



AUCKLAND LIVE

ASB THEATRE

VENUE SPECIFICATIONS

Contents

INTRODUCTION	6
• Aotea Centre	6
• ASB Theatre	6
• The Herald Theatre	6
VENUE ADDRESSES	6
KEY CONTACT DETAILS	7
PROGRAMME / PUBLICITY BILLING	7
SMOKING	7
VENUE / CLIENT LIAISON	7
• Event Coordinator	7
• Duty Operations Manager	7
• Venue Technician	8
• Ticketing	8
FINANCE	8
• Settlement	8
CAPACITY	8
• Seated	8
• Standing	9
CAD DRAWINGS	9
RENTAL CHARGES	9
EVENT LABOUR	9
• Event Coordination	9
• Front of House	9
• Stage Door	9
• Security	9
• Technical Staff	9
• Cleaning	10
FRONT OF HOUSE	10
• Foyers	10
• Theatre Bars	10
• BOX	10
• Crying Room	10
• Parking	10
• Telecommunications	10
• Telephone	10
• Internet	11
• Merchandise	11
• Broadcasting / Photography	11
• Front of House Catering	11
GENERAL - INCLUSIONS AND EXCLUSIONS	11
• Air Conditioning	11

• Electricity.....	11
• Smoke / Haze / Pyrotechnics.....	11
• Public Liability Insurance	11
• Technical Staff	12
• Front of House Staff.....	12
SAFETY – VENUE POLICIES.....	12
• Electrical Equipment	12
• Fire Safety Curtain	12
• Flame Retardant Scenery.....	13
• Electrical Hook-ups.....	13
• Special Effects / Firearms / Pyrotechnics	13
• Isolation of Smoke Alarms	13
• Safety Lines	13
• Flying.....	13
• Overall Control	13
• Venue Staffing	13
THEATRE ACCESS	13
• Pedestrian Access / Stage Door.....	13
• Freight Access	14
• Loading Bay	14
• Stage Dock	14
• Carparking	14
• Herald Theatre	14
VENUE CREW	14
• Working Conditions.....	14
• Cancelled or Altered Calls	15
• Minimum Staff Policy	15
SUPPORT FACILITIES AND SERVICES	15
• Auckland Live Technical Operations Department	15
• Keys	15
• Green Room	15
• Laundry / Wardrobe	15
• Orchestra Room.....	15
• Practice Rooms.....	16
• Telecommunications	16
• Backstage Catering.....	16
• Visiting Production Office.....	16
• Cleaning of Backstage Areas	16
STAGING FACILITIES AND SERVICES	16
• Access Equipment	16
• Stage Terminology.....	16
• Proscenium	16
• Stage Width	16

• Stage Depth	17
• Stage Height	17
• Stage Surface	17
• Setting Line	17
STAGE MACHINERY	17
• Flying System	17
• Batten Spacing.....	17
• Batten Material.....	17
• Flying Position.....	17
• Panorama Battens	17
STAGE CLOTHS	18
• House Curtain	18
• Fire Curtain	18
STAGE OPERATIONS	18
• Stage Managers Position.....	18
• Orchestra Pit / Stage Extensions	18
• Pianos	18
• Sound Shell.....	18
• Treads	18
• Risers	19
• Chain Motors.....	19
• Trussing	19
• Music Stands / Orchestra Chairs	19
• Other Equipment.....	19
DRESSING ROOMS	19
• Stage Level	19
• Sub Stage Level.....	19
LIGHTING	20
• Control	20
• Operating Positions.....	20
• Dimming.....	20
• Followspots	20
• Lighting Fixtures.....	20
• Lighting Bars	21
• Power Hook-Up.....	21
• Gel.....	21
SOUND	21
• FOH Mixing Positions	21
• In-House Sound System	21
• Speakers.....	22
• Maximum Sound Pressure Levels	22
• Comms.....	22
• Performance Relay and Backstage Paging	22

- Hearing Loop 22
- Power 22
- VISION..... 22
 - Camera Relay 22
 - Additional Facilities 23
- PLANS 23

INTRODUCTION

As the home of live entertainment for Auckland and Aucklanders, we represent and celebrate the coming together of different people, culture and emotions. Our range of iconic venues are the perfect stage to present a programme of live arts and entertainment for the enjoyment and inspiration of Aucklanders.

There is always something going on at Auckland Live and that's exciting – it's always showtime!

Note:

The information contained in this document is provided for information purposes only and does not constitute a binding offer for contractual purposes.

- **Aotea Centre**

Auckland's Aotea Centre was opened in 1990 by Dame Kiri Te Kanawa. It took four years to build and was designed by the late Ewan Wainscott, an Auckland City Council architect. The total cost of the building was \$128.5 million. The Aotea Centre occupies 3.5 acres of land.

The Maori word Aotea has several meanings in English, the most common one being "White Cloud" or "Beyond this mist, a new beginning". The correct pronunciation is OW-TAY-AH.

A multi-venue centre, the Aotea Centre comprises of the ASB Theatre, a 2,139 seat lyric theatre; the Herald Theatre, a 186 seat black box performance space; three large spacious foyers serving each level of the ASB Theatre, and the NZI Convention Centre, a conference centre on two levels.

The ASB Theatre regularly hosts international touring musicals, concerts, recitals, comedy, dance, community events and children's theatre. It is also very popular as a venue for corporate dinners and events, conferences, product launches, presentations and exhibitions.

- **ASB Theatre**

The ASB Theatre is a multi-purpose lyric theatre housed within New Zealand's premier arts, entertainment and convention venue, the Aotea Centre. It has 2,139 seats on three levels.

The ASB Theatre is a world-class venue and has recently undergone refurbishment to modernise the facility and further enhance the acoustic properties of the space.

It is the Auckland home to national performing arts companies the Royal New Zealand Ballet and the New Zealand Opera.

The ASB Theatre regularly hosts international touring musicals, concerts, recitals, comedy, dance, community events and children's theatre. It is also very popular as a venue for corporate dinners and events, conferences, product launches, presentations and exhibitions.

- **The Herald Theatre**

The ASB Theatre shares the backstage facilities with The Herald Theatre. The Herald Theatre is a black box theatre with a maximum capacity of 186 seats on one raked level. It has its own bar, large foyer space and outdoor courtyard, and some flexibility with seating means it can be configured to suit a variety of uses.

The Herald Theatre is well suited to intimate theatre performances, local drama, small functions, events and presentations.

Access to the Herald Theatre is also via Stage Door.

Both venues must respect each other's requirements while in the venue, in particular the need for silence backstage.

VENUE ADDRESSES

Physical address:
ASB Theatre, Aotea Centre
Auckland Live
50 Mayoral Drive
Auckland 1010

Freight Delivery address:
ASB Theatre, Aotea Centre
Loading Bay 1
50 Mayoral Drive
Auckland 1010

Stage Door delivery address:
The Stage Door
ASB Theatre, Aotea Centre
Auckland Live
50 Mayoral Drive
Auckland 1010

Postal address:
ASB Theatre, Aotea Centre
Auckland Live
PO Box 5749
Wellesley Street
Auckland 1141

KEY CONTACT DETAILS

Telephone number	+ 64 9 309 2677
Theatre booking enquires	theatrebookings@aucklandlive.co.nz
Website	www.aucklandlive.co.nz

PROGRAMME / PUBLICITY BILLING

ASB Theatre
Aotea Centre
Auckland Live
Auckland

If you wish to credit venue staff in your programme please contact your Event Coordinator for the correct detail.

SMOKING

The entire Aotea Centre is a non-smoking venue.

VENUE / CLIENT LIAISON

Once your booking has been contracted and confirmed there are some key staff within Auckland Live that will conduct the majority of liaison with clients.

- **Event Coordinator**
 - Each event has an Event Coordinator working on the venue planning and pricing of your event prior to your arrival in the venue.
 - The Event Co-ordinator will liaise between you and Auckland Live departments. Your first point of contact for all venue matters should be your Event Co-ordinator.
 - Your Event Co-ordinator can supply you with a quote for the supply of all technical services and will liaise with technical service providers within Auckland Live and local productions contractors as required.
 - On the day of your event, your Event Co-ordinator will introduce you to the Duty Operations Manager, on-the-floor Supervisor, and the Venue Technician.
- **Duty Operations Manager**
 - The Duty Operations Managers are the on the day person responsible for all front of house and catering activities. They are supported by Event Operations Supervisors which work closely with clients to ensure each performance starts on time and/or functions run to plan.
 - The Duty Operations Manager oversees cleaning, bars, maintenance, front of house, stage door and security.

- **Venue Technician**

- Your Venue Technician is the on the day supervisor of the technical production elements of your event. The Venue Technician will oversee the crew and venue. The Venue Technician will link in directly with client personnel and production contractors as required. The Venue Technician is the senior technician on the stage floor representing the venue, working on your event.

- **Ticketing**

- Ticketmaster is the primary ticketing agent used by Auckland Live to sell tickets for all performances held at Auckland Live venues. Auckland Live has an internal Ticketing Account Manager who coordinates ticketing requirements with Ticketmaster.
- Ticketmaster provides sellers on-site in the appropriate box office for each performance.
- Venue box offices open 90 minutes prior to each performance (60 minutes prior for events in the Herald Theatre), and close at the first interval or at a given time after the start of the performance, if there is no interval.
- VIP and guest lists are the responsibility of the hirer.
- Each and every person in the auditorium must hold a ticket. Clients who wish to allow access for their crew or sponsors etc must ensure they obtain the required number of complimentary tickets for this purpose.
- The license agreement places a limit on the number of complimentary tickets that can be issued before the full inside charge and full venue rental calculation applies. In all venues, up to 3% of capacity may be issued as complimentary tickets, charged at the printing fee only; complimentary tickets exceeding 3% of capacity will incur the full inside charge applicable to that venue.
- Discuss complimentary tickets with the Ticketing Account Manager.

FINANCE

- **Settlement**

- For ticketed events the settlement process will take place within two business days of your event ending or as outlined in your Event Hire Agreement.
- The venue and ticketing charges will be deducted from the box office and the balance paid out as per your Event Hire Agreement.
- For non ticketed events, full venue rental will be required to be paid in advance of the event. Additional charges will be invoiced after the event for payment within 5 working days or as per your Event Hire Agreement arrangement.

- **Nominated Authorised Person / s**

- Auckland Live asks that all clients clarify in advance of their arrival, who within their production is authorised to incur charges with us. If a list is supplied of authorised persons we undertake to ensure no other person adds to your bill without first checking with your nominated authorised person(s).

CAPACITY

	FRONT ROW	STALLS	CIRCLE	BALCONY	TOTAL
Maximum capacity – no extension or pit	AA	801	683	655	2,139
Half stage extension/orchestra pit	CC	750	683	655	2,088
Full stage extension/orchestra pit	A	687	683	655	2,025

- **Seated**

- Treads required from stage to audience will affect seating capacity. Seats affected will need to be held PRIOR to tickets going on sale.

- The venue can accommodate wheelchairs, sound, lighting desks and camera positions. This will further reduce the venue's overall capacity depending on what is specifically needed as seats will need to be removed.
 - These figures mentioned above include 20 house seats that are reserved, per performance, for use by RFAL and outlined within your Event Hire Agreement. They are:
 - o Stalls L 12-13
 - o Stalls M 12-13
 - o Circle L 15-22
 - o Circle M 15-22
 - Both reserved and general admittance seating options are available in the ASB Theatre.
- **Standing**
 - A standing option is not available in the ASB Theatre.

CAD DRAWINGS

Auckland Live uses AutoCAD 2013LT. A basic set of venue drawings is available upon request, on CD or via e-mail. Plans of the standard lighting rig are also available in Vectorworks 2013 format.

RENTAL CHARGES

Please refer to the Performance Rental Information document.

Labour and equipment charges will be incurred additional to the standard rental rate.

EVENT LABOUR

- **Event Coordination**
 - The services of an Event Coordinator will be allocated to you to assist with the planning of venue services for your event.
- **Front of House**
 - Sufficient theatre attendants to staff the theatre doors and seat patrons to a standard determined by Auckland Live. Staff are called 45 minutes before show time for a maximum of four hours per ticketed performance.
 - A theatre receptionist and coat checker to staff the reception desk (if required).
 - An information counter staff member.
 - A Duty Operations Manager to oversee the venue operation for as long as Auckland Live deems necessary.
 - Sufficient food and beverage staff, including a supervisor, to serve patrons to a standard determined by Auckland Live from pre-performance until post-interval.
- **Stage Door**
 - On performance days only, a stage door keeper from your advised client access time through until last client departure.
 - The stage door is not staffed at any other time – please contact your Event Coordinator to organise access if required.
- **Security**
 - Auckland Live does not provide security staff for events unless requested to do so – no security staff are included in any rental rate.
 - If Security staff are required Front of House Auckland Live must provide these staff and labour costs charged to you.
 - Backstage security may be provided by you.
- **Technical Staff**
 - There is no technical labour included in the Licence Fee.
 - As a minimum 1 Auckland Live technician is required to be on duty while you are in the venue, regardless of your set-up and requirements.
 - Auckland Live technical labour, as required, will be oncharged to you.

- Your allocated Event Coordinator can provide estimate of technical costs.
- **Cleaning**
 - A standard clean, daily, of all used dressing rooms and backstage spaces.
 - A standard clean, after each performance, of all used auditorium and front of house spaces.
 - You may attract additional cleaning charges if you use glitter cannons, confetti cannons, etc.
 - Pack in/out days are not included and will attract additional charges.

FRONT OF HOUSE

- **Foyers**
 - Access to the Aotea Centre is via Aotea Square, or from The Civic carpark building, which is located underneath Aotea Square immediately in front of the Aotea Centre.
 - The ASB Theatre has large foyer space, covering three levels, with plenty of room for patrons to meet pre-show. A Duty Operations Manager manages the foyers for each performance; their responsibilities also include the Theatre Bars.
 - The Aotea Centre has a foyer announcement system so announcements can be made simultaneously to all levels.
 - Clients hiring the ASB Theatre do not have exclusive use of the foyers; they are a common space.
 - Exhibitions and other activities may take place in the foyers.
 - The foyers of the ASB Theatre are named after building sponsors – the Stalls Foyer on level two is called Owens Foyer; the Circle Foyer on level three is called BNZ Foyer and the Balcony Foyer on level five is called Air New Zealand Foyer .
- **Theatre Bars**
 - There are bar facilities on each foyer level. Bars are open at least one hour before the performance start time and during any interval breaks. In general bars do not open after a performance, however, Auckland Live might decide to do so, or this can be arranged with prior discussions.
- **BOX**
 - The Aotea Centre operates a 150-seat Cafe and Bar adjacent to the BNZ Foyer serving Cafe and Bar style food and beverages. The Box operates from 7am to late (depending on show-times).
 - Bookings can be made through Auckland Live Information services or directly with the Cafe Operations Manager.
 - Clients are welcome to book a table through their Event Coordinator and request the bill be paid via the venue settlement, if that is required. Prior arrangement is necessary.
- **Crying Room**
 - The ASB Theatre has a crying room at the rear of the Stalls seating maximum of 12.
 - Entry is from the foyer.
 - The room has an audio relay of the performance and a view of the stage through a window.
- **Parking**
 - There is no car parking available at the Aotea Centre.
 - There may be limited parking available for trucks and/or large vans in the Aotea Centre loading dock during the pack in/out period only. You will need to confirm with your allocated Event Coordinator.
- **Telecommunications**
 - Photocopier facilities are located in the offices of Auckland Live at the Aotea Centre.
 - Charges will apply for use of these facilities.
- **Telephone**
 - Connection of one telephone line, on request (either FOH or BOH) is available in the venue rental.
 - Daily line rental and call charges are not included.
 - Additional telephone line installations will be charged

- **Internet**
 - High speed & wireless internet connections are available throughout the. Clients must advise their event coordinator in advance if an internet connection is required so a unique login account can be created.
 - Installation & daily rental charges will apply.
- **Merchandise**
 - Clients wishing to sell merchandise in the foyers must advise their Event Coordinator in advance.
 - The reasonable set-up of merchandise counters and programme stands is included in the venue rental.
 - A commission applies to all items sold in the venue – refer to Licence Agreement.
 - Merchandise sellers are available for hire from Auckland Live.
- **Broadcasting / Photography**
 - Broadcasting rights and/or the recording of a performance in the ASB Theatre is reserved by Auckland Live.
 - The taking of photographs of a performance or rehearsal in the ASB Theatre is prohibited if the photographs are to be used in any publication.
 - If a client has a production company who will be recording a performance a fee will apply to the production company for broadcast rights.
 - Camera positions need to be advised prior to tickets going on sale.
- **Front of House Catering**
 - Auckland Live has partnered with Epicure – one of Auckland’s finest caterers, who can tailor a menu to suit any event and budget requirements. Menus and beverage lists are available from your Event Co-ordinator on request.
 - Catering provided is inclusive of service staff and equipment however some additional service charges may apply dependent upon your requirements.
 - Clients cannot provide their own catering Front of House.

GENERAL - INCLUSIONS AND EXCLUSIONS

- **Air Conditioning**
 - The ASB Theatre auditorium and foyers are air conditioned from prior to each performance until the conclusion of the performance. This air conditioning for patrons at performance times is not optional, is metered and the actual usage is charged to you.
 - Additional air conditioning requirements should be communicated to your Event Coordinator. The programmable zones are as follows:
 - Stage area
 - Stage level dressing rooms
 - Sub-stage level dressing rooms
 - Auditorium stalls
 - Auditorium circle
 - Additional airconditioning requirements will be metered and oncharged to you. Auditorium balcony

Note:

Airconditioning may affect the use of smoke,haze, pyrotechnics, etc.

- **Electricity**
 - The use of electricity in the ASB Theatre is metered and then actual usage is charged.
- **Smoke / Haze / Pyrotechnics**
 - Prior notification of the use of smoke, haze and pyrotechnic devices is required in order that the smoke alarms may be isolated.
 - A charge applies to isolate the smoke detection system.
- **Public Liability Insurance**
 - Public liability insurance cover with a sum insured of at least NZ\$5 million is required.
 - A copy of the policy certificate confirming this cover is in place is required.

- **Technical Staff**
 - There is no technical labour included in the Licence Fee.
 - As a minimum 1 Auckland Live Venue Technician is required to be on duty while you are in the venue, regardless of your set-up and requirements.
 - Auckland Live technical labour, as required, will be oncharged to you.
 - Your allocated Event Coordinator can provide estimate of technical costs.
- **Front of House Staff**
 - Ushers are included as part of the venue rental, per performance, called 45 minutes before show time for a maximum of four hours per ticketed performance.
 - If ushers are required outside of these times there will be additional charges incurred..

SAFETY – VENUE POLICIES

Auckland Live license agreement obliges clients to comply with both local legislation and venue policies.

Our procedures are subject to continuous improvement and changes to policies may occur. Please check with your Event Coordinator if your event has any of the following items:

- Pyrotechnics [including confetti cannons]
 - Use and display of motor vehicles
 - Open flame and fuel
 - Use and storage of gas
 - Scaffolding structures
 - Aerial performers
 - Hand pressed terminations in hanging equipment
 - Fire safety and fire retardancy of sets and soft goods
 - Confined spaces
 - Welding
 - Electrical safety
 - Lasers and focussed beam lights [sharpies]
 - Firearms and weapons
 - Dry ice and smoke including hazers
 - Water effects
 - Strobes
 - Noise
 - Temperature
 - Biological hazards
 - Animals
 - Children
 - Disabled performers
 - Dangerous goods
 - Hazardous substances
 - Notifiable works [work above 5m or loads of 500kg and over moving vertically 5m]
 - Temporary stages
- **Electrical Equipment**
 - All electrical equipment brought into the venue, either by the client or their production contractor{s}, must carry an electrical testing tag as per AS/NZS3760 showing the date of the last test – which must not be more than six months previous.
 - Untested equipment cannot be used with Auckland Live venues.
 - Testing and tagging facilities are available at a fee should equipment coming in to New Zealand require testing.
 - **Fire Safety Curtain**
 - The ASB Theatre has a fire safety curtain. No rigging or scenery may impede its operation.

- **Flame Retardant Scenery**
 - All elements of scenery, cloths and large props brought into the venue must be non-flammable or have been treated with an appropriate flame retardant. Proof of this procedure will be required.
 - Scenery, cloths and large props that have not been treated will not be permitted into the venue.
- **Electrical Hook-ups**
 - The installation and removal of wired tails requires a registered electrician and needs to be organised with your Event Coordinator.
- **Special Effects / Firearms / Pyrotechnics**
 - The use of open flames and pyrotechnic devices will require the permission of the venue.
 - The use of pyrotechnic devices also requires a permit from the Department of Labour and the New Zealand Fire Service. Please direct your request to your Event Coordinator. Clients must provide their own pyrotechnics safe.
 - There is no hazardous substances storage cupboard at the Aotea Centre.
 - There is a registered firearms safe available. Firearms must be stored in this safe.
- **Isolation of Smoke Alarms**
 - Prior notification of the use of smoke, haze and pyrotechnic devices is required in order that the smoke alarms may be isolated.
 - A charge applies for this to be done.
- **Safety Lines**
 - All lamps and speaker cabinets must have a secondary safety bond.
 - All fibre slings must have a back up safety where deemed necessary by the venue Head of Staging.
- **Flying**
 - As a general rule only staff of Auckland Live will be permitted to operate the ASB flying system.
 - Any client rigging or flying will require sign-off by Auckland Live Head of Staging.
 - All general rigging and flying equipment must have a minimum design safety factor of 5 to 1.
 - Any systems involving the flying of people must have a minimum safety factor of 10 to 1, and must have a certificate of proof of load.
- **Overall Control**
 - Auckland Live retains exclusive control of all areas of the theatre at all times while under hire. Instructions from Auckland Live technical staff must be complied with, in particular when safety is concerned.
 - The Venue Technician may call for the assistance of the Head Technicians of Auckland Live where necessary.
 - Within Auckland Live venues the Head Technicians determine the standards by which all work must be done.
- **Venue Staffing**
 - Clients are unable to be in the venue without venue staff present. Where a client is scheduling work in the venue they must call venue staff. See the minimum staffing policy under Venue Crew.
 - Your Event Coordinator can provide you with a full brief on the range of products and services available from Auckland Live.

THEATRE ACCESS

- **Pedestrian Access / Stage Door**
 - Pedestrian access to the ASB Theatre for authorised persons only is via Stage Door. This is off Mayoral Drive adjacent to the Herald Theatre.
 - Vehicle drop-off and pick-up is accommodated.
 - Clients must provide a Stage Door list of artists, guests and crew for the venue Stage Door Keeper to permit access. A person not on the list will not be granted access backstage.

- **Freight Access**

- Freight access to the ASB Theatre is via two loading docks off the main building driveway, also off Mayoral Drive.
- **The driveway is steep with articulated trucks having to reverse down into the loading dock area.**
- Your event coordinator needs to be informed of your intended use of the driveway and what vehicles you will be using.

- **Loading Bay**

Height to canopy	4,970mm
Height of dock	970mm
Door Height	3,500mm
Door Width	3,370mm

- The loading bays lead into the scenery dock. Access onto the ASB Theatre stage is on this level.

- **Stage Dock**

Door Height	7,900mm
Door width	3,150mm

- There is NO storage space is available in the scenery dock, which is not part of the hired areas of the ASB Theatre.
- Because the dock is served by the main building driveway please discuss delivery and pick-up timings with your Event Coordinator to ensure clear access is made available to you.

- **Carparking**

- There is no carparking at the Aotea Centre.
- There may be limited parking available for trucks or large vans in the loading dock during load in and load out only.

- **Herald Theatre**

- The Herald Theatre shares the backstage facilities with the ASB Theatre. The Herald has three of its own dressing rooms but shares the Green Room, Wardrobe, Practice Rooms, loading dock and all corridors.
- Access to this venue is also via Stage Door.
- Both venues must respect each other's requirements while in the venue, in particular the need for silence backstage

VENUE CREW

Auckland Live Technical Productions Department can supply clients with a full compliment of crewing for any event. Crewing can be arranged with your Event Coordinator.

- **Working Conditions**

There are some local working conditions clients should be aware of when scheduling work involving venue crew:

- Crew should get a 10-minute break at any time within the first five hours of work and then again between each and every meal break.
- Crew must be given a minimum 30-minute meal break at any time within the first five hours of work and then every five hours thereafter. The meal break can be taken earlier than due to allow for staggered meal breaks, but it cannot be taken past the due time. Staggering of breaks is encouraged where work must continue.
- In the event crew are not given a meal break as stipulated, a charge will apply to cover the allowances of \$16.40 per person per missed break, this will be oncharged to the client.
- Crew are not permitted to work beyond 15 consecutive hours, a fresh crew should be rostered on at that point.
- Crew must be given a 10 hour break overnight if they are to be rostered the next day.
- If crew do not get a 10 hour break between shifts an additional charge will apply of \$6.60 per hour until such time as that person receives a 10 hour break.

- A three-hour minimum call applies in most circumstances. Special circumstances require a 4 hour minimum call.
- The maximum length of a shift is 12 hours, in excess of this will attract a \$6.60 per hour additional charge.

Should these conditions of work not be met, a charge may be levied in some instances. There are no other special conditions in relation to crewing.

Crew provided by Auckland Live will work to the direction of clients and under the supervision of the Venue Technician.

- **Cancelled or Altered Calls**

- Crew who are called and then have the call cancelled by the client will be entitled to be paid either a three hour minimum call or half the called shift – whichever is the greater, if less than 48 hours notice is given by you. Clients will be charged these penalties.

- **Minimum Staff Policy**

In general, we maintain a flexible attitude towards minimum venue crewing. We prefer not to state policy but tailor venue requirements around the client. Your Event Coordinator will determine the minimum crewing for your particular event depending on circumstances. However for your budgeting purposes use this guide as a rule of thumb:

- If you hook up to the power, you will be required to have a member of Auckland Live staff on duty at all times.
- If you utilise venue equipment then someone will be required to at least supervise your use of that equipment, even if you do not require them to actually do anything. For example if you use the venue lighting, you will be required to have a venue lighting technician present.
- If you are using the counterweight flying system, you must use the venue staff to fly and load weights. We do not allow anyone else to fly or load weights.
- If rigging points are required then the venue rigger will need to put them in and then take them out.
- Clients are not permitted in the venue at anytime without at least one technician on duty.

SUPPORT FACILITIES AND SERVICES

- **Auckland Live Technical Operations Department**

- Auckland Live Technical Operations Department can provide a wide range of technical services that include professional crewing for sound, lighting, staging and audiovisual requirements. Auckland Live Technical Operations Department maintains an extensive range of technical equipment available for hire.
- Your Event Coordinator can provide you with a full brief on the range of services and equipment and supply you with an estimate of costs.

- **Keys**

- Keys or electronic key cards to all backstage rooms are available for signing in and out at Stage Door. They are to be signed out on arrival and returned each day to Stage Door.

- **Green Room**

- Located on the sub-stage level, this very comfortable room with couches, dining area, kitchen with constant boiling water, refrigerator, microwave oven, pool table and a television with stage view.
- This room is shared by other venues; it is not an exclusive area.

- **Laundry / Wardrobe**

- Located on the sub-stage level this spacious room is fitted with two industrial washing machines, two industrial dryers, a drying room, irons and ironing board.
- An industrial sewing machine and table are provided.
- This room is shared by other venues; it is not an exclusive area.
- Access to the wardrobe from dock level is via a goods lift.

- **Orchestra Room**

- Located on the sub-stage level adjacent to the pit entry is a large room suitable for orchestra warm-ups and storage.
- Toilet facilities are immediately outside the door to the Orchestra Room.

- Between fly floors 24,900 mm
- **Stage Depth**
 - Proscenium wall to crossover 15,700 mm
 - Proscenium wall to rear stage wall 20,100 mm
 - Stage apron to house curtain 1,100 mm
 - Orchestra Lift 1 as forestage (at centre) 2,850 mm
 - Orchestra Lift 2 as forestage (at centre) 2,300 mm
- **Stage Height**
 - Underside of grid 25,200 mm
 - Underside of gallery 1 and crossover 9,850 mm
 - Stage above stalls floor 1,000 mm
 - Stage to pit floor 2950mm
- **Stage Surface**
 - 32mm T&G Tallwood semi-sprung floor (Black semi-gloss)
 - Rake nil
 - Maximum loading 4.5 kpa
- **Setting Line**
 - Up stage line of fire curtain

STAGE MACHINERY

- **Flying System**
 - 84 line installed single purchase counterweight flying system including available weights.
 - Single purchase counterweights located on OP side (stage level)
 - Number of battens 84
 - Batten length 21,000 mm
 - Batten extensions/end 650 mm
- **Batten Spacing**
 - 150 mm {see hanging plot}
- **Batten Material**
 - 76mm x 51mm 3.2 RHS
 - Batten pickup lines 6 wire lines at 3,800mm centres
 - Batten drift 23,720 mm
 - Maximum weight per cradle 500 kg
- **Flying Position**
 - Stage level, OP side
- **Panorama Battens**
 - 3 per side 11,500mm long + 650mm ext each end

STAGE CLOTHS

LEGS x 5 pairs	Nil fullness black velour	10,800mm high x 4,000mm wide
BORDERS x 5 cloths	Nil fullness black velour	4,000mm high x 21,000mm wide
TABS x 1 set	Nil fullness black velour	11,000mm high x 12,000mm wide each piece
CYCLORAMA x 1	White plastic	11,000mm high x 22,000mm wide
SMOTHER x 1	Nil fullness black velour	11,000mm high x 22,000mm wide
PELMET	Nil fullness black velour	22,000mm wide x 5,000mm high
HOUSE CURTAIN – 2 pieces	100% fullness royal blue velour	11,200mm wide x 11,500mm high each piece

- **House Curtain**
 - Manual or powered, flown on line 1
 - Guillotine action only
 - Please advise in advance for the power flown option
- **Fire Curtain**
 - Automatic with manual override.

STAGE OPERATIONS

The equipment listed below is stored in the ASB Theatre but is not necessarily available. It is not the exhaustive list of available equipment. The listing of this equipment does not indicate its inclusion in the venue rental charges; see your Venue Rental Inclusions document.

- **Stage Managers Position**
 - Standard stage management position is in Prompt corner, however desk can be relocated to OP side. The stage manager's desk has dressing room paging microphone, stage front view monitor and comms.
- **Orchestra Pit / Stage Extensions**
 - The ASB Theatre has a two-section screw-jack orchestra pit/stage extension lift arrangement. Each lift can operate independently of the other and be at either pit level, stalls seating level or at stage level – or any place in between. When at stalls level there are seating pellets which can be used to increase seating to the full venue capacity.
- **Pianos**
 - Auckland Live Technical Operations Department owns a number of pianos, located in the various venues. The ASB Theatre is home to the following pianos:
 - 1 x Steinway Concert Grand model D
 - 2 x Kawai Upright CS 40
 - All pianos are tuned to A440 by our approved piano tuner.
 - Pianos and tuning are not included in the venue rental.
- **Sound Shell**
 - The ASB Theatre has an acoustic environment that can be matched to the type of performance taking place. For orchestral use, the stage has an installable system that when used, provides an acoustic environment equivalent to a traditional hard surfaced shell. Your Event Coordinator can provide additional information.
- **Treads**
 - Treads are available for stage to stalls floor access.

- **Risers**
 - Auckland Live Technical Operations Department has a large stock of black top 1000mm x 2000mm adjustable risers with height settings from 200mm to 1000mm.
 - Treads are available for all height settings.
- **Chain Motors**
 - Auckland Live Technical Operations Department has half, one and two tonne chain motors available for hire.
- **Trussing**
 - A selection of trussing is available for hire.
- **Music Stands / Orchestra Chairs**
 - A large stock of music stands (standard and scone), a conductor's music stand, conductors' podium and orchestra chairs are available for hire.
- **Other Equipment**
 - A wide variety of drapes, carpet, quick-change set-ups, props tables, production desks are available - please ask.

DRESSING ROOMS

There are 19 dressing rooms on two levels available to clients of the ASB Theatre.

- All have individually lit make-up benches, costume racks, toilet and shower facilities.
- All rooms have phone lines, however they are not connected and clients must advise their Event Coordinator in advance to have these activated.
- Towels are available for hire.
- **Stage Level**

Dressing Room 1	2 person
Dressing Room 2	2 person
Dressing Room 3	2 person
Dressing Room 4	2 person
Dressing Room 5	2 person
Dressing Room 6	2 person
Dressing Room 7	2 person
Dressing Room 8	Unavailable
Dressing Room 9	2 person
Dressing Room 10	2 person
Dressing Room 11	Unavailable
Dressing Room 12	4 person
Dressing Room 13	Unavailable
Production Office	{two desks}
Dressing Room 14	Unavailable
- **Sub Stage Level**

Dressing Room 15	4 person
Dressing Room 16	4 person
Dressing Room 17	4 person
Dressing Room 18	4 person
Dressing Room 19	4 person
Dressing Room 20	4 person
Dressing Room 21	12 person
Dressing Room 22	10 person
Dressing Room 23	12 person
Orchestra Room	30 person

LIGHTING

The ASB Theatre has a standard rig of lights that is set up as default at all times. The rig is multi-purpose with a colour wash, provided by moving head LED wash fixtures, and an open white wash with provision for some specials. See the Venue Rental Inclusions Document for lighting inclusions.

A plan of the standard rig of lights is available on request from your Event Coordinator.

- **Control**

The lighting control system installed in ASB Theatre is specified below:

- ETC EOS lighting console c/w 2x20 fader wing and three external widescreen monitors.
- ETC EOS Remote Processor Unit (tracking backup).
- ETC NET3 wireless remote.
- ETC Remote Video Interface available for production table or on stage.
- Dedicated and secure WiFi system for control via smart devices.
- Distributed and dedicated CAT5 POE Ethernet system with Neutrik Ethercon ports throughout the theatre.
- 6 x ETC NET3 2 port DMX/RDM Gateways installed on each of the 6 lighting battens.

Note:

Clients wishing to bring their own control desk to this theatre should ensure their desk has at least two DMX outputs, given the number of dimmers in this theatre. However, patching facilities for single DMX output desks are available.

Alternatively, if the client console is able to output sACN, it will be able to patch directly to the house control system.

- **Operating Positions**

- The ASB Theatre Lighting Control Room is at the rear of the stalls, immediately adjacent to the Sound Control Room.
- The ASB Theatre control desk is installed into the control room and is unable to be relocated from the control room; an additional slave control desk or ETC NET3 RVI c/w 2 17" ELO touch-screens can be hired if operating/plotting in the auditorium is required.

- **Dimming**

- The ASB Theatre is serviced by a saturation style dimming system of 731 circuits.
- All dimmer circuits are 5kW rated except where noted below.
- Each patch bay has a minimum of 5 x dimmer outlets & one dual, general power outlet [GPO]
- Each of the 6 dedicated over stage lighting battens is serviced by 24 x 5kW, and 12 x 2.3kW dimmers. However there are only 6 x 20A circuits available per batten. All else are 10A.
- There are 12 x 10kW watt circuits distributed throughout the theatre (8 on stage & 4 FOH)
- Of the seven dip traps on each side of the stage, six have 5 x 5kW circuits and one x 10 amp GPO – dip trap three on each side is for sound
- Front of house: Each of the three lighting bridges has 50 x 5kW circuits. Each of the 20 Box Boom compartments has a standard dimming patch bay as described above.

- **Followspots**

- There are 4 x Strong Supertrooper 2kW Xenon follow spots permanently installed at the rear of the ASB Theatre. These are specific to the venue and available for hire.
- At least one follow spot operator *must* be supplied by Auckland Live.

- **Lighting Fixtures**

The ASB Theatre Standard Lighting Rig stock consists of:

- 20 x Selecon Arena 200mm 2kW fresnels c/w barn doors.
- 25 x ROBE Robin 800 LED Wash with beam shapers and top-hats.
- 75 x Selecon Pacific 12°-28° zoom profile 1kW.
- 24 x Selecon Pacific 23°-50° zoom profile 1kW.
- 54 x Selecon Pacific 9°-19° zoom profile 1.2kW 80V.

- 12 x Selecon Pacific 5.5°-13° zoom profile 1.2kW 80V.
- 8 x Strand Iris 4 Cyclorama Lights 1.25kW per cell.
- These lights are positioned as per the ASB Standard Rig Lighting Plan.
- All fittings come with a gel frame, safety chain and relevant fixing clamp.
- Auckland Live Technical Operations has extensive stocks of conventional lights (incl, cyc ground row moving lights (profile and wash), LED lights, smoke machines, hazers, mirror balls, dry ice machines, dimmers, cable (data and power) and power distribution etc available for hire.
- **Lighting Bars**
 - These bars, which under-hang the batten, can be slung on any counterweight line.
 - Each spot bar has 36 x circuits with the looming coming off the prompt side to the patch bays on gallery 2.
 - Each spot bar has 6 x 20 amp circuits which are spread across the bar and the remainder 30 x circuits are all 10 amp.
- **Power Hook-Up**
 - At stage level is located on the upstage centre rear wall is one set of 400A Powerlock Connectors. 400A powerlock distribution is available for hire.
 - At stage level on the prompt side (SL) wall are 1 x 100A ceeform and 2 x 63A ceeform outlets.
 - At upstage centre on the rear wall is 1 x 32 amp ceeform outlet.
 - On the forestage grid, there are 3 x 32 amp ceeform outlets. This power can be run down to either side of the stage if required.
- **Gel**
 - AUCKLAND LIVE hold an extensive stock of Lee and Rosco gels. No other brands are stocked. A convenient cutting/store room is provided at the side of stage, for use by venue technicians.
 - Clients are welcome to order their gels from AUCKLAND LIVE these will be on charged to you.
 - Gel is not included in any rental rates.
 - Washed/burnt out gel is replaced as required during the hire period.

Note: Gel frames, safety chains and relevant fixing clamps are included for all fixtures. Par cans and gobos are not included in the standard ASB Theatre lighting provisions. A wide variety of additional fixtures, desks, dimmers and lighting bars are available for hire for use in the ASB Theatre, subject to availability and other venue bookings – please contact your Event Coordinator to discuss your requirements.

SOUND

The equipment listed below is stored in the ASB Theatre but is not necessarily available. It is not the exhaustive list of available equipment. The listing of this equipment does not indicate its inclusion in the venue rental charges - see the Venue Rental Inclusions document.

- **FOH Mixing Positions**
 - There is a sound control room at the back of the stalls of the ASB Theatre.
 - Seats can be removed in the stalls, immediately inside Door A, to create an in-auditorium sound mixing position.
 - The standard seats that are removed are W11-20 and X11-20. Clients must remember to hold these seats before their event goes on sale, if the in-auditorium sound mixing position is to be used.
 - The removal and reinstatement of these standard seats is a rental inclusion.
- **In-House Sound System**

The following equipment is installed in the ASB Theatre as a basic sound system suitable for speech reinforcement, background music and minor amplification:

 - Soundcraft SI Compact
 - 16 mic / line input

- Up to 25 output busses
- **Speakers**
 - Martin Wavefront Series W3 house speakers 6 per side of proscenium (total of 12 – Stalls, Circle, Balcony) powered by Martin MA 2.8 amplifiers
 - Martin S18 Subs, 2 per side (total of 4) powered by Martin MA 2.8 amplifiers
 - BSS sound web system control & processing
 - 2 FCS 966 3rd Octive graphic equalizer
 - L-Acoustic 108 for Balcony delay (4 units) – mounted on the back of Lighting Bridge 3, powered by L-Acoustic LA 4 amplifiers
 - L-Acoustic 5XTdelay speakers for rear of stalls and rear of Circle, powered by L-Acoustic LA 4 amplifiers
 - Professional standard CD player 1
 - Professional standard cassette player 1
 - SM58 Vocal Microphone with stand 1
- There is ample patching from the sound control room around the venue.
- A cable duct runs from the stage to the control room or the auditorium operating position. Cables cannot be run across the Stalls floor from Stage to an auditorium operating position; the duct must be used.
- In addition to the in-house system specified above AUCKLAND LIVE can supply the full range of sound equipment including dynamic, condenser and radio microphones, foldback speakers, L'acoustic line array, additional FOH speakers, digital editing etc. Talk with your Event Coordinator for more details.
- **Maximum Sound Pressure Levels**
 - The license agreement limits clients to a maximum sound pressure level in the ASB Theatre of 100- 102 decibels.
 - AUCKLAND LIVE will measure this at its discretion if required and be the sole judge of sound pressure levels.
- **Comms**
 - Multi-channel, wired communications system with 5 x wired comms units and headsets located at the Stage Manager's desk, fly rail, lighting control room, sound control room and follow spot position.
 - Additional comms units including wireless units are available for hire – please consult your Event Coordinator for details.
- **Performance Relay and Backstage Paging**
 - Stage sound relay to all dressing rooms and backstage technical areas.
 - Full paging from the Stage Manager's desk to all dressing rooms and backstage technical areas.
 - Connection to alternative communications systems may incur additional charges.
- **Hearing Loop**
 - An induction loop system with coverage to all of the stalls and circle, and specific areas of the balcony.
 - Patrons can tune to the signal by setting their hearing aides to the 'T' position.
- **Power**
 - Ample suitable power is available on stage – 32 amp and 63 amp. See the Lighting section for power hook-up details.

VISION

- **Camera Relay**
 - Camera for front view of stage with monitors at:
 - Stage Managers position
 - Flyrail
 - Visiting Production Office
 - Green Room.

- Additional monitors can be installed in any location.

Auckland Live can undertake the full range of Vision services from design, set-up and operation of data and video projection systems. Discuss your requirements with your Event Coordinator.

- **Additional Facilities**

- Distributed video patching facility throughout venue.
- RF outlets.
- Conductor view system available with monitors at any required locations.
- Surtitle projection system available on request.
- Foyer TV monitor system for show relay during lockout and advertising at other times.

PLANS

See separate "ASB Plans".