



ATRIUM AND SEMINAR ROOM HIRE

SEMINAR ROOM HIRE

ABOUT THE SPACE

The seminar room is ideal for seminars, meetings, forums, gatherings and similar events. It includes:

- Capacity of up to 40 people, depending on the desired layout
- 40 cushioned chairs and tables on rollers for easy set-up
- A white board and whiteboard pens
- Data projector and screen available for hire on request (\$60 per session)
- French Doors opening onto a light-filled atrium
- Kitchen facilities including a microwave oven and urn

THE SERVICE OF ALCOHOL

- There is a strict no consumption of alcohol policy on the premises unless a liquor license has been arranged in advanced.
- The SA Writers Centre can apply for a license on your behalf for a fee.
- Liquor license applications must be made at least 20 WORKING DAYS prior to event

PRIOR TO YOUR FUNCTION

- Book and pay via administration on 8223 7662 or admin@sawriters.org.au
- Return a signed Hire Agreement
- Submit and pay for a request for a Liquor License, if required
- Collect the lift key and door code from the Centre prior to the event, Tuesday-Thursday, 10am-5pm
- Pay a \$100 key and cleaning deposit
- Members can post an advertisement for your event on our website, here: www.sawriters.org.au/program/book-launches/



CATERING

SA Writers Centre is located in the heart of Adelaide's East End café strip. There are a number of cafes and restaurants nearby to cater for functions to suit a wide range of tastes and budgets.

PARKING

Parking is available in Ezi Park Bent Street, U Park Rundle Street and Wilson Parking Rundle Street.

HIRE RATES

Half-day (up to 4 hours)

Members \$160

Members \$240

Full-day (4 to 8 hours)

Non Members \$240

Non Members \$400

Liquor Licenses from \$100, confirmed on application



ATRIUM AND SEMINAR ROOM HIRE

ATRIUM HIRE

ABOUT THE SPACE

The Atrium can only be hired by SA Writers Centre members. It is ideal for book launches, networking sessions and similar events. Hire includes:

- Capacity of up to 80 people (strictly limited)
- 55 plastic chairs and 2 trestle tables
- Kitchen access including a fridge and microwave oven, some glassware, plates and platters, and dishwashing products

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- Liquor license applications must be made at least 20 WORKING DAYS prior to event

PRIOR TO YOUR FUNCTION

- Book and pay via administration on 8223 7662 or admin@sawriters.org.au
- Read our Book Launch Guidelines document
- Return a signed Hire Agreement
- Submit and pay for a request for a Liquor License, if required
- Collect the lift key from the Centre prior to the event, Tuesday-Thursday, 10am-5pm
- Pay a \$100 key and cleaning deposit
- Members can post an advertisement for your event on our website, here: www.sawriters.org.au/program/book-launches/



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ATRIUM HIRE RATES:

The Atrium is available for hire to members only and only between the hours of 6.30pm and 10.30pm. SA Writers Centre Members are eligible for one free book launch in the Atrium.

Atrium only \$240

Atrium with Liquor License \$350