

# CIRCA THEATRE

Venue Specifications

Version 1.3  
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# GENERAL VENUE INFORMATION

## Venue Overview

Circa Theatre, nestled in the heart of Wellington, New Zealand, is a vibrant and intimate venue renowned for its commitment to showcasing innovative and diverse theatrical productions. Hundreds of productions have been presented by Circa since 1976. We have two performance spaces where 20-30 shows are staged each year, providing the Wellington theatre-going audience with a very busy and diverse bill of entertainment.

## Location

Delivery & Physical Address	Postal Address
1 Taranaki Street Te Aro Wellington 6011 New Zealand	PO Box 968 Wellington 6140

## Key Contacts

### General Manager

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### Technical & Facilities Management

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### Sales & Marketing Manager

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### Box Office Manager

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## Health & Safety

Upon pack in, all personnel involved in performances or events at Circa Theatre are required to undergo a health and safety venue induction with the venue technician. The production must provide a comprehensive list of on-site personnel, including contact details and responsibilities, along with a health and safety and risk assessment at least two weeks prior to pack in. Stage Management is responsible for inducting cast and other personnel/visitors during production week.

Adherence to any safety directions from Circa Theatre staff is mandatory, along with compliance with contract provisions regarding safe equipment operation, special effects, and work practices.

Circa Theatre offers a dedicated Health & Safety risk assessment template for use upon request.

Where applicable, Circa follows “The Guide To Safe Working Practices In The New Zealand Theatre & Entertainment Industry,” published by Entertainment Technology New Zealand.

## **Dockway & Deliveries**

Circa’s dockway is on the west-facing side of the building with access from Taranaki Street. The main double doors lead into the Circa One scenic dock. Use of the dockway is reserved for productions during pack in & pack out. Notify Technical Management of truck deliveries to ensure the dockway is booked. There is space for storage of road cases and set elements in the dock whilst a show’s season is running. Please refer to the venue plans for more details on access.

There are secondary double doors for smaller deliveries.

Circa Two has a single exterior door that leads onto the stage.

## **Accessibility**

Circa’s annual access programme is made possible with funding from Wellington City Council. We have developed our accessibility programme with Arts Access Aotearoa over a number of years. Our Accessibility Manager works with incoming shows to schedule Accessible Performances.

In 2021, Circa Theatre won the Arts Access Creative New Zealand Arts For All Award, for our long-term commitment to becoming more accessible.

Accessible Performances can include:

- Audio Described Performances
- New Zealand Sign Language Interpreted Performances
- Relaxed Performances

In Circa One, the seats in the front row can be removed so a wheelchair can be placed there instead. This means wheelchair users can now sit next to their family and friends in utmost comfort during the show. Wheelchair users who would like seats to be removed are recommended to advise Box Office when booking tickets so we can get the seats out in time for the performance.

Circa Two does not have this seating structure however the front row of seats provides the most accessible seating, as it is a flat surface from the foyer to these seats, with no inclines or stairs.

There are two accessible, unisex toilets at Circa. One located in the foyer, one located in the Scenic Dock.

## **Parking**

There are limited parks available at Circa for cast & crew. Parking operates as first in, first served; there is no reserving parks. You must be working in the building at the time of parking to be eligible for a park.

The closest paid parking is beside Te Papa on Barnett Street.

Failure to adhere to the Circa parking rules will result in vehicles being towed at the owner’s expense.



## Smoking

Smoking & vaping is strictly prohibited inside the venue. The designated smoking areas are outside the front red doors, or in the car park by the emergency exit staircase, or upstairs on the Green Room balcony.

## Security

A Stage Manager, or another designated member of the production team, will be issued an external key and alarm code for the building. Technical & Facilities Management will run through the lock-up procedure when access is granted. Please note that failure to secure the building properly may result in a call-out fee being charged to the production.

Circa Theatre is equipped with CCTV cameras in various locations throughout the building for security and monitoring purposes. Cameras are positioned in public and shared spaces only — no private areas are monitored. In accordance with the *Privacy Act 2020* and *Crimes Act 1961*, our CCTV system records **video only**; no audio is captured or monitored.

## Theatres

Circa has two theatres within the venue; Circa One & Circa Two.

Circa One is the larger of the two spaces, with a standard capacity of 234 pax. Circa Two is the smaller space, with 100 seating capacity.

## Show Riders & Advances

Circa Theatre requires several key documents to be submitted to Technical Management for assessment as part of the Show Riders & Advances process.

Four weeks before pack-in, the following must be provided

- the initial Health & Safety Risk Assessment
- production schedule
- technical equipment lists (including any requests for general Circa inventory)
- draft set, lighting, and sound plans

Two weeks before pack-in, the following must be provided

- updated Health & Safety Risk Assessments, including method statements for any higher-risk activities
- revised production schedules
- final technical equipment lists
- completed set, lighting, AV and sound plans

# Circa One

## Lighting Specifications

### Control

- ETC Ion XE20-2K
  - o 2,048 outputs
  - o Single monitor (not touch screen)
- DMX protocol: sACN via rack-mounted DMX node
- 2x rack mounted 8way DMX splitters

### Dimmers & Distros

The following hardware is permanently installed in the patch bay, located on the mezzanine floor.

- 5x 12way 10amp Theatrelight Dimmers
- 1x 12way 10amp Theatrelight Distro

There are 60 dimming waylines distributed in the Circa One grid (refer to the wayline plan for positioning). Dimmers are patched 1to1, DMX address 1.001 through 1.060

Two 6way Socapex run into the grid is dedicated for hot power. There is ~10m of slack in the grid to be moved to wherever is most convenient.

### Additional Power

- 1x 3-phase 32amp outlet located at stage level, scenic dock upstage end
- 1x 3-phase 32amp outlet located at stage level, BOH corridor
  - o This outlet is shared, please confirm usage prior to pack in

Please refer to the General Circa Inventory for a list of additional dimmer & distro packs.

### House Lights

Circa One's auditorium house lighting consists of 22 Par30/Par38 fixtures. These must remain while in standard end-on seating block configuration.

House lights are controlled separately from the Theatrelight house dimmers.

- DMX address: 1.511 & 1.512

### Lighting Store

Circa One's lighting inventory is kept on racks in the Scenic Dock.

There is a dedicated hauling line in the grid for the transport of fixtures. Hauling zones must be cordoned off.

### Cable

There is limited DMX XLR 5pin cable. It is recommended that productions bring in cable to support external hired fixtures.

## Audio Specifications

### Control

- Behringer X32 Compact

### FOH House PA

- 3x RCF NX932-A: right, centre, left
- 1x RCF 8004 18": sub under seating block

Each speaker has a permanent cable loom running to the comms rack. Cable may be extended from the looms if speakers are moved from the house position, however, looms must remain in place.

It is recommended that the PA remains in the house position when in standard seating configuration to ensure full coverage. If moved, productions are responsible for reinstating.

### Additional Equipment

- 1x Behringer S16 I/O stagebox
- 2x RCF NX32-A

## Soft Goods

### Surround Drape

Circa One has tab track running around the perimeter, complete with drape. While this can be moved, it is recommended this drape remains in place for acoustics. The surround drape must be reinstated on pack out.

### Backstage masking

The doors into Circa One from the Scenic Dock often require extensive masking when used as entrances/exits during a production. It is recommended that shows factor this in when creating the production week schedule.

Push-up drape is available to hire – contact Technical Management for more information.

### Soft Good Inventory

Item	Size	Quantity
Black Legs – surround drape	4.6m (h) x 1.4m (w)	-
Black Legs – spare masking	4.6m (h) x 1.4m (w)	12
Cyclorama – white	8.9m x 4.8m	1

## Rigging & Access Equipment

### Circa One Grid

Typical lighting positions are off the handrails. Scaff can be installed to create positions for lighting fixtures. All scaff must be removed upon pack out and returned to the racking.



There is a stock of scaff available, however, lengths beyond 2000mm are limited. The longest pipe is 6500mm.

### **Useful Measurements**

- Underside of catwalk: 5060mm
- Handrail/LX bar height: 5930mm

### **Ladders**

Ladders are shared between spaces. The following ladders are available:

- 6 step
- 8 step
- 10 step
- 12 step
- 4 step 1.2m-4.5m telescopic ladder

### **Scaffold Tower**

Circa One has a scaff tower that when at full height, can reach the underside of the grid. Assembly of the tower is the production's responsibility. There is an manual with it to guide with assembly/disassembly.

### **Mast Lift**

No heavy lifters can be used in Circa due to weight restrictions. A small, 1 person EWP is available to hire with advanced notice and required certifications. Please talk to Technical Management if you would like more information.

## **Data Waylines**

### **Technical Data Waylines**

Circa One features a Technical Data (TD) wayline system to support production requirements. This system includes a data rack located in the operating booth and 24 waylines to various key areas, including the auditorium ops position, grid, stage, scenic dock, and green room.

These waylines utilise Cat6a. Adapters can be used to accommodate lighting, sound, or AV requirements, such as four XLR signals over one wayline. The C1 data rack houses lighting distribution via a DMX node & splitters.

Before making any patches, please consult with the onsite venue technician. For detailed information on the data rack and the wayline plan, please contact Technical Management.

The following adapters are available for use with the technical data waylines:

- 6x Cat6a to 4x DMX XLR5 kit
- 1x Cat6a to 4x XLR3 kit

## **Cast & Crew Facilities**

### **C1 Green Room**

Circa One features a dedicated Green Room exclusively for production use. This space includes a fridge freezer, lockable cabinets, couches, and tables, providing a comfortable and secure area for cast and crew.

Additionally, there is a designated desk setup that can be utilised by the Stage Manager or Production Manager.

### **Backstage Blues**

There are a small number of lamps available to use as backstage blues.

### **Trestle Tables**

There are a small number of trestle tables available for use as props tables and/or production desks, etc.

## **Seating Block Arrangements**

Circa One has a seating block that can be arranged into different configurations to suit a wide range of productions. The standard seating configuration is end on with the option to change to traverse, thrust, or side on. Seating block configurations must be confirmed as per venue contracts. Additional charges apply; \$1800+GST for pre & post-season move, undertaken by Technical Management.

Plans for different arrangements are available upon request.

## **Operating Positions**

When seating is in standard configuration, technical operation can be from the Ops Booth or at the back of the auditorium, behind the last row of seats.

Stage decks and trestle tables can be used to set up a single or double-sized prod desk.

## **Minimum ingress/egress**

In Circa One, we require a minimum of 1800mm clearance from the front of the seating block to anything onstage; this includes technical equipment. There must also be a minimum of 2000mm height clearance.

# Circa Two

## Lighting Specifications

### Control

- ETC Element 40
  - o 1,024 outputs
  - o 250 channels
- 1x rack mounted 8way DMX splitter (located at dimmer rack)

### Dimmers & Distros

The following hardware is permanently installed in the patch bay, located backstage C2.

- 3x 12way 10amp Jands Dimmers
- 1x 12way 10amp Theatrelight Distro

There is a mix of permanent wall outlets and loomed waylines running from the rack to the C2 grid.

### Additional Power

- 1x 3-phase 32amp outlet located at stage level, BOH corridor
  - o This outlet is shared, please confirm usage prior to pack in

Please refer to the General Circa Inventory for a list of additional dimmer & distro packs.

### House Rig

There is a standard house lighting rig in Circa Two that consists of 4x LED Fresnels as backlight and 3x Selecon Acclaim Fresnel as a front wash. This rig can be moved and adjusted as necessary but must be reinstated upon pack out.

### House Lights

Circa Two's house lighting consists of a mix of Par30/Par38 fixtures. They are on the last dimming circuit of the C2 house dimmer packs.

- DMX address: 1.036

### Lighting Store

The Circa Two lighting store is located beside the BOH entrance. This houses all the fixtures, accessories, and a small assortment of AC & DMX cables.

## Audio Specifications

### Control

- Yamaha MG12XU Console

### FOH House PA

- 2x Bose 502A passive array speaker, right & left

- 1x Bose 502B passive subwoofer, sub under seating block

## Soft Goods

### Backwall Drape

Circa Two has tab track running along the back and side walls with drape as standard set-up. These can be removed or shuffled around to suit the needs of a production but must be reinstated upon pack out.

### Soft Good Inventory

Item	Size	Quantity
Black Legs – surround drape	-	-

## Access Equipment

### Seating Block Work Platform

There is a platform in Circa Two that fits over two rows of seats to allow easy access to the FOH lighting bars. This is kept under the C2 operating booth.

### Ladders

Ladders are shared between spaces. The following ladders are available:

- 6 step
- 8 step
- 4 step 1.2m-4.5m telescopic ladder

## Data Waylines

### Technical Data Waylines

Circa Two is equipped with four Technical Data (TD) waylines running from the operator booth to the backstage area, located in the dimmer rack. These waylines utilise Cat6a. Adapters can be used to accommodate lighting, sound, or AV requirements, such as four XLR signals over one wayline. The C2 data rack houses lighting distribution via a DMX splitter.

Before making any patches, please consult with the onsite venue technician.

Limited adapters are available for Circa 2, if a production requires any, advanced notice needs to be given to Technical Management.

### SDI Waylines

Circa Two is equipped with two SDI waylines that run from the Circa Two operations booth to the Circa One comms rack in the Circa One operations booth. One of these waylines is dedicated to providing a stage feed. Additionally, a stage feed to the backstage area of Circa Two is possible with advanced notice, additional charges will apply.

## **Cast & Crew Facilities**

Circa Two does not have a dedicated green room for cast and crew. The space outside the C2 back-of-house door may be used by arrangement. Please coordinate with the venue staff to ensure availability and make the necessary arrangements for your production's needs.

# **Additional Equipment**

## **General Circa Technical Inventory**

Circa Theatre offers a stock of technical equipment available for use in both Circa One and Circa Two performance spaces. This includes lighting, sound, projection, and rigging equipment.

Please note that access to this equipment is provided on a first-come, first-served basis. While we strive to accommodate all requests, availability is not guaranteed. Productions are encouraged to book in advance to secure the necessary technical resources for their performances.

## **External Suppliers**

Circa Theatre and Tungsten Projects Ltd. have established strong relationships with leading technical suppliers in the Wellington region. If a production needs to supplement Circa Theatre's inventory with additional external technical equipment, our Technical Management team can provide recommendations and supplier contact details.

Tungsten Projects also offers a range of technical and rigging equipment. To explore these options and find out more, please speak with our team.

## **Qlab Playback**

Circa owns a Qlab4 Audio & Video licence that can be allocated to productions during season. With advanced notice, Circa's Qlab4 licence may be available for rehearsals. Qlab5 licences can be hired – contact the Technical Management team for more information.

There are currently no audio or video playback devices at Circa Theatre.

## **Consumables**

Production consumables can be purchased; this includes gaffa tape, paint, and meths. Please ask Technical Management for the latest price list.

Limited stock of consumables is kept onsite, so purchases must be made at least two days in advance.



# Venue Facilities

## Dressing Rooms

Access to the dressing rooms is available from the first day of pack-in. Each dressing room is equipped with its own cleaning supplies. At the end of the season, these rooms must be fully cleared and cleaned by the productions. Dressing rooms will be allocated by Technical Management. Each dressing room has a sink, mirrors, and clothing racks.

## Rehearsal Rooms

Productions may be allocated a rehearsal room for up to four weeks before opening night. Confirmation with Technical Management is necessary to ensure the booking for rehearsal room space; it is not automatically assigned.

At the end of the rehearsal period, all co-op props, furniture, costumes, and rubbish must be removed from the rehearsal room.

## Laundry

Circa has an onsite laundry with a washing machine, dryer, iron, and ironing board for production use only. Circa provides laundry detergent. As the laundry is situated above Circa 2, there are certain times the machines cannot be used; please contact Technical Management to double-check your washing schedule will not affect other productions in the building.

## Green Room

Located on the first floor, the lounge area is furnished with couches, chairs, and a selection of books and jigsaws. It is available during downtime to all productions & Circa staff.

## Toilets & Showers

Non-gendered toilet rooms with showers are available on the first floor. Additionally, there is an accessible toilet located in the scenic dock. For those wishing to take a shower, please keep it brief as the hot water cylinder has limited capacity. Clean towels and facecloths are available in the laundry if personal items have not been brought.

## Kitchen

There is a production kitchen located on the first floor. Productions are responsible for keeping the kitchen clean and tidy. Circa provides dishwasher powder and washing-up liquid.

All foodstuffs belonging to the co-op must be removed from the fridge at the end of the season. Each production must provide its own tea, coffee, milk, etc., and will have a cupboard allocated to store these items.

## **Chouchou Café, Bar & Restaurant**

Chouchou operates out of the Circa Theatre foyer, serving coffee throughout the day and offering breakfast on weekends. It also serves dinner from Tuesday to Sunday. The venue can be particularly busy on weekends, during which the upstairs dining area is frequently in use. This upstairs space is also used on some evenings during weekday dinner service. Please note that Rehearsal Room 1 opens directly onto this area.

Anyone working on a Circa production will be issued a Haigh Club Card, which provides a discount at Chouchou.

To get in touch with Chouchou, contact [circa@chouchou.co.nz](mailto:circa@chouchou.co.nz)

# Production Info

## Scenic Resources

Circa keeps a small stock of scenic resources available for productions to utilise. This includes flats, treads, and doors. Please chat to Technical Management for measurements and specifics.

There is also a small supply of stage decks available that can be booked in advance. Please check with Technical Management regarding leg sizes.

- 2x EuroTruss 2400x600 stage deck
- 2x EuroTruss 2400x1200 stage deck

Productions must supply their own set consumables, such as screws & bolts. There are limited tools available for use at Circa.

## Painting Facilities

Circa offers paint facilities to support production needs, including a stock of Resene Lumbersider (Black) for floor painting purposes. Productions are welcome to utilise this paint for refreshing the floor before or after seasons; at least a single coat of paint is required on pack out. This paint is not to be used to paint set pieces.

Roller sleeves, brushes, and additional Lumbersider can be purchased from Circa – please refer to the consumables list.

## Smoke Detection

Circa does not have any smoke detectors in the building, therefore isolation is not required for the use of hazers, smoke machines, and other atmospheric effects. However, certain vents must be closed when these are in use, so productions must notify Technical Management to be shown how to operate these.

## H&S/PPE Supplies

Our available H&S and PPE supplies include helmets, bump caps, safety glasses, and earmuffs to ensure the safety of all personnel involved in the production process.

In addition to personal protective gear, Circa Theatre offers essential safety equipment such as cones and bumblebees to manage and delineate work areas effectively.

## Tannoy System

There is a comprehensive audio tannoy throughout the Circa building. Each speaker can be switched between Circa One or Circa Two. There is no paging mic available.

## Cross-theatre Data

Circa Theatre features cross-theatre data connectivity with two Cat6a waylines running between the Circa One data rack and the Circa Two dimmer rack. There is also one Cat6a wayline from the C1 data rack to Box Office. Please have a chat with Technical Management if you think your production/festival may want to utilise these data lines.

## Tab Track

Circa has a stock of tab track available to productions. This comes complete with hookclamps, joining pins, rollers, header blocks, etc.

- 18x 3m
- 4x 2m
- 4x 1m
- 4x 0.5m

## Weapon Storage

There are multiple possible locations for weapons lock up. If you think this may be required by your production, please chat to Technical Management to confirm.

## Version History

<i>Revised on</i>	<i>Version</i>	<i>Description</i>	<i>Author</i>
21/08/24	1.0	Initial document creation	Mitch Sigley – Tungsten Projects Ltd.
28/08/24	1.1	<i>Show Riders &amp; Advances</i> added	Mitch Sigley – TPL
07/02/25	1.2	Contact details updated	Mitch Sigley – TPL
21/07/25	1.3	<i>Security &amp; Chouchou</i> added. Theatre details updated. Cover photo updated	Mitch Sigley – TPL

