

Packing Room

Abbotsford Convent.



About

The Packing Room is a small multi-use venue. This light-filled space features raw industrial interiors, distressed walls, concrete flooring, and a dedicated wet area. The venue opens onto the [Sacred Heart Courtyard](#) and is adjacent to the [North Magdalen Laundry](#), making it an excellent green room for events.

Facilities

The venue features LED ceiling lights in a natural tone, and for this reason is an ideal space for traditional craftwork workshops, sewing, drawing, and typography. The Packing Room's wet area features a large trough for cleaning paint and other arts materials. Additional facilities including tables, chairs, whiteboards, heaters, and fans are available. Basic AV equipment is available to hire.

Accessibility

The Packing Room is wheelchair accessible. Gender-neutral and accessible toilets are available within close proximity to the venue.



Key Features

- LED panel lights
- Concrete floor

Dimensions

- 10.9 x 7.8m (83m²)

Packing Room: venue hire rates

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	Full day (8 hours)	Half day (4 hours)	2 hours	5-day week
Standard	\$350	\$263	\$175	\$1400
Community/NFP	\$263	\$197	\$131	\$1050
Subsidised	\$175	\$131	88	\$700

Pricing

Subsidised rates are offered at the ACF's discretion on a case-by-case basis.

A non-negotiable cleaning fee will be added to each day of venue hire and is undertaken according to the use of the room.

The minimum hire period is four hours. Additional hours beyond this will default to a full day hire.

A 7-day week booking charges only for five days, providing two days free of charge.

Administrative fees may be added depending on the nature and complexity of the event.

Film and photography bookings attract an additional permit fee. Details can be found [here](#).

Prices do not include GST.

Site visits

To arrange a site visit, first register the event by booking online.

Site visits are predominantly reserved for events that have received a formal quotation. As our venues are frequently occupied, site visits must be by appointment, and we cannot accept drop-ins.

Staffing and equipment

Certain event types may require a compulsory Venue Supervisor fee for the duration of the hire period.

Front of house and additional support crew are available for minimum four-hour calls.

Basic furniture and AV equipment is available for hire, subject to availability.

Packing Room: capacity and safety

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Standing room only	50
Seated - boardroom style	20
Seated - theatre style	50
Seated - U-shape style	22

Compliance, Production and Complex Events

The Abbotsford Convent has a methodology in place to ensure the safety of all staff, venue hirers, visitors and community members. Hirers with complex events are invited to lodge an application form [here](#) and may be required to submit an event proposal for evaluation. Appropriate production and compliance documentation may be requested, including but not limited to:

- Runsheet
- Production schedule
- Floorplans and site maps
- Risk assessment
- Proof of public liability insurance
- Waste management plan
- Liquor license

Administration and additional staffing fees may apply.

Complex events will require production meetings with our Venue Hire and Operations teams.

All hirers and their suppliers must complete a Precinct Safety Induction upon arrival at or prior to the event.

The Convent reserves the right to decline an event if it does not align with our [core values](#).



Caring for our venues

Abbotsford Convent is a unique heritage arts precinct with specific hiring conditions.

Hirers must not affix anything to the interior or exterior walls of the venues or buildings as our venues are heritage listed, aged, and very sensitive.

Naked flames and oil-based smoke machines are not permitted.

Confetti, rice and balloons are not permitted.

Electrical items, ranging from urns and kettles to amps and lighting, must be tested and tagged.

Overnight storage is not permitted unless the venue has been booked for this purpose.

You can find our full Conditions of Hire [here](#).

Packing Room: floor plan

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