



VENUE INFORMATION PACK



NEED TO KNOW

ADDRESS

10 Oxley Road, Hawthorn VIC 3122
Entrance via Oxley Road off Glenferrie Road

7 DAYS

MicDrop is bookable Monday to Sunday from 6:00 AM - 12:00 AM
Business hours are Monday to Friday from 9:00 AM - 5:00 PM

RESTROOMS

Male and female restrooms and one accessible toilet

NO DEDICATED PARKING

TRAM

Route 16
Stop #72 Manningtree Rd/Glenferrie Rd

TRAIN

Glenferrie station

STREET PARKING

In surrounding streets, time limits
and fees apply

PAID PARKING

Hawthorn Town Hall Car Park, 5
Oxley Road

Ace Parking, 12 Oxley Road

NO STORAGE

NO DELIVERIES OUTSIDE OF EVENT TIMES

If you are planning to deliver products during your event, you must notify
the MicDrop Team before a contract is generated

SOMETHING WE HAVEN'T COVERED? VISIT OUR [FAQS](#) PAGE

\$1230 | 2 hours (min)

Each additional hour +\$156 per hour

INCLUDES

VENUE HIRE

STANDARD AV SYSTEM

ROOM SETUP

FURNITURE

WATER STATION

CLEANING

Conditions of hire

VENUE ASSISTANT

Required with 50/+ attendance,
outside of business hours,
advanced tech packages and/or F+B
Mon-Sat **\$60** per hour, 3 hours min
Sun **\$75** per hour, 3 hours min

SECURITY

Alcohol and/or 70+ attendance
Mon-Fri **\$60** per hour, 4 hours min
Sat **\$70** per hour, 5 hours min
Sun **\$80** per hour, 5 hours min

EXTERNAL CATERING/BYO

\$400 buyout fee
Terms and conditions apply
Preferred caterers always
strongly recommended

Add-on

TEA AND COFFEE STATION

T2 Teas & Freshly brewed coffee
from \$200

All pricing excluding GST

AUDIO VISUAL SYSTEM

STANDARD AUDIO & VIDEO SYSTEM

84" 4K presentation screen
via HDMI
or wireless connection via AirServer (PC/Android/Apple)
or Apple AirPlay (Apple)
2 handheld wireless microphones
2 headset wireless microphones
DJ (XLR) input
RCA audio input
iPad with Spotify for background music with surround
sound speakers

VIDEO CONFERENCING

Sign into any video conference software (Zoom, Skype, Webex, Google Meet, etc).

The video conferencing system will use your software and connect it to the MicDrop Logitech Camera.

The camera is positioned to face the audience.

FURNITURE

14 Trestle Tables (1600mmW x 700mmD, 720mmH)
9 Round Banquet Tables (1680mmD, 760mmH)
3 Catering Stations on castors (1800mmL x 700mmD, 1100mmH)
4 Hightop Cocktail Tables (650mmD, 1100mmH)
110 Wooden Back Leather Chairs
1 Lectern

NEED MORE FURNITURE?

Harry
the hirer®

Harry the Hirer is our recommended supplier. Please inform your MicDrop Manager before proceeding, conditions apply.

PREFERRED CATERERS

From morning tea, lunch and afternoon tea to canapés, grazing boards, formal sit-down dinners and beverage packages, we work with only the best.

Our preferred caterers deliver top quality food and staff with great planning and communication. Ask the MicDrop Sales Team for a Catering Menu!

goodie

Fabulous
CATERING

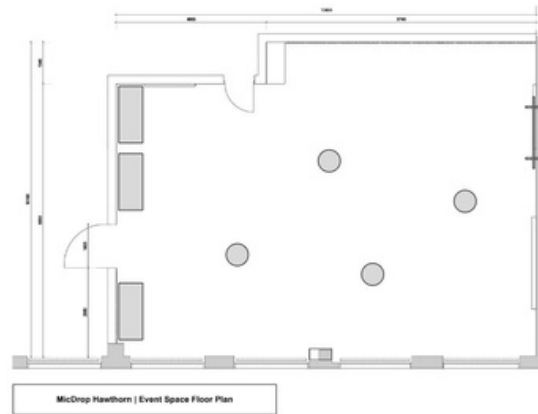


SETUPS

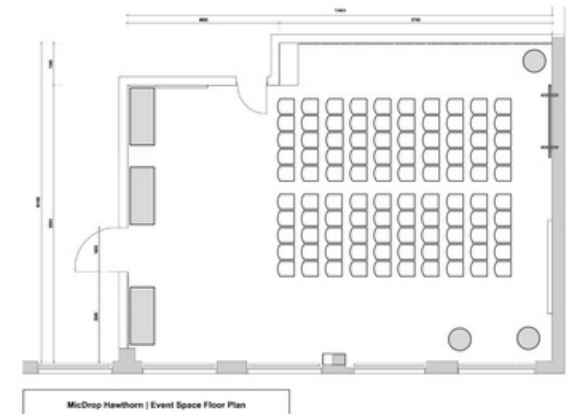
MAXIMUM CAPACITIES

Cocktail	150
Theatre	100
Banquet Rounds	56
Cabaret Rounds	42
U Shape	20
Classroom	20

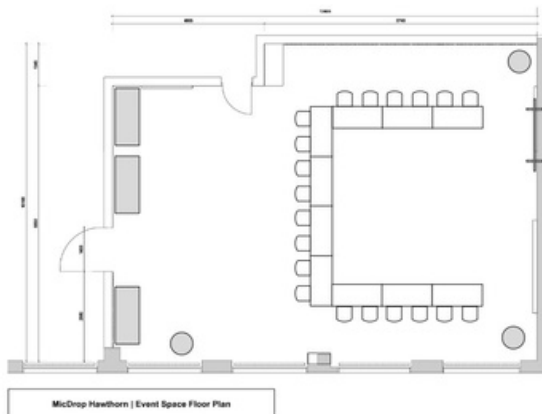
COCKTAIL 150PAX



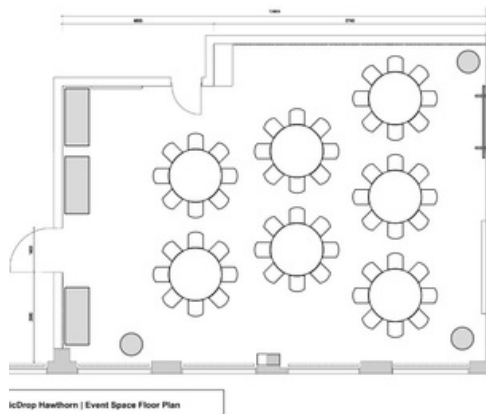
THEATRE 100PAX



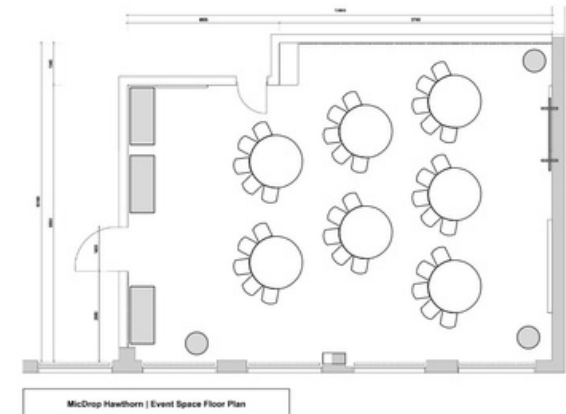
U SHAPE 20PAX



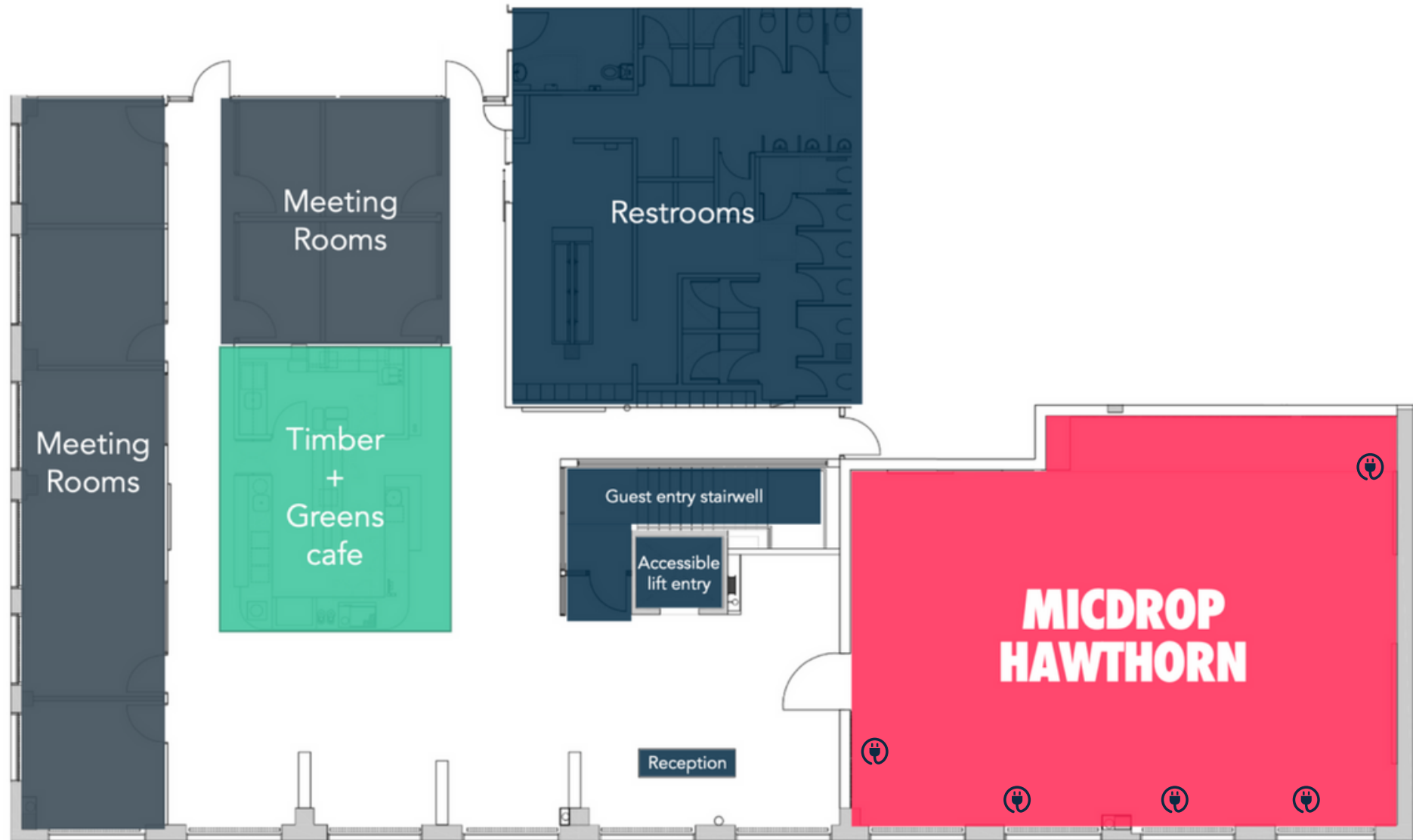
BANQUET 56PAX



CABARET 35PAX



FLOOR PLAN



NEED A SPACE FOR YOUR GUESTS TO BREAKOUT?

**BROWSE OUR ON-SITE
MEETING ROOMS HERE**

If you are interested in hiring any meeting rooms, let the MicDrop Team know! We can add meeting rooms to your contract and apply a discounted rate in support.





CreativeCubes Co



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#Cubes3122

The image shows a modern interior space, likely a gallery or a lounge. On the left, a large black wall features a glowing neon hashtag "#Cubes3122" in a light blue-green color. Below the text is a black door. To the right of the black wall is a wall made of vertical wooden slats, with several rectangular windows integrated into it. The ceiling is white with exposed black tracks and cylindrical pendant lights. A large, square, metallic ventilation unit is visible on the ceiling. The floor is a light-colored, polished concrete. In the background, a brick wall is visible, adding to the industrial aesthetic of the space.



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