

Commercial Function Spaces



VENUE	Dimensions (m)	Theatre style setup	Full Day	Half day	After hrs/ per hr
Meeting Room 1	10 x 7	70	\$200	\$150	\$80 minimum 3 hrs
Meeting Room 2	10 x 7	70	\$200	\$150	\$80 minimum 3 hrs
Meeting Rooms 1 & 2	10 x 14	140	\$350	\$250	\$100 minimum 3 hrs
Boardroom 1	8 x 6	25	\$160	\$110	on application
Boardroom 2	6 x 4	12	\$150	\$100	on application
Boardroom 3	2 x 3	NA	\$60 Full Day \$220 Full Week		NA
Glasshouse Studio (non performance only)	11 x 13	114	\$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 3 hrs
Regional Gallery Level 2	18 x 11	120	Rate applies during business and after hours		\$100 minimum 3 hrs
Regional Gallery Ground	22 x 11	Varies	Rate applies during business and after hours		\$100 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 <small>*Additional staff charges may apply depending on scope.</small>
Whiteboard	Complimentary	Flip chart	Complimentary
Staging/risers	\$20 per piece per day	Function linen	\$6.50 - \$7 per piece
Laptop/Apple Mac	\$100 per day	Mezzanine AV Package** <small>**Includes data projector, lectern and microphone, laptop, staging, PA, LED lights, tabs and screen. Operator additional.</small>	\$340 per day
WiFi	\$50 per day	Live Stream Package*** Specialised Web Streaming & Recording Packages for online / live video conferencing <small>***includes equipment, setup, testing, data allowance and livestream platform. Operator additional. For up to 100 attendees. Charges may apply for livestreaming to 100+ attendees.</small>	\$250 per day

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.

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

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.