

THE SUTER THEATRE

CHARGES, CAPACITY, FACILITIES & EQUIPMENT

The Suter Theatre is hired out as a venue only. Ticketing and reservation systems and promotion of events and performances are not done by The Suter. A lot of events use EVERYMAN RECORDS for this. Hirers must provide at least one person for Front-of-House/Foyer Security. Hire fees do not include any Suter staff for theatre operation.

Charges: Performances, Pack in/out, Rehearsals

Capacity:

Seating	159 Fixed
Floor Gradient	Steeply raked
Blackout	Total
Stage Dimensions	12 metres x 6 metres
Curtains	Curving around from front of each side to backstage
No proscenium arch	
Dressing Room	4 Make-up positions
	Sink and toilet
Sound Equipment	Full Dolby stereo
	3 Stage speakers
	Background music system
	CD player
Lighting Equipment	Self contained control room
	36 channel Showmaster dimmer board
	4 x 650 watt Profile spots
	7 x 500 watt Mini Fresnels
	11 x metal frames
	11 x Barn doors
	1 x box gels
Rigging	Lighting rack suspended from ceiling
	Ladder

Hirers are obliged to have a person familiarize themselves with the basic opening/closing procedures of the theatre with Suter staff, at least 24 hours before the start of hire period. This takes 15 – 30 minutes.

CURRENT HIRE RATES FOR SUTER CINEMA AS AT 1 APRIL 2007

People/groups hiring the cinema can be classified in two ways: either CHARITABLE TRUST status COMMERCIAL status. Those claiming charitable trust status may be requested for proof of this by The Suter. Proof is a letter from the IRD to the person/organization confirming its status. It would be a standard letter that the person/organization would have on file.

CHARITABLE TRUST

1-2 Days	\$300/day + GST
3 + Days	\$275/day + GST
Pack In/Pack Out/Rehearse	\$100/Day + GST

COMMERCIAL USERS

Daily Rate	\$350/Day + GST
Pack In/Pack Out/Rehearse	\$100/Day + GST

For further information: Email John Furtak john@thesuter.org.nz