



QUT Venue Collection

Room Three Sixty

Wedding and reception packages





Studio Sixty Photography

QUT Venue Collection

Room Three Sixty

Room Three Sixty, a contemporary top-floor function space with panoramic views of the city skyline from one of the most picturesque corners of Brisbane city, makes for an impressive modern reception venue.

The romantic grandeur and vintage charm of nearby Old Government House pairs beautifully with the modern top-floor reception space Room Three Sixty, in a unique combination reflecting the past and the present. Available together or individually, these two top-tier event spaces are Brisbane's premier wedding venues.

The QUT Venue Collection's unique location at the university's beautiful Gardens Point promises incomparable backdrops for your photographs, from brick and steel industrial laneways or the night-time city skyline, to colonial sandstone architectural elements and fairy light-filled gardens.

Our on-site wedding coordinator and events team will work with you and our hand-selected network of suppliers to tailor a bespoke wedding package just for you.

Contact our Events Team to discuss your special event:

QUT Venue Collection Team
www.venuecollection.qut.edu.au
(07) 3138 7750 or events@qut.edu.au



Milque Photography

Garden Ceremony

Old Government House Lawns

Hire Charges

Garden Ceremony \$1950

Inclusions

- ◇ Venue hire for 1 hour and 30 minutes (Lady Bowen Lawn)
- ◇ Seating for up to 100 guests
- ◇ White chair covers with sashes in coloured sash
 - ◇ Red carpet
- ◇ Capability to play music during ceremony
- ◇ Bridal registry table and two chairs
- ◇ Photo opportunities in outdoor areas and grounds
- ◇ Events Coordinator to arrange and coordinate details for your ceremony
- ◇ Events staff member on-site on the day

Changes to standard inclusions or event set-up may incur additional costs, please discuss with your events coordinator.



www.camneville.com

Garden ceremony + Cocktail reception

Old Government House

Hire Charges

Garden Ceremony with Cocktail Reception \$POA

Inclusions

- ◇ Venue hire for 3 hours (Lady Bowen Lawn): includes setup, ceremony and reception
 - ◇ Seating for up to 100 guests
 - ◇ White chair covers with sashes in coloured sash
 - ◇ Red carpet
 - ◇ Capability to play music during ceremony
 - ◇ Bridal registry table and two chairs
- ◇ Photo opportunities in outdoor areas and grounds
- ◇ Events Coordinator to arrange and coordinate details for your ceremony
 - ◇ Events staff member on-site on the day

Cocktail Reception (1 hour 30 minutes)

- ◇ Hot and cold canapé selection
- ◇ Beverage package including beer, wine, champagne and soft drinks

Changes to standard inclusions or event set-up may incur additional costs, please discuss with your events coordinator.



Pearl package — Cocktail reception

Room Three Sixty

Hire Charges

PEARL Cocktail Reception \$137.00 per person (incl. GST)

Minimum numbers apply

Inclusions

- ◇ Venue hire for five hours, commencing from the arrival of guests for pre-dinner drinks
 - ◇ Private bridal retreat for pre-dinner drinks and canapés
- ◇ Cocktail menu (choice of 5 hot + 5 cold + 2 fork items + 1 sweet bite)
 - ◇ Five-hour drinks package
 - ◇ Tea and coffee station
- ◇ Your wedding cake sliced and served buffet-style on share platters
 - ◇ Tea light candles on tables
 - ◇ Skirted gift table and cake table
 - ◇ Dance floor
- ◇ Photo opportunities in outdoor areas and grounds

Changes to standard inclusions or event set-up may incur additional costs, please discuss with your events coordinator.



Todd Hunter McGaw Photographer

Sapphire package — Seated reception

Room Three Sixty

Hire Charges

SAPPHIRE Seated Reception \$148.00 per person (incl. GST)
Minimum numbers apply

Inclusions

- ◇ Venue hire for five hours, commencing from the arrival of guests for pre-dinner drinks
 - ◇ Private bridal retreat for pre-dinner drinks and canapés
 - ◇ Chef's selection of three canapés
 - ◇ Two-course alternate drop or banquet menu
- ◇ Your wedding cake sliced and served buffet-style on share platters
 - ◇ Five-hour drinks package
 - ◇ Tea and coffee served to each table
 - ◇ Tea light candles on cocktail tables
- ◇ Bridal table and banquet tables (oval)
 - ◇ White linen tablecloths and napkins
 - ◇ Skirted gift table and cake table
 - ◇ Chair covers with coloured sash
 - ◇ Dance floor
 - ◇ Welcome easel for seating plan
- ◇ Photo opportunities in outdoor areas and grounds

Changes to standard inclusions or event set-up may incur additional costs, please discuss with your events coordinator.



Todd Hunter McGaw Photographer

Ruby package — Deluxe seated reception

Room Three Sixty

Hire Charges

RUBY Deluxe Seated Reception \$160.50 per person (incl. GST)
Minimum numbers apply

Inclusions

- ◇ Venue hire for five hours, commencing from the arrival of guests for pre-dinner drinks
 - ◇ Private bridal retreat for pre-dinner drinks and canapés
 - ◇ Chef's selection of three canapés on arrival
 - ◇ Three-course alternate drop or banquet menu
- ◇ Your wedding cake sliced and served buffet-style on share platters
 - ◇ Five-hour drinks package
 - ◇ Tea and coffee served to each table
 - ◇ Tea light candles on cocktail tables
 - ◇ Bridal table and banquet tables (oval)
 - ◇ White linen tablecloths and napkins
 - ◇ Skirted gift table and cake table
 - ◇ Chair covers with coloured sash
 - ◇ Dance floor
 - ◇ Welcome easel for seating plan
- ◇ Photo opportunities in outdoor areas and grounds



Todd Hunter McGaw Photographer

Upgrade your package

Post-ceremony canapé package* <i>Bar service of drinks and tray service of food for one hour</i> <i>Chef's selection of four canapés</i> <i>One hour beverage package</i> <small>*upgrade option only available for seated reception packages</small>	\$35.00 per person
Cheese board: Selection of three cheese with condiments & lavosh Selection of breads with trio of house-made dips	\$104.50 per platter \$71.50 per platter
Fresh seafood station (min. 40 people) <i>Fresh King prawns (2 p.p) and shucked oysters (2 p.p.) with condiments</i>	\$14.30 per person
Glazed ham station with fresh bread rolls and condiments (min. 40 people)	\$8.25 per person
Additional bigger bite	\$6.60 per person
Additional fork item	\$12.10 per person
Additional canapé or sweet bite	\$4.40 per person
Upgrade to Premium beverage package	\$9.50 per person
Upgrade to Deluxe beverage package	\$19.50 per person
Chocolate truffles to compliment tea and coffee service	\$5.00 per person

All prices are listed inclusive of GST. Packages based on a minimum of 100 guests, please contact us for a price on lower numbers. Labour surcharge applies for Sundays & public holidays.



Planning guide

Wedding Bookings and Enquiries

To find out more about Old Government House wedding and/or reception packages, arrange a site visit, or to make a booking, please contact:

QUT Venue Collection Team

www.venuecollection.qut.edu.au

(07) 3138 7750 or events@qut.edu.au

An events coordinator will be allocated to assist with the planning of your wedding after confirmation of your booking. Your coordinator will liaise with you to assist in the preparation of your wedding. A wedding supervisor will be assigned to manage your event on the day in accordance with your signed event order.

Chairs & Tables

Chair covers (Applies to Sapphire & Ruby Seated Reception Packages)

Your package includes chair covers and sashes. Contact your events coordinator to discuss the options available. For receptions, up to 200 chair covers and sashes are included. Additional chair covers and sashes can be arranged at an additional cost.

Upgrade to Tiffany Chairs

As an alternative to chair covers and sashes, you can upgrade to a classic Tiffany Chair with cushion for an additional charge. Chairs are available in natural timber, black or white.

Tables

All banquet tables in the venue are oval in shape and seat a maximum of 10 persons. White linen table cloths are provided.

Deliveries & Collections

Deliveries

All deliveries to the venue must be pre-arranged with your events coordinator and must be scheduled no earlier than two (2) hours prior to the commencement of your wedding ceremony or reception if it falls on a weekend. Deliveries arriving outside of the agreed times cannot be guaranteed to be accepted on site.

Collection of Items

All items, whether personal or hired, must be collected by the close of business on the next working day. In the event that the items are not collected within this period the items may be disposed of.

Parking

Wedding Party Parking

Parking requirements for your wedding party vehicles must be pre-arranged with your events coordinator. The Bridal car is given priority and always guaranteed access. Please allow up to two spaces for your bridal cars and allow at least one space for your caterer. Drop-off only access is available for suppliers.

Guest Parking

A secure Pay-on-Exit car park is located underground in the Science and Engineering Centre adjacent the venue. The car park is open to the public 24/7, includes several PWD parking bays and has direct lift access to ground level. Your events coordinator can provide you with a detailed parking map on request.

Access for Persons With a Disability (PWD)

All QUT Precincts venues are fully-accessible to guests requiring PWD access.

Catering

All packages are based on 100 adults.

Reception

Pre-dinner Drinks

We suggest you allow 30 minutes for pre-dinner drinks and canapés, and 10-15 minutes for your guests to be seated.

Final Details

To ensure your ceremony or reception runs as smoothly as possible behind-the-scenes, we require details such as guest numbers, room and table set-up, and running times to be finalised at least one (1) month prior to your wedding date. We regret that changes with less than seven (7) days notice cannot be guaranteed.

Floor Plan

A floor plan can be provided on request. We will work with you to customise the set up of the reception rooms. Changes to your floor plan, pending approval from your events coordinator, can be made at least two (2) weeks prior to your wedding reception.

Place Cards & Seating Plan

Name place cards and a seating plan must be discussed with and provided to your appointed Event Coordinator. A final copy of your guest seating plan should also be provided to your events coordinator at least seven (7) working days prior to your event. This will be displayed on an easel in your reception room on guests' arrival.

Public Holidays

Surcharges will apply for weddings held on Sundays and Public Holidays.

Accommodation

We recommend the following hotels and apartments within walking distance from the venue:

Stamford Plaza Hotel

Cnr Edward & Margaret Streets
(07) 3221 1999
www.stamford.com.au

Treasury Brisbane

130 William St, Brisbane
(07) 3306 8888
www.treasurybrisbane.com.au

The Sebel Quay West

132 Alice Street
(07) 3853 6000
www.thesebelquaywestbrisbane.com.au

Wedding suppliers

Accommodation

Mantra Group
Ph. 1300 987 604
www.mantrahotels.com

Bridal wear

Toscana Bridal
Ph. (07) 3394 3276
diana@toscanobridal.com.au
www.toscanobridal.com.au

When Freddy Met Lilly

Ph. (07) 3369 8197
contact@whenfreddiemetlilly.com.au
www.whenfreddiemetlilly.com.au

Wil Valor

Ph. 1300 309 272
gracecutmore@wilvalour.com
www.wilvalor.com.au

Entertainment

Brisbane Backyard Games
Ph. 0431 517 521
play@brisbanebackyardgames.com.au
www.facebook.com/brisbanebackyardgames

David Kidd

Solo Tenor, duets and groups
Ph. 0416 255 577
david@davidkidd.com.au
www.davidkidd.com.au

Directors of the Extraordinary

Ph. (07) 3041 7017
e: ash@doextraordinary.com.au
w: www.doextraordinary.com.au

G&M DJs

p: 1300 736 23
glenn@gmeventgroup.com.au
www.gmdjs.com.au

Hailey Calvert

haileycalvert@hotmail.com
www.haileycalvertmusic.com

In the Booth (photo booth)

Ph 1300 026 684
boothme@inthebooth.com.au
www.inthebooth.com.au

Rush Entertainment

Ph. 0413 162 447
leah@rushentertainment.com.au
www.rushentertainment.com.au

Floral Design

Bouquet Boutique
Ph. (07) 3254 1066
geraldine@bouquetboutique.com.au
www.bouquetboutique.com.au

Kate Dawes Flower Design

Ph. 0418 726 971
kate@katedawesflowerdesign.com.au
www.katedawesflowerdesign.com.au

Honeymoon & Destination

Flight Centre
Ph. 133 133
www.flightcentre.com.au

Marriage Celebrants

Brisbane City Celebrants
Ph. 0433 774 789 or 0433 423 888
marryme@brisbanecitycelebrants.com.au
www.brisbanecitycelebrants.com.au

Celebrated Moments: Krista Webb

Ph. 0417 626 791
krista@celebratedmoments.com.au
www.celebratedmoments.com.au

Colleen Whittaker

Ph. 0417 629 198
c.whittaker03@gmail.com

Ketrina Coffey

Ph. 04244 79896
ketrina@civil-celebrant-brisbane.com.au
www.civil-celebrant-brisbane.com.au

Natasha Lewis

Ph. 0411 143 472
natasha@natashalewis.com.au
www.natashalewis.com.au

Photography

Jessie Dains
Ph. 0431 800 688
shannon@jessiedains.com
www.jessiedains.com

Studio Impressions

Ph. (07) 3832 0444
info@studioimpressions.com.au
www.studioimpressions.com.au

Studio Sixty Photography

Ph. (07) 3311 1822
studio60@studio60.com.au
www.studio60.com.au

Stationery

Paper Love Invites
Ph. 0411 110 643
info@paperlove.com.au
www.paperlove.com.au

Theming, Lighting & Decorating AV Ideas

Ph. (07) 3356 7518
hello@avideas.com.au
www.avideas.com.au

Beautiful Weddings

Ph. (07) 3272 9069
e: style@beautifulweddings.com.au
w: www.beautifulweddings.com.au

BJ Lighting & Sound

Ph. 07 3854 1122
sybren@bjs.com.au
www.bjs.com.au

Brandition

Ph. (07) 3392 8549
brisbane@brandition.com.au
www.brandition.com.au

Event Letters

Ph. 0430 369 367
katie@eventletters.com.au
www.eventletters.com.au

Hitched Events

Ph. 0422 523 899
hello@hitchedevents.com.au
www.hitchedevents.com.au

Miss Weddings

Ph. 0439 311 305
stylist@missweddings.com.au
www.missweddings.com.au

Staging Creations

Ph. 0400 198 367
dale@stagingcreations.com.au
www.stagingcreations.com.au

The Styled Group

Ph. (07) 3852 3339
info@thestyledgroup.com
www.styledevents.com.au

White+White

Ph. (07) 3257 7134
planning@whitewhite.com.au
www.whitewhite.com.au

Transport

Kenz Classic
Classic Jaguars & Dodge Limos
Ph. (07) 3366 5457
cars@kenzclassic.com.au
www.kenzclassic.com.au

Roaring Twenties: Vintage Wedding Car Hire

Ph. 0405 111 875
roaringtwenties@outlook.com.au
www.roaringtwenties.net.au

Wedding Cakes

A Little Cake Place
Ph. (07) 3102 1909
info@alittlecakeplace.com.au
www.alittlecakeplace.com.au

Hansel & Gretel

megan@hanselandgretelcakes.com.au
www.hanselandgretelcakes.com.au

Terms and conditions

Interpretation

'QUT Precincts' means the department of the Division of International and Development, Queensland University of Technology, which has responsibility for managing QUT's public venues.

'QUT Precincts Management' means any authorised or designated officers of QUT Precincts.

'RoomThreeSixty' means RoomThreeSixty located at QUT Gardens Point, Brisbane.

'RoomThreeSixty Venue' means the function room on level 10 Y Block including agreed outdoor areas.

'Hirer' means the person or organisation referred to on the Venue Contract and includes a member of any committee thereof.

'Hire Period' means the period or periods for which RoomThreeSixty is hired where the context requires the commencement and end time of any of the period or periods.

'Venue Contract' is the form so described which outlines the RoomThreeSixty for hire, the conditions of hire, the hire period and food and beverage requirements. The Venue Contract is not binding on RoomThreeSixty until the hirer has signed the form, been approved and signed by QUT Precincts Management.

'Hire Charges' means the amounts payable for the agreed hire period as confirmed in the Venue Contract.

Booking Confirmation

A tentative booking will be held for 14 days (unless otherwise negotiated with the events team).

An initial deposit of \$2800.00 together with a signed Venue Contract is required to secure the booking. If this deposit is outstanding past the specified due date, the tentative booking will lapse.

The final balance of the agreed hire charges will be paid at least 14 business days prior to the commencement of the hire period.

The Hirer must nominate a person who is authorised to represent the Hirer and who will remain at the venue for the duration of the event. Variations to requirements attracting charges as detailed in the Venue Contract will be discussed with the nominated person.

Changes To The Venue Contract

All changes to the signed Venue Contract must be advised in writing to events team. Additional charges may be payable if the venue(s) are not vacated by the time specified on the Venue Contract or if additional equipment or staff requests are made during the event.

Cancellation By Hirer

Should you need to cancel your function the following conditions apply:

- Notification of cancellation must be in writing.
- Notice of more than 90 days: full deposit will be refunded less a processing fee of \$100.00 (plus GST) provided the room is rebooked and a deposit paid.
- Notice of 30 – 90 days, and the venue is:
 - Re-hired - 50% of the deposit will be refunded.
 - Not re-hired - deposit will be forfeited.
- Notice of 8 - 30 days: deposit will be forfeited.
- Notice of 7 days or less: deposit will be forfeited, and 100% of the estimated total cost of your event will be charged.

Cancellation By QUT Precincts

QUT Precincts Management may at any time cancel the hiring if in its opinion:

- RoomThreeSixty venues may be damaged by use for the hiring purpose.
- The Hirer has failed to comply with these Terms and Conditions of Hire.
- QUT Precincts Management is of the reasonable opinion that Room Three Sixty venues will be unfit for use during the hire period.

QUT Precincts Management will endeavour to relocate the Hirer to alternative space or venue that in the reasonable opinion of QUT Precincts Management is suitable.

Staffing

The standard venue hire charge includes provision of event staff for a five-hour event. Event staff will be in attendance throughout the hire period. A Wedding Reception has a standard setup of 2 hours and a pack down of 1.5 hours. Any extra time required for additional requirements beyond the standard package will incur additional staffing time as outlined below. Should the configuration of the venue change on the day of the wedding and incur more staff time than the agreed venue hire duration, additional charges may apply. Additional staffing will be charged on an hourly rate of \$55 per person/per hour Mon-Sat and \$110 per person/per hour on a Sunday based on pre-agreed arrangements. Should the Hirer require more complex audio visual services than the standard set up of the PA system, lectern and microphone, technical staff will be rostered and charged at an hourly rate (\$55 p/h Mon-Sat and \$110 p/h on Sunday).

Surcharges

Surcharges will apply for wedding receptions over and above the five-hour duration (personalised quote will be tailored to client needs). Weddings on a Sunday or a public holiday will incur a \$700 flat fee surcharge per venue. A surcharge of \$200 will apply if additional cleaning is required outside of the standard cleaning of the venue.

Damage Or Loss

QUT Precincts indemnifies the Hirer against all direct expenses, losses, damages and costs reasonably incurred or suffered by the Hirer as a result of injury to or death of any person, damages to property, caused by the negligent acts or omissions or willful misconduct of QUT Precincts, its employees and agents before, during or after the event.

The Hirer indemnifies QUT Precincts against all direct expenses, losses, damages and costs reasonably incurred or suffered by QUT Precincts as a result of injury to or death of any person, damages to property including theft, caused by the negligent acts or omissions or willful misconduct of the Hirer, its invitees, its employees and agents before, during or after the event.

Off-Site Activities

From time to time events and/or activities may take place in adjacent sites around the University. Where possible your Event Coordinator will notify the hirer of this event/activity and will endeavor to do as much as possible to reduce the impact on the venue and the hirer. However, the University is not obliged to provide prior notice and/or make alternative arrangements due to this off site event/activity.

Force Majeure

Neither the Hirer nor QUT Precincts will be liable for any default or delay in the performance of its obligations under the Venue Contract if and to the extent that default or delay is caused, directly or indirectly, by fire, flood, earthquake, elements of nature or Acts of God, riot, civil disorder, rebellion or revolution, acts of terrorism or any other similar cause beyond the reasonable control of such party.

Equipment

All staging, AV and technical equipment must be installed and de-rigged by RoomThreeSixty staff. Technical staff may be required to setup and operate equipment depending on the complexity of the Hirer's requirements.

Suppliers

QUT Precincts Management reserves the right to approve only selected sub-contractors service.

Consumption Of Alcoholic Beverages

Alcoholic beverages may not be sold, served or supplied by the Hirer. In accordance with the Liquor Act, responsible service of alcohol is practiced at Room Three Sixty. Alcohol will not be served to guests under the age of 18 years or to intoxicated guests.

Smoking Policy

Smoking is prohibited on all QUT premises. Smokers are required to follow directions given by authorised QUT staff such as supervisors and managers and security personnel in regard to the implementation of the university's policy on smoking.

Evacuation Procedures

In the event of an emergency, the Hirer and guests should follow the evacuation directions of QUT Precincts staff.

Activation Of Fire Detection Systems

No open flames, including candles, are permitted within 10 metres of the venue. Direct costs incurred due to the activation of the fire detection system through willful action or negligence by the Hirer shall be referred to the Hirer for payment.

Pricing valid from January 2018 – January 2019