



Whakatāne War Memorial Hall Little Theatre – Information Sheet

The Little Theatre is a 270-seat theatre within the Whakatāne War Memorial Hall. It includes a ticket sale box and bar area. There is also a shared entrance foyer with the Reception Lounge in the War Memorial Hall. If exclusive use of the foyer is required, both the Little Theatre and the Reception Lounge will need to be hired.

The Little Theatre is used for recitals, showcases, conferences, seminars and live theatrical productions. Facilities include; wheelchair accessibility, rehearsal room (green room), separate male and female dressing rooms, and an Orchestra Pit. The Little Theatre is a self-service facility and fully unstaffed.

Venue Features

Features of the Little Theatre include:

- Basic stage wash lighting system
- Sound system
- Air Conditioning/heating
- Two separate dressing rooms
- Green room
- Loading dock
- Stage curtain
- Fly tower with manual rope lines
- Unstaffed self-service bar and ticket booth (Special Licence required for the sale or provision of alcohol)
- Wi-Fi (password can be provided by the bookings team)
- Catering is organised by the hirer and food licences may be required.
- Technical assistance or additional technical equipment including projection, projector screen, wireless microphones, and additional lighting can be hired through Theatre Whakatāne admin@theatrewhakatane.org.nz. Please note that Theatre Whakatāne is a volunteer organisation and allow a minimum 2-week response time for enquiries.



To Book

Please visit the online booking portal to make a booking at <https://www.whakatane.govt.nz/services/halls-hire> or contact our booking team for assistance via openplacesadmin@whakatane.govt.nz.

Terms and conditions of hire can be found at <https://www.whakatane.govt.nz/services/halls-hire/terms-and-conditions-hire-community-venues>

Little Theatre Stage Dimensions

- Proscenium: width 9.2m, height 4.2m
- Setting line (front curtain) to back wall: 9m
- Forestage: 3.5m x 11m (forestage drops to form orchestra pit)
- Depth of forestage from edge to curtain line: 3.5m
- Stage depth from curtain line to back wall: 9m
- Stage depth from curtain line to last flying line: 8m
- Height of grid/ceiling above the stage: 10.95m
- Stage height from auditorium floor: 0.5m
- Wing space from prompt and OP sides: 6m each side
- Length of battens: 10m
- Loading access doors 2.4 meters high by 3m wide



A floor plan is available upon request.

Little Theatre Pricing

Item	Rehearsal (no admission fee charged)	Performance (admission fee charged)
Little Theatre – Community/Non-Profit and Private Hire	\$150.00 per day \$75.00 (up to 4 hours)	\$280.00 per day \$140.00 (up to 4 hours)
Little Theatre – Commercial Hire	\$300.00 per day \$150.00 (up to 4 hours)	\$560.00 per day \$280.00 (up to 4 hours)

Technical Support

Technical support is available through local theatre company Theatre Whakatāne and is a requirement if a hirer does not have in-house technical expertise. Hirers can engage Theatre Whakatāne directly through emailing admin@theatrewhakatane.org.nz. Technical support is subject to availability so early booking is advised. Please note that Theatre Whakatāne is a volunteer organisation and allow a minimum 2 week response time for enquiries.

Any alterations made by the hirer to lighting or technical equipment made must be restored to the state when the hire is commenced. Failure to do so will incur additional costs.

Please be aware that the projector screen can only be accessed from the fly floor which is not accessible to hirers. Theatre Whakatāne must be engaged to access the fly floor due to Health and Safety reasons.

Cleaning

Hirers have the option to clean the Little Theatre themselves, including amenities, vacuuming, rubbish removal, wiping down surfaces, cleaning any spills. Council can also organise a quote from a cleaning contractor and can add this to a hirer's invoice if requested. Please note that a minimum of 4 weeks-notice is required and rubbish removal will remain the responsibility of the hirer.

Should Council need to engage a cleaner following your event, this cost will be passed on to the hirer.

