



AUCKLAND GIRLS' GRAMMAR SCHOOL

DOROTHY WINSTONE CENTRE
P.O. Box 68-053, Newton, AUCKLAND 1032.
Phone: 307-4182 Fax: 309-9152 Mobile: 0274 772-357
Email: dwc@aggs.school.nz
DWC Manager: Alicia Hall

GENERAL NOTES

DWC STATUS

Hirers should note that the DWC is essentially a school hall and that the interests of staff and students are our first priority. Equipment brought in by hirers prior to bookings will be at the owner's risk. Some storage in the basement is available.

PROMOTION AND ADVERTISING

The school trustees require all hirers to refer to the venue as the 'Dorothy Winstone Centre, Auckland Girls' Grammar School, 16 Howe Street, Newton' in all advertising and promotion of their booking.

FIRE SAFETY OFFICER AND USHERS

Under NZ 9232:1972 it is mandatory for a fire and safety officer to be present at all functions involving an audience. This officer is hired by the DWC management for the basic four hours of performance time, plus any additional hours involved.

It is also mandatory for ushers to be present for the period of a performance. The ratio of ushers to patrons is as follows:

Up to 300 patrons	2 ushers
301 to 500 patrons	3 ushers
501 to 1,000 patrons	3 ushers + 1 Safety Officer

These ushers should be supplied by the Hirer. Ushers will be provided with a copy of the Theatre's Evacuation Procedure by the DWC management or Safety Officer before patrons are allowed into the theatre. It is the responsibility of the Hirer to ensure the safety of the patrons.

STAGE LIGHTING

Full stage lighting is available together with a Cuemaster II control board. It is mandatory the hirer contracts directly our preferred technician when full lighting hired, to ensure you get the best results.

Rhedgirl Productions on Mb. 021.707 433, Email rhedgirl@gmail.com.

STAGE SOUND

Full concert PA sound system is available with an A&H 36 channel mixer console. It is mandatory the hirer contracts directly our preferred technician when full sound is hired, to ensure you get the best results.

Mike Hughes, Intec Systems Ltd. wk 09.550-7875, mb 021.441-194 Email mike@intec.co.nz

Francis Nolier, wk. 09. 845 7809, mb. 021.779 416, Email francis@oceania-audio.co.nz

PARKING

Hirers will provide parking attendants - **3 per ½ hire & 5 per full hire**. Hirers should note that all parking in the school grounds must permit the access of emergency vehicles at all times. Parking supervision is necessary to prevent tow-away action being taken by the DWC management.

MORE INFORMATION can be found on the Auckland Girls' Grammar School website.

A direct link is <http://www.aggs.school.nz/dorothy-winstone-centre>