

Victoria Theatre Live Performance / Event Hires



Venue hire

As negotiated and appropriate for the time and date chosen.
(evenings: \$7.50 per seat (minimum 100 seats/\$750), with a two hour set-up and a two hour performance slot). Please note: a *consumables charge of \$30 per hire period applies to cover the cost of maintaining and running the lighting rig.*

Access

- Load-in, set-up, performance times and load-out times to be discussed; set-up and technical run-through may need to be completed before screenings commence
- Seated capacity up to 180 (plus standing room if required)
- Green room facility under the stage, with full length mirrors
- Performer's bathroom located on back stage mezzanine floor.

Equipment

Sound: 2x Quest QM450A powered speakers, 2x JBL PRX612M powered speakers, 2x speaker stands, 3x AKG D5 mics, leads and stands, 3x DBX DIs (1x active, 2x passive), Mackie PROFX12 mixer and a 8-channel/4-returns snake/stagebox

Lighting: Strand 200 lighting desk and in-house lighting rig with 12 Altman Shakespeare luminaires and RGB LED batons at front of the stage

If you need any **extra equipment** such as additional sound, lighting, multi-media equipment, staging or draping, we could source a competitive quote from our industry contacts (**at hirer's cost**)

Staff

The Vic Theatre provides ticketing / front of house staff and a safety warden. The hirer is responsible to provide any other personnel required such as experienced sound and lighting operators and any other crews necessary for the smooth running of the event (e.g to greet guests, help checking tickets at the door, ushering, selling merchandise). If you need operators for your event (at the hirer's cost) please let us know as soon as possible - the earlier we book them the higher the chances they are available.

Consultation and Production meeting

We recognise that each event may have different requirements and would be happy to discuss and help where we can to help plan your event. A production meeting are necessary for any live events that require sound and lighting and any other equipment, set or props and should be held about **two weeks prior to the event**. Attendees should include technical manager and stage manager as well as the artist or a representative that can speak on their behalf, and anyone that is authorised to make decisions on behalf of the hirer, as well as a representative of the venue.

Victoria Theatre Charitable Trust Donation

Please note that all advertised ticket prices for events at THE VIC DEVONPORT contain a one dollar (\$1) donation to The Victoria Theatre Charitable Trust. This donation is collected at the point of sale and included in the advertised ticket price. It helps the Victoria Theatre Trust to achieve its aims including carrying out improvements, repairs and restoration of the theatre and its facilities. This donation forms part of our 'per seat' charge and **is included in the quoted venue hire** above. It is voluntary and ticket buyers are given the opportunity to opt out at the box office.

Marketing - inclusion in our generic marketing channels:

Online

- listing of event on www.thevic.co.nz
- regular posts on www.facebook.com/thevicdevonport (over 1,700 likes)
- The Vic's email newsletter – weekly direct mail to over 1,600 subscribers

Print & Radio

Subject to the producer/promoter meeting specific publishing deadlines and requests by The Vic:

- Inclusion in our **weekly printed programme flyer** as agreed leading up to the event
- Listing of the event in our **weekly NZ Herald Time Out Guide** printed advert
- Listing on our **printed advert** in the **Channel Magazine** (artwork supplied by hirer), approx. 25,000 copies distributed along North Shore east coast bays
- Inclusion in our fortnightly **printed advert in the Devonport Flagstaff** (local paper)
- Event **posters and flyers displayed at the venue** (posters supplied by producer/promoter) please supply 2xAO posters, 6xA3 posters and 200xA5 flyers
- weekly generic radio adverts on radio **95bFM - give-aways and interview opportunities at the hirer's request**

On-site Promotions

- Promotional opportunities at the venue, in foyer or cinema cafe (e.g. promotional displays / activities in the cinema foyer and in The Vic Lounge)
- Promotional trailers on foyer TV screens, or cinema screens, as appropriate (hirer to supply footage)

Terms and Conditions of Use

Our **standard terms and conditions of use of the theatre apply**. These are available on request or online. Email events@thevic.co.nz to request a copy.

Services not included in the quoted venue hire:

Ticketing service & charges

- Ticketing sales online 24/7 and over the counter from 10am to 10pm
- Seat reservations taken over the phone
- Detailed ticket sales reports provided on request

Our **inside ticketing charge is \$2 per ticket** sold (or 5% of ticket price, whichever the higher). This covers the costs of the ticketing service (service fees, online sales charges, bank fees, credit card charges, ticket printing). There is various ticketing charge models offered by different providers. **If you would like to pass on this cost to the customer please advise and we will add the cost of ticketing to your ticket price.** Complimentary tickets attract a charge of \$2 each.

Other local publicity and promotional opportunities (hirer's responsibility)

- Local radio The Flea FM; contact info@theflea.co.nz or call the station on (09) 446-3123
- Devonport Peninsula E-news: contact Maria Teape devonportcommunity@gmail.com
- Listing in Our Auckland Magazine – contact ourauckland@aucklandcouncil.govt.nz
- Shared advertising (printed and radio adverts), subject to agreement
- Retail placement of promotional posters (we recommend you approach owners of shop-front windows to place A4 posters of your event.

If you have any other questions please contact events@thevic.co.nz