



**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

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## 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

## SUGGESTED PARKING

140-160 Swan St, Cremorne  
Rates available via [Ace Parking](#)  
658 Church St, Richmond  
rates available via [Wilson Parking](#)  
11 Adolph St, Richmond  
East Richmond Station  
Council parking

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## 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

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## 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

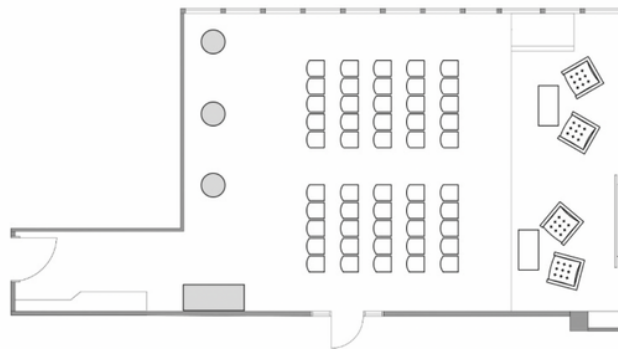


# SETUPS

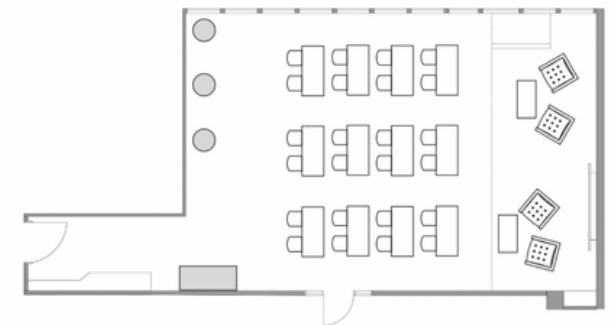
## MAXIMUM CAPACITIES

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

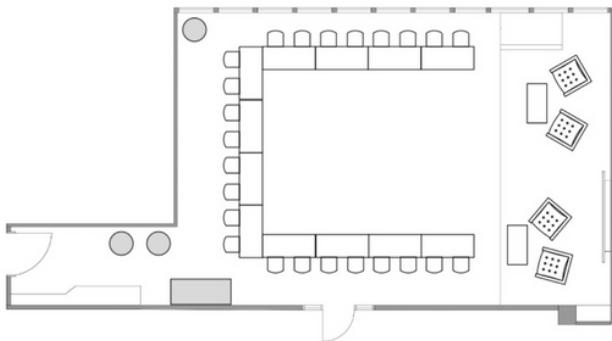
## THEATRE 50PAX



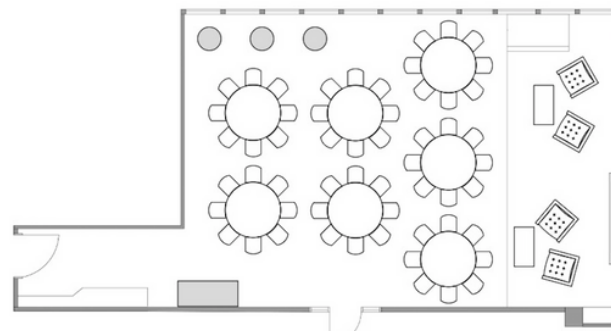
## CLASSROOM 24PAX



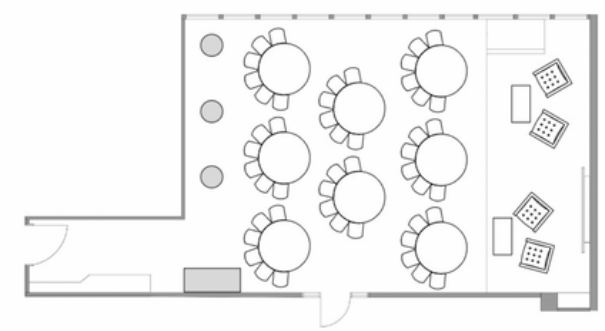
## U SHAPE 24PAX



## 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





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FIRE  
HYDRANT  
WARDEN  
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POINT

FIRE SAFETY DOOR  
DO NOT OBSTRUCT  
DO NOT KEEP OPEN

#Cubes321