

ROOM AND VENUE HIRE INFORMATION AND FEE SCHEDULE

Enquiries about room and venue hire at TRI can be directed to events@tri.edu.au

TRI requires a minimum of four weeks' notice to be able to accommodate your event.

FACILITIES FOR HIRE

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|---------------|---|
| Auditorium | TRI has a 250 seat state of the art auditorium with adjacent indoor and outdoor spaces suitable for catering and trade displays. The Auditorium is adjacent to our beautiful open-air atrium which is a spectacular space to meet and greet with your audience before your event and during breaks. |
| Seminar rooms | TRI's seminar rooms are co-located with the Auditorium and catering spaces, and can be used stand-alone or with your Auditorium booking for an integrated event. The two rooms can accommodate audiences of 40 and 60 respectively, or can be combined to seat 100. |
| Atrium | TRI's indoor-outdoor garden atrium is a distinctively different venue, suitable for social functions or conference catering for up to 250 guests. This stunning space, can be hired in conjunction with either the Auditorium or Seminar rooms for catering, or as a stand-alone booking. TRI's on-site café <i>Catalyst</i> can cater for your special occasion. |

HOURLY HIRE RATES

Hourly rates include use of adjacent catering space | four hour minimum hire period | Prices are exclusive of GST.

| Venue | | Mon-Fri | Sat | Sun |
|---------------------------|---------|---------|-----|-----|
| Auditorium | 250 pax | 180 | 190 | 200 |
| Seminar room 2003 | 60 pax | 50 | 60 | 70 |
| Seminar room 2004 | 40 pax | 40 | 50 | 60 |
| Seminar rooms combined | 100 pax | 90 | 100 | 110 |
| Atrium (stand-alone hire) | 250 pax | 100 | 110 | 120 |
| Level 7 Staff Lounge** | 50 pax | 50 | 60 | 70 |
| Level 7 BBQ Terrace** | 50 pax | 40 | 50 | 60 |

OTHER FEES

The following other fees may apply. Prices are exclusive of GST.

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|---|----------------------------|
| Non-refundable booking fee | 50 |
| Security (one guard)* | 51.60/hr - minimum 4 hours |
| On-site audio-visual technician support# | 500 |
| Cleaning Saturday fee 4hrs / 8hrs (over 40 attendees) | 249.76 / 499.52 |
| Cleaning Sunday fee 4hrs / 8hrs (over 40 attendees) | 323.76 / 647.52 |
| Auditorium Foyer catering (<45 min) | 120 |
| Auditorium Foyer catering Monday – Saturday (>45 min) | 249.89 |
| Auditorium Foyer catering Sunday (>45 min) | 284.54 |
| Penalty cleaning | 45/hr - minimum 4 hours |

* Additional costs may be incurred if TRI determines that more than one guard is required for your event

Supplied by UQ ITS, please contact itsupportdesk@its.uq.edu.au.

** The Staff Lounge and BBQ Terrace cannot be booked exclusively between Monday – Friday 9am-5pm