



GLASSHOUSE VENUE HIRE RATE CARD

Commercial Function Spaces



VENUE	Dimensions (m)	Theatre style setup	Full Day	Half day	After hrs/per hr
Meeting Room 1	10 x 7	70	\$175	\$125	\$50 minimum 3 hrs
Meeting Room 2	10 x 7	70	\$175	\$125	\$50 minimum 3 hrs
Meeting Rooms 1 & 2	10 x 14	140	\$350	\$250	\$75 minimum 3 hrs
Small Function Room	8 x 6	25	\$150	\$100	on application
Boardroom	6 x 4	12	\$150	\$100	on application
Ross Family Studio (non performance, business hours only)	11 x 13	100	\$350	\$250	\$90 minimum 4 hrs
Art Lab	12 x 9	40	\$175	\$125	on application
Mezzanine Foyer	48 x 10	150	Rate applies during business and after hours		\$100 minimum 2hrs
Regional Gallery Level 2	18 x 11	120	Rate applies during business and after hours		\$100 minimum 3hrs
Regional Gallery Ground	22 x 11	Varies	Rate applies during business and after hours		\$100 minimum 3hrs

EQUIPMENT	Rate
Data projector	\$150 per day
Lectern & microphone	\$55 per day
White board	Complimentary
Staging/risers	\$10 per piece per day
Laptop/Apple Mac	\$100 per day
Wi fi	\$50 per day
Radio microphone - hand held or lapel	\$55 per day
Portable PA System packages	from \$50 - \$165 per day
Flip chart	Complimentary

Half Day:

Maximum 4 hours

Full Day:

Maximum 8 hours

Business Hours:

Weekdays: 9am till 5.30pm

After Hours:

Weekdays after 5.30pm and weekends.

Surcharges on staff rates for Sundays and public holidays apply

Rates include:

electricity, A/C, standard cleaning, tables and chairs (inc GST)

All venue hires will be subject to a minimum hire fee and/or minimum hire time as approved and gazetted by Port Macquarie-Hastings Council from time to time. The Schedule of Fees and Charges forms part of the Standard Terms and Conditions of Hire. This may include but is not limited to venue hire, staff costs, and equipment charges. Cost estimates are based on current costs and are subject to change upon reasonable notice.