



## VENUE HIRE

# FUNCTION REQUIREMENTS 2025

**ABOUT THE JUNCTION THEATRE:** The Junction Theatre is an event/performance space nestled within The Arts Junction, 36 Main Rd, Katikati. The boutique theatre space seats 38 theatre style or up to 100 with stacker chairs. Suitable for movies, theatre, and musical performances.

**ABOUT THE BOARDROOM MEETING ROOM:** The Boardroom seats 4-12. The room includes air-con and a projector (using the blank wall as a screen).

At the Art Junction we have many service choices and equipment hire.

Below is a list of our resources and price list. Please **highlight** what you would like to hire.

Description	Not for profit/ Members	Commercial/ Non-members	Capacity
Boutique Theatre	\$90 - 3 hours per hour after \$20	\$120 - 3 hours per hour after \$30	100
Boardroom	\$20 min 2 hours	\$30 min 2 hours	Seats 4-12
Kitchen	Urn and tea/coffee making facility. Cups/saucers plates. Oven for warming food		
Portable microphone	Available with hire of theatre.		
Equipment	Laptop for playing memory stick/dvd media		
Wine glasses			
Chairs	65 Stacker chairs + couches etc		
Whiteboard	Whiteboard/ pens		
Boardroom	Board table seats 12		
Trestle tables	8 long/2 short		
Cleaning Fee	\$50 per hour	\$50 per hour	
Tablecloths	Black tablecloths		
Bar license/Manager	POA	POA	
Front of house steward	\$65 per hour	\$65 per hour	
Movie licence	\$100	\$100	
Ticketing Fee/ online	\$1 per ticket	\$1 per ticket	

When hiring the Art Junction, please let us know what you require and what time you would like to have access to the facilities. If you have any special requests or requirements. A start and finish time. Whether you would like to sell tickets through us, or online. We can organise both. If it is a birthday party for children, we can book a movie. (all movie screenings require a licence).

Wanting to run a workshop or have a meeting with like-minded people.

**To express your interest in booking a space in The Arts Junction please complete and return this form.**

**Contact Name:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_ **(Not for Profit? Y / N)**

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Postal address:**

\_\_\_\_\_

**Title of show/event / booking name:**

\_\_\_\_\_

**Preferred Dates/Times of Hire (including pack-in/pack-out time/days)**

Date: \_\_\_\_\_

Time event starts: \_\_\_\_\_

Set up time: \_\_\_\_\_

Pack out time: \_\_\_\_\_

**Please Circle the space/s would you like to hire?**

Junction Theatre / Boardroom / Foyer

**Do you require use of the kitchen? Yes / No**

**For the Junction Theatre hireage:**

Type of event: \_\_\_\_\_

Will the event have a Cash Bar (ie. Bar Manager required) Yes / No

Will a movie license be required? Yes / No

Do you require Ticketing services? Yes/No

**Will the event be:**

- Public or Private

- A ticketed event / A free event / Entry by donation

Other: \_\_\_\_\_

**Please provide a brief synopsis/description of the event and any technical requirements you may have.**

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Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Please email this completed form to [info@theartsjunction.org.nz](mailto:info@theartsjunction.org.nz) and we will come back to you with available dates and a cost for the venue hire. Thank you!**