

gasworks
ARTS PARK

ATTENTION
Please ensure you lock
this door at the end
of your session.
Thank you.



GASWORKS BOARDROOM

THE ROOM

The Gasworks boardroom, situated in the Gasworks Theatre building, provides a comfortable and private setting for business conferences and meetings.

It features a conference table, 12 desk chairs, and a 65-inch TV screen with Logitech Video conferencing System. Equipped with crystal-clear audio, HD video, 10x zoom capabilities, and climate control, it caters to all meeting and conferencing requirements.



VENUE COST

The Gasworks Boardroom is available for hire from 9 am to 5 pm, Monday to Friday, not available public holidays or weekends. The rates for booking the space are as follows:

- Hourly rate: \$50 plus GST
- \$150 plus GST for half day (4 hours)
- \$250 plus GST for full day (8 hours)
- Refundable bond of \$250

Gasworks Members can enjoy discounted rates, so it is worth inquiring about membership options if applicable.





FAQS

Can I decorate the space?

You are welcome to decorate the space to suit your event, as long as all decorations are removed at the end of your hire, leaving the room in the same condition as you found it.

Do I have to pay for Set/Pack up time?

Yes, your set up and pack up time need to include in your hire time.

How can I confirm my booking?

Your booking will be confirmed after you have paid in full and returned a signed contract.

What if I want to cancel my booking?

If you cancel with more than a weeks' notice, we will refund your money in full. If you cancel with less than a weeks' notice, Gasworks will retain half the hire fees.

How do I gain access? You will be allowed access from the Receptionist and Administration Coordinator. They will induct you into the space and provide access details.

What is included in the room? The Gasworks Boardroom includes conference table, 12 desk chairs, and a 65-inch TV screen with Logitech Video conferencing System. Equipped with crystal-clear audio, HD video, 10x zoom capabilities, and climate control. The closet bathrooms are located down the hall.

FAQS CONTINUED

Can I bring alcohol into these spaces?

No, alcohol is not permitted in the space.

Can I use an external catering company?

You are more than welcome to arrange catering with external vendors. Please note we do not have facilities for heating and cooling food.

What happens if I damage property within the space?

You will be liable for any damage that occurs during your hire. The cost of the damage will be assessed, and Gasworks may retain some or all of your bond to recover the costs of the damaged property.

Do I need public liability insurance?

Yes, if you are inviting general public or a large invitation list to an event held within the Garden Studio, as opposed to a private event with family and friends, you should arrange public liability insurance to the value of \$20,000.

Do I need to clean up at the end of my hire?

Hirers are expected to clean up after themselves, removing all rubbish and catering that is not finished.

How accessible is the Gasworks Boardroom?

The closest parking for the Gasworks Boardroom is Graham Street. This is all day free parking. Ramp access is available to the room, pathways around the room are bluestone.

We value feedback from our visitors and are constantly striving to improve accessibility. Please feel free to contact frontdesk@gasworks.org.au with your suggestions.

If you have any further inquiries or require additional information, you can contact the Administration Coordinator at frontdesk@gasworks.org.au. The Gasworks Arts Park team looks forward to hearing from you and hosting your event in this creative space.



HOW TO BOOK



Contact the front desk directly by calling 03 8606 4200.



Send your inquiry via email
frontdesk@gasworks.org.au



Fill in an [EOI](#) now from our venue hire page

Gasworks will respond to all requests within 2 working days .