2024 ROOM AND VENUE HIRE INFORMATION AND FEE SCHEDULE

Enquiries about room and venue hire at TRI can be directed to: events@tri.edu.au
TRI requires a minimum of four weeks' notice to be able to accommodate your event.

EVENT SPACES FOR HIRE

Auditorium	TRI has a 250-seat state of the art Auditorium with adjacent indoor and outdoor spaces suitable for catering and trade displays. The Auditorium is adjacent to our beautiful open-air Atrium which is a spectacular space to meet and greet with your audience before your event and during breaks.
Seminar Rooms	TRI's Seminar rooms are co-located with the Auditorium and catering spaces, and can be used stand-alone or with your Auditorium booking for an integrated event. These two rooms can accommodate audiences in theatre style of 40 and 60 respectively or combined, can seat 100.
Atrium	TRI's indoor-outdoor garden Atrium is a distinctively different venue, suitable for social functions or conference catering for up to 250 guests. This stunning space can be hired in conjunction with either the Auditorium or Seminar rooms for catering, or as a stand-alone booking.

HOURLY HIRE RATES

Hourly rates include use of adjacent catering space (i.e. Atrium or Belvedere)| Prices are exclusive of GST.

Venue	Capacity	Mon-Fri	Sat	Sun
Auditorium (theatre)	250 pax	$200	$210	$220
Seminar Room 2003 (theatre)	60 pax	$55	$65	$75
Seminar Room 2004 (theatre)	40 pax	$45	$55	$65
Seminar Rooms combined (theatre)	100 pax	$100	$110	$120
Atrium (stand-alone hire) (standing)	250 pax	$110	$120	$130
Level 7 Staff Lounge** (standing)	50 pax	$55	$65	$75
Level 7 BBQ Terrace** (standing)	50 pax	$45	$55	$65

** The Staff Lounge and BBQ Terrace cannot be booked exclusively between Monday – Friday 9am-5pm

OTHER FEES

The following other fees may apply. Prices are exclusive of GST.

Non-refundable booking fee (per booking)	$50
On-site Audio-Visual technician support	Please request a quote from events@tri.edu.au
**Security (one guard) Monday - Saturday	$56.04/hr - minimum 4 hours
**Security (one guard) Sunday	$66.45/hr - minimum 4 hours
Cleaning fee Monday – Friday (<45 mins)	$125.75
Cleaning fee Monday – Friday (>45 mins)	$264.25
Cleaning fee Saturday 4hrs / 8hrs (over 40 attendees)	$264.25 / $528.51
Cleaning fee Sunday 4hrs / 8hrs (over 40 attendees)	$342.37 / $684.75
Penalty cleaning fee	$47.58/hr - minimum 4 hours

* Additional costs may be incurred if TRI determines that more than one guard is required for your event.