



ABOUT BELVOIR

Belvoir is a not-for-profit theatre company operating in Surry Hills for over 35 years, with a range of unique, creative spaces for your next event or hire. We're happy to accommodate bookings in our theatre venues between performances or during a dark week.

WHAT TYPE OF EVENTS CAN BE HELD AT BELVOIR?

Belvoir's two iconic theatres and our rehearsal rooms can be hired for your next event! Whether you are looking to host a corporate or community event, a creative development, an independent theatrical production (artistic clearance required) or a private function, Belvoir offers a unique environment located minutes from the CBD with easy access to public transport. For those looking to add something a little extra, we also have the option of food and beverage packages with our exclusive partner [Piquant Catering](#).

HOW MUCH DOES IT COST TO HIRE A VENUE AT BELVOIR?

Belvoir charges a venue hire fee based on your required access time and the particular space you have chosen. Full (up to 8 hours) or half day (up to 4 hours) venue hire is available with additional hours optional. Additional costs for production, equipment, staffing and catering will apply depending on the requirements of your event. Once you have completed your Venue Hire Enquiry Form for the particular space you desire, our Venue Hire team will provide you with a detailed estimate of the costs for your event.

WHAT SPACES ARE AVAILABLE?

We offer seven different spaces available for hire which would suit a variety of needs.

UPSTAIRS THEATRE: Our largest space which seats 338-352 – is an intimate, amphitheater style corner stage. It is a unique theatre space that has clear sightlines from all seats and includes a basic stage wash and sound system with the hire. The space is suitable for conferences, talks/lectures, dinners and Corporate Events. The Upstairs Theatre can be booked around our season's performances: *Life of Galileo* (3 August to 15 September), *Fangirls* (12 October to 10 November) and *Packer & Sons* (16 November to 22 December 2019). Performances run from Tuesday through to Sunday.

DOWNSTAIRS THEATRE: A more intimate, black box style theatre space which seats 83-93. It is rectangle in shape with seating along three walls of the theatre and includes a basic stage wash and sound system with the hire. It is perfect for smaller events, launches, group meetings and mini conferences or talks. Belvoir's theatres can be booked around 25A season's performances: *Te Molimau* (7 - 24 August), *Slaughterhouse* (16 October - 2 November) and *Kasama Kita* (20 November - 7 December 2019). Performances run from Tuesday through to Sunday.

GREEN ROOM: Located on the same level as the Upstairs Theatre, the Green Room is a small space for either 35 standing or 15 seated. It is perfect for small cocktail functions or group meetings off site. This space can be booked for pre-show and interval food and beverage packages for group bookings to the Upstairs Theatre productions.

FOYER: This space can be hired in conjunction with either of our theatre spaces or by itself. It is suitable for up to 200 standing or 80 seated and is suitable for corporate parties, launches, dinners, cabaret style events. Situated on the ground floor of the theatre, the in-house bar and kitchen facilities provide a range of catering options and comes with café style tables and chairs and warm festoon lighting hung over head.

UPSTAIRS REHEARSAL SPACE: Located in our warehouse at 18 Belvoir St, this large white, rustic rehearsal room is suitable for 200 standing or 100 seated. Situated on the top floor of the warehouse, it has great natural lighting, a wooden floor and also a purpose built platform to replicate the Belvoir Upstairs Theatre stage. The room is equipped with a small sound system and standard room lighting included. *

DOWNSTAIRS REHEARSAL SPACE: Located in our warehouse at 18 Belvoir St, this space is perfect for small company rehearsals (maximum 20 people) artistic developments and small interview shoots. *

WRITER'S ROOM: Located in our warehouse at 18 Belvoir St this small room comes equipped with tables and chairs and can comfortably accommodate 10 people. *

*Rehearsal rooms do not require staffing during business hours. Outside these hours a staff member must be present for liability reasons so a staff cost will be applied.

DO YOU HAVE MANY AVAILABLE DATES?

Availability of dates can vary considerably throughout the year. We recommend you give us at least three date options when you return your completed Venue Hire Enquiry Form, and then our Venue Hire team can advise you which of these dates (or the closest available dates) is available for your proposed hire.

DOES BELVOIR OFFER DISCOUNTS FOR NOT-FOR-PROFIT ORGANISATIONS?

Yes – however we will require proof of your not-for-profit status.

CAN BELVOIR BE HIRED FOR PHOTO AND VIDEO SHOOTS?

Yes – dependent on venue availability.

CAN A HIRER BRING THEIR OWN TECHNICAL PROVIDERS (AV; Audio; Lighting)?

No - we only allow the use of our in-house technical equipment and items supplied by our exclusive partner, [Audio Visual Events](#) (AVE) in our theatre spaces. Our technical team, who have extensive knowledge of the theatre and equipment supplied, will be happy to work with you to find a solution to fulfill your audio visual needs.

CAN HAZE BE USED IN ANY OF OUR VENUES?

Yes. However, written prior approval is required for fire and smoke sensor isolation of the theatres.

CAN WE USE A CONFETTI CANON?

No. This has a major impact on the venue air-conditioning and is not allowed in all venues.

DOES BELVOIR OFFER CATERING/FUNCTION SERVICES?

Yes. Belvoir can provide all service staff and beverages for functions in our venues. A comprehensive quote will be prepared when your function details are confirmed. Regarding catering, Piquant Catering are our exclusive partners and are highly experienced working within all of our venues and can work with you to create a menu suitable to your function needs.

CAN A HIRER BRING THEIR OWN CATERER?

No, we only allow the use of our exclusive partner, Piquant Catering.

CAN WE SUPPLY OUR OWN BEVERAGES?

No. The conditions of our Liquor License do not permit this to occur.

DOES BELVOIR SUPPLY ON SITE PARKING?

Unfortunately no, street parking only is available. However we are situated in close proximity to Central Station and are in easy walking distance of trains, buses and the new light rail.

CONTACT DETAILS

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VENUE HIRE REQUEST FORM

<https://belvoir.com.au/venue-hire-request/>

