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 www.tdtasman.co.nz
 Tel 03 520 8560
 or 0800 224 224



WISHEART
 Functions Room & Bar
 venuehire@mctt.co.nz
 www.mctt.co.nz
 Tel 03 520 8558



**MARLBOROUGH
 LIGHT & SOUND**
 equiphire@mctt.co.nz
 www.mctt.co.nz
 Tel 03 520 8569
 or 03 520 8563

Marlborough Civic Theatre Trust Building, Arthur St, Blenheim. P.O. Box163, Blenheim 7240

Technical Agreement

Please read all contents of this contract **and fill in all information that is required.**
 If you require any assistance with this contract please contact Alana Cairns Operations Manager. This contract is to be filled out by the **Technical Manager and/or Stage Manager**.

***** indicates important information**

This contract must be read and signed and returned to the Operations Manager no less than **14 days** before the commencement of your hire.

Signed on behalf of the Hirer:

By: _____

Name: (Please Print): _____

Position: _____

Please Read and complete this contract before signing.

Signed on Behalf of The Marlborough Civic Theatre

**Alana Cairns
 Operations Manager**

Size and Composition of Company (Entertainment Show):





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Performers: _____

Musicians: _____

Technicians: _____

Size of Delegates / Attendees (functions/events): _____

Show Length: Part One / First Half: _____

Interval / Break: _____

Part Two / Second Half: _____

Is the taking of photos/videoing during the running of the show allowed? YES/NO

Do you require a lock out at the start of each half? YES/NO

Size of Truck / Van: _____

Please Provide or attach a pack-in / production schedule. We must receive a production schedule **14 days** prior to your pack in

State what times you wish to have access to the Theatre each day you are here

Day 1: _____

Day 2 _____

Day 3 _____

Day 4 _____

Day 5 _____

Please provide reporting times for all other days of your hire.





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Do you require pack-in / pack-out assistance? YES / NO

Up to 16 staff hours is included in your venue hire

For pack in/pack out assistance:

If Yes. How Many? _____

Hours Required: _____

**Do you require Lighting Operators?
(See Estimate for Rates)**

YES / NO

If Yes. How Many? _____

Hours Required: _____

**Do you require Sound Operators?
(See Estimate for rates)**

YES / NO

If Yes. How Many? _____

Hours Required: _____

**Do you require Follow Spot Operators?
(See Estimate for rates)**

YES / NO

If Yes. How Many? _____

Hours Required: _____

Do you require Rigging or Stage Crew?

YES / NO

If Yes. How Many? _____

Hours Required: _____

Please Note:

The above operator's are not included in your venue fee. See Estimate for Charge Rates. A duty technician will be assigned to your event. This Technician is to assist with Theatre equipment; they are not included as backstage crew and are not there to run/operate your event. Please make sure that you have sufficient crew available to you to run/operate your event. If you have any questions please contact Operations Manager.

If you are using your own operator's for your event, A Marlborough Civic Theatre Technician must believe that the operator is of a standard to be able to use the Theatre's equipment correctly and safely.

All non Theatre staff Follow Spot Operator's must be shown by a MCTT Staff member how to use the follow spot and how to correctly get to and from the bridge. No one must access the bridge without MCTT staff member's knowledge.

*If at any time during the hire, we believe that there is a danger to the equipment, public or any person in the building due to equipment being used incorrectly or the operator is not up to standard, we have the right to refuse use of the equipment or take over the operating of the equipment and a fee will apply. *****





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Does Your Show / Event / Function use any naked flames? (This includes candles and lamps): YES / NO

Details: _____

Does Your Show / Event / Function use any Pyrotechnics? YES / NO

Details: _____

Does Your Show / Event / Function use any Smoke / Haze or Dry Ice? YES / NO

Details: _____

Does Your Show / Event / Function use any Strobe Effects? YES / NO

Details: _____

Do you have a register of all items that have been fire retarded? YES/NO

A Register must be maintained and present in the theatre from the 1st day of your hire. *****

Does your show have any flying operations of set or performers? YES/NO *****

Contact Operations Manager if you intend to have flying operations:
Approval from MCTT must be attained before this can happen.

Do you require the full stage or ½ stage for your Performance: FULL/HALF

Do you require any legs or curtain tracks to be moved? If so where would you like them to be?

Please provide diagram

What are your Lighting Requirements? Please provide details or attach Lighting Plan: if in depth lighting is require there will be an extra charge for the programming of theses lights. ****

Do you require us to pre – rig before your event? YES/NO

Fees apply for any pre - rigging





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Will you be using our Sound / Playback Equipment? YES / NO

See "Included in your hire" for details on what is in your hire.

Do you require any extra sound equipment extra fold backs etc... ****

Details: please provide list of all extra equipment that you require **21 days** before your hire starts.

Do you require the use of the Grand Piano? YES / NO

(See Estimate for Charge Rates)

Do you require any equipment to be put into the foyer: If so please give details?

Do you require tables or chairs to be place anywhere in the backstage?

If you are using the Wisheart Room, what are your furniture requirements? _____

Please provide a full written copy of your productions Hazard Identification Form. This must include all hazards that can occur while you are in the venue. ****

"A Guide for Safe Working Practices in the New Zealand Theatre & Entertainment Industry" will help you with all area's that need to be covered. A copy of this document can be found at <http://www.etnz.org/>. We also have a copy on site.

Please Note:

Your Hazard Identification form must be given to the Operations Manager on the 1st day of your contract or prior to your arrival. Failing to do so could affect your pack in. ****

Do you have a current holder of a First Aid Certificate? YES/NO





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Please provide names below with a copy of their current certificate.

1. _____

2. _____

3. _____

The Marlborough Civic Theatre First Aiders are: **Alana Cairns, Julie Towson and Christine Moseley**

1st Aid kits are found:

- Tech office op side of stage (Stage Right)
- Both dressing Rooms
- Beside large fire exit door
- P side of stage by Piano (Stage Left)

All incidents and accidents must be reported to MCTT staff. If offsite medical treatment is needed this will be recorded in our "Workplace injury & investigation Register" a copy of this will be given to the stage manager to be kept in the show file.

FIRE WARDEN ****

The Marlborough Civic Theatre asks that you have a nominated Fire Warden. This Fire Warden is responsible for:

- Evacuating the Company in the event that of an evacuation.
- Liaising with MCTT fire Warden to ensure that all the company have been safely removed from the Theatre in the event of an evacuation.
- They must be present when the Company is in the Theatre for both rehearsals and performances.
- They will be in contact with the MCTT Fire Warden by radio during the event so they are able to communicate with the Theatre's Fire Warden.
- They will brief all the Company on the 1st day they are present in the Theatre on how to evacuate correctly.
- They will be responsible for ensuring that all the Company have signed in and out when arriving and leaving the theatre.

Your nominated Fire Warden is:

Name:

Cleaning

Cleaning of the backstage toilets and dressing rooms each night are part of your venue hire. The dressing rooms must be





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FLOOR PRIDE
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CIVIC
THEATRE**

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kept clean by cast/crew and all food scraps must be removed each night. The dressing room floors must be free of rubbish so they can be vacuumed each night. Any food scraps left in the dressing room will be classed as rubbish and thrown away.

All backstage rubbish bins will be empty each night. 1 wheelie bin empty every 2 days you are here is included in your hire.

Backstage Kitchen ****

The backstage kitchen is available for the hirers to use. Please make sure that no food scraps are put down this sink as it will block and flood. MCTT does provide some crockery, but all dishes must be washed, dried and put away at the end of each night. If there are unwashed dishes left they will be done by a MCTT staff Member and a **fee will be added to your final account.**

Backstage Loading Zone ****

The backstage loading has tape on it which indicates what areas can not be blocked. There can be no items/scenery/props blocking this path.

On the northern side of the loading dock is a black curtain; behind this curtain is where Marlborough Light & Sound is operated from. This business will be operating while you are in the Theatre, **please allow access to this area at all times.** Any items blocking this area will be shifted immediately.

The painting of any scenery or props must be done outside of the building and on a drop cloth. MCTT has a number of drop cloths that can be used. The paint sink must be fully rinsed and clean of any paint after brushes have been washed out.

Dressing Rooms and Corridors ****

All corridors must be kept clear during the show, there is to be no cast/crew sitting and/or blocking these areas. The dressing Rooms are to have a maximum of 20 people allocate to each dressing rooms. All curtained dressing rooms are available to be used but a maximum of 5 to be allocated to each area only.

Damage or Theft

The hirer shall be liable for any damage to property of the Marlborough Civic Theatre Trust caused by persons or equipment belonging to the company or theft of any property belonging to the Marlborough Civic Theatre Trust by any member of the company or caused by negligence of any member of the Company. Please do not attach anything in any manner to any walls, windows, doorways, ceilings or curtains without permission from an MCTT staff Member.

Smoking

Smoking is not allowed anywhere on the premises. Please encourage your members **not** to smoke at the back loading doors if they are open, as the smoke fills up the theatre and goes thru to the foyer.

Show File ****

A Show File must be available and at the venue for the duration of your hire. This is to include:

- All cast and crews next of kin and any known medical conditions.
- A copy of your Hazard Identification form.
- A copy of all items that have been Fire Retarded.
- A copy of your approved 1st Aiders certificates.

INCLUSIONS & EXCLUSIONS OF YOUR VENUE HIRE.



	Marlborough Civic Theatre	Wisheart Functions Room & Bar
Lighting:	<p>For Single day hire.</p> <p>Standard full colour wash covering the main stage area, the placement and focussing of up to Eight specials and lighting desk.</p> <p>For Multi-day hire a standard rig fee is charged. (See your estimate for details)</p> <p>Extra fees may apply for any re-rigging, refocusing, re-gelling, supplying additional lighting, use of follow spots or the stripping of our lighting rig to suit your requirements.</p>	<p>Standard room/architectural lighting.</p> <p>No special lighting is included in the venue hire fee for the Wisheart Room. Please advise us of your requirements and we will be happy to provide you with an estimate.</p>
Sound:	<p>Front of house PA system including: sound desk, amps, graphics equalizer (preset), two stage fill speakers and stereo speaker system.</p> <p>Extra fees will apply for any additional sound equipment that you require. (See Estimate for details)</p>	<p>No sound equipment is included in the venue hire fee for the Wisheart Room. Please advise us of your requirements and we will be happy to provide you with an estimate.</p>
Power Supply:	You will be charged for the power units that you use.	
Technical Assistance:	<p>For pack in, set up assistance and pack out of your event. Up to 16 man hours for the day that you hire the venue (until midnight). This assistance and/or support is to help you pack in and/or pack out and provide support and building security, not to run your event, or do your pack in/out.</p> <p>For Operator rates please see your estimate.</p>	
Front of House Staff:	<p>We will provide the correct amount of Front of House staff including Duty Manager and Fire Safety and Security Warden for your non public event. We will also provide the correct number of Door Staff and or Ushers if a portion of your event is open to the public</p>	

Please Note:

- To avoid any misunderstandings please consult your contract on what is **included** in your venue fee and what is **excluded**.
- This Technical questionnaire must be fully completed and returned 2 weeks prior to your event. If you are unsure of any questions please contact Operations Manager.
- Technical meetings can be held to help you prepare for your event.

The Marlborough Civic Theatre is more than happy to help you with any technical issues that you have with your event. Please give us all the information that you have, so we can correctly advise you on equipment needed and have any equipment ready for your pack in.

Operations Manager

Alana Cairns

Email: operations@mctt.co.nz

021 849 953