



The Woolcock Education Centre **Hire Rates**

The **Woolcock Education Centre**, situated on Level 5 of the Woolcock Institute of Medical Research, is the natural choice for your next event.

Comprising a total area of 1250 square metres of flexible meeting and conference facilities on a single level, the Education Centre can accommodate a wide range of events – from small intimate meetings to large functions of up to 230 seated attendees.

Available for:

- Corporate and private functions
- Conferences, seminars and lectures
- Training and workshops
- Luncheons and breakfast events
- Business forums and presentations
- Formal dinners, cocktail parties and themed evenings
- Charity events and fundraisers
- Product launches and fashion parades
- Award ceremonies
- Wedding receptions and other milestone events

The venue foyer features a long bank of floor-to-ceiling glass doors leading out to expansive paved outdoor terrace. Most of our Education Centre rooms feature leafy outlooks and sweeping views across Blackwattle Bay, the ANZAC Bridge and the city skyline – providing a stunning backdrop for any occasion.



- Your versatile event partner
- Available for casual or regular hire
- 1250 square metres of dedicated meeting and conference facilities
- Spacious and well-appointed rooms with quality furnishings and finishings
- Unique heritage venue, sympathetically updated with stylish, contemporary features and state-of-the-art audio-visual technology
- Theatre seating for up to 230 people
- Convenient and central location
- Sweeping harbour and city skyline views
- Gold-licence catering
- Commercial-grade kitchen and café area
- Wheelchair accessible

Contact us today to discuss how we can make your event a success

Level 5, 431 Glebe Point Road,
Glebe NSW 2037

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E education@woolcock.org.au

ABN: 88 002 198 905

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The Woolcock Education Centre

Hire Rates – Packages

Number of people	Suggested Room Name	Room Number/s	Catering Level	1/2 Day – Morning	1/2 Day – Afternoon	Full day
50+ pax	Theatre 1 + Theatre 2 (combined)	5005 + 5006	Basic	\$37	\$35	\$50
			Premium	\$52	\$50	\$65
21-50 pax	Theatre 1 (separated from Theatre 2 via operable wall)	5005	Basic	\$38	\$36	\$52
			Premium	\$53	\$51	\$67
21-50 pax	Theatre 2 (separated from Theatre 1 via operable wall)	5006	Basic	\$38	\$36	\$52
			Premium	\$53	\$51	\$67
15-20 pax	Boardroom	5011	Basic	\$39	\$38	\$58
			Premium	\$54	\$53	\$73
10-14 pax	Meeting 5-1	5009	Basic	\$41	\$39	\$60
			Premium	\$56	\$54	\$75
10-14 pax	Meeting 5-2	5008	Basic	\$41	\$39	\$60
			Premium	\$56	\$54	\$75

Package rates listed above are all ex. GST per person per day.

Duration

- 1/2 Day Morning: Morning Tea + Lunch
- 1/2 Day Afternoon: Lunch + Afternoon Tea
- Full Day: Morning Tea + Lunch + Afternoon Tea

Alternative packages and additional menu options are available on request.

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Catering Levels

Standard

- Freshly brewed tea and coffee on arrival
 - Morning Tea: Muffins, Danish pastries or mini scrolls
 - Lunch: Selection of gourmet sandwiches on plain and seeded rolls, breads and wraps
 - Afternoon Tea: Selection of biscuits and pastries
- all courses are served with tea, coffee and juice

Premium

- Freshly brewed tea and coffee on arrival
 - Morning Tea: Gourmet muffins, croissants or banana bread
 - Lunch: Selection of quiche, canapés and salads
 - Afternoon Tea: Gourmet cheese platter with a variety of breads and crackers OR a seasonal fruit platter
- all courses are served with tea, coffee and juice

The Woolcock Education Centre Hire Rates – Room only

Custom catering The Woolcock offers a range of flexible options to suit your catering requirements and budget, sourced from trusted local partners and suppliers, including gold-licence caterers. Whether your event calls for simple sandwiches or silver service and waiting staff, the Woolcock can co-ordinate the perfect solution to your satisfaction.

Catering can be delivered ready to serve or prepared fresh on the premises in our new commercial-grade stainless steel kitchen.

Audio-visual resources Selected rooms feature integrated AV facilities, including ceiling-mounted data projectors, motorised projector screens, plasma screens, teleconferencing, DVD/VHS feed, free-to-air channels and selected cable channels.

Additional resources are available, including portable data projectors and projection screens.

Technical support is available at \$50 ex. GST per event.

Furnishings and other resources Following are just some of the additional items we have available on request (hire fees may apply): rectangular tables (suitable for guest registration, buffet server, etc.); water stations, movable white boards, flipcharts, display boards (grey carpeted face suitable for tacks or velcro fixings), lectern and more – please contact us to discuss your requirements.

Additional items such as staging, gas heaters, sound production, etc. can also be sourced on request from approved, certified hire suppliers.

Business centre services are also available, including use of fax/scan/copy machine.

Room only rates See table below for day rates:
Minimum booking = 1/2 day or 4 hours,
– 1/2 day rate is 65% of the full day rate

Room Name	Room Number	Rate per day ex. GST
Theatre 1 <i>(separated from Theatre 2 via operable wall)</i>	5005	\$500
Theatre 2 <i>(separated from Theatre 1 via operable wall)</i>	5006	\$500
Theatre 1 + Theatre 2 <i>(combined)</i>	5005 + 5006	\$800
Boardroom	5011	\$500
Meeting 5-1	5009	\$300
Meeting 5-2	5008	\$200
Café + kitchen area <i>(non-exclusive use)</i>	5004 + 5003	\$150

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