

# BLUE MOUNTAINS THEATRE & COMMUNITY HUB VENUE HIRE



# ABOUT

Located in the heart of Springwood Blue Mountains Theatre and Community Hub provides a range of modern and accessible community meeting spaces for hire to suit a variety of needs as well as a professional 400+ capacity theatre and large north-facing outdoor forecourt.

Spaces are available for:

- Performances
- Markets, expos and festivals
- Workshops
- Team building activities
- Training sessions
- Conferences and seminars
- Product launches
- Personal or work celebrations
- Talks and seminars
- Annual general meetings
- Corporate planning days.

## Facility Opening Hours

The hours of operation for the Blue Mountains Theatre & Community Hub are:  
9am – 5pm, Monday to Friday  
Functions held after operating hours attract additional staffing charges.

## Facility Services

The Hub offers:

- Convenient location with easy access to free parking and public transport
- Flexible, modern facilities with an abundance of natural light
- Free WiFi
- Conference chairs and tables
- Audio visual equipment and technical support
- Onsite commercial kitchen.

## Online Booking Enquiries

To submit a booking request for venue hire please visit our online portal:

[BOOK HERE](#)

Bookings should be made with at least 7 days notice. Bookings made within 48 hours notice may be accepted at the discretion of management.

Please note that a web account is required when placing an online booking request. If you have booked a Blue Mountains City Council service using the portal before, please use this account.

If you require further assistance you can email [hubroomhire@bmcc.nsw.gov.au](mailto:hubroomhire@bmcc.nsw.gov.au)

# BLUE MOUNTAINS THEATRE

*Exceptional acoustics, clear sightlines*

- 418 capacity including accessible seating
- Stage dimensions - 8.8m deep by 17.7m wide
- Proscenium - 14.1 wide by 6.0m high

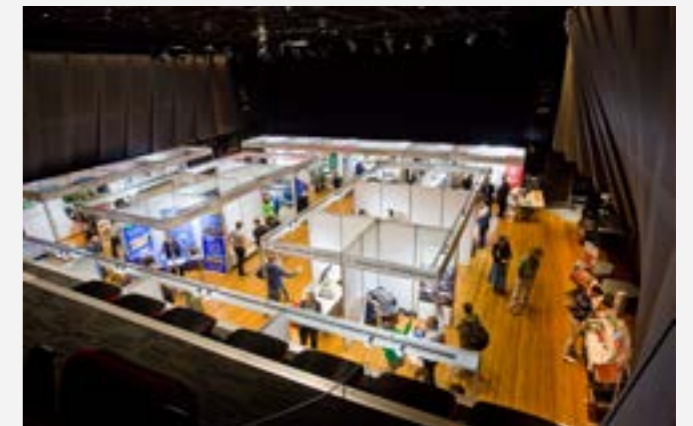
Blue Mountains Theatre is renowned for its exceptional acoustics.

With up to 418 seats and a proscenium arch stage, the theatre is ideally suited to performances, lectures and conferences, and it offers excellent viewing of the stage from all seats.

Seating can be fully or partially retracted to reveal a flat sprung timber floor. In this configuration many other uses of the space are possible including expos and dance events.

For patrons, the theatre boasts spacious foyers, comfortable seats, wheelchair access, and a foyer bar for beverages and light snacks. A dedicated box office provides a comprehensive ticketing service for all theatre events.

Backstage, the venue offers a well-equipped green room and additional dressing room with make-up mirrors and benches, costume racks, ensuites and kitchenettes. The dressing room also has a washing machine and dryer.





## ROOM 1

*A large, bright and flexible space*

- 80 guests seated theatre style
- 60 guests seated at tables, conference style

Room 1 is a multi-purpose room located on the ground floor, adjacent to the main galleria (foyer). This space is a popular venue for workshops, seminars and lectures.

The room features large glass doors that can be opened out to the north-facing forecourt, providing an abundance of natural light. Heavy dark curtains can be utilised to darken the space for audio-visual presentations if required.

A data projector, large retractable screen, HDMI & VGA cables are supplied. Additional audio-visual equipment and professional technical support is available upon request (additional fees applies).



## ROOM 2

*A modern, light-filled space*

Located on the first floor, this light-filled space boasts a data projector and retractable screen and is ideal for workshops, executive meetings and presentations.



Technical support staff and front of house staff can be booked for your event at an additional staffing cost by prior arrangement.

There are no phones available for teleconferencing at the Hub. We can provide WiFi for online video conferencing.

## ROOM 4

*A boardroom style meeting space*

- 10 guests seated at a large rectangular table

Suitable for meetings and small group workshops located on the first floor.



## ROOM 5

### Interview Room 1

*An intimate meeting space*

- 6 guests seated at a rectangular table

Suitable for interviews or small meetings and located on the first floor.



## ROOM 6

### Interview Room 2

*Our smallest meeting space*

- 4 guests seated at a small, round table

Suitable for interviews or small meetings and located on the first floor.



Room hire includes tables and chairs and free WiFi access. On request at no additional charge, we can supply a whiteboard and flipchart stand, lecturn, microphone, data projector and screen. Set-up fees apply in Rooms 1 & 2.

Your own pull-up banners and other information materials can be displayed within the rooms only.

## COMMERCIAL KITCHEN

*For professional catering*

Hire of the commercial kitchen includes the adjoining Dining Room, accessed by a swing door and hutch servery.

Kitchen equipment includes a gas oven and 4-burner stove, electric oven, 390L counter fridge, commercial dishwasher and microwave.



## DINING ROOM

*For sit-down meals*

- 36 guests seated for dining

Located on the ground floor, adjoining the commercial kitchen via a swing door and hutch servery.

This room can be accessed from the internal hallway as well as the Hub forecourt.



## HUB FORECOURT

*A vibrant public space with a combination of hard paving and grassed, north-facing outdoor spaces*

- Capacity for this space is dependent on your specific requirements

Hireable for your outdoor event, or in a combination with Room 1 hire, this large flat area is suitable for markets, expos and trade-display events.

No alcohol is permitted outside of the building.



All registered not-for-profit organisations receive a venue hire discount of 50% off the room hire fee during opening hours.

The 2022-2023 Blue Mountains City Council Fees and Charges are available to download from [bmcc.nsw.gov.au/documents/current-fees-charges](http://bmcc.nsw.gov.au/documents/current-fees-charges)

## CATERING

We can supply some hot and cold beverages for your event at an additional cost, however food catering is the responsibility of the hirer.

Services available in house:

- Coffee/tea service and replenishment
- Bottled spring water
- Urn available for self-catering
- Crockery cups/saucers available.

Catering must be organised by the hirer and drop-off catering to all rooms is permitted. Your caterer is responsible for supplying plates, napkins and utensils.

Should you, or your caterer, require food preparation area and/or refrigeration please enquire about hiring our kitchen and dining room.

Blue Mountains Theatre & Community Hub holds an On-Premise Licence for the sale and consumption of alcohol. Bar facilities and staff with current RSA certificate are available for hire at your event. Alcohol served on Hub premises may not be taken off site including the forecourt.

Venue hirers and patrons are not permitted to bring alcohol onto the premises for either sale or consumption.

## PUBLIC LIABILITY

The Blue Mountains City Council public liability insurance covers users of the Blue Mountains Theatre & Community Hub.

This cover is limited to standard community and conferencing activities. If you intend on using the spaces for extra-ordinary activities you may be required by management to hold your own relevant insurances. The Hub reserves the right to request a cover note for additional insurances required.



To submit a booking request visit our [online portal](#) or for more information email [hubroomhire@bmcc.nsw.gov.au](mailto:hubroomhire@bmcc.nsw.gov.au)

Bookings should be made with at least seven days notice. Bookings made within 48 hours notice may be accepted at the discretion of management.



# TERMS AND CONDITIONS

- The hours of operation of the Hub are 9am to 5pm Monday – Friday.
- Meeting Room day rate applies between 9am to 5pm Monday – Friday.
- Meeting Room and Forecourt hourly rate is to a maximum of 4 hours. Day rate will then apply within and up to the standard operational hours of the facility.
- Before and after venue operational hours meetings / events are only bookable upon staff resource availability.
- Not-for-profit (NFP) rates apply for meetings held within the Hub's standard operating hours. For NFP meetings and/or events held after hours, standard rates will apply (and are subject to resource availability).
- A standard Room Setup fee will apply to all bookings held in Meeting Room 1; Meeting Room 2; Dining / Kitchen; Foyer.
- 50% of the hire fees will be retained by Council if cancellation of the booking is less than one week (5 working days) prior to the date of hire.
- Booking times must be calculated from initial set-up, meeting/event, through to pack-up and full exiting of the room.
- Entry times for organisers to setup for events will be limited to the times stated on the Booking Confirmation.
- Pull up banners and other information materials are permitted within the rooms. No material to be stuck to the painted walls, blu-tack ONLY permitted for use on glass walls/doors. Any damage caused by the removal of signage will be charged back to the hirer.
- Excess rubbish created by the event, not factored into / pre-advised in the original booking will incur additional removal fee.
- If using an external caterer, it is the responsibility of the hirer to ensure their caterer will be collecting serving ware/ provisions at the conclusion of the booking and before 5pm. If caterer does not collect an additional clean-up fee will be charged to the hirer.
- Additional Requests: Please note that work and/or activities carried out by the Hub to suit the hirer's needs, will be charged to the hirer at a cost. Note: a breach of any of the Conditions of Hire may result in a claim being made for additional expenses.

