

**FRINGE AT THE GRYPHON**  
**TRAVERSE VENUE RIDER**

VERSION: Aug 2025

## **DOCUMENT OVERVIEW**

This document contains technical information for putting on a Fringe Show at FatG (Fringe at the Gryphon) including General, Health and Safety, and Technical specs.

## **GENERAL**

### **LOCATION AND ACCESS**

The Gryphon Theatre is located on **22 Ghuznee Street, Te Aro, Wellington 6011**

The main entrance can be found on Ghuznee Street.

### **NEAREST BUS STOP**

The nearest stop is just up the road “Ghuznee Street at Cuba Street (opposite)” With buses running to many stops like Courtney Place.

### **CAR PARKING**

We are unable to accommodate onsite parking at Gryphon Theatre. Please note the following options.

- Metered Parking on the street is limited to 2 hours and often busy. Evening parking is charged until 8pm, with slightly reduced charges after 6pm.

Be aware that the 2 hour time restriction still applies when parking is free, and there are charges for parking on the street during the weekend.

- Car parking facilities are available on Leeds Street, Ghuznee Street and Marion Street. Please check each for information on charges and closing times. There are two mobility parking spaces located on Leeds Street.

### **LOAD IN, LOAD OUT & DOCK ACCESS**

Our Loading dock can be found on Egmont Street. There is to be no long term parking in the loading dock as it is a shared space.

## **HEALTH AND SAFETY**

Anyone working in Gryphon Theatre must take reasonable care of their own health and safety, and ensure that their actions don't cause harm to themselves or others. All team members must comply with any reasonable instructions, policies or procedures from their supervisor and any FatG staff.

NOTE: Safety signage carries the same authority as an instruction, written or verbal from the Management.

### **INCIDENTS OR ACCIDENTS**

If anyone has an incident (near miss) or accident and injured themselves or someone else, please complete the following:

- Tell your stage manager and FatG Staff so it can be logged.
- Fill out an accident report form (online) no matter how small the injury is. Over time the injury may get worse and ACC requires an accident report.

In an emergency, phone 111 for emergency services and advise either the Venue Manager or House Technician.

### **FIRST AID KIT LOCATIONS**

- The Bar.
- Stage Manager's desk.

### **VENUE INDUCTION**

All hirers, including actors, require a venue Health and Safety induction by the Venue Manager or Venue Technician before any work commences. This will be first thing during your pack-in slot.

### **RISK ASSESSMENTS**

Before undertaking work at the Gryphon Theatre, we require a risk assessment. A template can be provided if required, and the we are happy to go through this with you. It is important that we know if your event contains any notable risks such as

performance or work from heights, working with power tools, or any hazardous substances or materials (including set and costume).

### ***FITNESS FOR WORK***

All personnel in the venue are expected to be in a fit state for work and unaffected by Fatigue, Drugs or Alcohol.

The Venue Manager and Venue Technician must be satisfied that all working in the venue are competent and able to safely achieve their tasks. If they have any concerns, they have the authority to stop the work, and if they so wish, remove the person from the premises.

### ***PPE***

If required for a task it is the responsibility of the hirer to provide it. This may include eye protection, ear protection, etc. Covered footwear is required for pack-in activities.

### ***ELECTRICAL SAFETY***

FatG requires all electrical equipment brought into the venue to have a current PAT test and tag visible and within date.

## **TECHNICAL INFORMATION**

We will have a Technical Manager onsite to support you throughout your pack-in and show. We will be in contact throughout the process to ensure that we have the right equipment for your show and to support you with anything additional that you need.

### **SEATING CAPACITY**

The traverse seating capacity is 80 seats

### **STAGE DIMENSIONS (TRAVERSE CONFIGURATION)**

Stage Dimensions are dependent on seating configuration. The below dimensions are based on the traverse configuration.

*Stage Width - 7.3m*

*Stage Depth - 7.5m*

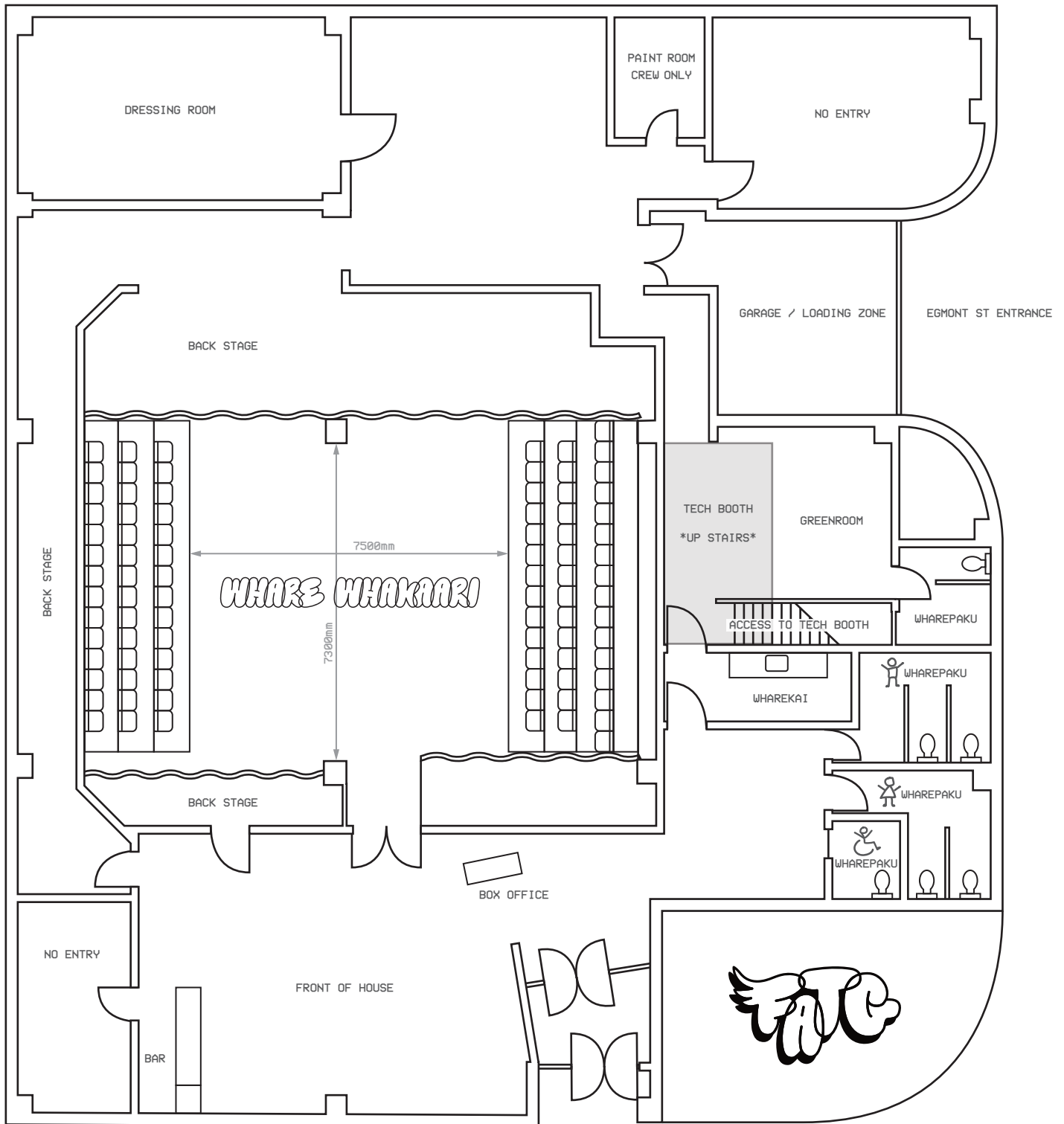
*Height, Floor to Rig - 4m*

Curtains on either side of the stage allow for adjustable wings. There is a crossover out the back. Dressing rooms are off stage left.

See next page for venue layout.

# VENUE LAYOUT

## SEATING CONFIGURATION - TRAVERSE



GHUZNEE ST ENTRANCE

## **TECH RIDER**

Before your pack-in at Gryphon Theatre, we require a tech rider. A template can be provided if you do not have one of your own, and we are happy to go through this with you.

## **TECHNICAL OPERATION**

You can provide your own operator or we can organize one for you at an additional expense of **\$30 per hour**.

Please note only authorized personnel will be allowed in the technical booth. All other cast members are to remain out of this space. There is to be no food or drink in the technical booth.

## **TECHNICAL EQUIPMENT**

We will have a general rig set up for the Fringe season. The information on this is below. We allow each show to request two specials as part of their hire (if you require additional specials this will be by arrangement with the venue staff only and may have an additional charge)

### **SOUND – STANDARD:**

- 1x Phonic AM-844D USB Mixing desk (16 channel)
- 1x Denon DN-C635 CD Player
- 1x Sony CDP-CE245 5 Disc CD Player
- 2x QSC RMX850 Amps (200W per channel)
- 4x JBL Control 28 speakers (175W, swivel-mounted on lighting bars, standard rig only uses two)
- 2x Wired Microphones
- 1x Wireless Microphone
- Associated cable

*(Please Note The Gear in this list is the total gear we have access to.)*

***AV is not available in our traverse set up.***

## ***LIGHTING***

We will have a standard rig set up for traverse in the theatre as outlined in the blow map (which cannot be changed) We can rig two specials for your show. If for some reason you need more than this please contact us to discuss.

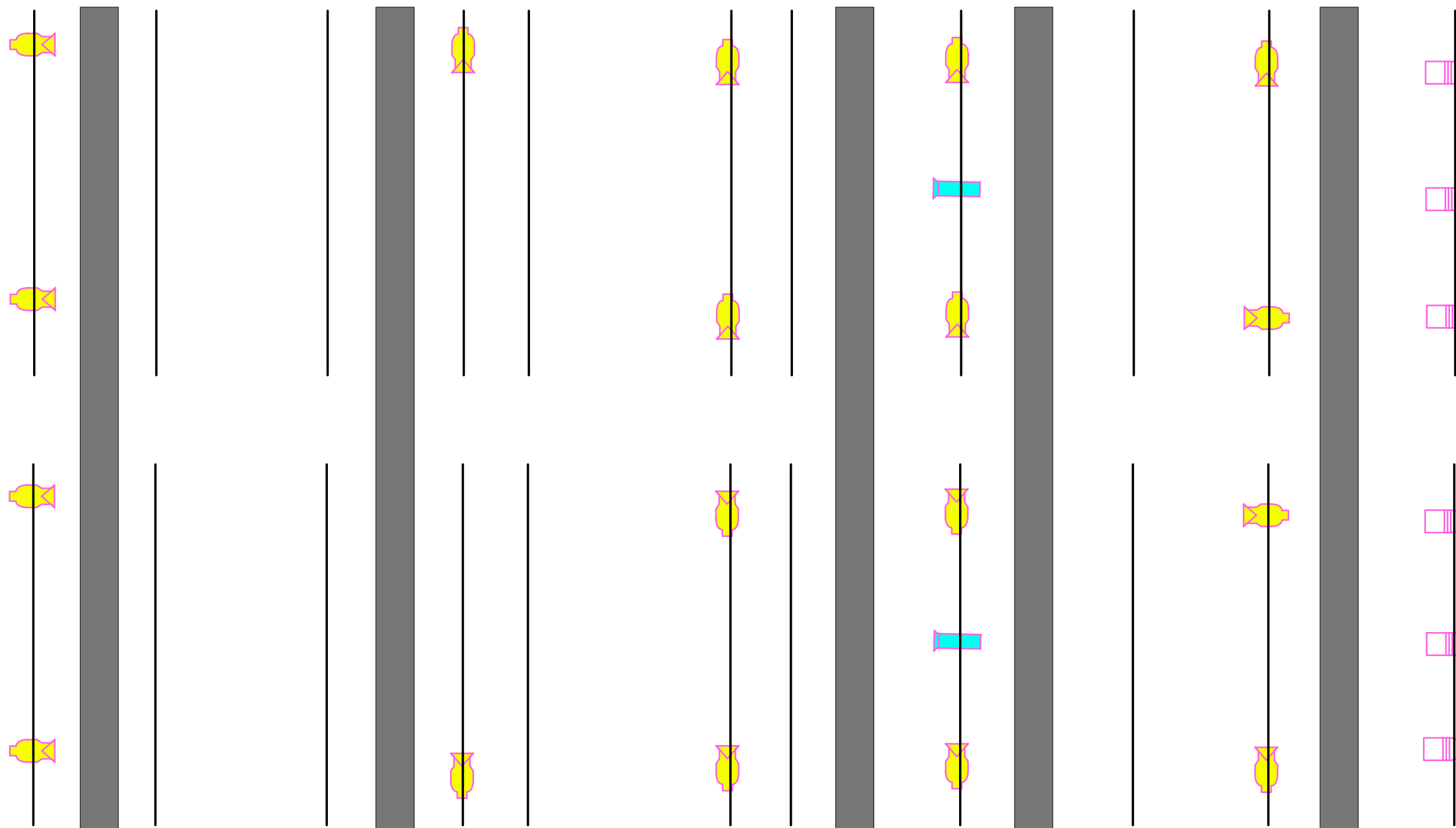
### ***LIGHTING - STANDARD:***

- x Ovation 915FC 30-80 Deg. Fresnel
- 4x Selecon PL LED Fresnel
- 6x COLORdash Par-Quad 18
- 1x GrandMA DOT 2 Lighting Console
- 1x Haze / Fog Machine
- 1 x Cable package


(We do have a limited supply of ParCans That can be used on Request)


See next page for traverse rig layout.






Key

 Ovation Fresnel

 Selecon LED Fresnel

 LED Par-Quad

## **POWER AND DATA**

The Dimmer Panel can be found in the grid, stage right. There are some waylines on the auditorium floor.

*(There is additional technical equipment available on request, please discuss with us prior to your pack-in.)*

Any supplementary technical equipment can be hired/brought in by the hirer. All electrical components must be tested and tagged before they can be connected to the venue power supply.

## **LICENSES AND RIGHTS**

Fringe at the Gryphon and Knot Theatre do not obtain any licenses on behalf of the shows. This is the responsibility of the show team. If you have music under license in your show you will require a license from APRA.

## **SET, PROPS**

You will need to bring all of your own props, set and costumes into the venue. All items can be stored in the venue's backstage area and dressing room. The venue is a shared space between active shows. Store items at your own risk. The venue is locked when the venue team is out of office and the venue is unavailable to the public outside of show times.

The auditorium and stage are painted black and will need to remain black throughout NZ Fringe.