

Live Event - Outline Of Services & Charges



Victoria Theatre hire (180 seat auditorium)

Venue hire: \$8 per seat vs a minimum charge of \$800, whichever the higher; includes a two hour set-up period and two hour performance slot at agreed times.

A consumables charge of \$30 applies to the use of the lighting rig.

A non-refundable deposit of \$150 is required to make the booking firm. This will be credited against the total hire cost; The balance of the hire fee is due and payable on the day of performance. Any variations to these terms are subject to agreement in writing.

Access

- Load-in, set-up, tech rehearsal, performance times, load-out times as discussed and agreed
- Green room facility under the stage
- Backstage bathroom on back stage mezzanine floor

Equipment

Sound: SPEAKERS - 2xQuest QM450A, 2xJBL PRX612M, 1xJBL EON618 sub;

MIXER - Soundcraft UI24R - 24 input digital mixer with USB multitrack

MICROPHONES

- AKG D5 mics, leads x3, plus boom stands
- 1x AKG W/D5 handheld dynamic wireless system with upright mic stand
- WMS470 AKG instrument wireless system
- CK99L AKG wireless Lavalier / Lapel mic
- C111LP AKG lightweight ear hook microphone
- DBX direct input boxes (1x active, 2x passive),

Lighting: In-house lighting system with Lightfactory 512 Channel PC software installed on in-house laptop www.lightfactory.net;

- 2x SHOWTEC Spectral M1500 Zoom Q4 7x4in1 RGBW Electronic Zoom 8
- 6x SHOWTEC Power Spot 9 Q6 Tour
- 12x ALTMAN Shakespeare luminaires
- 5x RGB LED batons

(we also still have a Strand 200 lighting desk available if required)

Additional equipment available on request at the hirers cost.

Staffing / Tech Crews

The Vic Theatre provides ticketing / front of house staff and a safety warden. Any other personnel required or necessary for the smooth running of the event is the hirer's responsibility and cost (e.g technical staff, ushers, merch staff) . **If you need operators (e.g. sound or lighting techs) please let us know as soon as possible.**

Consultation, Publicity & Production

We recognise that each event is unique and may have different requirements. We are always keen to learn how we could help to plan your event and how to make it a success. Bookings should be locked in six to eight weeks prior, with artwork, advertising and publicity campaigns ready to commence at least four weeks prior to the event. It is important to us that we understand your requirements and that we have at least one production meeting with the artist's technical manager no later than two weeks prior to the event.

Victoria Theatre Charitable Trust

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.

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 **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). Complimentary tickets attract a charge of \$2 each.

Marketing

Your event will be included in our generic marketing channels free of charge, . Please supply us with a brief description of the event and portrait oriented poster image 6 weeks prior to the event.

Online

- Listing of event on www.thevic.co.nz
- Regular posts on www.facebook.com/thevicdevonport to over 1,800 followers
- The Vic's email newsletter – weekly direct mail to over 1,600 subscribers

Print & Radio *Subject to the producer/promoter meeting publishing deadlines and requests:*

- 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** (North Shore Magazine)
- Inclusion in our fortnightly **printed advert in the Devonport Flagstaff** (local paper)
- Event **posters and flyers displayed at the venue** (materials to be supplied by hirer)
- Regular **radio advertising on 95bFM - give-aways / interview opportunities** (please ask)

On-site Promotions

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

Our Standard Terms and Conditions of Use apply

These are available on request or online. Email events@thevic.co.nz to request a copy.

Other opportunities not included in the quoted venue hire (hirer to follow up)

- Local radio The Flea FM; contact info@theflea.co.nz or call the station on (09) 446-3123
- Devonport Peninsula E-news: Maria Teape devonportcommunity@gmail.com
- Listing in Our Auckland Magazine –ourauckland@aucklandcouncil.govt.nz
- Retail placement of promotional posters (displaying your event in shop-front windows)
- Advertising your event on our cinema screens (ask us for details)

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