

## ROOM AND VENUE HIRE INFORMATION AND FEE SCHEDULE

Enquiries about room and venue hire at TRI can be directed to [events@tri.edu.au](mailto:events@tri.edu.au)

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

### FACILITIES FOR HIRE

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.

<b>Non-refundable booking fee</b>	<b>50</b>
Security (one guard)*	51.60/hr - minimum 4 hours
On-site audio-visual technician support#	Please refer to AV pricing fees schedule
Cleaning fee catering Monday – Friday (<45 min)	120
Cleaning fee catering Monday – Friday (>45 min)	249.89
Cleaning Saturday fee 4hrs / 8hrs (over 40 attendees)	249.89 / 499.78
Cleaning Sunday fee 4hrs / 8hrs (over 40 attendees)	323.76 / 647.52
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](mailto:itsupportdesk@its.uq.edu.au).

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