



SHED 6

Venue Information Document



**Venues
Wellington**

DOCUMENT REVISIONS

Version	Publish Date	Published by	Notable Changes
V1	Jul 2018	NW Group	First Edition
V2	Feb 19	NW Group	Revised and Updated

DOCUMENT OVERVIEW

This Information document has been created to aid clients hiring our venues with general information and production integration to the space. Every effort has been made to ensure information is as accurate as possible at the time of revision. For general information about Wellington, or our fleet of venues, please visit <https://www.venueswellington.com/>

All images, plans and pictures used in this document are compressed to maintain a manageable file size. Full Resolution images, plans and pictures are available on request.

TO MAKE A BOOKING

If you would like to discuss a booking with Venues Wellington then please contact us on email venues-sales@wellingtonnz.com; or call our sales team on +64 4 801 4207.

VENUE OVERVIEW

<https://www.venueswellington.com/venues/tsb-bank-arena-and-auditorium-shed-6/>

Shed 6 is a contemporary space and its multi-purpose design enables the venue to be utilised as a pillar-less, plenary space, catering up to 966 delegates in a theatre layout; to being divided into four separate rooms by utilising the operable sound resistant walls.

Shed 6 gives you control over a large space: host a concert in the entire auditorium, or split it up with soundproof dividers into four smaller spaces perfectly suited to conference breakout sessions, meetings, product launches and social functions.

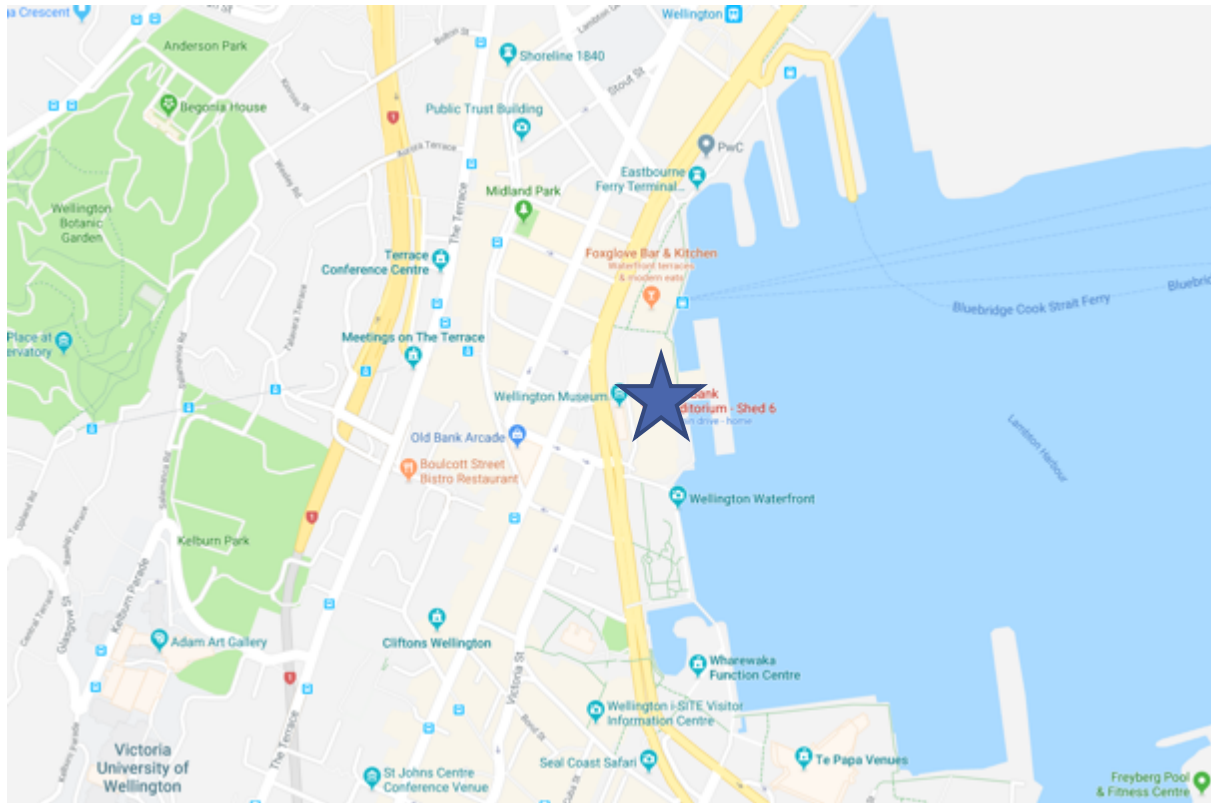
Connected to the TSB Arena by a light and open two-storey Arcade, TSB Auditorium is a truly multi-purpose venue. This 763m², flat floor space can be set up theatre-style or classroom seating to complement your conference in the Arena next door, or make use of the whole space for a banquet dinner.

Shed 6's pillar-less floor and retractable and sound proof walls, makes it a truly versatile and flexible venue.

LOCATION

Shed 6 is located on Wellington's picturesque waterfront, just a short stroll away from world-class dining, coffee and shopping in the heart of the city. Close to hotels, all main public transport routes and major highways, the venue is easily accessible to productions and audiences alike. Access to the venue is via the North End and South End Arcade or the South end main doors. With a loading dock situated at the southern end of the building, for easy roll in and roll out access.

Shed 6 Location



DELIVERY & PHYSICAL ADDRESS

Shed 6
4 Queens Wharf
Wellington 6011
New Zealand
+64 (0)4 801 4231
0800 20 23 24

POSTAL ADDRESS

Venues Wellington
P.O Box 2199
Wellington 6140
New Zealand

LOAD IN ACCESS AND DOCK

Location

Load in access to Shed 6 is off Jervois Quay past the TSB Bank Arena dock-way and on to the Wellington Waterfront Area.

There is a bollard restriction to the Waterfront requiring prior access to be arranged before gaining access to the Waterfront Area.

The Shed 6 dock-way is located half-way down the waterfront side of the building.

Forklifts

Forklifts can be provided by the venue, along with staff to operate these.

Your VW Event Manager can assist you with the booking of forklifts if required.



Image depicting the south end of Shed 6 including the main TSB dock way area

Dock-way obstructions

Turning circles are restricted and is not recommended for trucks larger than 10T to access the Shed 6 Dock-way.

The dock-way is a flat floor load directly to Shed 6, tail lifts on vehicles are essential.

PARKING

Clients and Guests

Limited car parking is available at the South end of the TSB Arena upon request.

Your VW Event Manager can assist you with booking these spaces. Please note - A fee may apply for these parks.

Audience and Delegates

Many public car parking structures are all within short walking distance of TSB Arena, the closest being directly underneath the Arena, with lift access directly up into the TSB Arena main entrance foyer.

CRITICAL DIMENSIONS

Standard Dimensions (Flat Floor)

Maximum room width	16.0m
Minimum room width	13.9m
Length	48.6m
Ceiling Height	6.5m

Dock-way Dimensions

Maximum opening width	4.8m
Maximum opening height	4.5m

Production Obstructions

- Maximum trim height to dividable wall pelmet 6.0m
- Retractable Seating block in extended mode

For more detail see Appendix 2 – Shed 6 Dimension Plan.

LAYOUTS & CAPACITY

Venue	Theatre	Classroom	Cocktail	Banquet	Exhibition	Floor Area
Shed 6 Full	966	450	1200	510	64	740m ²
Room 1	460	120	400	200	20	255m ²
Room 2	144	70	240	80	10	145m ²
Room 3	144	70	240	80	10	137m ²
Room 4	208	90	330	140	13	200m ²
The Arcade	-	-	280	-	15	350m ²

Capacities depend on technical setup and final stage size/position

Seating

Shed 6 has a fixed retractable seating block located at the Northern end of the room. Fully extended this seating block can accommodate 322 pax.



Seating block fully extended



Seating block fully retracted

Black “square back” style interlocking seats are provided for the flat floor, or where additional temporary seating is required

For more detail see Appendix 1 – Shed 6 Retractable Seating Block

HEATING AND COOLING

Full heating, cooling, and air movement is available in this space.

FACILITIES

Bathrooms

Male, Female and accessible bathrooms are accessed via the Shed 6 Arcade. These bathrooms are shared with TSB Arena and can be partitioned to avoid guests moving between spaces during concurrent bookings.

Kitchen

There are no dedicated kitchen facilities for Shed 6, your Venues Wellington Event Manager can discuss options with you and your caterer.

Pianos

Shed 6 has no on-site pianos, these can be provided from our other venues upon request. Your VW Event Manager can assist with this. Transport charges will apply.

INTERNET AND PHONE

Cabled Internet

Extensive cabled internet with DHCP is available throughout all rooms in the venue. High user quantities, data capacity and speeds in excess of 100Mb/s are standard.

Guest and client internet systems run independent of venue business and staff services.

Additional charges *may* apply for some services

Wireless Internet

Extensive wireless internet (DHCP only) is available throughout all rooms in the venue. High user quantities, data capacity and speeds are capped at 15Mb/s currently.

Guest and client internet systems run independent of venue business and staff services.

Additional charges *may* apply for some services

Telephone

A limited number of direct dial, non-toll barred analogue phone lines are available for guest and client use. These can be installed on request to all rooms in the venue.

Additional charges *may* apply for some services

HOUSE STAFFING

The venue can arrange and supply many different personnel to assist or support your event. Some crew may incur additional charges.

Venue Technician

A Venue Technician will be required for production integration to house technical infrastructure and to oversee safe production operations during bump in and bump out.

Depending on the scope of the production one or more venue technicians may be required for the entire duration of the event.

Production Crew

Your Technical Representative can arrange for local production crew who are familiar with the venues to meet your requirements.

Security

PWV holds an exclusive security supply contract with First Contact Security. Your VW Event Manager can help you with recommended quantities of security required.

Stage Door

A stage door or dock-way security person is recommended for load in and production times. Your VW Event Manager can help you with this.

Hosts

Minimum quantities of VW FOH ushers are required for ALL performances. Your VW Event Manager can indicate this quantity based on sold maps and audience numbers.

Venue Supervisor

A venue supervisor is required at most times clients are in occupation of the venue. This supervisor comes at no additional charge. Their role includes being chief safety warden, a liaison for all venue related matters and assisting with changes on the day.

VW Event Manager

As part of your venue rental, an Event Manager will be allocated to arrange specific details your event requires leading up to the event. They will create and distribute event and information sheets to venue staff to ensure your requirements are met.

Technical / Production and Catering advisors

Your VW Event Manager can direct you to various contacts in the venue team who have specific knowledge and experience in integrating and staging events in our spaces. These can include Technical and Production, Catering, Security and Hospitality teams.

TECHNICAL PRODUCTION

There is no production equipment included in your venue rental. Our onsite Technical Production Team can arrange all production services including labour to meet your budget and requirement. Venues Wellington's technical provider is NW Group www.nwgroup.co.nz



NW Group incorporates two well-known and highly respected New Zealand businesses - [Oceania](#) and [Spyglass](#). Providing rental and production services across audio, lighting, staging & vision, NW Group is the largest supplier of technical services in Australasia. They pride themselves in

bringing a significant depth of experience and first-rate equipment to provide impeccable client service and delivery.

Oceania & Spyglass have been working with Venues Wellington for over 30 years and are our choice for seamless and cost-effective technical solutions.

For technical support contact venues@nwgroup.co.nz

Venues Wellington allows other technical suppliers to access the venues from time-to-time. Contact your VW Contact for further information.

TECHNICAL INFRASTRUCTURE

House Lights

The Shed 6 House light system consists of 86 individually addressed RGBW LED fixtures.

A wired remote control with optional DMX input (for console-based control) is used to control these fixtures for shows.

Production Lighting

There is no production lighting included in your venue rental. Our Technical production team can arrange all production lighting services including labour to meet your budget and requirement. Some fixtures are permanently installed to aide in a cost-effective production lighting solution.

Waylines

There are 14 wall panels located around the perimeter of Shed 6 containing; power, Cat6, and XLR waylines.

Power

There is extensive power and data connections located around the perimeter of Shed 6 in wall panels

There is one x 400Amp power-lock supply, and 13x 32A 3Phase PDL56 5/50 connections

For more detail see Appendix 3 – Shed 6 Wall Panels

Sound

There is no production sound included in your venue rental. Our Technical Production Team can arrange all production sound requirements including labour to meet your budget and requirement.

Some equipment and waylines are permanently installed to aide in a cost-effective production solution.

AV / Vision

There is no production AV included in your venue rental. Our Technical Production Team can arrange all production AV requirements including labour to meet your budget and requirement. Some

equipment and waylines are permanently installed to aide in a cost-effective production solution.

Pyrotechnics

Pyrotechnics are often possible but only by *significant* advance notification and written confirmation. Our technical production team can assist in supply and co-ordination of this as required.

Smoke / Haze Isolation

Smoke and haze isolation is possible in all rooms. Leading up to your show, please inform your Event Manager or Technical Account Manager if you require isolation. On the day, please inform your Venue Technician and confirm isolation prior to turning on your machines to avoid fire alarms and evacuation.

RIGGING

Accessibility / Load Ratings

Three RSJ I-Beams run down the length of Shed 6 spaced 6.4m apart. The beams are interrupted where ceiling pelmets exist for dividable walls.

Trim height to the underside of the beams is 6.5m from the floor. Where loads are suspended across wall divides, the trim height is 6.0m.

The top of each beam is captive, there is no roof access over the hanging beams.

ONLY the three main hanging beams outlined in this document are rated for loading.

All other potential hanging points, including the floating ceiling and alternative exposed beams in both Shed 6 and The Arcade are strictly NO LOADING.

The floor in Shed 6 has an allowable loading of 500kg per square metre, with a limit of a 250kg point load distributed over a 200mm x 200mm area.

The floor in the Arcade does not have any specified load rating. However, no heavy items are to be rolled over the floor as this will pull up the flooring surface.

Refer to Appendix 4 for Loading Detail

House Riggers

Specialist Riggers are essential in Shed 6.

You may bring your own industry recognised, friendly riggers or our technical production team can arrange riggers for you.

Please note – a brief site-specific induction will be required for any crew accessing the roof space.

Please allow for 5-10mins for this induction if you are bringing your own crew.

Safety / Redundancy

Venues Wellington require adequate redundancy on all suspended loads. In normal circumstances this is to be achieved by secondary steel wires on all loads and bypassing hoists. If applicable, additional redundant hoists may be used in place of a pulled wire.

All redundancy solutions must be approved by a Venue Technical representative.

Our production team can advise on redundancy requirements and assist with supply and install as required.

RIGGING SIGN OFF PROCEDURE

Venues Wellington requires that **all suspended loads** are detailed in a clearly labelled rigging plot following industry standard guidelines.

Depending on the total loadings presented, rigging sign off may be required by a qualified structural engineer prior to commencement of any rigging taking place within the venue.

All touring production rigging plots should be submitted to your VW Event Manager for sign off by the Venue Technical Representative and Engineer (if applicable) no later than 10 working days in advance of commencement.

“In House” Rigging Equipment

Our Technical Production Team can supply rigging equipment as required for all applications.

Onsite are 16 0.5T manual chain blocks. A variety of truss and rigging equipment is available. Charges may apply.

Height Access Equipment

The venue has one Genie Runabout AWP GR20 powered portable access platform. The unit comes at no charge for productions to use, and is available for use by any production. In the case where it is required by more than one production, timings may need to be worked out for sharing the unit. A brief onsite induction by the Venue tech is required before use. No person may operate the GR20 without holding a current formal EWP certification, this must be produced before commencing operation. Advance booking for this unit is recommended.

- The platform height of this unit is 6.02m
- Max Lift Capacity: 158kg

HEALTH AND SAFETY MANAGEMENT

Venues Wellington believe in the H&S production values as documented by Entertainment Technology New Zealand (ETNZ) and DONESAFE.

ETNZ produce and maintain “A Guide to Safe Working Practices in the New Zealand Theatre and Entertainment Industries”. Our expectation of all staff and venue guests is to work to best industry practise as described in the guide.

A current version copy of the guide can be downloaded from the ETNZ website www.ETNZ.org.nz

Our team will request copies of production schedules, plans, loadings, method statements to ensure best practise is followed.

Our team are happy to advise you in preparing Safe Work Method Statements (SWMS) plans for the safety of all in our venues.

We reserve the right to force stop work action at any time, of any person, if a valid health and safety concern is recognised.

Electrical Safety Requirements

All electrical equipment bought into our venue is required to conform to AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment

Records of safety testing must be produced on request.

CAD / VENUE PLANS

Visio, .DWG and .PDF floorplans are available upon request. Please contact our Technical Production Team for more detail.

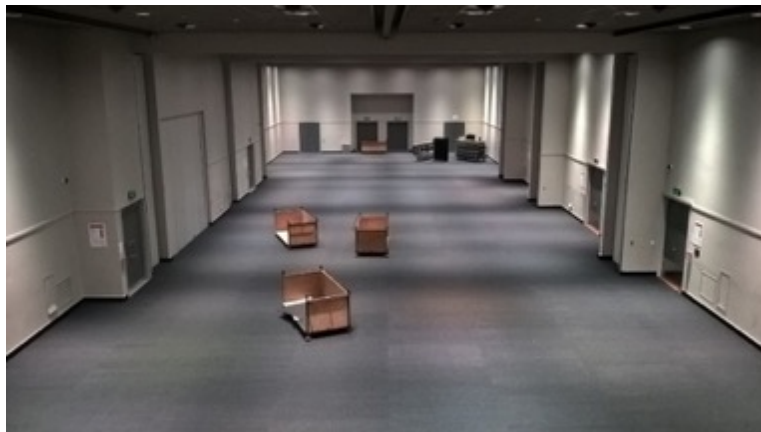
DECOR AND FINISH

Floor

The Shed 6 floor comes with grey, low pile carpet tiles as standard, below the tiles is varnished marine-grade-plywood. Grey vinyl is required for some events.

Walls

The Fixed and retractable walls in Shed 6 are an off-white colour with doors a darker grey.



Maximum floor weight loading 500kg/m²

CONTACT DETAILS

For most aspects of your production planning, your VW Event Manager can direct any enquiry to the appropriate team members to assist your query.

VW Main Contact line:

0800 20 23 24

+64 (0)4 499 4231

info@vw.co.nz

Technical Production and Integration Specific Details

NW Group Wellington

+64 (0)4 472 7770

Venues@nwgroup.co.nz

PRODUCTION ASSISTANCE INFORMATION

Medical

IN CASE OF EMERGENCY – CALL 111 for Police, Fire or Ambulance

Hospital

Wellington Hospital

Riddiford St

Newtown Wellington

04 3855 999

3.5km – 8 Minutes Drive

Doctors

After Hours Medical Centre

17 Adelaide Road

Newtown

04 38 44 944

2.7km – 7 Minutes Drive

City GPs

189 Willis St

Wellington CBD

04 381 6161

Less than 1km – 4 Mins Drive

Pharmacy

Life Pharmacy James Smith

James Smith Corner

Wellington CBD

04 499 1466

Less than 300m – 2 Minutes walk

Unichem Pharmacy

100 Courtenay Place

Wellington CBD

04 384 8333

Less than 1km – 4 Mins Drive

Physiotherapist

CBD Physiotherapist

L5 Hot Yoga House
139 Featherston St
Wellington CBD
04 916 6404
1.3km – 5 mins Drive

Chiropractor

Chiropractic Balance Wellington

L1, 64 Dixon Street
022 347 4508
1.2km – 4 mins Drive

Dental

Gentle Dental Centre

104-108 Dixon St
Wellington CBD
04 384 6046
600m – 4 mins drive

Airport

Wellington International Airport

Stewart Duff Drive
Rongotai
Wellington
04 385 5100
7.5km 16 Minutes in off peak traffic (25+ mins
in peak traffic)

Hotels

There are approx 2000 Hotel beds within 5 minutes walk from the MFC. Over 4500 within 10 minutes drive.

QT Museum Hotel

90 Cable Street
Wellington
04 802 8900
Reservation free phone 0800 994 335 (within
NZ) 600m, 3 Minute Drive

West Plaza Hotel

110 Wakefield St
Wellington

Optometrist

Focal Point Optometrists

AMI Plaza
342 Lambton Quay
04 472 6662
1.2km – 4 mins Drive

Osteopath

City Osteopaths

166 Featherston St
Wellington CBD
04 499 1439
1.1km – 4 Mins Drive

Massage

City Osteopaths

166 Featherston St
Wellington CBD
04 499 1439
1.1km – 4 Mins Drive

Intercontinental Hotel

2 Grey St
Wellington
04 47 22 722
900m, 3 Minute Drive

Rydges Hotel

75 Featherston St
Wellington

0800 731 444

Less than 200m, Less than 2 minutes walk

04 499 8686

1.2km – 4 mins Drive

Eateries

The Wellington CBD hosts a huge variety of quick and easy or high-class eateries.

Within 10 Easy minutes walk you can find everything from a burger joint, to 5 Star A-La-Carte dining.

Our diverse cultural makeup provides vast options when selecting your dining experience.

Wellington is well known for its cafe culture and great coffee and many accessible cafes.

TICKETING

Venues Wellington has exclusive ticketing arrangements with Ticketmaster. Many of our venues have on-site box offices. All sell tickets for sport and entertainment events held within our venues, or any other venue within New Zealand and Australia where Ticketmaster is the ticketing agent.

Ticketmaster can provide a range of ticketing services including:

- Event ticketing
- Box office selling
- Ticket sellers
- Event marketing

MERCHANDISE

VW has exclusive merchandising arrangements with Venue Merchandising Services. Merchandising booths can be setup in all our spaces, and staffing and inventory management is looked after by their experienced team.

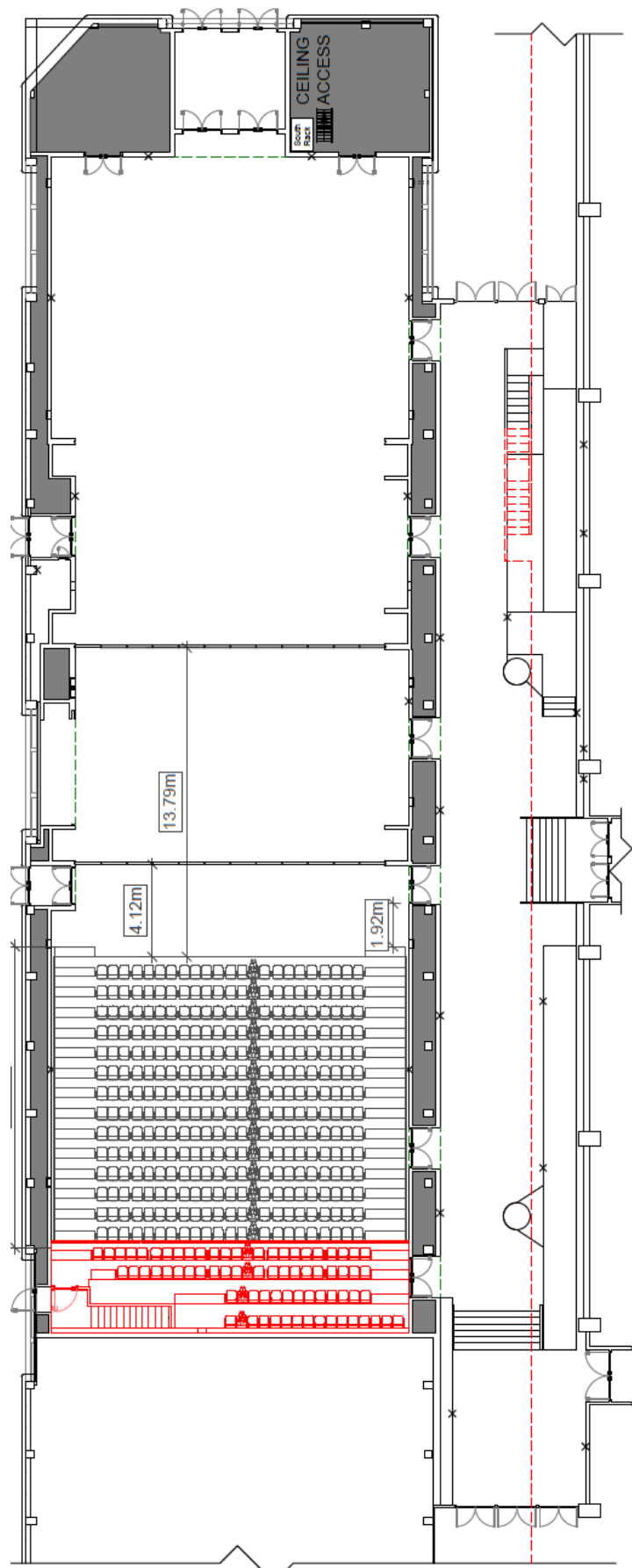
CATERING

In House catering providers and preferred suppliers can easily cater for your food and beverage requirements. From backstage catering riders, to hostings, public bars and foodservice or convention catering we can do it all.

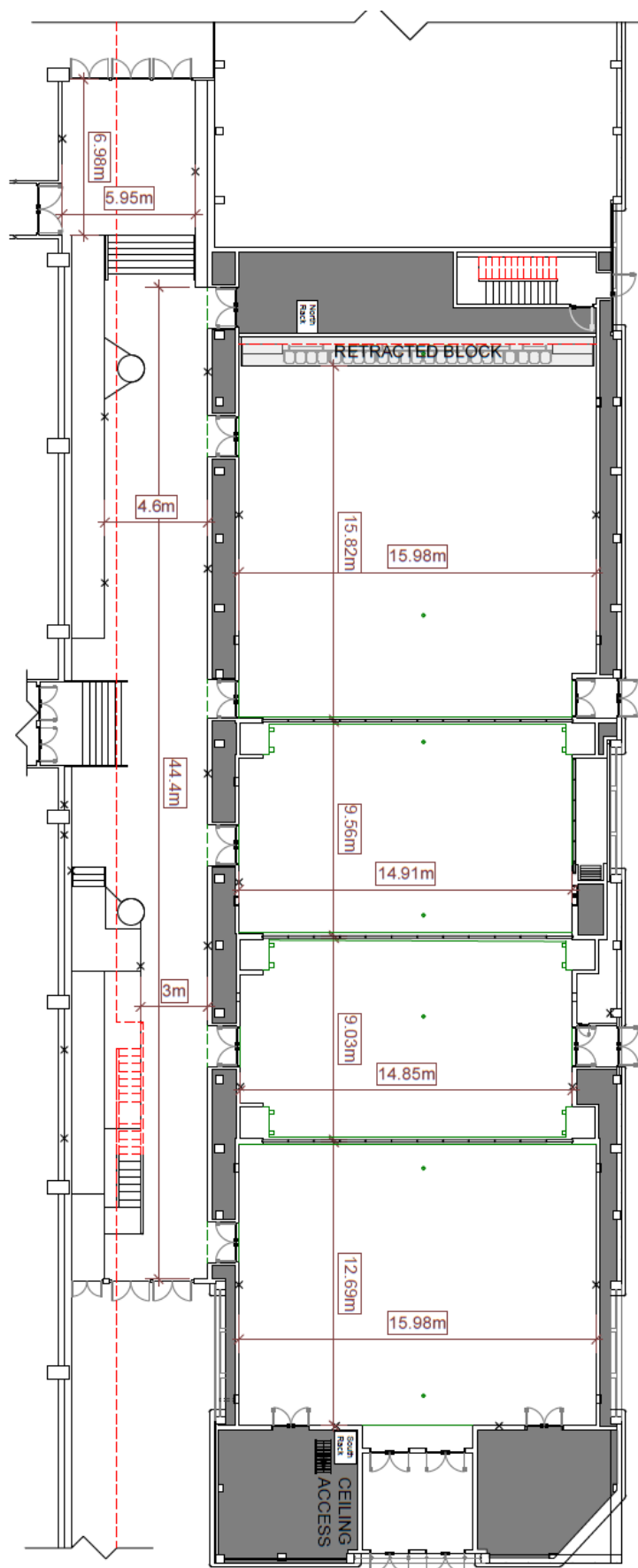
Shed 6 has no dedicated onsite kitchen facilities. Our catering teams can customise a menu or package for your backstage team, or your delegates alike.

Your VW Event Manager can provide you with contact details for our caterers.

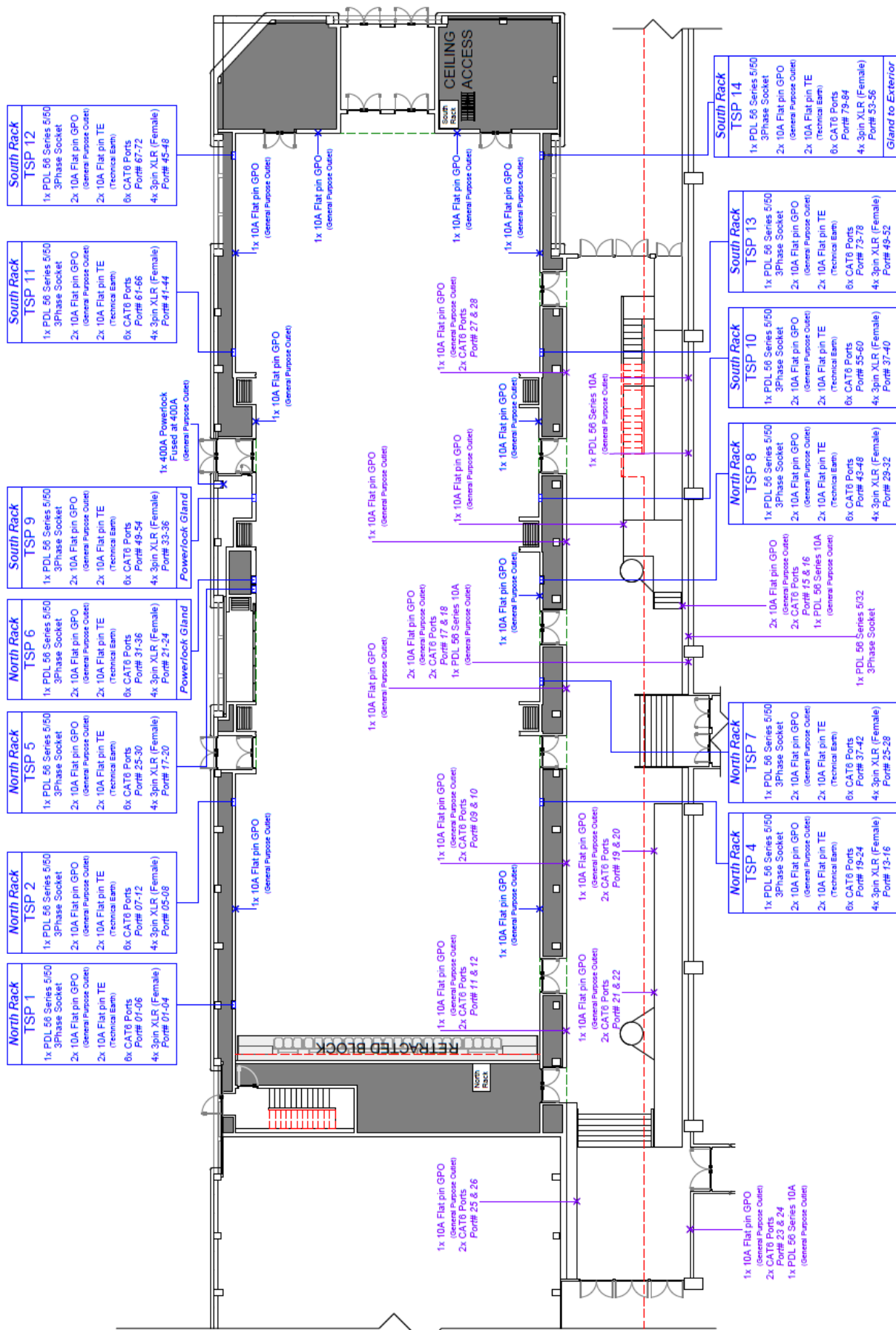
APPENDIX 1 – Shed 6 – Retractable Seating Block



APPENDIX 2 – Shed 6 Critical Dimensions



APPENDIX 3 – Wall Panel & Power Plan



APPENDIX 4– Roof Beam Loading Details

