SOUTH CANTERBURY DRAMA LEAGUE INC

HIREAGE OF THE PLAYHOUSE THEATRE AND FACILITIES.

Return to the Secretary, SCDL, P. O. Box 397, Timaru 7940.
secretary@dramaleague.org.nz

Description of Premises.

The auditorium contains comfortable seating for 98 people. The stage area is 9.4 metres x 7.2 metres and can be curtained back and sides. A full lighting grid is installed. Lights & cueing system are available for hire (see below contact details).

Adjacent to the auditorium is the lounge and bar. The use of the bar is only possible if a licence has been arranged - three weeks' notice is required. A kitchen is available. The whole area can be heated.

PLAYSPACE @ The Playhouse is a multi-purpose room available for rehearsals, theatrical workshops and a variety of performance types. The room can seat up to 98 people depending upon seating configuration.

General Conditions of Hire.

The SCDL is not for profit. It is a community organisation registered as a charity and its primary object is theatre productions and the fostering of drama in the community. Applications must be made using this form and sent or emailed to the Secretary, South Canterbury Drama League, P.O. Box 397, Timaru. Email: secretary@dramaleague.org.nz

The Leagues' activities take precedence in the use of The Playhouse and the Board has the right to decline requests. When the bar is operating under licence it will be operated by SCDL members and proceeds will go to the League. There is an additional charge of $80 a half day if a League bar person is used.

Operation of the lighting control equipment will be carried out by SCDL approved operators. Access to be building will be arranged at the time of hire.

*A member of SCDL must be available for security when the Playhouse is hired. The hirer will appoint one person to liaise with SCDL during the hire period. Premises must be left clean and tidy and extra charges will be made for breakages and damage. If using League tea towels etc, they must be returned clean.

All electrical equipment used by a hirer in The Playhouse needs to be certified as safe, Tagged and Tested.

The car park must be vacated by 11pm. The venue is a non-smoking one.

A Bond of $150 to be paid to the SCDL at the time this form is signed and returned.

The full hire fee is payable no less than 7 days prior to the first day of hire. An itemised invoice will be provided upon booking confirmation.

Premises to be left in the condition hired. Floors vacuumed and mopped (where necessary) rubbish emptied, dishes done. If not, balance of expenses will be deducted from bond.

The Board has the discretion to change the conditions of hire as it sees fit and to apply charges on a case by case basis.

The SCDL Board retains the right to add further conditions as it sees fit.

IF TECHNICAL SERVICES ARE REQUIRED, BELOW ARE THE NAMES AND NUMBERS FOR YOU TO CONTACT (extra charges for this service are applicable as negotiated by the hirer with the sound and lighting provider).
YOU MAY USE YOUR OWN PEOPLE BUT THEY MUST BE NOTED ON PAGE FOUR.

Lighting and Sound contact person:
Audio Dynamite, Richard Howey Mob: 0274 466 774
Email: audiodyn@icloud.com
Vibrant Lighting, Tristan King Mob: 0274 204 486
Email: vibrantlighting.co.nz

Schedule of Hire Charges and Booking sheet

(To be completed by the Hirer)

Name of Group or Organisation

Contact name .....

Address…….....

Phone numbers…….....

Email.....……

Dates(s) required……..

Time:..…….....

Purpose of hire…….....

PLEASE TICK AREA OF HIRE REQUIRED:

Pack in and rehearsal use of Auditorium, lounge & kitchen $120 per day ☐
DATES:

Performance use of Auditorium, lounge & kitchen $200 per day ☐
DATES: ***(please include final day in theatre)***

Lounge & kitchen $120 per day ☐
DATES:

New Rehearsal Room $80 per day ☐
DATES:

PLAYSPACE @ The Playhouse Performance space $170 per day ☐
Rehearsal space $120 per day ☐

Bar-cost of licence fee TBC
(Please advise the League if a licence is required and confirm whether the hirer or The League will apply. This must be done 21 days before the event. If applied by the hirer, a copy of licence must go to the Manager of the League before opening night) ☐

If Bar is required, the League will supply staff at $80 per half day. ☐

SCDL rep per day (If league has to provide a member) $50 per day ☐

Front of House staff

The League requires a minimum of one door person and two ushers per performance. The hirer can provide these. If league is to provide door person and two ushers, the cost is $60 per performance (i.e. $20 per person). All monies to be paid to the League. ☐

Estimated cost of Hire $.....

An itemised invoice will be supplied and payments can be made by cheque or direct internet banking.
Bank account number if paying by Internet Banking
03 0887 0243897 00 – ***please supply name and date of hire as a reference***

Or make cheque payable to the SCDL.

If below are provided by Hirer please name and contact number:

Lighting Person/s ……

Sound person/s ……

SCDL Rep ……

Any other requirements (give details)……

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SIGNATURE OF HIRER: …….

DATE: ……

SIGNATURE OF LEAGUE: .....

DATE: .....

Please return to : Secretary email: secretary@dramaleague.org.nz
mail: P.O. Box 397, Timaru 7940
ph: 021 22000 69
(keys available on first day of hire – please contact secretary Sharleyne Diamond to arrange)