

LOT 19

WICKHAM

VENUE HIRE INFO PACK

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LOT19WICKHAM.COM.AU

FIND US

22 GREENWAY ST WICKHAM NSW
AUSTRALIA 2293



ABOUT US

Lot19 has been created as an intimate hire event venue in a NY warehouse style space. Perfect for public or private events including workshops, photoshoots, bridal showers, hens days, baby showers, small weddings & corporate boardroom meetings.

INTIMATE NEW YORK STYLE WAREHOUSE VENUE TO HIRE

Lot 19 Wickham is located approx. 3km from Newcastle CBD. Conveniently located close to the light rail & trains, the venue is an easy 10 minute walk from the Newcastle Interchange.

THE VENUE

LOT19 WICKHAM

Recently renovated, this unique space has been created with versatility in mind. Formerly a hair salon the space has been creatively designed to double as an event venue and beauty/hair salon including a wash basin which converts to a stylish bar.

The venue is perfect for small to medium size events including intimate wedding ceremonies, receptions, private parties, cocktail functions, long table lunches, corporate events, meetings, workshops and small seminars.

Lot 19 has a fully operational cafe at the entrance of the venue. Coffee will be flowing as well as breakfast and lunch options available daily (currently closed to the public, catering options available). The perfect addition to corporate events, meetings and workshops.

HIRE

Hire of the space also includes use of the small kitchenette, bathrooms, wifi (corporate events) & small storage area.



TYPE OF EVENTS

BELOW IS THE APPROXIMATE CAPACITY CONFIGURATION OF LOT19

EVENT TYPE:
CLASSROOM/WORKSHOP

Example: Group work/ product launches/ hands on activities
Capacity: 30

EVENT TYPE:
COCKTAIL/STANDING

Example: Intimate wedding reception/ grazing tables/ concert or performance/ launch party/ baby shower/ bridal shower/hens day/ birthday party
Capacity: 40-45

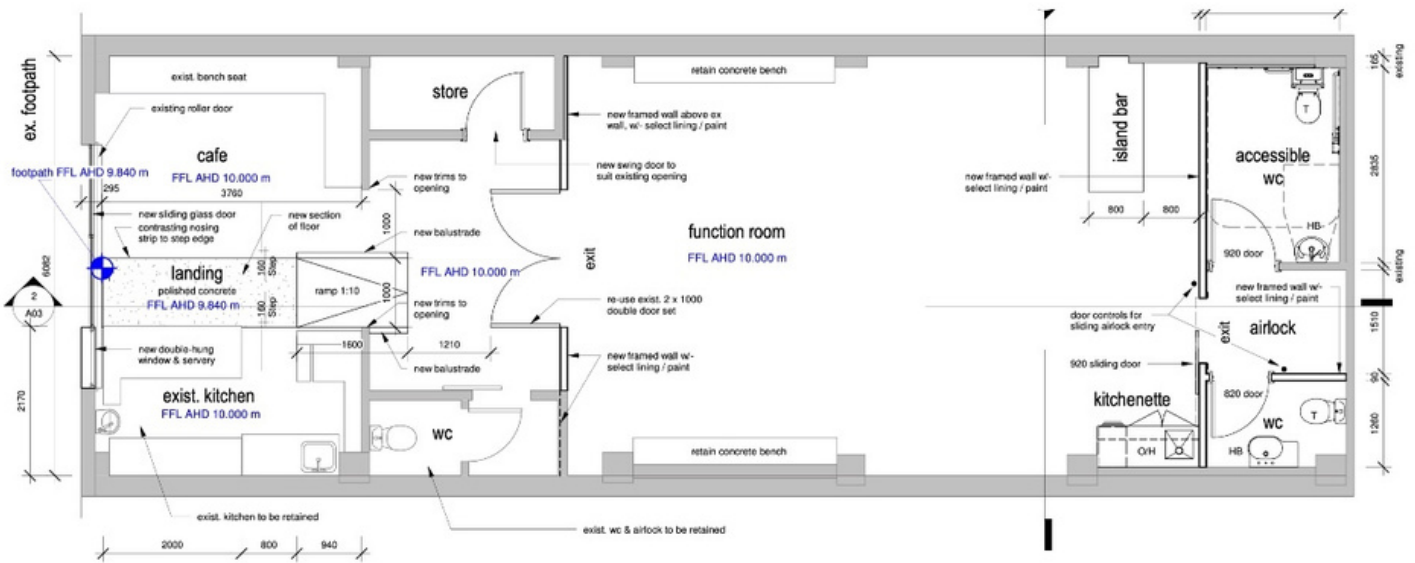
EVENT TYPE:
THEATER/LECTURE

Example: Small wedding ceremony/panel discussions/ training
Capacity: 40-45

EVENT TYPE:
BANQUET

Seated wedding banquet/ formal dinner/ long lunch/ birthday party

SPACE



FLOOR AREA: 6M X 9M
CEILING HEIGHT: SLOPING 3M TO 4.5M
(EVENT SPACE ONLY, EXCLUDING TOILET FACILITIES)

VENUE HIRE & FEES

OUR VENUE HIRE PACKAGE INCLUDES THE USE OF THE DESIGNATED SPACE, AN ON-CALL STAFF MEMBER TO OVERSEE THE VENUE, BASIC UTILITIES & ADMINISTRATION.

A VENUE HIRE PACKAGE MUST BE SELECTED AT THE TIME OF BOOKING INDICATING YOUR START AND FINISH TIME.

4+ HOUR HIRE INCLUDES ADDITIONAL 1 HOUR TOTAL BUMP-IN/BUMP-OUT FOR SET UP/PACK UP. EG. CHOOSE 4 HOUR PACKAGE, EVENT STARTS AT 2PM, YOU CAN CHOOSE TO BUMP IN AT 1PM, BUMP OUT BY 6PM (5 HOUR TOTAL INCLUDED)

NB: ALL RATES EXCLUDE GST

PACKAGES

NB: All rates exclude gst

4 hour package

\$100 per hour

eg. product launch performances

or

Hourly:

\$100 per hour

(minimum 2 hours)

MONDAY TO THURSDAY EVENTS
RECEIVE 20% DISCOUNT
ON THE ABOVE FEES.

6 hour package

\$95 per hour

eg. cocktail party, xmas party, workshop

10 hour package

\$89 per hour

eg. birthdays, engagements, wedding reception

14 hour package

\$80 per hour

eg. wedding reception & ceremony, public events

WHAT WE PROVIDE

- The event space
- Toilets (1 unisex, 1 WC accessible)
- Kitchenette: bench, sink, glass cleaner
- Basic tables and chair options (other items available for hire)
- Equipment to hire (additional cost)
- Event supervisor (on call whilst your event is in progress)
- House lights, power and water
- Wifi (corporate events on request)
- Recommended vendors

WHAT YOU NEED TO ARRANGE

- Event Planning
- Entertainment
- Catering
- Photography
- Food & Drink Heating/ Cooling
- Decorations
- Furniture
- Drinks service

EXTRA OPTIONS

- Photo shoots \$200 for 2 hours use + gst
- Film production \$200 for 2 hours use +GST

A photograph of the interior of Lot 19 Wickham, showing a modern event space with large windows, a kitchenette, and decorative elements like pampas grass and a hanging plant.

**LOT 19
WICKHAM**

HIRE EXAMPLES

Six Hour

Perfect for short events/
celebrations with minimal
decoration.

Example Run Sheet:
BUMP IN: 5:30PM, FINISH 7PM
EVENT STARTS: 7PM FINISH
10:30PM
BUMP OUT: 10:30PM FINISH
11:30PM

Also suitable for midweek or
weekend workshops:
BUMP IN: 9AM FINISH
10:30AM
EVENT STARTS: 10:30 FINISH
2PM
BUMP OUT: 2PM-3PM

Ten Hour

Ten hours is a suitable package for most
weddings. This time allows for a
detailed reception set up or basic
ceremony/reception combo.

Example Run Sheet:
BUMP IN: 2PM FINISH 5PM
EVENT STARTS: 6PM-11PM
BUMP OUT CATERING/BAR: 11PM-12AM
BUMP OUT, NEXT DAY DECORATIONS:
8AM-9AM

Fourteen Hour

14 hours ideal for public markets,
all day art shows, wedding
reception and ceremony with
elaborate set up.

Example Run Sheet:
BUMP IN: 11:30AM FINISH 3PM
EVENT STARTS: 3PM FINISH 11PM
BUMP OUT CATERING/BAR: 11PM-
12AM
BUMP OUT, DECORATION: 8AM
FINISH: 9:30AM (THE NEXT DAY)

A photograph of a rustic dining area. In the foreground, a dark, textured stone table holds a small white bowl filled with lemons and limes. Behind the table, several light-colored wooden chairs with white cushions are arranged. The background features a white brick wall and a dark wooden bar counter with a small potted plant on top. The text "LOT 19 WICKHAM" is overlaid in large, white, bold, sans-serif font across the middle of the image.

LOT 19
WICKHAM

ADD ON'S & TERMS



FEES

- Additional fees will incur should the hire period exceed the specified period including bump-in and bump-out time.
- Additional hire fee is \$150 per hour
- Lot 19 reserves the right to hold a bond up to \$1000. The bond is fully refundable, subject to a site inspection upon completion of your event.

CATERING & ALCOHOL

- Lot 19 allows flexible catering options. Clients can use our list of preferred vendors who understand the space and its limitations.
- It is the responsibility of the client to brief external suppliers on the limitations of the venue. Suppliers who are unfamiliar with the site can attend a meeting on site prior to the event.
- Catering equipment, leftovers and rubbish must be bumped-out immediately after the event conclusion and can not be left until the next day (unless included in hire price).
- Alcohol must be served by RSA- certified bar person who is formally employed by the client.
- 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

DECORATION/SET

- No items are to be affixed to walls including adhesive tape, tak, nails or hooks etc.. How the space is to be used during the event must be approved by Lot 19 and noted in the Venue Hire Agreement.



ACCESS

Parking

**THERE IS NO ON-SITE
PARKING AT LOT19.
UNRESTRICTED ON-STREET
PARKING IS AVAILABLE IN
SURROUNDING STREETS.**

Access

**LOT 19 IS ACCESSABLE BY
WHEELCHAIR. A PERMANENT
RAMP PROVIDES ENTRY ACCESS
FROM THE STREET. LOT 19 HAS A
DEDICATED UNISEX ACCESSABLE
TOILET.**

*Blump in/out
& Deliveries*

- **THE HIRE PERIOD COMMENCES WHEN THE FIRST EVENT DELIVERY IS MADE AND/OR EVENT ORGANISERS ARRIVE ON SITE. START TIMES ARE NEGOTIABLE HOWEVER DURING CAFE OPENING HOURS CLIENTS MUST MINIMISE IMPACT ON PUBLIC USE OF THE FRONT CAFE SPACE.**
- **LOT 19 ONLY ACCEPTS DELIVERIES ON THE CLIENTS BEHALF WITH PRIOR CONSENT FROM LOT 19**

HOW DO I BOOK?

MAKE A BOOKING

- Book a walk through and get to know us and the venue.
- Complete a [booking request](#) on our website lot19wickham.com.au or get in touch for a quote to discuss the best package for your event

SECURE YOUR EVENT

- Pay the tax invoice by the due date, we will email you requesting 20% deposit to secure your event date. This can be paid online via direct deposit or credit card link on the email.
- Final payment due 7 days prior to your event.

CANCELLATION POLICY

Notification of cancellation must be provided in writing to hello@lot19wickham.com.au

0-7 days prior: Forfeiture of full venue hire fee including deposit

7-30 days: 50% refund of venue hire deposit

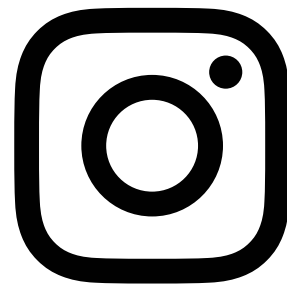
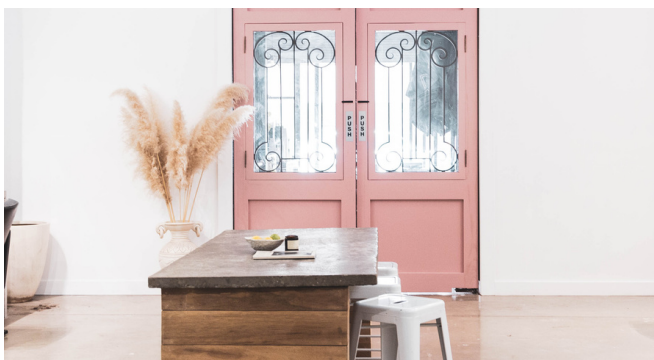
30+ days. 100% refund of hire deposit, minus \$50 admin fee

BOND

- Lot 19 reserves the right to hold a bond up to \$1000 the bond is fully refundable and subject to a site inspection on completion of your event one business day following the event,. A reminder all rubbish must be removed and the venue must be left clean, as it was received.

Lot¹⁹

WICKHAM



@lot19wickham