



Events & Workshops



The Venue

Lightspace can be configured in many different ways, from a smaller cocktail party, theatre style presentation or full sit-down dinner service. All bookings have exclusive use of our beautiful venue.

FEATURES

- Warehouse character
- Inner city location
- Exclusive use
- Outdoor garden terrace
- Four metre high timber ceilings
- Polished concrete floor

VENUE HIRE INCLUSIONS

- Consultation with a Lightspace Event Planner
- Dedicated Lightspace Manager onsite during set-up and event duration
- Coordination with Lightspace preferred suppliers
- PA system + music device with Spotify
- 160 bentwood chairs, 20 exposed timber tables + cocktail furniture
- Projectors (fixed in each space) and microphones
- Venue greenery and tea light candles with glass votives
- One client carpark available on request

Please Note:

The venue hire fee will be quoted individually. Events must conclude by 10pm Sun–Thurs, 11pm Friday + Saturday. Hire is a maximum of 4.5 hours unless otherwise arranged. Drink service must conclude 15 mins prior to event conclusion. Events over 75 guests may require security guards to be hired at approx \$51 +GST per hour.

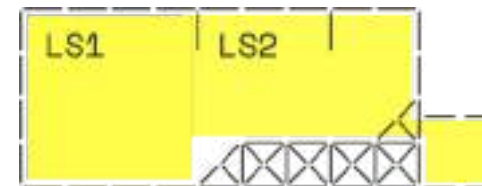




The Spaces

WHOLE VENUE INCL. OUTDOOR TERRACE

The Main Space (LS1) is a wide, open expanse featuring industrial girders, timber ceiling and polished concrete floor. This space is perfect for a presentation, large cocktail party or unforgettable dinner utilising our gorgeous bentwood chairs and hardwood tables (with pre-drinks in LS2).

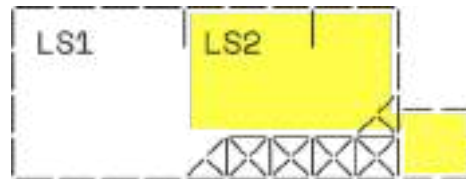


LS1 + LS2 Capacity
Sit-down 250 guests
Cocktail 500 guests

The Spaces

BAR LOUNGE & OUTDOOR TERRACE

Complete with cocktail furniture, LS2 is perfect for a workshop, cocktail party or intimate formal dining. It adjoins the outdoor terrace which features a bamboo hedge and outlook towards the city. It's also a trainspotters' delight.



LS2 Capacity
Sit-down 60 guests
Cocktail 120 guests



Inclusions

Furniture

- 160 x Natural colour bentwood chairs
- 20 x Exposed timber tables (220cm x 90cm)
- 1 x Long low timber table
- 1 x High timber table + 6 x wooden high stools
- 1 x Vintage restored singer sewing table with lamp
- 4 x Coffee tables
- 3 x Wine barrel dry bars
- 3 x Low marble cafe tables
- 5 x marble high bars
- 25 x Leather stools
- 6 x Bar stools
- 4 x Brown leather 3-seater lounges
- 6 x Antique church pews
- 1 x DJ/AV table on wheels
- 1 x 3-seater cinema seat set
- 2 x Heavy timber woodworking tables
- 2 x Vintage wooden trolleys/carts
- Outdoor terrace furniture

Styling Elements

- 2 x Tall palm trees
- 1 x Fig tree
- Plenty of smaller palms, ferns and other plants
- White reo wall
- Tealight candles + glass votives
- Sheer white drapes

AV

- 4 x 500w JBL speakers + 2 x mixer
- 2 x Wireless + 1 x corded microphones
- 2 x Projectors (fixed in both space with HDMI connection)
- 2 x Coloured uplights

For photos of available items included in venue hire, [click here](#).
Venue hire includes set up of onsite furniture and greenery.





Catering Options

FOOD TRUCKS

Why not have the food provided by an awesome food truck? Menus start at around \$20 per person or your guests can pay for their own meals. They can even drive inside the venue (depending on size).

[Parma Street Food](#)

[Sorella](#)

[Gathering Events Carts](#)

[Fire 'N' Dough](#)

[Pizzantica](#)

[Pequena Cocina](#)

[Rolls Pho Mi](#)

[That BBQ Joint](#)

[Ruby Ice Cream](#)

FULL SERVICE CATERING

Our chosen caterers, [Wine & Dine'm Catering](#) and [Alfreshco](#), consistently provide great service and delicious food. Looking for something different? No problem, they can cater to any culinary requirements and have some amazing upgrade options.

DROP OFF MENUS

Visit [Express Catering](#) for fantastic drop-off items, especially suited to daytime workshops and events.

GRAZING TABLE

These are a great way to feed your guests upon arrival. [Say Cheese](#) offer some fantastic savoury and dessert options.

OTHER OPTIONS

[The Wandering Italian](#) provide some amazing cocktail style options. Check out their packages [here](#).

Food trucks must be approved by Lightspace before booking. Sit-down dining requires the use of one of our catering partners, Wine & Dine'm or Alfreshco.

On Consumption

Not sure if everyone will be drinking? You can set up a bar tab or have your guests pay for some drinks.

Beer & Cider

Stone and Wood Pacific Ale schooner	\$10
Green Beacon Wayfarer Tropical PA schooner	\$10
Sapporo Premium Japanese Lager	285ml stein \$8
	500ml stein \$12
Peroni Leggera	\$8
Peroni Nastro Azzurro	\$9
Rogers Mid Strength	\$9
Little Creatures Pipsqueak (Apple Cider) 330ml	\$9
White Rabbit White Ale 330ml bottle	\$9
Heads of Noosa Japanese Lager	\$9
Cooper Best Extra Stout	\$9

Red Wines *Please select 2-3*

Bullant Cabernet Merlot <i>(Langhorne Creek, SA)</i>	Glass \$12 Bottle \$50
Tomfoolery Son of a Gun Cab Sauv Shiraz <i>(Barossa Valley, SA)</i>	Glass \$14 Bottle \$6
Rob Dolan 'True Colours' Pinot Noir <i>(Yarra Valley, VIC)</i>	Bottle \$60
Monredon Cotes du Rhone Grenache Syrah <i>(Rhône Valley, France)</i>	Bottle \$65
Montalbera Piemonte Rosso DOC Fuori Catalogo (Piedmont, Italy)	Bottle \$70
Pooley Pinot Noir <i>(Coal River Valley, TAS)</i>	Bottle \$80

White Wines *Please select 2-3*

Inviniti Pinot Gris <i>(Marlborough, NZ)</i>	Glass \$12 Bottle \$50
Misson Estate Sauvignon Blanc <i>(Marlborough, NZ)</i>	Glass \$12 Bottle \$50
Allandale Chardonnay <i>(Hunter Valley, NSW)</i>	Bottle \$55
5452 by KT Watervale Riesling <i>(Clare Valley, SA)</i>	Bottle \$60
Trimbach Pinot Blanc <i>(Alsace, France)</i>	Bottle \$65
Port Phillip Estate Chardonnay <i>(Mornington Peninsula, VIC)</i>	Bottle \$75

Rosé *Please select 1*

Bone Dry Rosé <i>(Clare Valley, SA)</i>	Glass \$12 Bottle \$50
Otro Vino Rosé <i>(Margaret River, WA)</i>	Glass \$14 Bottle \$60
Chateau Riotor Cote de Provence Rosé <i>(Provence, France)</i>	Glass \$15 Bottle \$70

Sparkling Wines *Please select 1*

Lamberti Prosecco <i>(Veneto, Italy)</i>	Glass \$11 Bottle \$50
Monmousseau JM Brut <i>(Loire Valley, France)</i>	Bottle \$65
House of Arras <i>(TAS)</i>	Bottle \$70
Gosset Champagne N.V. Brut Excellence <i>(Champagne, France)</i>	Bottle \$135

Spirits

House	\$9-10
Premium	\$10-18

Non-Alcoholic

Softdrink	\$4
Tea & Espresso Coffee	\$4.50
Orange, Cloudy Apple Juice	\$5
Ginger Beer	\$6
HVST Cold Pressed Juices	\$6
Heaps Normal IPA, Peroni Libera Beer	\$7
Kombucha	\$7
Plus & Minus 0% sparkling bottle	\$25

Something Extra

Cocktails

Cocktails can be available on an on-consumption basis- either on a separate bar tab (not included in any packages) or for guests to purchase.

Easy Mac – Brookies Macadamia & Wattleseed liqueur, lime	\$12
Aperol Spritz – Aperol, Italian Prosecco, orange	\$19
Gin Fizz – Brookies Dry Gin, fresh lemon, rosemary	\$16
Caiprinhas - Cachaca, lime, sugar	\$18
Old Fashioned – Brookies Mac, Makers Mark Bourbon, Angostura Bitters	\$16
Espresso Martini – Espresso, Mr Black liqueur, Absolut vodka	\$19
Gin Scramble- Brookies Dry & Slow Gin, Marionette Cassis	\$18
Negroni – Gin, Campari, Vermouth, orange	\$19
Margarita – Tequila, Cointreau, lime	\$19

Spirits

Spirits can be available on an on-consumption basis- either on a separate bar tab (not included in any packages) or for guests to purchase.

House	\$9
Premium	\$10-18

Coffee

Our coffee cart can be available on an on-consumption basis, either on a separate bar tab (not included in any packages) or for guests to purchase. Alternatively, we can offer a self-service tea & coffee station for your guests - just let us know beforehand.

Espresso cart (on consumption)	\$4.50 each
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What 's Next?

VENUE INSPECTION

Want to see the full potential of your event idea at Lightspace? Book a free inspection to view our space and discuss how Lightspace can be transformed into your perfect venue.

SECURE YOUR DATE

Don't want to miss out on a special date but need a bit more time? We can place a tentative hold on a date for up to 7 days – free of charge. Or pay your deposit to secure your event, and let the planning begin!

CONTACT US

hello@lightspace.net.au

T. 0499 999 400



EIGHT
FACE

Lightspace FAQs

Can I supply my own food and beverages?

Lightspace does not provide in house catering, so you can engage a licensed supplier. All beverages must be purchased through Lightspace.

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?

Outside of business hours the streets are generally empty so there are normally plenty of spots available in Scanlan or Prospect Streets.

Can we play music?

Yes, we have AV equipment onsite so you can play your favourite tunes. There is also a sound limit but the volume is more than enough to have a great party, just not enough to wake the dead.

What AV equipment is included?

We have projectors (fixed into the ceiling of both spaces), 4 speakers, microphones and headphone jack for you to use (please see our inventory). Anything else will have to be hired in. Please note there is no staging onsite. For larger presentations we recommend the hire of extra screens and/or an AV technician. 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 up with our onsite furniture and accessories. You can utilise and re-arrange however you like, or add your own personal touches. For large events the bump-out must occur the next morning as we can't load trucks and vans in the street late at night.

Can we bring in our own decorations?

You can customise Lightspace however you would like, providing that any existing decor is not damaged in the process. No nails, screws or glue may be used. Candles must be contained within a vessel higher than the flame and we don't allow confetti or sparklers.

What time will I have access to set-up?

Normal access is one hour prior to the event but earlier entry to set-up can often be accommodated.

Closing times?

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

I'm ready to book! What's next?

You may make a free tentative booking at any time which we can hold for up to 7 days, however the date is only secure with the payment of a non-refundable \$500 deposit.

What is your cancellation policy?

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.

Terms & Conditions (1 of 2)

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.

BY PAYING YOUR DEPOSIT YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTOOD THE FOLLOWING TERMS AND CONDITIONS AND AGREE TO PAY ALL CHARGES, ASSOCIATED COSTS, AND ANY DAMAGES INCURRED BY YOURSELF AND/OR BY YOUR GUESTS WHILST ON THE PREMISES.

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. *We have a strict NO REFUND policy* Although we do not confirm bookings more than 15 months in advance it is possible to pay a \$250 +GST refundable deposit to secure a date further than 15 months out. This is refundable in the event of cancellation from either party.

Cancellations

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

COVID

All guests attending must comply with QLD Government health directions and restrictions and comply fully with any Condition of Entry document while onsite. Should the situation with COVID deteriorate in Brisbane and a lockdown is imposed event payments made can be transferred to a new date within 6 months. Please note this is for Brisbane lockdowns only and not for lockdowns in other areas, nor does the transfer apply if restrictions such as mask wearing are in place. With regard to COVID vaccination, guest entry will be affected by prevailing government advice at the time.

Legal Responsibilities

The hirer hires the venue at its own risk. Lightspace accepts no responsibility for any damage to equipment or patrons placed in the venue by the hirer, nor for the loss or damage to any property belonging to the client or their guests. Guests are expected to conduct the function in a legal and respectable manner. The hirer is fully responsible for the conduct of their guests and invitees. Lightspace may cancel the event where the hirer or their guests behave in a manner that engagers their wellbeing or that of others, become abusive or violent, are found to be in possession of an illegal substance or fail to comply with the Conditions of Entry or reasonable directions of Lightspace.

Limitation of Liability and Indemnity

The liability of Lightspace to the hirer for any reason related to this agreement is limited to the amount paid by the hirer pursuant to this agreement. The hirer indemnifies and keeps indemnified Lightspace against all losses, expenses, liabilities, claims and damages incurred as a result of or arising out of the hiring of the venue caused by or attributable to any act or omission of the hirer, their guests or invitees.

No Tenancy

The rights of the hirer to occupy the venue is for the period of hire only. This agreement does not create any lease or tenancy of the venue but is merely a license to occupy the venue for the hire period on the terms and conditions of this agreement.

Caterers

For all sit-down events, the client is required to use one of our two catering companies. Food trucks or external caterers are allowed for cocktail style events only. Bar staff must be hired through Lightspace or our preferred caterers only (additional staff hire rates may apply).

Alcohol

As a licensed venue, beverages must be purchased from Lightspace as part of a package or on consumption (for cocktail style events only). No alcohol must be brought into or taken offsite from Lightspace.

Event Closing Times

Beverage service ends 15 minutes before event conclusion (10:45pm on a Friday or Saturday). Music must be turned off at 11.00pm. For other days of the week the event closing time is 10pm. The venue must be cleared of patrons soon after. Venue hire is 4.5 hours maximum unless otherwise arranged.

Parking

There is NO onsite venue parking at Lightspace. The back terrace is solely for the use of the studio tenants. Access to the venue is via the loading bay off Scanlan St. There is normally excellent street parking available outside of normal business hours. Please encourage your guests to take public transport.

Security (for events >75 guests)

Security guards are required at the rate of one per hundred guests through our preferred company. The security guard must be onsite until the end of the function and the venue has been cleared of patrons. Security will be organised by Lightspace and invoiced separately to the venue hire fee.

Bump-in / Bump-out

Bump-in will be arranged prior to your event. As we have neighbours in close proximity, most bump-outs must occur the morning after the event. Trucks, vans or buses with reverse gear beepers are not allowed onsite for bump-outs after 9pm. The front door will not be opened after 9pm and any bump-out after this time must occur via the rear driveway. Please mention this to any suppliers you engage personally.

Terms & Conditions (2 of 2)

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.

Neighbours

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

Sound Levels

A sound limit of 91dba 3 meters from the speakers will be strictly enforced. (It's more than enough to have a great party!) Any use of subs or large sound systems must have prior approval from Lightspace.

Patron Behaviour

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

Cleaning

Catering staff must keep the venue clean during the event. One post-function venue clean is included in the venue hire.

Food Trucks & Outside Caterers

Must be approved by Lightspace. No smoke can be emanate from within the venue. Food trucks must be small enough to fit inside the venue or onto our rear outdoor terrace. If food trucks are positioned inside the venue, they must wait until all guests have vacated the venue before departing, or alternatively pick up the following day. All outside suppliers must provide a copy of their current public liability insurance policy to Lightspace. It is the caterer's responsibility to ensure appropriate fire procedures are in place.

Decoration

The venue may be decorated but there must not be any penetration of surfaces by screws, nails, double sided tape, etc, or use of confetti or rose petals.

Venue Damage

The organiser will be charged for any damage that occurs to the venue, the property or its staff.

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. No gaffer tape may be used on the floor as it pulls up the sealant on the polished concrete.

Use of Onsite AV

We will assist in connecting our onsite AV equipment to your device but do not provide any technical staff during events. We can recommend trusted suppliers if necessary.

Sound-Check

All sound checks must happen after 5pm on weekdays. This is because there are tenants above the venue in the studios. No loud music or backline checks are allowed before 5pm. All venue doors and windows must be closed for sound-check.

Furniture

We will arrange our onsite furniture, AV and greenery - any additional furniture must be set up by either the supplier or the client within your prearranged bump-in period. 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.

PLEASE NOTE THAT BY PAYING THE VENUE HIRE DEPOSIT YOU ARE INDICATING THAT YOU HAVE READ, AND AGREE UNDERSTOOD THESE TERMS AND CONDITIONS.

Thanks!

Now let's have an amazing event.

