



Turner Centre

PLAZA EVENT AGREEMENT

Please fill out this form in consultation with the Terms and Conditions of Hire (TAC)

Thank you for your hire enquiry at the Turner Centre.

Please fill out this agreement with as much detail as possible.

The Turner Centre requires this information to evaluate the production requirements, without this information we may not be able to comfortably host your Event.

Part One – The Hirer

Name of Hirer:	
Hirer's Representative:	
Representatives' Address: (Physical)	
Post Code: (Postal)	
Post Code:	
Contact Phone:	
Email:	

Part Two – Payment

The Turner Centre will issue you with a quote based on the information collected. A security deposit of 50% of the quoted venue hire charges is due 60 days prior to the commencement of hire.

The Turner Centre will issue an invoice for the outstanding hire charges after the event to ensure all charges are accurately included.

Please indicate who to send the invoice to below if different to the contact person above:

Name	
Address (Postal)	
Post Code:	
Email:	

Part Three –

43 Cobham Road, P O Box 922, Kerikeri 0245, New Zealand

t +64 9 407 0260 f +64 9 407 0268 e venuemanager@turnercentre.co.nz www.turnercentre.co.nz



Event Details

Name of the Event:			
A brief description of the Event:			
Pack – In/ Out (Set up/Pack away) Date and Times:			
Event Date (s):			
Event Starts:			
Event Finishes:			
Expected No. Patrons:			
<i>Please indicate below if your event contains any of the following things:</i>			
Smoke / Haze Effects?	Strobe Effects?	Strong / Adult Language and or themes? Nudity?	Entrances / Exits through the Audience?
Is your performance restricted entry (R16, R18)?			
Do you have merchandise and/or programmes for sale? <i>(Please note TAC 19)</i>			

Part Four – Facilities Included with the Hire of the Plaza

(please indicate if you DO NOT require these facilities by putting a X in the boxes below)

Dressing Rooms:	These area are still being competed. Every attempt will be made to make these spaces hospitable but no facilities can be guaranteed.	
Box Office:	Typically this operates from the reception at the main foyer for ticket collection and door sales. Please note below if a specific box office is required.	
Specific requirements: <i>(Please detail specific requirements relating to venue facilities)</i>		

Part Five – Plaza Technical Requirements.



The Turner Centre Plaza is still being completed; a grid system for rigging lighting and masking to is currently unavailable. There are curved roof trusses FOH that can be rigged to – contact the Venue Manager for specifications.

Here we want to capture the essence of your technical requirements, please attach or enclose your lighting and sound requirements and technical rider for our information – this will ensure that we can accurately accommodate your performance and provide an accurate quote.

We will require your technical information no later than 14 days prior to your arrival.

Please see the appendix for our plans.

Technical Element:	Description	Yes/ No	Please note equipment:
Lighting:	Are you bringing in specific equipment to supplement our house rig?		
PA:	Are you bringing in specific equipment to supplement our PA?		
Rigging:	Will you be rigging any other cloths/elements? Please attach plans for Venue Management to look over.		
Set Elements:	Please details your set elements and include measurements/drawings of these.		
Contractors: <i>(Please detail on an adjoining piece of paper if required)</i>	If you are hiring outside contractors please make the Turner Centre aware of: <ul style="list-style-type: none"> - The contractor and appropriate contact information - The facilities they are supplying - The access required - Other relevant information 		

- No rigging work is to be undertaken without express venue permission. The Venue must be made aware of any intended rigging to approve and oversee the rigging. Please submit plans and/or meet with venue staff ahead of your hire.
- All technical requirements must be discussed with Venue Management ahead of your hire. Please submit plans and/or meet with venue staff ahead of your hire.
- All work in the Auditorium must be conducted in line with our venue H&S policy and the “*Guide to Safe Working Practices in the New Zealand Entertainment Industry*”. Failure to comply may result in the termination of activity on the stage.
- No alcohol may be brought onto the premises without prior approval of the Venue Manager We reserve the right to confiscated without notice. At all times the stage is considered a work environment. The Turner Centre operates within the guidelines as laid down in statute to satisfy Health and Safety requirements. Centre management will in no way distance its self from its legal obligations.
- Smoke machines cannot be used without venue approval. The hirer will be liable for all fees incurred if the fire alarms are activated due to improper use

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of said machines. An additional form is required to be signed acknowledging the hazards involved in the isolation of smoke sensors in the venue.

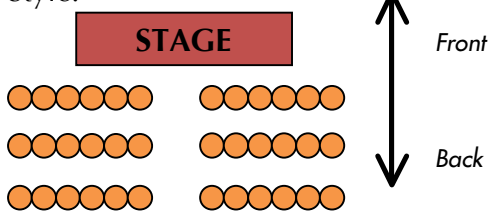
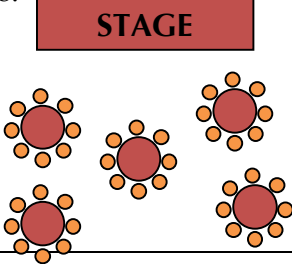
- If rostra is used they must be joined together safely. If seating is to be put on top of the rostra adequate kick rails must be installed. White tape must be run along the edges of the rostra to indicate the step/trip hazard.

Part Seven –

Layout

The Plaza can have multiple seating arrangements as it has an open flat floor. Please desired layouts below or add your own. (There is a floor plan of the space in the appendix for a more detailed indication of your requirements.)

Please note that in all instances adequate aisles of at least 1 meter must be maintained for egress.

<p>Theatre Style:</p> 	<p>Cabaret Style:</p> 
<p>Your Own:</p>	

Part Eight –

Insurance (see TAC 25.)

Please indicate by answering in the boxes below.

<p>Do you hold Public liability Insurance?</p>	<p>Y/N</p>
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Part Nine –

Marketing Support

The Turner Centre offers a free marketing service consisting of a free event webpage at the Turner Centre website with brief details included with our weekly e-newsletter, desk flyer and e-poster. We can also make posts about your event on our Facebook Page. If you would like to make use of this service please prepare the following and send to our marketing consultant – Shirley Ayers

chrishirley@ihug.co.nz

- Contact Person/info for marketing related questions:
- ONE suitable Jpeg Image
- Start time, duration and finish time

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- Brief copy/outline of the event
- Ticket Prices
- Useful Website Links

We have a roadside board that advertises upcoming events at the Turner Centre. There is limited space on this so only text can be displayed. We can include your performance on this board for \$30.00 including GST. Please indicate the wording and date you would like included below:

Specific Wording required:	
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We can also help you place advertising in our local newspapers and help to distribute your posters and flyers – contact Shirley for more information around this.

Part Ten – Acknowledgement

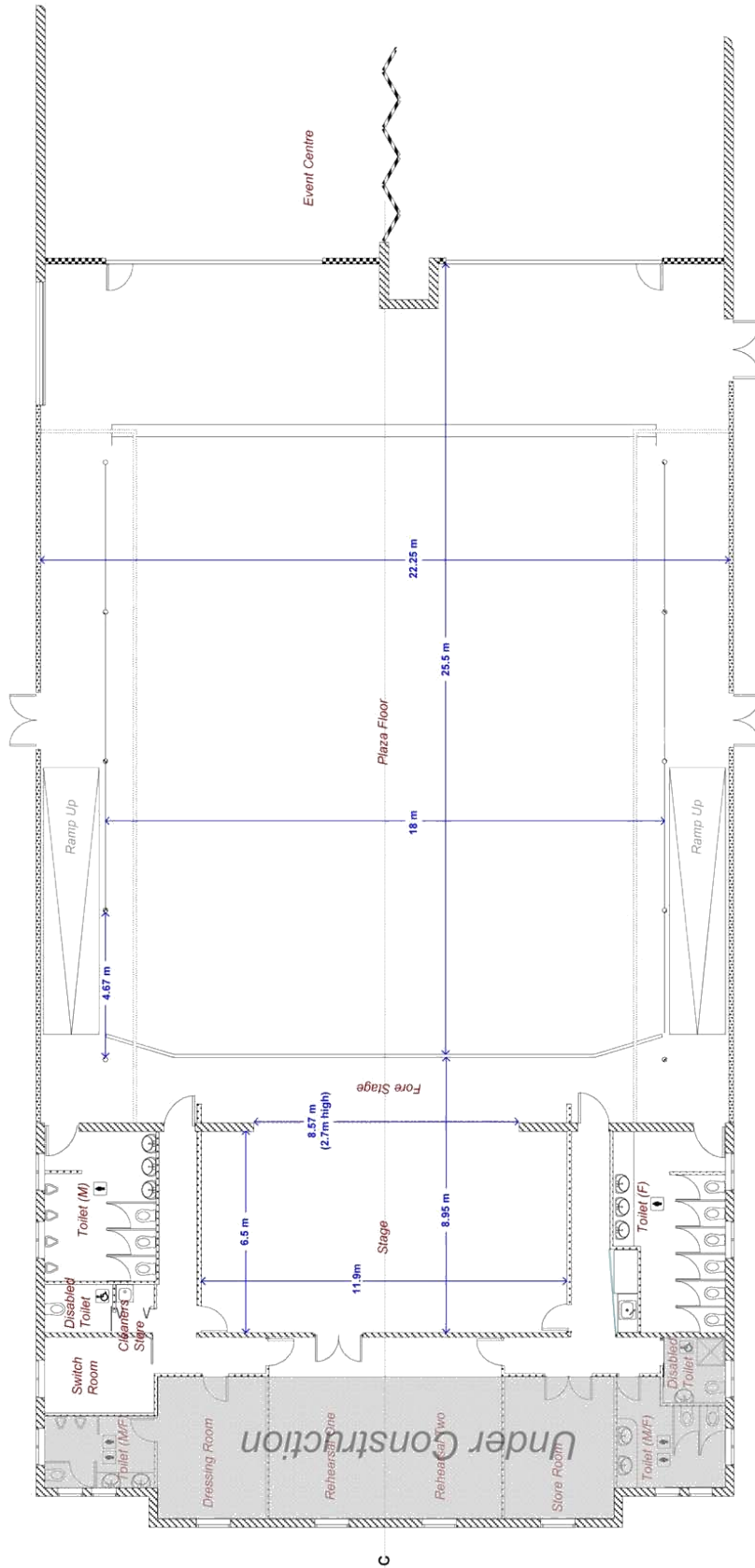
By executing this agreement we/I acknowledge that we/I have received and understood the terms and conditions of hire furnished by The Centre at Kerikeri Limited and agree to comply with these.

If the Turner Centre deem from information provided that this event is unsuitable or the Turner Centre cannot host this production it has the right to pull out of this agreement.

Signed for the Hirer by (Name in writing)

(Signature) _____

Date: _____



Plaza Theatre

**Turner Centre
Plaza Floor Plan**
All sizes have been taken from the drawings. All dimensions have been checked. The drawings are for the design only. Copyright © 2011 by The Turner Centre Architects Ltd. Version 1.1 - 22 Jan 2011

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