



Q VENUE HIRE

Q is a registered charity. Our programme presents the work of arts organisations alongside some commercial events.

Q's business model relies on income from venue hire, our internal ticketing platform and hospitality operation. Q also relies on the generous support of our funders, sponsors, patrons, and donors. Q is partially funded by, but not operated by, Auckland Council. Q is run by a small but dedicated team.

We provide hirers with knowledge of our venues, some technical and production support; box office and ticketing services; venue specific marketing support and hospitality services. If you want to know more about our Q Team, head to: qtheatre.co.nz/staff.

Q's spaces are flexible and every event at Q has unique requirements with cost implications. The information you give here is what Q will base your cost estimate on. Please provide full details, so that we understand your requirements and expectations from a venue perspective.

Spaces available for hire are **Rangatira**, **Loft** and **Vault**. If you haven't been to Q, we recommend that you visit our website qtheatre.co.nz/venues to read about our spaces, atmosphere and programming style. You could also visit our building, either by seeing a show or contacting us for a site visit.

Please complete this form and email it to Programme Manager katews@qtheatre.co.nz.

PRIMARY INFORMATION

Company	
Website URL	
Where company is based	
Event Name	
Type of event	
Summary of event	
Primary Contact Person Name	
Job Title	
Phone number	
Email	
Technical Production Manager Name	
Phone Number	
Email	
Preferred Q Venue	<input type="checkbox"/> Rangatira <input type="checkbox"/> Loft <input type="checkbox"/> Vault

Rangatira: Large Theatre, seated capacity 274 - 470 + 3 wheelchair positions depending on the room configuration.

Loft: Medium sized theatre, seated capacity 117 - 180 + 2 wheelchair positions depending on the room configuration.

Vault: Small studio, a rehearsal/workshop space for most of the year, seated capacity 50 - 60 + 1 wheelchair position depending on the room configuration.

DATES AND AVAILABILITY

Include any pack in dates required.

Preferred dates

Second preferred dates

Third preferred dates

Impossible dates

Duration required for pack in

Duration required for pack out

Number of event dates

Event Runsheet

(i.e., access times and scheduled activities of all hire dates, including pack in if required)

TECHNICAL DETAILS

Technical and Equipment requirements: Please summarise the equipment / labour / operators that you want Q to supply; as well as any external suppliers you want to work with. **Attach Event Technical Rider if you have one as well as any other helpful information.**

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Does this event include ticket sales? (If yes, you are required to use Q's ticketing platform. If it is a private or a non-ticketed event, how will you manage the guest list? Please note that Q will supply a Front of House Manager plus ushers, as they are required for health & safety / evacuation protocols.

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Maximum capacity required (Audience)

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Hospitality: Food & Beverage requirements: please provide details [eg, specific F&B requirements, cash bar or bar tab, etc] and number of people you are catering for.

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TECHNICAL DETAILS CONT.

What is your indicative budget? Please refer to Q rate card provided, for guidance.

Q Venue hire and Q venue technician

Q Production equipment/labour

Food & Beverage

Venue and seating configuration: All of Q's hireable spaces are flexible. Please describe how you want the venue and seating to be set up. Note our most cost effective configuration is End On, which is a traditional theatre style raked seating block, facing a performance/presentation area.

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