



**SYDNEY
LIVING
MUSEUMS**

Special events at Elizabeth Bay House





YOUR EVENT

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

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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 event 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 seated event. The saloon features a majestic domed ceiling and sweeping staircase, offering an elegant backdrop for any occasion.

VENUE HIRE TIME	Monday to Thursday: \$3000 inc GST 12pm–5pm & 5.30pm–10.30pm
VENUE HIRE TIME	Friday to Sunday: \$3500 inc GST* 5.30pm–10.30pm
CAPACITY	Seated: 40
INCLUSIONS	Dedicated Venue Coordinator Event Supervisor & Museum guide (event) Green room 4 oval tables 40 wooden chairs 4 wooden console tables 6 LED up lights Portable PA & microphone (speeches) Use of museum for photography (booking time)
THE DETAILS	Set-up: 1 hour Event: 5 hours Pack-down: 1 hour

Please refer to page 16 for more information. *Sundays \$4200 inc GST. Public holidays upon application.



Photo © Gucci FW 18-19 Collection Showing

ELIZABETH BAY HOUSE

Cocktail event

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

VENUE HIRE TIME	Monday to Thursday: \$3000 inc GST 12pm–5pm & 5.30pm–10.30pm
VENUE HIRE TIME	Friday to Saturday: \$3500 inc GST 5.30pm–10.30pm
CAPACITY	Cocktail: 100
INCLUSIONS	Dedicated Venue Coordinator Event Supervisor & Museum guide (event) Green room 4 wooden console tables 4 low tables 16 wooden chairs 6 LED up lights Portable PA & microphone (speeches) Use of museum for photography (booking time)
THE DETAILS	Set-up: 1 hour Event: 5 hours Pack-down: 1 hour

Please refer to page 16 for more information. *Sundays \$4200 inc GST. Public holidays upon application.

Sydney Living Museums cares for a group of 12 of the most important historic houses, gardens and museums in NSW on behalf of all Australians.



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 TIME	Monday to Thursday: \$2700 inc GST 12pm–5pm & 5.30pm–10.30pm
VENUE HIRE TIME	Friday to Sunday: \$3200 inc GST* 5.30pm–10.30pm
CAPACITY	Seated: 24
INCLUSIONS	Dedicated Venue Coordinator Event Supervisor & Museum guide (event) Green room Antique dining table 24 antique dining chairs 4 wooden console tables 6 LED up lights Portable PA & microphone (speeches) Use of museum for photography (booking time)
THE DETAILS	Set-up: 1 hour Event: 5 hours Pack-down: 1 hour

Please refer to page 16 for more information. *Sundays \$3840 inc GST. Public holidays upon application.





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 - including a private guided tour of the house.

VENUE HIRE	Monday to Thursday: \$3650 inc GST
TIME	9am–5pm, including tour
CAPACITY	Boardroom: 24
INCLUSIONS	Dedicated Venue Coordinator Event Supervisor & Museum guide (event) Antique dining table 24 antique dining chairs 55" LED screen Portable PA & microphone Whiteboard or Flip chart 4 wooden console tables 16 wooden chairs 45 minute tour Conference catering served in the courtyard or Saloon
THE DETAILS	Set-up: 8.15am–9am Event: 9am–5pm Pack-down: 5pm–5.30pm

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.

VENUE HIRE TIME	Monday to Thursday: \$7000 inc GST 12pm–4pm & 6pm–10pm
VENUE HIRE TIME	Friday to Sunday: \$7500 inc GST* 6.30pm–10.30pm
CAPACITY	Seated: 20 Cocktail: 40
INCLUSIONS	Dedicated Venue Coordinator Event Supervisor & Museum guide (event) Green room Banquet tables (dinner only) 4 low tables (cocktail only) 20 chairs 4 wooden console tables Protective carpeted flooring (event area) 12 LED up lights Portable PA & microphone (speeches) Museum for photography (booking time)
THE DETAILS	Set-up: 2 hours Event: 4 hours Pack-down: 1 hour

This space is not suitable in winter months. Red wine and props for shoot purposes only. Protective flooring required. Please refer to page 16 for more information. *Sundays \$9000 inc GST. Public holidays upon application.



Our history as an organisation dates back to 1980, when we were established as the Historic Houses Trust of NSW to manage, maintain and interpret buildings and places of historic importance for the education and enjoyment of the public.



ELIZABETH BAY HOUSE

Catering

Our onsite hospitality partner is Pearl Catering. In collaboration with celebrated chef – Christine Manfield, 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.

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 (event notification to Kings Cross Police)
- ☐ 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, small fridge. Low table and bench space within kitchen for prep and plate-up - additional space outside if required.

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. Please ask our team for additional information.

Please refer to page 16 for more information. *Venue can arrange on behalf of caterer and quote accordingly.



ELIZABETH BAY HOUSE

Furniture hire, décor & additional upgrades

Below is a list of items you can select in order for our team to provide a tailored quote for your event.

<input type="checkbox"/> White folding chairs from	\$6.50 each
<input type="checkbox"/> Tiffany chairs in gold or white (with seat pads) from	\$6.60 each
<input type="checkbox"/> Bentwood chairs in brown, white or black from	\$10.45 each
<input type="checkbox"/> Rattan style chair from	\$13.20 each
<input type="checkbox"/> Ghost chair in clear amber or smoke black from	\$16.50 each
<input type="checkbox"/> Crossback wooden chair from	\$16.50 each
<input type="checkbox"/> Bar tables from	\$99 each
<input type="checkbox"/> Bar stools from	\$16.50 each
<input type="checkbox"/> Lounge settings from	\$220 each
<input type="checkbox"/> Decorative rugs from	\$100 each
<input type="checkbox"/> Linen napkins from	\$3.30 each
<input type="checkbox"/> Saloon reception table linen upgrade from	\$35 each
<input type="checkbox"/> Additional 6 LED up lights from	\$210
<input type="checkbox"/> AV technician	\$560

Once we receive your selections, your final quote will include delivery & collection fees. All prices are subject to a quote and are indicative only.

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). Other areas of the site do not form part of your venue hire, unless outlined on your contract.

EXCLUSIVITY

We offer events on an exclusive use arrangement. Please note the property is open as a museum Friday to Sunday from 10am to 4pm. Upon application entire house hire can be requested (additional fees apply).

SET-UP & PACK-DOWN TIME

Please note that your contracted '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 in some circumstances.

TIME

Additional access time can be made available upon request at an hourly rate in some circumstances.

PHOTOS

All photography is available in internal and external areas of the site as guided by your Event Supervisor on the day.

MUSICIANS

Musicians are permitted onsite, and power is available. We do however recommend strings, and smaller acoustic style bands. In consideration of our neighbours and local residents, amplification is restricted and events must conclude by 10.30pm.

FURNITURE & STYLING

Elizabeth Bay House is a beautiful space within itself; however florals, furniture and decor information must be provided to our team at least one month out from your booking, to ensure it meets curatorial requirements. You cannot attach or fix items to the house, its permanent fixtures or collection pieces within. Freestanding structures such as floral arches or trusses are required. We have a range of recommended suppliers for styling services.

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

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.

PARKING

Elizabeth Bay House has very limited onsite parking. We can arrange parking onsite for 1 x catering vehicle (after 4pm on weekends). Other suppliers will have limited access to the site for set-up and pack-down.

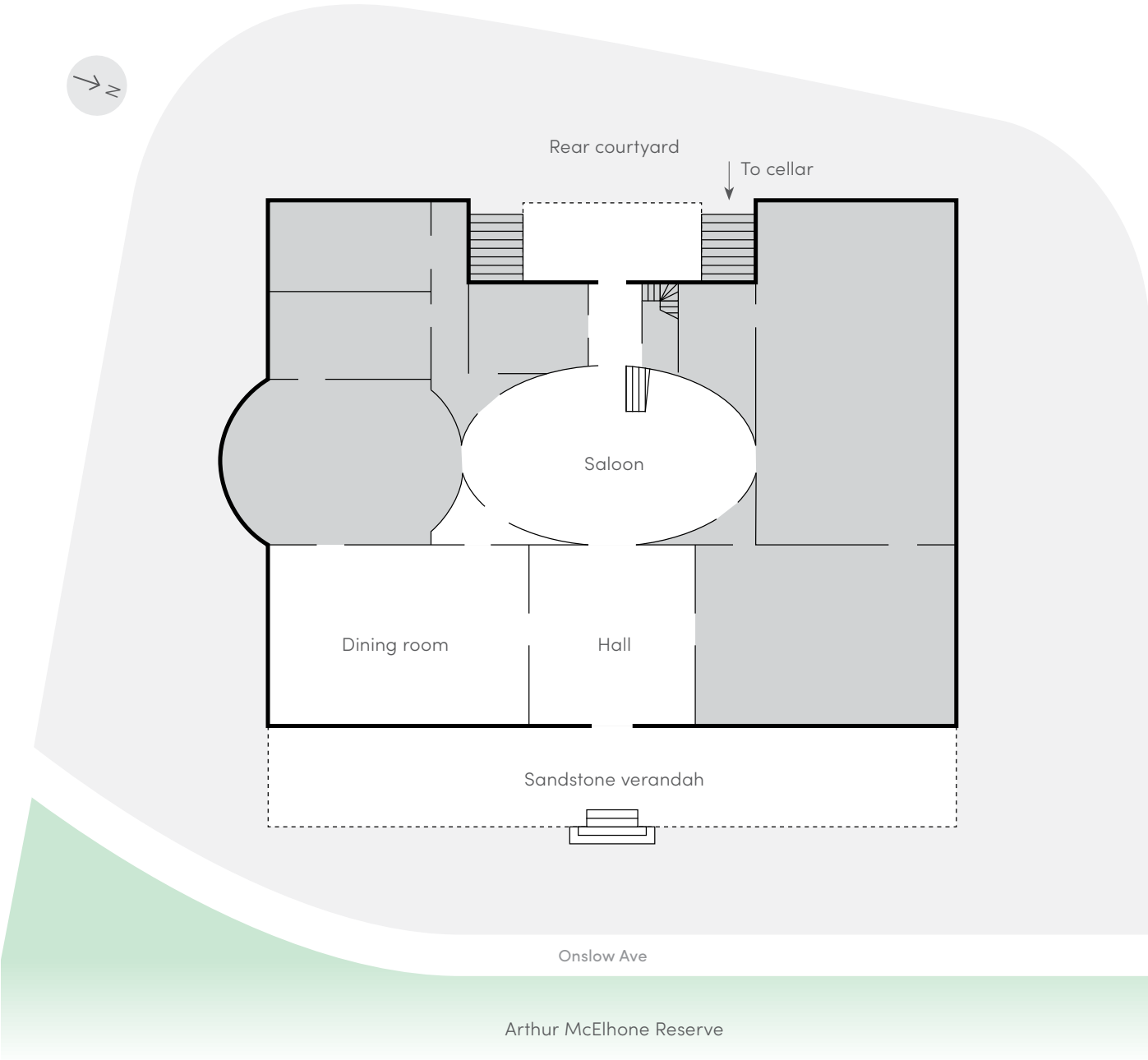
CONDITIONS

Rose petals, rice, glitter and the like are not permitted. There is no smoking on our sites. We do not permit the use of drones on our sites. Wax candles and open flames are not permitted unless in contained vessels for a Dining Room bookings (upon application). Damage or breakage to the property will result in fines and additional fees.

COVID-19

When alcohol is being served indoors all guests must be seated, including cocktail parties. All events require a tailored COVID safety plan, which the venue will develop in conjunction with the hirer. Numbers are in line with government regulations and include the hirer, guests and suppliers.

SITE PLAN





SYDNEY LIVING MUSEUMS

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

Our dedicated Venue Service Coordinators 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@slm.com.au

