

# Day Events at The Mint



Photo © Nicholas Watt for Museums of History NSW

**MH**  
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 – Conferences, presentations & workshops

Page 3 – Annual General Meetings

Page 4 – Lunch Presentation

Page 6 – Catering

Page 7 – More information

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









# THE MINT

## Conferences, presentations & workshops

Providing a blend of indoor and outdoor spaces, the Gold Melting Room, Bar & Courtyard provide great flexibility for your next day event.

VENUE HIRE	\$3450 inc GST*
TIME	9am–5pm
CAPACITY	Cabaret: 72   U-Shape: 30   Theatre: 120
INCLUSIONS	Dedicated Venue Coordinator Event Supervisor (event) Registration on arrival Up to 10 oval banquet or trestle tables Up to 120 conference chairs Panel table (on request) Up to four wooden bench seats Three wooden bar tables
AUDIO-VISUAL	AV Technician Data projector & 3 x 2.4m screen Lectern with lectern microphone Internal PA system Whiteboard or flip chart (on request)
THE DETAILS	Set-up: 1 hour Event: up to 8 hours Pack-down: 30 minutes



# THE MINT

## Annual General Meetings

Glass, timber and a flowing, curved ceiling – the innovative design of the Gold Melting Room makes this a sophisticated venue, in a unique setting, for your AGM.

VENUE HIRE	\$3450 inc GST*
TIME	10am–2pm
CAPACITY	Theatre: 120
INCLUSIONS	Dedicated Venue Coordinator Event Supervisor (event) Glass Bar area for guest arrival & refreshments Registration on arrival Up to 120 conference chairs Panel table for up to 12 Up to four wooden bench seats Three wooden bar tables
AUDIO-VISUAL	AV Technician Data projector & 3 x 2.4m screen Lectern with microphone Internal PA system Cordless microphone on stand for Q&A
THE DETAILS	Set-up: 2 hour AGM: up to 4 hours Pack-down: 1 hour
OPTIONAL	Include a pre and post meeting space for your board - \$1,000 inc GST

Please refer to page 7 for more information. \*Sunday & public holidays \$\$4140 inc GST.

\*\*Please note for more than 80 guests, some attendees may have their back to the screen.





# THE MINT

## Lunch Presentation

Host your guests with arrival drinks and canapes in the sandstone Courtyard and Glass Bar, before your lunch presentation in our award-winning Gold Melting Room.

VENUE HIRE	\$3450 inc GST*
TIME	12pm–2pm 1pm–3pm
CAPACITY	Banquet: 80–100**
INCLUSIONS	Dedicated Venue Coordinator Event Supervisor (event) Registration on arrival Up to 10 oval banquet tables Up to 100 conference chairs Up to four wooden bench seats Up to six wooden bar tables Table numbers
AUDIO-VISUAL	AV Technician Data projector & 3 x 2.4m screen Lectern with microphone Internal PA system Background music
THE DETAILS	Set-up: 1 hour Lunch: 2 hours Pack-down: 1 hour

Please refer to page 7 for more information. \*Sunday & public holidays \$\$4140 inc GST.  
\*\*Please note for more than 80 guests, some attendees may have their back to the screen.









# THE MINT

## 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.

### 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. The team can also tailor a quote to suit your needs.

All catering is served in the glass bar area, unless you have opted for a seated lunch event or pre-arranged this with Pearl Catering. Linen, water and glasses will be set within the Gold Melting Room for all events (excluding theatre style layouts).

### CONTACT

Please email Tim Lockwood for a tailored quote: [tim@pearlcatering.com.au](mailto: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 courtyard, specifically the lawn area is non-exclusive and open to the public Monday to Friday until 5pm; the site also operates as Sydney Living Museums head office. Upon request for the immediate courtyard area near the glass bar, private event signage can be placed to redirect patrons away from your event.

## 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.

## COVID-19

All events are subject to government regulations in place at the time of your event, subject to Public Health Orders.

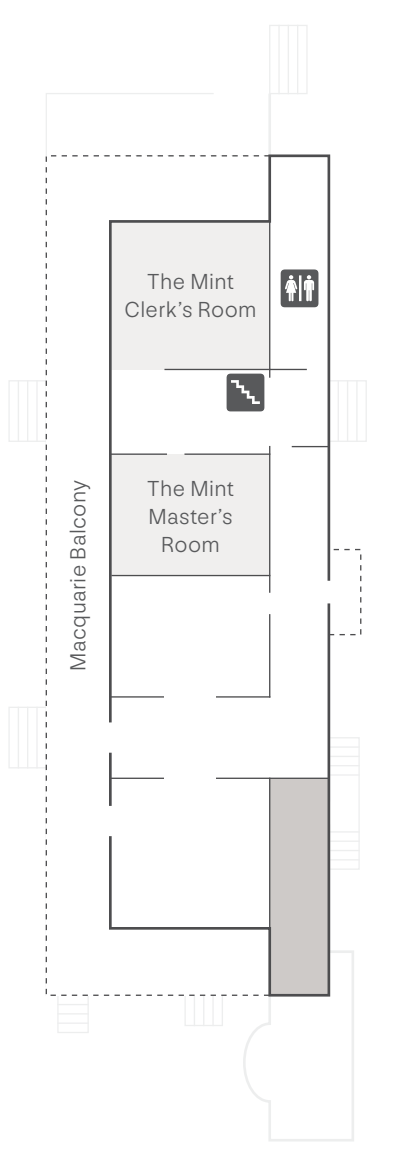


SITE PLAN

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](mailto:venues@mhnswnsw.au)

 [@mhnswnswvenues](https://www.instagram.com/mhnswnswvenues)

