

Other venues– capacities and booking enquiry details

Venue	Location	Capacities			Booking enquires	Notes
		Theatre	Cocktail	Cabaret		
Macquarie University Art Gallery	19 Eastern Rd	80	120	48	<p>Complete the online booking request form to enquiry about hiring the Art Gallery for your event.</p> <p>It's important to check that there are no event clashes with the Vice-Chancellor's office prior to submitting a booking request form.</p> <p>For assistance with booking the Art Gallery contact rhonda.davis@mq.edu.au</p>	<ul style="list-style-type: none"> Red wine is not permitted in the Art Gallery Venue capacity is dependent on the exhibition at the time of enquiry. The venue cannot be rearranged without the curator's consent Venue is unavailable during graduations The Chancellery ground level foyer is available for catering and registration
Incubator	8 Hadenfeld Ave	100	100	80	<p>For venue availability and booking enquires complete the online form or email the team directly at incubator@mq.edu.au</p>	<ul style="list-style-type: none"> The incubator does not have an events team so setting up and packing down are at the responsibility of the event organiser The venue must be returned to its original condition (including positioning of furniture and clearing of rubbish) 2 x handheld microphones, 1 x lapel microphone and 1 x catchbox microphone are available. All microphones must be returned to charging station after the event 1 x large LCD screen available. Organiser's own laptop required. Connection via HDMI is best for video content. Clickshare is also available. 80 x chairs and 10 x rectangle tables available to use. If additional chairs are required, two Customer Service Request forms must be completed. One to have the chairs delivered and the other to have the chairs collected after the event Catering can be arranged through the Incubator's exclusive caterer Cult Eatery at the organiser's own expense. Contact: Tasia tasiadoukakis@gmail.com
Level 8 Conference Rooms 801 – 803	12 Wally's Walk	100	100	50	<p>The Level 8 Conference Rooms can be booked through Web Room Bookings. For assistance booking this space contact (02) 9850 7130 or casualbooking@mq.edu.au</p>	<ul style="list-style-type: none"> Event setup is the owner's responsibility (or Customer Service Request made if assistance required from property) Conference rooms can be joined. To join rooms, request assistance from property by completing a Customer Service Request Ensure your booking includes extra time to setup prior to your event and tidy up after Take all rubbish with you and ensure the space is left in a tidy condition ready for the next booking If the kitchen is required, ensure this space is booked through the web room booking system If assistance with AV is required contact AVTS

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Graduation Hall	14 Sir Christopher Ondaatje Ave	800	600		For assistance booking the Graduation Hall contact (02) 9850 7130 or casualbooking@mq.edu.au	<ul style="list-style-type: none"> The Graduation Hall is unavailable during exam periods and graduations Depending on event setup, the venue may also need to be booked the day prior and/or the day after for event bump-in and bump-out Due to noise restrictions and classes taking place at 14SCO the Graduation Hall is unavailable at certain times. Contact Casual Bookings for more details
Atrium	12 Wally's Walk	N/A	100	N/A	For assistance booking the 12 Wally's Walk Atrium contact (02) 9850 7130 or casualbooking@mq.edu.au	<ul style="list-style-type: none"> The Atrium is unavailable during exam periods and graduations Due to noise restrictions and classes taking place at 14SCO the Atrium is unavailable at certain times. Contact Casual Bookings for more details
Australian Hearing Hub	16 University Ave	150 <i>Theatre</i> <i>1.200</i>	N/A	N/A	Venues in the Australian Hearing Hub can only be used for events hosted by tenants of the building as well as the Faculty of Arts and Faculty of Human Sciences. For enquires relating to the venue space at the Australian Hearing Hub contact hearinghub.concierge@mq.edu.au	<ul style="list-style-type: none"> Capacity refers to lecture theatre 1.200. There are other seminar rooms available with various capacities
The Marquee	18 Eastern Rd	540	700	250	Contact the events team on events@mq.edu.au to check availability of The Marquee	<ul style="list-style-type: none"> Venue is unavailable during graduations Venue might be unavailable during exam periods Event setup is the owner's responsibility (or Customer Service Request made if assistance required from property)
City Campus	Angel Place, Level 24, 123 Pitt St, Sydney	Various rooms ranging from 16-90 pax			Initial booking enquires can be sent to citycampus@mq.edu.au . When enquiring about availability of dates please also provide the following information: <ol style="list-style-type: none"> Audience (who) Type of Event Expected numbers and guest breakdown Basic catering requirements (if any) Once a booking has been confirmed it will be scheduled into the city campus timetable by MQ central timetabling.	<ul style="list-style-type: none"> Service fees may apply for bookings at the City Campus. Charges associated with your event will be confirmed by the City Campus Facility Officer in the planning stages of your event The City Campus is a teaching campus. Priority is always given to scheduling classes, exams and student study needs. A quiet and calm environment is important to our students and staff Access to the building is from 7am – 6.30pm Room reconfiguration and the moving of furniture is to be kept to a minimum and it is the organiser's responsibility to return the rooms to the original configuration All rooms on level 24 have the following AV equipment: DPU, Lapel & handheld mic, Visualiser, Hearing Loop, Clickshare, Echo360 Pro