



ENTERTAINMENT VENUES INVERCARGILL CITY COUNCIL OWNED VENUES, INVERCARGILL, NEW ZEALAND

The Invercargill City Council Theatre Services team offers two vastly different venues all located in the inner city of Invercargill that cater for a vast array of events from touring or local shows, dinners, conferences, weddings, meetings, school productions, corporate functions through to premiere performances of New Zealand theatre and dance productions.

➤ **Civic Theatre Complex**

The Civic Complex comprises of the theatre which seats 1015, a green room and rehearsal room, three levels of dressing rooms, The Victoria room, The Drawing Room and a spacious foyer.

Contact details

Physical address in Invercargill:
Civic Theatre Complex:
88 Tay Street
Invercargill

Freight delivery address:

Invercargill City Council
Civic Administration Building
101 Esk Street
Invercargill

Postal address:

All venues:
Invercargill City Council
Private Bag 90104
Invercargill 9840

Stage door delivery address:

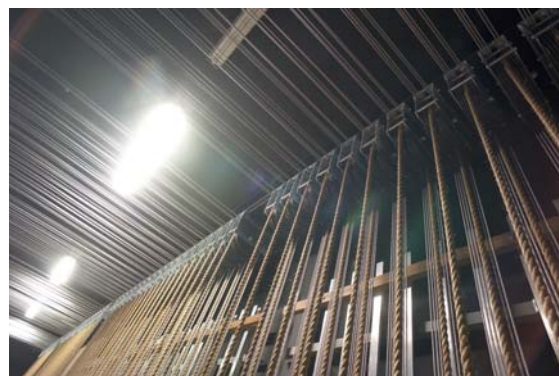
Civic Theatre Complex: 101 Esk Street, Invercargill

Contact information for the Theatre Services Team

Invercargill City Council: Phone 0064 +3 211 1777
Or email theatreservices@icc.govt.nz

Venue / Client Liaison

Your Theatre Services Representative will conduct the majority of planning and pricing of your event with you. Depending on the type of event, you may also be contacted by the Operations Manager to determine your specifications and health and safety plans for your event; and the Booking Office Supervisor will be in contact with you if you have a ticketed event. On the day of your event your representative will introduce you to key Theatre Services staff.



Theatrical flying system – Civic Theatre

Key Theatre Services staff could include a House Technician and FOH Team Leader. The House Technician deals with the technical elements of your event and oversees the back stage area and crew. The House Technician will give an induction to the venue with your Event Manager who will liaise with any outside contractors and client personnel on the day. The FOH Team Leader oversees the front of house areas and personnel, including any security staff during performance.

Catering

Any catering will be required to be paid within seven days of the date on the invoice.

Civic Theatre Complex

Kitchen facilities for clients hiring the Civic Theatre are situated in the Green Room, in the dressing room block. Please note that the Green Room is a shared facility with Theatre Services staff. House rules for use of the Green Room can be found on the notice board.

There are no kitchen facilities for clients hiring the function rooms at the Civic Theatre Complex. Catering in all areas of the complex is exclusively reserved by Theatre Services. Your representative can arrange all your catering requirements for you.

Front of House

The Civic Theatre Complex has the Grand Foyer on the ground floor. If not reserved for another event, the Drawing and Victoria Rooms are used as crush space which is suitable for just over 1000 people. The Melba Bar Lolly shop and Nellie's Bar offer snacks and refreshments one hour before and during the interval of a show. The booking office is situated beside the Lolly shop. The Front of House Manager manages the foyer areas during show time including any programme sellers, merchandise, catering or security. A duty bar manager from Elmwood Catering is always on site when the bar is open.

Smoking

All venues are non-smoking. If smoking is an integral part of the performance, written approval must be sought from the Ministry of Health. A copy of the approval must be given to the venue.

Capacity

Capacity for the venues are as follows:

Civic Theatre

1015 in total

Stalls: 520 Dress Circle: 259 Gallery: 236

House seats: 12 house seats are reserved for Invercargill City Council use.

Sound Desk seats: 11 sound desk seats are removed when a sound, lighting or mixing desk is required. The seats are in the back stalls area R 19 – 24 & S 20 – 24.

Stage extension: 35 seats are removed if the stage extension is required. They are AA 11 – 25 and BB 9 – 28 in the front stalls.

Wheelchair spaces: 5 wheelchair spaces are available in the stalls level. They are S 9-10, 12-13, 15-16, 25-26, 28-29.

An area for dancing at the front of the stage in the stalls area can be arranged. Rows AA – B are removed losing 96 seats.

Civic Theatre Complex Function Rooms

The Drawing Room is on the ground floor in the Front of House area. The Victoria Room is on the first floor in the Front of House area. A lift is available.

The Grand Foyer is in the Front of House area.

The Green Room is on the ground floor of the dressing room block in the back stage area.

The Rehearsal Room is on the second floor of the dressing room block in the back stage area. A service lift is available.



Victoria Room

	Theatre style	Board room style	Dinner	Cocktails
Drawing Room	100	40	60	112
Victoria Room	235	30 – 40 each room	150 -200	235
Theatre foyer				
Green Room	30	30		
Rehearsal Room	40	40		

Photography/Broadcasting

- Broadcasting rights and/or the recording of a performance is reserved by Theatre Services.
- Taking of photographs during a performance or a rehearsal is prohibited unless prior arrangements have been made with your Theatre Services representative.
- If you wish to record a performance prior arrangements, including camera positions, must be made with your Theatre Services representative or the Operations Manager.

Merchandise/Programmes

- Clients wishing to sell merchandise or programmes in the foyers must advise the Marketing and Administration Manager or Operations Manager in advance.
- Merchandise sellers, eftpos machines and telephone lines are available for hire from Theatre Services. A reasonable lead in time for arrangements must be made to the Operations Manager or Marketing and Administration Manager.
- Set up of in-house tables and display boards (Civic only) for merchandise sellers are included in the hire charges. However lighting and sound are additional.
- Programme stands are available at no cost at the Civic Theatre.
- A commission of 10% applies to all items sold in the venue.

Phones/Faxes/Photocopying – Civic Theatre Complex Only

Telephone lines are available for use in some areas of the dressing room block and in the green room. However none are connected as standard, clients must make requests in advance for a line to be connected and charges will apply.

Faxes and photocopying can be arranged. A small charge applies. The Civic Theatre fax number is 03 211 3207.

Insurance

It is essential that clients obtain adequate insurance cover. The hirer is required to take out a Public Liability Insurance Policy with an approved company in the hirer and venues name for a minimum of \$1,000,000. A copy of the policy and its contents must be given to the Marketing and Administration Manager before pack in.



Pack in at the Civic Theatre

In some instances temporary public liability insurance cover can be obtained from the Council. This insurance cover costs \$20 and covers clients for any claim by the Council or the Councils insurers for damage to the venue that you have hired. It is important to note that clients are still exposed to claims by a member of the public should they be injured etc whilst at a performance and choose to sue the hirer for negligence.

Energy

Air conditioning and electricity usage are not included in the venue rental for productions/shows/conferences in the Civic Theatre. The cost for energy is .20c per unit. Air conditioning and heating in the Civic Theatre Complex is computer controlled. Areas can be isolated and the meter is read on a daily basis.

Air condition and electricity usage are included in the venue retail for Centrestage Theatre and for meetings and small functions in the Civic Theatre Complex.

Access

Access to Theatre Services venues are as follows:

Civic Theatre

- Access to the Theatre for pack in / pack out is via the back stage loading dock area. The loading dock area is off Esk Street, adjacent to the Civic Administration Building.
- There is no key access to the venue for clients.
- This area is for vehicle drop off and pick up only. There is some limited parking for trucks or large vans. All parking must be arranged in advance with the Operations Manager.
- Articulated trucks can reverse into the loading bay and unload directly into the scene dock.

Loading Bay		Main door	Side door
	Height to canopy	5m	4.9m
	Height of dock	4.9m	4.9m
	Door height	4m	3m
	Door width	4m	2.180m
Huff Core Door	Height 9m+	Width 8.1m	

- The service lift is situated in the scene dock. There is authorised access to the fly-floor only, and only with a house technician present, **no exceptions.**

- Limited storage space is available in the scene dock. All equipment and rubbish must be removed at the time of pack out. If equipment or rubbish is left at the venue additional charges will apply for removal or return.

Pedestrian access is via the stage door which is situated beside the loading bay. The stage door is locked at all times and entry is for authorised people only. Clients must make arrangements with the Operations Manager for a stage door keeper, or you may provide your own person. A charge will apply if you require a Theatre Services stage door keeper and a list of artists, guests and crew must be supplied. A person not on the list will not be granted access to the backstage area.



Packing in through the scene dock.

The scene dock is a non-smoking area.

Civic Theatre Complex Front Of House (Functions and Shows)

- Access to the Front of House area is via the Invercargill City Council carpark on the East side of the venue, off Tay Street. No loading bay is available, however disability carparks that are marked in yellow, double as loading bay access when a show is not in progress. These parks are strictly only for pack in / pack out in the Front of House area.
- There are limited car parks available for clients and all parking must be arranged in advance with the Operations Manager.
- There is no key access to the venue for clients and a theatre technician or safety warden must be present at all times when a client is in the venue.

Theatre Services Crew and Hospitality Staff

Theatre Services can provide clients with a full compliment of crew and hospitality staff. Arrangements should be made in advance with your Theatre Services representative or the Operations Manager.

The Invercargill City Council has minimum working conditions for all staff that you should be aware of:

- Breaks
- Meal breaks – can be staggered
- Crew cannot be rostered on for longer than 12 hours and must have at least a 10 hour break if they are rostered on the next day.

Staff who were rostered and then their shift is cancelled by the client with less than 48 hours notice will be entitled to paid 3.5 hours for their cancelled shift. Clients will be charged for the cancelled shift.

Please talk to your Theatre Services representative for an estimate quote for staff.

Venue Safety Policies

All clients in all Theatre Services venues must comply with current government and local body legislation such as the Health and Safety Employment Act 1992 and all subsequent amendments and the Invercargill City Councils Health and Safety Policy.

Theatre Services venues use the latest version of the Safety Working Practices in the NZ Theatre and Entertainment Industry as a guideline for operating in the venues. www.evanz.co.nz. Then click on to the ETNZ site.

Any key risk hazards, as outlined in the above guidelines, such as the use of dry ice, naked flame, pyrotechnics, weapons and the like must be presented in a hazard plan for approval, prior to packing into the Theatre. If approval has not been granted the activity will not be permitted.

Prior notification of the use of smoke, haze, candles and pyrotechnics devices is required in that the smoke alarms may be isolated.

All electrical equipment bought into the venue either by the client or their contractor, must carry an electrical testing tag showing the date of the last test, which must not be more than 6 months previous. Untested equipment cannot be used in any of the Theatre Services venues. Limited testing and tagging facilities are available and charges will apply.

All elements of scenery, cloths and large props brought into the venue must be non-flammable or have been treated with an appropriate flame retardant. Proof of the procedure will be required.

If you utilise venue equipment, other than tables, chairs, display boards etc, a Theatre Services technician or crew member will be required to at least supervise your use of that equipment, even if you do not require them to do anything.



If you are using the counterweight flying system, you must use the House Technician or Theatre Services Flyman to fly and load weights. We do not allow anyone else to fly or load weights. Written approval may be given to some operators to use the system under supervision of a Theatre Services technician. No-one can enter the fly floor area at any time except with a house technician or head flyman. We do not fly people. If rigging points are required then the House Tech on duty will need to put them in and then take them out.

The wiring in the grid must be inspected and connectors to powerlocks requires the inspection of the wiring. Please arrange with the Operations Manager in advance.

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All lamps and speaker cabinets must have safety wires.

The automated screw-jack orchestra pit lift at the Civic Theatre can only be operated by a house technician.

Our policy for working at heights states that provision must be made for some form of fall restraint to be used as outlined in OSH guidelines.

Scaffolding can only be erected by a certified operator.

No welding is permitted on stage.

No alcohol can be consumed by any crew until pack out is completed, or, if not packing out, until "off duty".

Theatre Services retains exclusive control of all areas of the venues at all times while under hire. Instructions from the Operations or Marketing and Administration Manager must be complied with, particularly when safety is concerned.

Dressing Rooms

Civic Theatre

There are 12 dressing rooms on three levels at the Civic Theatre. All have individually lit make-up benches, costume racks, toilet and shower facilities.

Telephone facilities are available but are not connected and clients must advise the Operations Manager if they are required.

Keys are available to lock individual dressing rooms and must be arranged in advance with the Operations Manager. Keys must be signed over to the on duty house technician before pack out.

Stage Level Dressing Rooms



Dressing Room

Level	Dressing Room	Min/adult	max/adult	children
Ground	S/1	1	3	5
	S/2	1	3	5
First floor	1/1	4	4	6
	1/2	4	4	6
	1/3	4	4	6
	1/4	4	4	6
	1/5	8	8	10
	1/6	8	8	10
	1/7	8	8	10
	1/8	4	6	8
Second floor	2/1	12	16	20
	2/2	12	16	20
Total	12	70	84	112apx

Please note that the Rehearsal Room can also be used as dressing rooms, as can the scene dock if all equipment is safely stored.

Support Facilities and Services

Green room facilities are available for Theatre hirers only.

Civic Theatre - The Green Room can be found on the ground floor or the dressing room block. This is a shared facility and can not be booked for exclusive use. It is a comfortable room with kitchen facilities, continuous hot boiling water, refrigerator, microwave oven, regular oven, and a television with a stage view.

The Civic Theatre has laundry/wardrobe facilities opposite the Green Room on the ground floor of the dressing room block. There is a washing machine and dryer, an iron and ironing board and tables for mending etc.

The Civic Theatre has an Orchestra Room which is located in the basement level of the dressing room block.

The Civic Theatre has a Rehearsal Room on the second floor of the dressing room block. The room has a practice bar and mirrors. The room is not soundproof.

Cleaning

All venues will be clean on arrival. If there are issues with cleanliness please advise a staff member as soon as possible, prior to the event and a check will be made. Typically all areas are cleaned following the pack out of an event. Additional cleaning for clients who book a venue for an extended period is arranged with the Theatre Services representative.

Stage, Lighting and Sound Dimensions

Civic Theatre

Stage

Proscenium width: 9.730m Height: 7.57 high
Stage width: 28m Stage depth: 16m Stage height: 19.8m
Stage surface: wood Rake: level
Setting line: 1 – 76 lines 180mm between centres
Stage managers position: *prompt side*
Stage extension depth: 2.370m in the middle Width: 9.730
Flying system: counterweight Smoke curtain: yes
House curtain: split / red - line 2 Pelmet: red / gold fringe – line 1
Stage cloths: 5 borders, 5 legs, 2 full size tabs - middle split, 1 cyclorama
Pianos: Steinway and upright Yamaha
Risers: 24 @ 2m x 1m and 6 @ 1m x 1m
Carpet: Music stands: 10
Access equipment: 1 genie



Dimmer Room – Civic Theatre

Lighting

Operating position: *stalls*
Control: 120 cuemaster DMX
Dimming: 240 dimmers
Lighting bars: 5 – 30 outlets
Power hook up: *Tails or power lock*
Gel: *an assortment*

Sound

Operating position: *stalls* Mixing position in auditorium: *back stalls*
In-house sound system: *small* Comms: yes Acoustic baffles: *no*
Performance replay and backstage paging: yes
Hearing loop power Maximum sound pressure level: 102db for 15 mins
Audio visual equipment: *some see equipment list*

Function Room Dimensions

Civic Theatre Complex

	Victoria	Vic 1	Vic 2	Drawing	Foyer	Green	Rehearsal
Width	10.6m	10.6m	10.6m	7.7m	16m	5.8m	7.9m
Depth	28m	14.4m	13.6m	14.1m	13m	8.5m	10.3m
Height	3.9m			4m	4m	2.3m	2.99m
Power outlets	30 double; 6, 3 phase 30 amp	21 double; 4, 3 phase	9 double; 2, 3 phase	7 single; 2,3 phase 30 amp	10 single 2,3 phase 30 amp	5 single phase	7 single phase
Data	12 data outlets	8 data outlets	4 data outlets		2 data outlets	1 data outlet	1 data outlet
Sound	6 sound outlets	3 sound outlets	3 sound outlets		1 audio outlet	2 audio outlets	1 audio outlet
TV	4 TV outlets	2 TV outlets	2 TV outlets	2 TV outlets	2 TV outlets	TV outlet	TV outlet
Lighting	Dimmable plus track	Dimmable plus track	Dimmable plus track	Dimmable plus track	lighting track	nil	nil



Victoria Room

The dance floor dimensions in Victoria Room 1 are 10.6m wide x 3.5m deep.

A large storeroom is situated at the dance floor end of Victoria Room 1 which can double as a dressing room for performers.

The storeroom has a toilet.