

Venue Hire Booking Form



Godinymayin Yijard Rivers Arts & Culture Centre is the perfect place to hold your conference, meeting or forum.

It is a stunning centre with landmark contemporary architecture. It includes an expansive entry foyer, a gallery/display space, a shop and a performing arts/multi-purpose auditorium.

Capacity

The full auditorium is 380m² (floor space approx 18m x 20m plus stage approx 4m x 8m (450mm high)). Half the auditorium can also be hired.

Facilities include a small kitchen area, wireless internet access, wall and floor power point access and a shaded patio that looks out onto the beautiful Katherine bush.

More information and additional photos can be viewed on our website www.gyracc.org.au.

Furniture

We have:

- 13 rectangular tables on wheels (1800 x 900mm)
- 8 round tables (1500mm diameter)
- 250 padded chairs
- If you require additional seating or tables these can be hired from Dragonfly Catering and Events 0437 719 498.

Audio-visual and lighting equipment

Godinymayin has professional audio visual and lighting equipment available to hire.

Catering

We do not provide catering but recommend Dragonfly Catering and Events, Katherine. (www.dragonflynt.com; ph 0437 719 498).

Alcohol

We are licensed premises, wine and beer only is permitted on our site. If you require alcohol please discuss this with our staff.

Cleaning/amenities/damage

Larger events will incur a cleaning/amenities charge which will be negotiated at time of booking. We request you leave the room in the same condition you found it. Any damage to the venue or equipment will incur an additional cost.

Venue Booking

Godinymayin Yijard Rivers Arts and Culture Centre hires our auditorium for forums, conferences and meetings. We have in our care significant cultural objects, therefore we do not hire our venue for social events.



Bookings

For bookings please fill out and email pages 2 and 3 to our Venue Manager at venue@gyracc.org.au or call 08 8972 3751. You will receive a written quote, and on acceptance of that quote your booking will be confirmed.

These prices are valid until 31 December 2020 unless notified otherwise.

Function details



Hirer / organisation	
Description of function	
Event start date and time	
Event end date and time	
Set up start time*	
Pack up finish time**	
Number of people	

* The time you need access to the venue to set up for your event

** The time you will leave the venue after you have packed up after your event

Function contact

Contact person	
Phone	
Email	
Mail address	
Date of enquiry	

Invoicing contact (if different to function contact)

Contact person	
Phone	
Email	
Mail address	

Prices and requirements



**Godinymayin
Yijard Rivers
Arts & Culture Centre**

Space	Up to 4 hours (Any time b/w 9am – 5pm)	4 - 8 hours (Any time b/w 9am – 5pm)	Additional hours Additional hours: weekdays before 9am or after 5pm, all weekends and public holidays
Full auditorium	\$440	\$800	\$100/hr + \$65/hour p/GYRACC staff member
Half auditorium	\$300	\$540	\$100/hr + \$65/hour p/GYRACC staff member

Sound and light equipment	Hire fee	Number required
Basic audio package: sound desk , microphone	\$100	
Basic A/V package: sound desk, projector, lectern with mic	\$200	
Data projector and screen	\$100	
46" TV monitor and DVD/Blu-ray player (on moveable stand)	\$60	
Whiteboard including four color texta pack	\$20	
Extra Equipment* (additional to the basic audio package)		
Lectern with microphone	\$60 each	
Vocal wired microphone	\$60 each	
Wireless handheld microphone	\$60 each	
Wireless lapel microphone	\$60 each	
Instrument microphone	\$60 each	
Basic lighting wash	\$60	
Use of theatre light bar and lighting desk (must hire an external technician)	Approx \$75 p/hr*	

Our staff can set up basic audio/visuals, but more complicated technical set up will require you to hire an external technician. Please discuss your requirements with us so we can advise and assist with accessing an external technician. (approx cost \$75 per hour).

Catering	Hire fee	Number required
Basic tea and coffee (including, milk, sugar) @ \$2.50 per person half day/ \$5.00 per person whole day	\$2.50 / \$5.00 p/person	
Urns only (hot and cold water)	\$10 per day	
Tablecloths	\$10 each	

Hire fees do not include use of consumable items. Photocopier/printing fees @50c per page. To meet legislative requirements all electrical equipment brought into the venue must display up-to-date electrical certification.

Costs include set up. Charges will be added if requirements change after the room has been set up.

Venue hires that require extra staff assistance will be charged at an hourly rate. This will be quoted at the time of the booking.

Venue layout

Please circle preferred layout of furniture and/or describe requirements below:

Classroom	Theatre	Square	U-Shape	Cabaret (set up charges apply)
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NB: Auditorium theatre style seating capacity is 250 full room or 120 half. Cabaret style seating capacity is 120 full room or 60 half.

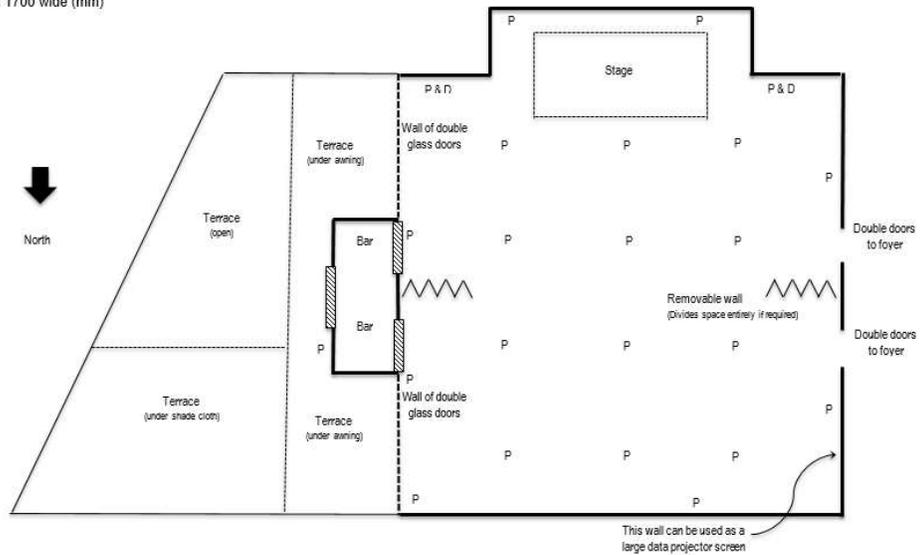
Other layout or hire requirements:

AUDITORIUM SPACE

KEY DIMENSIONS

Stage	8m x 4m & 450mm high
Full space:	18m x 20m
Front half space	18m x 10m + stage alcove
Rear half space	18m x 10m
Terrace:	8m & 18m wide at ends x 20m long
Ceiling height:	3590mm (bulkhead to floor)
	1420 (bulkhead to ceiling)
	4990 (ceiling to floor)
Foyer Doorways:	2035 high x 1580 wide (mm)
Terrace Doorways:	2075 high x 1700 wide (mm)

APPROXIMATE SCALE (1cm = 2m)



LEGEND

P = power point (on wall or in floor)
D = data point