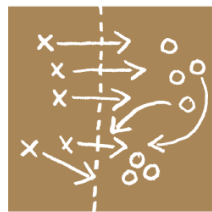




Venue Hire Information



game plan
strategic marketing

Prepared By Gameplan NZ Ltd

Thank you for your interest in hiring the CHB Municipal Theatre for your next function.

This document will provide you with further details on what areas and services are available at the CHB Municipal Theatre.

We would love the opportunity to show you our venue, please contact us on (06) 857 8117 or enquiries@chbtheatre.co.nz to arrange a time that suits you.

If you require further information please do not hesitate to contact us and we will endeavour to assist you in all areas to ensure a successful outcome.

Who are we?

Gameplan NZ Ltd is the Management Company responsible for the CHB Municipal Theatre. All invoicing and licensing arrangement are under the license of Gameplan on behalf of the CHB Municipal Theatre. All functions hosted at the theatre include a qualified, trained duty manager who will facilitate your function and ensure a smooth outcome.

Our Story

Nestled in the heart of Central Hawke's Bay the CHB Municipal Theatre offers a perfect combination of tradition and contemporary hospitality.

The diversity of the venue allows you the opportunity to host a range of events from small intimate gatherings to large corporate functions.

Our highly skilled event team is on hand to advise and help ensure a successful outcome whatever your event.

This beautifully restored building is a perfect venue for every occasion.



Stephenson Transport Auditorium (Large Venue)

Details...

The Auditorium is the ideal place for your next event. It is available to hire for functions such as private & public performances, corporate events, product launches, awards dinners, funerals, weddings and much more. The Auditorium has been beautifully refurbished and combines old and new perfectly. The Auditorium has a dress circle which can seat up to 146 people. The ground floor, which has a flexible seating plan can seat up to 220 people in theatre style and up to 160 people at either square or round tables. The dimension of the room is 13.2m (L) x 11.4m (B)



Gwen Malden Concert Chambers (Smaller Venue)

Details...

Located on the ground floor, the concert chamber is purpose-built for functions. This room features an original wood panelled ceiling with glass doors that let in beautiful natural light and open up to an outdoor patio area. The Chambers is a multi-function space. A small (low) stage sits at one side of the room that allows for more intimate shows or gatherings as well as providing an elevated stage for corporate events. There is a sliding inter-leading door between the Auditorium and the Concert Chambers which allows the use of both rooms making this a large venue space ideal for weddings, funerals or larger functions. The dimension of the room is 19.4m (L) x 10.5m (B)



Mainstage/Backstage Facilities

The CHB Municipal Theatre is houses an international size stage, with full flying capabilities. We have had the privilege of hosting national and international events including the NZ Royal Ballet.

We have modern backstage facilities that will cater for your cast and crews requirements.





Venue Hire – Finer Details

Catering

The CHB Municipal Theatre boasts a fully functioning commercial kitchen.

Our In-House Catering Team is able to assist you with your catering requirements. We are happy for outside caterers to work at the venue, please advise us if you would like to use an outside catering company.

We have equipment available to hire for serving and presenting food, if you require this equipment please do not hesitate to ask us for a quote.

Bar and licensed area

The CHB Municipal Theatre has a full liquor license. Alcohol and refreshments are supplied by the CHB Municipal Theatre; however, we are happy to order in any beverages of your choosing. The liquor license terms and conditions require us to close the bar at midnight. We have fully trained bar staff who will serve your guests. We are able to set up a “tab” or we can operate a cash bar for your function. Eftpos facilities are available at the theatre.

Technical Requirements

CHB Municipal Theatre has an in-house technician that will be responsible for any sound / lighting requirements required for your event. The venue hire includes all “white light” costs within the auditorium but if you require any special lighting or additional technical equipment we will need to hire this in.

Additional Equipment Hire

The theatre is happy to assist you with the hiring of additional items which are not included in the venue hire; we have equipment at the theatre which is available for hire. We also have preferred suppliers, for any items we do not have, which enables us to ensure a competitive price. Please let us know what items you may require and we will supply a quote.

Band / Entertainment

We are more than happy to work with your band/DJ for your event. We do ask that a designated band member contact the Theatre to let us know the sound and technical requirements – ideally this should be done 2 weeks prior to the event. Our license requires us to stop alcohol service and control noise at midnight; therefore the band needs to stop playing before or at midnight.

Decorating the venue

The CHB Municipal Theatre keeps some decorative items on-site, if you would like to discuss what is available for hire please contact us. We are also able to get quotes from our preferred suppliers for them to decorate the venue for you.

Should you wish to decorate the venue yourself we ask that the following is taken into consideration:

- No items to be stuck directly to the wall
- Permission to put anything on the stage
- If you require special lighting this needs to be signed off by the technician
- No furniture that will damage the wooden flooring

Cleaning of the venue

All venue hire includes 2 hour cleaning costs, however, should the cleaning exceed this time or special cleaning is required due to the nature of the event the cost will need to be on-charged.

Floral Arrangements

The CHB Theatre has its own designated florist who works with us during the year; however, we are more than happy to work with any floral artists. If you require details of our own florist we will be happy to supply them to you.

Photographers

The CHB Municipal Theatre is the perfect place for photos because of the historic details which can be taken advantage of; however, we will need to know if your photographer intends to take photographs in the “undesigned areas” e.g. galley upstairs, stairwells, dressing rooms at the rear of the stage, on the main stage. All photographers are welcome in the venue; we recommend that if your photographer has not been to the Theatre before that they also view the venue prior to your event.

Advertising

If you are able to supply us with electronic & physical copies of your advertising material we are happy to put the details on our website and to advertise the event at the theatre.

Ticketing

The CHB Theatre is an Eventfinda Box Office, if you would like information on using Eventfinda as the ticketing agent for your event please let us know and we will supply this information.

Venue Sponsorship

If we have agreed to a lower venue hire rate for your event it is requested that the CHB Theatre is acknowledged on advertising material and at the event as a venue sponsor. This also applies if any items are hired from the theatre at a discounted rate.