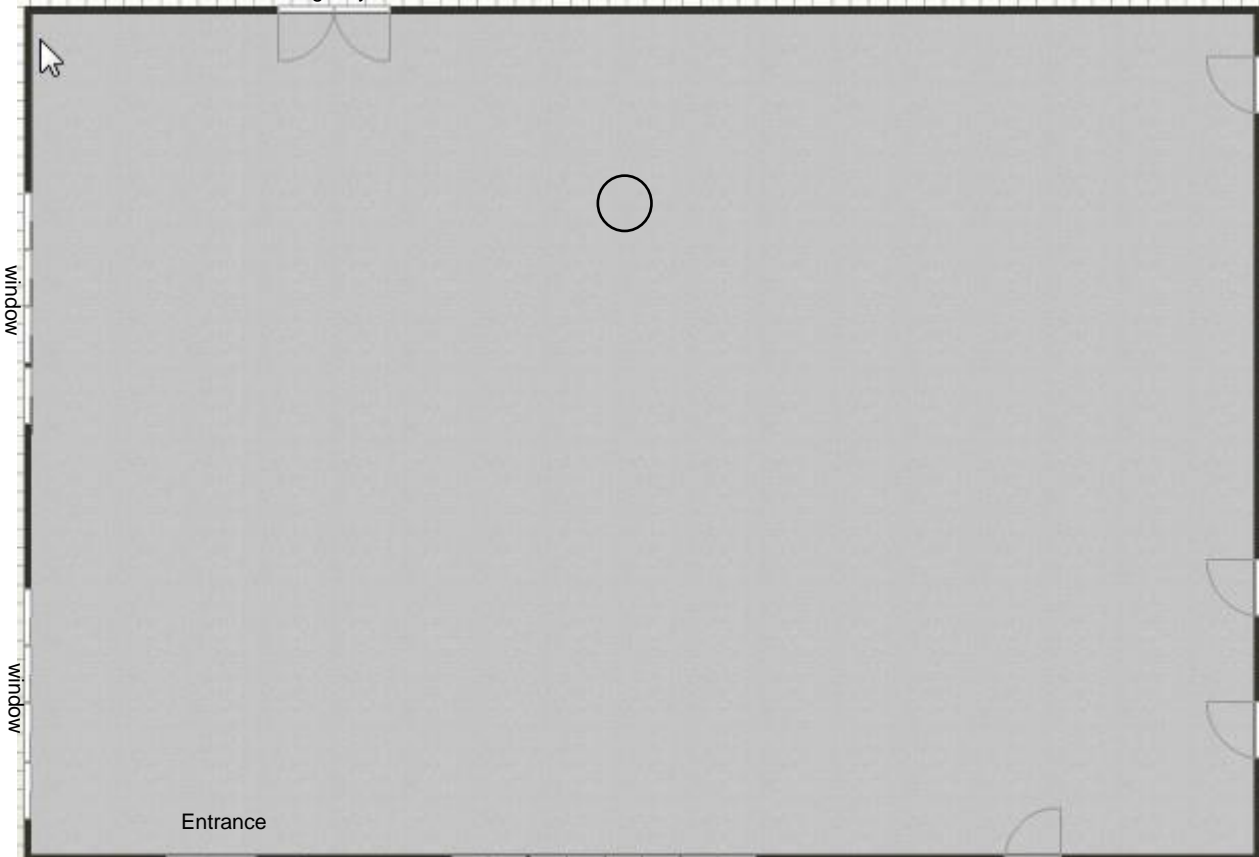


○ = pillar

# SUKIERT HALL LAYOUT (L13.8m x W20m x H3.4m - NOT TO SCALE)

Emergency Exit



Audio screen      Emergency Exit

Please advise if blinds are to be up or down for the function.  
Caretakers are the only ones allowed to adjust these.

Blinds up       Blinds down

Hall Foyer

**All external equipment & deliveries MUST BE arranged with the office prior to the event** (eg caterer, furniture, lighting, mechtza/plants)

### BUMP IN

Name: \_\_\_\_\_ Date & Time: \_\_\_\_\_  
 Name: \_\_\_\_\_ Date & Time: \_\_\_\_\_  
 Name: \_\_\_\_\_ Date & Time: \_\_\_\_\_

### BUMP OUT

Name: \_\_\_\_\_ Date & Time: \_\_\_\_\_  
 Name: \_\_\_\_\_ Date & Time: \_\_\_\_\_  
 Name: \_\_\_\_\_ Date & Time: \_\_\_\_\_

COMMENTS/ADDITIONAL INSTRUCTIONS:

### Event Contact Information:

Name/Organisation: \_\_\_\_\_  
 Name of Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Date of event: \_\_\_\_\_  
 Event time: \_\_\_\_\_ until \_\_\_\_\_

### Caterer Contact Information:

Caterer: \_\_\_\_\_  
 Name of Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_

### Set up Requirements:

Hall chairs (230) Folding Chairs (40) avail  
**Please draw chair placement # Chairs Required**

Round Tables (20 available: 1.52m in diameter) \_\_\_\_\_

Seats per Round Table (8 comfortable, 10 max) \_\_\_\_\_

Trestle Tables (35 available: 1830mm x 750mm) \_\_\_\_\_

Seats per Trestle Table (8 comfortable, 10 max) \_\_\_\_\_

### Additional Requirements:

- Lectern no Microphone
- Lectern with Microphone
- Card table with water (Speaking events)
- Audio screen
- Laptop computer for USB use
- Cordless microphone
- Mechtza
- Stage (2.1m x 3.6m)
- Other \_\_\_\_\_

### PLEASE NOTE:

- Hall capacity 200 seated and 230 standing
- No changes will be accepted within 48hrs prior to event
- Events are to cease at 11.30pm by Council regulations
- Cleaning will commence at end of event (as per above time)