

# Venue Specifications

## CIVIC THEATRE

Invercargill, New Zealand



*A venue managed by Invercargill Venue & Events Management Ltd (IVEM)*



### **CIVIC THEATRE**

The Civic Theatre comprises of the theatre which seats 1,015, a Stage, Green Room, Rehearsal Room, three levels of Dressing Rooms, the Victoria Room, the Drawing Room and a spacious Grand Foyer.

### **CONTACT INFORMATION**

Invercargill Venue & Events Management Ltd

Kate Feaver, Venues Manager

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### Physical Address

88 Tay Street

Invercargill

### Postal Address

Invercargill Venue & Events Management Ltd

Private Bag 90104

Invercargill 9840

### **VENUE/CLIENT LIAISON**

The Venues Manager will conduct the majority of contracting, 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. If your event is ticketed, the Venues Manager will be in contact with you.

On the day of your event your IVEM representative will introduce you to key staff.

Key IVEM staff could include a House Technician and Functions Co-ordinator. The House Technician deals with the technical elements of your event and oversees the back stage area and crew. The House Technician also liaises with your Tour Manager and any outside contractors and client personnel on the day. The Functions Co-ordinator and/or Team Leader oversees the front of house areas and personnel, including any security staff during the performance.

### **CATERING**

Kitchen facilities for clients hiring the stage and auditorium of the Civic Theatre are situated in the Green Room in the back stage area. Please note that the Green Room is a shared facility with IVEM 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. Catering in all areas of the venue is exclusively reserved by IVEM's contracted catering company. Your IVEM representative can arrange all your catering requirements for you.

### **FRONT OF HOUSE**

The Civic Theatre has the Grand Foyer on the ground floor. If not reserved for another event, the Drawing Room and Victoria Room are used as crush space, which is suitable for just over 1,000 people.

The Melba Lolly Shop and Nellies Bar offer snacks and refreshments one hour before and during the interval of a show.

The ticketing Box Office is situated beside The Melba Lolly Shop.

The Functions Co-ordinator and/or Team Leader manages the foyer areas during show time including any programme sellers, merchandise, catering or security.

A duty bar manager from our Contracted Catering Company is always on site when the bar is open.

### **SMOKING**

All IVEM venues are non-smoking.

If smoking is an integral part of a performance, written approval must be sought from the Ministry of Health. A copy of the approval must be given to the Venues Manager.

### **CAPACITY**

The capacity for the venue is as follows:

Stalls:	520 all seats including sound area. 472 saleable seats, or 507 with AA and BB included
Dress Circle:	259
Gallery:	236
Theatre:	*1015 in total

\*Please enquire as this total decreases when:

- (a) Stage Extension  
35 seats are not available if the stage extension or steps to the stage are required. They are located in the Front Stalls AA 11-25 and BB 9-28. **These seats are NOT available unless requested.**
- (b) House Seats  
12 house seats are reserved for use by IVEM.
- (c) Sound Desk Seats  
13 sound desk seats are removed when a sound, lighting or mixing desk is required. The seats are located in the Back Stalls R 19-24 & S 20-26.
- (d) Wheelchair Seats  
Five wheelchair spaces are available in the Back Stalls. They are S 9-10, 12-13, 15-16, 25-26, 28-29.
- (e) Usher Seats  
Six seats are reserved for the use of on duty theatre attendants. They are Back Stalls S 4 & S 34, Dress Circle J 3 & J 34 and Gallery H 4 & G 24.

### **FUNCTION ROOMS**

The Drawing Room is located on the ground floor in the Front of House area.

The Victoria Room is on the first floor in the Front of House area. Access is available via the main staircase in the Grand Foyer and a lift is also available.

The Grand Foyer is located in the Front of House area.

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

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

	<b>Theatre Style</b>	<b>Boardroom Style</b>	<b>Dinner</b>	<b>Cocktails</b>
<b>Drawing Room</b>	100	40	60	100
<b>Victoria Room</b>	235	30–40 in each room	180	235
<b>Grand Foyer</b>				300
<b>Green Room</b>	30	30		
<b>Rehearsal Room</b>	40	40		

#### **PHOTOGRAPHY/VIDEOGRAPHY**

Broadcasting rights and/or the recording of a performance is reserved by IVEM and the event promoter.

The taking of photographs and/or videos during a performance or a rehearsal is prohibited unless prior arrangements have been made with your IVEM representative.

If you wish to record a performance prior arrangements, including camera positions, must be made with your IVEM representative and/or the Operations Manager.

#### **MERCHANDISE/PROGRAMMES**

If you wish to sell merchandise or programmes in the foyers you must advise your IVEM representative in advance.

Merchandisers and a cash float can be provided by IVEM, if requested, and an additional cost will be incurred for this service. The hirer is responsible for providing a mobile Eftpos machine if this facility is required. A reasonable lead-in time is required and necessary arrangements must be made with the Functions Co-ordinator.

Set up of in-house tables and display boards for merchandise sellers are included in the hire charges. However, lighting and sound are additional.

Programme stands are available at no additional cost.

A commission of 10% applies to all items sold in the venue.

#### **WI-FI**

Wi-Fi connections are available on request and charges may apply. A Wi-Fi code can be requested from your IVEM representative.

#### **PHOTOCOPYING**

Photocopying can be arranged with your IVEM representative. A small charge may apply.

#### **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 \$1,000,000.00. A copy of the policy and its contents must be given to the Venues Manager or Operations Manager before pack in.

In some instances temporary public liability insurance cover can be obtained from the Invercargill City Council. This insurance costs \$30.00 and covers our clients for any claim by the Council or the Council's 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 your event and choose to sue the hirer for negligence.

### ENERGY

Air conditioning and electricity usage are not included in the venue hire for productions, shows or functions in the venue. Energy is charged out at .25c per unit, on actual usage.

Air conditioning and heating in the venue is computer controlled.

### ACCESS

Access to the Civic 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 Invercargill City Council 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.

		Main Door	Side Door
Loading Bay	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 Venues 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 IVEM for a stage door keeper, or you may provide your own person. A charge will apply if you require an IVEM 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.

The scene dock is a non-smoking area.

### FRONT OF HOUSE (SHOWS AND FUNCTIONS)

Access to the Front of House area is via the Invercargill City Council carpark on the East side of the venue, off Tay Street. A loading bay is available at the East entrance and is strictly to be used 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.

Two disability car parks are also available.

There is no key access to the venue for clients and an IVEM Theatre Technician or Safety Warden must be present at all times when a client is in the venue.

## **IVEM STAFF AND HOSPITALITY STAFF**

IVEM can provide clients with a full complement of staff and hospitality staff. Arrangements should be made in advance with the Venues Manager or Functions Co-ordinator.

IVEM has minimum working conditions for all staff that you should be aware of:

- (a) Breaks
- (b) Meal breaks – can be staggered

Please talk to your IVEM representative for a quote for staff.

## **VENUE SAFETY POLICIES**

All clients in our venue must comply with current government and local body legislation such as the Health and Safety Employment Act 2015 and all subsequent amendments and IVEM's Health and Safety Policy.

IVEM's venues use the latest version of the Guide to Safe Working Practices in the NZ Theatre and Entertainment Industry as a guideline for operating in the venues. [www.evanz.co.nz](http://www.evanz.co.nz). Then click on to the ETNZ site.

Any key risk hazards, as outlined in these 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 venue. If approval has not been granted the activity will not be permitted.

Prior notification of the use of smoke, haze, candles and pyrotechnic 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 six months previous. Untested equipment cannot be used in the venue. 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 House 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 Venues Technician and/or Flyman to fly and load weights. We do not allow anyone else to fly or load weights. Written approval may be given to some hirers to use the system under supervision of an IVEM Venues Technician. Nobody can enter the fly floor area at any time except with the Venues Technician or Head Flyman. We do not fly people.

If rigging points are required then the Venus Technician on duty will need to put them in and then take them out.

The wiring in of electrical distribution and connectors to power locks requires the inspection of a registered electrician before livening. Please arrange with the Operations Manager in advance.

All lamps and speaker cabinets must be safety wired.

The automated screw-jack orchestra pit lift at the venue can only be operated by the Venues Technician.

Our policy for working at heights states that provision must be made for some form of fall restraint to be used as outlined by the Safe Rigging Practices for the Entertainment Industry in NZ.

Scaffolding can only be erected by a certified operator.

No welding is permitted on stage.

No alcohol can be consumed by any crew or actors until pack out is completed, or, if not packing out, until “off duty”, and then only in the Green Room.

Drug testing requirements as per ICC’s Drug Testing Policy. Any accident could require a drugs test.

IVEM retains exclusive control of all areas of the venue at all times while under hire. Instructions from the Operations Manager or your IVEM representative must be complied with, particularly where safety is concerned.

### **DRESSING ROOMS**

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.

Wi-Fi facilities are available but clients must request a Wi-Fi code from the Operations Manager.

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 Venues Technician before pack out.

<b>Level</b>	<b>Dressing Room</b>	<b>Min/adult</b>	<b>Max/adult</b>	<b>Children</b>
Ground Floor	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
<b>Total</b>	<b>12</b>	<b>70</b>	<b>84</b>	<b>112 approx.</b>

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

### **SUPPORT FACILITIES AND SERVICES**

Green Room facilities are available for venue hirers only.

The Green Room can be found on the ground floor (or the dressing room block) in the back stage area. This is a shared facility. It is a comfortable room with kitchen facilities, continuous hot boiling water, refrigerator, microwave oven, oven, and a television with a stage view.

The venue has laundry/wardrobe facilities opposite the Green Room on the ground floor of the back stage area. There is a washing machine and dryer, an iron and ironing board and tables for mending etc.

The venue has an Orchestra Room, which is located in the basement level of the dressing room block, which is temperature controlled.

The Civic Theatre also has a Rehearsal Room on the second floor of the dressing room block. The room has a practice bar and mirrors. Please note that this room is not soundproofed.

## CLEANING

The venue will be clean on arrival. If there are any issues with cleanliness please advise your IVEM representative 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 Functions Co-ordinator.

## STAGE, LIGHTING AND SOUND DIMENSIONS

### Stage

Proscenium width:	9.730m
Proscenium height:	7.57 high
Stage width:	28m
Stage depth:	16m
Stage height to grid:	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
Stage extension width:	9.730
Flying system:	Counterweight
Smoke curtain:	Yes
House curtain:	Split/red - line 2
Curtain 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:	Advised upon request
Music stands:	10
Access equipment:	1 cougar

### 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 back stage paging:	Yes
Hearing loop power	No
Audio visual equipment:	Some see equipment list
Maximum sound pressure level	<u>102db for 15 mins</u>

## FUNCTION ROOM DIMENSIONS

	<b>Victoria Room</b>	<b>Victoria Room 1</b>	<b>Victoria Room 2</b>	<b>Drawing Room</b>	<b>Grand Foyer</b>	<b>Green Room</b>	<b>Rehearsal Room</b>
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<b>Width</b>	10.6m	10.6m	10.6m	7.7m	16m	5.8m	7.9m
<b>Depth</b>	28m	14.4m	13.6m	14.1m	13m	8.5m	10.3m
<b>Height</b>	3.9m			4m	4m	2.3m	2.99m
<b>Dance floor</b>		10.6m wide x 3.5m deep					
<b>Power outlets</b>	30 double; 6, 3 phase 30 amp	21 double; 3, 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
<b>Data</b>	12 data outlets	8 data outlets	4 data outlets		2 data outlets	1 data outlet	1 data outlet
<b>Sound</b>	6 sound outlets	3 sound outlets	3 sound outlets		1 audio outlet	2 audio outlets	1 audio outlet
<b>TV</b>	4 TV outlets	2 TV outlets	2 TV outlets	2 TV outlets	2 TV outlets	TV outlet	TV outlet
<b>Lighting</b>	Dimmable plus track	Dimmable plus track	Dimmable plus track	Dimmable plus track	Lighting track	n/a	n/a

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.