

# Q Theatre

## Venue Specifications

# Vault



### About Vault

Tucked beneath Q Theatre, Vault is a quiet space designed for creative development. Primarily used for workshops, rehearsals, auditions and meetings, it also functions as a breakout space alongside bookings in Loft or Rangatira, providing added flexibility for productions of all scales.

Last updated: 06/08/25



## Location and Access

The main audience entrance to **Vault** is from **305 Queen Street, Auckland Central, Auckland 1010** through a single door on the right. Patron accessibility entrance is through the **Citizen Q** entrance and in the passenger lift to Lower Ground level (Vault backstage entrance).



## Freight Access

Freight access for **Vault** 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)



## Deliveries

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

## Facilities

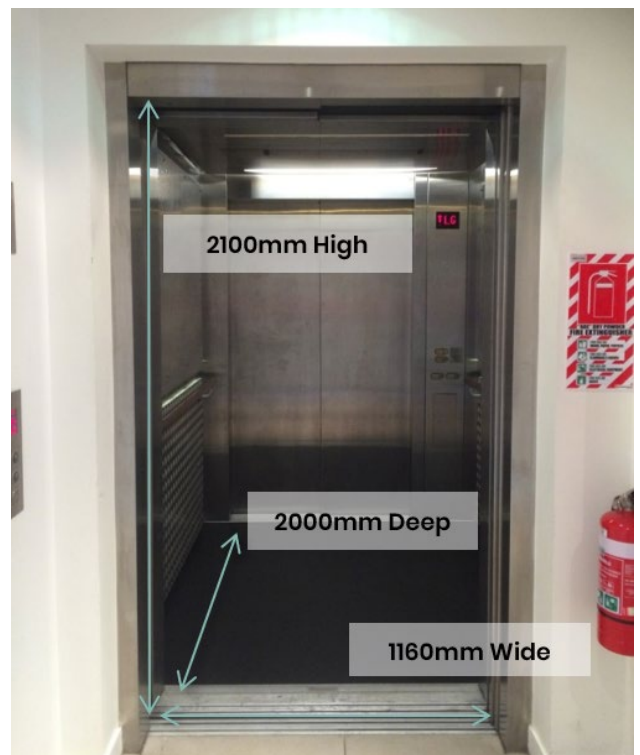
### Wheelchair Accessibility

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.

### Internal Passenger Lift Dimensions

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



### Dressing Room

Vault does not have a dedicated dressing room. However, a Rangatira dressing room may be available for use, subject to availability and the Rangatira programme schedule.

### 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.

### Toilets

Vault includes an in-room toilet available for use by both patrons and production. An additional toilet is located within the dressing room.

Patron facilities also include Men's and Women's toilets on the Lower Ground Level (same level as Vault), and Gender Neutral toilets on Level 2, accessible via the internal stairwell or passenger lift.

### 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 the strongest signal. Patrons can tune in 10,000mm of the signal by setting their hearing aids to the "T" position.

### 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.*

## Overall Room Dimensions and Capacity

- Width - 10,324mm
- Length - 10,000mm
- Stage floor to the roof - 2660mm
- Stage floor to the underside of the grid - 2500mm
- Stage floor to the underside of the I beams - 2360mm

Vaults has a total capacity limit of 80 people, inclusive of all cast, crew, and audience. This limit must be considered when determining the venue configuration to ensure compliance.

## Vault Seating & Staging Configurations

The standard configuration of Vault is 'Flat Floor' with a total capacity of 80.

Vault can be transformed into 'End On' for intimate performance seating 72.

### Flat Floor (Standard Venue Hire Inclusion)

Capacity - up to 80 persons (inclusive of all cast, crew, and audience)

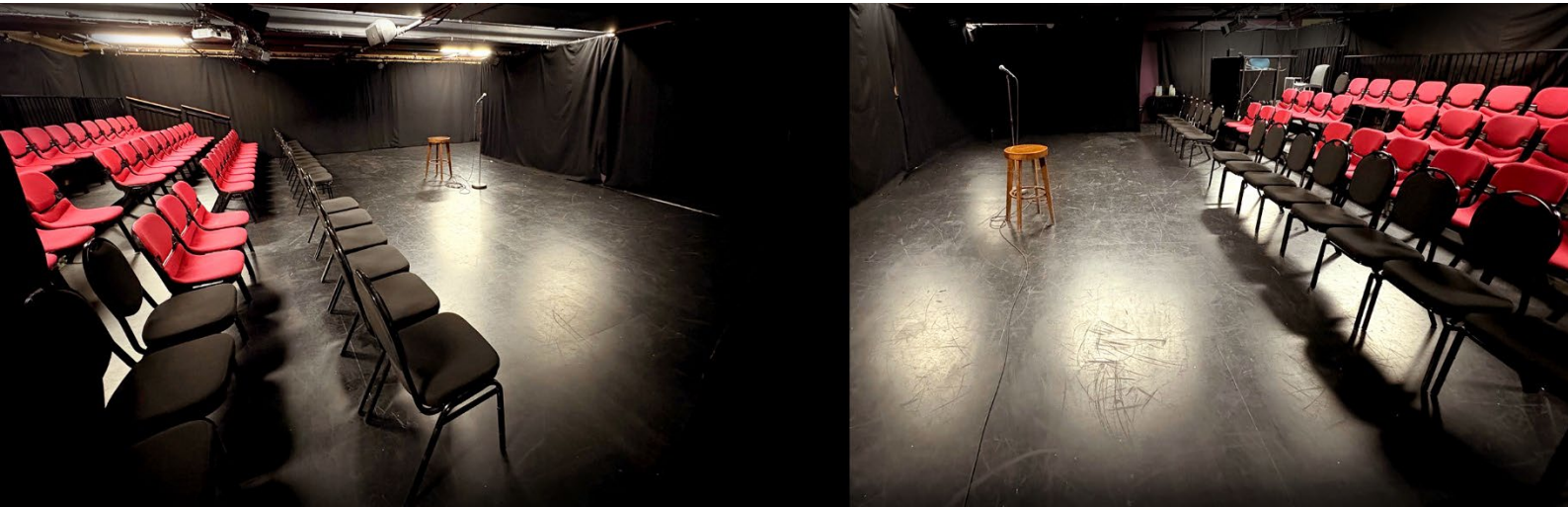
Stage Size - 10,324mm wide x 10,000mm deep



## End On

Capacity – 70 + 2 wheelchair positions

Stage Size – 8400mm wide x 3,100mm deep



## Other / Custom

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

Vault does not include any masking; see the Production Rental and Sales document for available masking.

## Lighting and Audio

Vault does not include any lighting or audio equipment; see the *Production Rental and Sales* document for available masking.

NOTE: The hire and Labour for installation/removal of all lighting, audio and masking must be included in your planning. To help manage heat and sightline considerations, the use of LED fixtures is strongly recommended.

## Power and Data Patching

There are various non-dim 10 amp hot-power outlets around the room.

### 2x TECHNICAL PANNELS (1 on each side 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 Grid

Max Load per meter – 100kg

Max Load per bar – 400kg

### Access Equipment

Various Ladders max height: 3900mm



## Operating Position

The operator's position depends on your chosen venue configuration. The two patch bays enable operation from either side of the room.

## 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.

