

# Commercial Function Spaces



VENUE	Dimensions (m)	Theatre style setup	Full Day	Half day	After hrs/ per hr
Meeting Room 1	10 x 7	70	\$250	N/A	\$100 minimum 3 hrs
Meeting Room 2	10 x 7	70	\$250	N/A	\$100 minimum 3 hrs
Meeting Rooms 1 & 2	10 x 14	140	\$400	\$300	\$120 minimum 3 hrs
Boardroom 1	8 x 6	25	\$190	N/A	on application
Boardroom 2	6 x 4	12	\$160	N/A	on application
Boardroom 3	2 x 3	NA	\$110	N/A	NA
Ross Family Studio (non performance only)	11 x 13	114	\$420		\$120 minimum 4 hrs
Art Lab	12 x 9	40	\$200		on application
Mezzanine Foyer	48 x 10	150	Rate applies during business and after hours		\$150 minimum 3 hrs
Regional Gallery Level 2	18 x 11	120	Rate applies during business and after hours		\$150 minimum 3 hrs
Regional Gallery Ground	22 x 11	Varies	Rate applies during business and after hours		\$150 minimum 3 hrs

EQUIPMENT	Rate	EQUIPMENT	Rate
Data projector	\$150 per day	Radio microphone - hand held or lapel	\$55 per day
Lectern & microphone	\$55 per day	Portable PA System packages	from \$80 - \$200 per day *Additional staff charges may apply depending on scope.
WiFi	\$50 per day	Whiteboard / Flip chart	Complimentary
Staging/risers	\$20 per piece per day	Function linen	\$7.50 per piece
Laptop/Apple Mac	\$100 per day	Mezzanine AV Package** **Includes data projector, lectern and microphone, laptop, staging, PA, LED lights, tabs and screen. Operator additional.	\$340 per day
Audio Conferencing Package Includes laptop, WiFi, NT5 microphone, headphone jack adaptor and Zoom to one or more locations.	\$150 per day	Video Conferencing Package Includes laptop, WiFi, TV, web cam, NT5 microphone, headphone jack adaptor and Zoom to one or more locations. Data projector is an additional charge	\$250 per day

**Half Day:** Maximum 4 hours

**Business Hours:** Weekdays: 9am till 5.00pm

**Rates include:** Electricity, A/C, standard cleaning, tables and chairs (inc GST)

**Full Day:** Maximum 8 hours

**After Hours:** Weekdays after 5.00pm and weekends.

Additional staff charges may apply for access to venue outside normal business hours as stated above. Surcharges on staff rates for Saturdays, Sundays and public holidays apply.

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.

**FOR BOOKINGS:** P (02) 6581 8888 | E [sales@glasshouse.org.au](mailto:sales@glasshouse.org.au) | W [glasshouse.org.au](http://glasshouse.org.au)