

# MICHAEL FOWLER CENTRE INFO DOC

**Venue Information Document** 



Venues Wellington

Venue Information Document – MFC Auditorium Page 1 Ver. 3 Feb 2019

# **DOCUMENT REVISIONS**

Version	Publish Date	Published by	Notable Changes
V1	Apr 2014	SJ	Created
V2	Dec 2014	SJ	Released V2
V3	February 2019	NW Group	Revised and Updated V3

# **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 <u>https://www.venueswellington.com/</u>

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/michael-fowler-centre/

One of New Zealand's premier concert halls, the Michael Fowler Centre Auditorium reflects sound evenly throughout the room. With a distinctly unique design that is a much-loved part of the Wellington skyline, boasting a three-level glass facade and finished throughout with native timbers and Italian marble, this venue is the Wellington stage for both international conferences and leading performing artists alike.

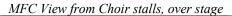
The two-level auditorium features fixed tiered seating, with every seat in the Auditorium having a clear view of the stage. Native timber decor gives this space a natural warmth, and aides in the superb crisp acoustics.

The venue is a horseshoe layout concert style hall, with inbuilt choir stalls and a large flat stage.

Opened in 1983, the Michael Fowler Centre has won various awards for its architectural and acoustic design.

PLEASE NOTE – Smoking of any kind is not permitted inside any VW venue.

View of Stage from Upstairs Centre





# **ADDITIONAL SPACES**

The Michael Fowler Centre building has a number of additional rooms that can be utilised for additional functions and audience areas. Some of these spaces may come at an additional charge.

## Lion Harbourview Lounge

The Lion Harbourview Lounge is a dividable room on the North Eastern face of the building. As its name suggests, this room has a beautiful view of the harbour and waterfront. As a large room it can accommodate 140 guests in theatre style or banquet, or 180 guests for your cocktail or hosting event. The room can be divided into two smaller rooms for meetings or events.

## Renouf Foyer

This large ambulatory space on the first floor of the MFC can be utilised as bars or mingling areas for your audience. With removable walls, it also has the ability to create one large, or two smaller spaces for functions, meetings and events. With the walls retracted, this foyer opens out directly to the stalls level promenade for audience access to the auditorium. In single large room configuration, you can comfortably host 500 guests for a cocktail event, or 400 guests in seated theatre style layout.

## Fay Richwhite VIP Room

A discrete private room on the top floor of the MFC, the VIP room allows a separate space for smaller hostings or meetings. This space allows quick access to Block 26, the upstairs centre "VIP" block of the auditorium. Boardroom, cocktail or banquet layout, this elegantly appointed room will hold 20 guests in comfort.

## Fletcher Challenge Foyer

The venues main entrance foyer on the ground floor welcomes guests in with the finest Italian marble and native timbers. This foyer provides a great meeting place for guests to catch up before

the show. The civic cafe space is available on the ground floor for pre-concert refreshments and meeting space.

# LOCATION

The Michael Fowler centre is located in downtown Wellington. Close to all public transport routes and major highways, the Michael Fowler Centre is easily accessible to productions and audiences alike. Stage door location is beside the Dock-way – eastern (carpark) side of the building)

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## Michael Fowler Centre Location

## DELIVERY & PHYSICAL ADDRESS

Michael Fowler Centre 111 Wakefield St 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

Access to stage is from the dock, two levels below the main stage. Two pit lifts which form the outer edges of the front extension of the stage bring equipment up from the dock level. The loading dock is accessed off the MFC carpark on the eastern side of the building. Long vehicles may need to allow for early access or make arrangements with the House to ensure no small vehicle obstructions in the carpark.

When in the dock, the truck will be parked on a slight downhill slope. From the dock, a flat roll access of approx. 30m gets you to the pit lifts.

#### Pit lifts can each carry a uniformly distributed load of 10T

Forklifts are not required or practical for unloading in this environment.

A balcony overhang exists to the side of the dock area. It is generally not an issue unless you have an over height vehicle. It can easily be avoided by staying to the left side of the Dock-way if height is an issue.

#### Dimensions

Truck Dock width	3.99m
Truck Dock height	0.76m
Roller door access size	2.78mW x 2.30mH
Minimum width– Dock to Pit lift path	1.88m
Minimum height – Dock to Pit lift path	2.30m
Average pit lift dimension (irregular)	2.8m x 6m
Overhead Obstruction (at lowest point)	4.31m

## PARKING

#### Trucks

The MFC Loading dock has space for a single 40ft trailer and tractor unit. There are no overhead obstructions to the dock-way. Additional production vehicle parking may be able to be arranged, refer to your VW Event Manager for availability.

#### Audience and Delegates

There is no designated onsite parking for the MFC. There are public parking buildings located within 5 minutes easy walk from the MFC offering plenty of easily accessible parks for audience and delegates.

# **CRITICAL DIMENSIONS**

As the venue is not square, the dimensions vary according to location. General measurements are:

Stage	
Stage Area –Small Stage	176m2
Stage Area – Large Stage	230m2
Stage height to Auditorium Floor	1.26m
Stage height to Choir stalls level	3.25m
Small Stage Max depth	13.48m
Small Stage Min width	10.75m
Large Stage Max depth	16.30m
Large Stage Min width	10.75m
Stage extension depth	2.82m

#### For more detail see Appendix 3 – Stage Dimension Plan.

The front apron of stage doubles as equipment pit lifts and stage extension. The three independent sections of stage lifts can be stopped at any point of their travel. For more detail on the stage lift please see "Load in and Dock access" Information below.

#### Auditorium

Max Room Length	47m
Max Room Width	34m
Stage Apron to rear of house	25.04m
Max ceiling height above Aud floor	21.66m

#### Clearances

There are a few height obstructions around and over the stage.

#### Acoustic Reflector – The "Doughnut"

A doughnut shaped sound reflector occupies a major portion of the airspace above the stage. Its standard location is 8.4m above the stage floor.

## The "Sails"

Angled sound reflector walls fill a large part of the higher auditorium airspace to either side of the stage. Particularly upstage, these encroach over the stage area. They vary in height beginning at 8.46m above the stage floor

Stage height to Doughnut (min)	8.85m
Min headroom – Wings entrances	1.98m
Min headroom – Stairs entrances	1.59m
Stage height to Sails	8.46m
Standard Truss Trim Height (approx)	7.3m

## **Production Obstructions**

Obstruction points to note:

- The overhead acoustic Doughnut (over mainstage)
- The overhead acoustic Sails (over mainstage upstage outer edges only)
- Low roof height in side of stage wing areas
- The balcony seating blocks which protrude over the mainstage (especially DSL and DSR)
- Low head height to the side of the Stage to house access stairways

# LAYOUTS & CAPACITY

#### Layout

The MFC Auditorium has a fixed seating layout with seating is across two levels in a horseshoe configuration.

#### Capacities

Stalls: 1332 pax, including 8 wheelchair positions. Gallery: 877 pax

#### TOTAL 2209 Seats Theatre Style

#### For more detail see Appendix 1 – Venue Seating Maps.

Fabric

Seats are finished in Golden fabric with Red-Brown motif

MFC Seating



## **HEATING AND COOLING**

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

## **FACILITIES**

#### **Dressing Rooms**

The MFC Auditorium is supported by 7 private, lockable dressing rooms. Dressing rooms 1-3 are on the OP side of stage, with the remaining 4 rooms off to prompt side.

All dressing rooms are on the same level as stage, with no steps or obstructions to stage.

Dressing Room #	No. of Performers	Ensuite
1	3	Yes, Shower and Toilet
2	2	
3	3	
4	5	
5	2	Yes, Shower and Toilet
6	2	Yes, Shower and Toilet
7	3	Yes, Shower and Toilet

There are two independent bathrooms with toilet and shower, and an additional single toilet in the backstage area.

All dressing rooms feature lit mirrors, seating, built in clothing racks and makeup benches. There are plenty of NZ 230v power sockets in each. Phone and Internet connections are available on request. Rooms with windows all have blinds.

#### MFC Dressing Room 1



#### For more detail see Appendix 2 – Backstage and Dressing room Plan

#### Green Room

The MFC Green room (known as the Frank Taplin Room) is a large crescent shaped room following the back of the stage.

This room has plenty of NZ 230V power sockets, and Phone and Internet connections are available on request. Mirrors and makeup benches line one wall. A single 3phase 32A socket is available in this room. Additional clothing racks and temporary room dividers can be supplied on request Floor is carpet covered with a dark finish. White walls with timber waist height trim. There is no kitchen facility in this space. There is one plumbed in water cooler in this room. Electric blinds are fitted to all windows. Floor area is Approx 144m<sup>2</sup> Approximate Dimensions 20.8m x 5.1m (at narrowest point) Ceiling height 2.3m

## Laundry / Wardrobe Facilities

A basic laundry is located on the second floor above the dressing room area, next to gallery door 21. A back of house staircase goes from the backstage area to the laundry. The laundry is in a Front of house area.

No dedicated separate wardrobe area exists in this building. One Washer: Fisher and Paykel WA 55T 56 GW1 Top Loader One Dryer: Fisher and Paykel ED56 Tumble Dryer

#### Orchestra Pit

This venue does not feature a dedicated orchestra pit. The stage extension lifts can be stopped at any level, but are not setup for permanent orchestra.

#### Pianos

The MFC currently houses Six Pianos

• 3 x Steinway 9' D Size Concert Grand

- 1 x Grotrian 7.6' C Size Grand Piano
- 2 x Kawai K7 Upright Piano

#### **Production Intercoms**

The venue is wired with permanent cabling for production comms. A large selection of comms units are available through NW Group the technical supplier. Please enquire with your Technical Representative for further information

#### Tannoy

A paging microphone and show relay system is installed to the dressing room areas. The paging microphone is setup on request.

A FOH show relay and house bells / announcement system is installed in all public ambulatories.

#### Assisted Hearing

An Induction loop assisted hearing system is installed in the stalls Rows O through V. It is fed via the house show relay system and is turned on as required.

#### FOH Camera

A front of house show relay camera feeds two CCTV monitors on the OP Stage Corner

#### Music Stands and Chairs

The venue carries a limited stock of black orchestral style music chairs, and music stands with sconses. The music stands are black wire Doughty type stands. We do not allow the sconces to be removed. Please check quantities and availability with your VW Event Manager.

## **STAGE INFORMATION**

The stage is a non-raked surface of Australian hardwood with a light brown Matt finish. The floorboards are a 50mm x 30mm T&G, nailed to 230mm x 50mm Radiata joists at 400mm centres. This is not a sprung floor.

#### Stage weight loading 500kg/m<sup>2</sup>

NO attachment or alteration to the stage floor is permitted Wheel Chair access to stage is easily possible from the backstage area. There are 5 entrances to stage from backstage. Each side has a downstage and mid-stage entrance. There is also an upstage centre entrance. All entrances are quite low (as low as 1.8m high) and narrow (as small as 2.0m wide)

# **CHOIR STALLS**

A permanent choir stall is located upstage of the mainstage. Additional extended choir stalls "The Demountables" can be installed to continue the same rake and pitch to the stage floor. Temporary individual seating can be installed on the demountables as required. When the demountables are installed the handrails in front of the choir stalls can be removed (for reference picture, refer to "Auditorium Decor and Finish – Walls" information above.

The demountables are finished in a low pile Grey carpet, with black tread fronts. Temporary seating is Red Round-back chairs. Additional setup cost may apply for the demountables.

Choir Capacity (Adults) Choir stalls only116 PaxChoir Capacity (Adults) Demountables Only144 Pax (on chairs) – 142 if using choir stalls alsoFor more detail see Appendix 4 – Choir Stalls and Demountables Plan.

#### Temporary Red Chairs



## **INTERNET AND PHONE**

#### Cabled Internet

Extensive cabled internet with either DHCP or static Public IP 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 in excess of 20Mb/s are standard. 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.

#### Ushers

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 <u>www.nwgroup.co.nz</u>



NW Group incorporates two well-known and highly respected New Zealand businesses -<u>Oceania</u> and <u>Spyglass</u>. 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.

## FRONT OF HOUSE OPERATING POSITION

Operating position is at the rear of the stalls in a fixed position. It is a large empty space with a low wall separating it from the audience.

The FOH position is a two-tiered area, allowing for a slightly elevated back position (suitable for cameras etc)

A ramp from the FOH position leads to doors into the FOH promenades area. This position is not glass encased, but is under a balcony. Permanent dimmable white and blue lights are fitted to this area. Audience are seated directly in front and beside the Operating position.

A series of elevated hooks allow easy cable run from FOH position to both OP and PS of stage for multicores etc.

There are wayline patch panels at the FOH position linking to the OP side of stage position. House waylines include:

- 4 ways of RG6 Coaxial 3G SDI with BNC ends
- 4 ways of RJ45 CAT5e on
- 4 parallel male/female ways of 3pin XLR
- FOF power is on common technical earth

Min width	5.46m
Depth (main flat area)	2.00m
Wall Height (min)	0.80m
Height of opening – front of position	1.20m
Distance to front of balcony	~5.20m
Ramp angle	20.5° (2.65: 1)
Ramp Width	1.10m
FOH Multicore length (To wings)	~65m

## **TECHNICAL INFRASTRUCTURE**

#### House Lights

The House lights are incandescent down lights throughout the venue. A standalone house light controller can be provided to FOH position, or controlled from Prompt side corner. Brighter discharge and fluorescent working lights are installed in the venue for load in and load out. Backstage is equipped with blue work light.

All house lights can be dimmed to off, excluding the aisle lights exit signs which cannot be extinguished (due to fire regulations).

#### **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.

#### Followspots

There are positions available on the tops of the door tunnels of Doors 25 (House Left), 26 (centre) and 27 (House Right) for touring or hired followspots.

Followspots can be arranged and supplied by our Technical Production team to meet your requirements.

#### DMX Waylines

The MFC Auditorium is installed with an LSC Distributed Network Advantage (DNA) stream system. The system controls our House lights, as well as the saturated dimming system. This backbone can be utilised on request if required. \*Note – Use of the saturated dimming comes at an additional charge.

#### 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 the auditorium. Leading up to your show, please inform your Event and Show Co-Ordinator 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 / Environment

Few additional rigging options exist in the MFC due to its limited structural steel and minimal ceiling penetrations. The roof space provides easy access and movement in the space. Temporary trussing is usually hung from permanently mounted hoists, controlled from the stage. 4 pairs of hoists provide many options of temporary truss locations throughout the production space. Width between hoists varies with location. No centre point is available on any truss line.

#### For hoist locations see Appendix 5 – Rigging Plots

#### Load Ratings

Please refer to the 2019 MFC Service Loadings Manual for detailed load ratings.

#### House Riggers

All suspended loads in the MFC Auditorium will require oversight by a competent rigger

You may bring your own industry recognised, friendly riggers or our Technical Production Team can arrange riggers for you.

## 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. Rigged in the space are 4 pairs of ChainMaster D8 1T (motor down) these are semi-permanent. Stage based motor controller Also available is additional rigging and redundancy equipment. Additional costs apply for all technical equipment.

## Height Access Equipment

The venue has one Genie AWP-30S vertical lift Mobile Elevated Work Platform (MEWP). This 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 Technician is required before use.

No person may operate the Genie without holding a current formal EWP certification, this must be produced before commencing operation.

The platform height of this unit is 9.0m (Working height 11.0m)

## **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 <u>www.ETNZ.org.nz</u>

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 Inservice safety inspection and testing of electrical equipment

Records of safety testing must be produced on request.

## **POWER**

#### NZ Electricity runs on a 230v P->N Single Phase 50HZ supply (400V P-P 3phase)

#### House Power Outlets

Standard 10Amp "Hot" power outlets are extensively distributed throughout our venue for general use.

Available Production power includes:

Backstage Prompt side:

- 2 x Sets 400A Powerlock 3Phase connectors (sharing same 300A fuse links and isolator)
- 1 x 63A Ceeform 3Phase
- 4 x 32A PDL / WILCO Style 3Phase

NB: All Prompt side power supplies are fed off one common 300A Main Switchboard.

**Opposite prompt Side:** 

• 3 x 32A PDL / WILCO Style 3Phase

NB: All Opposite Prompt power supplies are fed off the above PS Main Switchboard.

#### FOH Position:

• 1 x 32A PDL / WILCO Style 3Phase

Followspot Positions - Doortops:

• 3 x 20A PDL / WILCO Style 1Phase (one each at Door 25, 26 and 27)

In Roof Space:

- 1 x 30A WILCO Style 1Phase (At Lighting Platform)
- 1 x 32A PDL / WILCO Style 3Phase (At Roof Apex)

#### In lighting Catwalks:

• 4 x 63A Ceeform 3Phase (2 at Middle of each catwalk – PS and OP)

For further information, please refer to Appendix 6 – Production Power Plans

# **MASKINGS / DRAPING**

In most aspects, The MFC stage is naturally masked with the timber walls. Stage entrances have permanently mounted drapes and movable walls for wing masking.

Additional Draping can be supplied and installed to meet your specific masking needs.

# CAD / VENUE PLANS

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

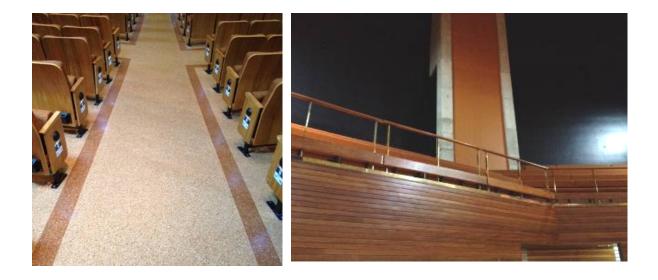
# AUDITORIUM DECOR AND FINISH

Floor

MFC Auditorium floor is Light Brown speckled Linoleum – looks like cork, with Darker Trim

#### Walls

The venue is predominantly Semi-gloss timber finish, with black painted background walls, bare concrete and tan pillars



# **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 <u>info@vw.co.nz</u>

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 EMERGENCEY – 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

#### Pharmacy

Life Pharmacy James Smith James Smith Corner Wellington CBD 04 499 1466 Less than 300m – 2 Minutes walk

#### 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 **City GPs** 189 Willis St Wellington CBD 04 381 6161 Less than 1km – 4 Mins Drive

#### **Unichem Pharmacy**

100 Courtenay Place Wellington CBD 04 384 8333 Less than 1km – 4 Mins Drive

#### 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

#### 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

#### **Intercontinental Hotel**

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

#### West Plaza Hotel

110 Wakefield StWellington0800 731 444Less than 200m, Less than 2 Minutes walk

#### Rydges Hotel

75 Featherston St Wellington 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.

#### Massage

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

# 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.

Tickemaster 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

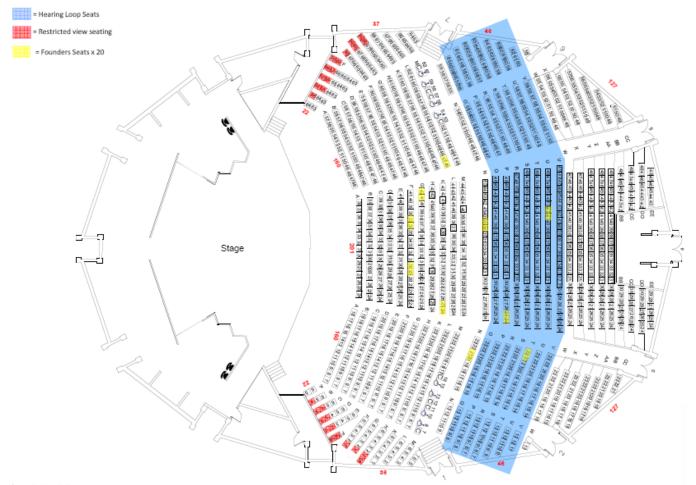
In House catering providers and preferred suppliers can easily cater for your food and beverage requirements. From backstage catering riders, to hostings, public bars and foodservice or convention catering we can do it all.

The MFC has a cafe area and two public bar areas which can be opened for public catering for shows and events. 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.

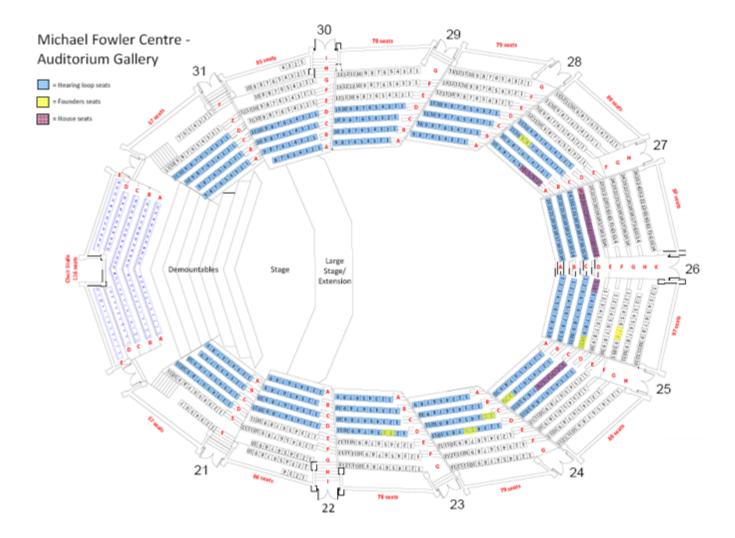
# **APPENDIX 1 – Venue Seating Maps**

Stalls showing bare stage - small stage configuration

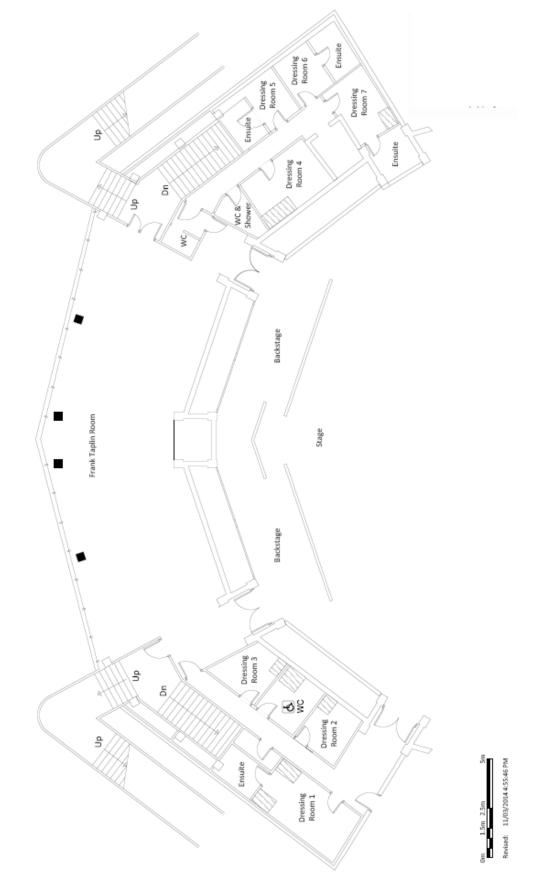


#### Michael Fowler Centre - Auditorium Stalls

## Gallery showing stage with removable "Demountable" Choir stalls

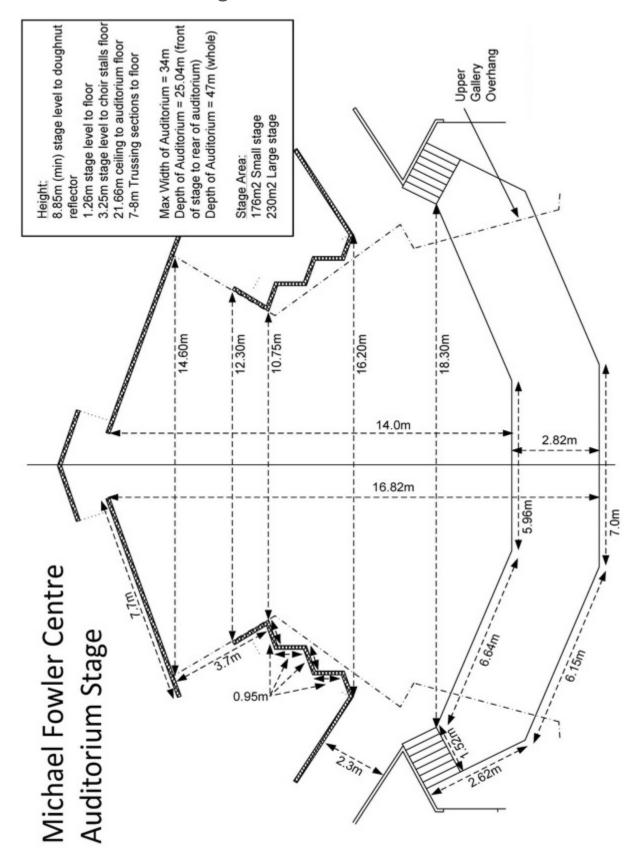


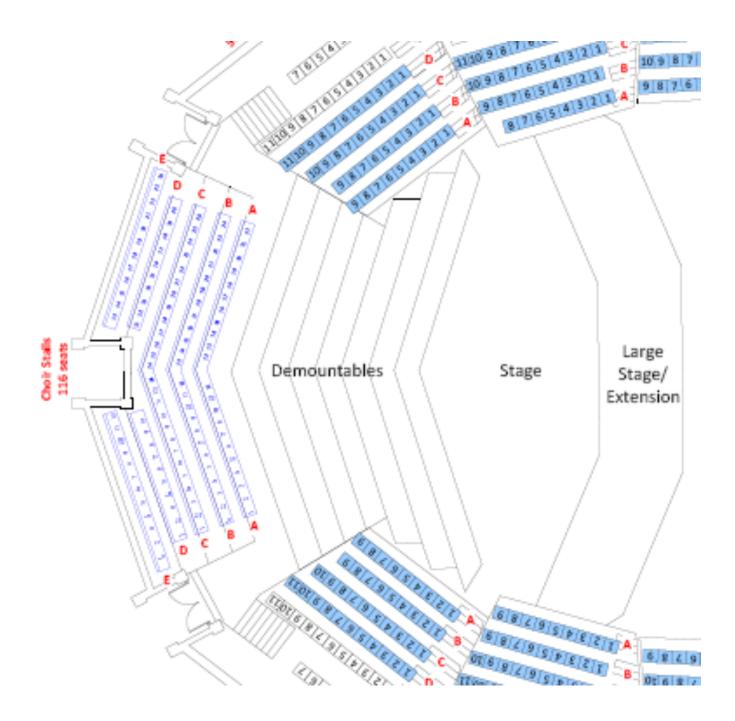
# **APPENDIX 2** – Backstage and Dressing Room plan



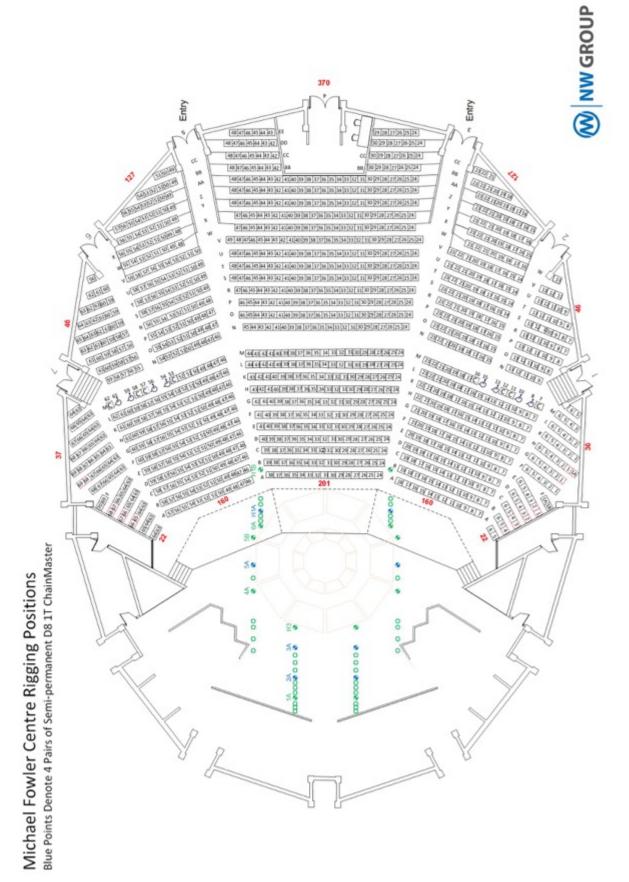
MFC - Frank Taplin Room with Dressing Rooms

# **APPENDIX 3 – Stage Dimension Plan**





## **APPENDIX 5 – Rigging Points**



Venue Information Document – MFC Auditorium Page 28 Ver. 3 Feb 2019

## **APPENDIX 6– Production Power Plans**

