



General Information for Hirers

Enquiries about venue availability and bookings can be directed to the Operations and Venue Bookings Team. Once your booking is contracted a central contact point will be established which will then enable you to plan your event and estimate costs in detail.

The Operations and Venue Bookings Team can offer advice on travel, parking, freight and accommodation as well as outlining the added value services we offer which include marketing/ box office, production, catering, merchandising, stage door control and security.

For further details please email bookings@regent.co.nz

Event/ Front of House Manager

You will be assigned an Event/Front of House Manager for your event that will have overall event-day responsibility for the venue, stage door control and security, box office, merchandising, catering, all staff and any other aspect of the event that impacts on the public including emergencies.

Marketing

The city and the region represent a unique market and specialised local knowledge will help you to reach audiences. The Regent on Broadway sees the sales process as a partnership and is committed to working with you in maximising your sales success. The Regent on Broadway Team can provide advice on professional campaign development, media buying rates and access to a wide range of distribution channels. Application can be made to utilise the venues discounted media rates, the cost of which can be added to the final show settlement.

For further details please email anoushka@regent.co.nz

Merchandising

Regent on Broadway can provide merchandising service.

Completion

Following your event the Front of House Management team or one of the theatres Operations and Event Coordination team will ask you to sign off on leaving the venue. This person may also ask for autographs on posters for our archives.

Settlement

On request the Event/Front of House Manager will provide you with an Interim Settlement prior to you leaving the venue and Regent on Broadway Accounts Team will provide a Final Settlement within seven working days.

For full venue hire terms & conditions please refer to the attached PDF documents on this page.

Health and Safety

Regent on Broadway Theatre keeps a high standard of health and safety and our staff have training in first aid and emergency procedures.

Regent on Broadway has control over the health and safety aspects of the venue, however it is expected that you, as a hirer, will plan your own health and safety plan for the event and provide details to the Operations and Venue Bookings Team prior to the day of the event.

You will comply with and operate under the Guide for Safe Working Practices in the New Zealand Theatre and Entertainment Industry at all times.

Click here to see [Safe Working Practices](#).

Regent on Broadway shall control all aspects of an emergency evacuation, however your Event Coordinator is expected to be familiar with the procedures prior to the event day and hirers are to comply with all instructions by Regent on Broadway staff in an emergency.

Find attached to this page the Regent on Broadway Health and Safety policy statement and the theatres general hazard identification document. Also attached is the theatres evacuation procedure.