

# **ARE KARIOI NUI**

## **NATIONAL AUDITORIUM**

### **HIRE INFORMATION**

*(Updated 23 August 2005)*

#### **RULES & CONDITIONS OF HIRE**

- 1.1 All arrangements must first be approved by the Manager of the Auditorium  
This includes accepting and confirming bookings, personnel, security and other arrangements
- 1.2 The aim is to protect the properties and equipment of and within the National Auditorium as well as public safety.
- 1.3 In the absence of the Manager, the 'Acting Manager' will be responsible
- 1.4 A '1<sup>st</sup> Come – 1<sup>st</sup> Serve' position will be adopted when booking events
- 1.5 However, in the case of Emergency Government Functions and Events, these will take precedent over any other events and the Management will make every effort to re-address and accommodate private hirers
- 1.6 The Management will undertake to ensure very minimal disruptions to bookings
- 1.7 PROCEDURE FOR BOOKING and CONFIRMATION OF BOOKING:
  - 1.7.1 Hirer enquires with Auditorium Venue Management – details are logged
  - 1.7.2 Hirer provides Proposed Programme of Event and fills out Event Hire Form (EH Form) will all details of event – MUST BE ACCURATE !!
  - 1.7.3 Management Costs the Event from the EH Form details
  - 1.7.4 Hirer issues Deposit Payment
  - 1.7.5 Management and Hirer complete EH Form and sign off for confirmation
- \* NB: No booking will be confirmed without completion of this procedure
- 1.8 Charges will be adjusted for events that have gone over the time initially confirmed on the EH Form
- 1.9 Final Payment must be issued no later than five (5) working days after completion of Event – unless alternative arrangements are made with the Auditorium Management
- 1.10 All Charges for Main Events, start and end 1hour before Actual Times – to account for Venue and Staff having to start 1hour before actual event starting time and finishing 1 hour after event finishing time ie. for main and sports events a minimum of 3 hours will be charged
- 1.11 All Rates are VAT exclusive: ie. to be charged on top of published rates
- 1.12 CARPET – All charges for carpet setup, removal and also steam cleaning for catering events will be charged to the Hirer if any of these apply to the event.  
- Removal = \$100, Setup = \$100, Steam Cleaning = \$1000 ( for inside receptions)
- 1.13 The cost of disposal of rubbish and garbage generated by each event will also be borne by the Hirer of the venue  
Rates are:
  - a) \$60 for one rubbish bin hire & disposal - some events require two bins
  - b) \$30 per day for low audience, medium to long term events
- 1.14 LIQUOR – Sale of liquor (by any means: cash, cheques, coupons, etc.) must first have a letter of approval from the Liquor Licensing Board – Hirer must provide a copy for the venue Management

**1. PUBLIC DISPLAY EVENTS – Tradeshows, Expos, Exhibitions, Displays etc.**

**1.1 SERVICES & FACILITIES AVAILABLE:**

1. INSIDE SEATING - 1150 PEOPLE MAX
2. HOUSE LIGHTS
3. OUTSIDE LIGHTS - at night
4. PA SYSTEM - limited to podium mic and playback on tape and CD.  
- no band or concert
5. STAGE LIGHTING - limited lighting for podium and MC area only
6. CHANGING ROOMS - 40 pax capacity, includes toilets, supplies, showers

**1.2 RATES:**

1. Setup \$ 50 per hour
2. Packup & Packout \$ 50 per hour
3. Main Event - Days 8.00am - 4.00pm \$ 75 per hour
4. Main Event - Nights 4.00pm onwards \$ 100 per hour  
( and weekends)
5. Carpet & Seating Setup – if required \$ 100 flat
6. Cleanup, Rubbish, Garbage Disposal \$ 60 per event day (cost for one bin)
7. Stage use for event..... \$ 25 per hour
8. Any full Stage Show / Presentation in between - Refer to Stage Events rates below

**2. CONFERENCE & MEETING EVENTS – Workshops, Summits, Forums, Seminars, Church Services, Public Presentations, etc.**

**2.1 SERVICES & FACILITIES AVAILABLE:**

1. INSIDE SEATING - 1700 PEOPLE MAX
2. HOUSE LIGHTS
3. OUTSIDE LIGHTS - at night
4. PA SYSTEM - limited to podium mic and playback on tape and CD.  
- no band or concert
5. STAGE LIGHTING - limited lighting for podium and MC area only
6. CHANGING ROOMS - 40 pax capacity, includes toilets, supplies and showers

**2.2 RATES:**

1. Setup \$ 30 per hour
2. Packup & Packout \$ 30 per hour
3. Main Event - Days 8.00am – 4pm \$75 per hour
4. Main Event - Nights 4pm onwards \$150 per hour  
( and weekends)  
(charged from 1hour before start, to 1hour after event ends = minimum 3hrs )
5. Carpet & Seating Setup – if required \$100 flat
6. Cleanup, Rubbish, Garbage Disposal \$ 60 per event day (cost for one bin)
7. Stage use for event..... \$ 25 per hour
8. Any full Stage Show / Presentation in between - Refer to Stage Rates Below

### **3. STAGE EVENTS – Concerts, Shows, Pageants, Productions, Musicals, etc.**

#### **3.1 SERVICES & FACILITIES AVAILABLE:**

1. INSIDE SEATING – 1700 PEOPLE MAX
2. HOUSE LIGHTS
3. OUTSIDE LIGHTS (at night)
4. STAGE AND SPECIAL LIGHTING
5. FULL PA AND SOUND SYSTEM
6. CHANGING ROOMS - 40 pax capacity, includes toilets and showers

#### **3.2 RATES:**

1. Setup \$ 100 per hour
2. Packup & Packout \$ 50 per hour
3. Rehearsals:
  - 3.1 Walkthrough – 1 staff, no technical requirements \$ 25 per hour
  - 3.2 Full Stage Technical with stage crew \$100 per hour
4. Main Events during normal working days/hours \$150 per hour
5. Main Events from 4.00pm onwards and weekends \$200 per hour  
(charged from 1hour before start, to 1hour after event ends = minimum 3hrs )
6. Carpet & Seating Setup – if required \$100 flat
7. Cleanup, Rubbish, Garbage Disposal \$120 per event day (cost for two bins)

### **4. RECEPTION EVENTS - Weddings, Cocktails, Haircutting, etc.**

#### **4.1 SERVICES & FACILITIES AVAILABLE:**

1. INSIDE SEATING – 1700 PEOPLE MAX
2. HOUSE LIGHTS
3. OUTSIDE LIGHTS (at night)
4. FULL PA AND SOUND SYSTEM

#### **4.2 RATES:**

1. Setup \$ 30 per hour
2. Packup & Packout \$ 30 per hour
3. Main Events during normal working days/hours \$150 per hour
4. Main Events from 4.00pm onwards and weekends \$200 per hour  
(charged from 1hour before start, to 1hour after event ends = minimum 3hrs )
5. Cleanup, Rubbish, Garbage Disposal \$ 60 per event day (cost for one bin)
6. Carpet & Seating Setup – if required \$ 100 flat
7. Carpet Cleaning - if held inside \$1,000 per event

### **5. SPORTS EVENTS**

### 5.1 SERVICES & FACILITIES AVAILABLE:

1. INSIDE SEATING – 1100 PEOPLE MAX (only terrace seating)
2. SPORTS LIGHTS
3. OUTSIDE LIGHTS (at night)
4. PA AND SOUND SYSTEM – one mic for announcements
5. CHANGING ROOMS - 40 pax capacity, includes toilets, showers and supplies

### 5.2 RATES:

- |   |                |
|---|----------------|
| 1. Setup,                                 | \$ 30 per hour |
| 2. Packup & Packout                       | \$ 30 per hour |
| 3. Carpet & Seating Removal – if required | \$ 100 flat    |
| 4. Stage Extension Lowering and Raising   | \$ 600 flat    |

#### MAJOR GAMES

- |  |                |
|--|----------------|
| 5. International Test Games & Tournaments      | \$200 per hour |
| 6. National Main Matches, Finals & Tournaments | \$150 per hour |
- (charged from 1hour before start, to 1hour after event ends = minimum 3hrs )*

#### MINOR GAMES

- |                                       |                |
|---------------------------------------|----------------|
| 7. Local Club Tournaments             | \$ 50 per hour |
| 8. Local Club / Team Games / Training | \$ 25 per hour |

\* PA System is not available for Local Club / Team Games (8).

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|---|---------------|
| 9. Cleanup, Rubbish, Garbage Disposal             |               |
| 8.1 For Internationals and Local Finals ( 4 & 5 ) | \$ 60 per day |
| 8.2 For Local Club Tournaments ( 6 & 7 )          | \$ 30 per day |
| 8.3 For Local Club / Team Games                   | NO CHARGE     |

## 6. OUTDOOR EVENTS (Outside on Auditorium Grounds)

### 6.1 SERVICES & FACILITIES AVAILABLE:

1. 4-PLATFORM SEATING - no single outdoor seats
2. OUTSIDE LIGHTS (at night)
3. PA AND SOUND SYSTEM - refer to Outside PA System Hire Rates
4. PUBLIC ROOMS – toilets and supplies

### 6.2 RATES:

- |  |                |
|--|----------------|
| 1. Setup                               | \$ 30 per hour |
| 2. Packup & Packout                    | \$ 30 per hour |
| 3. Main Event – 8 to 4pm               | \$100 per hour |
| 4. Main Event – 4pm onwards / weekends | \$150 per hour |
- (charged from 1hour before start, to 1hour after event ends = minimum 3hrs )*
- |                                       |  |
|---------------------------------------|--|
| 5. Cleanup, Rubbish, Garbage Disposal | \$ 60 per event day (cost for one bin) |
|---------------------------------------|--|

## 7. EXTRA SERVICES & COSTS

1. VIP LOUNGE – Air conditioned, Kitchen, toilets \$100 per day
2. MAIN STAGE STAGE EXTENSION – raising and lowering \$600
3. OUTSIDE PA SYSTEM HIRE
  - i. BASIC SYSTEM \$150.00 per day  
(rehearsal day is extra day)
    - a) 1 x microphone/stand
    - b) 1000 watt SPKS
    - c) Audio Pro PA/mixer
  - ii. PRO SYSTEM \$250.00 per day  
(rehearsal day is extra day)
    - a) Band set-up
    - b) 1000 watt SPKS
    - c) Audio Pro PA/mixer
    - d) TAPE/CD Players
  - iii. BIG CONCERT SYSTEM \$1,000.00 per day  
(rehearsal day is extra day)
    - a) Band set-up
    - b) 1000 watt SPKS
    - c) Sub-woofers
    - d) 24 channel mixer (min)
    - e) Tape/CD/Mini Disc Players
4. LIVE RECORDINGS
  - i. AUDIO
    - a) Normal working days/hours \$50.00 per hour
    - b) 4.00pm onwards & weekends \$75.00 per hour
  - ii. VIDEO
    - a) Normal working days/hours \$50.00 per hour
    - b) 4.00pm onwards & weekends \$75.00 per hour
    - c) Concerts, shows, etc. in Auditorium
      - 1 camera \$50.00 per hour
      - 2 cameras \$75.00 per hour
5. HAND HELD RADIOS \$10 per radio per day
  - For lost or damaged radios, hirer will pay for replacement and repair costs

Updated December 2005 by Sonny Williams

6.	STAGE 2' 4' x 1' 2' meters	\$25.00 per stage per day (Pick up and Return).
7.	YELLOW 3 PHASE POWER UNIT	\$50.00 per day
8.	SPOT LIGHTS	\$25.00 per day
9.	FOLLOW ON SPOT LIGHT	\$50.00 per hour