

VENUES & EVENTS

AT THE UNIVERSITY OF NEWCASTLE



The Great Hall

The Great Hall is the backdrop for many of the University's prestigious events including University graduations, award ceremonies and gala dinners.

The foyer provides a large open and welcoming space for registrations, trade tables, and pre-dinner cocktails. The Great Hall main area features a flat polished timber floor with moveable seating, a spectacular ceiling, fixed tiered seating at the rear and a stage large enough to accommodate a full symphony orchestra. The main hall space is flexible and can be arranged in a variety of settings for your event including gala dinners, conferences, music and choir concerts, school formals, and exhibitions.

The venue hire fee includes the hire of the Great Hall and all rooms within the building including Purdue Room, Annex, kitchen and dressing rooms. It includes cleaning, all venue equipment and furniture, set up of furniture, and a Venue Attendant for your function. The time of hire begins at the time of access (eg bump-in for your caterer, AV supplier) until the time the venue is locked after your function. The minimum hire period is six hours with an additional hourly rate after this.

As a guide, venue hire prices at the commercial rate are:

Specialist Venues (Per 6 hours booking for specialist venues)	Full Day Rate (Mon- Fri)	Full Day Rate (After Hours)	Full Day Rate (Sat-Sun)	Educational Rate (Mon- Fri)	Educational Rate (After Hours)	Educational Rate (Sat- Sun)
Great Hall	\$2,936	\$2,957	\$3,638	\$2,643	\$2,662	\$3,275
Additional Hours	\$590	\$590	\$730	\$590	\$590	\$730



Floor area

Main Hall	720 m ²
Purdue Room	135 m ²

-  Women's
-  Men's toilet
-  toilet Disabled
-  Kitchen

The Purdue Room located just off the foyer is a smaller function space that can be utilised as a green room for performers or a separate conference space. It is ideal for up to 80 guests in a theatre style or a round table setting.

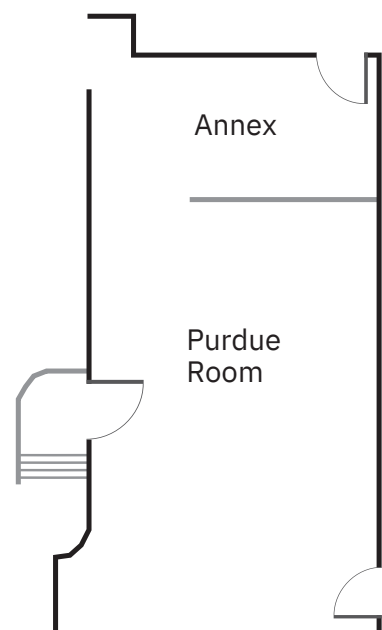
Seating and Room Capacity

Main Hall

-  Cabaret 256
-  Dining 320
-  Cocktail 750
-  Theatre 1,230

Purdue Room

-  Boardroom 30
-  U-Shape 35
-  Cabaret 64
-  Dining 80
-  Cocktail 80
-  Theatre 80



Furniture

The listed furniture is included in the venue. Additional furniture may be available. Please discuss your furniture needs with Venues and Events.

Chairs (48 x 48 x 93 for covers)	797 (floor seating)
Round tables (10 person tables)	32
Lecterns	3
Timber trestle tables	8

Audio Visual

We provide the use of installed AV including microphones, stage lighting, speakers, main and side screens. You can find a detailed guide on the provided audio visual equipment and its uses in the Great Hall [here](#). Additional support will be needed for complex setups requiring more than a presentation from the portable lecturn.



Additional Audio Visual Support

An AV technician is required to utilise the installed stage AV, lighting and sound equipment. They may also require additional cabling and AV equipment for your event. Our preferred suppliers are Fordtronic AV or Scion Audio. Alternative AV suppliers will need to complete a university induction and attend a paid training session to use the building’s systems.

Preferred Suppliers

The University has preferred suppliers that have already been inducted into our systems and are familiar with the venues on campus and university systems and processes. We encourage you to take advantage of these suppliers. It is not mandatory that you use these companies, however, other suppliers will need to complete the university induction process.

What we provide

- Venue attendant/Security (if required)
- House lights, power and bathroom facilities
- Pre/post event general cleaning
- Set up/pack down of venue furniture
- Use of installed AV and lighting systems

What you will need to arrange

- AV technician and additional AV (if required)
- Additional furniture (if required)
- Catering and drinks services
- Decorations/table coverings
- Entertainment
- Event staff
- Photography

Preferred suppliers

- Cinderina’s Event Hire
- Exotic Lily Events
- Fordtronic AV
- Newcastle Event Hire
- Scion Audio
- NUServices Catering



Power Access

All electrical equipment installed by suppliers or contractors (including musical and entertainment providers) must be tagged as having been tested and passed as required by the WHS Act 2011. Complex electrical installations require the support of a professional AV company (preferred University supplier) or university electrical contractor.

Foyer	16 x 10amp wall outlets
Main Hall	13 x 10amp wall outlets 16 x 10am floor outlets
Stage	7 x 10am wall outlets 12 x 10am floor outlets
Purdue	4 x 10 amp wall outlets
External	2 x 15am + 2 x 20amp

Wi-Fi

Access is available to the University's high speed conference Wi-Fi. The Venues and Events team will advise you of the password to access this.

Lighting

The level of house lights in the Hall can be adjusted to a set range of brightness. If additional lighting is required lighting suppliers will need to be externally sourced. If you wish to reduce lighting in the foyer area, 10 days advance notice is required and there will be an additional fee of \$300. We recommend using Scion or FordTronic who are familiar with lighting the room for a diverse range of occasions. These companies are also familiar with the installed stage lighting available. Visit the Resources tab on the website for the stage light plot.



Cleaning

A pre and post clean is included in the hire fee. Talk to Venues and Events if you wish to have cleaning during your event such as bathrooms and bins or an onsite cleaner. The venue is to be left in a clean and tidy state. If extra cleaning is required there will be an additional fee.

Musical Instruments

There is a grand piano and an organ in the Great Hall, which remain on stage and are available as part of your booking, if requested. Please note that these may require tuning. Contact the Venues & Events team for further information.

Room Decorations

Please advise the the Venue Management Team prior to bump in day of your planned decorations. Any decorations used must be removed prior to departing the venue.

Some restrictions apply to decorations:

- No naked flames (including candles) or indoor fireworks are permitted in the building.
- Helium Balloons/decorations are not permitted
- Nothing is to be fixed to the walls or surfaces. General equipment and decorations should include free standing furniture and banners only
- Confetti, rice are not permitted inside the building. Bubble solution should be discussed with the Venue and Events team.





Catering

The kitchen area contains refrigerators, domestic sink and dishwasher, microwaves and zip tap. It is suitable only for storage and access to running water. The Purdue Room is included in the venue hire and can be used for reheating and plating. Our preferred caterers are familiar with the facilities and using them will be to your advantage. If using your own caterer, a site visit is required and they must complete the university induction process before working on campus. Additional equipment required by your caterer is to be discussed with the Venues and Events team. All electrical equipment supplied by your caterer must be tagged as having been tested and passed as required by the WHS Act 2011. Gas operated equipment (eg hotbox) can only be used outside due to safety requirements. Open flames are not permitted in or near the building. There will be a fee imposed if fire alarms are activated. The caterer is responsible for removal of all rubbish and food waste and must leave the venue in a clean and tidy state.

Additional Facilities

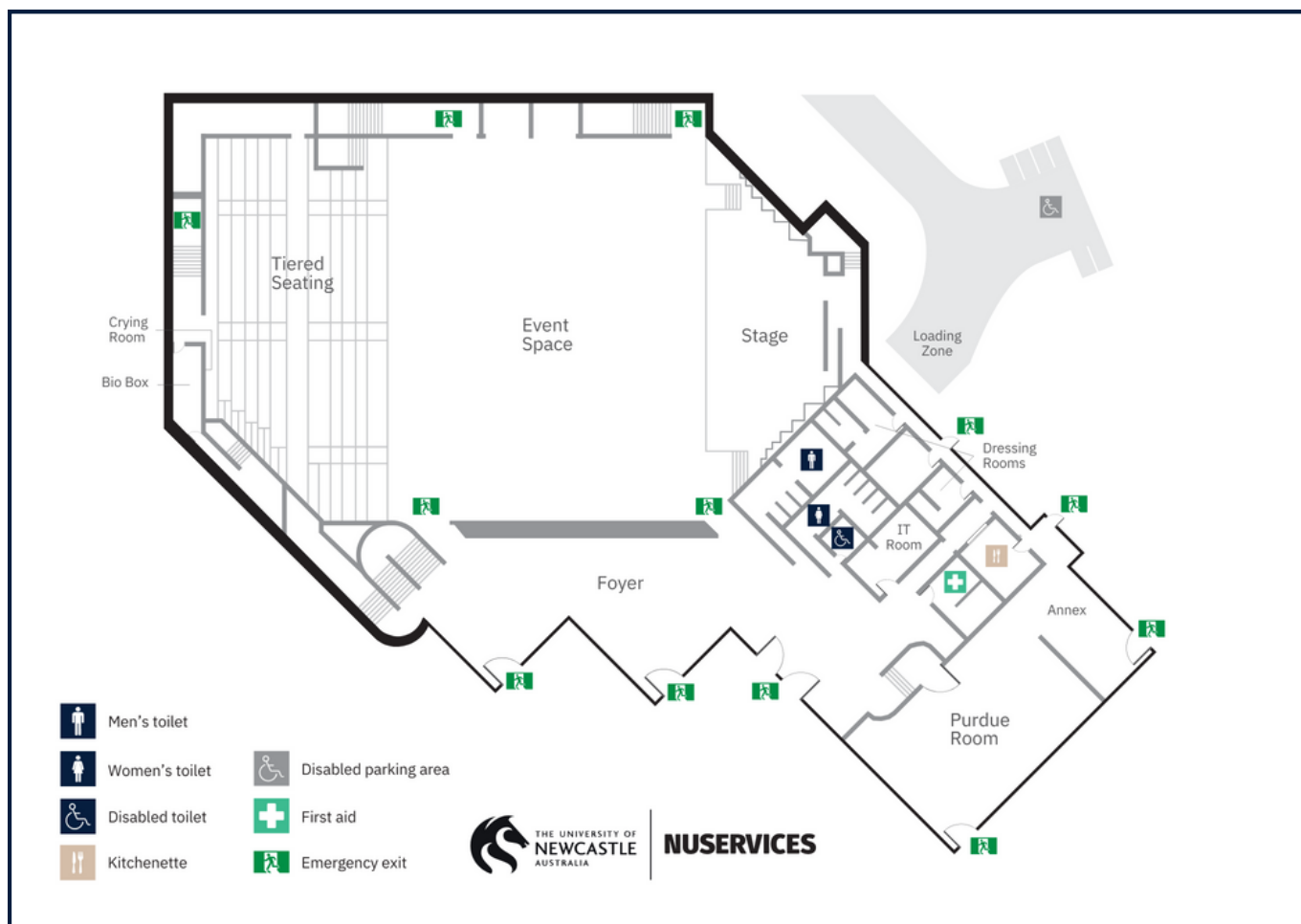
Bathrooms are accessible from the foyer with one wheelchair accessible facility. A baby changing table is located in the accessible toilet. There is a soundproof crying room at the rear of the tiered seating. Two lockable dressing rooms with ensuite bathrooms are located in the backstage area. There is no designated cloakroom, but dressing rooms could be utilised as a cloakroom.

Room Environment

The main hall and Purdue room is air conditioned/heated and set to operate centrally at a set temperature. Other areas of the building, including the foyer, have no heating or cooling.

Emergency Exits

Depending on the size of your event, we may recommend an onsite first aid officer and/or on-site security to assist with safety of your guests. Onsite Security team members can provide first aid and assist in the case of an emergency. They can be contacted on 4921 5888. If you need to contact the Venues and Events team you can call 4921 6759.



Access & Deliveries

Delivery of small equipment can be arranged prior to your event. Please discuss your requirements with the Venue Management team. The Great Hall has a loading dock at the rear for unloading equipment. You are responsible to meet any deliveries or arrival of suppliers on site.

Security

The University may require security to be present at your event, this is determined by the Venue Management Team and/or Security Management Team upon receiving your event enquiry. If you have unattended temporary structures we may require security to patrol the equipment. There may be an added cost if security is required.

Parking

Ticket machines are located throughout the Campus and use the CelloPark App, coins or credit cards. Paid parking is required Monday to Friday (8:00am to 5:00pm). At all other times, parking is free. All event attendees are required to follow the parking conditions on campus. Parking costs may be covered by the event organisers for all attendees if requested.

Smoking

The University of Newcastle is dedicated to providing a safe and healthy workplace for staff, students and visitors to our campuses and is proud to adopt the University's Smoke-free Initiative. The Hirer must ensure that smoking is not permitted inside the venue premises and is only permitted at designated smoking pods. There is one nearby the Great Hall.



Waste Management

Every effort should be made to minimise waste at your event. The hirer is responsible to ensure all facilities amenities and grounds are left in a clean and tidy condition at the conclusion of the event and devoid of all rubbish, props, costuming and debris.

The Lawn

McMullin Lawn is adjacent to the Great Hall. It's paved area, tiers and large flat grassland can be used as a cocktail area, food truck muster or outdoor expos. It has a small access pathway for lightweight vehicles.



Contact us for further inquiries



02) 4921 6500



venuesandevents@newcastle.edu.au



newcastle.edu.au/venues-and-events