

# The Cove Workspace

## Space Hire Guide





# Meeting Rooms

The Cove Workspace has three meeting rooms which are situated on the ground floor of the workspace. Each of the three rooms comfortably seats three people, making it the ideal space for small meetings and interviews.







# 'The Glass Cube'

## Meeting Room

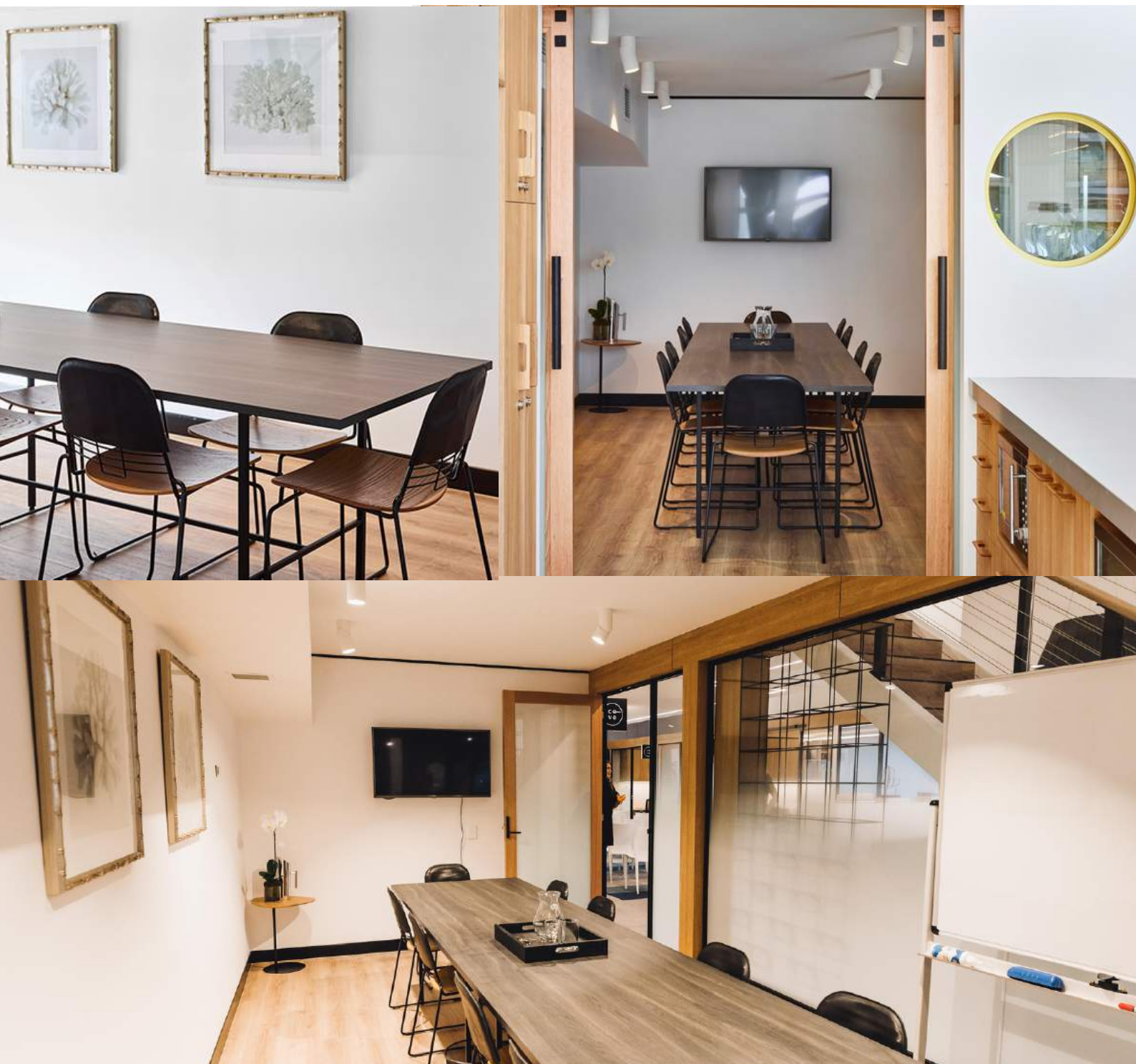
'The Glass Cube' is the largest of The Cove Workspace's meeting rooms. Situated on the mezzanine level, the space comfortably seats five people, making it ideal for small to medium sized meetings.



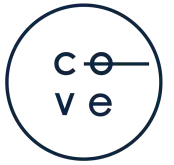
# The Boardroom



The Boardroom provides as a space for hosting meetings, workshops and masterclasses. The space comfortably caters for twelve people, and includes tea, coffee and waters with the option of light catering if required.







# The Full Space

## Ground Floor

Full Space Hire (Ground Floor) poses as the ideal location to stage masterclass type events, seminars, and talks. This space can cater for a range of events from 30 (seated) to 45 (standing).

It must also be noted, that bookings for the ground floor can only be held on Friday evenings and weekends. This policy is out of courtesy for the members of The Cove Workspace during weekdays.









# Courtyard

The 'Courtyard' is located at the front of The Cove Workspace. The area poses as the ideal space for wellness activations and corporate events, as well as an ideal outdoor extension area to The Cove's inner space.

Hiring of the 'Courtyard' can be made in conjunction with the 'Full Space' on request.





# The Cove Event Space

The Cove Workspace has a variety of event packages tailored to suit your business needs. Our diverse range of spaces consist of small meeting rooms, a 12 seater boardroom, seminar space and more.

Event	Area	Pricing	Inclusions
Meeting Room Hire	Ground Floor	<b>Weekday Rates:</b> \$40.00 Per Hour \$120.00 Half Day* \$180.00 Full Day**	TV, Sparkling water, Coffee & Tea
Glass Cube Hire	Mezzanine Level	<b>Weekday Rates:</b> \$60.00 Per Hour \$220.00 Half Day* \$300.00 Full Day**	TV, Sparkling water, Coffee & Tea
Boardroom Hire	Ground Floor	<b>Weekday Rates:</b> \$80.00 Per Hour \$300.00 Half Day* \$400.00 Full Day** <b>Weekend Rates:</b> \$1200.00 Full Day**	Inclusive of boardroom set-up, A/V equipment, TV Tea, Coffee, Refreshments, Cove staff hire.
Full Space Hire	Ground Floor	<b>Weekend Rates:</b> \$2400.00 Full Day** <i>Full weekend hire available on request.</i>	Inclusive of A/V equipment set-up, Water, Cove staff hire
Courtyard Hire	Ground Floor & Mezzanine Level	<b>Weekday Rates:</b> \$80.00 Per Hour	Inclusive of event set-up, water, A/V equipment, Cove staff hire.

\* Half Day: 3-4 hours

\*\* Full Day: 5 hours +

Please note:

- A weekend loading cost will be applied in addition to the 'Weekday Rates'
- 'Full Space Hire' is only available on weekends
- 'Courtyard Hire' requires a two hour minimum booking