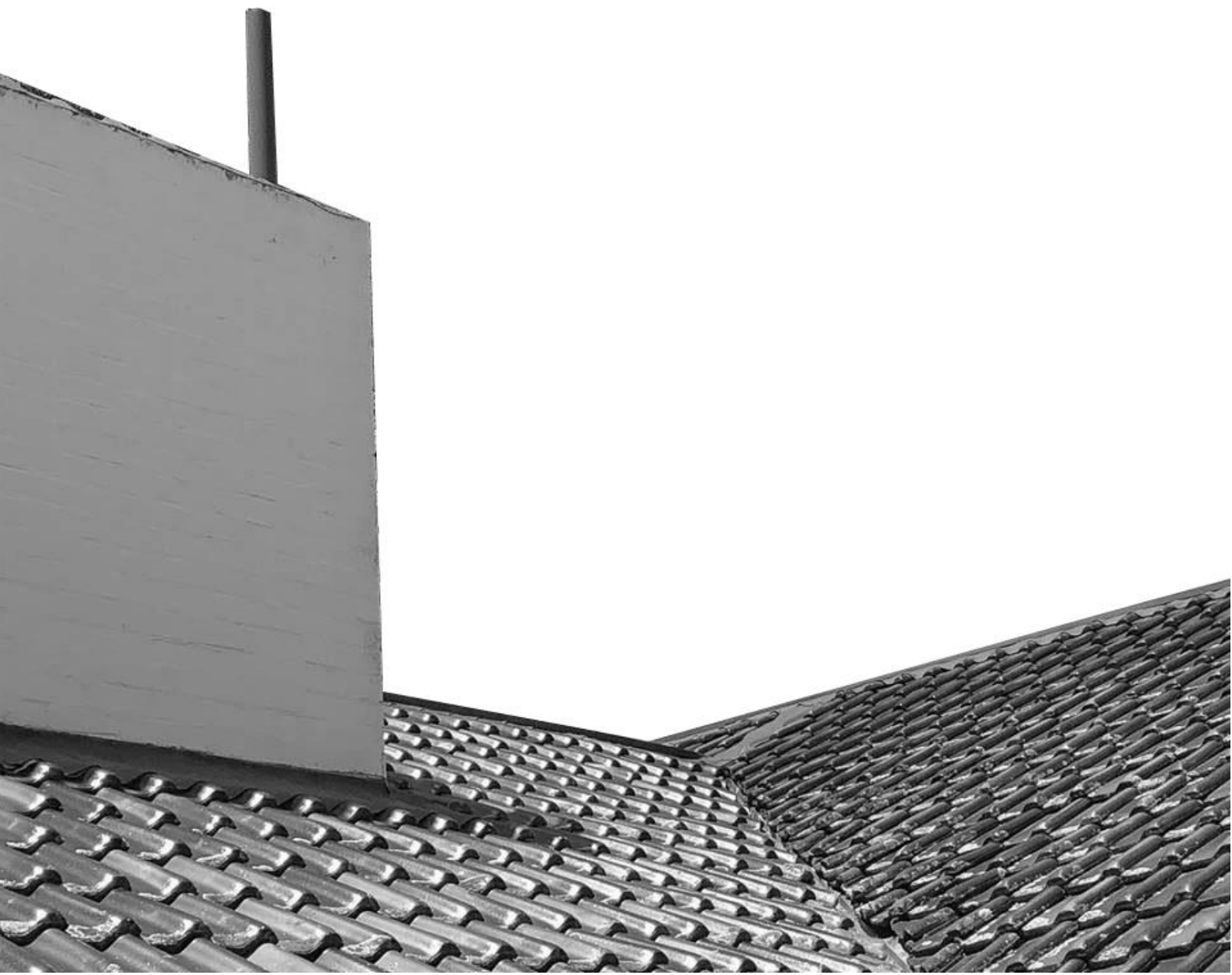




Australian Institute of Architects

# ACT Chapter Entertainment and Boardroom

Venue Hire Guide





## Australian Institute of Architects

The ACT Chapter of the Australian Institute of Architects welcomes you and your guests to our heritage-listed premises at 2A Mugga Way, Red Hill. We are conveniently located close to Parliament House, within easy access to Canberra airport, and free on-site parking is available.

Our variety of flexible spaces can cater for your business needs.

Our spaces are the perfect venue for

- Board meetings
- Professional lunches
- Industry lectures and presentations
- Corporate training days & small group sessions
- Information sessions and seminars
- Strategy days
- Corporate launches

We offer these spaces for hire to our members and the wider business community. These include our board room, entertainment room and small meeting room. Catering and conference services are available.

Please contact our friendly staff to discuss your needs:

Australian Institute of Architects, ACT Chapter  
2a Mugga Way, Red Hill, ACT, 2603  
e: [act@architecture.com.au](mailto:act@architecture.com.au) t: 02 6208 2100



Australian Institute of Architects

# BOARDROOM

## ROOM DESCRIPTION

The Boardroom is a large room suitable for board meetings, sit-down catered speaking lunches and lectures.

## THE ROOM FEATURES:

- Large boardroom style seating up to 20 ppl
- Lecture/theatre style seating up to 50 ppl
- Small Group setting seating up to 40ppl
- Floor to ceiling windows
- Garden views
- Separate access to private courtyard
- Wifi available

## HOURS OF HIRE:

9am – 5pm

## EQUIPMENT HIRE AND ADDITIONAL CHARGES:

- Whiteboard - free
- Data Projector with screen - \$200.00
- Polycom conference phone - \$50.00
- (Additional fees apply if more than one caller)

	<b>HALF DAY (UNDER 5HRS)</b>	<b>FULL DAY</b>
<b>PRICE</b>	\$280.00	\$500.00
<b>MEMBER PRICE</b>	\$250.00	\$450.00
		Prices include GST *conditions apply





Australian Institute of Architects

## ENTERTAINMENT ROOM

### ROOM DESCRIPTION

The entertainment room is suitable for cocktail type functions, small meetings, presentations and corporate launches.

### THE ROOM FEATURES:

Intimate sit-down lunch for up to 10 ppl  
Standing room for up to 100 ppl  
Floor to ceiling windows  
Garden views  
Private courtyard access via sliding door  
Wifi available

### HOURS OF HIRE:

9am – 5pm

### EQUIPMENT HIRE AND ADDITIONAL CHARGES:

Whiteboard - Free

Data Projector with screen - \$200.00

	<b>HALF DAY (UNDER 5HRS)</b>	<b>FULL DAY</b>
<b>PRICE</b>	\$220.00	\$400.00
<b>MEMBER PRICE</b>	\$200.00	\$370.00
		Prices include GST *conditions apply







Australian Institute of Architects

## BOARDROOM + ENTERTAINMENT ROOM

Hiring both rooms offers you flexibility for a larger group.

- Break out from the boardroom for morning tea, lunch and afternoon tea breaks
- Extra space for training days and conferences for group activities

Chat with staff to work out what spaces would best suit your event and how we can set up the rooms to suit you.

	<b>HALF DAY (UNDER 5HRS)</b>	<b>FULL DAY</b>
<b>PRICE</b>	\$500.00	\$800.00
<b>MEMBER PRICE</b>	\$400.00	\$700.00
		Prices include GST *conditions apply





Australian Institute of Architects

# SMALL MEETING ROOM

## ROOM DESCRIPTION

The small meeting room is perfect for small private meetings, interviews, conference calls or extended work area.

## THE ROOM FEATURES

A meeting room table for 6 ppl  
A corner desk with garden views  
Floor to ceiling windows  
Private courtyard access via sliding door  
Wifi available

## HOURS OF HIRE

9am to 5pm

## EQUIPMENT HIRE AND ADDITIONAL CHARGES:

Whiteboard – Free  
Polycom conference phone - \$50.00  
(Additional fees apply if more than one caller)

	<b>HALF DAY (UNDER 5HRS)</b>	<b>FULL DAY</b>
<b>PRICE</b>	\$130.00	\$220.00
<b>MEMBER PRICE</b>	\$110.00	\$190.00
	Prices include GST *conditions apply	





Australian Institute of Architects

## EXTRAS

### INCLUSIONS

Set up, pack down, glassware, crockery, cutlery and water jugs

### CATERING

Catering can be discussed by contacting staff with your requirements.

Additional charges will apply.

You are more than welcome to arrange catering yourself.

### MISCELLANEOUS CHARGES:

Tea and coffee is available for an additional charge of \$4.50 per person for the day.

Table water is available complimentary

### HOURS OF OPERATION:

Monday - Friday

9am – 5pm

Room hire outside of these hours will incur extra costs.

Please discuss your event with our Chapter staff.

### LOCATION:

The Institute of Architects, ACT Chapter

2a Mugga Way

Red Hill ACT 2603

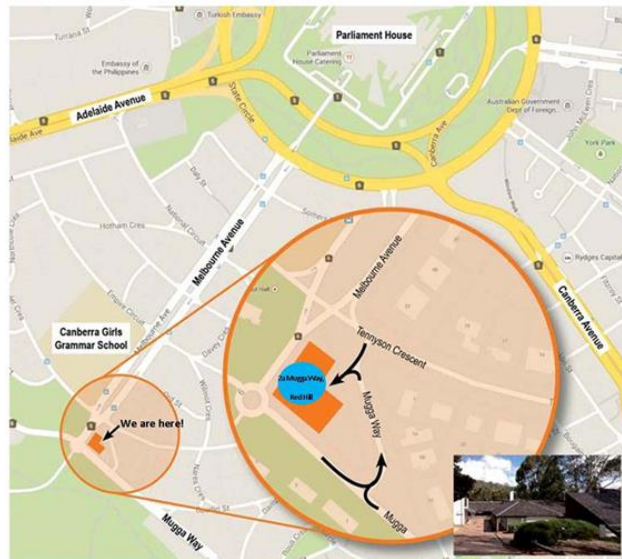
### PARKING:

Free parking is located on site at the above address

There is also additional street parking available.

### BOOKING:

Contact the ACT Chapter on 6208 2100 or [act@architecture.com.au](mailto:act@architecture.com.au)





Australian Institute of Architects

## **Terms and Conditions**

**'The Institute'** means the building, facilities, structure and equipment that are within the ACT Chapter of the Australian Institute of Architects.

- All room hire is subject to availability
- Approval to hire the Institute is given on the basis that the hirer will not, in any publicity, imply the Institute's support for the hirer or the event. Specifically, no reference should be made in publicity to the **Australian Institute of Architects** or any form of that name, without proper authorisation.
- The Hirer shall not issue any tickets, posters, advertisements, programs and other literature containing the Institute logo unless the proof thereof has been approved in writing.
- If the Institute has reason to believe that any function may adversely affect its reputation, its staff or property, it reserves the right to withdraw its permission to use the building without liability other than refund of any deposit.
- The Institute must be informed of all media who have the intention of photographing or filming while in attendance at the Institute.
- It is the responsibility of the hirer to ensure that all event attendees have exited the Institute by the agreed departure time, or additional charges will apply.

### **Confirmation**

Upon booking, a 50% deposit is required and is non-refundable. Seven (7) days prior to the event we request that you confirm in writing all the relevant details of the event. Information should include: function room set up, duration of event, catering arrangements, estimated number of guests, and AV requirements.

### **Institute Membership rates**

You must be a "financial" member at the time of booking to be eligible for the Institute member discounted rates, otherwise normal hire rate charges will apply.

### **Payment**

Payment can be made to the ACT Chapter by credit card payment over the phone, or payment of invoice.

To request an invoice or make a credit card payment, please call 02 6208 2100.

### **Damage**

The ACT Chapter is a heritage listed building

"You" (The client) are responsible for taking all reasonable precautions to protect the venue, equipment or other property of the ACT Chapter of the Australian Institute of Architects.

Among other things, you must not:

- Affix any display material or theming to any walls, ceilings, doors or furnishings unless prior arrangements have been made with the ACT Chapter manager.
- Use any candles, lamps where the flame is unenclosed within the building. If the fire brigade or other emergency service is called to respond to a fire alarm, you will be liable for any charges incurred.





## Australian Institute of Architects

- The Institute reserves the right to exclude or eject any and all objectionable persons from the premises.

The Institute will take reasonable care of all personal belongings. However, to the extent permitted by law, the Institute will not accept responsibility for:

- Any damage to or loss of goods and possessions belonging to you, your guests or your contractors on the premises, before, during or after the functions.
- Any loss or injury to you, your guests or your contractors prior to, during or after the functions; or
- Damage, loss or theft of any vehicles parked in the carpark
- The Institute reserves the right to recover costs for any damage to the premises or Institute equipment or loss of Institute equipment incurred by attendees during the period of the hirer's occupancy.

### **Extended Hours**

Extra charges will be incurred for events running past the agreed time. Contact the Chapter staff on 02 6208 2100 for more details

### **Cleaning**

General cleaning is included in the cost of the room hire; however, cleaning charges may be added if the Institute considers additional cleaning is required after the event returns rooms to an acceptable state. The full cost of cleaning will be passed on to the hirer.

### **Unforeseen Circumstances**

While the Institute will make every effort to provide the facilities on the date booked, it reserves the right to cancel a booking due to fire, flood or other natural disaster, labour troubles, disputes, strikes, pickets, accidents, government regulation and intervention, restrictions upon travel, delivery, transportation, equipment, food, beverage or supplies or utilities failure and other causes, whether enumerated herein or not, which are beyond the control of the Institute.

### **Smoking**

Smoking is not permitted within the Institute buildings.