

# BUNDANON



## VENUE HIRE

**Bundanon's breath-taking views down the Shoalhaven River, stylish, contemporary architecture, and bush landscape provides the perfect setting for a conference, workshop or team building activity.**

Bundanon's expanded conferencing and event facilities will open in 2022, with the completion of the new Art Museum and The Bridge for creative learning.

Functions can be held in a variety of spaces and buildings, including the new Art Museum's Studio, the Boyd Education Centre, the Library, and The Bridge for creative learning.

Located 2.5 hours from Sydney and 20 minutes from the Nowra Bridge, Bundanon offers more than just a venue with incredible views and architecturally renowned, versatile function spaces.

Rates inclusive of room set up, audio and visual equipment, tea and coffee mean the basics are covered for most event types. A dedicated event coordinator will ensure your event is tailored to specific requirements and the new onsite café and catering facilities create flexible dining solutions for all budgets and tastes.

This brochure contains a comprehensive overview for most event types. However we understand each event is unique and encourage you to get in touch and allow us the opportunity to quote on your individual needs.

If you have any questions, or would like to arrange a site inspection, please feel free to contact us.

Email: [venue@bundanon.com.au](mailto:venue@bundanon.com.au)  
Phone: +612 4422 2100



# SPACES & RATES

There are a variety of spaces at Bundanon to suit various event types with the largest being the Boyd Education Centre.

	BOYD EDUCATION CENTRE HALL	THE LIBRARY	THE BRIDGE FOR CREATIVE LEARNING	ART MUSEUM STUDIO*
AREA (APPROXIMATE)	120m <sup>2</sup>	37m <sup>2</sup>	90m <sup>2</sup>	115m <sup>2</sup>
RATES				
Full Weekday (8.00am – 5.00pm)	\$1500	\$500	\$750	On Enquiry
Half weekday (8.00am-12.00noon / 11.00am-3.00pm / 1.00pm-5.00pm)	\$700	\$300	\$300	On Enquiry
Weekend (10.00am – 5.00pm)	\$2000	\$750	-	On Enquiry
Monday-Thursday Evening (6.30pm – 11.00pm)	\$1500	\$750	-	On Enquiry
Friday – Sunday Evening (6.30pm – 11.00pm)	\$2000	\$1200	-	On Enquiry
SEATING CAPACITY				
Theatre	150	25	64	100
Cocktail	180	30	100	100
Long Tables	120	25	64	100
U-Shaped	60	-	50	40

All prices include GST

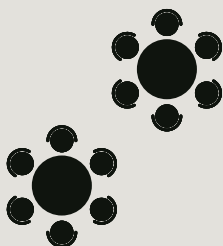
\*Art Museum Studio bookings - due to the nature of the artwork displayed in this space, extra costs may be associated with bookings depending on requirements and intended use. Please contact staff to discuss your event.

The Boyd Education Centre's Forecourt and the Art Museum's Forecourt are available after 5:30pm when The Boyd Education Centre Hall or the Art Museum Studio are hired.

THEATRE



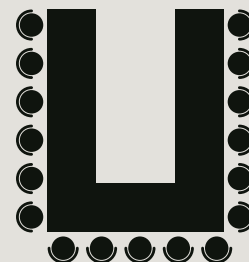
COCKTAIL



LONG TABLES



U-SHAPED



# PACKAGES INCLUDING ACCOMMODATION

With rooms in both the Boyd Education Centre and The Bridge for creative learning, Bundanon is equipped to host up to 96 overnight visitors. Shared communal break out spaces allow for relaxed dining or more intimate spaces for smaller groups to gather during your event.

## PACKAGE 1

The Boyd Education Centre + 16 rooms

1 night | 2 days - \$6200  
2 nights | 3 days - \$10,000

## PACKAGE 2

The Boyd Education Centre + 16 rooms & The Bridge for creative learning + 32 rooms

1 night | 2 days - \$15,000  
2 nights | 3 days - \$27,000

## PACKAGE 3

The Bridge for creative learning + 32 rooms

1 night | 2 days - \$9,500  
2 nights | 3 days - \$19,000

## PACKAGE 4

The Bridge for creative learning + 21 rooms

1 night | 2 days - \$6,475  
2 nights | 3 Days - \$13,000

	NUMBER OF ROOMS	PAX PER ROOM	BATHROOM	KITCHEN	BEDDING CONFIGURATION
THE BOYD EDUCATION CENTRE	16	2	Shared	Shared	2 x Single Beds
THE BRIDGE FOR CREATIVE LEARNING	32	2	Private Ensuite	Shared	1 x King Bed or 2 x Single Beds

Rooms in the Boyd Education Centre can not be booked individually. A minimum of 21 rooms must be booked in The Bridge for creative learning.

## ROOMS IN THE BOYD EDUCATION CENTRE

- Architecturally designed rooms with views to Shoalhaven River
- Single beds only
- Each room has a partition wall which can be opened to create rooms of 4 beds
- Shared bathroom facilities adjacent to bedrooms
- Shared kitchen facilities
- All linen & towels provided for up to 32 people.

## ROOMS IN THE BRIDGE FOR CREATIVE LEARNING

- Architecturally designed rooms with views to Shoalhaven River or bushland
- Option of king bed or 2 x single beds in each room
- Small writing desk & chair
- Each room has an ensuite with a walk in shower, basin and toilet
- Shared kitchen facilities
- All linen & towels provided for up to 64 people.

For more information and to view photographs of venues please visit [www.bundanon.com.au/visit/venue-hire/](http://www.bundanon.com.au/visit/venue-hire/)

# ADDITIONAL INFORMATION

## CATERING - FOOD & BEVERAGE

Where catering is required, you must use Bundanon's contracted caterer. The onsite café provides catering services for events of all sizes. Bundanon recognizes that each event is unique and we welcome the opportunity to discuss your catering needs to create the perfect experience.

## SECURITY & CLEANING

Rates are inclusive of security and cleaning costs.

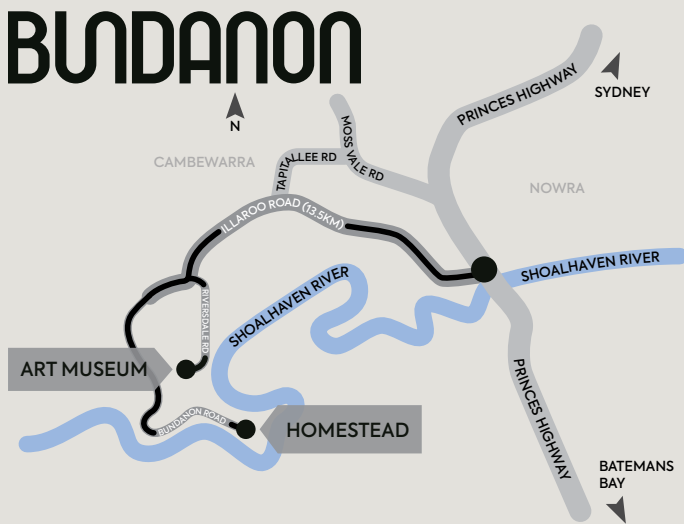
## OPENING HOURS

The Art Museum is open to the public Wednesday to Sunday, 10am-5pm all year round. Please be aware that if you are planning an event within these times, you may be required to share some common areas with the public. Outside of these times, spaces may be shared with other overnight visiting groups.

## STANDARD HIRE INCLUSIONS

- Lectern
- 50" HD Display Screen
- Continuous Tea & Coffee facilities
- White Board
- PA System & microphone
- Wi-fi access for all delegates

## MAP



## TRAVEL TIMES (APPROX)

- Sydney | 2.5 hours
- Canberra | 2.5 hours
- Bowral | 1 hour
- Wollongong | 1 hour

## SITE MAP



1. Art Museum
2. The Bridge for creative learning
3. Visitor Information
4. Existing Homestead Cluster
5. Boyd Education Centre
6. Parking
7. Forecourt
8. Pedestrian Footbridge
9. Jetty

# BOOKING TERMS & CONDITIONS

## CONFIRMATION

Confirmation of the booking by the client must be made in writing within 14 days of the tentative reservation. Otherwise the property reserves the right to cancel the booking.

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## DEPOSIT

A minimum deposit of 25% of the room hire value must be paid at the time of confirmation.

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## PAYMENT

Full payment must be made no later than 90 days from your function or event. Failure to make this payment may result in the loss of both your deposit and your booking date/s.

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## GUARANTEE OF PAYMENT

The client signatory agrees to be personally liable to pay all monies payable to Bundanon Trust pursuant to this agreement.

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## NOTICE & FEES

Greater than 90 days:  
100% deposit refundable  
30-60 days:  
50% deposit refundable  
14-29 days:  
Deposit non-refundable  
Less than 14 days:  
100% venue hire payable.

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## CANCELLATION

All cancellations must be made in writing. The following applies to all bookings.

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## FINAL ATTENDANCE

A guaranteed minimum number of guests attending the event are required two working days prior to the event and the charges will be rendered accordingly. It is the responsibility of the client to contact Bundanon Trust regarding final numbers. Should final numbers not be received, the original expected attendance numbers will be taken as final.

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## FORCE MAJEURE

Performance of this Agreement is contingent upon Bundanon Trust not being wholly or partially prevented, restrained, obstructed or delayed from making arrangements associated with the event due to factors beyond its control, including but not limited to industrial action, accidents, Government (Federal, State or Local) requisitions, or restrictions on travel, transport, food and beverage supply. In no event shall Bundanon Trust be liable for the loss of profit, or for consequential damages, whether based on breach of contract, warranty or otherwise.

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## PRICES

All indications of costs are indications only and are subject to change if the needs of the customer vary. These variations can only be made up to 14 days prior to the function.

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## COMMENCEMENT AND VACATING OF SPACES

The client agrees to begin the function and vacate the designated meeting space at the scheduled times agreed upon. If the event should go beyond the agreed finishing time and if the following client is inconvenienced, Bundanon Trust reserves the right to charge costs that are reasonably incurred to ensure the smooth operation of that meeting/event.

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## DISPLAYS AND SIGNAGE

Nothing is to be nailed, screwed, stapled, bluetacked, taped or adhered to any wall, door, sign, fitting or fixture in any our Bundanon's spaces. Any signage in the properties public areas must be approved by Bundanon Trust prior to the event. Bundanon Trust cannot advocate or endorse the placement of any temporary signage on a public road or on lands that are not ours.

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## DAMAGES

Clients are responsible for any damages sustained to Bundanon property, grounds, equipment, artwork, contents owned or in the care or custody of the property by the client, client's guests, invitees or other persons attending the event. If, in the opinion of Bundanon Trust management, further cleaning is required or damage to be made good, the cost will be the responsibility of the hirer and charged accordingly.

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## ARTWORK

All furniture and equipment must be set up a minimum of ONE METRE away from paintings with protective rails remaining in front of the artwork. No food or drink is to be consumed near paintings.

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## CATERED EVENTS

Events requiring catering must use the services of the contracted onsite caterer. If you wish to use an alternate caterer, including self-catering, written permission is required by the catering contractor and Bundanon management.

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## PHOTOGRAPHY

When taking photographs, no images are to be taken solely of any artworks by Arthur Boyd located on the Trust's property. The copyright relating to the artworks of Arthur Boyd is administered by Bundanon Trust and no reproductions are allowed without written permission. Permission is given for incidental appearances of the artworks if they form part of the background of your wedding/event photography and will only be used for personal/internal use. If however any of these images that include artworks and people are to be reproduced commercially, permission must be sought from the Trust in writing.

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## SMOKING

Riversdale has strict smoking guidelines that must be adhered to. No smoking inside ANY of the buildings. All cigarette butts must be disposed of in ashtrays provided in the forecourt area. Any and all cigarette butts found around the venue must be disposed of by the client before their departure. Failure to do so may incur additional charges.

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## TRANSPORT & PARKING

The Bundanon property access road is regularly upgraded so access via car, coach or bus is possible. There is a section of privately owned road that forms part of our main access road. The condition and maintenance of this section is outside the control of Bundanon Trust. There are approximately 70 car parking spaces available including accessible spaces and a bus turning circle. Overflow car spaces can be arranged upon request to management.

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