

# Gallagher Academy of Performing Arts University of Waikato 2018

[www.waikato.ac.nz/academy](http://www.waikato.ac.nz/academy)

All costs quoted ex GST (15%)

## Venue Hire hourly charges

	<b>Commercial or Private</b>	<b>Community or Educational</b> <i>(subsidised by Hamilton City Council)</i>
<b>Venue Lockout</b> (exclusive use of whole building)	\$360 ph	\$180 ph
<b>Dr John Gallagher Concert Chamber</b> (incl CC Foyer)	\$200 ph	\$100 ph
<b>Playhouse Theatre</b> (incl PH Foyer)	\$180 ph	\$90 ph
<b>Te Whare Tapere Iti</b>	\$110 ph	\$55 ph
<b>Dance Studio</b>	\$84 ph	\$42 ph
<b>Upstairs Lounge</b>	\$144 ph	\$72 ph
<b>Concert Chamber Foyer</b>	\$100 ph	\$50 ph
<b>Perry Foundation Playhouse Foyer</b>	\$180 ph	\$90 ph
<b>Lake Stage</b>	\$100 ph	\$50 ph
<b>Tailored Use</b> (by arrangement)	poa	poa

Please contact Academy Manager on [jeremy.bell@waikato.ac.nz](mailto:jeremy.bell@waikato.ac.nz) or 07 858 5105 for further information  
Eligibility for "Community/Educational" Use venue hire rates is at the discretion of the Academy Manager.

## Discounts

**The following discounts apply for all venue hire charges:**

- 15% discount for more than 5 hours use in any one day
- 25% discount for more than 12 hours use in one day

## INCLUDED in Venue Hire:

- Power (excluding generator hire for additional external lighting)
- Cleaning (venue/room must be returned to a clear stage by Hirer, and lighting rig reset)
- Consultation with Academy technical staff, prior to and during event regarding design, planning, set-up, operation and pack-out for Hirer's event
- White "gymnasium" lighting
- Use of Dressing Rooms (by arrangement)

**Equipment:**

- Chairs
- Standard lighting rig (see Tech Specs for more information on each venue's standard rig on our website: <http://www.waikato.ac.nz/academy/venues/drawings-and-plans>)
- Standard venue sound system + one vocal microphone
- Stage Risers
- Up to 12 rectangular tables (1800mm x 750mm) (depending on availability)
- Up to 16 round tables (1800mm diameter) (depending on availability)
- Whiteboard
- Portable projection screen on tripod (2m x 1.5m)
- DVD/VHS player & monitor (by arrangement)

**NOT INCLUDED in Venue Hire**

- "Function" lighting (specially designed and focused lighting rig for individual functions)
- Radio mics (handheld, lapel, headset)
- Data projector
- Projection Screen
- Grand Piano (Steinway Model D, Yamaha C7 or Bösendorfer)
- Piano tuning
- Subs, amplifier & driverack
- Foldback wedges
- Additional microphones
- Haze or smoke machine
- Followspots
- Onstage Monitor
- Staff costs for constructing and dismantling stage risers

***Staffing Costs (ex GST)*****Front of House Staff**

Front of House Manager	\$24.00 per hour	Required for full length of hire
Front of House Assistant	\$24.00 per hour	
Cashier	\$22.00 per hour	3 hour minimum call (\$66.00)
Head Usher	\$18.00 per hour	3 hour minimum call (\$54.00)
Usher	\$17.25 per hour	3 hour minimum call (\$51.75)
Security Staff	\$32.00 per hour	

**Technical Staff**

House Technician	\$29.00 per hour
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Please note staffing rates are subject to change.

## **Ushering**

The safety evacuation procedure plan for the Academy requires that we have ushers in place in rooms where a public performance is taking place.

The **Dr John Gallagher Concert Chamber** requires four ushers in total, one for each of the main doors to the room.

The **Playhouse Theatre** requires two ushers, one for each of the main ground floor doors to the room. An additional usher is required if the Balcony is occupied by audience for a performance.

The **Dance Studio** and **Te Whare Tapere Iti** each require one Head Usher for public performances, and this usher will be an Academy employee.

For **Venue Lockout** bookings we normally require at least four Academy usher staff depending on the nature of the function.

The Academy reserves the right to employ Academy ushers at its discretion at cost to the client.

Jeremy Bell  
Academy Manager  
3<sup>rd</sup> November 2017

2018