



## Schedule D Quarterly Reporting Template

Contract No.	ECM_443870
Organisation Name	South Waikato Arts Trust (The Plaza Theatre Putaruru)
Period	Quarterly Reporting for April 2022 to June 2022

Activity	KPI	Evidence (Provide evidence and of how the KPIs were delivered and timeframe)	KPI Achieved Y/N
<p>Events are proactively sourced that best utilise and meet the full potential of the facility</p> <p>Relationships are built with other event facilities to identify shared opportunities</p>	<p>To actively secure ten Public Performing Arts events <b>each calendar year</b></p> <p>Regular communication is held with other event facilities and organizations within the region to identify opportunities to develop regional arts offerings/tours and receive referral information regarding smaller hirers. 100% of referrals are followed up and recorded and outcomes presented in quarterly reports. A list of organizations, facilities and referrals will be maintained and presented quarterly</p>	<p><b>8 Public Performing Arts Events @ The Plaza this quarter:</b></p> <ul style="list-style-type: none"> <li>• 9<sup>th</sup> April - 4x4 Wheel Drive awards night</li> <li>• 10<sup>th</sup> April - South Waikato Music Society - Tokowha</li> <li>• 22<sup>nd</sup> April - South Waikato Country Music</li> <li>• 27<sup>th</sup> May - South Waikato Country Music</li> <li>• 4<sup>th</sup> June - Arts on Tour - Pat Goldsack's Swingers and Brothel Club</li> <li>• 11<sup>th</sup> June - Waikato Country Music Awards night</li> <li>• 17<sup>th</sup> June - Matariki Glow Show</li> <li>• 24<sup>th</sup> June - South Waikato Country Music</li> </ul> <p>Also held in April were our school holiday movies on the 20<sup>th</sup> &amp; 27<sup>th</sup> We also hosted another Bluelight NZ Free movie for the tamariki during the school holidays on 28<sup>th</sup> April. The Free movie event has routinely brought in over 300 people each time.</p> <p><b>Cancellations due to COVID</b></p> <ul style="list-style-type: none"> <li>- Arts on Tour - Brendan Dooley Magician - 23<sup>rd</sup> April</li> <li>- Fight Night - 25<sup>th</sup> June</li> </ul>	Yes

**Referrals:**

- If there any events that we are unable to hold at The Plaza we endeavour to recommend other local spaces in the region as an alternative.
- Recently we had queries for Wedding hires and Birthday hires and unfortunately the dates desired were pre-book so I advised them to contact the Timber Museum, the Putaruru Rugby club or the local halls.

**Other Collaboration:**

The Plaza has joined up with Bluelight NZ for regular movie showings throughout the School Holidays.

Our Manager continues to have contact with other local theatres (Kensington Theatre and Tokoroa Little Theatre) as well as neighbouring large theatres such as Clarence Street Theatre in Hamilton and Baycourt Theatre in Tauranga.

We have recently met with the Putaruru College to initiate more exposure for the Tech students. Every Wednesday they have the ability to come to The Plaza and get more hands on knowledge on operating in a professional setting.

There is also development of rekindling the relationship between us (The Plaza) and The Kensington Theatre for play productions to be held here.

Local schools have been approached regarding using The Plaza for Drama class productions/rehearsals.

We do not charge a hire fee to organisations or local schools for their fundraising movies to allow them to raise as much as they can for their projects.

We routinely offer volunteer positions to local college students to perform ushering in bigger events which provides them with experience in customer service.

We have gained 2 new local volunteers.

We ensure all hire fees for regular user groups are affordable.

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<p>Coordinate all bookings for The Plaza</p> <p>Provide accurate records to meet Council's monitoring requirements</p> <p>Set and collect fees and charges and apply to the aims and objectives of the agreement.</p> <p>Identify income opportunities to supplement Council's financial contribution</p>	<p>Regular user levels are maintained at seven community groups.</p> <p>Booking sheets, contracts and hire documents are completed by 100% of users. This information is filed and summarized and reported in the quarterly reports Feedback from user Evaluations indicate 95% of users have had their expectations "fully met" or "excelled"</p> <p>To review the fee structure annually and ensure it is competitive and reflects the calibre of the venue relative to other performing arts venues in the region</p> <p>To ensure that a minimum of four Charitable funding applications are made annually. That 30% of the Trust's annual income comes from sources independent of Council (eg. mirage, charitable funds, and commissions) in each year of this contract</p>	<p>We currently have 8 <b>Community Groups</b> operating at The Plaza ranging in frequency from weekly to bi-monthly.</p> <ul style="list-style-type: none"> <li>• <b>Mahjong (Monday)</b></li> <li>• <b>50+ Putaruru (Tuesday)</b></li> <li>• <b>Sign Language class (Tuesday)</b></li> <li>• <b>Jehovah Witness meetings (Wednesday's &amp; Sunday's)</b></li> <li>• <b>St Patricks indoor bowling (Thursday)</b></li> <li>• <b>Redcross (Bi-monthly Friday)</b></li> <li>• <b>South Waikato Country Music (4th Friday)</b></li> <li>• <b>Putaruru Grey Power (bi-monthly Thursday)</b></li> </ul> <p><b>Events, Hire Documents and Feedback:</b></p> <p>Appropriate paperwork including Health and Safety Inductions are recorded and filed for all bookings.</p> <p><b>Events:</b></p> <p><b>April:</b></p> <ul style="list-style-type: none"> <li>- <b>Diane Wilcox School of Dance Exams</b></li> <li>- <b>4x4 Wheel Series Awards night</b></li> <li>- <b>South Waikato Country Music meeting</b></li> <li>- <b>2 x School holiday movies (Paw Patrol &amp; Sing 2)</b></li> <li>- <b>Beauty Spot meeting arranged by Sandra Wallace</b></li> <li>- <b>Sunday Movie</b></li> <li>- <b>ANZAC Service and Pictorial Remembrance</b></li> <li>- <b>Bluelight NZ Free community Movie</b></li> <li>- <b>Pride in Putaruru Moving forward meeting</b></li> </ul>	<p>Yes</p>
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**May:**

- Tirau Seniors day out - Movie at Plaza
- Te Kura seniors speech syndicate
- Private Birthday Hire
- Wautu Puketurua Garden club fundraising movie
- Sunday movie

**June:**

- Arts on Tour production
- Waikato Country Music Awards night
- Blueprint NZ Addicts workshop
- Matariki Glow Show
- Pride in Putaruru Rural Community welcome
- ACE Fighters Kickboxing event
- Sunday Movie

**Upcoming events:**

**July:**

- Arts on Tour - Michael Hurst is the Golden Ass
- Zeal NZ & Te Kura free production
- Private Birthday hire
- South Waikato District Council meeting
- School Holiday movie - Space Jam
- Pride in Putaruru Meeting
- School holiday movie - Tom & Jerry
- Bluelight Free community meeting
- Mums & Bubs Class
- Pride in Putaruru - Police community meeting
- Community Patrol Training
- Sunday Movie - Elizabeth

**August:**

- Vaccination day
- Rangiura fundraising quiz night
- South Waikato Country Music meeting
- Private birthday hire
- Vaccination day

		<ul style="list-style-type: none"> <li>- <b>Sunday Movie - Tesla</b></li> </ul> <p><b>September:</b></p> <ul style="list-style-type: none"> <li>- <b>Friday Laughs at The Plaza - Wellington Comedy Show</b></li> <li>- <b>Pride in Putaruru Business celebration</b></li> <li>- <b>Putaruru Theatre Players - Mousetrap</b></li> <li>- <b>St Mary's Wearable arts production</b></li> <li>- <b>South Waikato Cultural Festival</b></li> <li>- <b>Sunday movie - Elvis</b></li> <li>- <b>Tirau Primary Production</b></li> <li>- <b>Louise Upston Friendly Forum</b></li> </ul> <p>Feedback forms are sent with hire documents for all bookings and reminder emails are also sent. 100% that have come back show 'fully met' or 'exceeded'.</p> <p style="text-align: center;"><b>Fee Structure Review</b></p> <p style="text-align: center;">We have not changed our fee structure in this quarter</p> <p style="text-align: center;"><b>Funding Applications/Donations:</b></p> <p>Grants:</p> <ul style="list-style-type: none"> <li>• A grant was applied for 6 months of movie license expenses - approved for \$1000</li> </ul> <p>This quarter the income for The Plaza was approximately \$10,900.00 obtained through hires, canteen sales, bar sales and movie takings.</p>	
<p>Liaise with potential user groups and other organizations to enhance the brand and use of The Plaza</p> <p>Identify opportunities for the</p>	<p>Attend Annual Entertainment Venues Association of New Zealand (EVANZ) conference or other similar opportunities.</p> <p>Implement two joint third party marketing opportunities annually</p>	<p><b>EVANZ - <a href="https://evanz.co.nz/">https://evanz.co.nz/</a></b></p> <p>Our membership with EVANZ ensures networking with other venue managers. We share information and plan tours using EVANZ as a platform. Ashleigh McCormack attended the EVANZ Mid Conference in Nelson this year in May.</p>	<p style="text-align: center;">Yes</p>

<p>long term development of programming and funding avenues</p>	<p>A database of concert promoters is maintained annually and contact is made with all concert promoters each year</p>	<p>Ashleigh has signed up for the EVANZ Mentor/Mentee program where she will gain additional knowledge and support to help her in her role at The Plaza</p> <p><b>Fundraising Movies:</b>  We have grown our movie offerings at The Plaza by allowing community groups to host movies. We encouraged this based on community feedback that they would like to access more programming in this area which was met with a need for groups to generate funds and raise the profile of their organisation. The fundraising group covers the cost of running the film (including the public performance licence, advertising, and cleaning) and then takes the profit from movie ticket and food sales.</p> <p>Ongoing communication and connection with promoters ensures that we continue to receive bookings and enquiries for shows:</p> <ul style="list-style-type: none"> <li>• <b>Topline Entertainment</b></li> <li>• <b>Masden Productions</b></li> <li>• <b>Showcase Entertainment Group</b> are keen to utilise our venue more frequently after a successful presentation of 'The Cat in the Hat Live'.</li> <li>• <b>Stetson Events LTD</b> have also heard about the amazing facility of The Plaza</li> <li>• <b>Arts on Tour NZ</b> have released their 2021 menu - the South Waikato Arts Trust have selected three shows for 2021: Gypsy Jazz duo - 13<sup>th</sup> February, Ian Chapman and the Cosmic Jive Duo - 18<sup>th</sup> June and Austen Found - 3<sup>rd</sup> October, Full menu details, for your reference, can be found at:  <a href="https://www.aotnz.co.nz/menu-2021/">https://www.aotnz.co.nz/menu-2021/</a></li> </ul>	
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Action responsibilities as per the maintenance schedule attached (Schedule E)	An update is provided to the Property Manager regarding venue maintenance undertaken on a monthly basis	<p>In this quarter the following development and maintenance tasks have been completed by SWDC:</p> <ul style="list-style-type: none"> <li>• A brown leak in the Arthur Fountain Studio bathroom was attended too and no further leakage has been detected.</li> </ul> <p>Work to be completed by SWDC in the coming weeks/months:</p> <ul style="list-style-type: none"> <li>* Upgrade lighting in Whole complex - In LTP</li> <li>* Downers to return and complete the rear carpark (lines painted, excess metal removed etc)</li> <li>* Roof repair for a major leak in the Arthur Fountain studio. Possible reroofing required.</li> </ul>	Yes
Work with appropriate Council staff to identify potential capital works/ development	<p>All building warrant of fitness standards are complied with.</p> <p>Update Council with maintenance and capital development actions on a quarterly basis</p>	All Building Warrant of Fitness are complied with and the records are available for viewing onsite.	Yes

<p>Ensure safety of all patrons and conform with all relevant Health and Safety Regulations</p>	<p>100% of misses and accidents are reported according to the Health and Safety Regulations (2015)</p> <p>Accident and Hazard register is available to Council when requested</p> <p>Provide the Plaza Health and Safety plan to Council for annual review</p>	<p>No accidents or incidents occurred this quarter.</p>	<p>Yes</p>
<p>Establish relationships with local, regional and national organizations to encourage additional use.</p> <p>Encourage and work with local organisations in securing and supporting events that benefit the South Waikato District</p> <p>A relationship is built with Creative Waikato to identify opportunities to promote events and attract varied use of The Plaza</p> <p>Attend regular District Networking meetings to develop added-value events in partnership with Waikato River Trails, Pride in Putāruru and South Waikato I-sites</p>	<p>A database of users and interested parties (via email and social media) is maintained at 750 and is updated annually</p> <p>A promotional brochure of the venue is available regionally</p> <p>100% of public events held at The Plaza are listed on the Creative Waikato website</p> <p>Six District Networking meetings are attended and support hosting is available as appropriate</p>	<p><b>Email Database: 713. Database emails are sent out regularly to inform community of events</b></p> <p><b>The Plaza Theatre Putaruru Facebook: 1780 followers/friends</b></p> <p><b>Regular Updates/advertising to:</b></p> <ul style="list-style-type: none"> <li>- Facebook events created and shared to (Pride in Putaruru, Matamata Notice Board, The Genuine Tokoroa Page, Cambridge grapevine, Te Awamutu buy Swap and sell, Tirua Community page)</li> <li>- The Plaza Website</li> <li>- South Waikato District Council event page</li> <li>- Creative NZ webpage</li> <li>- Monthly newsletters</li> <li>- In Touch column</li> <li>- The Prattler</li> <li>- Physical posters at The Plaza</li> <li>- Physical posters around Putaruru/Tokoroa</li> </ul> <p><b>Weekly updated LED sign with upcoming events.</b></p>	<p>Yes</p>



		<p><b>Fortnightly advertisement bookings with South Waikato News</b></p> <p><b>We have a strong relationship with local organisation who utilizes The Plaza for their fundraising opportunities.</b></p> <p>The South Waikato Arts Trust have designed and built an advertising trailer which will be in use to advertise upcoming events. This will allow billboard advertising to be transported around the South Waikato District and further afield to promote events at The Plaza Theatre.</p> <p>No DNG meeting have been scheduled yet this year.</p>	
<p>Invitations will be issued to the Contract Liaison and Council representative to the Annual General meeting of the Trust</p>	<p>Invitation sent out one month prior to Annual General meeting date</p> <p>100% of promotional activity and signage includes reference to the South Waikato District Council as the principal funder</p>	<p>The South Waikato Arts Trust next AGM will be held on 10<sup>th</sup> October at 6:15pm - all welcome</p>	<p>Yes</p>

**Additional Narrative**

<p><i>For office use only</i></p>	
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