

# VENUE HIRE INFORMATION

Cnr London Cct & Civic Square Canberra | PO Box 782 Civic Square ACT  
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## FOYER

per hour – \$250

Our architecturally designed foyer is perfect for cocktail events, networking evenings, launches and celebration gatherings. Expand your event into our open-air courtyard, particularly good in the warmer months. It is a venue that is impressive and intimate, fitting up to 250 guests.

Available during CMAG opening hours for up to maximum of 2 hours.

Outside opening hours – no limit.

## THEATRE

per hour – \$150 **[2 hour minimum]**

full day \$750

Suitable for presentations, film screenings and seminars.

Seats up to 55 comfortably. Inbuilt projection screen (270x406cm) with high quality visuals for all media. Available during CMAG opening hours for up to maximum of 2 hours.

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

## PUBLIC MEETING ROOM

per hour – \$150 **[2 hour minimum]**

full day \$750

A versatile room with natural light & blinds, suitable for meetings, small workshops and training sessions.

Adaptable set up with moveable worktables for 24, either a classroom or boardroom style setting or up to 45 in a theatre configuration.

- *Included equipment: data projector and screen, whiteboard, and basic videoconferencing equipment*

## BOARDROOM

per hour – \$120 **[2 hour minimum]**

full day \$600

Suitable for executive meetings or small training/planning days, the polished Boardroom table seats up to 14. It also includes a small kitchen, private outdoor balcony & an interactive touch screen for video conferencing and presentations. Featuring large photographs of some of CMAG's collection and small sculptures displayed on plinths which add to the Museum & Gallery atmosphere.

- *Included equipment: data projector and screen, whiteboard, and basic videoconferencing equipment*

*Canberra Museum & Gallery's exhibitions are great as break out spaces to refresh your group by looking at art or social history. Guided group tours of exhibition highlights are available by arrangement.*

## ADDITIONAL SERVICES

Laptop computer	\$60-
Projector & Screen in the Foyer	\$80-
Stage for Foyer	\$100-
Flip Chart including easel, pens & paper	\$35-
Crockery, plates and glassware	\$1-each
Trestle table with black tablecloth	\$12-

### In-room tea and coffee station (including setup)

*Includes drip filter coffee, a selection of fine teas, milks and crockery. Additional refresh serves for the tea and coffee station are available at a cost of \$3 per head, per refresh.*

Tea/coffee [ single serve ]	\$4-
<ul style="list-style-type: none"> <li>• refresh of tea/coffee services</li> <li>• Biscuits [gluten free options available upon request]</li> </ul>	\$3- \$2-

**An account tab service is also available at the CMAG Cafe**, please enquire for further information.

*Please note that external tea and coffee station services are not permitted when hiring a space at CMAG.*

### AFTER HOURS STAFFING CHARGES:

Standard operating hours (9am –5pm on weekdays and 12pm – 4pm on Saturdays/Sundays).

Outside of these hours, an afterhours staffing charge will apply. Up to 100 pax.

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.

### AFTER-HOURS STAFFING COSTS:

Weeknight rates minimum charge \$438- : 3 hrs, 2 staff members, up to 100 pax \$73 per staff per hr thereafter

Saturday rates minimum charge \$684- : 3 hrs, 2 staff members, up to 100 pax \$114 per staff per hr thereafter

Sunday rates minimum charge \$954- : 3 hrs, 2 staff members, up to 100 pax \$159 per staff per hr thereafter

Public Holiday rates minimum charge \$954- : 3 hrs, 2 staff members, up to 100 pax \$159 per staff per hr thereafter

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