

THE COVE WORKSPACE

Space Hire Guide



MEETING ROOMS

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



THE GLASS CUBE

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 a space for hosting meetings, workshops and masterclasses. This space comfortably seats 12 people and includes, tea, coffee and water with the option of light catering if required.



THE FULL SPACE

Full Space Hire of the 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 Full Space can only be held on Friday evenings and weekends. This policy is out of courtesy for our 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 with price upon application.





The Cove Space Hire Guide

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

Event	Area/Capacity	Pricing	Inclusions
Small Meeting Room (Soundproof or Window Options)	Ground Floor	Weekday Rates: \$50 (+GST) Per Hour \$120 (+GST) Half Day* \$180 (+GST) Full Day**	TV, Water (Sparkling or Still), Coffee & Tea
Glass Cube	Mezzanine Level	Weekday Rates: \$60 (+GST) Per Hour \$220 (+GST) Half Day* \$300 (+GST) Full Day**	TV, Water (Sparkling or Still), Coffee & Tea
Boardroom	Ground Floor	Weekday Rates: \$90 (+GST) Per Hour \$300 (+GST) Half Day* \$400 (+GST) Full Day** Weekend Rates: \$1200 (+GST) Full Day**	Boardroom set-up, Webcam, TV, Water (Sparkling or Still), Coffee & Tea
Full Space Hire	Ground Floor	Weekend Rates: \$1200 (+GST) Half Day* \$2400 (+GST) Full Day**	TV, Projector & AV, Cove Staff Hire, Bump In & Out, Water (Sparkling or Still), Coffee & Tea

PLEASE NOTE

- **Half Days: 3-4 hour bookings, Full days: 5-8 hour bookings**
- A weekend loading cost will be applied in addition to the "Weekday Rates" listed above
- "Full Space Hire" is only available on weekends and Friday evenings
- All 'after hours' bookings will incur an additional \$50 (+GST) surcharge per hour after hours (minimum after hours booking is 3 hours on its own)
- **Full payment of space hire fees must be made on receiving an invoice to secure your booking.**
- **Cancellations must be made 72 hours prior to bookings to avoid forfeiture of space hire fees.**