



KEY VENUE INFORMATION



VENUES
ŌTAUTAHI

CHRISTCHURCH TOWN HALL

Heading to the Christchurch Town Hall never fails to bring a sense of excitement and occasion. Whether you're hosting an exhibition, corporate function, or concert, this world-class facility is sure to delight!

Nestled on the banks of the Avon River, this heritage-listed venue has inspired guests and performers alike, for generations. Beautifully restored and refurbished, the venue's acoustics and integrated technology – including projectors, screens and sound systems – only serve to enhance its iconic architectural features and riverside views. The Christchurch Town Hall comprises of the below five key spaces while the foyer can also be used to elevate your event:

- Douglas Lilburn Auditorium
- James Hay Theatre
- Avon Room
- Limes Room
- Victoria Room



DOUGLAS LILBURN AUDITORIUM



Capacity

Reserved Seated Full Venue	2180
GA Standing Floor	1100
Reserved Seated Stalls	1287 + 4 wheelchair
Reserved Seated Gallery	898

Venue Hire

POA

Levies

\$2 heritage levy for all tickets over \$30

Merchandise Rate

15%

Age Restrictions

None, unless advised

** Please note Venue Hire rate is valid from 1 July 2025 – 30 June 2026*

DOUGLAS LILBURN AUDITORIUM

Sound

L'Acoustics L2, Kara, Vdosc and KIVA PA systems available through preferred suppliers

Lighting

Installed orchestral stage wash (Covers lamp cost) \$200+gst

Venue LX Console \$375+gst

Additional requirements available through venue preferred suppliers

Truss & Motors

House Trusses – installed trusses included

Video

Projection, LED, Imag and cameras available through venue preferred suppliers

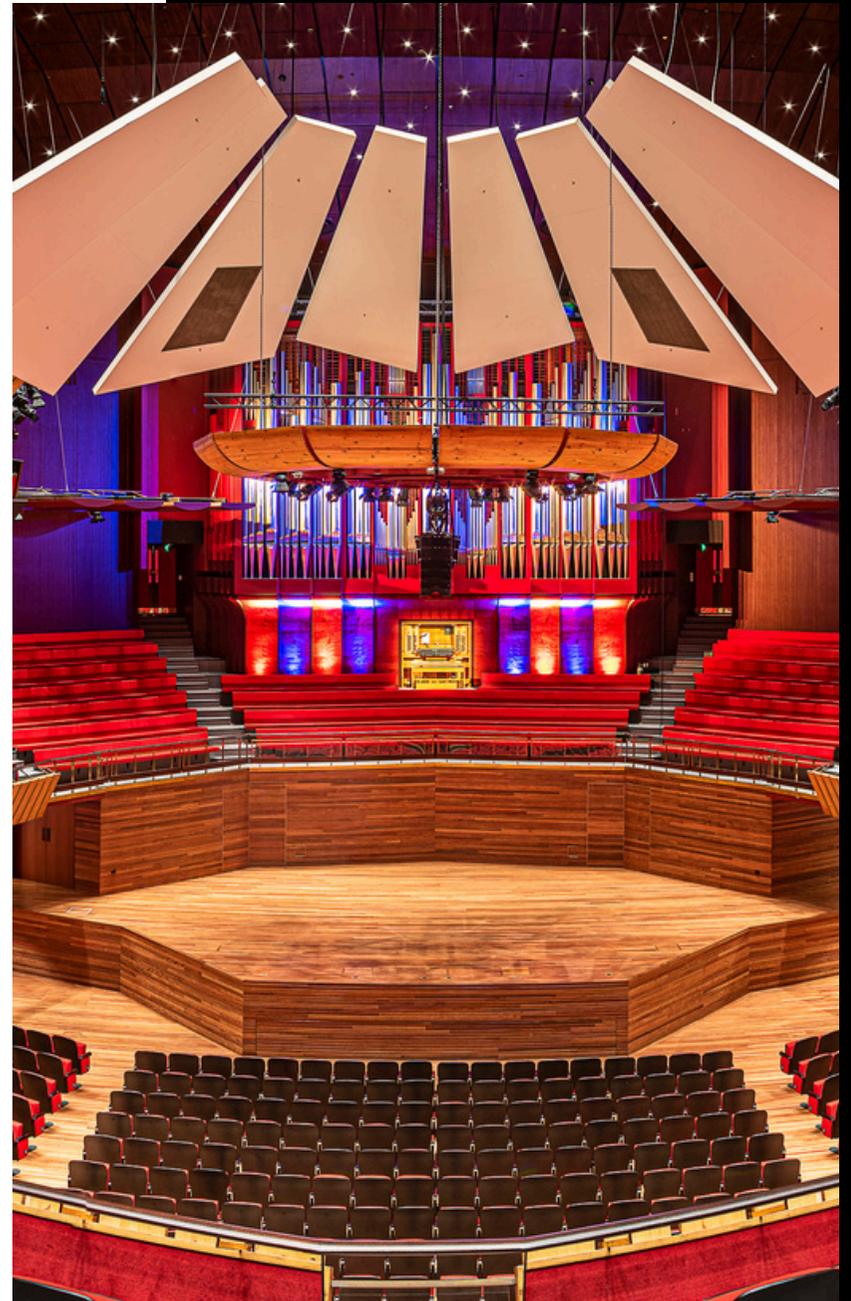
Venue Tech

5 hour show rebate

Barrier

POA

Required for all GA events



DOUGLAS LILBURN AUDITORIUM

Inclusions

These items are included in the Venue Rental:

Personnel

- Event Manager
- Venues Ōtautahi Front of House staff (Ushers and Ticket Collection) – final numbers to be determined by Venues Ōtautahi
- Venues Ōtautahi Operations Team – to set up and pack out venue in contracted mode
- Venue Cleaning
- Other relevant duty staff as determined by Venues Ōtautahi

House Services

- Standard venue lighting - dimmable zoned LED lighting over audience areas, controllable via house systems or DMX. Does not include production lighting
- Truss and motors as per venue rigging plans – equipment only, no operator included
- Complimentary basic Wi-Fi limits apply
- Standard tables and chairs
- Smoke isolation
- Audio Show Relay

Exclusions

Please enquire for quote/Additional charges to appear on final invoice

- Venues Ōtautahi Venue Technician – 5 hour show rebate on event day. At Venues Ōtautahi's discretion, events may be required to have one or more venue technicians and/or registered electricians present for any electrical, AV, rigging operation or technical pack in or out
- Extraordinary cleaning services large spills that could cause stains, chemical spills, glitter, confetti etc
- Additional staffing for client requests
- Security personnel – Venues Ōtautahi's security provider must be engaged, and final number of guards to be determined by Venues Ōtautahi
- First Aid staff – Provider must be approved by Venues Ōtautahi
- Procuring Engineer Report for rigging loads – as deemed necessary by Venues Ōtautahi
- Specialist fire design for non-compliant utilisation
- Elevated work platform/forklift and operator
- Production sound, lighting, rigging and AV equipment
- Crowd control barriers (Mojo)
- Staging risers
- Additional draping
- Steinway D Grand Piano (2 available)

JAMES HAY THEATRE



Capacity

GA Floor, Reserved Seated Stalls and Circle	871
Reserved Seated Full Venue	748
GA Floor	400
Reserved Seated Stalls (with GA floor)	245
Reserved Seated Circle	226

Venue Hire

POA

Includes the audio and lighting outlined on the following page.

Merchandise Rate

15%

Levies

\$2 heritage levy for all tickets over \$30

Age Restrictions

None, unless advised

** Please note Venue Hire rate is valid from 1 July 2025 – 30 June 2026*

JAMES HAY THEATRE

Sound

Installed 4-way L-Acoustics Kara II System with appropriate amps and cabling.
Designed and certified via L-Acoustics
Systems Technician from venue \$75+gst per hour.
Additional requirements available through venue preferred suppliers

Lighting

Installed static Theatre LX system.
High End Systems Roadhog 4 Lighting Console
Additional requirements POA through venue preferred suppliers

Video

Projection, LED, Imag and cameras available through venue preferred suppliers

Truss & Motors

House Trusses – installed trusses included

Venue Tech

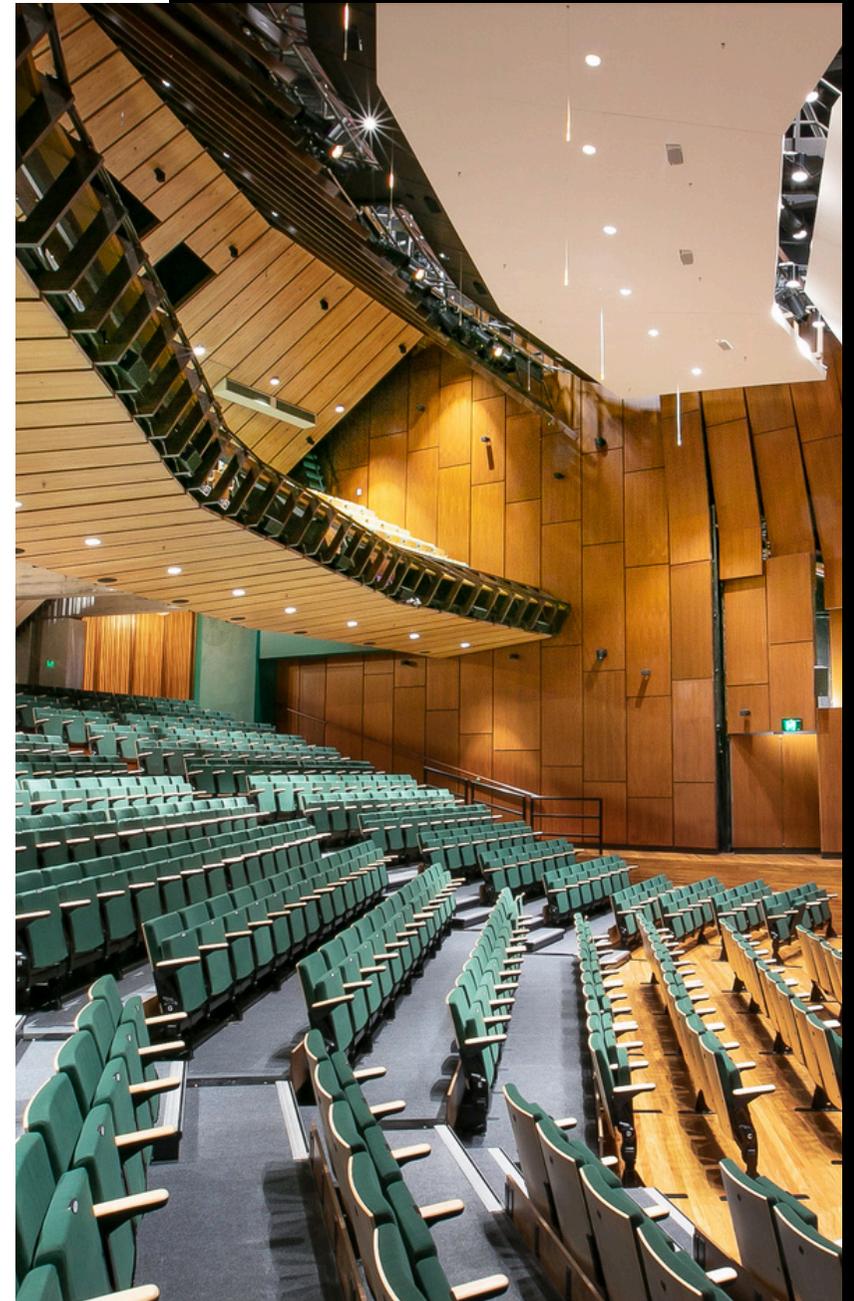
5 hour show rebate
Please note, PA is permanently installed and request for removal will incur a cost of \$2500+gst.

Fly System

Equipment included, does not include flymen.

Barrier

POA
Required for all GA events.



JAMES HAY THEATRE

Inclusions

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Personnel

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- Venues Ōtautahi Operations Team – to set up and pack out venue in contracted mode
- Venue Cleaning
- Other relevant duty staff as determined by Venues Ōtautahi

House Services

- Standard venue lighting - dimmable zoned LED lighting over audience areas, controllable via house systems or DMX. Does not include production lighting
- Truss and motors as per venue rigging plans – equipment only, no operator included
- Theatrical draping as per Hanging Plot
- Complimentary basic Wi-Fi, limits apply
- Standard tables and chairs
- Smoke isolation
- Audio Show Relay
- Use of fly system – Venues Ōtautahi approved operators only
- Use of constellation system – seated area only, equipment only, no operator or set up labour included

Exclusions

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- Extraordinary cleaning services large spills that could cause stains, chemical spills, glitter, confetti etc
- Additional staffing for client requests
- Security personnel – Venues Ōtautahi's security provider must be engaged, and final number of guards to be determined by Venues Ōtautahi
- First Aid staff – Provider must be approved by Venues Ōtautahi
- Procuring Engineer Report for rigging loads – as deemed necessary by Venues Ōtautahi
- Specialist fire design for non-compliant utilisation
- Elevated work platform/forklift and operator
- Production sound, lighting, rigging and AV equipment
- Crowd control barriers (Mojo)
- Staging risers
- Additional draping
- Yamaha C7 Grand Piano and tuning

TICKETMASTER FEES

Face Value of Ticket	Inside Charge (incl gst)
\$0.01 - \$9.99	\$1.87
\$10.01 - \$29.99	\$2.91
\$30.00 - \$49.99	\$3.95
\$50.00 - \$79.99	\$4.68
\$80.00 - \$119.99	\$5.41
\$120.00+	\$6.76

Prices valid from 1 October 2025. Please note fees may be subject to change.



VENUES ŌTAUTAHI

