

# Q Theatre

## Venue Specifications

### Loft



#### About Loft

Loft is Q Theatre's medium-sized, flexiform studio space—ideal for intimate performances, contemporary works, and corporate events. Located on Level 2 and accessible via lift or stairs from both 305 Queen Street and 22 Greys Avenue, Loft offers versatile seating configurations (between 117–250 capacity). The space includes a dedicated dressing room, accessible facilities, and comprehensive backstage support including audio, lighting, and freight access.

Last updated: 22/06/25



## Location and Access

The main audience entrance to **Loft** is from **305 Queen Street, Auckland Central, Auckland 1010** through a single door on the left or through **Citizen Q (Lounge)** using the internal stairs or lift to reach level 2.

Audiences can also enter at the **22 Greys Entrance**.



## Freight Access

Freight access for **Loft** is located at **22 Greys Avenue**, loading **Docks 1, 2 and 3**.

### Dock 1 – Stage Dock Lift

This dock lift, operated by the Venue Technician, moves freight from 22 Greys Avenue street level to Rangatira Sub Stage and Rangatira stage level.

- Door Size – 3300mm high by 2700mm wide
- Lift Size – 2900mm wide by 6000mm deep
- Weight Loadings – 1 tonne spread load

### Dock 2 – Internal Dock

This dock allows access via steps to Rangatira Sub Stage.

- External Door Size – 3300mm high by 4400mm wide
- Internal Door Size – 2600mm high by 2900mm wide @ 850mm off ground level (leading to the sub-stage)

### Dock 3 – Basement Dock

Dock 3 provides access to Q's internal passenger lift going to all Q levels, which include:

- 4 (Level 4) – Rangatira Grid Level
- 3 (Level 3) – Rangatira Gods
- **2 (Level 2) – Loft, Gender Neutral Toilets**
- 1 (Level 1) – Rangatira Balcony
- G (Ground Level) – Citizen Q / 305 Queen Street, Rangatira Main Audience Entrance and Op Side Entrance
- LG (Lower Ground) – Rangatira Sub Stage, Green Rooms, Dressing Rooms, Vault, Q Administration Office, Toilets
- B (Basement Dock)





### Internal Passenger Lift Dimensions

- Interior lift dimensions – 1500mm wide by 2000mm deep by 2200mm high
- Maximum weight capacity – 1600kg

### Loft 305 Queen Street Entrance Dimensions

If your freight exceeds the lift dimensions, it can be brought up the front stairs from 305 Queen Street.

- Lift door dimensions – 1160mm wide by 2100mm high



## Deliveries

All courier deliveries should be addressed to **Q Theatre, 22 Greys Avenue, Auckland Central, Auckland 1010.**



Loft Foyer

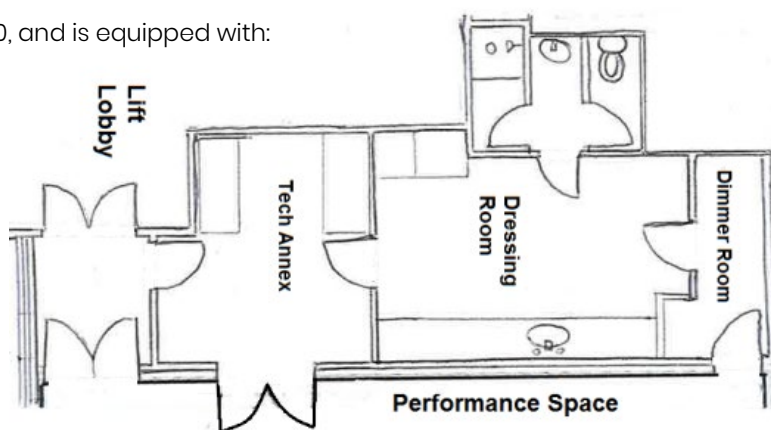
# Facilities

## Dressing Room

Loft has a single dressing room with a max capacity of 10, and is equipped with:

- Accessible bathroom; toilet and shower
- 2 x hand basins
- 1 x Costume rack
- 5m lit make-up bench

Dimensions 5300mm deep x 3100mm wide



## Greenroom

The Greenroom is located on the Lower Ground Level adjacent to the Rangatira dressing rooms. It is a shared facility available to all companies hiring Q Theatre spaces. The room is equipped with a dining table and chairs, fridge/freezer, microwave, hot water Zip, and a full set of crockery and cutlery. Hirers are responsible for maintaining the cleanliness and tidiness of the Greenroom throughout their use.

## Internet Access

Free Wi-Fi is available throughout Q, with the 'Q Visitor' network for public use and a private network accessible back of house..

## Laundry

The laundry is on the Lower Ground level next to the Greenroom and is shared by all Q hirers and the Q hospitality team. It includes a commercial washing machine, separate dryer, iron, ironing board, and garment steamer.

*Please note: washing powder is not provided.*

## Cleaning

Dressing rooms, the Green Room, and backstage areas are cleaned daily. Audience access paths and seating are cleaned daily on show days only. The stage is not included in routine cleaning—clients are responsible for any production-related cleaning. Additional cleaning requested by the client will incur charges.

## Paging and Performance Relay (Tannoy)

A building-wide paging system is installed throughout Q Theatre, covering all public and backstage areas, including the Administration office.

There are two permanently installed paging stations:

- One at the Box Office, for public announcements
- One at the Stage Manager's desk (side of stage in Rangatira), for backstage communication

A third portable paging station is also available and can be deployed as needed. Each station has the capability to page all zones simultaneously or target individual areas.

All venues are equipped with program sound feeds routed to their respective back-of-house areas. Each location is fitted with independent volume control to allow local adjustment as required.

## Hearing-Aid Loop

An Induction Loop system is available in Rangatira, Loft and the Lounge. Balcony or Gods levels in Rangatira have strongest signal. Patrons can tune in to the signal by setting their hearing aids to the "T" position

## Wheelchair Accessibility

All areas of Q Theatre are wheelchair accessible via the passenger lift. Accessible bathrooms are located on the Lower Ground Level in both public and backstage areas, as well as within the public amenities on Level 2.

To move from the Rangatira dressing rooms to the stage level via an accessible route, use of the public lift is required.

## Parking

Q Theatre has up to two parking spaces available by prior arrangement, located at 22 Greys Avenue. These are offered for a fee and are subject to availability. *Please note: Vehicles parked without prior registration are at risk of being towed.*



# Loft Dimensions and Weight Loading

## Dimensions

- Width – 12,500mm
- Length – 15,900mm
- Stage floor to the underside of the grid – 4120mm
- Stage floor to the underside of the room's wooden beams – 3700mm

## Stage Weight Loading

The floor in Loft can take 500kg per square metre or 360kg point load.

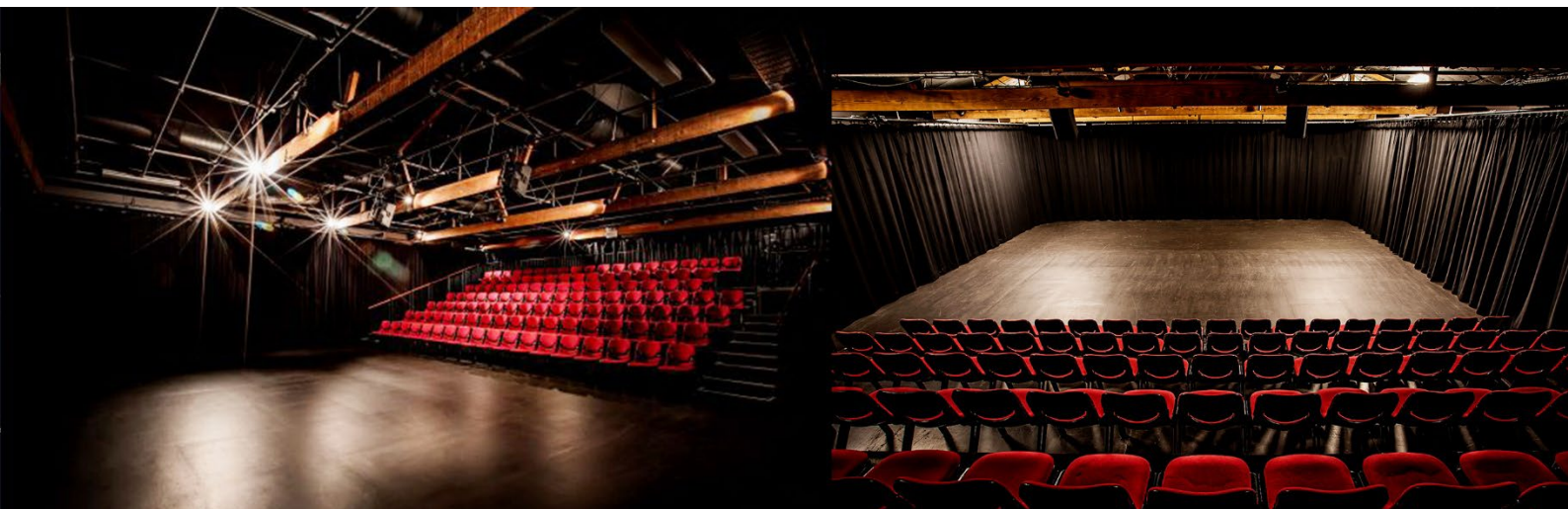
# Loft Seating & Staging Configurations

The seating capacity ranges from 117- 180, depending on the chosen configuration.

## End On (Standard Venue Hire Inclusion)

Capacity – 117 + 2 wheelchair positions

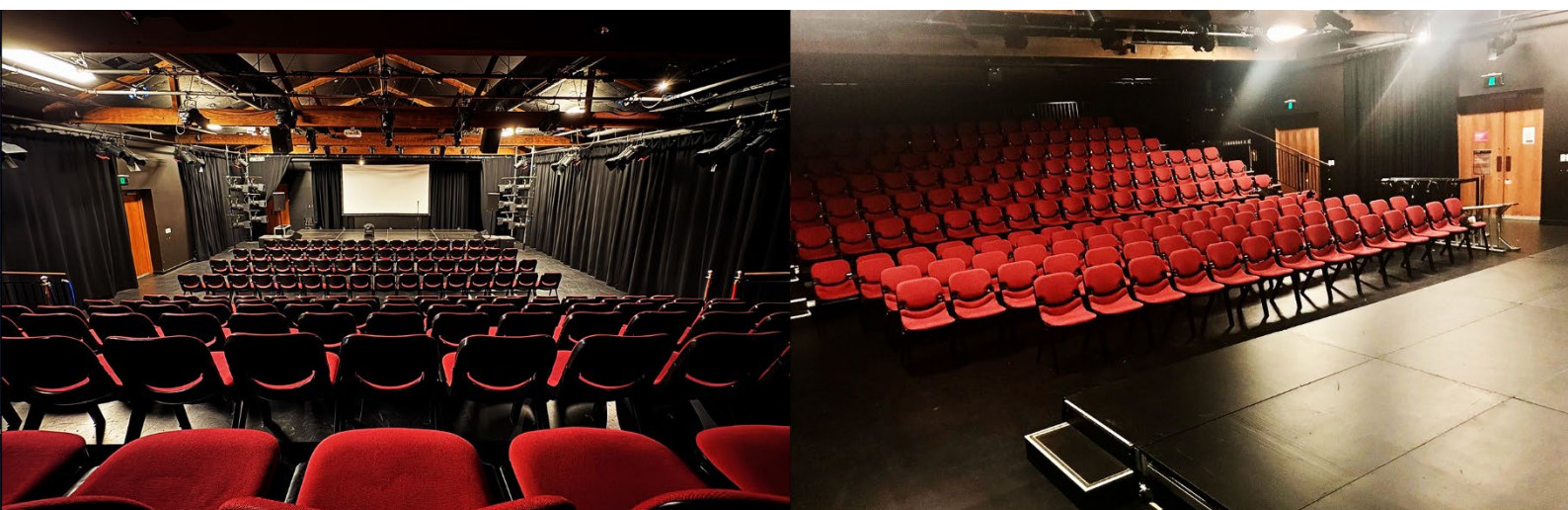
Stage Size – 12,000mm wide x 8200mm deep



## Endstage Extended

Capacity – 180 + 2 wheelchair positions

Stage Size – 8000mm wide x 4000mm deep x .4m high





### **Thrust**

Capacity - 151 + 2 wheelchair positions

Stage Size - 7200mm wide x 4800mm deep



### **In The Round**

Capacity - 176 seats + 2 wheelchair positions

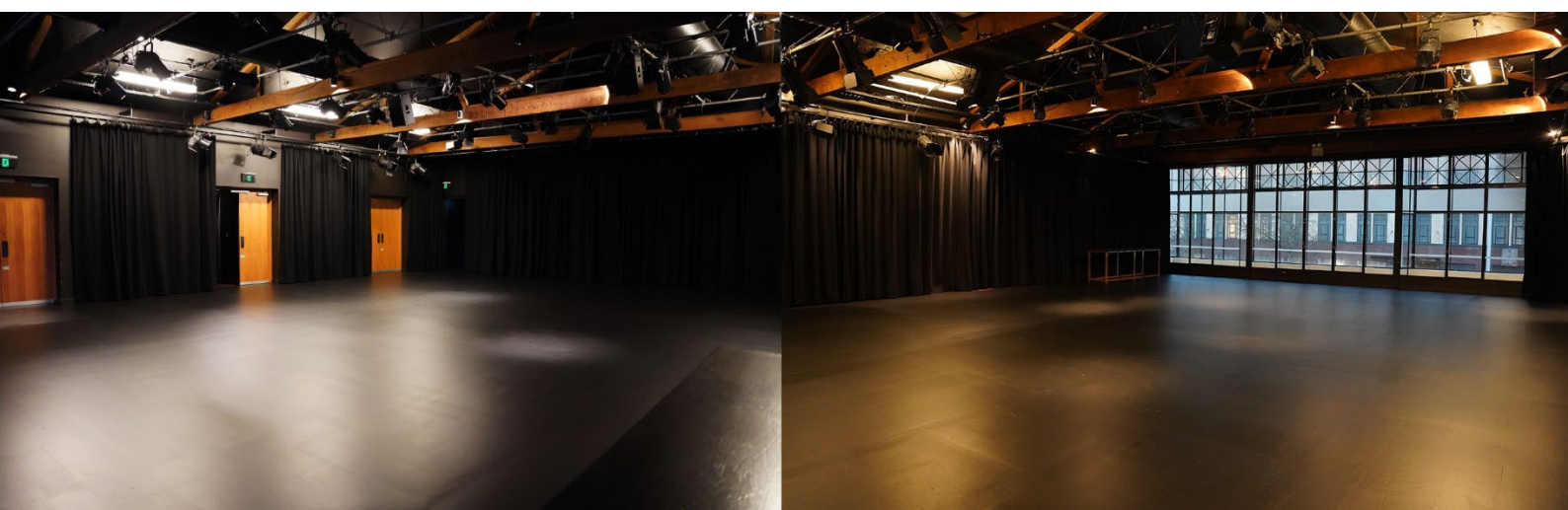
Stage Size - 4300mm wide x 6600mm deep



### **Flat Floor**

Capacity - up to 250 persons

Stage Size - 15,956mm wide x 12,761 mm deep





### Short Traverse

Capacity - 121 + 2 wheelchair positions  
Stage Size - 4700mm wide x 12,100mm deep

### Long Traverse

Capacity - 133 + 2 wheelchair positions  
Stage Size - 15,400mm wide x 3300mm deep

### Other / Custom

There is a limitless number of stage and seating configuration options. please enquire if you have a custom configuration in mind.

## Staging Risers

Stage risers (2000mm x 1000mm), stage skirts and various leg heights are available for hire, depending on availability. Stage skirts and treads for 320mm high and 1000mm high stages are available.

## Masking

Drapes are included in venue hire, however, the labour for custom installation reset them is not included. Please see Loft Technical Inclusions Equipment List for more specific information (separate document).

## Lighting and Audio

Loft includes a General Wash Rig and audio equipment as part of the standard venue hire. Additional charges will apply for any custom lighting design, including equipment and labour to rig and reset. For detailed technical specifications, available equipment, and hire options, please refer to Q's Loft Technical Equipment Lists (separate documents).

### Control and Dimming

Lighting Console ETC ION 2000 Lighting Console with 2x screens  
Dimmers 6 x 12ch Strand Digital Dimmer Packs = 72xdimmers

### House Lights

House lights are DMX-controllable via the lighting desk. Final house light levels are set at the discretion of the venue.

### Audio Control and Main PA

Sound Control 1 x Yamaha QL1 32 channel Digital mixing console  
Speakers 2 x EV ELX12P Powered 12-inch two-way full-range speakers with flying brackets  
2 x EV ELX1189 Active 18" Sub Bass Speaker



'Heartbreak Hotel' 2023

# Power and Data Patching

## Grid

Each bay includes four runs of Wieland (5-circuit) cabling, totalling 80 line-ways to the dimmer room. Cables may be relocated but must be returned to neutral on pack-out.

## Dimmer Room

- 6x 12-way dimmer packs (70 available dimmers as 2x circuits are reserved house lights.)
- 1 x 32 amp 3-phase outlet spare

An audio patch bay is also situated in the dimmer room, which correspond to technical panels on each wall in Loft.

## Floor Level

There are various non-dim 10 amp hot-power outlets around the room. There are separately labelled audio-power points below technical panels. There are no floor traps in Loft, any dimmable floor circuits required must be dropped from the grid.

## 4x technical panel (1 in each corner of the space) contain:

- 16x female and 6x male XLR
- 1x 5-pin male DMX and 1x 5-pin female DMX,
- 2x BNC wayline points
- Coms patch point
- 6x Ethernet points for TD (technical data), AD (audio data) and LD (Lighting data)



# Rigging and Access Equipment

## Lighting Bars

Loft's lighting grid is made up of four steel 'frames' hung in each of the room's four bays and two steel pipes running the length of the room on the North and South walls.

## Frames

- Max Load per frame - 4 tonnes
- Max Point Load - 150kg
- Height from Stage - 4120mm

## North and South Wall pipe

- Max per metre - 74kg
- Max Point load - 150kg
- Height from Stage - 3600mm

## Wooden Beams

Loft's lighting bays are separated by wooden beams, original to the building. Any rigging from these beams must have approval from the Q Technical Manager.

- Max Point Load - 200kg
- Height from Stage - 3700mm

## Apex Rigging Points

Four fixed rigging points are centred over each lighting bay at the apex of the ceiling. Any rigging from these points must be pre-arranged through your Event Coordinator.

- Max Point Load - 1,000kg
- Height from stage - 6200mm

## Access Equipment

Q can provide the following access equipment:

1x Genie 1-Person electric lift. Max Height: 7500mm

Various Ladders. Max Height: 3900mm





## Operating Position

Standard operating position (in the standard venue hire configuration End On) is on the top row of the seating block stage right. There is space for two operators.

We can accommodate an alternative position by prior arrangement.

## Stage Manager's Position

The standard stage management position is in the Tech Annex which is directly behind the stage and beside the dressing room. The SM position has a stage front-view monitor, comms to operators' position and hot power.

## Health & Safety

The Q Theatre Venue Hire Agreement obliges clients to comply with both local legislation and venue policies.

### Alcohol

Q Theatre is a licensed venue and strictly enforces our alcohol policy. Only alcohol purchased from Q's bar may be consumed, and only within the Greenroom.

If consumption or behaviour is deemed excessive, performers or crew may be asked to leave by the Duty Manager or Venue Technician. Alcohol found in any licensed areas outside of these conditions will be confiscated and may result in removal from the premises. No alcohol is permitted on LG 22 Greys Avenue entrance steps.

### Cigarettes & Vaping

Q is a smoke-free premise, which includes all e-cigarettes and vaping devices. There is no smoking allowed outside Q on Queen Street. No smoking is permitted on the LG 22 Greys Avenue entrance steps.

If your event requires vaping onstage, please get in touch with Q Production.

### Electrical Equipment

All electrical equipment brought into Q Theatre must have a current test tag dated within the last 12 months. Untested equipment cannot be used in the venue. Testing and tagging services are available onsite for a fee if required.

### Fire Exits

All configurations must maintain two visible, illuminated fire exit signs. One must be the upstage exit nearest the dressing rooms; the other may be either of the two eastern exits leading to the foyer. All fire exits must remain unobstructed at all times.

### Fire Detection Systems

Q Theatre has two fire detection systems. All areas are covered by rapid-rise heat detection sprinklers. Rangatira, Loft, Lounge, and Citizen Q also have a double-knock smoke and CO detection system, allowing the use of theatrical smoke and haze without isolating the system.

For any CO-generating activities (e.g. fire effects, pyrotechnics, hot work, or running engines), the fire detection system must be isolated in the affected areas. This must be arranged in advance through Q Production and incurs a charge, as isolation is performed by an external provider.

### Flame Retardant Scenery

All scenery, cloths, and large props must be non-flammable or treated with an approved flame retardant. Proof of treatment is required. Untreated items will not be permitted in the venue.

### Safety Lines

All lamps and speakers must have safety wires. All fibre slings must have back up steel safety where deemed necessary by the Technical Manager.

### Special Effects / Fire Arms / Pyrotechnics

The use of open flames and pyrotechnics requires prior approval from Q Production. Pyrotechnic use also requires permits from the Department of Labour and New Zealand Fire Service.

Clients must supply their own pyrotechnics and/or firearms safe. Advance notice is required for fire system isolation; associated costs will be charged to the hirer.

