



Venue Hire FAQ's

For a detailed look at our Venue see our [Venue Hire Info Pack](#) which outlines all packages, T's & C's.

I haven't seen the venue, when can I inspect to ensure the space is suitable for my event?

We highly recommend viewing the venue prior to booking. We offer 15min complimentary viewing appointments which can be secured here:

<https://squareup.com/appointments/book/hbe1b537j2g3b1/LFY0HP802NWBV/services>

Is there any furniture at the venue and what's included in the hire?

Furniture on site remains on site, we have a few storage areas should you not need everything listed or choose to use a vendor for additional furniture. Our furniture can not be removed completely from the venue prior to your event and you'll need to utilise storage areas where possible. Styling and use of our furniture is at your discretion, we do not style the venue this is up to you and your intended use of the space.

INCLUDED IN HIRE:

10 white metal bar stools

6 white bentwood chairs

6 Louis ghost chairs

4x outdoor lounges & cushions

1x large main dining table (on wheels) bar height seats 6-8

1x round white marble 2 seater table

3x square white marble tables

3x large indoor trees in large pots (can be moved around the venue)

1x small Apple Siri activated speaker (can be used via wifi/bluetooth)

1x white round mesh backdrop stand (balloon garland can be added at your discretion)

1x neon "LETS PARTY" sign (can be zip tied to the above mesh backdrop)

All other styling furniture/decorations can be brought into the venue by you or hired from a local vendor. All extra furniture/ decorations must be delivered and picked up between your start and finish elected time of hire only. Additional charges (hourly rates, minimum 2 hours) will apply for early deliveries/ late pick ups.

What happens on the day of hire?

Our venue hire coordinator will meet you on site at your chosen venue hire start time. Please be on time. On arrival the lights & air con on and we will do a quick 5-10 min induction to the site to show you basics of the building including where fire extinguishers are kept, how to change the air con temp, where basic cleaning equipment is kept etc. During this time we ask you take note or take photos of how the venue is presented and where the furniture is located. Should you decide to move any existing furniture/ plants etc.. these need to be returned as the venue was received eg. Chairs unstacked, tables

neat and tidy, ALL RUBBISH REMOVED-no garbage service is available and must be removed immediately following your event.

If you are assigning a person to meet us on site (eg. Wedding coordinator/ friend) they are then responsible for the venue and will be our contact person for the duration of your hire.. We do not leave keys with you therefore you need to remain on site and be responsible for the venue and it's condition for the duration of your hire.

Upon leaving the venue we ask you to simply lock the front glass door (you will not be able to return into the venue once the door is locked so please ensure you have everything out before you lock the door). Our staff will then return following your event to turn the lights off/air con off etc. and lock up securely. Our staff use this time to conduct your final inspection to ensure the venue has been left undamaged, all rubbish removed, no food/ drinks left on site and all furniture has been returned as it was received at the commencement of your hire. This will ensure your bond is refunded promptly in full. We will contact you immediately should there be an issue with the venue and ask you promptly return to rectify. Hourly charges @ \$100 per hour will apply should the venue need extensive cleaning/ rubbish removed etc.

Can I pack up the next day?

Depending on next day bookings we can allow next day pack up with a minimum 2hour charge (based on the hourly rate of hire selected on the previous day).

Can I have some extra time to set up/pack up?

Our hire packages over 4+hours include a complimentary 1 hour bump in/out time. For packages less than 4 hours your bump in/out must be undertaken during your hire start and finish time.

How can I ensure my bond is refunded in full?

We charge a bond of up to \$1000 depending on your event type/ risk to our venue. You will receive a separate invoice for your bond which is payable 7 days prior to hire. To ensure a quick bond refund please complete our bond refund form here and ensure the below check list is completed in a satisfactory condition:

BOND REFUND REQUEST FORM: <https://www.lot19wickham.com.au/copy-of-contact>

BOND REFUND CHECK LIST:

- Return all furniture and fittings to it's original location (chairs unstacked, cafe tables neatly arranged, main table on wheels returned to centre of the room)
- Ensure there is no damage to walls/paint/equipment/furniture. If so please contact us immediately on 0417029625. (We recommend taking initial photos should you see any damage prior to your event commencement)
- Remove ALL decorations/rubbish/bottles/left over food /flowers/ confetti/ props/ glassware etc from the venue
- DO NOT LEAVE RUBBISH, THIS MUST BE TAKEN WITH YOU AT THE END OF YOUR HIRE PERIOD

- Remove any personal items including items guest may have left behind (clothes/hats etc)
- Surfaces wiped down and left as received including bathrooms/ sinks/bar/kitchenette
- Front glass door locked upon leaving as demonstrated during initial site induction (you will not be able to return into the venue once the door is locked so please ensure you have everything out before you lock the door).

Following your event: Our staff will then return to the venue following your event to turn the lights off/air con off etc. and lock up securely. Our staff use this time to conduct your final inspection to ensure the bond check list above has been completed to a satisfactory standard. We will contact you immediately should there be an issue with the venue and ask you promptly return to rectify. Hourly charges @ \$100 per hour (minimum 1 hour) will apply should the venue need extensive cleaning/ rubbish removed etc.

What facilities are available on site?

Included in venue hire is a bar, small kitchenette with sink, microwave & glass cleaner. No refrigeration is available, please BYO ice buckets etc.

Access to the cafe/ cafe kitchen: there is no access by the public/vendors to this area during venue hire.

The site has 2 gender neutral disabled access toilets for use during venue hire, these are large spaces and can also be used for storage or as a change room.

Lot19 has wifi available and we can provide passwords at the site induction.

Fully air-conditioned/heating available, very comfortable all year round.

How many people is Lot19 Wickham suited to?

Depending on your intended use Lot19 is a versatile micro-space for small groups. For standing events we recommend up to 50-60 PAX, seated events (depending on your creativity with seating plans) we recommend up to 35-40 PAX. For roaming public events where guests come and go quickly.. options are endless! We highly recommend looking any the space to assess it's suitability for you event. Book here:

<https://squareup.com/appointments/book/hbe1b537j2g3b1/LFY0HP802NWBV/services>

Can I bring my own Catering?

Absolutely! Every event needs the best food. BYO or use our preferred catering company The Goods Catering www.thegoodscatering.net who have full use of the kitchens on site for cocktail events, grazing tables or pre-made platters.

Alternatively you're welcome to engage a caterer of your choice who has mobile kitchen/ food truck for use (no access to ovens/kitchen for outside catering and caterers must BYO all equipment).

Please remember all grazing tables/food/scraps/rubbish/ leftovers must be cleaned up by you (as the hirer) at the end of venue hire (refer to bond refund check list).

Can we BYO drinks?

Alcohol must be served by RSA- certified bar person who is formally employed by the you. BYO is only allowed at the discretion of Lot19, contact us for more detail & include in your booking request.

All events where money is exchanged and alcohol served must be catered for by a licensed caterer and covered by their off-site liquor licence.

I'm using vendors for furniture set up/event styling/ catering/ bar etc.. what insurances do they need?

All external vendors must provide Lot19 Wickham with a copy of their public liability insurance certificate of currency noting Lot 19 Wickham as an interested party.

I'm interested in having a market /pop up shop at your venue, how does this work?

Great idea! If you're inviting the general public to your event and are offering items for sale you must provide Lot19 Wickham with a copy of your public liability insurance certificate of currency noting Lot 19 Wickham as an interested party.

We can happily cross promote your event and encourage the general public to attend on our social media/ marketing platforms.

Standard hire packages apply. Remember, 20% discount will apply for mid-week (Monday to Thursday) events.

Standard bond terms and conditions apply.

Is the venue suited to corporate/ boardroom style events?

A light filled, beautiful space Lot19 will spark creativity, imagination and engagement from your team. We have two large white walls which are great for projecting onto or BYO pop up screens. Wifi and plenty of power points are available throughout the site. See our included furniture list above to ensure this will be suitable for your team or book a venue inspection here:

<https://squareup.com/appointments/book/hbe1b537j2g3b1/LFY0HP802NWBV/services>