

# GLASSHOUSE VENUE HIRE RATE CARD

## Commercial Function Spaces



VENUE	Dimensions (m)	Theatre style capacity	Full day	Half day	After hrs/ per hr
Meeting Room 1	10 x 7	70	\$200	\$150	\$75 minimum 3 hrs
Meeting Room 2	10 x 7	70	\$200	\$150	\$75 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	4 x 2.5	n/a	\$60 Includes Wi-Fi	n/a	Weekly rate available on application
Glasshouse Studio (non performance only)	11 x 13	100	\$350	\$250	\$90 minimum 4 hours
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 3hrs
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.

### Rates include:

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

Additional staff charges may apply for access to venue after hours

Surcharges on staff rates for 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.