



BOATHOUSE THEATRE HIRE

The details of your hire are set out below. Please check that these are correct and then:

- Read the terms and conditions for hire for Boathouse Theatre
- Sign two copies of the contract - return one copy and keep the other copy for your records.

Please note this booking will be cancelled if the signed contract and the bond is not received within 14 days of the contract being sent to you. If you decide to cancel within 5 weeks of the booking, the bond will become non-refundable.

The bond will be refunded within 30 days of receipt of the full payment of the invoice. See our terms and conditions.

SUPERVISION OF COLLEGE STUDENTS and YOUNG CHILDREN

When students aged 11 to 18 yrs are in the theatre, there must be a responsible teacher or parent present at all times at a ratio of 1 adult to 20 students.

In the event of younger children under the age of 11, the ratio is 1 adult to 8 children. These chaperones must be present at all times when the children are in the theatre.

Fire regulations limit total occupancy to 169 persons.

BOOKING DETAILS

Organisation:

Contact Name:

Address:

Email Address:

Contact Number:

Start Date

End Date

Total Days Hire



MARLBOROUGH REPERTORY SOCIETY INCORPORATED

BOATHOUSE THEATRE HIRE

BOOKING CHARGES

	Number of Days Hired	Total
Theatre Hire @ \$ 300 per day		
Stage Lighting @ \$ 50 per day (Basic wash)		
Sound @ \$50 per day. FOH PA, Behringer X32 digital console, QLab software, CD player, and microphone with stand(corded or wireless)		
Technical/stage crew/other audio equipment by arrangement. Please inquire.		
Sub Total		
GST @ \$15%		
Total hire charge including GST		
Bond - to be paid at time of booking		100.00

Declaration: I hereby certify that I have read and accept the terms and conditions for hire of the Boathouse Theatre and that I am over 18 years of age and an authorised representative of the organisation named above.

Signature:

Date.....



TERMS AND CONDITIONS

DEFINITIONS

- | | |
|---------------|--|
| 1. MRSI: | Marlborough Repertory Society Incorporated |
| 2. Boathouse: | The theatre at 12 Horton Street, Blenheim |
| 3. The Hirer: | The Organisation / Individual hiring the Boathouse |

HIRE PERIOD

4. The standard hire period is 24 hours from 12:00 noon to 12:00 noon.

CONDUCT

5. The Hirer will be responsible for the maintenance of good order during the times of hire.
6. The Hirer must not occupy the Boathouse beyond the times agreed with MRSI.
7. If requested by MRSI, the Hirer will provide professional security personnel at the Hirer's expense.

BOND

8. A \$100 bond is required.
9. The bond is to be paid at the time of booking.
10. Deductions from the bond will occur if:
 - venue, equipment or fittings are damaged;
 - extra cleaning is required;
 - you enter into or remain within the Boathouse outside the booked period;
 - the key is not returned within the stated times;
 - rubbish is left inside and/or outside the venue; and
 - any other breach of these conditions has occurred, resulting in call out charges or other costs to MRSI.
11. Otherwise the bond will be returned in full within 30 working days of the last date of the function, following full payment of the hire fees. If additional charges are incurred the refunding of the bond may be delayed. All refunds will be direct credited to a customer's account. A pre-printed bank deposit slip must be provided or bank details for electronic transfer.

RIGHT OF REFUSAL TO HIRE

12. MRSI may, at its discretion, refuse any application for hire and may cancel any booking without assigning a reason. In each case all monies paid will be returned in full.

LOSS OR DAMAGE

13. MRSI accepts no responsibility for loss or damage to any property of the hirer or any guest or invitee's property which may be brought to the venue, whether within or outside the premises, and does not provide any insurance cover for such property.

PERFORMING RIGHTS COPYRIGHT

14. The Hirer is responsible for securing the correct licence for any copyright material and for ensuring that all performance right fees are paid to the appropriate party.

TELEPHONE:

15. Cell phone: 0210363600



SAFETY: GENERAL

16. No smoking at the Boathouse and its surrounds.
17. The Hirer will abide by the Guide for Safe Working Practices in the New Zealand Theatre and Entertainment Industry, available from: [Work Safe - Theatre and entertainment industry](#)
18. The Hirer shall at all times comply with any reasonable request from the MRSI or designated representative.

SAFETY: LIGHTS

19. The Hirer shall not remove, alter, or adjust any stage suspension or lighting equipment without prior approval of MRSI.

SAFETY: CABLES

20. The Hirer will consult the MRSI before plugging any cable into distribution boards or sockets.
21. No food or drinks will be placed on any electrical equipment.
22. All sound, lighting and power cables required to run out on the floor will be separately taped down.
23. The Hirer will ensure that people do not stand on or walk over cables.

SAFETY: SEATING

24. The Hirer is responsible for ensuring that the audience does not exceed the seating capacity:

115 standard seats

or

113 standard seats plus 2 wheelchair spaces

25. This stated seating capacity does not include the 2 seats assigned for ushers. These seats must be made available for each performance.

SAFETY: FIRE

26. Total occupancy shall not exceed 169. This includes all areas of the theatre.
27. The Hirer must ensure that the Hirer's personnel know the location of fire extinguishers and how to operate them.
28. The Hirer will not use pyrotechnics, naked flames or smoke in any part of the Boathouse.

DAMAGE

1. At the end of the period of hire, the Hirer shall leave the Boathouse in the same order, condition and repair as existed at the commencement of the period of hire.
1. The Hirer shall not:
 - a. Construct or paint any scenery or properties on the floor or stage.
 - b. Use nails, staples, screws or any fixings for any purpose in the stage floor, walls, concrete or plastered surfaces or seating, including sticking tapes and plastic adhesives.
 - c. Remove existing displays or add the Hirer's material to those displays.
2. The Hirer must report to the MRSI representative:
 - a. Any damage that they discover upon arrival.
 - b. Any damage caused during their occupation.
 - c. Any damage other than normal wear and tear incurred during the term of hiring to the structure, furnishings and fittings, or those parts of the Boathouse to which the Hirer has access, shall be paid for by the Hirer. This amount will be included as Additional Charges.



3. An authorised MRSI representative and the Hirer will conduct an inspection of the premises before and after use to determine if damage to the Boathouse has resulted from any of the Hirer's activities.
4. It is the Hirer's responsibility to draw to the attention of the MRSI representative any faults or defects existing before the Hirer's use of the facility.

SECURITY

5. The Hirer may be given a key and a security code for the Boathouse. It is the responsibility of the Hirer to ensure that the key and code are only used by the Hirer's authorized personnel. The key must be returned to the MRSI representative upon the final departure of the Hirer.
6. The Hirer must comply with the current written security instructions. These instructions will be given to the Hirer when they are given a key and/or access code.
7. The Hirer will be charged for any callouts by the security company caused by the failure of the Hirer to correctly comply with written security instructions.
8. The Hirer is responsible for securing the facility upon completion of the function. Please ensure:
 - a. all lights, heaters, stoves and electrical appliances are turned off;
 - b. windows and doors are closed and locked; and
 - c. the alarm is set

EMERGENCY

9. If an emergency or a situation arises that is likely to endanger the safety of persons within the building, the MRSI shall reserve the right to suspend any performance until there is no longer a hazard.
10. In the event of an emergency, all staff of the Hirer shall be under the control of the MRSI until Police or other emergency service officers are present.
11. When no MRSI representative is in the building, the Hirer is responsible for:
 - a. evacuating their group from the Boathouse in the event of the fire;
 - b. assembling their group at the front of the building; and
 - c. reporting to the fire chief upon arrival.

DEPARTURE

12. The Hirer will leave the Boathouse in the same condition as that at the commencement of hire. All property of MRSI (tables, chairs, screen boards, equipment, lights etc) will be in their appropriate places, or an additional charge will be made.
13. The Hirer shall remove all refuse, sets, props etc from the Boathouse at the end of the hire period.

ABANDONMENT

14. If the Hirer does not move the physical production out of the Boathouse by the end of the hire period, the Hirer will be deemed to have abandoned the physical production and MRSI shall have the right to dispose of the physical production as owner.
15. The Hirer will be liable to MRSI:
 - a. For all damages sustained by MRSI caused by the Hirer's failure to move out the physical production;
 - b. For all costs and expenses in moving out the physical production and disposing of it; and
 - c. For storage charges if incurred.



CHANGES TO EXISTING SYSTEMS

16. No changes to the existing lighting and sound systems shall be made without the MRSI approval. Any repairs will be included as additional charges.
17. Suspension and fixing of all promotional signs, banners or posters shall be subject to the approval of the MRSI and are to be removed by the Hirer on termination of the hire. Failure to do so may result in additional charges.

ADDITIONAL EXPENSES

18. Any additional charges for cleaning and heating will be charged as required.

PERSONNEL

19. MRSI will provide the following minimum front of house personnel during performance times:
 - a. 2 Ushers
 - b. 1 Bar Manager
 - c. Ushers and bar staff are included in the hire fee.

TICKETING AND ADVERTISING

20. The hirer is responsible for managing bookings and ticketing for their event.
21. The Hirer is responsible for all advertising and everything necessary to present the performance at the facility.

CARPARK

22. Vehicles are parked at owner's risk.

ADMISSION

23. The Society reserves the right to refuse admission at any time.

ALCOHOL AND BAR

24. MRSI reserves the right to operate the bar and sell refreshments, including alcohol, to audiences.
25. MRSI reserves the right to not sell alcohol for some performances.
26. MRSI reserves the right to not open the bar for some performances.

ANIMALS

27. The Hirer shall not allow animals in any part of the Boathouse without the approval of MRSI, with the exception of Guide Dogs.

ASSIGNMENT

28. The Hirer cannot assign this agreement nor may the Hirer use the Boathouse in any way not specified in this agreement.



BOATHOUSE THEATRE HIRE INFORMATION

HELPFUL INFORMATION

BOATHOUSE CONTACT:

Michael Cox: 0274622624 Paul Sainsbury: 0212374582

TICKETING AGENT

MRSI's preferred ticketing agent is Ticketek. Their local agent is Marlborough Theatre Trust located in the ASB Theatre Marlborough, Hutcheson St. Blenheim.

Contact:

The Manager

PO Box 163

Blenheim 7240

Phone: 03 520 8558

E-mail: book@mctt.co.nz

Website: www.mctt.co.nz

Please note that you do not have to use Ticketek.

PUBLICITY

Subject to agreement with MRSI the Hirer's event can promoted as part of our regular communications:

- Email to patrons
- Facebook page
- Website

If the Marlborough Civic Theatre / Ticketek is handling bookings they are able to offer some assistance with publicity and marketing – contact them directly.

STAGE LIGHTING AND SOUND

The stage lighting standard set up is "a general wash". Any changes will require 2 weeks notice.

TELEPHONE

The theatre cell phone number is 0210363600

SETTING UP AND DISMANTLING

In some circumstances assistance with setting up, dismantling and cleaning of the facility can be supplied by Marlborough Repertory Society Inc. The additional cost of these services may be added to the hire charge.

KITCHEN

The hirer may use the kitchen when the theatre is not open to the public.

PAYMENT:

Payment can be made via a cheque or bank deposit.

Bank Details: ASB Bank Market St, Blenheim, account.12 3167 0047234-00
Please include your name.

Postal Address Marlborough Repertory Society
PO Box 20, Blenheim 7240