



VENUE INFORMATION PACK



NEED TO KNOW

ADDRESS

Level 4
534 Church Street, Richmond

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

Dedicated male and female restrooms and one accessible restroom

NO DEDICATED PARKING

TRAM

Route 78
Stop# Gibbons St/Church St
Stop# Adelaide St/Church St

TRAIN

East Richmond Station

BUS

200, 207, 250 & 251
Corner Lygon St/Elgin St

STREET PARKING

In surrounding streets
Time limits and fees apply

PAID PARKING

560 Church St, Richmond (rear)
rates available via [Ace Parking](#)

658 Church St, Richmond
rates available via [Wilson Parking](#)

11 Adolph St, Richmond
East Richmond Station
Council parking



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-ons

TEA AND COFFEE STATION

T2 Teas & Freshly brewed coffee
from \$200

AV ADVANCED PACKAGE

Video Conferencing
OR
Live Streaming/Recording
\$380

AV ALL-INCLUSIVE PACKAGE

Video Conferencing
+ Live Streaming/Recording
\$770

All pricing excluding GST

AUDIO VISUAL SYSTEM

STANDARD AUDIO & VIDEO

98" 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 camera, microphones and speakers.

The camera is positioned to face the front of the room and is remotely controlled by our control panel.

LIVE VIDEO STREAMING & RECORDING

The camera and microphones are connected to a streaming platform and available via a private link. The event is streamed to an audience by sharing your private link.

Online audience cannot communicate with the event.
Live streaming needs to be booked and set up in advance.

FURNITURE

12 Trestle Tables (1800mmW x 700mmD, 720mmH)
9 Round Banquet Tables (1680mmD, 760mmH)
1 Catering Station on castors (1800mmL x 700mmD, 1100mmH)
4 Soft Leather Armchairs
2 Industrial Coffee Tables
2 Hightop Cocktail Tables (760mmD, 1100mmH)
60 Wooden Back Leather Chairs
1 Lectern
1 Microphone Stand

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

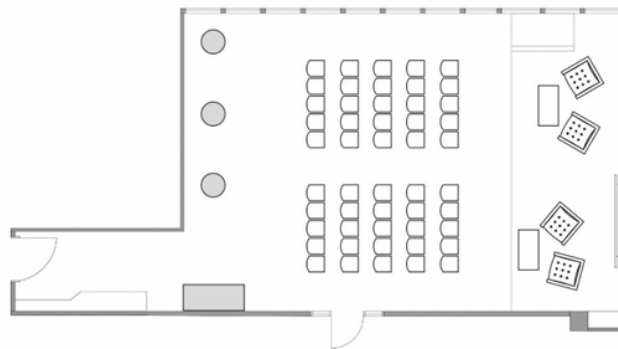


SETUPS

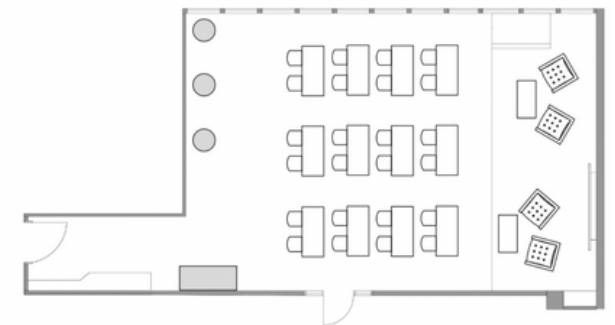
MAXIMUM CAPACITIES

Cocktail	80
Banquet Rounds	56
Theatre	50
Cabaret Rounds	48
U Shape	24
Classroom	28

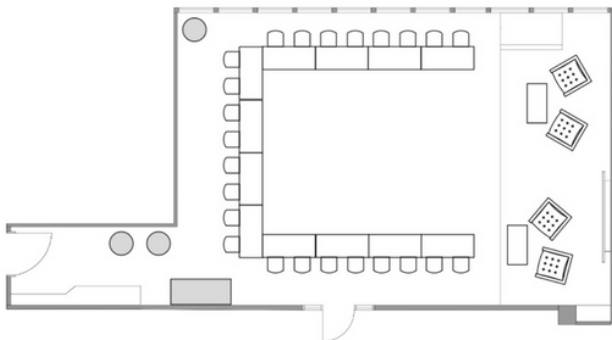
THEATRE 50PAX



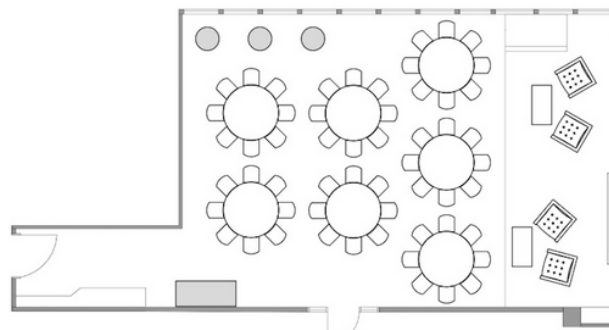
CLASSROOM 24PAX



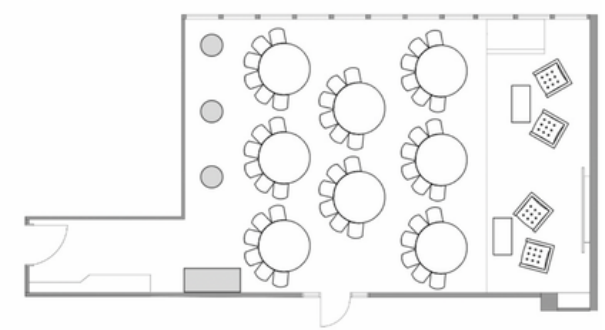
U SHAPE 24PAX



BANQUET 56PAX



CABARET 48PAX



FLOORPLAN



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



FIRE
HYDRANT
WARDEN
INTERCOM
POINT









FIRE
HYDRANT
WARDEN
INTERCOM
POINT

FIRE SAFETY DOOR
DO NOT OBSTRUCT
DO NOT KEEP OPEN

#Cubes321

