

# Darebin Arts Centre

## Presenter Handbook – Grevillea/Studio 2025



**Darebin  
Arts**

This document is intended to be our complete guide to the production of your event. The information is essential in assisting us to co- create the best event experience for your team, and the audience, in the smoothest manner for you as an organiser and for us as a venue.

Here's a guide to how the process works with Darebin Arts Centre. In this document we will cover:

- What You Will Need to Provide
- Things You Should Know Before Booking the Venues
- Room Set-up
- Equipment Catering

### **What you will need to provide:**

Before your booking is confirmed, we will need all the below documents, payments and information.

- ☐ **Public Liability Insurance (PLI)** up to \$20,000,000 - if you do not have a PLI, Council can provide this for you by clicking here: [Casual Booking Public Liability form](#) – charges will apply.
- ☐ **Any external vendors PLIs and Food Safety Certificates**
- ☐ **Client/Company Details** including ABN, contact details, address and NFP status.

#### **COMPANY DETAILS**

Company Name:			
ABN/NFP Number:			
Company Address:			
Contact Number:		Contact Email:	

- ☐ **A Signed Venue Hire Agreement**
- ☐ **Upfront Deposit invoice**
- ☐ **An Event Outline:**

#### **EVENT OUTLINE**

Event Details:			
On Day Contact:		Contact Number:	
Your Arrival Time:		Your Access End Time:	
Event Start Time:		Event End Time:	
No. of Attendees:		Is Your Event Ticketed?	Y / N
Room Set-up:	Cabaret Style / Theatre Style / Other (see list below):		
Equipment Needed:	(see list below)		
Catering:	Y / N	Tea and Coffee in Room?	Y / N

## **Things You Should Know Before Booking the Venues:**

- **All events have minimum staffing requirements with Darebin Arts Centre Supervisors and Officers.** We do not allow the use of volunteers/hirer employees to replace these minimum requirements. This staffing is charged to the hirer. *Presenter Services will provide a cost estimate with these minimum requirements.*
- **All events require an upfront deposit payment to confirm the booking.** Depending on the duration and complexity of the event deposits can range from \$1000 (returning client) - \$2,500 (new client).
- **All beverages sold at events (including alcohol) are wholly delivered by Darebin Arts Precincts.**
- **Any catering that is brought into Darebin Arts Precincts must be from a Registered Food Business.** We do not allow home-made meals for patron consumption.
- **Events that have tickets being sold or have public attending, must be ticketed through Darebin Arts Precincts** (including free events). We do not allow 3rd party ticketing (e.g. Eventbrite, Try Booking) for any events at Darebin Arts Centre. *If you are unsure, please speak to Presenter Services.*
  - **Ticketing reimbursements are given within 30 days post the event after the Hirer and the Venue have confirmed the final fees.** Any outstanding monies owed are deducted from the box office and the balance is remitted back to the Hirer.

## **Room Set-up**

DAC provides furniture for all events in its spaces.

GREVILLEA ROOM	
Cabaret Tables max 8 per table	<i>A maximum of 112 seated (14 cabaret tables)</i>
Trestle Tables max 4 per table	<i>A maximum of 80 seated (20 trestle tables)</i>
Theatre Style (Chairs Only)	<i>A maximum of 180 seated</i>

STUDIO ROOM	
Cabaret Tables max 6 per table	<i>A maximum of 36 seated (6 cabaret tables)</i>
Trestle Tables max 4 per table	<i>A maximum of 40 seated (10 trestle tables)</i>
Theatre Style (Chairs Only)	<i>A maximum of 50 seated</i>

## **Equipment Needed**

TECHNICAL EQUIPMENT	NOTES
Projector and Sound	<i>Please ensure your laptop has a HDMI port (projector)</i>
Digital Interface Box	<i>For audio playback from laptop. Headphone port req'd.</i>
<b>Lectern and Microphone*</b>	<i>Comes with two stationary microphone pieces</i>
<b>Handheld Microphone*</b>	<i>Up to 2 Microphones. A technician may be required.</i>
<b>Cabled Microphone*</b>	<i>Up to 4 Microphones. A technician may be required.</i>
Whiteboard	<i>Up to 2 Whiteboards. Depending on Availability.</i>
<b>Rostra*</b> (6 pieces 1m x 2m) (Grevillea only)	<i>Can be set at 300mm or 600mm off the floor. Technician required</i>
<p><b><i>*This equipment comes at cost to the hirer.</i></b></p> <p><b><i>Depending on the event complexity and technical requirements, you may need a Venue Technician to support your event. Presenter Services can assist in determining your needs.</i></b></p>	

## **Catering**

FOOD & BEVERAGE REQUIREMENTS	NOTES
Tea and Coffee Station	\$6.00 per person with a 100 pax maximum
Soft Drinks – Invoiced on consumption	\$4.50 per beverage
Bar Tab	To be paid for on the day via Credit Card
Water Station	This will be provided
Catering Company	Please provide food registration and contact information.
<p><b><i>You are welcome to source a caterer for your event from a registered food business.</i></b></p> <p>Below is a list of caterers on the City of Darebin's catering panel. Feel free to go with one of these if you would like, but it's not necessary. If you went with one of these, we would just need when the deliveries were planned so we can have staff ready to assist with set up. If you decided to go with another caterer, we would need their PLi and Food Safety Certificates.</p> <ul style="list-style-type: none"> <li>• <b>Moon Rabbit Café</b> – 0452 020 347 / <a href="mailto:manager@moonrabbit.org.au">manager@moonrabbit.org.au</a></li> <li>• <b>Café' Rustico</b> – 9470 4919 / <a href="mailto:cafferustico@chef.net">cafferustico@chef.net</a></li> <li>• <b>Organic Kitchen</b> – 9857 7008 / <a href="mailto:orders@organickitchencaterers.com.au">orders@organickitchencaterers.com.au</a></li> <li>• <b>Asylum Seeker Resource Centre</b> – 9939 6320 / <a href="mailto:catering@asrc.org.au">catering@asrc.org.au</a></li> </ul> <p><b><i>Darebin Arts Centre does not provide on-site catering, kitchen access or storage for food options. Darebin Arts Centre expressly provides all beverages (non-alcoholic and alcoholic) to all events.</i></b></p>	