



The Great 2018 NZ International Comedy Fest at BATS Info Pack

KEY DATES:

- Applications for the 2018 NZICF will open on Wednesday 27 September, and close on Sunday 22 October.
- 2018 NZICF in Wellington: Sunday 29 April to Sunday 20 May 2018.

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So you're keen to stage a show at BATS during the 2018 NZ International Comedy Festival? Awesome! This Info Pack contains all the essentials but if you have any questions feel free to send us (or the NZICF team) an email or give us a call – contact details on page 7.

THE NZICF AT BATS

BATS programmes its NZICF seasons in conjunction with the Festival team and has an 'open access policy' – meaning that we are open to all applications up until the 22 October deadline and then all applications are assessed in relation to each other by the BATS Programme Manager and the Festival team.

You're welcome to get in touch with the BATS Programme Manager, Heather, before you submit your application to talk about your show and find out more about BATS. Her email is heather@bats.co.nz

To be considered for a season you will need to complete the NZICF online application process. See <http://www.comedyfestival.co.nz/> for more information about the NZICF, its registration fees and application process. Or contact the Festival's Artist Liaison, Charlotte. Her email is charlotte@comedyfestival.co.nz





WHAT BATS IS LOOKING FOR

BATS isn't a traditional venue for hire - BATS is a presenting venue and we programme the spaces in terms of the BATS' kaupapa and priorities:

- Developing new New Zealand work
- Giving practitioners a chance to develop in a supportive environment
- Staging experimental and 'cutting edge' work from New Zealand and overseas

BATS programmes for diversity at NZICF time – we aim to present a wide range of live comedy performance from practitioners with varying experience levels, but with a focus on emerging practitioners. BATS is committed to over 80% of its annual programme being works that originated in New Zealand, and this includes within the Festival.

Fundamental to the philosophy of keeping BATS as accessible as possible for audiences is maintaining low ticket prices. For the NZICF most shows will be \$18 – \$22 for a full price ticket and \$14 – \$16 for a concession. Shows in The Studio may have one flat price or tiered pricing that goes below the rates above to recognise the nature of the work presented in The Studio.

Pricing tiers at BATS are as follows:

\$22 full / \$16 concession / \$15 Groups 6+

\$20 full / \$15 concession / \$14 Groups 6+

\$18 full / \$14 concession / \$13 Groups 6+



THE SPACES

BATS has three theatre spaces for use during the NZICF – The Propeller Stage, The Heyday Dome and The Studio.

The Propeller Stage



This is an end stage, black box theatre on the ground floor with a full lighting grid and sound system and a raked seating block with a capacity of 85 audience members.

This stage of this space measures: 8.3m wide x 5.5m deep x 4.3m high from stage floor to grid.

The Heyday Dome





Please note – this panoramic image gives the impression that The Heyday Dome seating block is curved, it's not! It's in a straight line.

This is a flexible theatre space on the first floor with creamy coloured walls (that can be hidden by black drapes), a beautiful stained glass dome in the ceiling (that can be illuminated or left dark), and a full lighting grid and sound system. During the NZICF the black drapes are hung and it is configured as a wide end stage with a capacity of 70 audience members.

The stage of this space measures approx: 9m wide between the curtain tabs hung to create small wings x 4.2m deep x 4.2m high from stage floor to grid.

The Studio



This is a smaller space on the top floor with cream coloured walls, a fold out bench seating block, polished wooden floor, and a capacity of 40 people. There is a small lighting grid and a sound system. The three windows along the wall have pull down blinds. There are no drapes, backstage space or wings. The Studio works best for shows with very little set and props that suit a smaller audience and a very intimate space.

When the seating block is folded out the stage space measures: 5.2m wide x 6m deep x 2.8m high from floor to grid.

THE SCHEDULE

During the NZICF, BATS will be programmed with 3 - 5 shows a night (including 6.30pm and 8.00pm in The Propeller Stage, 7pm and 9pm in The Heyday Dome, and 8.30pm in The Studio).

SOME PRACTICAL AND TECHNICAL CONSIDERATIONS

During the NZICF at BATS your show's running time cannot exceed one hour (unless you are the last show of the night), and your design needs to be simple enough or clever enough to set up and pack down in a short timeframe, and be able to be stored backstage. Storage is at a premium in our venue so we really encourage you to think about how to keep your set and





props as simple as possible while still being effective. The dressing room, green room and kitchen are shared spaces.

We aim to give each show one day from 9am – 5pm to pack-in. Unfortunately due to the tight timeframes there is no way to allocate extra time or have shows pack-in during evenings.

BATS provides lighting and sound equipment and all shows share a lighting rig which includes a series of general washes and specials, with the ability to add some show-specific specials during your pack-in. Our Technical and Facilities Manager, Nick, will be available in the lead up to your season and during your pack-in to provide advice and support, but you will need to supply your own technical operator. We can help you find an operator if you're from out of town or don't know anyone who could operate your sound and lights for you.

ACCESSIBILITY

Performers

The Propeller Stage on the ground floor is the most accessible to performers. If you'd like to pitch for a season at BATS and have accessibility requirements please talk to us so we can provide you with all the information you need. We'll do our best to make the space work for you.

Audience

For full audience accessibility information see: <http://bats.co.nz/access-ibility/>. There is a wheelchair ramp at the side of the building providing entry to the foyer/bar, a wheelchair accessible Box Office counter and an accessible toilet. The Propeller Stage on the ground floor is fully wheelchair accessible and we have a stair climber that enables wheelchair users to reach The Heyday Dome on the first floor and The Studio on the top floor. We ask that audience members with accessibility requirements contact the Box Office 24 hours in advance so that the appropriate arrangements can be made depending on which space the show they want to see is being staged in. This allows us to make sure their visit is as smooth and enjoyable as possible!

YOUR RESPONSIBILITIES

As well as providing your own lighting and sound operator, you are primarily responsible for the marketing of your show.

Our Marketing and Fundraising Manager, Kirsty, is here to provide you with advice and support, and your show will be promoted as part of the BATS' NZICF programme through things like our weekly email newsletter BATSmal (do you get BATSmal? If not, you can sign up through our Facebook page to see what it's all about) and our Facebook and Twitter (@BATSTheatre); but it's up to you to work out a publicity plan and get posters and flyers designed, printed and distributed (if posters and flyers are part of your plan).





Similarly, your set, props and everything else (including any extra technical equipment not held by BATS, or licenses for any scripted work or music that isn't original) is up to you! If you're not sure who to contact to hire extra gear or secure script or music licenses, let us know. We can put you in touch with the right people.

WHAT IT COSTS TO STAGE A SHOW

THERE ARE NO UPFRONT COSTS TO HIRING BATS!

Theatre Hire

BATS takes 15% (+ GST) of your gross box office income as theatre hire. This is calculated at the end of your season and deducted from your final reconciliation.

Inside charges

BATS runs its own in-house booking system. This is the easiest, cheapest and only way to purchase tickets to your show. Tickets can be purchased via the BATS' website, phone or in person at the box office. The inside charge is \$2.00 per ticket sold and is included in the advertised ticket price. There is no charge for complimentary tickets, until you go over your allocation.

Maintenance Fee

BATS charges a nominal maintenance fee of \$15 (+ GST) per performance, to a maximum of \$150 (+ GST) per season. This fee covers general wear and tear and other minor maintenance costs.

If you're new to producing shows, attached to this document is an example budget that shows you how to calculate your projected income and costs from a BATS' season, and how to create your own budget. Remember to include the NZICF registration fee as a cost in your budget!

GST and ticket sales

BATS will act as an agent for The Company for ticket sales. Sole responsibility for the collection and payment of GST with respect to ticket sales shall rest with The Company. If the Company is GST registered, the ticket sale includes GST. If the Company is not GST registered, the ticket sale does not include GST.





AN INITIAL TIMELINE FOR NZICF PARTICIPATION

In Sept/Oct Make a time to talk with Heather at BATS about your show and how BATS works (if you're not based in Wellington, this discussion can take place by phone or Skype). Check out the NZICF website or get in touch with the Festival team to find out everything you need to know about the NZICF and applying for a season at BATS or another venue.

By 16 Oct Make your online application to the NZICF.

If your application is successful and your show is programmed at BATS you'll receive more detailed information about how the NZICF at BATS works, the theatre space you've been programmed in, the technical equipment available, your pack-in and all that good stuff.

TALK TO US!

Remember, the BATS and NZICF staff are here to help you! Please remember you must apply to the NZICF through their online application process, however you're welcome to contact Heather for a chat about your show or to find out more about BATS.

The BATS team is:

- Programme Manager: Heather O'Carroll
- Business Development Manager: Waren Thomas
- Technical and Facilities Manager: Nick Zwart
- Marketing and Fundraising Manager: Kirsty Wilson
- Front of House Manager (bar and box office): Clare Davis
- Venue and Events Coordinator: Harriet Denby

For any NZICF at BATS questions get in touch with Heather in the first instance (heather@bats.co.nz) and if she can't answer your question she can point you in the right direction.

For information, current show details and bookings:

www.bats.co.nz

(04) 802 4175

book@bats.co.nz

For BATS staff:

(04) 802 4176

BATS Theatre is located at 1 Kent Terrace, Mt Victoria, Wellington. If you're looking for the office, it's up the central staircase and to your right on the first floor.

Your NZICF contacts:





Artist Liaison: Charlotte Minards-Black (charlotte@comedyFestival.co.nz)

www.comedyfestival.co.nz

www.comedyfestival.co.nz/producers/

(09) 309 9241

info@comedyfestival.co.nz

