



# Canberra Museum & Gallery Functions

## CHARGES & INFORMATION SUMMARY FOR COMMUNITY & NON-PROFIT HIRERS\*

*\*Please note price increases operative from 1<sup>st</sup> April 2010 and subject to change without notice.*

*\*Costs are GST inclusive*

**IN ORDER TO CLAIM A NON-PROFIT STATUS, 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 YOUR ORGANISATION'S CONSTITUTION WHICH PROVES YOUR NON-PROFIT STATUS.**

The Canberra Museum and Gallery has a number of elegant and well-equipped spaces available for hire. Details are set out below. Canberra Museum and Gallery and its facilities have passed ACROD assessments.

### FOYER

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

**\$180.00 per hour**

### THEATRE

Suitable for presentations, workshops, seminars, meetings. Seats up to **65**. Projection room, lectern with microphone, screen for overhead projector (270x406cm). Bio box includes cassette/CD player, Video, DVD, amplifier, slide projector, LCD projector. Access to Studio Courtyard. There is a phone line available in the theatre by negotiation.

**\$240.00 full day**

**\$150.00 half day (up to 3 hours)**

**\$70.00 per hour**

### 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

**\$165.00 full day**

**\$95.00 half day (up to 3 hours)**

**\$45.00 per hour**

### BOARDROOM

The Boardroom seats up to **14**, has a fully equipped kitchen and outside balcony.

**\$210.00 full day**

**\$150.00 half day (up to 3 hours)**

**\$70.00 per hour**

**ADDITIONAL FACILITY CHARGES** (Details on booking form)

**Catering Equipment**

Crockery and glasses	\$0.90 per item
White damask tablecloths - dry cleaning expenses	\$28.00 per cloth
Disposable table cover	\$8.00
Tea/coffee	\$3.50 per person
Tea/coffee/biscuits	\$4.50 per person
Full day tea/coffee (three serves per person)	\$7.00 per person
Full day tea/coffee/biscuits (three serves per person)	\$9.00 per person

**Equipment**

Whiteboard (pens & eraser)	\$25.00	Electronic Whiteboard	\$200.00
Lectern	\$25.00	Slide Projector/screen	\$120.00
Screen	\$45.00	Overhead Projector/screen	\$90.00
PA with lectern (Theatre)	\$80.00	Laptop Computer	\$165.00
PA with lectern (Fender)	\$165.00	LCD Projector/screen (theatre)	\$220.00
TV/Video/DVD	\$80.00	LCD Projector/screen (portable)	\$180.00
Flip Chart (pens & paper)	\$35.00	Stage (Portable, Foyer only)	\$250.00

**Security**

If the venue is hired outside normal CMAG opening hours, a security charge of \$165.00 per staff member for up to three hours will apply. Each additional hour thereafter will incur a rate of \$50.00 per staff member with a ratio of 1 staff member required per 50 guests. Should the building not be vacated at the arranged time, the security costs will be amended upon invoicing.

**CMAG Function Access Hours**

Monday-Friday 8.00am-6.00pm

If you have any queries, or would like to make an appointment for a tour of the facilities available for hire, please call Venue Hire at the Canberra Museum and Gallery on (02) 6207 2662 or email to [cmag.venuehire@act.gov.au](mailto:cmag.venuehire@act.gov.au)