



SIT Centrestage Theatre – Invercargill

Managed by Southland Chamber of Commerce for the Southern Institute of Technology

The Centrestage Theatre is located in the heart of the inner City of Invercargill, surrounded by cafés and retail shops. It is situated at 33 Don Street on the first floor of CUE on Don building.

Centrestage seats 309, has a good sized foyer with a bar and ticketing office, two levels of dressing rooms and a green room.

The complex is suitable for a range of activities including productions, ballet, drama, concerts, public meetings/events, movies, conferences, corporate events.

Physical address:	33 Don Street, Invercargill
Contacts:	Lynn Tong Theatre Manager 48 Esk Street SIT Arcade Invercargill Telephone: (03) 218 7188 Email: lynn@commercesouth.com
Capacity:	Auditorium: 309 Seats in amphitheatre style Foyer: 100 for reception style gatherings
Sound Desk Area:	In Control room
Stage Extension:	Permanent stage extension in front of proscenium arch
Wheelchair Spaces:	Three
Stage specifications:	Contact Lynn Tong to discuss your equipment requirements
Equipment / Venue Hire:	Contact Lynn Tong to discuss your equipment requirements

Centrestage Theatre

Venue / Client Liaison

SIT Centrestage management will conduct the majority of planning and pricing of your event with you. Any production specifications and health and safety plans for your event will be determined.

Hire of key theatre staff including safety/technician, ushers, ticket box, kiosk staff is the responsibility of the hirer.

Kitchen Facilities

Facilities for clients hiring Centrestage are situated in the Green Room on the bottom floor of the dressing room block.

Smoking

Centrestage is a non-smoking venue. If smoking is an integral part of the performance, written approval must be sought from the Ministry of Health. A copy of the approval must be given to the venue.

The Centrestage Theatre

The Centrestage Theatre foyer is on the first floor of the “Cue on Don” Building at 33 Don Street by the big umbrella. The foyer holds approximately 100 people and has a bar/shop facility and a booking office.

Centrestage – Foyer



Capacity

Capacity 309 Seating is in an amphitheatre style

- The foyer is suitable for 100 people if catering for a cocktail style event.
- Three wheelchair spaces are available. Wheelchair access available.

Photography/Broadcasting

- Taking of photographs during a performance or a rehearsal is prohibited unless prior arrangements have been made with the theatre management.
- If you wish to record a performance prior arrangements, including camera positions, must be made with the theatre management.

Merchandise/Programmes

- Clients wishing to sell merchandise or programmes in the foyers must advise the theatre management in advance. No EFTPOS facilities are currently available.

Centrestage Theatre

Access to the Theatre for pack in/pack out is via an alleyway off Kelvin Street, between Esk and Don Streets. The alley is not signposted but is on the left when travelling north.

The Centrestage loading bay is at the end of the driveway. Please ensure that trucks/vans park hard up against the building when unloading, vehicles must be moved immediately after unloading.

Packing In/Out

Packing into Centrestage is via a winch/cage system directly onto the stage area. There is no service lift.

Cage Height: 1m Cage Width: 1m Cage Length: 2m Maximum Weight: 150kg

There is limited storage space in the stage area. All equipment and rubbish must be removed at the time of pack out. If equipment or rubbish is left at the venue additional charges will apply for removal or return.

Pedestrian access is via the stage door which is situated beside the loading bay. The stage door is locked at all times and entry is for authorised people only. Clients must make arrangements with the theatre management for a stage door keeper, or you may provide your own person. A charge will apply if you require a Centrestage stage door keeper and a list of artists, guests and crew must be supplied. A person not on the list will not be granted access.

Access can also be gained through the front of house area. Centrestage is on the first floor of the Cue On Don building, which is by the large umbrella, in Don Street. There are stairs to the foyer and a lift to the left of the escalator. Arrangements must be made with the theatre management to ensure that the Front of House area is opened. There is wheelchair access to the auditorium.

Venue Safety Policies

All clients must comply with current government and local body legislation such as the Health and Safety At Work Act 2015 and all subsequent amendments.

Centrestage uses the latest version of the Safety Working Practices in the NZ Theatre and Entertainment Industry as a guideline for operating in the venues. www.evanz.co.nz. Then click on to the ETNZ site.

Any key risk hazards, as outlined in the above guidelines, such as the use of dry ice, naked flame, pyrotechnics, weapons and the like must be presented in a hazard plan for approval, prior to packing into the Theatre. If approval has not been granted the activity will not be permitted.

Prior notification of the use of smoke, haze, candles and pyrotechnics devices is required in that the smoke alarms may be isolated.

All electrical equipment brought into the venue either by the client or their contractor, must carry an electrical testing tag showing the date of the last test, which must not be more than 6 months previous. Untested equipment cannot be used. Limited testing and tagging facilities are available and charges will apply.

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 the procedure will be required.

If you utilise venue equipment, other than tables, chairs, display boards etc, a theatre technician or crew member will be required to at least supervise your use of that equipment, even if you do not require them to do anything.

If you are using the counterweight flying system, you must use the House Technician or Fly man to fly and load weights. We do not allow anyone else to fly or load weights. Written approval may be given to some operators to use the system under supervision of a Theatre Services technician. No-one can enter the fly floor area at any time except with a house technician or head fly man. We do not fly people. If rigging points are required, then the House Tech on duty will need to put them in and then take them out.

The wiring in of electrical distribution and connectors to power locks requires the inspection of a registered electrician before livening. Please arrange with the theatre management in advance.

- All lamps and speaker cabinets must have safety wires.
- For working at heights provision must be made for some form of fall restraint to be used as outlined in OSH guidelines.
- Scaffolding can only be erected by a certified operator.
- No welding is permitted on stage.
- No alcohol can be consumed by any crew until pack out is completed, or, if not packing out, until "off duty".

Theatre management retains exclusive control of all areas of the venues at all times while under hire. Instructions from management must be complied with, particularly when safety is concerned.

Centrestage Theatre

- There are 5 dressing rooms on two levels. All have lit make-up benches, costume racks, toilet facilities.
- Telephone facilities are not available. The dressing rooms do not lock.
- Stage level - 3 dressing rooms all @ 3.7m x 2.8 m
- Lower level - 2 dressing rooms both 5.5m x 3.6m

Support Facilities and Services

Centrestage Theatre – The Green Room can be found on the bottom floor of the dressing room block. It is a comfortable room with some kitchen facilities, jug for hot drinks, a microwave and a refrigerator. The Green Room area is 6 x 8 m. Green room facilities are available for Theatre hirers only.

Cleaning

All venues will be clean on arrival. If there are issues with cleanliness please advise the theatre contact as soon as possible, prior to the event and a check will be made. Typically, all areas are cleaned following the pack out of an event. Additional cleaning for clients who book a venue for an extended period is arranged with theatre management.

Centrestage Theatre

Auditorium: 19.5m x 12m
Capacity:

Stage

Proscenium width: 11.2m Height: 5.7m
Stage width: 19.5m Stage depth: 11m Stage area: 214m²
Stage height: 18m Stage surface: wood Rake: no
Setting line: 19 all different
Stage Managers position: prompt side
Stage extension width: 2.5m Width: 11.2m permanent position
Flying system: Counter weight
Stage cloths: 4 x legs, 4 x boarders, 1 x black cloth, 1 x cyclorama
Pianos: Upright Yamaha and electronic keyboard
Access equipment: "A" frame ladder
House curtain: *mustard* Pelmet: *no* Smoke curtain: *yes*

N.B. The projection screen must not be removed from fly line 8 for any reason.

Sound and Video

Surround Sound System – Controlled from Lighting/Sound Box – DVD/Blue Ray/CD/Radio Mic
Comms: *yes*
Performance replay and backstage paging: *yes*
Hearing loop power: *no*
Audio visual equipment: 7000 Ansi Lumens projector and 5 Metre Screen – ***Neither must be repositioned***

Lighting

Operating position: *Spot box*
Control: *120way Cuemaster DMX*
Dimming: *72 dimmers*
Lighting bars: *4 on stage, plus FOH lighting loft and bar above Spot Box for 4 x Selecon Pacifics*
Power hook up: *32 amp 3 phrase outlet*
Colour Gel: *Supply Own*
Luminaries:

CENTRESTAGE LIGHTS TEST SHEET		LIGHTS INDEX	
	MAKE	TYPE	
No of	PARCANS		10
No of	STRAND	123	9
No of	STRAND	223	13
No of	STRAND	23N	14
No of	STRAND	264	5
No of	SELECOM	CYC LIGHTS	14
No of	SELECOM	RAMA FRESNELS	10
No of	SELECOM	PACIFICS	13
No of	FAL	STAGE 1,000	12
No of	FAL spotlights	SPOT INSE 1,000	2
No of	THEATRE LIGHT	CUEMASTER	1

Patch room 72 channels hard wired packs

Lighting Box

