# Oratory

# Abbotsford Convent.





#### About

The Oratory is one of the Convent's most spectacular spaces. Featuring polished floorboards, distressed walls, leadlight windows, a raised stage, single track dimmer lighting and a green room, this beautiful hall is perfect for a variety of performances, rehearsals, meetings and installations. The Oratory opens onto the Sacred Heart Courtyard.

The Oratory was once a daytime Chapel for the women who lived in the Sacred Heart building. Refurbished in 2014, the Oratory now offers a creative multi-use space that is both majestic and worn.

#### **Facilities**

The space includes a green room equipped with a kitchen (sink, fridge, and kettle). Additional facilities including tables, chairs, whiteboards, heaters, and fans are available to hirers. The room is heated in winter. Basic AV equipment is available to hire.

#### Accessibility

The Oratory is wheelchair accessible. Gender-neutral and accessible toilets are available close to the venue.

### **Key Features**

- Raised stage
- Single track dimmer lighting

#### **Dimensions**

- 22.5 x 7.7m hall (172.7m<sup>2</sup>)
- 7.4 x 5.6m raised stage (42.5m<sup>2</sup>)

## The Oratory: venue hire rates

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	Full day (8 hours)	Half day (4 hours)	7-day week
Standard - high impact	\$1200	\$900	\$6000
Standard - low impact	\$600	\$450	\$3000
Community/NFP - high impact	\$900	\$675	\$4500
Community/NFP - low impact	\$450	\$338	\$2250
Subsidised - high impact	\$600	\$450	\$3000
Subsidised - low impact	\$300	\$225	\$1500

### **Pricing**

*Impact* refers to the impact the event will have on the Convent. It is assessed based on the nature of the event, number of attendees, anticipated noise levels, infrastructure, catering and services required. All events with a live audience are deemed high impact.

Subsidised rates are offered at the ACF's discretion on a case-by-case basis.

A non-negotiable cleaning fee will be added to each day of venue hire and is undertaken according to the use of the room.

The minimum hire period is four hours. Additional hours beyond this will default to a full day hire.

A 7-day week booking charges only for five days, providing two days free of charge.

Administrative fees may be added depending on the nature and complexity of the event.

Film and photography bookings attract an additional permit fee. Details can be found <u>here</u>. Prices do not include GST.

#### **Site visits**

To arrange a site visit, first register the event by booking online.

Site visits are predominantly reserved for events that have received a formal quotation. As our venues are frequently occupied, site visits must be by appointment and we cannot accept drop-ins.

### **Staffing and equipment**

Certain event types may require a compulsory Venue Supervisor fee for the duration of the hire period.

Front of house and additional support crew are available for minimum four-hour calls.

Basic furniture and AV equipment is available for hire, subject to availability.

## The Oratory: capacity and safety

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Style	Capacity
Standing room only	200
Seated - Theatre	160
Seated - U-shape	30
Seated - Boardroom	27

#### **Compliance, Production and Complex Events**

The Abbotsford Convent has a methodology in place to ensure the safety of all staff, venue hirers, visitors and community members. Hirers with complex events are invited to lodge an application form <a href="here">here</a> and may be required to submit an event proposal for evaluation. Appropriate production and compliance documentation may be requested, including but not limited to:

- Runsheet
- Production schedule
- Floorplans and site maps
- Risk assessment
- Proof of public liability insurance
- Waste management plan
- Liquor license

Administration and additional staffing fees may apply.

Complex events will require production meetings with our Venue Hire and Operations teams.

All hirers and their suppliers must complete a Precinct Safety Induction upon arrival at or prior to the event.

The Convent reserves the right to decline an event if it does not align with our <u>core</u> values.



### Caring for our venues

Abbotsford Convent is a unique heritage arts precinct with specific hiring conditions.

Hirers must not affix anything to the interior or exterior walls of the venues or buildings as our venues are heritage listed, aged, and very sensitive.

Naked flames and oil-based smoke machines are not permitted.

Confetti, rice and balloons are not permitted.

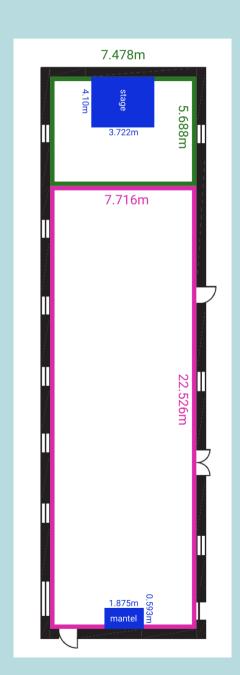
Electrical items, ranging from urns and kettles to amps and lighting, must be tested and tagged.

Overnight storage is not permitted unless the venue has been booked for this purpose.

You can find our full Conditions of Hire here.

## The Oratory: floor plan

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## **U-Shape and Theatre style examples**

