



Introductory User Guide

Nau mai haere mai, welcome to The Meteor!

We are the beating heart of Kirikiriroa arts and are an accessible and affordable place that supports the new and the established, the professional and the community, and the mainstream and the experimental.

This guide has been created to help you on your journey here at The Meteor and contains many frequently asked questions. If you have any further queries, please get in touch with the team!

How it works

Putting on an event at The Meteor is a collaboration. We partner with your success through production planning, support and consultation throughout your journey. This is reflected in our risk-share model, where we charge either:

30% of your total gross box office

OR

A community day rate based on the space you've hired (location prices below)

Your hire fee will be calculated at the end of your event and will be based on whichever is highest (30% or the day rate). Also included in your hire is:

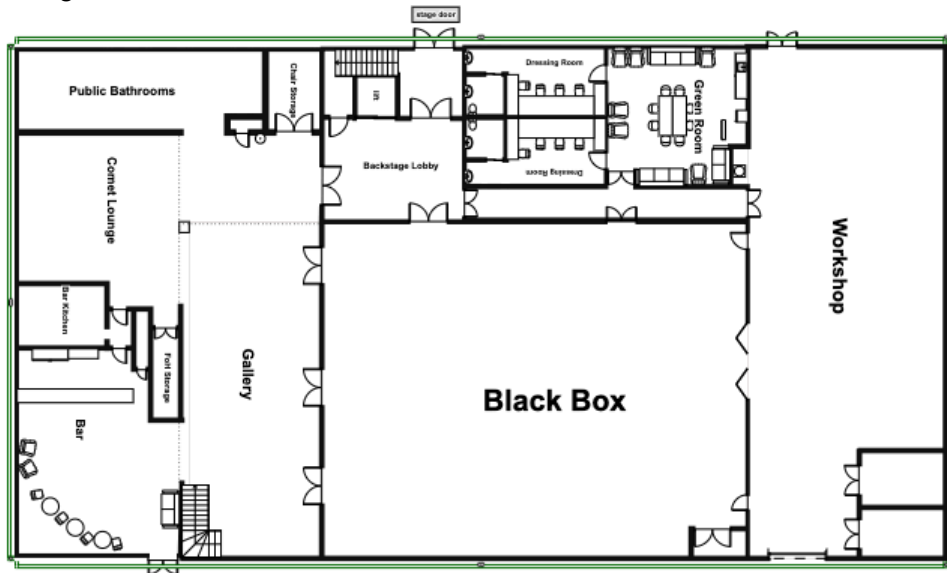
- Basic technical equipment in a standard rig
- Ticketing of show
- Basic marketing of show (*including mandatory A0 poster - \$40 from reconciliation*)
- Production/ technical meetings
- Front of house and café/ bar amenity

Location hired:	Price:
Black Box Community Day rate	\$400 +GST
Black Box Production Day/s / pack in & pack out	\$250 +GST
Black Box Dark Day	\$150 +GST
Black Box Corporate Day rate	\$850 +GST
NCG Gallery Day rate	\$150 +GST
Lounge Day rate	\$100 +GST
Rehearsal Room rate (3 hours – 6 hours – whole day)	\$45 – \$60 – \$90 +GST

The Meteor technical team can provide in-house support according to your needs. This will be discussed during your planning stages. We require a technician to be onsite for your pack in/ out. They can also be available during your show if needed for technical support or operation. Technicians will be provided at \$48 +GST per hour per person.

On signing the contract, a deposit is required. We may also charge a refundable cleaning and security access bond as appropriate.

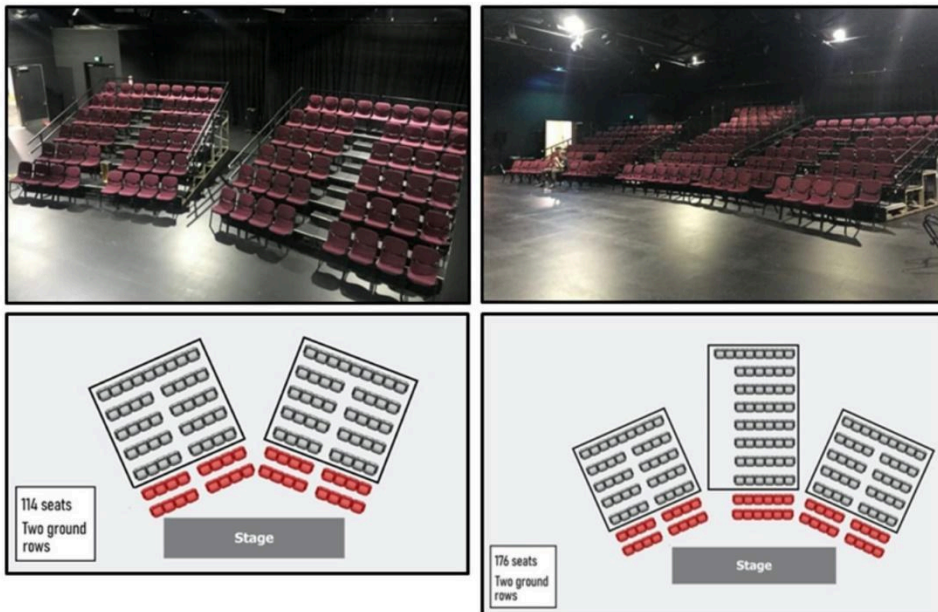
As there is high demand for The Meteor, we try to schedule as many different events as we can. This may mean there is more than one event on at any given day or time. If sharing the space, we rely on your goodwill and our combined pre-planning to ensure a happy and workable arrangement!



Our spaces

- **Black box theatre**

The benefit of a black box is that it's completely flexible and can be configured in a variety of ways! It measures approximately 21m x 17m x 5m in size. The standard rig for the theatre is with the stage along our West wall and the seating block along our East wall, however this can be moved into any orientation to work with the requirements of your show.



Our seating blocks are moveable and can be used individually or in groups. In the standard rig, two seating blocks gives you 82 seats and three seating blocks gives you 132 seats. You can also add two ground rows to each block, giving you 114 seats with two blocks and 176 seats with three blocks.

Please note that having three seating blocks is only possible in the standard rig and may incur an additional charge to set up.

We also have large round tables that can be used to create a cabaret style configuration of up to 230 seats. The Meteor is licensed for a standing capacity of 350.

Alternatively, we can also create a smaller, more intimate, space for you.

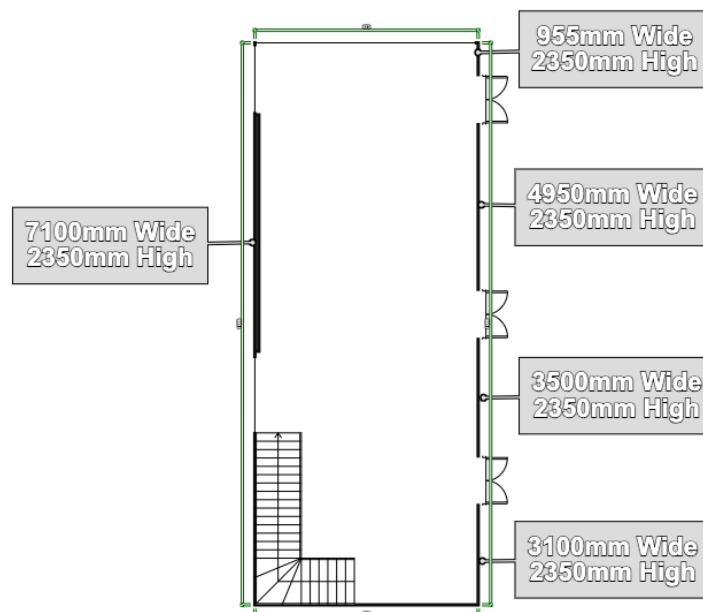
If you're interested in deviating from the standard rig, then please let us know when enquiring for dates as this may affect pack in/ out. Please note that all seating capacities are dependent on your stage configuration and may vary.

For more information on lighting and technical equipment, please see our [Technical Guide](#) available on our website.

- **The NCG Gallery**

Dedicated to Waikato philanthropist Nancy Caiger, the gallery showcases works from both established and emerging artists from around the Waikato.

The gallery space can also be used for performances, meetings, and events. It has a seated capacity of 100 and a standing capacity up to 150.



For more information on the Nancy Caiger Gallery, please see our [Exhibition Guide](#) available on our website.

- **The Comet Lounge**

Measuring approximately 7.7m x 6m, the Comet Lounge is perfect for smaller and more intimate events, meetings and workshops. Maximum numbers depend on your required layout, however it can comfortably host about 30 people.

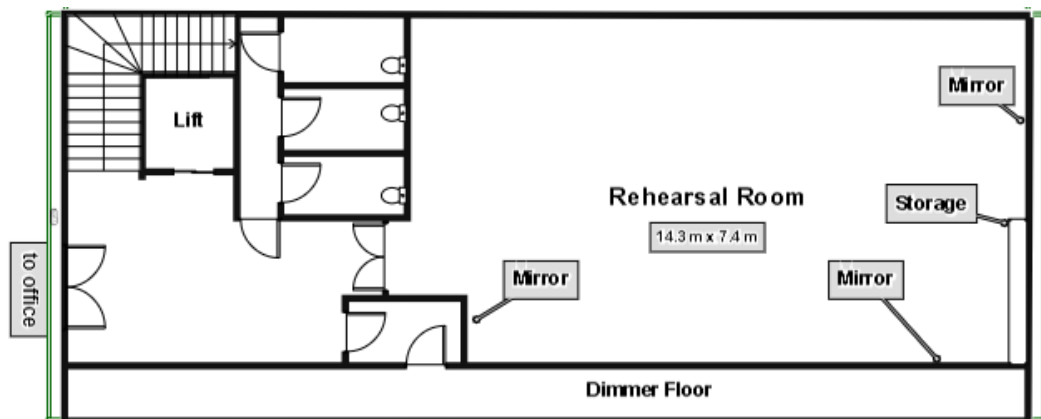
- **The Rehearsal Room**

Fully carpeted, the rehearsal space is an open area measuring 7.4 x 14.3 metres. It's well-lit and ventilated with opening windows as well as air conditioning and heating

available. Inside the room, there are multiple power points and cubby holes that can be used. Adjacent to the space there are also toilets available.

Please note that the rehearsal room is upstairs, and can be accessed separately from the theatre via stairs or lift.

The room is available for regular rehearsal bookings, however there can be times when it is unavailable for use due to performances in the black box.



- **Creative Cluster**

Co-working office spaces are available to hire at accessible prices for those within the creative community. Each workspace comes with ample storage and the following facilities:

- 24/7 building access
- Unlimited Internet
- Printing facilities
- Casual meeting spaces
- Bookable boardroom at no extra cost
- Secure card access
- Fully equipped kitchen facilities
- Nearby toilets
- Air conditioning
- Bike storage
- Access to events at The Meteor



For more information, please see our [Creative Cluster Guide](#) on our website.

If you're interested in putting on a production here at The Meteor, then we have a number of additional resources on our website that you might find handy!

- [Technical Guide](#)
- [Budget Template](#)

We also encourage you to support our environmental sustainability initiatives by finding ways to use resources better and reduce waste, such as:

- Not using glitter or non-recyclable decorations in your shows.
- Not supplying grazing platters or over-ordering food for events.
- Reusing sets, props, etc where possible.

If you have any questions, then please don't hesitate to reach out to our team!

*Kia tika mai a mauri, ka nui te mana o mua.
If the back functions well, the front gains mana.*