

## Venue Hire FAQs

- **Can I view the venue before booking?** Yes, please email the Events Coordinator to arrange one viewing of the venue before applying to hire.
- **What is included in the venue hire?** Standard classroom setup with tables and chairs, partial water views, private balcony in one room, white board and markers, butchers' paper, cleaning. Note – other setup formats will incur a \$100 fee to cover setup and reset back to classroom
- **What size are the tables?** We recommend visiting the venue to inspect the facilities prior to your event should specific measurements be required.
- **Do you provide parking?** Limited free street parking is available.
- **Do you provide catering?** We can provide you tea and coffee at \$5pp but please source and book your catering directly with a caterer of your choice and have it delivered just before consumption. Please ask your provider to also include disposables and inform the Events Coordinator time of arrival for delivery access purposes.
- **Do you provide AV?** Yes, please email the Events Coordinator for prices.
- **If the event is cancelled, can I get a refund?** Refunds are subject to terms and conditions under our Venue Hire Agreement. Please email the Events Coordinator for a copy of the Agreement.
- **I have accessibility needs; can you accommodate me?** Yes, we have a ramp outside of the building and a lift inside the building.
- **When is the booking confirmed?** Once the booking is paid for.
- **When does the booking fee need to be paid?** At least 1 week prior to your booking.
- **Can I put things on walls?** Yes, but please ensure to remove all items off walls at the end of your booking.
- **What is the sign in process on arrival?** Please sign in at the front desk using the ipad – please also remember to sign out before exiting the building.

## Room Formats

### Theatre



### Workshop



## Classroom



## Boardroom



## U shape



## Hollow square

