

Special Events at Elizabeth Bay House



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MH
Museums of History NSW



YOUR EVENT

Thank you for considering Elizabeth Bay House, one of the most splendid private houses ever built, for your next event.

Saloon seated event

Cocktail event

Dining Room event

Meetings & workshops

The Cellar

Catering

Additional hire & AV upgrades

Important information

Your venue hire helps to keep our historic properties open for the future.

No matter the occasion, we invite you to celebrate your special moments across our heritage properties.

To help bring your upcoming wedding to life, we've created a range of packages just for you.



ELIZABETH BAY HOUSE

Saloon seated events

Enjoy arrival drinks overlooking Sydney Harbour, before moving into the saloon for your reception. The saloon features a majestic domed ceiling and sweeping staircase, offering an elegant backdrop for any occasion.

VENUE HIRE	Tuesday to Saturday: \$3500 inc GST
TIME	12pm–5pm & 5.30pm–10.30pm
CAPACITY	Seated: 40 (oval) or 26 (long)
INCLUSIONS	Dedicated Venue Coordinator Event Supervisor (event) Green room 4 oval tables 40 wooden chairs 4 low tables 6 LED up lights
THE DETAILS	Set-up: 1.5 hour Reception: 5 hours Pack-down: 1 hour
HIRE ITEMS	Long banquet tables will need to be hired. Please ask our team for a quote.



ELIZABETH BAY HOUSE

Cocktail event

Once known as 'the finest house in the colony', Elizabeth Bay House features an impressive colonial façade and interiors; perfectly suited for cocktail events and product launches.

VENUE HIRE Tuesday to Saturday: \$3500 inc GST

TIME 12pm–5pm & 5.30pm–10.30pm

CAPACITY Cocktail: 100

INCLUSIONS
Dedicated Venue Coordinator
Event Supervisor (event)
Green room
4 low tables
16 wooden chairs
6 LED up lights

THE DETAILS
Set-up: 1.5 hours
Event: 5 hours
Pack-down: 1 hour



ELIZABETH BAY HOUSE

Dining Room events

Your guests will be treated to a bespoke dining experience within the magnificent dining room of Elizabeth Bay House. It features an antique mahogany table, elegant furnishings and an open fireplace.

VENUE HIRE	Tuesday to Saturday: \$3200 inc GST
TIME	12pm–5pm & 5.30pm–10.30pm
CAPACITY	Seated: 24
INCLUSIONS	Dedicated Venue Coordinator Event Supervisor (event) Green room Antique dining table 24 antique dining chairs 4 low tables 6 LED up lights
THE DETAILS	Set-up: 1.5 hours Reception: 5 hours Pack-down: 1 hour





ELIZABETH BAY HOUSE

Meetings and workshops

For a unique and interactive meeting or workshop event, host your guests within the elegant dining room of Elizabeth Bay House.

VENUE HIRE	Tuesday to Friday: \$3250 inc GST
TIME	9am–5pm
CAPACITY	Boardroom: 24
INCLUSIONS	Dedicated Venue Coordinator Event Supervisor (event) Antique dining table 24 antique dining chairs LED screen Whiteboard or Flip chart 4 low tables White table linen Separate area for catering service (indoor or outdoor options)
THE DETAILS	Set-up: 8.15am-9am Event: 9am-5pm Pack-down: 5pm-5.30pm
OPTIONAL	Add a private guided tour of the house from \$330 for a 45 minute tour.

Our purpose is to enrich and revitalise people's lives with Sydney's living history, and to hand the precious places in our care and their collections on to future generations to enjoy.



ELIZABETH BAY HOUSE

The Cellar

A rare opportunity awaits for you to host your next event in the original sandstone cellars below Elizabeth Bay House - rustic in charm and character. Seated events are hosted in our kitchen cellars, whilst cocktail events can be held in the wine barrel room or kitchen cellars.

VENUE HIRE	Tuesday to Saturday: \$5000 inc GST
TIME	12pm–4pm & 6pm–10pm
CAPACITY	Seated: 36 Cocktail: 40
INCLUSIONS	Dedicated Venue Coordinator Event Supervisor (event) Green room 4 low tables Up to 36 wooden chairs 12 LED up lights
THE DETAILS	Set-up: 2 hours Event: 4 hours Pack-down: 1 hour
HIRE ITEMS	Long banquet tables will need to be hired. Please ask our team for a quote.





ELIZABETH BAY HOUSE

Catering

Our onsite hospitality partner is Pearl Catering. Pearl's team of restaurant and catering professionals bring a true commitment to event management, creativity and innovation using only the finest and sustainable ingredients sourced from Sydney's top providores.

Please contact the team at Pearl Catering for your food and beverage options. The team can tailor a quote to suit your needs, offering packages for your next event.

CONTACT

Please email Tim Lockwood for a tailored quote: tim@pearlcatering.com.au

STAND ASIDE

We also welcome Gold Licensed Caterers upon application. We highly recommend all caterers arrange a site inspection with the venue prior to quoting due to the heritage nature of our site. Additional fees may be applicable, please discuss with our venue services team.

THE DETAILS

Your chosen caterer will be responsible for arranging all your food and beverage needs including cooking equipment, crockery, cutlery, and linen – to bring your event to life. Refer to our helpful checklist on the following page for your caterer to quote accordingly.



ELIZABETH BAY HOUSE

Catering checklist

Below is a list of items to share with your chosen caterer in order for them to generate a quote for your event.

Catering check list:

Set-up, and pack-down times

Gold License, and Liquor License
(see important information for licensing notification)

Staffing: chefs, kitchen, wait staff (RSA required)

Additional prep bench & pop-up pagoda (outside if required)

Refrigerated van for food & beverage

Deep fryer & BBQ (upon application to venue)

Trestles incl. linen, protective waterproof mats, ice and tubs

Crockery, cutlery, glassware, serving ware, table linen, bar equipment

Bins including drop-off and collection*

Venue facilities onsite: 15 Amp Bakbar oven, microwave, dishwasher, under bench 3-door fridge. Galley style kitchen with bench space for prep and plate-up - additional space outside if required (protective matting to be laid).

Conservation requirements: Please note menu items are a consideration, and all final catering details such as your menu require curatorial approval at least two weeks prior to your booking. Some items pose a risk of staining the heritage sandstone floors such as: red based foods, red wine, rose, jus, berries, oils and the like. Verandah matting is in place for all catered events using the front outdoor area of the property. Please ask our team for additional information.

Linen requirements: Some furniture pieces are required to be protected from food & beverage; it is the responsibility of the caterer to provide this linen. The venue can confirm a detailed list of quantities and sizing during the event coordination stage.

*Venue can arrange on behalf of caterer and quote accordingly.



ELIZABETH BAY HOUSE

Additional Hire & AV Upgrades

Please find below a list of additional décor and audio-visual hire items available for your event.

Decor

Linen oatmeal banquet tablecloths (up to 4)	\$50 each
Linen oatmeal long tablecloth	\$100
Dining room long white tablecloth	\$100

Audio Visual

Portable PA system with microphone from	\$250
6 additional LED lights	\$420
LED screen	\$550
AV technician	\$560
Laptop	\$200
Clear lectern with microphone, PA system, mixing desk and AV Technician	\$900
1.2m podium piece	\$250

Please speak to our team for a tailored quote.

All prices are inclusive of GST.

IMPORTANT INFORMATION

EVENTS

A booking is not considered confirmed until a signed contract and 50% deposit has been received by your Venue Coordinator within 14 days (your balance will be due one month prior). For bookings less than 90 days out, the full venue hire is payable. Other areas of the site do not form part of your venue hire, unless outlined on your contract.

MUSEUM OPENING & NEIGHBOURS

Please note the property is open as a museum on a Sunday and Monday from 10am to 4pm. In consideration of our neighbours all events must conclude by 10.30pm.

EXCLUSIVITY

We offer events on an exclusive use arrangement.

SET-UP & PACK-DOWN TIME

Please note that your contracted 'bump-in' and 'bump-out' times, also referenced as set-up and pack-down times, are non-exclusive and may overlap with another booking before or after yours. Additional access time can be made available upon request at an hourly rate pending availability.

MUSICIANS

Musicians are permitted onsite, and power is available. We recommend strings, and smaller acoustic style bands. In consideration of our neighbours and local residents, amplification is restricted to internal areas only.

FURNITURE & STYLING

Elizabeth Bay House is a beautiful space within itself, florals, furniture and décor information must be provided to our team at least one month out from your booking, to ensure it meets curatorial requirements. Freestanding structures such as floral arches or trusses are required. We have a range of recommended suppliers for styling services. The furniture and styling options seen throughout our wedding kit were provided by the team from Divine Events, and beautiful florals by Kiko Designs.

PARKING

Elizabeth Bay House has very limited onsite parking during your booking time. We can arrange parking onsite for 1 x catering vehicle. Other suppliers will have limited access to the site for set-up and pack-down prior and post guest arrival and departure.

CATERING & ALCOHOL SERVICE

We operate under the guidelines and restrictions of the Independent Liquor and Gaming Authority, and are bound by their regulations. Due to heritage conservation requirements, red wine & rosé can only be served for seated Dining Room receptions at the Dining Room table only. A Liquor License must be held by the Caterer for all events involving the service of alcohol, and this license must be supplied to the venue ahead of the event.

As the house contains original flooring and collection pieces, caterers must adhere to set guidelines. We will engage with your chosen caterer to confirm your chosen menu, set-up, service & delivery of catering.

LICENSE NOTIFICATION

Ticketed events: event notification to Kings Cross Police is to be lodged at least 2 weeks before the day and a copy provided to the venue.

WINTER

Due to the age and nature of the property it can become quite cold in the winter months. During June, July and August a 10% discount can be applied to the venue hire rates.

CONDITIONS

Some key conditions include:

Red wine & rose – is not permitted on site except for seated dinners within the Dining Room only. This includes other coloured beverages (alcoholic and non-alcoholic).

Small particles – rose petals, rice, glitter and the like are not permitted.

Drones – drones are not permitted.

Smoking – There is no smoking on our sites, this includes vaping.

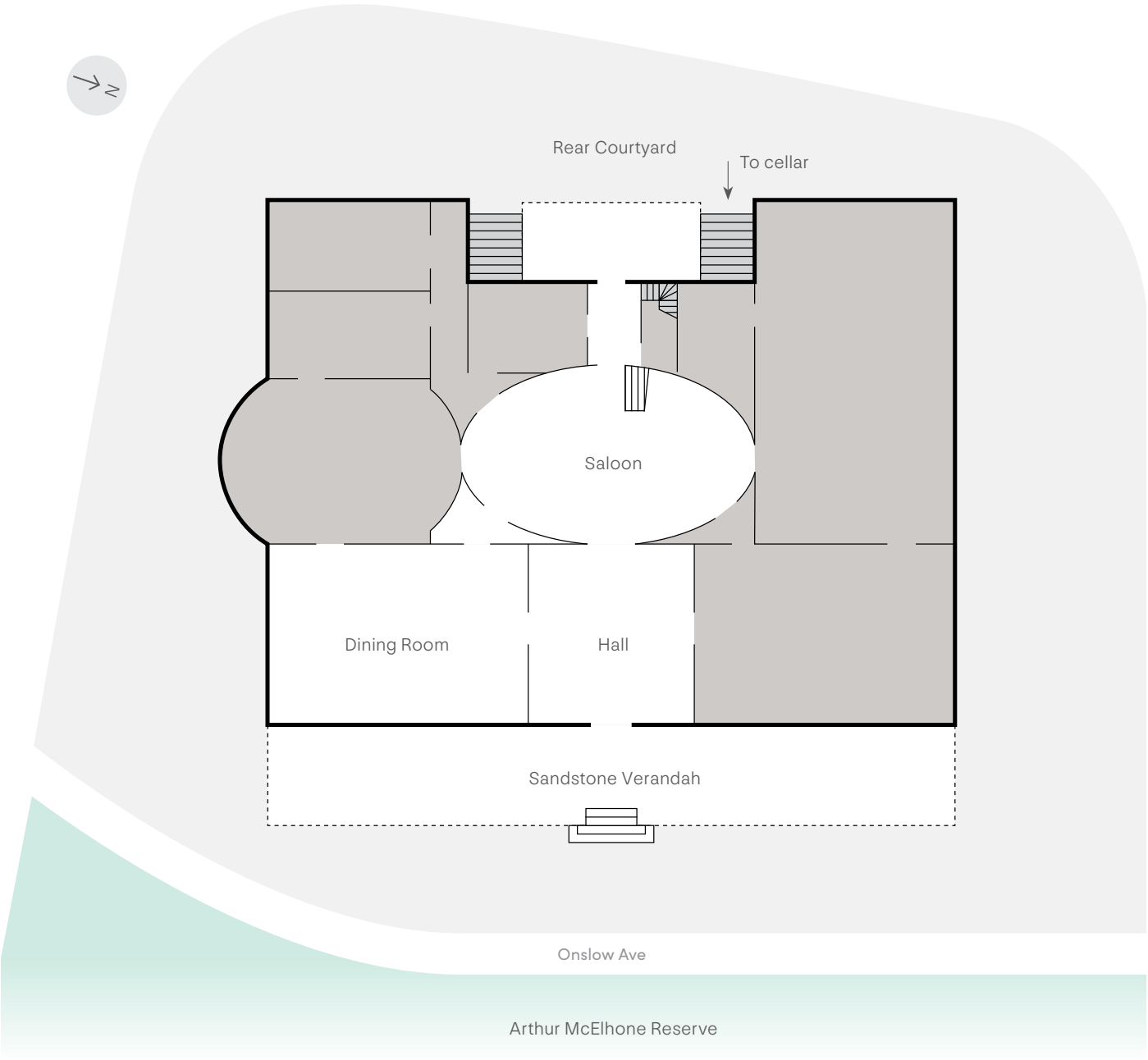
Candles – wax candles and open flames are not permitted. LED candles are shown in the images in this kit.

Fixtures – you cannot attach or fix to any furniture, staircases, banisters, building elements, artwork, chandeliers, fences, gates, columns, trees, or the like on our sites.

Damage – damage or breakage to the property will result in fines and additional fees which may require heritage specialists to undertake.

Bond – if at any stage throughout your event planning, we feel there is a risk to the site, we have the right to impose a security bond (fully refundable post wedding) this may include risks via florals, furniture, styling and catering.

SITE PLAN



Thank you for considering our properties. Your venue hire helps to keep our historic properties open for the future.

Our dedicated Venue Services team can assist with any additional questions or information you may require.

To book or request a site visit please contact our team on:

02 8239 2333
venues@mhns.wa.au

 @mhnsvenues

