



PRIVATE FUNCTION AND CORPORATE EVENT RENTAL INFORMATION

OVERVIEW

The Isaac Theatre Royal, Christchurch is a superb and beautiful restored and redeveloped over 100 year old Historic Edwardian Heritage Theatre with 1266 seats over three levels.

The Theatre is the Christchurch home to many of the national performing arts companies of New Zealand. In addition the Theatre is the preferred venue for international touring musicals, music concerts, recitals, community, school events and children's theatre.

EVENT OR FUNCTION DAY RENTAL RATES:

Ravenscar Circle Foyer	\$ 975.00
Southern Trust Foyer	\$ 875.00
Scottwood Trust Stage including Foyers	\$2,425.00
Dressing Rooms/Laundry/Wardrobe	\$ 175.00
Kitchen	\$ 195.00
Photos Only (1.5 Hrs)	\$ 150.00

SET UP DAYS (Maximum of 4 hours)

Between 9:00am – 1:00pm or 1.00pm – 5.00pm

Ravenscar Circle Foyer	\$ 375.00
Southern Trust Foyer	\$ 345.00
Scottwood Trust Stage	\$ 750.00

TECHNICAL SUPPORT

Technical assistance and Venue Custodian for entire function

Full stage draping

Stairs installation and seat removal (if applicable),

Focusing and Refocusing of theatre lighting rig and lighting operator

PA set up and operator

Any other specials or extras required that can reasonably be accommodated within the function day

Restore theatre to standard appearance at conclusion \$1,800.00

Should additional Technical staff be required a client charge will be made @ \$40.00 per hour per staff member.

RENTAL INCLUSIONS

The following is included in the function rental rate. Additional equipment or services will attract a charge. Consult our Events Manager for an estimate of charges for any additional services.

General

- Use of basic House Lighting, Sound etc in consultation with the Events Manager and Technical staff
- All energy costs unless in the opinion of the Manager extraordinary power consumption occurs.
- Heating for FUNCTION DAY only.

Events Manager - up to 6 hours

As soon as your function is confirmed the Events Manager will ensure that all your requirements are met and a contract drawn up. A contact phone number will be supplied to you. An Events Manager will be made available to you, on event/wedding day, for up to 6 hours, thereafter a charge will be made @ \$25.00 per hour.

Technical Co-Ordinator – Stage Function

It is a requirement of the Isaac Theatre Royal to employ a Technician/Custodian for each function when hiring the stage. This is for FUNCTION DAY ONLY and for a period of 12 hours. A client charge of will be made @ \$40.00 per hour after the allocated 12 hours. A charge will apply for Technicians required in Set Up days @ \$40.00 per hour. A quote shall be obtained after consultation with the Function Co-Ordinator when the specific requirement of each client is established.

Front of House Manager – up to 6 hours

It is a requirement of the Isaac Theatre Royal a qualified Front of House Manager is employed during your function. This Manager acts with delegated authority from the Operations Manager and is called 45 minutes prior to function commencement. A client charge will be made @ \$25.00 per hour over the 6 hour allowance.

Bar Manager – up to 6 hours

It is a requirement of the Isaac Theatre Royal that our Bar Manager is present throughout your function. A client charge will be made @ \$25.00 per hour over the 6 hour allowance.

Cleaning

General cleaning of the used areas after a function is allowed for. However, additional charges shall apply and vary due to the nature of the clean.

Breakages

Any breakages are chargeable. Please refer to Equipment Hire list.

ADDITIONAL CHARGES

Set-up Charge – Front of House

It is a requirement of the Isaac Theatre Royal to employ a qualified staff member to be able to facilitate any unforeseen evacuation of the venue during set up of any function/event. A client charge will be made @ \$25.00 per hour.

Should additional Front of House staff be required to usher patrons to the designated function area determined by the Isaac Theatre Royal a client charge will be made @ \$25.00 per hour per staff member on a minimum 3 hour call.

Piano

Kawai Baby Grand - hire and tune \$240.00

Beverages at the Royal

The Isaac Theatre Royal is a fully licensed theatrical venue and reserves the right to provide and vend all beverages where alcohol is served at a function. It is a requirement of Isaac Theatre Royal to have a qualified Bar Manager onsite charged at \$25.00 per hour over and above the 6 hour allocation on contract.

For your convenience we can tailor a beverage menu catering to your needs. We have a list of top quality wines/beers and non alcoholic drinks ready for your selection. A great deal on local and imported wines have been explored - please ask for our list of options today. Meeting budgets and advising on quantities is our speciality and wine tasting prior to your selection is available.

You are permitted to bring in your own beverages and a corkage fee will apply.

- \$6:00 per wine/bubbly
- \$2:00 per beer/spirit pre-mix

Equipment Hire

The following items are available for hire upon request:	<u>Per item</u>
Trestles - 1.8 x .75	\$ 9.00
Padded Chairs	\$ 3.50
Glasses – Beer, Wine, Flute	\$ 0.30
Table Cloths - inclusive of laundering	\$ 9.50
Skirting – 5.1mtrs	\$25.00
Carafes	\$ 1.00
Risers - 14cms	\$20.00
Lecturn	\$40.00
Urn - 30 litre	\$40.00
Chiffon Drapes	\$20.00
PA System	\$95.00

Kawai Banby Grand (hire & tune)

\$300.00

Prices are exclusive of GST

Breakages

Breakages of any kind will be charged out at the full REPLACEMENT cost of the item to be determined by Isaac Theatre Royal.

Public Liability Insurance

A fee of NZ\$80.00 per day will be charged to provide a \$10 million public liability cover for your event. We are happy to provide the necessary forms to facilitate this cover. If you have your own public liability policy with a sum insured of at least NZ\$10 million then you must provide a copy of the policy document and this charge will not be made.

Public Holiday Surcharge

A surcharge will apply where any of the contracted dates within the license period fall on a public holiday as defined by the Holidays Act 2003. The surcharge will be:

- 20% on venue rental for the particular
- 20% on beverage for the particular day
- 100% on labour charges for the particular day

NOTE: Net Box Office is defined as: Gross ticket price less Ticketing inside charges, less GST, less credit card fees.

All dollar amounts are in New Zealand dollars and exclude Goods and Services Tax at the rate of 12.5%.

Isaac Theatre Royal Caterers

**We have 4 caterers that have worked well with clients at the
Isaac Theatre Royal.**

Lizzie's Cuisine

Contact: Lizzie de Lambert

Phone: 03 355 6468

Moveable Feasts

Contact: Pip Jamieson

Phone: 03 389 8617

White Tie Catering

Contact: Helen Harrowfield

Phone: 03 365 2837

Zest Caterers

Contact: Glenice Wyatt

Phone: 03 366 3429

Alternatively you are welcome to bring your own caterer but these must be prior approved by Isaac Theatre Royal Management.

<h2 style="margin: 0;">Isaac Theatre Royal</h2> <h3 style="margin: 0;">Function and Event Spaces</h3>

Space	Area	Cocktail	Banquet	Board/AGM
Southern Trust Stalls Foyer	8.5 x 10.3	150-200		
Ravenscar Circle Foyer	14.4m x 9.4m	150-200	90	60
The Robert & Barbara Stewart Room	10m x 5m	30	20	30
The Scottwood Trust Stage	16m x 18m	400	200	670 (incl of auditorium seating)