to their patrons.

As the Theatre is a No Smoking venue no cigarettes etc. are to be sold from the bar.

The ground floor and upstairs Foyers are the licensed areas. Stafford Street has a liquor ban, therefore no alcohol is to be consumed outside the Theatre frontage.

APPENDIX A3

Sweets Shop Operator

The Service Provider will provide and be totally responsible for his/her own stock which must be removed from the Theatre one hour following the last performance of the venue contracted for.

The Service Provider must keep the facility clean and tidy and must remove any waste or spoilt food from the premises each evening.

All regulatory statutes relating to the sale of food and non alcoholic beverages shall be met and no cigarettes may be sold from this shop facility. The hirer should note that on occasions the sweet shop can also be used as a bar - therefore the bar and sweet shop service providers must liaise in that instance.

The Service Provider for the Sweets Shop does not have an exclusive right to be the only facility in the Theatre selling food within the building.

Staff employed by the Service Provider must be well groomed and wear a lapel name badge identifying themselves to the patrons.

Certain products may not be sold. That is popcorn, chewing gum and lollies on a stick and ice cream on a stick. No drink served in a glass container may be taken into the auditorium.

Food Servery

The Food Servery will tend to be used for supper following a performance, or for the requirements of users of the foyer for conferences, meetings, etc.

A kitchen facility is provided for the reheating and serving of food that has been cooked and prepared elsewhere.

The facility is not licensed to be used for baking or major food preparation.

The Service Provider must meet all of the regulatory requirements of the health authorities regarding food preparation and serving and have staff suitably qualified in food service/hygiene standards.

The facilities must be kept clean and tidy at all times and all food scraps and unsold waste food must be removed from the premises each night by the Service Provider so as not to encourage rodents.

The Service Provider is totally responsible at all times for his/her stock and chattels which must be removed from the Theatre within one hour following the last performance contracted for, unless by prior arrangement.

The staff employed must be well groomed, especially those whose duties are serving the patrons. These people must wear a lapel name badge identifying themselves.

No drink served in a glass container may be taken into the auditorium.

APPENDIX A4

SERVICE PROVIDERS

Hirers may make their own arrangements as to Sound Equipment, Cashier, Food, Bar, Sweet Shop and Front of House staff or choose from the following Service Providers.

ALL Service Providers including your own arrangements must comply with the specifications as per Appendix A.

YOU choose all Service Providers and organise details and payment directly with them.

NB: It is up to you the Hirer to contact and organise the Service Providers required. The Timaru Theatre Royal does not automatically provide this service, however, if you do require our assistance please contact the Council's Customer Services Theatre Booking Staff (03) 687 7200. A schedule of the various available services may be provided.

BOOKING AGENT

Merlins / Ticketek

PO Box 635, Movie Max 5, Canon St, Timaru
Booking Fee \$1.00 per ticket GST inc.
Box Plans \$2.50 per set
Blocks \$120.00 plus GST

Ph: (03) 688 4160
Fax: (03) 688 4160
merlinsmoviemax@xtra.co.nz

Newmans Music Works

117 Stafford Street, Timaru
(Opposite Theatre Royal)
Booking Fee: \$1.00 per ticket GST inc.
Box office Theatre sales - service no charge

Ph: (03) 688 5597
Fax: (03) 688 5579
newmans@newmansmusicworks.co.nz

FRONT OF HOUSE

Friends of the Theatre Royal

Ross Grubb, 81 Beverley Rd, Timaru 7910
Doormen, ushers, cashier \$30 / person / performance
Programme sellers \$10 / performance

Ph (03) 688 8524
doross@slingshot.co.nz

Royal Theatre Services

Kaye Francis, 14 Hewlings Street, Timaru 7910
Ticket Office \$30. Ushers \$20. Doormen \$20
Programme Sellers \$10

Ph (03) 684 7119
Fax (03) 684 9282
cardcom@graphatack.com

South Canterbury Drama League

Ross Carrick, PO Box 397, Timaru 7940
Cashier, Doormen, Ushers \$30 / person / performance
Programme sellers \$10 per performance

Ph (03) 688 4628 Bus
Ph (03) 686 0323 Pvt

TK Promotions

Terry Kennedy, PO Box 597, Timaru 7940
Doormen, Ushers, Cashier, Programme sellers
By Arrangement

Ph (03) 684 4070
Mobile 027 4347 807
Fax (03) 688 8902

APPENDIX A5

VIDEO PROJECTION

Audio Dynamite Ltd

Richard Howey
8 Maryburn Place, Timaru 7910

Mobile 0274 466 774
Ph/Fax (03) 686 0996
audiodyn@es.co.nz

D.H.M. Consulting

Robin Donovan, 18 Glenview Terrace, Timaru 7910
Wide Screen Video Projection & Computer Graphics

Ph (03) 688 1796
Fax (03) 688 1557

SOUND EQUIPMENT

Audio Dynamite Ltd

Richard Howey
8 Maryburn Place, Timaru 7910

Mobile 0274 466 774
Ph/Fax (03) 686 0996
audiodyn@es.co.nz

Sound & PA Systems

Gavin Dore
32 Preston Street, Timaru 7910

Mobile 0274 727 275
Ph / Fax (03) 688 8099

Stuart Croft Sound

179A Otipua Road, Timaru 7910

Ph (03) 688 4250
margaretcroft@xtra.co.nz

RUNNING OF BAR

Friends of the Theatre Royal

Ross Grubb, 81 Beverley Rd, Timaru 7910

Ph (03) 688 8524

Poplars Reception Centre

Pleasant Point Highway

Ph (03) 614 7731

Sopheze Coffee Lounge & Catering

Juelaine Keen, 190 Stafford St, Timaru 7910

Ph (03) 684 9999 Bus
Fax (03) 684 9989
Mobile 027 246 0027
sohpezecatering@xtra.co.nz

South Canterbury Drama League

Ross Carrick, PO Box 397, Timaru 7940

Ph (03) 688 4628 Bus
Ph (03) 686 0323 Pvt

SWEET SHOP OPERATOR

Food for Thought

June Ward, 18 Dee St, Timaru 7910
Please phone for competitive quotations

Ph (03) 684 4041

Friends of the Theatre Royal

Ross Grubb, 81 Beverley Rd, Timaru 7910

Ph (03) 688 8524

South Canterbury Drama League

Ross Carrick, PO Box 397, Timaru 7940

Ph (03) 688 4628 Bus
Ph (03) 686 0323 Pvt

APPENDIX A6

THEATRE CATERING

Food for Thought

June Ward, 18 Dee St, Timaru 7910
Please phone for competitive quotations

Ph (03) 684 4041

Poplars Reception Centre

Pleasant Point Highway
Catering with Full Bar licence facilities

Ph (03) 614 7731

Sopheze Coffee Lounge & Catering

Juelaine Keen, 190 Stafford St, Timaru 7910
Catering with Full Bar licence facilities

(03) 684 9999 Bus
Fax (03) 684 9989
Mobile 027 246 0027
sohpezecatering@xtra.co.nz

APPENDIX B1

Technical Information for Theatre Royal Timaru

Stage

The stage floor is Tongue and Groove timber and is of a 1 in 35 rake.

There is a Proscenium Arch of 9.64 metres wide and 7.3 metres high.

The border cloth for the main curtain is normally at 5.15 metres from the floor to the bottom of the cloth. This can be raised by special arrangement.

The main curtain is counter weighted and is operated from the stage floor on the Prompt side of the stage. There are two sets of Black Tab Cloths, which are operated from Pr. side.

The setting line is taken from the main curtain line. However there is approximately 0.9 metres forward of the main curtain to the front edge of the stage.

The stage width from the centre to the Prompt side wall is 9.7 metres and from the centre to the O.P side wall is 9.8 metres.

The stage depth from the rear of the Proscenium Arch to the back wall is 12.9 metres.

The clear height underneath the Fly Floors is 8.09 metres at the setting line but decreasing upstage with the 1 in 35 stage rake.

The clearance between Fly Floors from the centre of the stage is 7.2 metres to the Prompt side and 6.9 metres to the O.P side.

The Flying System is all hand lines with 3 lines per set to timber batons. There are 24 sets of flying lines.

There is one counterweighted bar certified for one tonne load and this is 6 metres back from the front edge of the stage.

Distance from the setting line to the last set of lines is 11 metres.

The Grid height from the stage floor at the setting line is 14.8 metres.

The maximum practical flying height is 14.3 metres. (Note rake affects upstage height).

The timber batons vary in size but are of average length of 13 metres.

The height from the stage to the 'pin' rail of the fly floor is 9.6 metres.

The Fly Floor is operated from the O.P side with 'electrics' and winches on the Prompt side.

There are five Lighting Bars all of which are on hand operated winches.

Load-in Access to the stage is via doorway on the O.P rear via a ramp down onto the stage. The doorway opening is 2.1 metres wide and 3.2 metres high.

APPENDIX B2

Stage Lighting Control

The Theatre is equipped for DMX Lighting Control.

The Theatre has recently purchased a "Theatrelight" 1000 channel DMX soft patch unit that can interface with the control panel of a touring production or connect to the Theatre's 120 channel "Theatrelight" Cue Master panel.

As a back up panel there is also a 12/24 channel "Theatrelight" Scene Master fitted with separate 350 channel DMX Link unit with 10 Sub Masters and 10 Pages of scenes.

There are 200 channels of 2Kw capacity per channel dimmers.

The majority of the theatre's dimmer packs are in DMX protocol and there are some in TL protocol that are operated from DMX via decoders.

Should a hirer wish to use their own control panel it is very easy for them to have control access to the theatres dimmers and equipment via the Theatrelight DMX 1000 soft patch. This panel also provides control access to the house lights dimmers from the FOH operating position as well as providing control of 200 dimmers from a 120 channel control desk or any other control panel.

Stage Lighting Fittings

The stage lighting is normally left in a standard house rig type configuration, which is normally adequate for most requirements.

This can be adapted to meet a hirers needs or even removed to make way for the hirers own equipment, as long as it is understood that the Theatre must be restored to the standard rig as found, by the hirer or at the hirers cost upon the completion of the show.

Please refer to the Theatre lighting equipment list for details of both the Theatre's and privately owned equipment that is available at the venue.

The use of the lighting equipment owned by the theatre is included in the venue charges.

Side of Stage Power Facilities

Beneath the main switchboard that is situated on the prompt side of the stage are two 35amp 3 Phase PDL 56 series outlets, one 63 amp CEE form outlet and a fuse switch from which temporary power box tails of up to 300amp per phase may be connected to.

For the requirements of a sound provider there is a 3phase 30 amp PDL 56 series outlet on either side of the proscenium arch, mounted on the wall.

These outlets are as separate from the stage lighting services as is practical.

APPENDIX B3

Dressing Rooms

There are seven average sized dressing rooms, each able to accommodate up to 4 or 5, and one large dressing room for 12 to 14 persons. All dressing rooms are carpeted, have heating and are equipped with illuminated mirrors.

Stage Drapes

The Theatre is equipped with a full set of "Leg" and "Border" cloths and has two sets of tab cloths in fixed positions.

There is a full sized black cloth which is normally used as a backing for an off white cyclorama cloth which is normally lit by 6 "Iris 4" Cyc lights.

Auditorium

The auditorium has maximum seating for 1018 patrons if there are no requirements for Technical staff to be operating equipment in the seating area.

It must always be assumed that there shall be a need for a technical area and the 12 seats in rows L & M must not be pre show sold to patrons.

This reduces the seating total to 1006.

There are designated seating spaces for patrons using wheelchairs.

Seating for patrons requiring wheel chair facilities are accommodated in rows A 6 to 8 and 27 to 29 and L & M from seats 24 to 26 and seating in this area cannot be pre show sold to anyone other than a patron requiring wheel chair facilities.

The six seat positions in row A 6 to 8 and 27 to 29, if proven to be not required for wheelchairs 30 minutes before the start of the show, can be left as normal seating and sold as ordinary theatre seats. If required for wheelchair patrons then six patrons in wheelchairs can be accommodated here and the seats removed.

However the six seating positions of rows L & M 24 to 26 are permanently held as wheel chair positions and can accommodate 3 patrons in each row. **These seats are to be the first allocated to wheel chair patrons.**

Use of Hazer and Smoke Machines in the Theatre

The TDC has no objection to the use of this equipment in their theatre but may require the user to provide the Theatre Technician / Safety Officer with a written assurance that a proper proprietary type of fuel agent is being used that is approved of for use in theatres and has no carcinogenic effect on persons inhaling it.

This assurance and information is required for the Theatres Occupational Health and Safety records and responsibilities.

Pianos

A "Broadway" upright piano is available and included in the Theatre hire charges.

A "Grand Piano" is available as per the 'Additional Hire Charges' enclosed.

APPENDIX B4

LIGHTING EQUIPMENT AVAILABLE AT THEATRE (Not all Theatre Owned)

| | |
|---------|------------------------------|
| 14 only | 1kw Beamlights |
| 18 only | 1 kw Strand Profile Spots |
| 6 only | Selicon 1200w Zoomspots |
| 4 only | Selicon 1kw Zoomspots |
| 4 only | 1 kw Strand Long Throw Spots |
| 8 only | 1 kw Strand T84's Spots |
| 2 only | 1 kw Strand T64's Spots |
| 10 only | 1 kw Strand P223 Fresnels |
| 10 only | 1 kw Selicon Fresnels |
| 6 only | 2 kw Strand Fresnels |
| 8 only | 2 kw FAL Fresnels |
| 80 only | 1 kw PAR 64 Cans |
| 6 only | 1250w Iris 4 Cue Lights |
| 3 only | 1 kw CSI Followspots |

LIGHTING CONTROL SYSTEM (Theatrelight DMX)

Control Panel

"Theatrelight" 120 channel Que master panel with DMX 1000 link unit (Softpatch)

DIMMERS

| | |
|---------|--------------|
| 10 only | DMX 12 packs |
| 5 only | TL 12 packs |
| 2 only | TL 10 packs |

Total channels = 200

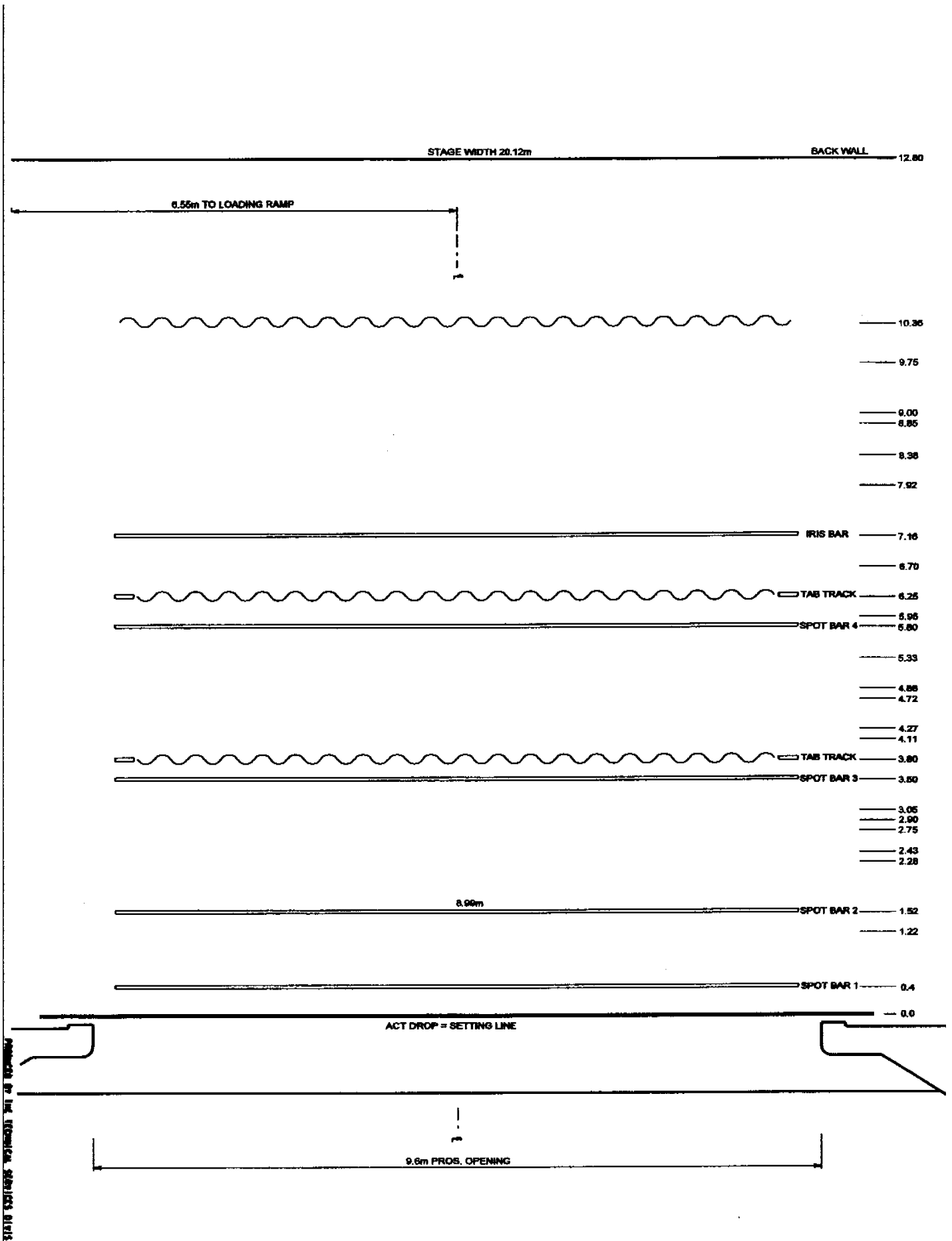
CONTROL MULTIPLEXERS/CONVERTORS

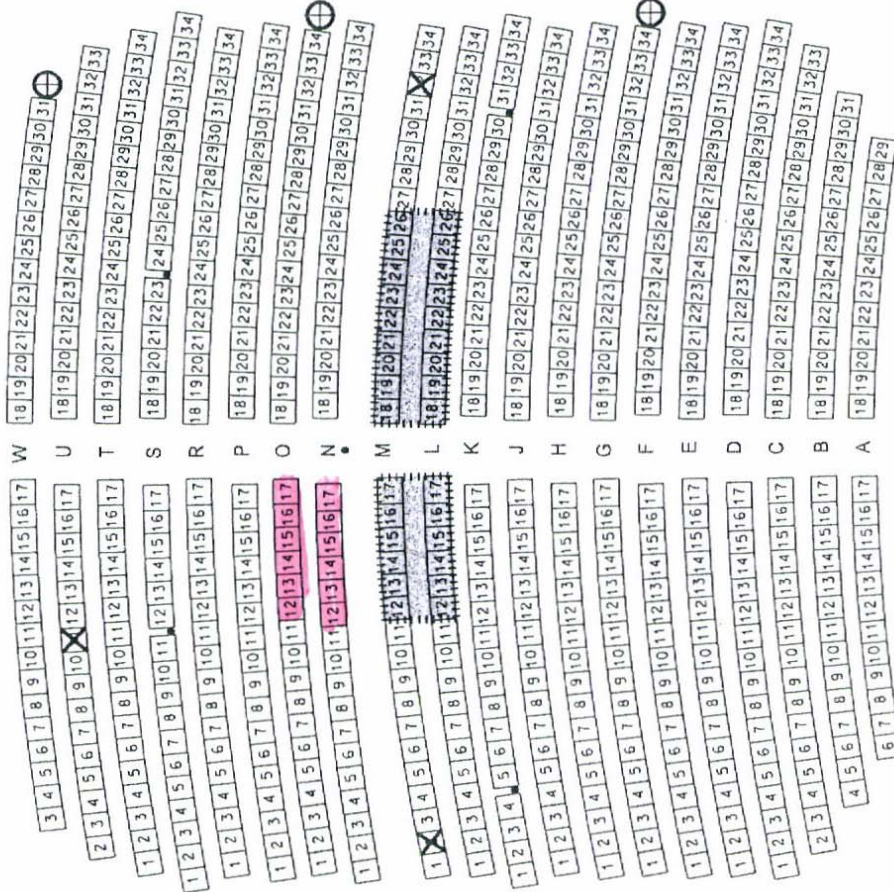
| | |
|--------|-----------------------|
| 2 only | DMX to TL convertors |
| 2 only | DMX splitter units |
| 1 only | 80 way TL to parallel |
| 1 only | 60 way TL to parallel |

SIDE OF STAGE POWER (Pr side)

| | |
|--------|-----------------------------------|
| 2 only | PDL 56 32 Amp outlets |
| 1 only | CE form 63 Amp outlet |
| 1 only | 300 Amp Distribution Terminal Box |

APPENDIX B4

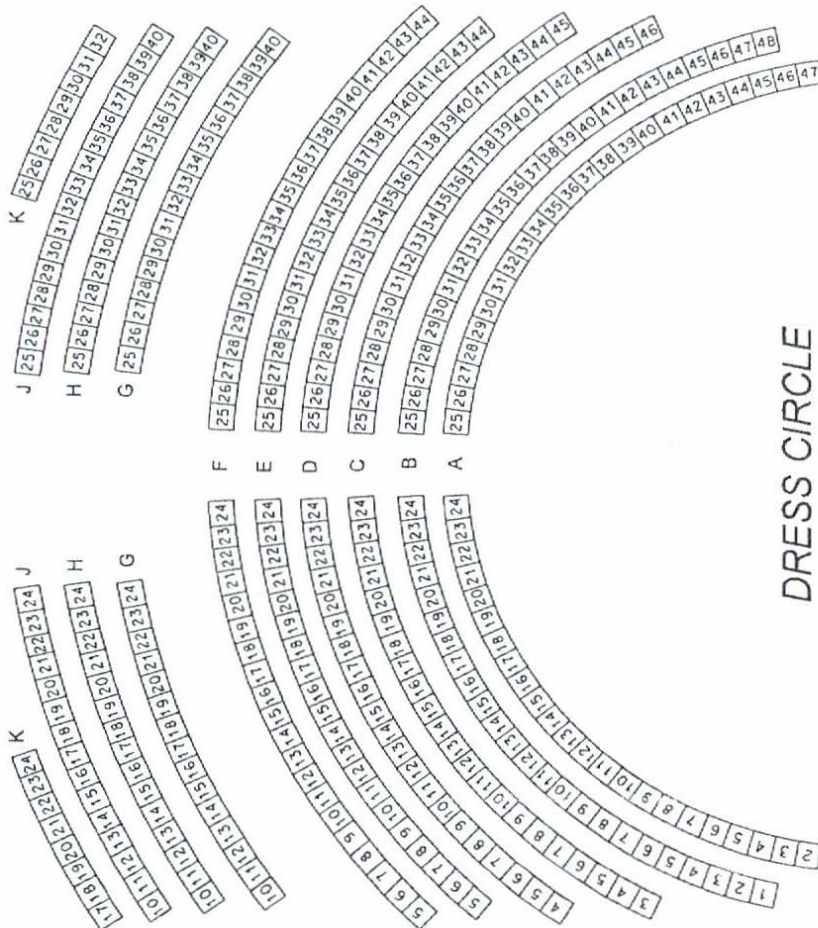




STALLS

☒ - VISION OBSTRUCTED BY COLUMN

Circle 369
Stalls 655
Total 1024



DRESS CIRCLE

ONLY SELL AS DOOR SALES IF AVAILABLE

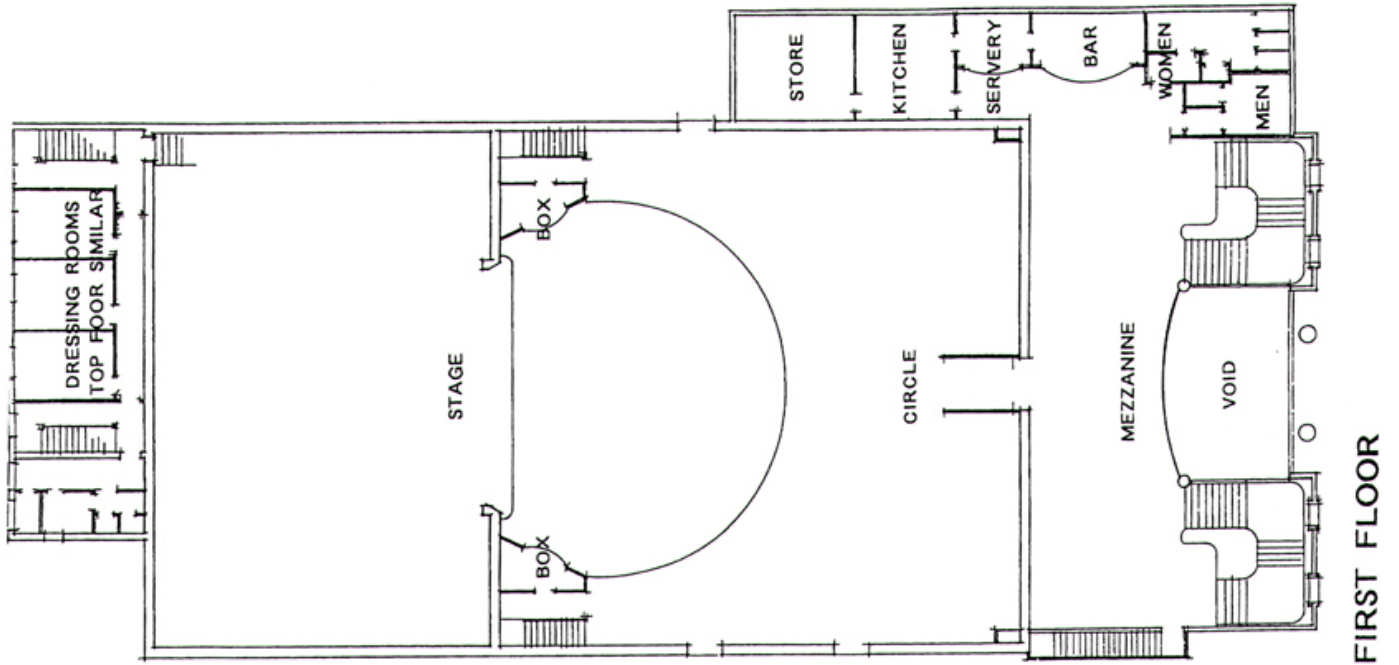
- M 12-17 Removable for Control Desk -
- L 12-17 3.2m x 1.75m includes seated operator
- M 18-26 Removable for Wheelchair also
- L 18-26 beside W31, O34, G34 Shown as ☒

N 12-17 } Obstructed View
O 12-17 }

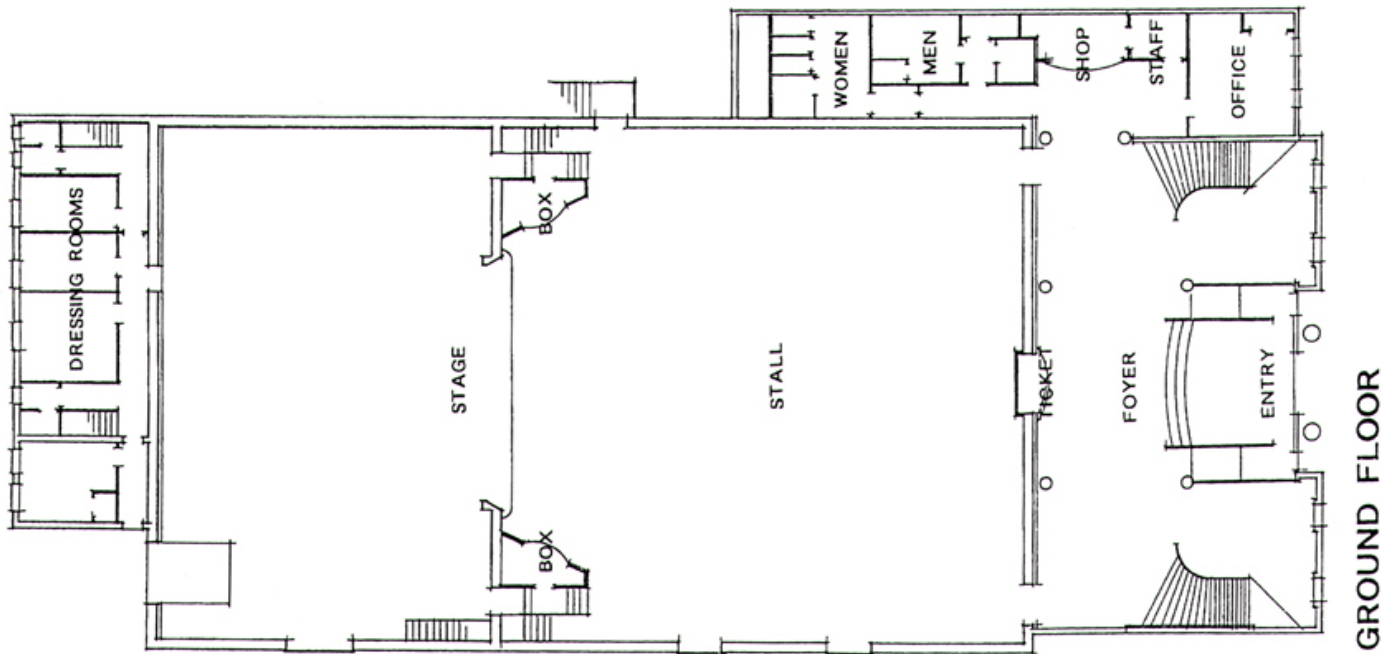
THEATRE ROYAL - BOX OFFICE PLAN

THEATRE ROYAL TIMARU

SCALE 1:200 0 5 10 15 20 METRES



FIRST FLOOR



GROUND FLOOR