



# CBHS SCHOOL HALL HIRE – INFORMATION FOR USERS

ALL PRICES ARE CORRECT AT 1 FEBRUARY 2019 AND EXCLUSIVE OF GST.

## REQUEST TO USE THE SCHOOL HALL

A 'Request to Hire' application should be emailed to the school or sent in hard copy. All users, their function and purpose of hire must align with the values and strategic direction of Christchurch Boys' High School. This will be determined by the Headmaster or his delegated representative.

## SCHOOL HALL CAPACITY

<b>Theatre Style</b>	Downstairs: 800 Upper Level: 500	<b>Workshop Style:</b>	Downstairs 240
<b>Banquet Style</b>	Downstairs - 300	<b>Cocktail Style:</b>	Downstairs

## HIRE RATES *(Discussion about rates can be directed to the Senior Master, Operations.)*

**Notes:**

1. A community group is defined as a group who is 'not for profit' whose prime aim is to deliver community benefits and is a registered NGO.
2. These rates are effective 1 February 2019. Please confirm before entering into an Agreement to Hire.

	Commercial	Community
<b>Half Day (8am - 12 noon or 1pm – 5pm)</b>	<input type="checkbox"/> \$880	<input type="checkbox"/> \$550
<b>Full Day (8am – 5pm)</b>	<input type="checkbox"/> \$1900	<input type="checkbox"/> \$1100
<b>Evening (6pm-11pm)</b>	<input type="checkbox"/> \$1100	<input type="checkbox"/> \$660
<b>*Hourly Rate</b>	<input type="checkbox"/> \$200	<input type="checkbox"/> \$150

\*Hourly rate will apply to short hires and to additional set up time and pack out outside event duration.

### Inclusions in Hire Fee

- Standard Seating set up
- Data Projector & screen
- Lectern & microphone
- Trestle Tables x 2

### Additions

- Technician - \$35 per hour (subject to requirements)
- Security/On site Host - \$150 or by arrangement
- Changes to standard set up: Fee by arrangement
- Cleaning – Hall fee: \$200.00

## CATERING

*(All catering for events held in the CBHS School Hall must be arranged through one of the following preferred suppliers.)*

<b>CBHS PTA or Sports Group</b>	<b>Contact:</b> Melinda Dunstan <b>Phone:</b>	<b>Email:</b> melindadunstan77@gmail.com
<b>Moveable Feasts</b>	<b>Contact:</b> Kate Cartwright <b>Phone:</b> 03 389 8617 or 027 257 4325	<b>Email:</b> kate@mfevents.co.nz
<b>Wigram Catering Company</b>	<b>Contact:</b> Anton Matthews <b>Phone :</b> 027 301 3850	<b>Email:</b> <a href="mailto:wcc@hustle.kiwi">wcc@hustle.kiwi</a>
<b>Adams House Hostel (school events)</b>	<b>Contact:</b> Jenny Yee <b>Phone:</b> 03 348 0130	<b>Email:</b> adamshousekitchen@gmail.com

## Hall Stage Dimensions

5.1m from the rear of the stage to proscenium arch.

6.9m from rear of the stage to the front edge of the stage.

17.3m full stage width (including wings)

12.6m width of the proscenium arch opening

5.4m height of proscenium arch from the stage floor

## Standard Hall Set up

The Hall should be left in the standard set up at the end of the event (unless prior arrangement made with the School).

Centre section – 22 seats, 20 rows

Side Sections – 11 seats, 18 rows



Stage: wooden chairs lined at front with centre aisle lined with wooden chairs. Lecturn in centre.



