How do I….?**Book a UNSW Hospitality room or theatre?**

UNSW Hospitality -  [https://hospitality.unsw.edu.au//](https://www.venuesandevents.unsw.edu.au/venues/) - administer the booking of the rooms in the table below.

To book a room or theatre through UNSW Hospitality please, please call 02 9385 1515 or email unswhospitality@unsw.edu.au

There is a charge to book rooms or theatres administered by UNSW Hospitality.

The only exemptions from charges are rooms in the AGSM Building when the meeting is an ‘internal’ meeting and no fee is being charged to the meeting attendees.

UNSW Hospitality

**Venue Contribution Main Campus**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Room Name and Capacity** | **Usage Period** | **Commercial Hire****(inc GST)** | **Venue Contribution Public Event 25% discount (ex GST)** | **Venue Contribution Staff Event 50% discount (ex GST)** | **Availability** |
| **Scientia Building** |
| **Leighton Hall** | First 4 hours (minimum) | $3,186 | $2,173 | $1,448 | Available 24/7 |
| 400 Dining | Per hour rate | $795 | $542 | $362 | Except during exams |
| 800 Cocktail | Day rate (9 hours) | $5,974 | $4,073 | $2,716 |  |
| 210 Classroom | Bump in/out rate | $394 | $269 | $179 |  |
| 520 Theatre style |  |  |  |  |  |
| **Tyree Room & Terrace** | First 4 hours (minimum) | $1,558 | $1,062 | $708 | Available 24/7 |
| 160 Dining | Per hour rate | $362 | $247 | $165 | Except during exams |
| 190 Cocktail | Day rate (9 hours) | $3,041 | $2,073 | $1,382 |  |
| 70 Classroom | Bump in/out rate= | $189 | $129 | $86 |  |
| 180 Theatre style |  |  |  |  |  |
| **Ritchie Theatre** | First 4 hours (minimum) | $1,915 | $1,306 | $871 | Subject to academic |
| 266 tiered seating | Per hour rate | $481 | $328 | $219 | timetable |
|  | Day rate (9 hours) | $4,144 | $2,826 | $1,884 |  |
|  | Bump in/out rate | $243 | $166 | $110 |  |
| **Gallery One or Two** | First 4 hours (minimum) | $909 | $620 | $413 | Available 24/7 |
| 70-90 Dining | Per hour rate | $238 | $163 | $108 | Except during exams |
| 75-125 Cocktail | Day rate (9 hours) | $1,518 | $1,035 | $690 |  |
| 50-60 Classroom |  |  |  |  |  |
| 84-98 Theatre style |  |  |  |  |  |
| **Galleries Combined** | First 4 hours (minimum) | $1,358 | $926 | $617 | Available 24/7 |
| 170 Dining | Per hour rate | $303 | $206 | $138 | Except during exams |
| 200 Cocktail | Day rate (9 hours) | $2,456 | $1,675 | $1,116 |  |
| 90 Classroom | Bump in/out rate | $168 | $115 | $76 |  |
| 200 Theatre style |  |  |  |  |  |
| **Seminar Rooms** | Per hour rate | $103 | $70 | $47 | Available 24/7 |
| 24 Classroom | Day rate (9 hours) | $817 | $557 | $371 | Except during exams |
| 36 Theatre style |  |  |  |  |  |
| 20 Boardroom |  |  |  |  |  |
| **Seminars Combined LG,** | Per hour rate | $184 | $125 | $84 | Available 24/7 |
| 50 Classroom | Day rate (9 hours) | $1,326 | $904 | $603 | Except during exams |
| 70 Theatre style |  |  |  |  |  |
| 28 Boardroom |  |  |  |  |  |
| **Sir John Clancy Auditorium** | First 4 hours (minimum) | $5,233 | $3,568 | $2,378 | Subject to academic |
| 945 tiered seating | Per hour rate | $959 | $654 | $436 | timetable |
|  | Day rate (9 hours) | $8,153 | $5,559 | $3,706 |  |
| **Mathews Pavilions (p. wing)** | First 4 hours (minimum) | $689 | $470 | $313 | Available 24/7 |
| 100 cocktail style | Per hour rate | $138 | $94 | $63 |  |
| 9 x 3m exhibition space | Day rate (9 hours) | $1,193 | $814 | $542 |  |
| **Mathews Pavilions** | First 4 hours (minimum) | $1,492 | $1,017 | $678 | Available 24/7 |
| **(3 wings combined)** | Per hour rate | $299 | $204 | $136 |  |
| 300 cocktail style | Day rate (9 hours) | $1,878 | $1,280 | $854 |  |
| 27 x 3m exhibition space |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Room Name and Capacity** | **Usage Period** | **Commercial Hire****(inc GST)** | **Venue Contribution Public Event 25% discount (ex GST)** | **Venue Contribution Staff Event 50% discount (ex GST)** | **Availability** |
| \***Science Theatre** | First 4 hours (minimum) | $3,961 | $2,701 | $1,801 | Subject to academic |
| 825 tiered seating | Per hour rate | $740 | $505 | $336 | timetable |
|  | 10 hour special | $5,597 | $3,816 | $2,544 |  |
| **400-500 pax tiered theatre** | First 4 hours (minimum) | $964 | $657 | $438 | Subject to academic |
|  | Per hour rate | $184 | $125 | $84 | timetable |
|  | Day rate (9 hours) | $1,836 | $1,252 | $835 |  |
| **300 - 400 pax tiered theatre** | First 4 hours (minimum) | $913 | $623 | $415 | Subject to academic |
|  | Per hour rate | $154 | $105 | $70 | timetable |
|  | Day rate (9 hours) | $1,676 | $1,143 | $762 |  |
| **200-300 pax tiered theatre** | First 4 hours (minimum) | $862 | $587 | $392 | Subject to academic |
|  | Per hour rate | $133 | $90 | $60 | timetable |
|  | Day rate (9 hours) | $1,510 | $1,029 | $686 |  |
| **80-200 pax tiered theatre** | First 4 hours (minimum) | $796 | $542 | $362 | Subject to academic |
|  | Per hour rate | $126 | $86 | $57 | timetable |
|  | Day rate (9 hours) | $1,412 | $963 | $642 |  |
| **Harvard Style theatres** | First 4 hours (minimum) | $796 | $542 | $362 | Subject to academic |
| (Law Building, TETB) | Per hour rate | $126 | $86 | $57 | timetable |
| 84-90 tiered seating | Day rate (9 hours) | $1,412 | $963 | $642 |  |
| **Classrooms Capacity <50** | First 4 hours (minimum) | $310 | $211 | $141 | Subject to academic |
| (no computer facilities) | Per hour rate | $69 | $47 | $31 | timetable |
| **Classrooms Capacity 20-49** | First 4 hours (minimum) | $349 | $238 | $159 | Subject to academic |
| (incl computer facilities) | Per hour rate | $75 | $51 | $34 | timetable |
| **Classrooms Capacity 50-185** | First 4 hours (minimum) | $390 | $266 | $177 | Subject to academic |
| (incl computer facilities) | Per hour rate | $80 | $55 | $36 | timetable |
| **UNSW Business Lounge** | First 4 hours (minimum) | $1,652 | $1,127 | $751 | Available after 3pm |
| 110 cocktail | Per hour rate | $385 | $262 | $175 |  |
| 80 Terrace | Day rate (9 hours) | $3,225 | $2,199 | $1,466 |  |
| 50 theatre | Bump in/out rate | $201 | $137 | $91 |  |
| 50 banquet |  |  |  |  |  |
| **Lowy Cancer Research Centre** | First 4 hours (minimum) | $1,194 | $814 | $543 | Subject to Faculty activity |
| Level 4 seminar space | Per hour rate | $299 | $204 | $136 |  |
| 200 Cocktail | Day rate (9 hours) | $2,607 | $1,778 | $1,185 |  |
| 200 Theatre style |  |  |  |  |  |
| **Sam Cracknell Pavilion** | First 4 hours (minimum) | $833 | $568 | $379 | Subject to student activity |
| 100 dining | Per hour rate | $167 | $114 | $76 |  |
| 150 cocktail style | Day rate (9 hours) | $1,499 | $1,022 | $681 |  |
| **Clinical Skills Centre** | First 4 Hours | $946 | $645 | $430 | Subject to Faculty activity |
|  | Per hour rate | $241 | $164 | $110 |  |
|  | Day rate (9 hours) | $1,491 | $1,017 | $678 |  |
| **AGSM Building** |
| **John B Reid Theatre,** | First 4 hours (minimum) | $820 | $559 | $373 | Available 24/7 |
| 131 tiered seating | Per hour rate | $149 | $102 | $68 |  |
|  | Day rate (9 hours) | $1,367 | $932 | $621 |  |
| **Hugh Dixson Theatre,** | First 4 hours (minimum) | $690 | $52 | $35 | Available 24/7 |
| 36 cluster style | Per hour rate | $139 | $95 | $63 |  |
| 50 theatre style | Day rate (9 hours) | $1,193 | $814 | $542 |  |
| **Boral & Colonial Theatres, A** | First 4 hours (minimum) | $620 | $423 | $282 | Available 24/7 |
| 52 & 43 Harvard style | Per hour rate | $126 | $86 | $57 | Subject to academic |
| **Pioneer International Theatre** | Day rate (9 hours) | $1,119 | $763 | $509 | timetable |
| 59 tiered seating |  |  |  |  |  |
| **Colonial Bank Theatre,** | First 4 hours (minimum) | $620 | $423 | $282 | Available 24/7 |
| 43 Harvard style | Per hour rate | $126 | $86 | $57 |  |
|  | Day rate (9 hours) | $1,119 | $763 | $509 |  |
| **LG06** | First 4 hours (minimum) | $546 | $372 | $248 | Subject to academic |
| **LG07** | Per hour rate | $109 | $74 | $50 | timetable |
| 30 classroom | Day rate (9 hours) | $867 | $591 | $394 | Available 24/7 |
| 30 cabaret |  |  |  |  |  |
| 45 theatre style |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Room Name and Capacity** | **Usage Period** | **Commercial Hire****(inc GST)** | **Venue Contribution Public Event 25% discount (ex GST)** | **Venue Contribution Staff Event 50% discount (ex GST)** | **Availability** |
| **Bedegal Boardroom,**12 boardroom | First 4 hours (minimum) Per hour rateDay rate (9 hours) | $173$39$328 | $118$26$224 | $79$18$149 | Available 24/7 |
| **Courtyard**150 cocktail style | First 4 hours (minimum) Per hour rate | $1,159$290 | $790$198 | $527$132 | Available 24/7 |
| **Bar Open Area**200 cocktail style | First 4 hours (minimum) Per hour rate | $1,159$290 | $790$198 | $527$132 | Subject to restaurant opening hours |
| **Dining Room**60 banquet80 cocktail style | First 4 hours (minimum) Per hour rate | $669$135 | $456$92 | $304$61$- | Available 24/7 |
| **Residential Rooms**44 single rooms with ensuite | Per night | $145 | $112 | $112 | Available 24/7 |

# Venue Contribution Deﬁnitions:

* Public event; events for community. industry and alumni
* Staff events; events for staff, current and future students
* Student events; events organised by students for students (free of charge)

# Venue Contribution Terms:

* Inclusions; furniture, room set up, cleaning, in-house AV, support staff.
* Payment must be made via an internal account code.
* UNSW controlled entities will be invoiced the Venue Contribution plus GST.