



## Opening night functions at BATS and other useful info

This document outlines information about our Liquor License; requirements for arranging opening night events; policies around catering; and using alcohol as gifts, giveaways or props.

We hope you have a great season, make sure you come say 'kia ora' to the friendly staff at the Lumen Bar

### All alcohol related requirements must be communicated in advance:

#### Primary Contact

Troy Mihaka  
Front of House Manager  
04 802 4176  
troy@bats.co.nz

#### Secondary Contact

Jonathon Hendry  
General Manager  
04 802 4176  
jonty@bats.co.nz

### Lumen license

BATS is a licensed venue with an 'ON LICENSE'; this means no one is able to independently bring alcohol onto the premises for supply and/or consumption.  
*The whole of BATS is licensed as a bar*

### Opening Night Drinks

#### Timing of Opening Night Drinks

Opening night drinks take place after the opening night performance. Drinks are served by our friendly bar staff, for monitoring purposes (as required by the Sale & Supply Of Liquor Act 2012).

#### Discount Wines

If ordered in advance, Lumen Bar offers \$15 bottles of wine for to support you to provide affordable complimentary drinks on your opening night.

#### Orders:

\$15 bottles of wine must be purchased directly through Lumen Bar. To do so, please email troy@bats.co.nz **14 days in advance** to make your order.



*BATS Theatre reserves the right to change prices if wholesale prices increase. We will actively minimize changes and you will be advised if changes occur.*

**Current offer:**

\$15 per bottle, limited to 12 bottles  
Riverstone Sauvignon Blanc  
Riverstone Red Blend

**Payment Options:**

- a. Reconciled at the end of your season through box office sales
- b. On the night of your opening night show via Cash, Eftpos or Visa/MasterCard
- c. Other arrangement in advance

**Bar Tabs**

You may open a Tab at the bar for your opening night event to offer your guests more drink variety at your opening night event.

**Please note:** All bar tabs are payable by Eftpos/Visa/MasterCard or cash at the end of the night. GST receipts can be emailed to your nominated contact email.

**Sponsored Drinks**

Before you enter a sponsorship agreement with any alcohol suppliers, it is important that you contact us first. When presenting your work at BATS, you are also representing BATS Theatre. Relationships with our suppliers are very important to us, and have specific preferences we already know. BATS has very specific rules around sponsorship.

- **A \$50 sponsor fee applies to all sponsored stock agreements.** This covers operating expenses and our awesome bar staff. This fee will be added to your Box Office Reconciliation at the end of your season.
- **The Front of House Manager needs to approve sponsorship deals in advance.** We recommend discussing sponsor deals with us as soon as possible, to ensure we are meeting the legal obligations of a licensed premises, and obligations to our existing suppliers.
- Sponsored stock must be delivered directly to the Lumen Bar by the supplier.
- Unsold sponsored stock may not be returned. In adherence with the Sale & Supply Of Liquor Act 2012, we legally cannot allow alcohol to be taken off-site.
- Throughout the duration of your season, your cast and crew may consume the remaining sponsored stock, if they wish. However this stock can not be made available to the general public, outside of special events (such as opening night).

**Glassware**

Lumen has limited storage, so talk to us about your numbers. Extra glassware may need to be hired, we recommend Hiremaster: [www.hiremaster.co.nz](http://www.hiremaster.co.nz).



## Catering

You are not required to provide catering. But you are welcome to offer nibbles to your patrons, if you should wish. Although our limited space provides a challenge for catering, we can recommend some options.

If you would like to organise professional catering, please contact our Front of House Manager, who can suggest some options.

If you would like to provide your own catering, we have a kitchen that you are welcome to use for preparation of platters.

You are welcome to use our refrigerator, microwave and oven – but be aware this is a shared kitchen space and you are responsible for leaving it how you found it. Extra fees may be incurred for cleaning.

You are also welcome to offer tea and coffee. We have some coffee plungers, a teapot, sugar pot and milk jugs and about 20 small (almost matching...) coffee cups you can use for this purpose.

## Giveaways/Prizes

We do understand that giving a bottle of wine to someone as a 'thank you' can be a kind gesture, and that bottles of wine or beer seem great to use as prizes. However, we must at all times adhere to the Sale & Supply of Liquor Act 2012.

### You can bring in alcoholic stock for gifts or giveaways only if:

- a. Alcoholic gifts or prizes must only be given on departure. It is up to the show to ensure that the right person leaves with the right thing.
- b. Alcoholic gifts or prizes cannot be opened or consumed on the premise under any circumstance.
- c. All alcoholic gifts or prizes must be stored **with the bar staff** prior to their distribution, in order to monitor any possible consumption on site.

## Using Alcohol or Other Bar Supplies As Props

On stage, the same licensing rules apply as throughout the entire building.

- Any alcohol related items must be approved by the Front of House Manager
- All alcohol related items must be purchased through the Lumen Bar
- No alcohol related items may be taken off site or consumed outside the hours of license
- All show related purchases will be reconciled through your box office sales at the end of your show's season *unless you have specified otherwise in advance*



## **Requesting Stock**

If you should want a particular product which may not be a part of the usual stock of the Lumen Bar, please let us know. We can discuss ordering the product specially for you, or any other available options.

If you wish to do this, **10 working days notice** is required. This time is required to find the product and run cost comparisons across our suppliers. Please provide full product information by email to the Front of House Manager.

**We cannot guarantee your requests, but we will certainly make our best attempt**