

### **About the Incubator Creative Hub:**

A collective and supportive environment which facilitates eclectic and intriguing platforms for small exhibitions, film screenings, workshops and performances of film, music, theatre and art.

Focused on our strategic plan vision of The Incubator Creative Hub, to '*enrich lives within our communities through creative experiences*', The Incubator is committed to activating and developing creative, safe-space events in all activated Incubator event venues.

### **General Information:**

The Village Cinema - Community Picture Theatre is a 60 seat art deco inspired cinematic community venue space, located at The Historic Village, 159 17th Avenue, Tauranga.

The Village Cinema - Community Picture Theatre is facilitated by The Incubator Creative Hub. This also includes the following venues we encourage you to visit whilst at The Historic Village: The Incubator Gallery, The Artery Creative Campus, The Artist Window Gallery, The People's Gallery, The Pot House, The Jam Factory, Satellite Studios, Okorore Ngā Toi Māori Gallery & Studios.

### **Event Policies:**

1. All notifiable incidents will be immediately reported to an Incubator Village Cinema team member who will report to Work Safe NZ by the fastest means available. We will also report in writing within 48 hours using the prescribed form if required by Work Safe NZ.
2. It is essential to meet with the team leader before any event can proceed to be made aware of any hazards, evacuation plans and to sign a cinema induction.
3. The Event Notification and Investigation forms for recording and reporting any incident or injury are available in the cinema. These forms along with the work safe induction form, will be clarified for you and answer any queries upon your arrival.
4. A list of housekeeping **must** be read to the guests particularly around safety, location of bathrooms, evacuation points.
5. All electrical equipment brought into the Incubator must have a current code of compliance TAG including all extension cords and multi-boxes.
6. Naked flames or Popcorn machines cannot be used inside the cinema and are a potential fire hazard.
7. The Village Cinema must be respectfully left as you found it, in a clean tidy manner with any damage to cinema property reported to the Cinema

Coordinator immediately.

8. All trash must be taken away from the space as we practice a zero-waste policy.
9. Remember it is DIT! (Do it Together)
10. There will be team members around to answer any question and to support you.
11. Out of respect for our neighbouring residents and tenants, we have an event curfew of 10.30pm.

### **Pricing:**

#### **FUNDRAISER/CHARITABLE TRUST VILLAGE CINEMA VENUE HIRE**

Minimum Hire (half day up to 4 hours):	\$75.00 +gst
Full Day Hire (up to 8 hours)	\$150.00 +gst
Administration fee:	\$50.00 +gst
Additional hours if required:	\$20.00 +gst per hour
Cinema Staff per hour (Out of hours: evenings & weekends)	\$30.00 +gst
Bond	\$100.00
Film License	\$125.00 - \$200.00 +gst per film (Cost is dependent on Film License Distributor)

#### **PRIVATE EVENT/ NOT FOR PROFIT VILLAGE CINEMA HIRE**

Minimum Hire (half day up to 4 hours):	\$100.00 +gst
Full Day Hire (up to 8 hours)	\$200.00 +gst
Administration fee:	\$50.00 +gst
Additional hours if required:	\$25.00 per hour
Cinema Staff per hour (Out of hours: evenings & weekends)	\$30.00 +gst
Bond	\$100.00 - \$300.00
Film License	\$125.00 - \$200.00 + gst per film (Cost is dependent on Film License Distributor)

#### **COMMERCIAL ORGANISATION VILLAGE CINEMA VENUE HIRE**

Minimum hire (half day up to 4 hours)	\$200.00 +gst
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Full day hire (up to 8 hours)	\$400.00 +gst
Administrative Cost:	\$50.00 +gst
Additional hours:	\$50.00 + gst per hour
Cinema Staff per hour (Out of hours: evenings & weekends)	\$30.00 +gst
Bond	\$100.00 - \$300.00
Film License	\$125.00 - \$200.00 +gst per film
	(Cost is dependent on Film License Distributor)

### **Pricing continued:**

1. The use of the cinema AV equipment, cinema tables, tablecloths and additional chairs, are all included in the venue hire cost. Additional external equipment can be hired separately on request.
2. An Incubator Village Cinema team member will meet you at the cinema for set up on the day of the event and talk you through the Health & Safety requirements and ask that you announce this to your guests. They will also assist you with any queries and AV support. This will be charged at \$30.00 +gst per hour for a minimum of 2 onsite hours.
3. For events using HDMI, it is a requirement to schedule an A/V check pre-event with Cinema Management.
4. 50% of your quote must be paid at least 2 weeks in advance of your event date. The remaining fee will be charged post event in addition to any incurred charges.
5. A Bond will be paid in advance of all events, to be held by The Incubator. The cost of bond will be between \$100.00 - \$300.00, dependent on the event, evaluated case-by-case by Incubator management. Bond will be reimbursed accordingly upon final inspection of the Village Cinema by The Incubator, within 7 days post-event.

### **Public Performance Licensing:**

Did you know it is a legal obligation to obtain a PPL when screening a film in a public space? The fee for this licensing can vary depending on the Distributor. We can source the licensing on your behalf with all fees going directly to the Distributor.

### **Event Management Services:**

Want your event to have the WOW factor? We can take your event to the next level with our professional event management expertise. Offering competitive rates, talk to our Cinema Coordinator regarding a quote for your event.

### **Venue Fees & Film License Sponsorship:**

Applications are available for partial sponsorship of film licensing and venue hire for Charitable Trusts, Fundraisers and some case-by-case private events.

For further details, email [cinema@theincubator.co.nz](mailto:cinema@theincubator.co.nz) with a brief synopsis of your event, including name of organisation, ticket pricing if applicable, and any additional costs of your event. Please include *Event Sponsorship* in the email Subject bar.

### **Once your date has been booked:**

Complete the form with all your details and return.

Pay the fee into bank account 06-0433-0478552-03 using the event date as reference details.

The payment must be received within 2 weeks of the event.

### **Conduct:**

The Incubator is proud to call the Village our home and we stipulate up front that this is not a place for abuse, drunken behaviour, drug use or damage to property, either ours or the Village grounds.

We will not tolerate any of the above behaviours and security measures will be used without hesitation.

Please take the following into consideration at your event:

- All trash must be taken away with the guests at the end of the show.
- No drinking of alcohol, including outside the direct proximity of the The Village Cinema unless within Liquor Licensing regulations.
- There is to be no smoking within any of the buildings within the Incubator Creative Hub or in or around the Village Community Cinema. The Village by day is a family clean place and we do not want smokers ruining it for families and other visitors.
- Respect for other tenants- as its name suggests, *The Village*, there are other tenants and organisations operating and we ask that when walking around the Village your guests are mindful of other events and gatherings. There are 2 CCTV cameras feeding directly back to the Tauranga City Council, so any drunken, illegal behaviour will be on TV.

### **Cancellation Fees:**

- 50% of your quoted fee must be paid 2 weeks prior to your event.
- Events cancelled within 7 days will incur a 30% cancellation fee.
- Events cancelled within 48 hours are not refundable.

### **If we are co-promoting your event you will need to provide:**

Social media graphics (JPEG poster and Facebook tile) so we can help to promote you if this is necessary.

We will set up an event page for your event if needed and share via our vast social media outlets.

All flyers and events held at the Village Cinema **must feature the The Village Cinema logo** – This can be downloaded directly from our website <https://www.theincubator.co.nz/the-village-cinema>

- The poster marketing graphic must be to a reasonable graphic design standard.
- We are a volunteer organisation so if you have a publicist or are able to provide a great press release it is very helpful. If not, please can you provide some answers in the booking form below.

Events are promoted collaboratively with the hope that both you and the Incubator /Village Cinema benefit.

### **Marketing:**

The Incubator provides a designed poster (on request), Instagram tile, Facebook event & tile, My Tauranga, Creative BOP & Eventfinda promotion which we will share on our social media platforms (with over 11 000 followers) & website, in the lead up to your event.

### **Village Cinema AV Equipment:**

#### **Important to know:**

The Village Cinema A/V equipment operates 1080p 60hz  
The A/V system will accept 4k 30hz. Peak performance runs at 1080p, with USBC having the potential of resolutions being too high.

#### **Projector**

- Panasonic PT-RZ570
- 1-chip DLP 'laser' projector
- 5400 lumen brightness
- 2,304,000-pixel (1920 x 1200) HD resolution • 20,000:1 dynamic contrast ratio

#### **Projection Screen**

- Grandview 180" fixed screen • 16:10 aspect ratio

#### **Touch Control Panels**

- RTi 2.8" fixed RTi iPad licence for full function wireless system control Wall mounted 'Touch Panel' System controller
- Launchport iPad wall mounted inductive charger and sleeve

#### **Amps**

- 3x Behringer iNUKE 3000 series power amplifiers with built-in DSP

#### **Speaker System**

- Community Commercial 7.1 Channel Speaker System Comprising: -
- 2x Community V2-28 front left & right speakers • 1x Community V2-28 centre speaker
- 2x Community V2-6B rear surround speakers
- 2x Community V2-6B side surround speakers
- 1x Community VLF208LV sub-woof
  
- Unfortunately DCP's (Digital Cinema Packages) are not compatible with the cinema A/V equipment.
  
- **If using your own Mac computer, we recommend you use your own compatible HDMI adapter.**