

Application for Theatre Performance Rental Subsidy

NAME OF APPLICANT

VENUE: THE OPERA HOUSE ST JAMES THEATRE
(delete not applicable)

Amount Applied for \$.....

The main funding criteria are: (tick ONE that best describes your project)

- Project that increases participation in theatrical performance** (eg: opportunity for active participation by the community and/or which involves local or regional performing arts groups, production, technical crews and/or a production which enables student performers to bring their work to a wider audience)
- Project that increases community wide interest in the theatre** (ie: presentation of new works. Please note preference will be given to New Zealand works.)
- Project that is directed at interesting or involving children/young people in the theatre** (ie: a new work which is specifically directed at this target audience or a programme which involves children/young people. Please note preference will be given to New Zealand works.)
- Project intended to raise funds to support activities of value to the community** (eg: Salvation Army, Variety Club, Children's Grief Centre etc)

Applications may be made at any time and should be forwarded in the first instance to:

Performing Arts Foundation Administrator
C/- Venues Wellington
P O Box 2199
WELLINGTON

Once the standard of production and pencil booking for the theatre has been accepted by the Chief Executive, the Trustees of the PAFW will consider your application and the level of subsidy which may be appropriate. **The subsidy will be paid direct to Venues Wellington on your behalf.**

Please note that subsidies apply to performance rental only and are not paid in respect to bump in/out, dark or rehearsal days. The applicant is responsible for GST payable on the total hireage amount, and that the amount of subsidy provided by PAFW does not necessarily equate to the total cost of hiring the theatre.

- Please acknowledge that you understand the following: if you have previously applied for PAF funding, you will be considered for a maximum of three consecutive applications in total**

Acknowledgment of the PAFW Trust's support is to be made in all publicity, programmes etc associated with your production, with prior approval from the Chief Executive, Venues Wellington, Show Promotion and Marketing Manager and PAFW.

Section A - Your Organisation

Name of Organisation.....

Postal Address

Street Address

Legal Status

(eg: legally constituted charitable trust, incorporated society or a commercial company)

What percentage of your annual budget comes from:

- Creative New Zealand/Local Govt Funding %
- Commercial Sponsorship %
- Box Office Receipts %
- Other *(Please specify)* %

Contact Names

Please give the names of two people we can contact if we need more information. The first contact must be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

1. Name..... Ph: (Day)..... (Evng).....

2. Name..... Ph: (Day)..... (Evng).....

Have you applied for or received funds from any other organisation to support your production/event? *(please tick)* Yes No

If yes, please give details below:

Funding Organisation	Amount Received/ Applied for	Expected Date of Notification
Creative Communities NZ Wellington Local Funding Scheme		
Creative NZ		
NZ Lottery Grants Board		
Pub Charities/Licensing Trust		
The Community Trust of Wellington		
Corporate Sector		
WCC Wellington Venues Subsidy		
Other (Specify)		

Section B - Your Project

Please describe the nature and scope of your production or event, and include dates, number of performances (including matinees) etc. Continue on separate sheet if necessary.

Nature and Scope of Production:

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Dates Theatre Required (ie: total no. of days including pack in, rehearsal, dark, performance and pack out days)	Date In	Date Out
Total no. of performances (including matinees)		
Dates of performances		
Indicative Ticket Prices		
No. of local performers/production crew who will be involved in your production		

Which section of the community will most benefit from your production or event and who is your target audience?

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How will you advertise / promote your production/event?

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Section C - Financial Details

Project Costs

Please supply below a detailed production budget. Attach separate sheet if necessary

ITEM	\$ AMOUNT (excl. GST)
TOTAL (excl. GST)	

Project Revenue

Please supply a breakdown of expected income for your project. Attach separate sheet if necessary:

ITEM	\$ AMOUNT (excl. GST)
Donated goods and services	
Cash in hand	
Loans/Mortgage/Debenture	
Box Office Receipts	
Merchandising	
Other sponsorship/grants	
Intended fundraising (estimate)	
Other (specify)	
TOTAL (excl. GST)	

Please attach a copy of last year's audited accounts or other evidence (annual report) of your organisation's financial situation. Failure to do so may render your application ineligible.

Declaration & Agreement

Declaration: I/We declare that the information supplied here is correct and consent to the information contained in this application being made available to:

- Trustees of the Performing Arts Foundation of Wellington
- The Chief Executive of Venues Wellington, for the purpose of approving the production and advising on availability of the theatre
- The Trust's Administrator

I/We understand that any subsidy granted is according to the following provisions:

1. That upon request of the Performing Arts Foundation of Wellington, the applicant shall provide a full set of actual account records against the budget figures contained within this application and summary report on the project/production within three months of the date of maturity of the project/production subsidised.
2. Should the project/production achieve a net profit in excess of the subsidy granted by the Performing Arts Foundation, the Foundation reserves the right to request the subsidy be returned in full, or such portion as mutually agreed, to the Performing Arts Foundation (inclusive of GST) within three months of the date of the maturity of the project/production subsidised. **Please note: this excludes charitable fundraising events.**
3. If a subsidy is granted to the Applicant by the Performing Arts Foundation and is not taken up for the specific project/production applied for in this application within 12 months of notification from the PAFW, the subsidy will be deemed to be no longer available to the Applicant.
4. That the amount of the subsidy provided by the Performing Arts Foundation of Wellington does not amount to the total cost of hiring the venue(s) as the subsidised amount is GST exclusive.

Signed:

Name:

Position:

Date:

CHECK LIST OF DETAILS GIVEN/MATERIAL ENCLOSED:

- | |
|--|
| <input type="checkbox"/> Contact Details of Applicant |
| <input type="checkbox"/> Legal Status of Applicant |
| <input type="checkbox"/> Production Budget |
| <input type="checkbox"/> Project Revenue |
| <input type="checkbox"/> Financial details of Applicant - audited accounts or other evidence |