

CANBERRA MUSEUM + GALLERY

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CMAG VENUE HIRE

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Venue Hire office hours Tuesdays & Thursdays 10am - 5pm, except by appointment.

The Canberra Museum and Gallery has a number of elegant and well-equipped spaces available for hire. Details are set out below.

Not-for-profit organisations are eligible for a 30% discount on the room rate. See over for details.

All pricing is inclusive of GST.

FOYER

A delightful space suitable for receptions, launches, recitals or fundraisers. The foyer has access to the internal studio courtyard (150 guests maximum). Available during CMAG opening hours for up to maximum of 2 hours. Outside opening hours – no limit.

per hour – \$250

Included equipment: PA system with freestanding mic or lectern

THEATRETTE

Suitable for presentations, screenings and seminars. Seats up to 65. Projection room, inbuilt projection screen (270x406cm).

per hour – \$150

full day – \$440

Included equipment: PA system, VGA/HD data projector and screen, free standing or lapel microphone and/or lectern, CD/DVD/Blu ray player,

half day – \$300

(up to three hours)

PUBLIC MEETING ROOM

Suitable for meetings, small workshops and training sessions. Work tables and seating for 24 at tables or up to 40 in theatre configuration.

per hour – \$95

full day – \$320

Included equipment: Data projector and screen, whiteboard

half day – \$190

(up to three hours)

BOARDROOM

Suitable for executive meetings, this elegant self-contained room seats up to 14, and features a kitchenette and private outdoor balcony.

per hour – \$120

full day – \$360

Included equipment: data projector and screen, whiteboard

half day – \$230

(up to three hours)



ADDITIONAL SERVICES

Equipment (including setup)

Electronic Whiteboard	\$40
Laptop Computer	\$60
Projector + screen (Fee applicable to foyer only. Included free in all other venues)	\$80
Stage (portable, available in foyer only)	\$120
Flip chart (includes easel, pens & paper)	\$35
Crockery and glasses	\$1 per item
Trestle tables with black tablecloths	\$10 per table

Private in-room tea and coffee station (including setup)

Includes drip filter coffee, a selection of fine teas, whole and soy milks and crockery. Additional refresh serves for the tea and coffee station are available at a cost of \$3 per head, per refresh. Please note that external tea and coffee station services are not allowed inside CMAG.

Tea/coffee (single serve)	\$4 per head
> refresh of tea/coffee services	\$3 per head, per refresh
Biscuits (gluten free options available upon request)	\$1 per head

Light catering and tab service also available through CMAG Cafe, please enquire for further information.

AFTER HOURS STAFFING AND OVERSTAY CHARGES

Staffing is included during standard operating hours (8:30am - 5:30pm on weekdays and 12:00pm - 4:00pm weekends). Outside of these hours, an after hours staffing charge will apply.

The staffing charge is applicable for a minimum of three hours, and is calculated at a ratio of **one security staff member per 50 attendees, with a minimum of two staff members.**

Standard three-hour charge is \$165 per staff member (i.e. a minimum of \$330), and \$55/hr per staff member thereafter (weekend rates are higher).

Casual staffing attracts significant loading on weekends and public holidays, which increases the cost.

Should the building not be vacated at the arranged time, the security and venue costs will be amended accordingly upon invoicing, based on applicable hourly rates.

In order to claim not-for-profit discount, charities must provide a copy of the certificate issued by the ATO at the time of registration. Not-for-profit organisations must provide a copy of the relevant section of the organisation's constitution which declares it's not-for-profit status.

Applications for subsidised venue hires as part of a partnership arrangement with CMAG will be considered, and must be made in writing and submitted to the Venue Hire Co-ordinator for consideration by the Director, **no less than four weeks prior to the event.** Applications will be considered with reference to the policy on Subsidised Access to CMAG Venues which is available on request.

Weekday rates

minimum charge \$330: 3 hrs,
2 staff members, up to 100 pax
\$55 per staff per hr thereafter

Saturday rates

minimum charge \$480: 3 hrs,
2 staff members, up to 100 pax
\$80 per staff per hr thereafter

Sundays and public holidays

minimum charge \$660: 3 hrs,
2 staff members, up to 100 pax
\$110 per staff per hr thereafter

