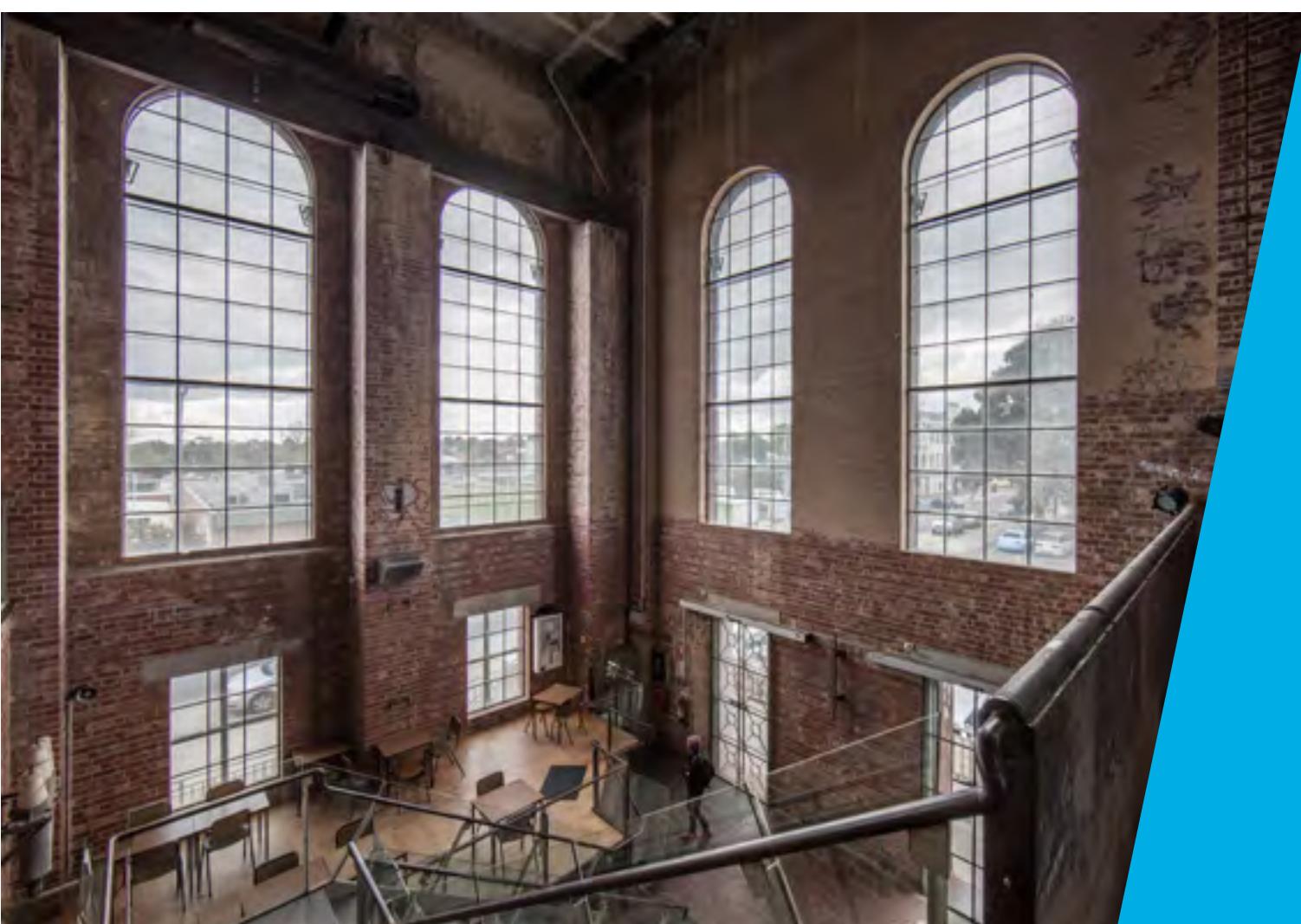




THE SUBSTATION

WEDDING HIRE PACKAGE
2017

HISTORY OF THE BUILDING



The Substation is housed in the historic Newport substation, located in the heart of Newport village in the inner west of Melbourne.

The building was an active substation until the late 1960s when it was decommissioned and left abandoned and derelict for 30 years. In 1996 local residents embarked on the enormous task of restoring the building and converting it into a community arts facility.

Long-known as a community-led infrastructure project, The Substation is now a fully operational arts centre with significant physical resources, including the largest gallery in Melbourne's western suburbs, a grand industrial performance space, rehearsal and creative development studios, teaching spaces and a workshop.

A strong commitment has also placed on developing the building as a unique, premium event destination. As a not-for-profit organisation, the income generated from venue hire directly helps to secure the future operation of the arts centre.

VENUE CAPACITY



FOYER - GROUND FLOOR

UTILISED FOR CONFERENCE REGISTRATIONS, WEDDING CEREMONIES & STAND-UP FUNCTIONS.

150 guests: cocktail

PERFORMANCE FLOOR - LEVEL 1

MULTI-PURPOSE PERFORMANCE AND EVENTS SPACE

300-350 guests: cocktail

200 guests: seated dinner (banquet round tables or banquet trestles)

200 guests: theatre style

200 guests: cabaret style

MEETING ROOM - LEVEL 1

SUITABLE AS A CONFERENCE BREAK-OUT ROOM, BOARDROOM OR CATERING SPACE

30 guests: theatre style

16 guests: boardroom

14 guests: u-shape set-up

DANCE STUDIO - LEVEL 2

OUR SECOND LARGEST MULTI-PURPOSE EVENTS SPACE

80 guests: cocktail

50 guests: seated dinner (banquet round tables or banquet trestles)

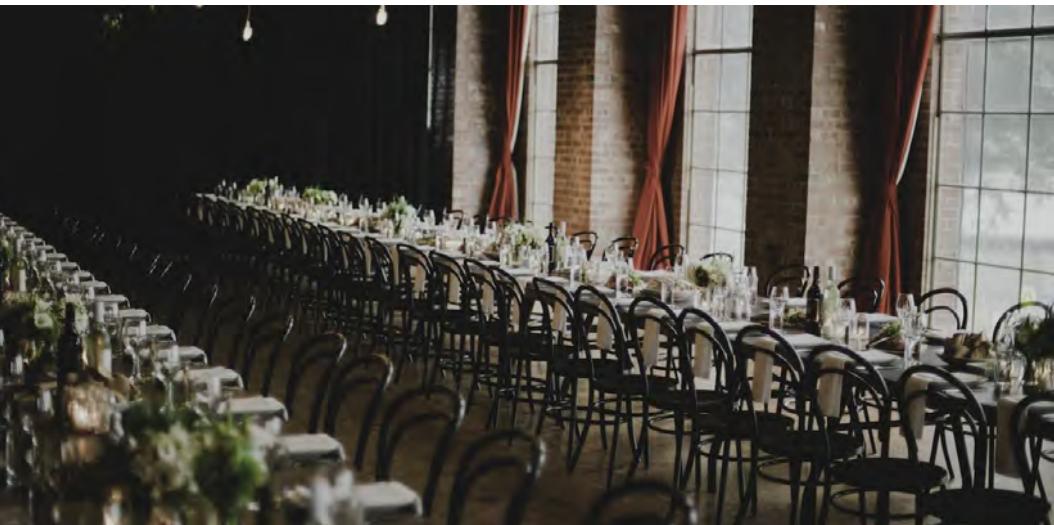
60 guests: theatre style

22 guests: boardroom

26 guests: u-shape set-up

36 guests: classroom style

VENUE HIRE RATES



FULL VENUE

\$3885.00 (MON-SUN)

FOYER AND GALLERY

\$945.00 (MON-THURS & SUN)

PERFORMANCE FLOOR - LEVEL 1

\$1730.00 (MON-THURS)

\$2885.00 (SUN)

DANCE STUDIO - LEVEL 2

\$525.00 (MON-THURS)

\$840.00 (SUN)

N.B. BOOKINGS ON FRIDAY'S & SATURDAY'S MUST BE FOR THE FULL VENUE

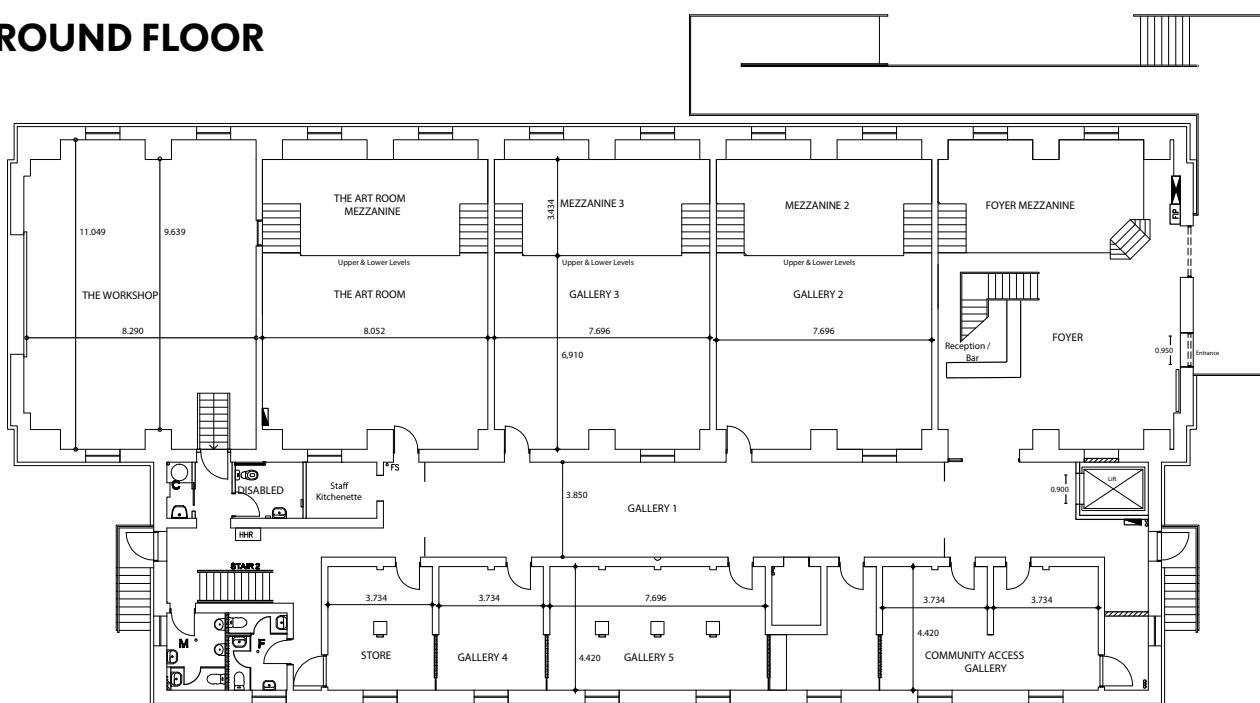
IMPORTANT NOTES

- 1 All rates apply to a full day hire between 10am - 1am. If access is required between 1am - 10am additional venue hire rates will apply.
- 2 Included in the venue hire cost is a Venue Caretaker for the duration of your hire. The Caretaker can assist with venue related questions and has access to all spaces within the building.
- 3 The Substation does not charge for the use of any venue owned furniture. A labour fee is charged to set it up and pack it down and is calculated based on the furniture required per event. Furniture available: 20 x 180cm banquet round tables, 24 cabaret round tables, 20 trestle tables, 200 grey padded chairs, 1mx2m staging blocks that can construct a stage up to 8mx4m.
- 4 The Substation does not own linen for tables other than red cloths for cabaret tables and black cloths for up to 7 trestle tables.
- 5 The Substation owns a comprehensive range of sound and lighting equipment. We do not charge for the use of this equipment other than the Nexo PA in the Performance Floor as it is not owned by the venue. One of our appointed technicians must operate all sound and lighting equipment so that we can maintain its condition and correct, safe use. As a general estimate you will require a technician to be onsite for 1.5 - 2 hours prior to the arrival of guests to set-up, for the duration of the event and 1.5 hours post event to pack-up. Complicated set-ups will require additional time. We will quote accordingly for any specialised equipment that is required for your event if it is not available in-house.
- 6 The Substation requires at least 1 security guard to be booked for the duration of an event. Security staff can be booked by The Substation on behalf of the Hirer at a rate of \$66.00 per hour, with a minimum call of 4 hours.
- 7 All prices are GST inclusive.



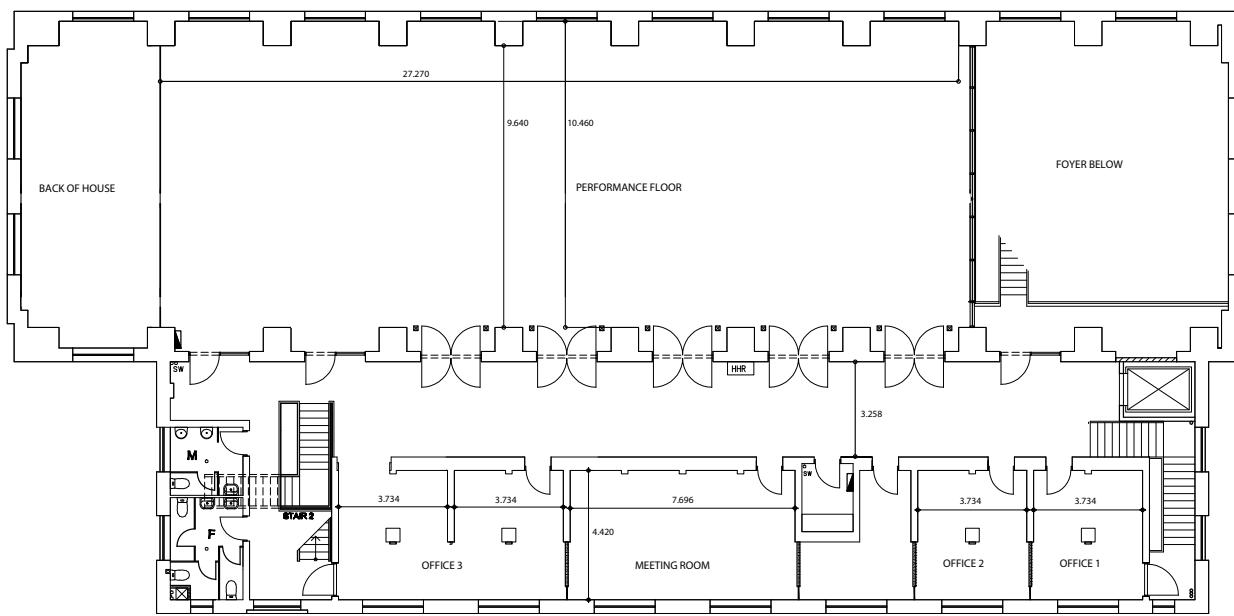
FLOOR PLANS

GROUND FLOOR



ALL DIMENSIONS IN METRES

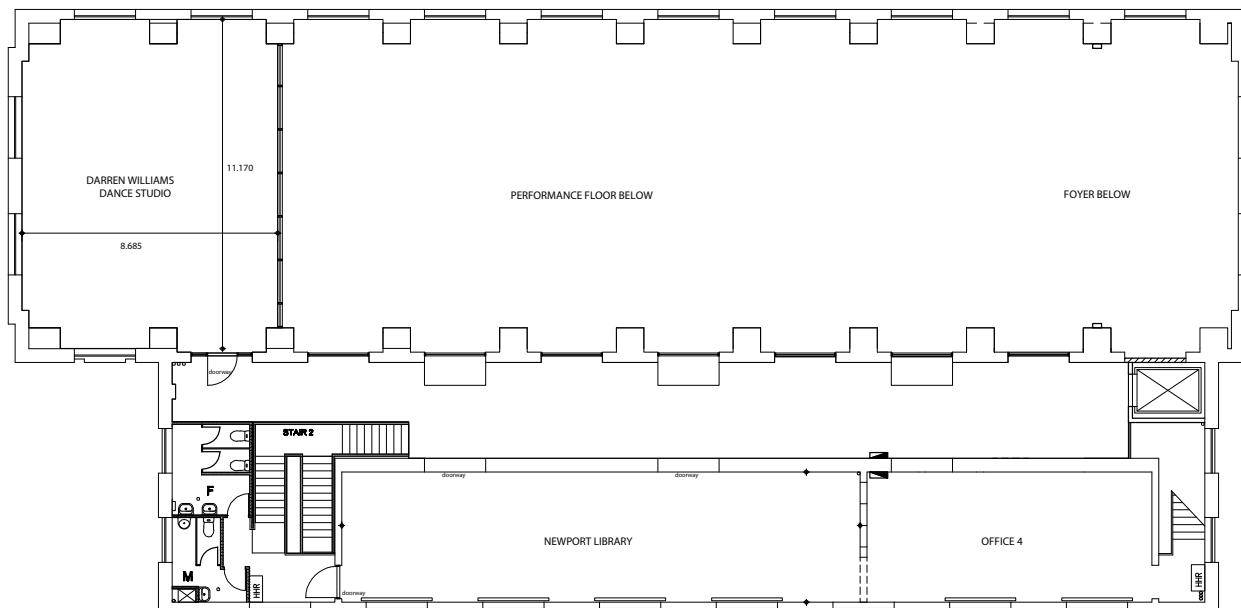
LEVEL 1



ALL DIMENSIONS IN METRES

FLOOR PLANS

LEVEL 2



ALL DIMENSIONS IN METRES