



## INFO PACK

**The Dark Room** is a presenting venue. We have an open programme of local, national and international work. We offer artists a platform to develop and showcase innovative work in a variety of genres including, but not limited to, theatre, music and comedy.

**The Dark Room** is operated and managed out of **Centrepoint Theatre**, Palmerston North's professional theatre company, in a space provided by **Te Manawa: Museum of Art, Science & History**.

### THE SPACE

We are located at 283 Church Street (cnr. Pitt & Church St) in Palmerston North, New Zealand - opposite **Centrepoint Theatre**.

**The Dark Room** is a basic black box performance space. It seats 50 people, or 60 standing. The stage is 4m deep x 11m wide. Full drapes cover stage left and right, and divide the foyer and performance space. There is a small dressing space stage right, with drapes, and one unisex toilet adjacent to it.

**The Dark Room** opens to the public 30 minutes prior to each performance. The performance space opens 10 minutes prior.

Contact us for floor plans and additional photos.

**THE FINE PRINT:** You must return the space to the same condition you found it in. All construction and painting in the space must be approved by the Venue Manager. The floor can not be drilled or fixed to. Food and/or liquid on stage must be approved by the venue manager. Due to **Te Manawa's** sprinkler system, the use of smoke machines or fire is forbidden. The lighting socopex must remain fixed.



## HOW IT WORKS

**SUBMIT.** Download a submission form from our website. Fill it out, send it back, and wait to hear from us. We consider every submission carefully and will respond within a week. If your pitch is successful, our collaboration begins...

**SELL.** You must e-mail us your press kit at least six weeks before your season opens. We will give you a due date when your submission is approved. Your kit must include a media release, a poster image (A3 min.), at least one image for online publicity (it can be the same image used on your poster, but mustn't contain text), and a basic marketing plan. **Centrepoint Theatre** are our ticketing providers, and we'll ensure that your show is online and on sale within a week of receiving your press kit. We do not cover any marketing costs, but we can consult with you on local publicity and negotiate responsibilities.

**PAPERWORK.** When your submission is approved, we will have sent you some paperwork to fill in. This is due along with your press kit. Please, make sure we receive it on time so we can have everything waiting and ready for you by the time you arrive. Failure to do so may result in you losing your spot.

**INVITE.** Every show needs an audience. Word of mouth has a big influence in Palmy, so it's important to factor complimentary tickets into your budget. We recommend comping about 30% of the house for opening night. We know just the right people to invite to your show if you want to get the word out there - just ask. Full-time **Centrepoint Theatre** staff are comped one ticket each (6 in total) and reserve the right to fill any unoccupied seats on a standby basis for audience development purposes.

**CREW.** Bring your own or hire ours. We have in-house technicians who can help with pack-in and/or operate your show for \$20/hour (incl. GST). This can be deducted from your box office receipts or we can send you an invoice at the conclusion of your season. If you do need to hire one of our technicians, please discuss it with us well in advance of your season. Our Venue Manager or a staff member from **Centrepoint Theatre** will be around during your pack- in to answer any questions you may have. They are not, however, there to pack in your show for you.

**CLEAN.** You are in charge of keeping the performance space tidy and clean while you're using it. We will look after the foyer and the bathroom. If it is left in a mess, you will be charged for the clean up. No 'buts'.

**GET PAID.** We will send you a breakdown of your gross box office less expenses and **The Dark Room's** percentage, along with a feedback form. Send us an invoice for the right amount along with your feedback so your payment can be processed.

**FEEDBACK.** We are a fairly new venture so your opinions are like gold to us. We're always open to new ideas and your feedback is a valuable tool to work out what we are doing right, what we are doing wrong, and what changes can be made. We take all feedback seriously. If you would like creative feedback from us, get in touch.

## IN A NUTSHELL

Performance fee / **30% of box office (minimum charge: \$130 per performance)**

Tech/Operator hire / **\$20 per hour**

Capacity / **50 seated, 60 standing**

Bookings / **via *Centrepoint Theatre* - online & phone**

Marketing / **the hirer's responsibility. We will consult you regarding publicity.**

**Hireage includes** booking and ticketing services, seating (50 seats), basic lighting and sound equipment (see below), Front of House/Box Office, and marketing assistance.

**Hireage does not include** marketing costs, crew costs, accommodation costs, travel costs, or additional lighting, sound and A.V. equipment.

## LIGHTING

6 x Selecon Acclaim 650w PC incl. barn doors  
6 x Selecon Acclaim 650w Fresnel incl. barn doors 2 x 500w floods (house lights) 1  
x NovaLink 24 lighting console  
2 x Theatrelight 12-pack dimmers (22 channels)  
2 x Socopex waylines with 6 tails each

## AUDIO/VISUAL

2 x QSC K8 8" 100w powered speakers  
1 x Behringer Eurorack UB 1202 sound desk  
1 x MacBook as cue system running Q Lab  
1 x VGA 15m  
1 x HDMI 15m

## FREQUENTLY ASKED QUESTIONS

**WHAT ARE MY DUTIES?** Other than what's already been mentioned, make sure you abide by the venue rules and Health and Safety regulations, and attend an induction of the space when you arrive.

**WHERE DO I GET RIGHTS AND LICENSES?** Visit **Playmarket** ([www.playmarket.org.nz](http://www.playmarket.org.nz)) to obtain a performing rights license for a New Zealand Script. **Play Bureau** ([www.playbureau.com](http://www.playbureau.com)) can provide you with performing rights licenses for most international scripts. Visit **APRA AMCOS** ([www.apraamcos.co.nz](http://www.apraamcos.co.nz)) to obtain the performance rights to music used in your show. All necessary rights and licenses must be obtained and paid for before your season begins.

**DO YOU HAVE A FLOOR PLAN?** Yes! We can send out floor plans, lighting plans and any additional photos you may require upon request.

**WHERE CAN I PARK?** We have a courtyard that can be parked in during pack-in and pack-out only. Parking on Church Street (on the **Centrepont Theatre** side of the intersection) is free.

**WHEN CAN I SUBMIT MY SHOW?** Now! Or whenever it's ready. We accept submissions all year round.

**WHERE DOES THE LOGO GO?** **The Dark Room** logos, physical address and **Centrepont Theatre's** telephone number and website for bookings must appear on all promotional material. **The Dark Room** logo specifically goes on the bottom, right-hand corner. We supply all necessary images to you upon acceptance of your submission.

**WHAT DO I DO IF I HAVE MORE QUESTIONS?** Flick us an e-mail and we'll get back to you ASAP.

## **CONTACT**

Producer / **Nathan Mudge** / [nathan@centrepnt.co.nz](mailto:nathan@centrepnt.co.nz) / 022 648 4056

General Manager / **Kate Louise Elliott** / [kate@centrepnt.co.nz](mailto:kate@centrepnt.co.nz)

Business Manager / **Martin Carr** / [admin@centrepnt.co.nz](mailto:admin@centrepnt.co.nz)

Box Office Manager / **Vanessa Barnes** / [boxoffice@centrepnt.co.nz](mailto:boxoffice@centrepnt.co.nz)

Location / **cnr. Church & Pitt Street, Palmerston North, New Zealand**

Mail / **The Dark Room, P.O. Box 716, Palmerston North 4440**

Website / [www.thedarkroomnz.com](http://www.thedarkroomnz.com)

Facebook / [www.facebook.com/thedarkroomnz](http://www.facebook.com/thedarkroomnz)

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