

PRESENTATIONS IN THE WAREHOUSE

LIGHT SPACE

Looking for something different to impress your clients? With ample open space, and special creative atmosphere, Lightspace feels more Brooklyn than Brisbane.

We offer two gorgeous spaces that can be combined for larger functions.

LIGHTSPACE 1: *The main warehouse space* -

is a wide, open expanse featuring industrial girders, timber roof and polished concrete floor. There are plenty of power outlets, both 3 phase and 240v. This space also has blackout capabilities.

LIGHTSPACE 2: *The lounge bar and outdoor terrace* - this fully furnished space is perfect for a smaller meeting, daytime presentation or simply to showcase your wares. It adjoins the outdoor terrace which features a bamboo hedge, Japanese water feature and outlook towards the city. It's also a trainspotters' delight.

Click [HERE](#) to view our Presentation gallery online.



UNIQUE & PRIVATE SPACE.



THE VENUE HIRE INCLUDES...

- Exclusive use for 4 hour function time + 2 hours bump-in, more time can be arranged.
- 120 bentwood chairs + gorgeous onsite furniture (see T's + C's)
- Projector + 2 speakers + microphone
- Drive-in loading bay (door height 3.5m)
- Ducted air-conditioning
- Vehicular access
- Onsite manager on hand

Catering can be arranged through local cafes or our recommended suppliers **Wine N Dine M** and **Zen Catering**.

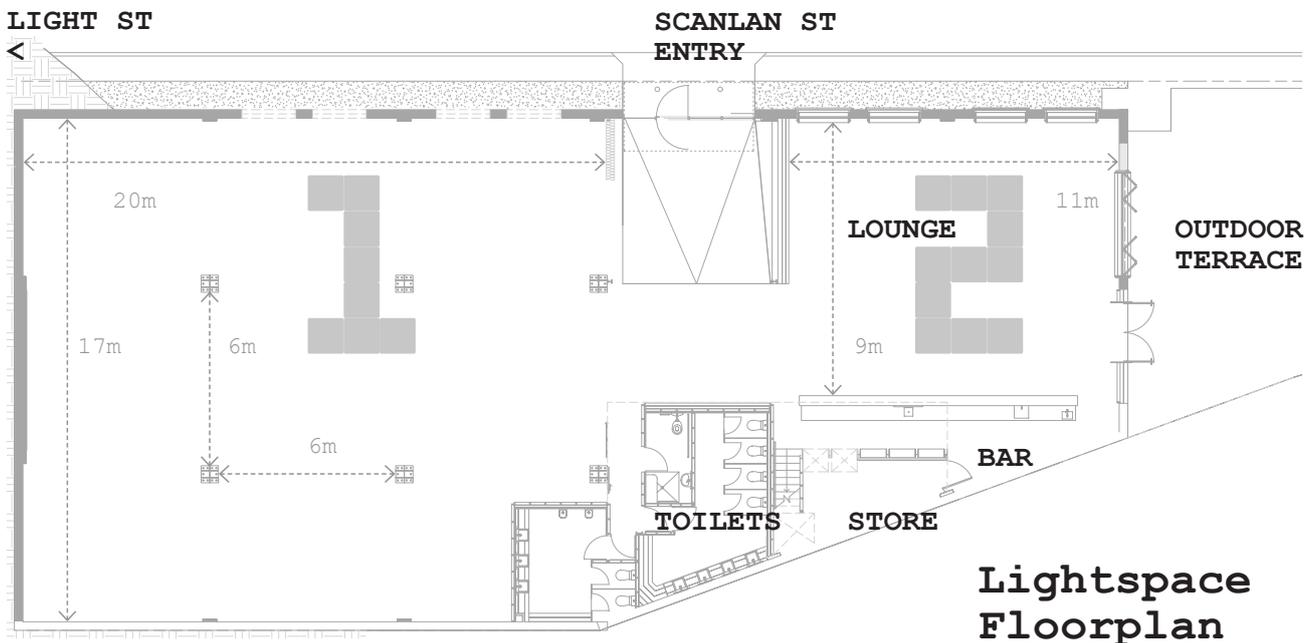
We can also organise styling and AV should you require a specialised configuration.



ONSITE FURNITURE



EXHIBITION IN SPACE 1



BAR AREA



WELCOME
TO
LIGHTSPACE



CELEBRATE IN STYLE

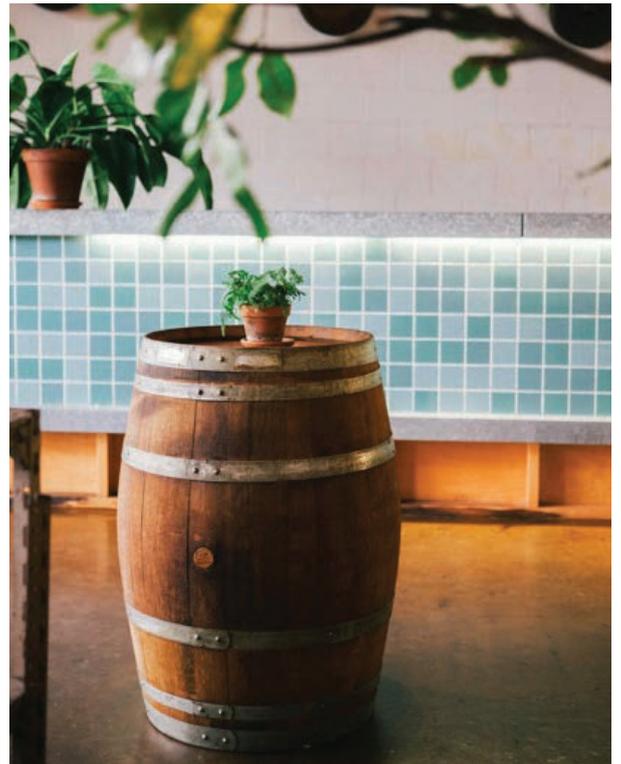
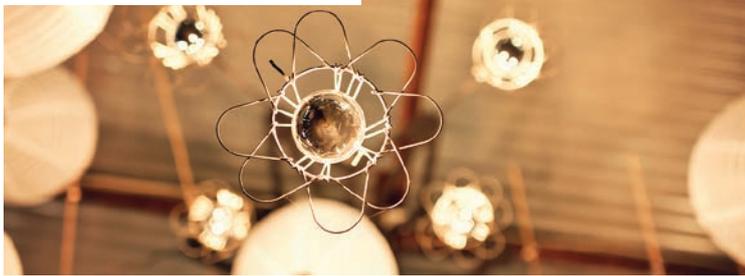


YUM!

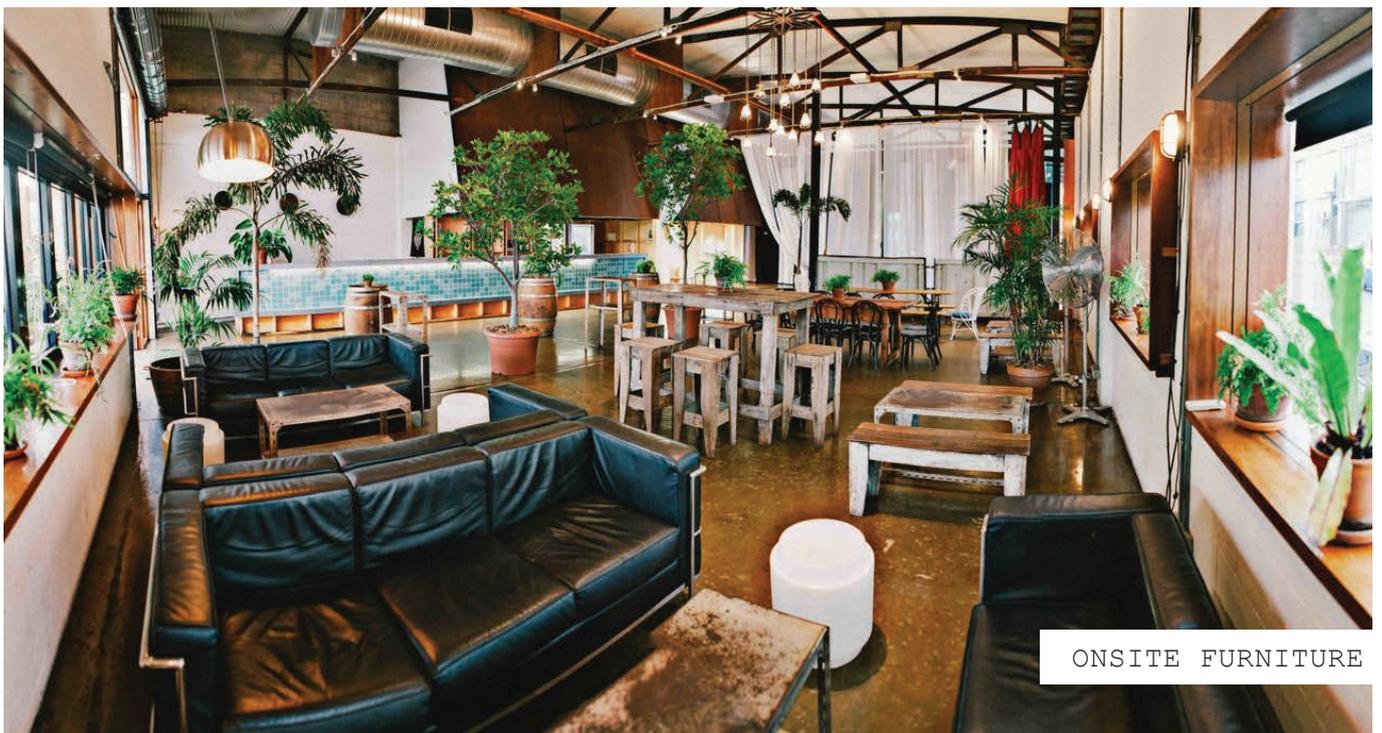




CHANDELIER FEATURE



BATHROOM



ONSITE FURNITURE

LIGHTSPACE FAQs

CAN I SUPPLY MY OWN FOOD AND BEVERAGE?

Lightspace does not provide in-house catering, so you can engage a licensed supplier to provide the food. Otherwise, our recommended caterers can provide yummy food and staff. Drinks must be purchased through Lightspace unless otherwise arranged. Chin chin!

WHAT IS THE CAPACITY OF THE SPACE?

Lightspace can host up to 450 cocktail style, 300 theatre style or 250 for sit-down dining. Please check the pricelist for costs associated with additional guests. The room is divided into Lightspace

1 (the main space) and Lightspace 2 (the bar lounge). These spaces can be further divided for more intimate events using drapes we have onsite, and there's always the outdoor terrace for a breath of fresh air.

WILL THERE BE ANOTHER PARTY ON THE SAME EVENING?

Nope! We only ever host one event at a time, so once you book the space is all yours!

PARKING?

If you are hosting a small daytime event or meeting there is the possibility of arranging parking within the main space, which creates around a dozen carparks (Please ask us for details). Otherwise there is no onsite parking for events at Lightspace, only a loading bay within the venue. Street parking is fairly sparsely available during the day, but this clears out around 4pm, so there are normally spots available in Scanlan or Prospect Streets.

WHAT AV EQUIPMENT IS INCLUDED?

We have a projector (fixed into the ceiling in the bar lounge), speakers, microphone and iPod jack for you to use. Anything else will have to be hired in. We can recommend trusted suppliers if necessary.

HOW DOES SETTING UP AND PACKING UP WORK AT LIGHTSPACE?

When arriving at Lightspace, the venue will be set with our onsite furniture and accessories. You can utilize and re-arrange as you like, but the space has to be re-set either at the end of the event or the next day.

For large corporate events the bump-out must occur the next morning as we can't load trucks and vans in the street late at night.

WHAT TIME WILL I HAVE ACCESS TO SET-UP?

This is arranged depending on the amount of set-up required, whether we have an event the previous night and of course the start time of your event. Bump-ins longer than 2 hours will incur an additional fee.

CAN WE BRING IN OUR OWN EQUIPMENT?

You can customize Lightspace however you like, providing that any existing decor is not damaged in the process. No nails, screws or glue may be used. You are free to use all existing decor but this has to be replaced at the end of the event, or the next morning.

CLOSING TIMES?

As we neighbours in close proximity all events must conclude by 11pm on Friday and Saturday nights, 10pm otherwise.

ARE THERE ANY HOTELS NEARBY?

The Emporium Hotel is two minutes walk, Limes Hotel is approximately ten minutes. Otherwise we're only 5-10 minutes from the city via taxi.

I'M READY TO BOOK! WHAT'S NEXT?

You may make a tentative booking at any time, however the date is only secure with the payment of a deposit, which varies according to the venue hire.

CANCELLATION

In the event of cancellation all venue hire payments will be forfeited, so please make sure you're ready to go when you lay your money down.

SECURITY

Security guards may also be required for evening events over 100 guests. The cost of a security guard is approximately \$40ph+GST subject to change by the supplier.

LIGHTSPACE TERMS & CONDITIONS

Thanks for your interest in booking Lightspace! The following conditions are essential to ensure your event runs smoothly and that Lightspace will be around for others to enjoy in the future.

BOOKINGS

A \$500+GST non-refundable deposit is required to secure a booking at Lightspace. 50% of the remaining amount is due halfway between the booking and event. The full amount is due 14 days prior to the event.

Although we do not confirm bookings more than 12 months in advance it is possible to pay a \$250+GST refundable deposit to secure a date further than one year out. This deposit will become non-refundable 12 months from the event date.

A \$500 bond is also required for any damages and incidentals such as additional staff hours.

CANCELLATIONS

All payments made will be forfeited in the event of cancellation.

INSURANCE

The hirer hires the venue at its own risk. Lightspace takes no responsibility for any damage to equipment placed in the venue by the hirer.

STAFF

The venue hire includes one Lightspace manager to oversee the event. All other staff must be hired.

CATERERS

For licensed events of fewer than 100 guests, the use of outside caterers is allowed with permission from Lightspace.

The caterer is obliged to provide staff to keep the venue clean during the event (remove bottles, sweep the floor, remove garbage, etc), must leave the bar clean and remove all rubbish at the end of the night. Please ensure they understand this and provide adequate staff.

The client understands that by engaging an outside caterer they accept issues involved with proper service and public liability. We suggest asking your caterer for a copy of their service license and public liability.

All service staff must have RSA's.

No family, colleagues or friends are allowed to serve drinks.

Caterer's must not place rubbish in any of our neighbour's bins.

ALCOHOL

Must be purchased through Lightspace unless otherwise arranged. No alcoholic beverages are allowed to be taken outside by guests at the conclusion of the event.

No alcohol is allowed to be served by patrons and must be contained behind the bar.

GLASSWARE

We have 120 wine glasses, 60 champagne flutes and 30 beer/soft drink glasses onsite. Otherwise glassware has to be hired in.

EVENT CLOSING TIMES

No drinks may be served after 10.45pm on Friday and Saturday nights. Music must be turned off at 11pm. For other days of the week the event closing time is 10.00pm. The venue must be cleared of patrons soon after.

The venue hire is for a maximum of 4 hours unless otherwise arranged.

PARKING

The back terrace is solely for the use of the studio tenants. Access to the venue is via the loading bay off Scanlan St. Parking can be arranged within the venue for smaller daytime functions, otherwise there is good street parking after normal business hours. Please also encourage your guests to take public transport.

SECURITY

Security guards may be required at the rate of one per hundred guests. Best Security is our provider, their guards are approximately \$40ph ea+GST (subject to change by the supplier).

The security guard must be onsite until the end of the function and the venue has been cleared of patrons.

SOUND LEVELS

A sound limit of 93dba 3 meters from the speakers will be strictly enforced.

NEIGHBOURS

We have neighbours residing in close proximity. Please ensure your guests are quiet when leaving the venue.

PATRON BEHAVIOUR

Lightspace reserves the right to eject any patron from the venue for bad behaviour or refusal to comply with management instructions.

RUBBISH REMOVAL

All rubbish must be placed in the bins at the bottom of the venue by the caterer or hirer.

VENUE DAMAGE

The hirer is liable for any damage caused to Lightspace by themselves. All contractors engaged are individually liable for any damage they cause to Lightspace.

Staging MUST have covering under any metal surface.

Heavy objects (especially metal) MUST NOT be dragged on the floor as it scratches the polished concrete.

FURNITURE

The onsite furniture may be used and arranged by the hirer. Additional furniture may be brought in but must be collected at the latest the morning after the event. The hirer must arrange and pay for the onsite furniture to be removed if it is not to be utilised during the event.

The use of onsite ladders is undertaken at the client's own risk.

DECORATION

The venue may be decorated but there must not be any penetration of surfaces by screws, nails, double sided tape, etc, without permission from Lightspace.



Thanks for reading, now let's have a great event!

I have read and understood these terms and conditions..

Name: _____

Signed: _____

Event Date: _____

Date: _____

