

22 GREENWAY ST WICKHAM
NSW 2293



LOT 19 WICKHAM

Venue Hire Info Pack

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LOT 19 | OUR VENUE

Recently renovated, this gorgeous space combines simple, elegant details with versatile functionality, allowing you to truly make it your own for any event. The venue is ideal for a wide range of gatherings, from intimate wedding ceremonies and receptions to private parties, cocktail functions, and long table lunches. It also accommodates corporate events, meetings, workshops, and seminars even team bonding or Christmas party activities!

The space is so beautiful that it makes a wonderful backdrop for creating content for a portfolio or business. With great lighting it is the ideal location for your next content shoot or family portrait session.

Lot 19 has a functioning kitchen attached to our café space that caterers are welcome to use for your events. We have a simple in house menu available for platters and grazing tables or we can put you in contact with some of our wonderful small businesses in Newcastle if you are after something a little more fancy or filling!

Whether you're hosting a milestone celebration, a networking event, or a creative workshop, this space provides the perfect canvas to bring your vision to life.

Lot 19 is located approximately 3km from Newcastle CBD and conveniently close to light rail and train stations. Parking on Greenway St is unmetered on one side with plenty of parking for you and your guests.



TYPES OF EVENTS

CLASSROOM/WORKSHOP

Example: Group work/ product launches/ hands on activities

Capacity: 30

COCKTAIL/STANDING

Example: Intimate wedding reception / grazing tables/ concert or performance/ launch party/ baby shower/ bridal shower/hens day/ birthday party

Capacity:45-50

THEATRE/LECTURE

Example: Small wedding ceremony/panel discussions/ training

Capacity: 40-45

SEATED BANQUET

Example: Seated wedding banquet/ formal dinner/ long lunch/ birthday party

Capacity:30/40



RATES & PACKAGES

OUR VENUE HIRE PACKAGE INCLUDES THE USE OF THE DESIGNATED SPACE, AN ONCALL STAFF MEMBER TO OVERSEE THE VENUE, BASIC UTILITIES & ADMINISTRATION.

A VENUE HIRE PACKAGE MUST BE SELECTED AT THE TIME OF BOOKING INDICATING YOUR START AND FINISH TIME. 6+ HOUR HIRE INCLUDES ADDITIONAL 1 HOUR TOTAL BUMP-IN/BUMP-OUT FOR SET UP/PACK UP. EG. CHOOSE 6 HOUR PACKAGE, EVENT STARTS AT 2PM, YOU CAN CHOOSE TO BUMP IN AT 1PM, BUMP OUT BY 7PM (7 HOURS TOTAL INCLUDED)

PACKAGES

Hourly Rate \$120

(under 4 hours of hire)

4 hour package \$440

6 hour package \$600

book this package & receive 1 complimentary hour for setup

8 hour package \$760

book this package & receive 1 complimentary hour for setup

Full Day Rate \$1000

Additional hour to packages is \$100 per hour

Weekday Special

**Book our venue Monday – Thursday
and receive a 20% discount on these
booking prices and packages!**





WHAT'S INCLUDED IN THE HIRE

What we provide

The Event Space

Toilets (1 unisex, 1 WC accessible)

Kitchenette: bench, sink, glass cleaner

Various decorative tables and chairs
(other items available for hire)

Speaker System

Event supervisor

(on call whilst your event is in progress)

House lights, power and water

Wifi (corporate events on request)

List of recommended vendors

What you may need to arrange

Event Planning

Entertainment

Catering

Photography

Food & Drink Heating/ Cooling

Decorations

Furniture

Drinks service

Available Extras for hire

40 wooden Chairs - \$100

Black wooden Easel - \$25

Circle mesh backdrop / balloon arch - \$50

'Lets Party' Neon Sign - \$25

Access to kitchen - POI

Catering - POI

Bartender services - POI

Photography Services - POI

TEN HOURS

This is a suitable package for most weddings, large events or seminars.

This time allows for a detailed reception set up or basic ceremony/reception combo.

Mock Run Sheet

Bump in 2-5pm

Event starts: 5pm

Event Finish: 11pm

Bump out – catering and bar services: 11 – 12

Next Day bump out available if no morning booking @ \$100ph (minimum 2 hours)



HIRE PERIOD EXAMPLES

FOUR HOURS

For when you just need a space for a few hours with minimal/no set up or pack down!

Mock Run Sheet

Bump in 9:30 – 10am

Event starts: 10am

Event Finish: 1pm

Bump out: 1-2pm

SIX HOURS

Perfect for shorter events or celebrations with minimal set up and pack down

Mock Run Sheet

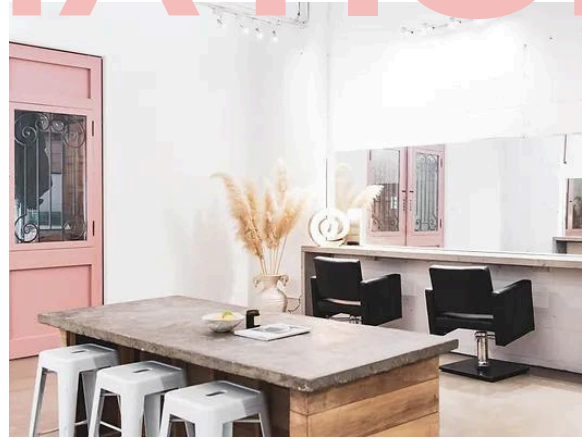
Bump in 5:30pm – 7pm

Event Starts 7pm

Event Finish 10:30pm

Bump out 10:30 – 11:30

EXTRA INFORMATION



FEES

Additional fees will incur should the event length exceed the contracted hire period including bump-in and bump-out time. Additional hire fee is \$150 per hour. All events will be required to pay a bond of an amount up to \$1000. The bond is fully refundable, subject to a site inspection upon completion of your event.

CATERING & ALCOHOL

Lot 19 allows flexible catering options. Clients may use our list of preferred vendors who understand the space and its features. It is the responsibility of the client to brief external suppliers on the limitations of the venue. Suppliers who are unfamiliar with the site can attend a meeting on site prior to the event. Catering equipment, leftovers and rubbish must be bumped-out immediately after the event and can not be left until the next day (unless next day bump out has been organised with Lot19 and included in hire price).

Alcohol must be served by RSA- certified bar person who is formally employed by the client. BYO is only allowed at the discretion of Lot19, contact us for more detail & include in your booking request. All events where money is exchanged and alcohol served must be catered for by a licensed caterer and covered by their off-site liquor licence

DECORATION/SET UP

No items are to be affixed to walls including adhesive tape, tak, nails or hooks etc. The intended plan of how the space is to be used during the event must be approved by Lot 19 and noted in the Venue Hire Agreement.

PARKING

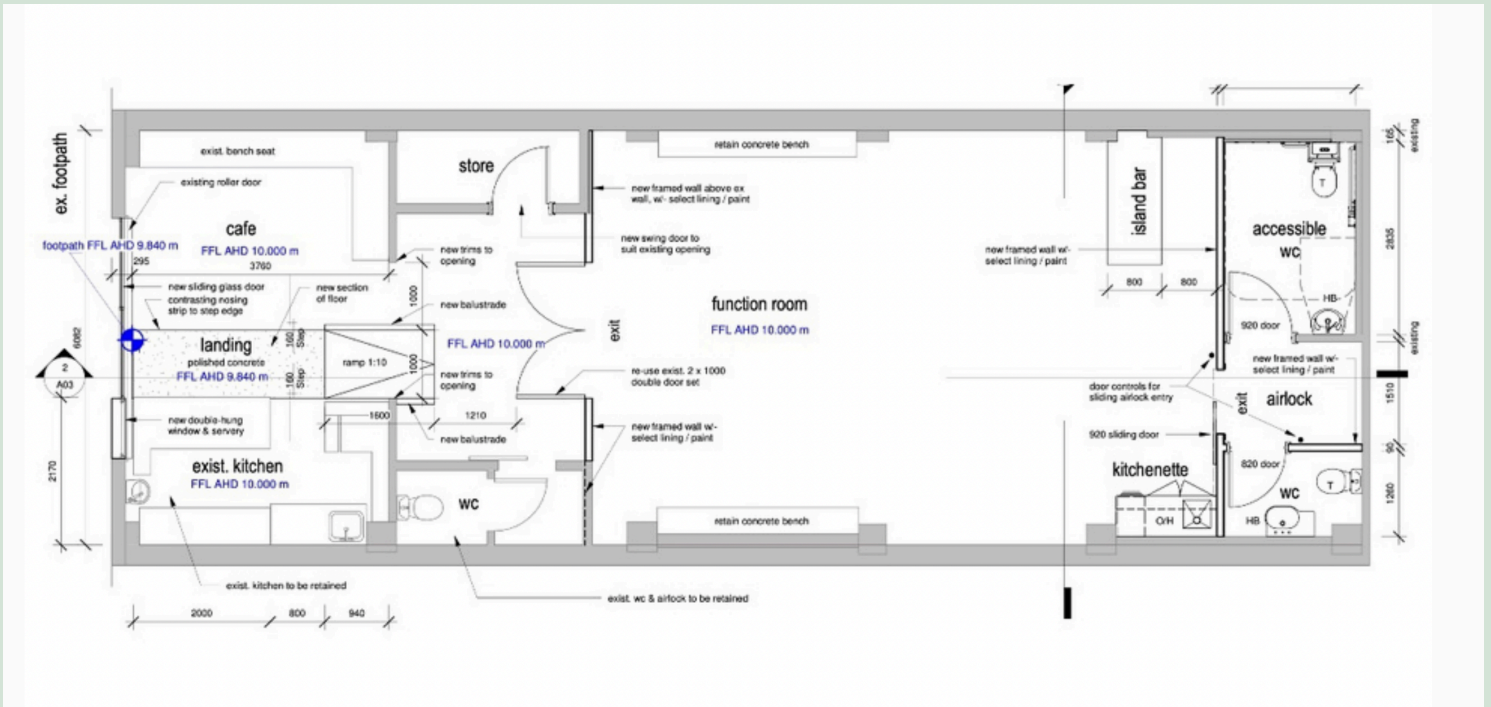
There is no onsite parking at Lot19 however there is unrestricted parking available on the opposite side of the road and in surrounding streets.

ACCESSIBILITY

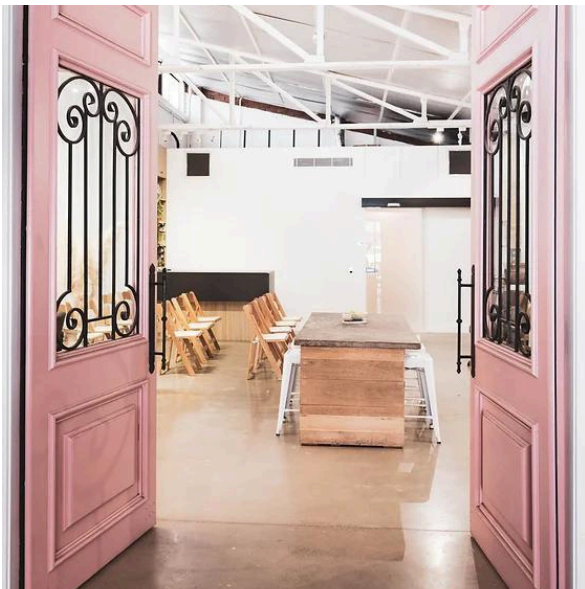
Lot19 has a permanent ramp access for wheelchairs, prams or trolleys. There is also a dedicated unisex accessible toilet located within the building.

BUMP IN / OUT AND DELIVERIES

The hire period commences when the first event delivery is made and / or event organisers arrive on site. Lot19 will not accept deliveries on the clients' behalf without prior organisation and planning.



BUILDING PLANS



FLOOR AREA: 6M X 9M
CEILING HEIGHT:
SLOPING 3M TO 4.5M

**(EVENT SPACE ONLY,
 EXCLUDING TOILET
 FACILITIES)**

**READY
TO
BOOK?**



HOW DO I BOOK?

Book a walk through and get to know us and the venue.

Complete a booking request on our website

www.lot19wickham.com.au or get in touch via email or instagram for a quote and to discuss the best package for your event!

SECURE YOUR EVENT

Pay the tax invoice by the due date, we will email you requesting 20% deposit to secure your event date. This can be paid online via direct deposit or credit card link on the email.

Final payment due 14 days prior to your event.

CANCELLATION POLICY

Notification of cancellation must be provided in writing to
hello@lot19wickham.com.au

0-14 days prior: Forfeiture of full venue hire fee including deposit

14-30 days: Forfeiture of venue hire deposit

30+ days. 100% refund of hire deposit, minus \$50 admin fee

BOND

Each event will be required to pay a bond of an amount up to \$1000.

The bond will be invoiced out to be paid the week before your event and reflect the 'risk factors' of the event. The bond is fully refundable, subject to a site inspection upon completion of your event. This bond will not be refunded unless all rubbish has been removed and the venue is returned to the condition it was received.



LOT19 WICKHAM

GET IN TOUCH

www.lot19wickham.com.au

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