

ASHBURTON PERFORMING ARTS THEATRE TRUST



Capital Expenditure
Plans 2020 - 2030

Mid Canterbury's Premier Performing Arts and Conference Centre



Back Ground Information

APATT Trustees

- George Brown (Chairman)
- Jim Lischner
- Jo Castelow
- Brent Gray
- Faye Johnston
- Gavin Templeton
- Noel Johnson
- Yvonne Harrison
- Jane Kelly
- Sue Prowse

APATT Management Board

- Roger Patterson (Chairman)
- Noel Johnson
- George Brown
- Jim Lischner

APATT Staff

Full Time

- Roger Farr (General Manger)
- Gudrun Webber (Admin)
- Currently Vacant (Technical Manager)
- Simon Pritchard (Technician)

Part Time/Casual

- Casey Rose (Bar & Catering Manager, Marketing)
- Deanna Watson (Bar & Catering, Ticketing)
- Andrea Moore (Bar & Catering)
- Gavin Templeton
- Islay Swan
- Sasha

Mission Statement

To provide exceptional services and opportunities for the community of Mid Canterbury to become engaged in the performing arts at a community level, as well as provide a suitably equipped venue for the performance of National and International acts that satisfies our communities cultural performing art's needs.

To become a nationally recognised venue suitable for conference, trade shows and seminars with modern up to date equipment and the technical ability to satisfy the most demanding client.

Philosophy of the Management Board

The Management Board of the Ashburton Performing Arts Theatre Trust will promote access to the performing arts through a culturally diverse programme that engages the community and provides for their social, educational and emotional needs. The Board will approach its work giving due diligence to its responsibility to be fiscally responsible and compliant with all legislative requirements.





Vision

Our vision is to provide a high quality, live theatre experience to our community.

To offer educational opportunities, knowledge, and experience, and encourage the individual to participate in the performing arts by providing a programme of performances that welcomes and embraces all genres of the performing arts, and offers training in all areas of the production.

To develop an audience for the performing arts that has confidence in our programme, increases the frequency of engagement by existing audience members, initiates involvement by new members and broadens the range of people who attend, engage and participate.



Participation in the performing arts has the potential to develop the performers or individual audience member's confidence, knowledge, experience and engagement and enables them to meet his or her social, self-development, and emotional needs.

History

Operated by the Ashburton Performing Arts Theatre Trust, a registered charitable trust, The Ashburton Event Centre opened its doors on the 8th May 2008. It is a true success story for not only the instigators of the project, but also the community of Ashburton who have proven numerous times, that if you really want something, and can prove the benefits of it to the community, you can realise your dreams.

Born out of the necessity to have a performing arts venue in town, a small group of proactive, community minded individuals combined with the Ashburton Operatic Society, and began what was to be a ten-year project to plan for and implement the construction of what is now a world class venue that has received applause from those who have been fortunate enough to perform or host an event there.

Numerous times it sat on a knife edge between success and failure, but with true determination and with tremendous support from the community, major donors and the business sectors of Mid Canterbury, we now have a venue that has been praised by such international stars as Dame Malvina Major, Simon O-Neil and Gerry Marsden (Gerry and the Pacemakers) and The Ten Tenors to name but a few.

It is from their endorsements and word of mouth we can now boast an occupancy rate that would be the envy of many regional venues throughout New Zealand.

This is truly a community venue built by the community for the community.

Mid Canterbury has a very strong performing arts base that caters for, and fosters the development of a performer's confidence by providing education in all areas of the performing arts, and offering a setting for programmes that enhances the cultural and intellectual growth of the community.

The event centre was established to service the performing arts sector of the community by providing a modern, well-equipped facility capable of hosting an audience, suitable for the size of the district and fitting within the construction budget restraints. The event centre was designed as a multipurpose venue with the ability to host conferences meetings and trade shows, as well as stage performances and related performing arts events. It incorporates the latest in sound, audio visual, lighting and technical infrastructure and has complete in-house catering ability.

Executive Summary

In the fourteen years since opening, the Ashburton Event Centre has established itself as a credible venue for promoters to include in their tour plans throughout the South Island. Its modern up to date infrastructure enables the promoter to have confidence that the venue will be able to meet their needs for technical, marketing and ticketing support, and that the community has confidence in the quality and programme of events, ensuring the promoter achieves strong ticket sales to their event.



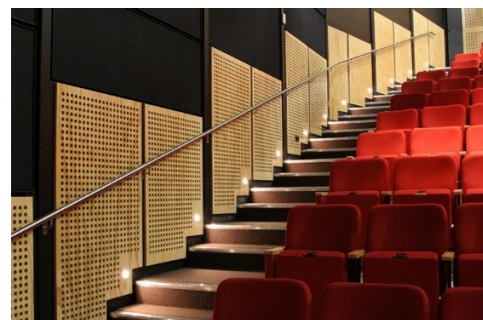
A number of successful conferences have been hosted over the last ten years, that through word of mouth has increased our profile in this sector of the hospitality industry. Again, our technical abilities and support is of primary importance to those whose events we have hosted, with a support team who will go out of their way to accomplish a successful event.

Starting out from a position where the community had been starved of quality touring performances for many years and an ageing, crumbling venue that was the Regent Theatre and not designed for the performing arts, the event centre grew out of the need by the many local performing arts organisations, schools and business groups to have a base they could rely on to develop their individual organisations. Fifty percent of the venue use now comes from local organisations who have grown their production standards through the venues ability to offer them quality equipment and advice.

The continued success and future of the event centre is reliant on the funding it currently receives for the Ashburton District Council, Lions Foundation and the Trust Mid-South Canterbury. The Ashburton District Council provides essential funding that covers the operational costs to operate what is a major asset for the community. The Lions Foundation and the Trust Mid-South Canterbury have been major supporters of the Ashburton Performing Arts Theatre Trust and through their support, we have been able to maintain our technical abilities ensuring we remain relevant and up to date with modern practises. We also receive valuable support from our business partners who contribute to our Raise the Bar funding grant. This assistance is provided to local non-profit organisations who would normally struggle to fund and event with us and it ensures the production can achieve the acceptable standard we strive for.

Looking forward, planning is currently underway looking at where we see ourselves in another ten years. How do we remain relevant to the community and our key stake holders? What opportunities are there for us to further develop our operational abilities to service not only events held within our own venue, but also using our technical abilities and skills to service businesses and organisations in other venues. How can we better service the education sector and what areas do the struggle to address within the school's curriculum and are we better placed to identify and offer back to them?

With ten years behind us, we must now look closely at the on-going maintenance of the venue and safeguard it from deterioration. Capital expenditure will be needed in the coming years to ensure the standard of the venue and its services meet the same high standards as in the past. This will include air conditioning plants, fire systems, lighting, sound, floor covering, wall covering, internal and external structures, staging systems and theatre seating. An independent evaluation of the venue is being undertaken to provide guidance on the service life of the above-mentioned items with the aim of developing a capital expenditure plan based on the replacement of items in most need first, while ensuring we maintain our legal responsibility to meeting all legislative requirements.



An Overview of our Facilities.

This is aimed at identifying and summarising the facilities we currently have within the ATEC likely to be affected by deterioration and life time expiration.

The Ashburton Trust Event Centre consists of many different areas ranging from the normal items seen in a major building of this design, through to more specialised items used in theatre production including, stage fly systems, stage drapes, pit lift, electrical infrastructure, networking services, stage lighting and sound equipment, theatre seating and air handling facilities.



General Purpose Venue – Bradford Function Room, Green Room, Board Room, Woodham Foyer

Bradford Room - Suitable for general hire. Meetings, weddings, training workshops, small scale theatre productions, celebration events, breakout room.

Green Room – Suitable for general hire. Meetings, training workshops, dance studio,

Board Room – Suitable for general hire. Board Room style meetings.

Woodham Foyer – Suitable for general hire. Meetings, weddings, funerals, breakout room, small scale productions, catering.

Specialty Purpose Venue – O-Reilly Auditorium

O-Reilly Auditorium – Purpose built proscenium arch theatre with a seating capacity of 500. Stage house contains 48 fly lines and stage drapes suitable for the stage size. An adaptable lighting rig and in-house sound system has been installed. Follow spot positions are located to the rear of the auditorium. Large screen audio visual equipment with editing facilities. 35mm film projector with surround sound. A stage thrust at the front of the stage has the ability to be used as an extension to the main stage, or lowered to form an orchestra pit. Acoustically very good with exceptional sightlines from all areas.

Auxiliary Services – Outside Hire Department, Sound and Video editing, technical management, sound design, lighting design, stage design, catering, marketing.

Outside hire department – Using existing equipment, we have been gradually increasing our ability and knowledge in order to service an increasing number of events outside of our own venue. We can supply staging rostrums, lighting, sound, audio visual and technicians. Recent events for Light the Christmas Tree, Buskers Night, Youth Council Baring Square, Immigrant photo project Baring Square, Trott's Garden Marquee, Fonterra, MCRFU at Hotel Ashburton, numerous weddings and school productions. This is an area we wish to develop further with the purchase of necessary equipment to increase our ability to meet the needs of a growing local market.

Sound and Video editing – developing presentations for conference material, funeral, special occasions and performances.

Technical Management – Assisting production companies with stage management, sound design, lighting design, stage design. Assisting with all aspects of Health and Safety relating to their production.

Catering - In house catering manager who can assist and advise on event catering and service delivery. Customised catering through our preferred caterer and bar service.

Marketing - In house assistance with developing marketing strategies and access to contract marketing rates through local media companies. Social Media advertising, data base emails poster design.

Capital Expenditure Planning Process

Part One –

1. Develop a list of all construction, renovation, infrastructure, IT computers, furniture, and projects necessary to achieve our goals and aspirations for the next ten years.
2. Develop a list of completed, deferred, current and future maintenance items and a schedule to address them over the next ten years. This may include postponed renewal and/or replacement maintenance, non-performed or unscheduled repairs, and planned maintenance. Critical



Maintenance includes deferred maintenance projects that would place facilities, occupants or operations at risk due to non-compliance with legislative requirements for a public building.

3. Provide evidence and explanation for the listed maintenance projects and report on the need for fixed asset purchases.

Part Two –

1. Obtain report from an independent practitioner capable of assessing the current standard of assets and their current life expectancy.
2. Using evidence from the report, develop a time line for the remodelling, repair, upgrade, replacement or purchase of identified projects.
3. Provide pricing estimates for identified projects.

Identified Projects

1.1 - Develop a list of all construction, renovation, infrastructure, IT computers, furniture, and projects necessary to achieve our goals and aspirations for the next ten years.

Item	Comment
Remodelling Ticket Office	Could the ticket office be shifted to the Boardroom and the ticket office remodelled as a café, confectionary area.
Mobile Bar	Bar for Variety Foyer
LED Venue Lighting Upgrade	Upgrade the lighting in the Bradford, Auditorium and Foyer spaces to LED
Theatre Lighting Upgrade	Upgrade all theatrical lighting and infrastructure.
Theatre Sound Upgrade	Replace PA system in Auditorium, Foyer and Bradford. Upgrade/install new networking system.
Carpets	Replacement of all floor coverings
Wall Coverings	Repaint all painted areas.
Theatre Seats	Re-cover all auditorium seats
Venue Heating/Cooling	Replace air conditioning and heating plant.
Venue Furniture	Tables, Bradford Room chairs, Mobile seating for Foyer,
ATEC Sound and Lighting Hire	Establish and appropriately resource a hire company capable of servicing outside hires within the community. Purchase a suitable vehicle
Bar and Catering	Refrigeration, cookers, dishwashers, glassware, crockery
Networking Systems	Install networking capability with CAT 6 cabling and digital technology that advances the venues capability of meeting current technological capabilities for the conference and performing arts sectors.

2.2 - Develop a list of completed, deferred, current and future maintenance items and a schedule to address them over the next ten years. This may include postponed renewal and/or replacement maintenance, non-performed or unscheduled repairs, and planned maintenance. Critical Maintenance includes deferred maintenance projects that would place facilities, occupants or operations at risk due to non-compliance with legislative requirements for a public building.



Estimated Schedule (Updated 24.1.2023)

Year	Predicted									
	Lifespan	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
Sound	5			\$ 100,000.00						
Lighting (Theatrical)	5			\$ 100,000.00						
Lighting (In House)				\$ 7,500.00						
Air Con	12				\$ 40,000.00					
Audio Visual	5		\$ 30,000.00							
Floor covering	10		\$ 50,000.00	\$ 50,000.00						
Theatre Seats	15	\$ 75,000.00			\$ 75,000.00					
Catering Equip	2									
Painting/Wall Covering	10		\$ 50,000.00	\$ 50,000.00						
Furnishings and Fittings	10	\$ 10,000.00	\$ 3,500.00	\$ 10,000.00						
Stage Drapes (Fire Proof)	5		\$ 12,461.00							
Stage floor	15									
EWP Genie	10		\$ 20,000.00							
Security System Upgrade	5		\$ 12,943.00							
Fire Plant										
Networking				\$ 25,000.00						
TOTAL		\$ 85,000.00	\$ 178,904.00	\$ 342,500.00	\$ 115,000.00					
Approved for Completion		Items approved for purchase with finances either approved (CAPEX) or pending Grant funding.								
Deferred		Items deferred due to life span not completed or funding unavailable.								
Completed		Items approved and purchase completed.								

Deferred Items –

The 2020-21 Covid Pandemic resulted in some items being deferred for financial reasons, and/or having a longer life span than anticipated.

2023-2024

2023-24 will see a major effort to secure funding for items indicated in the schedule. Costing figures are at this stage indicative only and will require multiple quotes at the point of grant application.

Sound – The PA sound system was installed in 2008. It was purchased second hand from a rental company where it had been used for an unknown number of years prior to purchase. While it has served us very well to date, a failure of any part of the PA would cause a major disruption to our venue. The current industry standard is a Line Array PA system, where speakers can be tuned to the rooms shape and size.

Lighting – Like the PA, the theatre lighting came into the venue having been owned previously by the Ashburton Operatic Society. While still a functioning lighting rig, there has been a move to LED lighting with its lower operating costs and emitted temperature. This has major benefits in saving on power consumption and maintenance.

Floor Covering – The carpets in the public spaces is coming to the end of its lifespan. Wear in high traffic areas is becoming evident and fading due to sun exposure in the northwest stairwell and upper foyer.



Painting/Wall Covering – Fabric wall covering in both the Woodham Foyer and Variety Theatre foyer has significant colour fade. Painting in the Bradford Room, Green Room, Woodham Foyer, Guardian Gallery, and Variety Theatre Foyer needs to be addressed.

Furnishing and Fittings – Refers to upgrading Foyer and Bradford Room tables, chairs, bar leaners, side tables.

Asset Maintenance Schedule Explained

Sound – Refers to all audio enhancement requirements for the production of stage performances, conference and community events. This will include FOH monitors, power amplifiers, microphones, control equipment, hearing aid loop and necessary cabling.

Networking – Refers to the internal networking infrastructure including DMX Lighting Control systems, Audio Visual Communication, Sound and CAT 6 wiring for digital communication across the venue.

Lighting (Theatrical)– Refers to all theatrical lighting and day activity lighting. References to a gradual upgrade to LED lighting throughout the venue have been included.

Lighting (In House) – Refers to General house lights in the auditorium.

Fire Plant – Refers to all requirements that relates to fire suppression equipment, required to meet legislated compliance for Building Warrant of Fitness.

Air Conditioning – Refers to all necessary heating and cooling plant required to meet legislated compliance for building Warrant of Fitness requirements.

Audio Visual – Refers to the provision of projection equipment that meets the demands of conference, theatre, and meeting.

Carpets/Floor Covering – Refers to all carpeted and linoleum covered areas.

Theatre Seating – Refers to recovering or replacing auditorium seating.

Catering Equipment – Refers to the reconditioning or replacement of catering equipment i.e., ovens, hot plate, dishwashers, refrigeration, whiteware, sink units, waste disposal, microwaves.

Painting/Wall Covering – Refers to all internal painted concrete and plaster board covered wall surfaces. Fabric covered feature walls.

Furnishings/Fittings – Refers to additional seating including single seats, foyer bench seating, tables.

Stage Drapes – Refers to the heavy-duty wool serge drapes used for stage dressing. Includes legs, borders, and house curtain.

Stage Floor Recondition – Refers to replacing the sacrificial surface hardboard.

Operational Expenses

In Summary

The Ashburton Performing Arts Theatre Trust has continued to successfully provide our district with a performing arts venue capable of servicing the diverse needs of the community. To be capable of continuing to achieve this, it is vital we have the financial ability to resource the venue with up to date equipment and suitably trained and qualified personnel capable of delivering to the same high standards that we are currently very proud of. It remains our goal to continue to seek funding through the various funding channels available to us as a registered charitable organisation. The financial support we receive has allowed us to maintain and in some cases, improve our technical abilities, enabling us to provide a world class support system for a venue of our size to both community organisations and itinerant hires.



A great deal of work is currently being done to address the aging and, in some cases, non-existent digital infrastructure.

This is deemed to be essential in order to keep up with the fast-changing technological advances in sound, lighting, and audio-visual equipment.

Due to budget restraints during the initial build, only limited data cabling was installed within the venue and now, in a number of areas, we are found wanting when it comes to being able to provide these services to our clients.

The benefits from installing and upgrading this equipment will flow through to greater efficiencies in labour costs, room turnaround times from one event to another, and better capability to utilise current methods of digital sound, lighting and digital media.

Improvements in Health and Safety will be achieved by reducing the need for cable runs across floor spaces where public/staff access is needed. This will reduce the maintenance needed through cables being trampled.

The proposed system will simplify many operational procedures that currently require additional staff and labour to complete by having connection points throughout the venue that can be connected to through Ipad/wall panel address systems.

Funding

Kind Regards

Roger Farr
Manager
Ashburton Trust Event Centre

George Brown
Chairman
Ashburton Performing Arts Theatre Trust