

# ALEXANDRA MEMORIAL THEATRE

## TERMS AND CONDITIONS OF HIRE



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## SECTION 1

### **GENERAL TERMS AND CONDITIONS OF HIRE FOR COMMUNITY FACILITIES**

#### **1. BOOKINGS**

Bookings for Council facilities will be approved on a case-by-case basis. Confirmation of your booking is also confirming you will adhere to all central government Covid-19 restrictions listed on the Covid-19 official website here on [www.covid19.govt.nz](http://www.covid19.govt.nz)

Users are required to use the COVID Tracer App QR Code posters which are installed by main entrance doors to keep a record of when they have used the hall.

All bookings to Central Otago District Council phone 03 440 0056.

A tentative booking for a selected date shall be permitted where the actual date is uncertain. However, should another application be received for that date, the party who made the tentative booking shall be required to confirm the reservation verbally or in writing within such time as stipulated.

#### **2. ACCESS PRIOR TO TIME OF HIRE**

Access may be permitted prior to the time of hire for the purpose of making preparations preceding the hire period, provided the venue is not required for another engagement.

#### **3. FEES & CHARGES**

Charges for the use of the facility will be quoted when confirmation of the booking is made. Refer to [CODC Fees and Charges](#)

#### **4. LIABILITY FOR PAYMENT OF RENT**

In the event of the venue not being required, the person or organisation that initially booked the venue shall be responsible for payment in full unless advice of cancellation is received seven days prior to the proposed hire date.

#### **5. BOND**

A bond shall be payable to the Council when a confirmed booking for a social function is agreed, unless agreed otherwise.

#### **6. RESPONSIBILITY FOR COMPLYING WITH THE CONDITIONS OF HIRE**

The hirer shall appoint an adult to accept responsibility, sign the hire agreement and ensure compliance with the conditions of hire.

This person shall be deemed to have accepted the responsibility for complying with the conditions of hire, including the Sale and Supply of Alcohol Act requirements (refer Clause 12).

**7. POWER TO REFUSE HIRE OF THE VENUE**

It shall be at the discretion of the Council to refuse to let the venue on any occasion.

**8. PERMITTED NUMBERS**

Refer to the Terms and Conditions of hire (Appendix 1) relating specifically to the local venue.

**9. NO SMOKING POLICY**

Smoking is not permitted in any part of the venue. Any cigarette butts left outside the venue must be removed.

**10. FIRE PREVENTION**

The hirer shall observe the requirements of all Acts and Regulations in connection with Danger from Fire and the Council's "No Smoking" policy. All exits are to be kept clear of obstacles.

**11. EVACUATION OF PREMISES**

The hirer shall in the event of an emergency, ensure the premises are vacated and that the appropriate Emergency Service is alerted.

**12. SALE AND SUPPLY OF ALCOHOL**

If you are holding an event where alcohol will be for sale, then a special Licence is required.

Alcohol is deemed to be for sale if you are selling over the bar, charging a fee such as an entry fee, ticket price or other payment for an alcohol-inclusive matter, if the cost of alcohol is included in pre-sold tickets, or if you ask for koha or donation in relation to an alcohol-inclusive matter.

The adult appointed (refer Clause 6) shall be deemed to have accepted the responsibility for complying with the Sale and Supply of Alcohol Act requirements. All functions must be supervised by adults.

Persons under the age of 18 years **shall not** be served alcohol on the premises.

It is recommended that hirers supply food, low or non-alcoholic beverages and provide transport for their patrons.

**13. SOUND**

All sound requirements are the responsibility of the hirer including any appropriate licenses to prevent infringement of copyright (s93 (3) of the Copyright Act) in relation to the playing of sound and video recordings.

**14. NOISE LEVELS**

Noise must be kept within acceptable limits to avoid disturbing residents in the locality. All live or pre-recorded music must cease at 1.00am, unless otherwise stated in the information sheet relating to the specific local facility. (Refer Section 2)

**15. SUB-LETTING**

Sub-letting of the venue is prohibited.

**16. ADVERTISEMENTS**

Advertisements in newspapers for functions or events to be held in the venue must include the full name of the organisation arranging the function.

**17. INSURANCE**

The hirer shall be held responsible for the insurance of any items, exhibits etc that they have brought into the venue during their booking.

The hirer shall indemnify the Council against any loss or damage to property, furniture, fittings, appliances or apparatus caused or suffered during or arising out of the hire or any other claims.

**18. VENUE USE**

The venue shall only be used for the purpose for which it has been let. If, in the opinion of the Chief Executive or their authorised officer, the venue is being used for a purpose other than that for which it has been let or if anything is done or proposed to be done that will create a nuisance, the hirer shall stop such unauthorised use or actions, failing which the venue may be closed.

**19. DAMAGE**

No nails, screws or fixtures or other fittings are to be fixed to any surface that may tend to disfigure the appearance of the venue or damage it in any way.

**20. STORAGE OF FURNITURE AND EQUIPMENT**

The hirer shall be responsible for setting up the venue for their function and for storing all furniture and equipment back in the appropriate storage areas. If this is not done, then Council may employ a contractor to do this and costs shall be recovered from the hirer.

**21. ELECTRICAL APPLIANCES**

The hirer shall ensure that when electrical appliances have been used, they must be thoroughly cleaned and switched off at the wall before vacating the venue.

**22. SECURITY**

The venue must be securely locked at all times when unattended and **all** doors and windows are to be securely locked at the conclusion of the hire.

**23. CLEANING**

The venue shall be left clean and tidy prior to the hirer vacating the premises. Failing to do so will render the hirer liable for any additional expenses incurred by the Council or its contractors, in cleaning or tidying the venue.

**24. REMOVAL OF RUBBISH**

The hirer shall remove all rubbish from the premises. Event organisers are encouraged to minimise and recycle waste.

**25. REMOVAL OF HIRER'S CHATTELS FROM VENUE**

At the conclusion of the hire, the hirer shall remove all of their equipment including decorations, goods, chattels and effects from the venue within the time required by Council, otherwise they may be removed at the hirer's expense and an additional charge made to the hirer for the extended use of the venue or part thereof.

**26. ANIMALS**

No animals of any description shall be allowed on the premises.

**THESE CONDITIONS WILL BE ENFORCED BY THE  
CENTRAL OTAGO DISTRICT COUNCIL**

## SECTION 2

### SPECIFIC CONDITIONS OF HIRE FOR THE ALEXANDRA MEMORIAL THEATRE

#### 1. CHARGES

Charges are for rehearsal, matinee or evening performances.  
See [www.codc.govt.nz](http://www.codc.govt.nz) fees and charges.

#### 2. KEYS

Keys for the complex to be picked up from Alexandra Service Centre, 1 Dunorling Street, Alexandra.

#### 3. SETTING THE AUTOMATIC DOOR FOR PUBLIC ACCESS

**To access main door:** – Use the large key (enter quickly). Once inside using the small key insert into lock on left hand side of door (as looking out to street) and set the door to automatic. Remove key from lock.

**To exit the door:** Using the small key in lock set the door to lock (take it off automatic). Remove key, and to exit the building push the green button on the side of the door.

#### 4. PERMITTED NUMBERS

The Auditorium has 347 seats plus two (2) additional accessible spaces for wheelchairs, maximum permitted number is 410 persons.

#### 5. LIGHTING

Exit Lighting: Off / On switch below switchboard in projection box access stairwell.

Foyer Lights: Left of projection box access on right of main entrance doors to foyer.

House Lights: Operated from three positions within theatre:

1. Rear of box office
2. Lighting box above rear of theatre, entrance from foyer
3. Back stage proscenium arch stage left

Other light switches are at the top of the stairs in the room next to the projection box.

- Auditorium lights on three stage dimmers
- Wall wash on/off
- Stage apron lights operated from dimmers from stage only.

**NOTE: All other lighting requirements are the responsibility of the hirer.**

New stage and auditorium lighting bars have been installed. The sidebars remain in place and are tagged with their weight rating.

Any remaining over stage rails can be used for props on the condition that they weigh less than 60kg, are not flying, and no one is to be on stage when props are lifted or removed.

Any other stage lighting rigged in the theatre is owned by the Alexandra Musical Society and is **not** to be used without prior permission.

The Musical Society has a variety of theatre lights for hire plus one 12 channel dimmer pack. Contact Glen van den Yssel 03 448 8585 or 027 448 8057.

#### **6. SOUND AND VISION**

All sound and vision requirements are the responsibility of the hirer including any necessary licenses in relation to the playing of sound and video recordings to prevent infringement of copyright (s93 (3) of the Copyright Act).

#### **7. HEATING**

The off/on switch for the Theatre's diesel heating system is located behind the door that is first on your right as you enter the Theatre. See map on page 14.

**Operation of the diesel heating system needs to be activated several hours prior to a performance in cold weather. Dependant on external temperature. It is the responsibility of the hirer to turn the heating on/off.**

If there is a problem with heating contact the Council on 03 440 0056 to report the problem. After hours service is available.

#### **8. VENTILATION**

To the right of the wall rear of the last row of seating in the theatre is the switches to control the ventilation and air circulation fans.

<b>Ceiling Fans</b>	Recirculating warm air fans only on.
<b>Fresh Air</b>	Both switches on.

Ensure these switches are left in the **OFF** position at the end of each performance.

#### **9. OPERATION OF HYDRAULIC PLATFORM**



If the hirer, requires the hydraulic platform, in the theatre, to place the piano on or off the stage, notification must be given to Council at the time of the confirmation of the booking.

Under no circumstances is the hydraulic platform in the Theatre to be operated other than by Council staff or the Council's authorised agent, nor is it to be used under any circumstances as an extended stage. It is only to transport the piano from the Orchestra Pit to the stage and vice versa.

**Note: The piano has had an electrical humidifier installed. It is always essential that the humidifier be plugged in at all times. The humidifier contains water which could splash out during moving.**

#### **10. POWER CONTROLS**

3 x 3 phase 5 pin PDL56 series outlets stage left.

2 x 3 Phase 5 pin PDL56 series outlets lighting box upstairs rear.

- Permanently wired 9 way lighting cable from lighting box to stage rear.
- Permanently wired 9 way lighting cable from lighting box to bar stage front.
- FOH lighting bar lowered by hand winch in ceiling, access from fly tower.

**NOTE: FOH Bar is 50mm OSD.**

**Side bars are a permanent fixture and are 50mm OSD**

#### **11. DISABLED ACCESS**

The Alexandra Memorial Theatre and the Community Centre have wheelchair access and a disabled toilet. There are compliant dedicated accessible spaces at either end of the top row. Some of the seating in the aisle is slightly larger than others, for larger patrons, but these seats cannot be dismantled for wheelchair access.

#### **12. STAFFING OF THE "FRONT OF HOUSE"**

Is the responsibility of the hirer.

#### **13. NO SMOKING POLICY**

Smoking is not permitted in any part of the Alexandra Memorial Theatre (including dressing room, toilets or foyer) at any time.

#### **14. LIABILITY FOR PAYMENT OF HIRE CHARGE**

In the event of the venue not being required, the person or organisation who booked the venue will be held responsible for the payment of the rent in full, unless notice in writing of the cancellation is given to the Community Facility Officer seven days prior to the date booked.

#### **15. DECORATING**

The floors including the stage, walls or any part thereof, must not be broken or damaged by nails, screws or fixtures, fittings or other contrivances. No writing, printing, decorations, or any disfigurement will be permitted on the walls, nor may anything be done that may tend to disfigure the appearance of the venue, or damage it in any way.

## **16. CLEANING**

Cleaning equipment is available at the Theatre as follows:

### **Switchboard room off main foyer:**

- Brooms
- Backpac Vacuum cleaner
- Mop and bucket

### **Backstage**

- Mops

Cleaning requirements for Amateur/Local/ non-profit groups are as follows:

- All wooden and vinyl floors are to be washed.
- All carpeted areas to be vacuumed.
- The hirer shall be responsible for leaving the venue including toilets, floor surfaces, furniture and other surfaces clean at the conclusion of the hire.

## **17. BOND**

A bond may be required and is currently set at \$200 but may be increased from time to time by resolution of the Vincent Community Board.

## **18. FIRE PREVENTION**

It shall be obligatory on the hirer to observe the requirements of all Acts and Regulations in connection with danger from fire. It is obligatory on the hirer to ensure that the Council's "No Smoking Policy" is observed and to ensure that all exits are kept clear of obstacles.

Detectors in the theatre are heat detectors. Smoke machines are permitted but only in the front stage area, not in the backstage spaces.

## **19. EVACUATION OF PREMISES**

The meeting point for emergency evacuation is the fountain at the corner of Skird and Tarbert Streets.

**Refer to Section 3 – FIRE AND EVACUATION PROCEDURES**

## **20. MARKETING AND MEDIA**

Is the responsibility of the hirer.

#### **21. TICKETING**

The Alexandra Information Centre handles the selling of tickets. 10 % commission is charged. For further details they can be contacted on the following - Alexandra Information Centre 03 448 9515

#### **22. SAFE WORKING PRACTICES**

A copy of "A Guide for Safe Working Practices in the New Zealand Theatre and Entertainment Industry Version 12 April 2011" is available and will be provided with the key or when requested. It is the responsibility of the hirer to make themselves familiar with the appropriate sections relative to their performance.

#### **23. AFTER HOURS CONTACT**

For urgent Electrical or Plumbing faults, phone the Council's After-Hours Service on 03 440 0056.

**THESE CONDITIONS WILL BE ENFORCED BY THE CENTRAL OTAGO DISTRICT COUNCIL.**

## SECTION 3

### FIRE AND EVACUATION PROCEDURES

The adult appointed to accept responsibility for complying with the Terms and Conditions of Hire for the Alexandra Community Centre, shall make themselves aware of the Fire Safety and Evacuation Procedures for the Stadium.

The Hirers responsibilities are as follows:

1. Ensure that the “No Smoking Policy” is complied with within the venue.
2. Ensure that all exits are kept clear and that all exit doors are able to be opened from the inside at all times.
3. To ensure that in the event of emergency, the hirer shall assume the responsibilities of the Building Fire Warden and the evacuation of occupants.
4. Break the glass on one of the manual fire alarm units located in the theatre or foyer
5. Direct all occupants to leave the building and assemble at the Evacuation Point (being the fountain at the corner of Skird and Tarbert Streets).
6. Ensure that all areas are checked for occupants.
7. Ensure that someone is nominated to assist any persons with disabilities.
8. Ensure that in the event of an emergency, other than fire, a 111 call is made to the appropriate Emergency Service.
9. Ensure that no one returns to the building until the “all clear” has been given by Emergency Services.
10. Liaise with the Emergency Services Officer In Charge.
11. On the instructions of the Officer in Charge, advise the occupants of the “all clear”.

In the event of a fire, occupants should not put themselves at risk and should only attempt to extinguish a fire after the alarm has been raised, occupants have been evacuated, and then only if it is safe to do so and only if the correct extinguishing medium is available.

## **Sample PA System Evacuation Message**

**May I have your attention please**

Ladies and Gentleman, I have an important announcement to make

**PAUSE**

I have been advised that there is an immediate need to evacuate the theatre.

There is no cause for alarm, but please follow the instructions of the ushers who will direct you to the nearest exit. Please move quickly and calmly and do not run.

Once outside the theatre would you please assemble by the fountain in front of the Library.

You will be advised by the ushers when it is safe to return.

Once again, there is no cause for alarm.

**REPEAT MESSAGE**

## **SECTION 4**

### **EQUIPMENT LIST**

#### **Orchestra Pit**

1x Grand Piano

#### **On Stage**

1 x dry powder extinguisher  
1 x carbon dioxide extinguisher  
2 x wooden chairs  
1 x lighting bar over stage "winched"  
3 x lighting bar over stage "roped"

#### **Behind Stage/Foyer**

4 x forms  
1 x piano  
2 x ceiling mounted heaters  
1 x powder extinguisher

#### **Lower Dressing Room**

1x rubbish bin  
1 x form  
2 x wooden stacker chairs  
2 x wall heaters  
1 x mobile clothes rail

#### **Upper Dressing Room**

2 x wooden stacker chairs  
1 x form  
1x clothes rail  
1 x rubbish bin  
2 x wall heaters

#### **Projection Box Area**

30 x red padded chairs

**NOTE:** - Lighting bar situated over the Auditorium is owned by the Council and is operated by a winch with self-locking bar.

## SECTION 5 FLOOR PLAN

