

isithatha



ISITHATHA THEATRE

VENUE HIRE RATES & DETAILS

Within these pages you will find all you need to know about hiring our venue. If you have any questions at all, please don't hesitate to get in touch.



WWW.ISITHATHA.CO.ZA



Welcome to our venue

12 9th Avenue, Walmer, Port Elizabeth

We are excited to offer our multifunctional theatre space to other businesses, organisations & individuals who support our mission and vision.

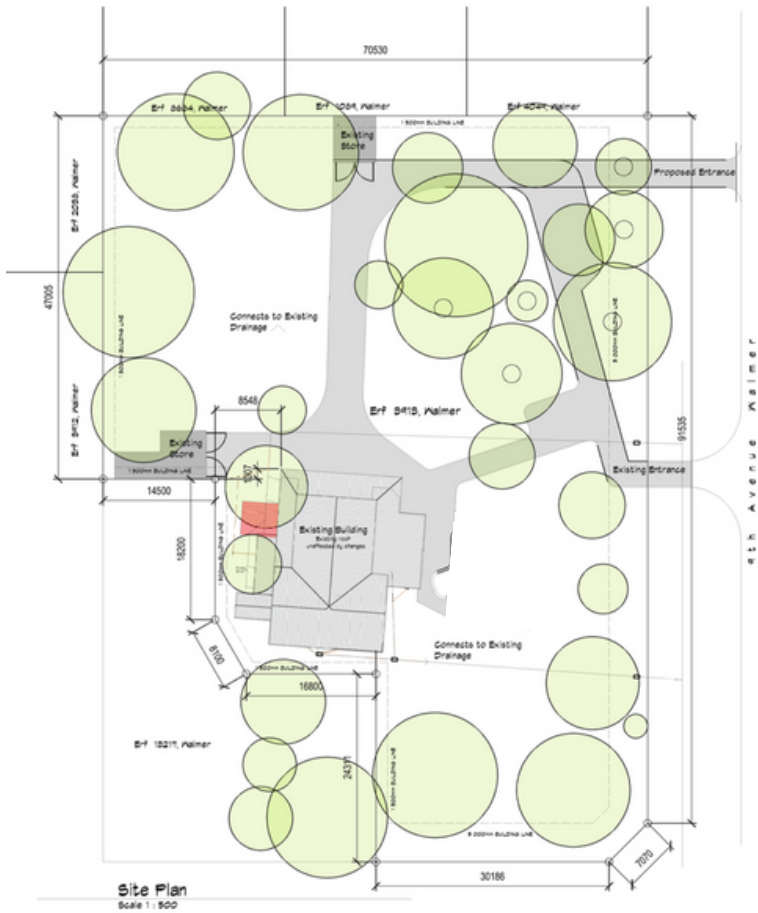
Whether it be for a music concert, dance festival, stage performance or corporate event - we've got you covered, and would be honoured to host you.

All proceeds from our venue rentals go towards our objectives at Isithatha - from building maintenance, to arts education and employment of individuals in our community.

You can learn more about our programmes at:

WWW.ISITHATHA.CO.ZA

The Building Layout



Property Layout



Building Layout

What you can expect

Our venue comes standard with various facilities & utilities. Some of these include:

◆ **BLACK BOX THEATRE**

Functional space for performances, rehearsals & events, with foyer entrance.

◆ **CROSSOVER**

Backstage crossover space

◆ **ROSTRA**

8 moveable theatre rostra boxes

◆ **DRESSING ROOMS**

2 small dressing rooms

◆ **KITCHEN FACILITIES**

1 microwave; 1 domestic fridge; 1 kettle; 1 kitchen sink (no geyser)

◆ **PUBLIC TOILETS**

Including 3 general unisex toilets; 1 disability accessible bathroom; 2 backstage bathrooms; 2 showers; 1 bath

◆ **WINE GLASSES**

Available for hire with bar service

◆ **SEATING**

48 white padded chairs with stainless steel frames; 10 black plastic chairs; 8 white metal & wood chairs; 12 upholstered office style chairs; 4 small wooden benches on patio

◆ **TABLES**

4 square pine tables; 1 long rectangular table; 1 round pine table; 1 small white table; 1 long grey wooden patio table;

Included Services

Below we have listed some of the services that we have on offer as part of our venue hire. These are all included in the standard rental of the building.

- ◆ **PROPERTY ACCESS**
Use of the theatre space, garden, kitchen, bathrooms, furniture & other building facilities.
- ◆ **BUILDING SECURITY**
Our building is alarmed, for peace of mind if requiring the venue overnight & requiring storage of any private equipment or personal items.
- ◆ **WIFI ACCESS**
Unlimited WiFi access for the duration of your event.
- ◆ **CLEANING**
Our cleaner will clean the venue after your event, at no added cost.
- ◆ **OFF-STREET PARKING**
Safe parking behind the property gate for a number of vehicles.



Venue Rental Packages



EVENT ONLY

Includes:

1 Day Event

- Property Access
- One Day Cleaning
- Building Security
- WiFi Access
- Off-Street Parking

R1800



PREP & EVENT

Includes:

**1 Day Setup
1 Day Event**

- Property Access
- One Day Cleaning
- Building Security
- WiFi Access
- Off-Street Parking

R3500



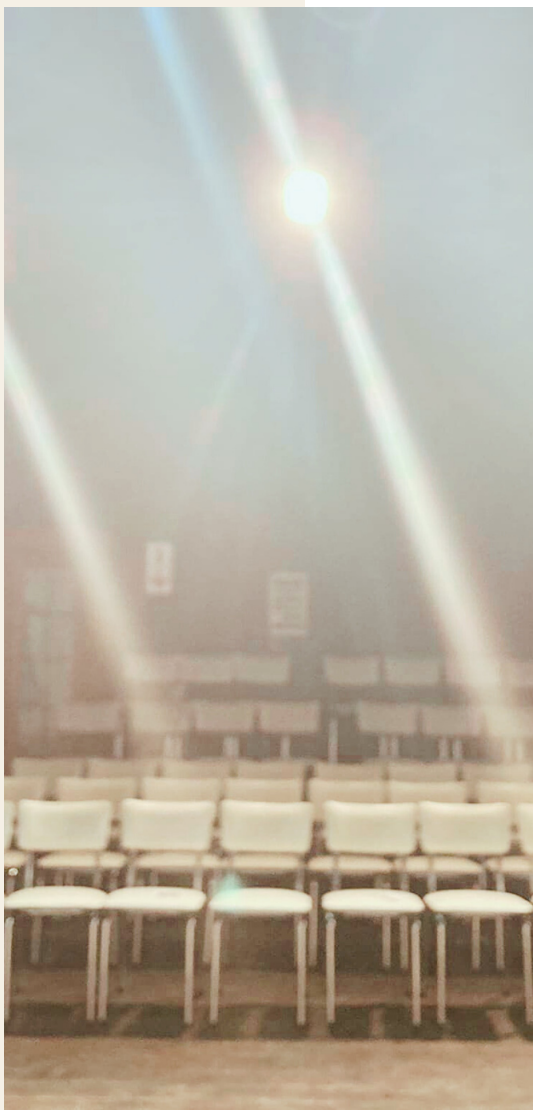
PREP, EVENT & WRAP

Includes:

**1 Day Setup
1 Day Event
Half Day Wrap Up**

- Property Access
- One Day Cleaning
- Building Security
- WiFi Access
- Off-Street Parking

R4400



Extra Services

CAR GUARDS

We will organise to hire reliable car guards to watch over vehicles parked outside the property during your event.

**R100 EACH
(PLUS TIPS)**

CLEANER

If you require extra cleaning during your rental period, we will arrange for our cleaner on your specified days.

R300 PER DAY

BAR OR TUCKSHOP SERVICE

We are fully licensed to sell alcohol on the property. Should you like to operate a bar or tuckshop service, we can arrange to operate this for you.

R300 PER DAY

USHERS & FRONT OF HOUSE MANAGERS

Need some extra hands welcoming guests and guiding them to their seats? We will organise to hire venue staff on your behalf.

R50 PER HOUR

Extra Services

GENERATOR HIRE

If you would like to guarantee no interruptions to power during load-shedding, we will facilitate the rental of a generator & set this up on your behalf.

SECURITY GUARD

Do you require a security guard on the property, for peace of mind while you are at the venue? We can arrange this.

SOUND MANAGEMENT

Needing someone to handle your sound needs? Or need some equipment? We've got you covered.

TICKET SALES

We have an online automated ticket booking system which we can facilitate for you, where patrons can purchase seats for your event online & be issued tickets via email.

R500 PER DAY

**SUBJECT TO
REQUEST**

**SUBJECT TO
REQUEST**

**SEE PAGE 9
FOR DETAILS**



Ticketing Services

Let us facilitate your ticket sales for guests to book their seats in a seamless, automated manner.

- 1. SEND US YOUR EVENT DETAILS**
This includes Dates, Times, Ticket Prices & Seating Layout.
- 2. WE LIST YOUR EVENT**
We will list your event on our website at www.isithatha.co.za/events.
- 3. GUESTS BUY TICKETS**
Guests can buy tickets online via Yoco (debit and credit card). They will receive automated confirmation emails & digital tickets.
- 4. WE PAY YOU**
We will pay out your final amount in ticket sales, less commission.

HOW DO THE FEES WORK?

- ◆ **POINT OF SALE FEES**
Merchant fees will be added to the final purchase price of the tickets selected.
Eg. If a ticket is priced at R100, guests will pay R2.50 extra for every ticket they purchase.
- ◆ **COMMISSION**
We will deduct 8% of the total ticket sales as our fee.
Eg. If you sell R5,000 in tickets, we will keep R400 of that. You will receive R4600.

Your Next Steps

1.

CHOOSE YOUR PACKAGE & DATES

Enquire about availability for your desired dates, and let us know which Rental Package you require, along with any additional extra services you'd like to add.

2.

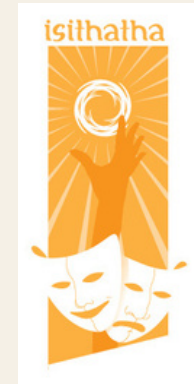
PAY YOUR RATES

We will issue you with an invoice and any necessary information to make the payment for your booking.

3.

SIGN OUR AGREEMENT

We will send you a general contract, which will specify the terms of your rental agreement.



Ready for us to host your event?

If you'd like to move forward with one of our packages or arrange a viewing of the venue, contact us on the details below.

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WWW.ISITHATHA.CO.ZA