



# Public Trust Hall

## Venue and Technical Specifications

### Venue Description

As one of New Zealand's finest examples of Edwardian Baroque architecture, The Public Trust Building sits at the heart of our country's culture and heritage. Located on Lambton Quay, Public Trust Hall is the venue of choice for a range of corporate and social functions and events.

The venue consists of the Hall, 1908 Room and a fully equipped catering kitchen. The venue is also complemented by the Heritage foyer entrance.

### Physical and Delivery Address

Public Trust Hall  
131 Lambton Quay  
Wellington Central  
Wellington, 6011  
ph. (04) 232 0809 e. [hello@publictrusthall.co.nz](mailto:hello@publictrusthall.co.nz)

### Hall

The Hall is an acoustically treated flexible functions and event space, with integrated audio-visual systems. The space is made up of the Hall and Gallery, separated by pillar arches. Both areas are open plan to one another.

- Hall footprint is approximately **27.5m x 9.2m (250sqm)**
- The Gallery is approximately **25.5m x 4.7m (105sqm)**
- Overall ceiling height is approximately **5m** (Approx. **4.3m** to the underside of chandelier)
- Maximum capacity is **300 pax** in cocktail.
- Theatre Style: Up to **300 pax** (This number will decrease if you require a large stage/performance area)
- Banquet: **160 to 200 pax** (150cm-180cm square or round tables. 8-10 pax per table)
- Classroom: **160 pax** (in-house 1400 x 700 tables)
- Disabled accessible toilets can be found at the end of the Gallery (Screen wall end)
- Hardwood Floor laid directly to floor slab. (Not Sprung)
- Full air-conditioning available.

**Note:** Capacities can be increased if the Gallery Space is included (However sightlines to the screen/stage maybe affected.)

### Included furniture

- 300 linkable chairs. (W450mm x L500mm)
- 10 linkable Flip-tables. (W1400mm x L700mm, Tablecloths **NOT** provided.)

- 38 linkable Flip-tables (W1400mm x L900mm, Tablecloths **NOT** provided.)

## Technical Specifications

The Hall has integrated audio-visual and lighting systems. Use of this equipment is an additional charge.

### The Hall

- 23x Lighting or sound perches. These are rated at 150KG's each and are 400mm in length. They are evenly distributed around the perimeter of the Hall, at approximately 4.5m in height. Each perch has access to live GPO power, 5 Pin DMX and a CAT6 Data outlet. Note. Some of the Data is already pre-patched to our Dante AV system.
- Ample power outlets throughout the Hall.
- 3x Three Phase outlets. (Gallery, top of stairs to kitchen, Stout St Doors and stage right by Gallery toilets.)
- Generous number of patchable network outlets throughout Hall. (At least one working days' notice required for livening an outlet)
- Strategically located, pre-patch Dante and Dante XLR outlets for built-in AV services.
- Guest Wi-Fi

### Included Equipment (As part of venue hire)

- Customisable house and architectural LED lighting.
- Pre-focussed Stage lighting. (Re-focus charge applies for changes)

## In-House Technical Equipment

All in-house equipment is an additional charge.

### Audio (Hall)

1x MIDAS M32 Digital Console

2x MIDAS stage box

1x Shure Quad Channel Radio Mic system (4x Handheld either/or 4x lapel)

2x Lectern and Shure Lectern mic

### FOH Audio (Pre-rigged in Hall)

2x L'Acoustics 112P FOH Speaker

4x L'Acoustics 108P Delay Speaker

### Additional Audio

2x L'Acoustics 108P Speaker (1908 Room)

2x L'Acoustics Sb18M Sub and Amplifier (Compliment the Hall system)

### Video

1x 2.75 x 5.00m SMD LED Screen (Full HD through HDMI)

1x Multiple Kramer HDMI transmitters for Laptops, for multiple locations around Hall to Main screen.

2x 55" LED TV on portable trolleys. (Can be linked to carry Hall screen vision)

1x Roland VR-1HD Vision Mixer

### Lighting (Pre-rigged in hall)

4x ETC Source 4 LED Profiles

8x Chauvet Slim-par Pro H (RGBAW/UV) To be used as decorative floor lighting.

1x ETC Colour Source LX Desk

## 1908 Room

The 1908 Room is a smaller meeting room come green room located below the hall. Access to the 1908 Room is either by lift, or stairs from the Gallery/Hall.

- The 1908 Room footprint is approximately **8.5m x 13.5m (115 sqm)** (Note. **4x 600mm** square pillars run evenly down the centre of the room.)
- Small self-catered kitchen is accessible to users. (Must be kept clean, or cleaned after use)
- Ceiling height is low, at approximately 2.0m.
- Power is evenly distributed around the room.
- Cocktail capacity is 50.
- Banquet style capacity is 32 (4x 1800 tables @ 8 pax)
- Classroom style capacity is 20-40 (10x 1400x700 tables @ 2-4 pax)
- Theatre style is 50.
- Disabled accessible toilets can be found in the small foyer at the kitchen end of the 1908 Room.
- Full air-conditioning available.

**Note.** The pillars in the room will impact on sightlines and orientation of tables and chairs.

### Included furniture

- 50 linkable chairs. (W450mm x L500mm)
- 10 linkable Flip-tables. (W1400mm x L700mm Tablecloths **NOT** provided)
- 1200 x 900 Whiteboard

## Technical Specifications

- Guest Wi-fi
- CAT 6 Data for hard connections
- DANTE AV system. (For in-house use only)
- Dimmable room lighting (Non colour)

## In-House Technical Equipment

Comes included in venue cost

- 2x 55" LED TV's on Trolley's (To assist with presentation sightlines)

Additional Cost

- Lectern and mic
- Sound System (For music or sound from hirer laptop)
- Radio mic

## Venue Access

Public Trust Hall is located at 131 Lambton Quay, Wellington. The venue also runs along Stout Street, where there is limited paid public parking.

The main entrance is via Lambton Quay. The Lambton Quay entrance also has lift access to the Hall and the 1908 Room (kitchen access is also possible). This access is primarily for disabled patrons, however wheeled road cases and trolleys can be used in the lift. The lift dimensions are **W900mm x L1600mm x H1980mm**

Direct access to the Hall is via the Stout Street doors (Hall) **W1600mm**. Note: Access is by a small set of stairs up to the Hall. This entrance is best for event furniture and bulky items. Use as a formal entrance for an event must be negotiated with venue staff.

Kitchen (Catering) access is located via the small loading bay on Stout Street. Small to medium vehicles can access the loading bay on a temporary basis but must be vacated once loading/unloading has finished, as it is also an emergency exit. Do not leave your vehicle parked in the loading bay.

The Heritage Foyer is a secondary entrance for special or unique occasions, such as a bridal entrance. It is not available as a regular or formal entrance/exit for events. The Lambton Quay entrance is the main entrance for patrons at an event.

The two main entrances (Gallery and Heritage) are also the main Exits out of the building and must not be blocked or obstructed. Please talk to venue staff if you have any queries on venue layouts.

Access to the 1908 Room is via Stairs from Hall, Main entrance lift or the Stout street loading bay and kitchen.

## Venue Usage

Being a recently restored heritage building, hirers must take care not to damage the fabric of the building, outside of fair wear and tear. Any careless damage to the building will incur repair costs. Therefore, it is important you check your insurance status.

### F.A.Q

**Q.** Am I able to pin or blu-tack posters or other materials to the walls?

**A.** No. Due to the nature of the construction and materials used, we cannot allow anything to be attached to the walls or surfaces. Some solutions you may want to consider whiteboards, easels and self-supporting hire display panels.

**Q.** Can I bring in my own furniture and dressing for my event?

**A.** Yes. You can bring in your own furniture and dressing, just ensure it is safe for use and won't damage the floor or building. Also consider whether the furniture can fit into the venue. Any electrical items must be tested and tagged (PAT tested) before being used in the venue. E.g. plug-in lamps shades or fairy lights.

**Q.** Can I use loose glitter, sequins or similar for table decoration?

**A.** No. Unfortunately, due to the difficulty cleaning up such decoration, we have decided not to allow its use. It's also environmentally unsustainable.

**Q.** Can I use naked flame or candles?

**A.** No. Unfortunately, no naked flame is permitted in the venue. Consider LED tea lights as candle alternatives.

**Q.** Can I hang bunting or similar decorative items in your venue?

**A.** Yes, however only from our perch points along the ceiling perimeter of the venue. You will also need assistance from venue staff, as access is via a portable scaffold tower. Additional charges may apply. Please discuss your requirements with venue staff.

**Q.** Can I use smoke or haze party effects in your venue?

**A.** At this point we do not allow smoke or haze to be used in the venue due to the residue left behind after use. If you have an alternative method or product, please discuss with venue staff.

**Q.** Can I use a different audio-visual supplier?

**A.** Yes. You can use outside AV suppliers. However, keep in mind the space it takes up in the venue and the aesthetic. Although there is an additional charge for in-house technical equipment, we have purposely had all the best quality equipment built-in to maximise space and functionality of the venue. There is AV Technician charge to supervise your AV installer. Any hired equipment and/or supplier must comply with the following:

- Be an approved AV supplier (Discuss with venue staff)
- Current electrically tested equipment, with a current test tag. (PAT Tested)
- Self-contained set up e.g. No requirement to run and tape down cables along the floor.
- Not damage or interfere with the in-house equipment or building.
- Comply with any Health and Safety requirements.

Note. Any interfacing into the in-house system may incur a charge. Please discuss with venue staff.

## Health and Safety

The venue has an in-house health and safety document that is sent out in the hire pack. The Public Trust Hall takes health and safety very seriously and may require a risk assessment depending on the scale and nature of your event. This will be determined at the point of your enquiry. The Public Trust Hall reserves the right to ask a hirer to change or alter any setup in the venue at any time, should it be deemed a risk to the venue and patrons.

We also recommend you read, A Guide to Safe Working Practices in the New Zealand Theatre and Entertainment Industries. <https://www.etnz.org/resources/>

Upon commencement of the hire, you will receive a general briefing (including health and Safety) and orientation of the venue by venue staff, however it will be up to you to provide your guests (or staff) with any housekeeping notices (Which may include health and safety briefings)

## Security

The venue does not supply security staff. We recommend you assess whether your event requires security and hire security should you need it. Typically, a ticketed event may require security services. Talk to our venue staff if you need assistance around this.

## Pack Out and Cleaning

At the end of your event, you will need to clean and remove any rubbish or mess created by your event. Public Trust Hall has limited number of bins for you to dispose or recycle rubbish. See your hire agreement for more information on cleaning. Due to the limited storage in the venue, it may not be possible to leave items for pick up the next day. Please discuss with venue staff well in advance if you will need to store items overnight or until the next working day.

## Further Information

More details on the hire and use of the space, including cleaning requirements can be found in the **Hire Agreement**. **Please read the Hire Agreement carefully.** The hire agreement overrides this document. This is a live document that provides common questions and answers for prospective users of the venue. If you have any questions, please direct them to the venue staff below.

### **Venue Staff**

#### **Venue Manager**

Kristelle Plimmer

[Kristellep@publictrusthall.co.nz](mailto:Kristellep@publictrusthall.co.nz)

027 418 33 44

#### **Venue Coordinator**

Kate Diana Spencer

[kateds@publictrusthall.co.nz](mailto:kateds@publictrusthall.co.nz)

020 419 111 94

#### **Floor Manager (AV Technician)**

Tony Toufexis

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