

Small meeting room events at The Mint



Photo © Nicholas Watt for Museums of History NSW



YOUR EVENT

Thank you for considering The Mint for your next event; a city oasis where history and heritage meet contemporary design.

Page 2 – The Mint Messenger's Room
Suitable for up to 10

Page 3 – The Boardroom
Suitable for up to 16

Page 4 – The Sovereign Room
Suitable for up to 24

Page 6 – Catering

Page 7 – More information

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





THE MINT

The Mint Messenger's Room

Situated on the ground floor of the original Macquarie Street building, this chic character-filled room is ideal for meetings or as a breakout space.

VENUE HIRE	\$1000 inc GST*
TIME	9am–5pm
CAPACITY	Boardroom: 10 (fixed)
INCLUSIONS	Dedicated Venue Coordinator Event Supervisor (event) Wooden meeting table Up to 10 conference chairs Sofa seating area Catering served within the room
AUDIO-VISUAL	65" LED screen HDMI connection Simple video conferencing Whiteboard or flip chart (on request)
THE DETAILS	Set-up: 15 minutes Event: up to 8 hours Pack-down: 15 minutes
OPTIONAL	Half day bookings are available upon request, please discuss venue hire with our team.



THE MINT

The Boardroom

Situated on the ground floor of the original Macquarie Street building, with vintage Eames furniture, this space is ideal for meetings or video-conferences.

VENUE HIRE	\$1250 inc GST*
TIME	9am–5pm
CAPACITY	Boardroom: 16 (fixed)
INCLUSIONS	Dedicated Venue Coordinator Event Supervisor (event) Wooden table Up to 16 chairs Catering served within the room
AUDIO-VISUAL	85"LED screen HDMI connection Simple video conferencing Whiteboard or flip chart (on request)
THE DETAILS	Set-up: 30 minutes Event: up to 8 hours Pack-down: 30 minutes
OPTIONAL	Additional set-up and pack-down time available at \$155 inc gst p/h.



THE MINT

The Sovereign Room

Situated on the ground floor of the original Macquarie Street building this is a flexible workshop space; named in honour of the 1200 tonnes of colonial gold minted on site.

VENUE HIRE	\$1250 inc GST*
TIME	9am–5pm
CAPACITY	U-Shape: 18 Square Cabaret: 22
INCLUSIONS	Dedicated Venue Coordinator Event Supervisor (event) Six San Siro white trestle tables Up to 24 conference chairs Catering served in the foyer
AUDIO-VISUAL	85" LED screen HDMI connections Simple video conferencing Whiteboard or flip chart (on request)
THE DETAILS	Set-up: 30 minutes Event: up to 8 hours Pack-down: 30 minutes
OPTIONAL	Additional set-up and pack-down time available at \$155 inc gst p/h.





THE MINT

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.

THE DETAILS

Please refer to the separate catering kit provided as a guide for your food and beverage options including conference catering, lunches, networking components and more (minimum 10 people). The team can also tailor a quote to suit your needs.

CONTACT

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

EXCLUSIVITY

Please note as a heritage site we work on an exclusive basis with Pearl Catering.

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 events less than 90 days out the full venue hire balance will be payable within 14 days or prior to your event for short lead bookings). Other areas of the site do not form part of your venue hire, unless outlined on your contract.

EXCLUSIVITY

We offer your event area on an exclusive use arrangement - however please note the building is open to the public Monday to Friday until 5pm; the site also operates as Sydney Living Museums head office.

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.

TIME

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

FURNITURE & STYLING

The Mint is a beautiful space with a stunning mix of heritage and contemporary features. However, should you require additional styling – including florals, furniture and décor – our team can recommend reputable suppliers who have worked in our venue before. Please do not hesitate to discuss this with your Venue Coordinator.

BREAK OUT SPACES

Additional small meeting rooms can be made available on request, and quoted accordingly.

PUBLIC TRANSPORT

Both St James and Martin Place is less than a five minute walk from The Mint.

PARKING

There is no parking available on site. There is on-street parking on Hospital Road. Both the Domain car park, and Metro (Sydney Eye Hospital) car park are located within walking distance to the venue.

RED WINE & ALCOHOL

Due to heritage conservation requirements, red wine cannot be served for any cocktail or post-networking drinks. We operate under the guidelines of the Independent Liquor and Gaming authority and are bound by their regulations. There is no BYO alcohol on our sites.

SMOKING

We operate in line with the Smoke-free Environment Act 2000 and smoking is not permitted on site during the day.

CONDITIONS

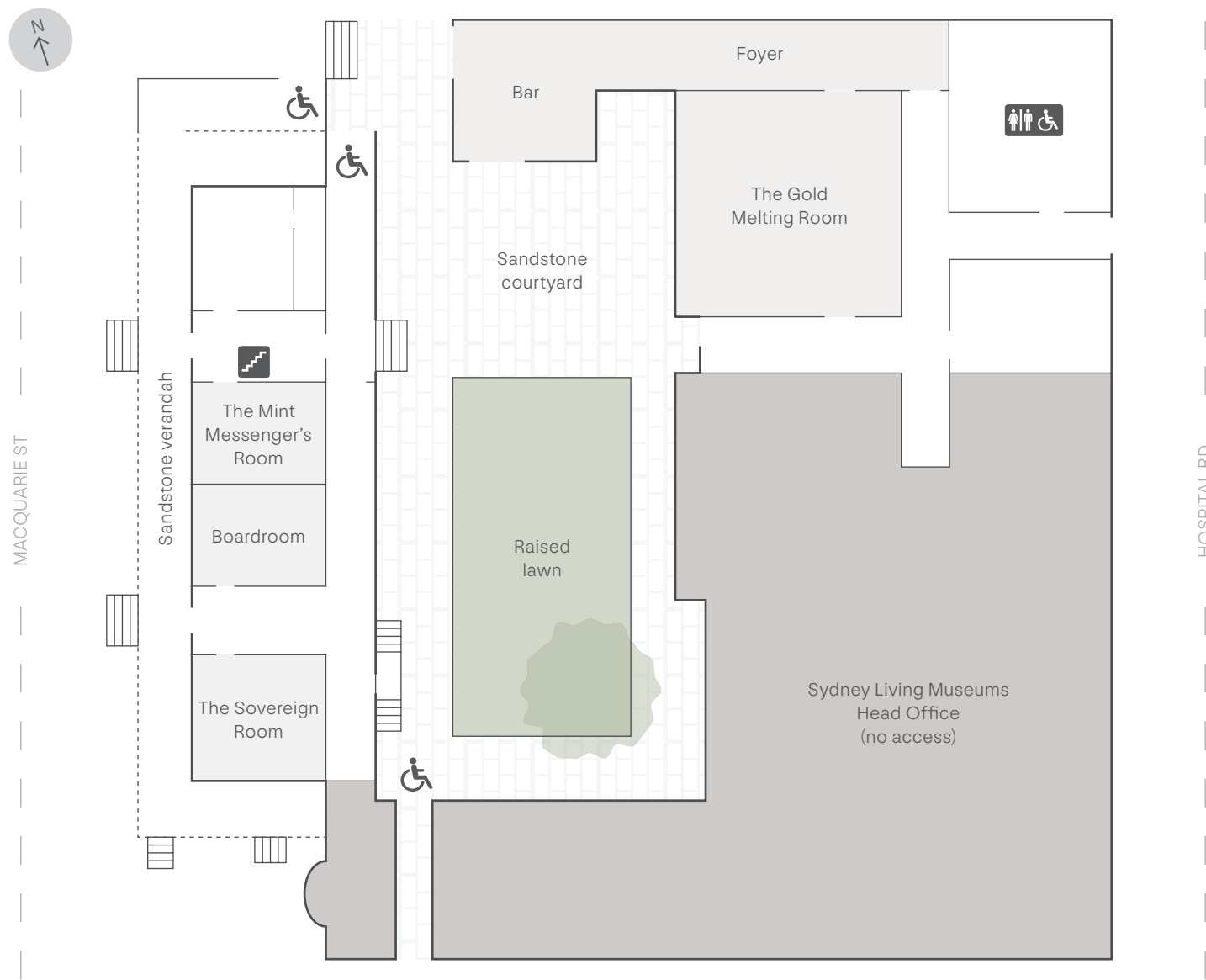
Small particles and wet substances such as rose petals, rice, glitter, eggs, paint, dry pastas and the like are not permitted – any group activity arranged for your booking needs to be approved by the venue in advance. We do not permit the use of drones on our sites. Wax candles and open flames are not permitted. You cannot attach or fix to any buildings, trees, or the like on our sites. Damage or breakage to the property will result in fines and additional fees.

RENOVATIONS

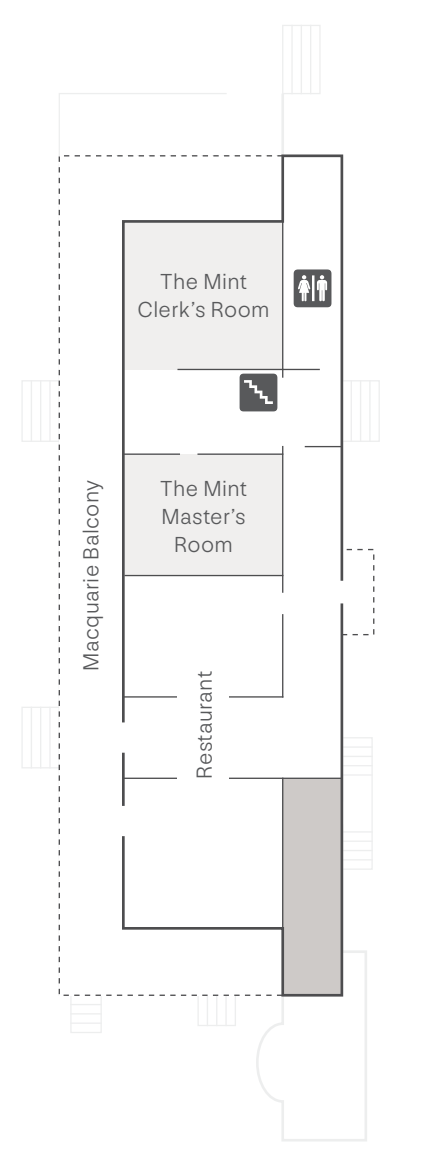
Please note this kit is indicative only while the Rum Hospital building where our small meeting rooms are located undergoes renovations and remedial work. Some of our small meeting rooms will be offline intermittently in 2023, with works taking place until the end June of 2023. This means some rooms will have different paint colours, wallpaper, drapery, and furniture as well as AV upgrades. Some rooms may become unavailable unexpectedly due to the heritage nature of the building and the work program, in which instance we will aim to offer an alternative space pending availability. All images are pre-works. Thank you

SITE PLAN

Ground floor



First floor




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@mhnswnsw.au

 @mhnswnswvenues

