



CENTRAL HAWKE'S BAY MUNICIPAL THEATRE



VENUE HIRE – FACILITY INFORMATION INCLUDING FEES & CHARGES

Our Venues

Stephenson Transport Auditorium (Large Room)

The Auditorium 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 a dress circle which can seat up to 100 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)

Ground Floor	Capacity
Theatre Style	220 max
Seated at tables	160 max
Dress Circle	Capacity
Theatre Style Seating	100 max



Gwen Malden Concert Chambers (Smaller Room)



Located on the ground floor, the concert chamber is purpose-built for functions. The room offers beautiful natural light that opens onto an outdoor patio. 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 seminars, workshops, weddings, funerals or larger functions.

The dimension of the room is 19.4m(L) x 10.5m(B)

Venue Description	Capacity
Theatre Style	150 max
Seated at tables	120 max
Board Room Style	50 max
Stage Description	Capacity
Board Room	10 max

CORPORATE / PRIVATE HIRE RATES *(Private Functions and Corporate or Ticketed events)*

HOURLY		
BASIC PACKAGE (Single Zone): Concert Chambers Floor & stage	Corporate/Private - Hourly Rate	\$115.00
STANDARD PACKAGE (2 Zones): Concert Chambers Floor & Stage / Auditorium Floor	Corporate/Private - Hourly Rate	\$180.00
EXTENDED PACKAGE (3 Zones): Concert Chambers Floor & Stage / Auditorium Floor / Auditorium Stage	Corporate/Private - Hourly Rate	\$215.00
ADVANCED PACKAGE (4 Zones): Concert Chambers Floor & Stage / Auditorium Floor / Auditorium Stage / Dress Circle OR Backstage Dressing Rooms	Corporate/Private - Hourly Rate	\$240.00
PREMIUM PACKAGE (5 Zones): Concert Chambers Floor & Stage / Auditorium Floor/ Auditorium Stage / Dress Circle / Backstage Dressing Rooms	Corporate/Private - Hourly Rate	\$265.00
Kitchen Hire: When in conjunction with a venue booking	Corporate/Private - Hourly Rate	\$50.00
FULL DAY		
BASIC PACKAGE (Single Zone): Concert Chambers Floor & stage	Corporate/Private - FULL Day	\$810.00
STANDARD PACKAGE (2 Zones): Concert Chambers Floor & Stage / Auditorium Floor	Corporate/Private - FULL Day	\$1,155.00
EXTENDED PACKAGE (3 Zones): Concert Chambers Floor & Stage / Auditorium Floor / Auditorium Stage	Corporate/Private - FULL Day	\$1,390.00
ADVANCED PACKAGE (4 Zones): Concert Chambers Floor & Stage / Auditorium Floor / Auditorium Stage / Dress Circle OR Backstage Dressing Rooms	Corporate/Private - FULL Day	\$1,620.00
PREMIUM PACKAGE (5 Zones): Concert Chambers Floor & Stage / Auditorium Floor/ Auditorium Stage / Dress Circle / Backstage Dressing Rooms	Corporate/Private - FULL Day	\$1,660.00
Kitchen Hire: When in conjunction with a venue booking	Corporate/Private - FULL Day	\$150.00
GENERAL		
Pack in/out	Flat Rate - HALF Day	\$150.00
Pack in/out	Flat Rate - FULL Day	\$285.00
Backstage Change rooms	Flat Rate	\$70.00
Additional Staff	Per Person/Per Hour	\$30.00



COMMUNITY REDUCED HIRE RATES (*Community Events, Schools & Fundraisers*)

HOURLY		
BASIC PACKAGE (Single Zone): Concert Chambers Floor & stage	Community Reduced - Hourly Rate	\$65.00
STANDARD PACKAGE (2 Zones): Concert Chambers Floor & Stage / Auditorium Floor	Community Reduced - Hourly Rate	\$100.00
EXTENDED PACKAGE (3 Zones): Concert Chambers Floor & Stage / Auditorium Floor / Auditorium Stage	Community Reduced - Hourly Rate	\$125.00
ADVANCED PACKAGE (4 Zones): Concert Chambers Floor & Stage / Auditorium Floor / Auditorium Stage / Dress Circle OR Backstage Dressing Rooms	Community Reduced - Hourly Rate	\$150.00
PREMIUM PACKAGE (5 Zones): Concert Chambers Floor & Stage / Auditorium Floor/ Auditorium Stage / Dress Circle / Backstage Dressing Rooms	Community Reduced - Hourly Rate	\$180.00
Kitchen Hire: When in conjunction with a venue booking	Community Reduced - Hourly Rate	\$25.00
FULL DAY		
BASIC PACKAGE (Single Zone): Concert Chambers Floor & stage	Community Reduced - FULL Day	\$400.00
STANDARD PACKAGE (2 Zones): Concert Chambers Floor & Stage / Auditorium Floor	Community Reduced - FULL Day	\$690.00
EXTENDED PACKAGE (3 Zones): Concert Chambers Floor & Stage / Auditorium Floor / Auditorium Stage	Community Reduced - FULL Day	\$790.00
ADVANCED PACKAGE (4 Zones): Concert Chambers Floor & Stage / Auditorium Floor / Auditorium Stage / Dress Circle OR Backstage Dressing Rooms	Community Reduced - FULL Day	\$910.00
PREMIUM PACKAGE (5 Zones): Concert Chambers Floor & Stage / Auditorium Floor/ Auditorium Stage / Dress Circle / Backstage Dressing Rooms	Community Reduced - FULL Day	\$1,020.00
Kitchen Hire: When in conjunction with a venue booking	Community Reduced - FULL Day	\$75.00

GENERAL		
Pack in/out	Flat Rate - HALF Day	\$150.00
Pack in/out	Flat Rate - FULL Day	\$285.00
Backstage Change rooms	Flat Rate	\$70.00
Additional Staff	Per Person/Per Hour	\$30.00



Service Fees & Charges

Technical Requirements

CHB Municipal Theatre has an in-house technician that will be responsible for any sound / lighting basic requirements required for the auditorium. The venue hire includes provision of "warm wash or "white light" lighting in auditorium.

If you require any special lighting, additional technical equipment or complicated sound/lighting changes we will need to hire this in with an approved technician.

Audio & Visual Technician Per Hour	\$65
In-House Technician Per Hour	\$35

Should you wish to use your own technical equipment and technician, the theatre will need to be supplied with a technical rider and be signed off.

All technical equipment used on site is required to be Tested & Tagged

Power Charges

Power meter is read prior and post event & may be on-charged to hirer if usage exceeds average.

Auditorium Power Charges	
Half Day maximum charge	\$50
Full Day maximum charge	\$75
Chambers Power Charges	
Half Day maximum charge	\$25
Full Day maximum charge	\$50

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. If you are using Eventfinda to sell tickets it is required that their logo be used on advertising material. The Theatre can supply you with a digital file.

The Theatre charges 5% per ticket for service fees of any physical tickets sold at the theatre office (this does not include online sales) and will be charged on final invoice. This can be passed on to the customer or you can absorb this cost in the ticket price.

e.g \$30 ticket - \$1.50 goes to Eventfinda, \$1.50 to Theatre, \$27.00 goes to promoter.



Equipment Hire Lists

The theatre is happy to assist you with the hiring of additional items which are not included in the general venue hire. We have a small range of equipment available (see below) or we can provide a list of preferred suppliers for any items we do not have - available on request.

Kitchen

All items to be emptied and cleaned at end of booking

Hire	Rate
8ltr Hot Water Urns	\$25
10ltr Coffee Perculator	\$60
Deep Fryer (must supply own oil)	\$90 (inc. cleaning fee)
Pie Warmer	\$25
Mobile Chiller Trailer (pick up and drop off by hirer)	\$200*

**Pricing is based on current commercial dry cleaning or local hire centre costs and may change without notice due to third party supply, these will be notified to you and passed on as they are not within our control.*

As noted above - All glassware, crockery & cutlery held on-site is included in kitchen/bar hire, HOWEVER if you require matching or additional items over and above what is available at the theatre then we will need to hire these in. Incurred costs for hire items will be on-charged in final invoice.

Tables & chairs

Hire	Rate
Round table with Tablecloth (1.5m)	\$30*
Trestle Table with Tablecloth (1.8m)	\$25*
Additional Tablecloths (inc. cleaning fees)	From \$15*
Plastic Chairs (outdoors) each	\$5

Tech & Audio

Hire	Rate
Large Screen & projector - Auditorium (3m x 2m)	\$175*
Radio Mic	\$25.00
Headset Mic	\$65.00*
Lapel Mic	\$65.00*
Additional Stage Lighting	Price on request*



General & Party Hire Equipment

Hire	Rate
Indoor Fairy Lights	From \$60
Indoor SMART Fairy Lights	\$85
Festoon lights – Outdoor Patio Lighting	\$80
Artificial Turf (1m x 3m) – Per section	\$15
Red Carpet Runner	\$70
Adjustable Push-up Pole Framing (for backdrops)	\$100
Ivy Wall Backdrop (Full Wall = 4 panels + Frame)	\$200
Ivy Wall Backdrop (per panel)	\$50
Wagner – Upright Piano	\$150
Round Table Centrepiece Mats/Tray (max 20)	\$3 each
Battery Operated Candles (Set of 3)	\$5 per set
Tiered Cake stands (assorted)	\$5
Chaffing Dish	\$15
Fuel canisters	\$5*
Printing & Photocopying (A4 Single sided per sheet)	\$0.30 (black & white) \$3.00 (colour)

Bar and Refreshments Price List (average)

Bar Requirements	Cost
Wine (White, Red, Bubbles)	\$29 - \$35 per bottle \$9 per glass
0% Sparkling Wine	\$25 per bottle \$6 per glass
Beer (Inc. low & 0% options)	\$6 - \$9 per bottle
Cider / RTDs	\$9 per bottle
Soft Drinks & Bottled Juice	\$3-5 per can/bottle
Juice (1ltr Carafe)	\$8
Bottomless Tea & Coffee	\$3 per person
Plunger Coffee	\$4 per coffee
Corkage Fee (per person)	\$5

Catering for workshops & small gatherings – Full list of catering options - available on request

Hire	Rate
Store Bought Biscuits (per pkt)	\$5
Freshly Baked Scones (per person)	\$3
Club Sandwiches (per person)	\$4
Savouries (per person)	\$3

