

# Community & Linen Rooms

Abbotsford  
Convent.



## About

The Community and Linen Rooms are two multi-functional spaces adjoined via the original grand timber bi-fold doors. These two rooms are hireable separately or together. The rooms have a unique Gothic character and feature decorative timberwork, marble fireplaces, carpeted floors, and a small kitchenette. Located within the Convent Building, which opened in 1902, the rooms open onto a private balcony overlooking the [Heritage Gardens](#).

Purpose-built for Convent living, the Community Room was a space where the Sisters congregated at the end of each day. Next door, the Linen Room was where two Sisters would work tirelessly on the toiletries and linen needed by the entire resident population across the whole site.

## Facilities

The WIFI-enabled Community and Linen Rooms offer a private balcony and a kitchenette. Additional facilities including tables, chairs, whiteboards, heaters, and fans are available. Basic AV equipment is available to hire.

## Accessibility

The Community and Linen Rooms are wheelchair accessible. The adjoined balcony is not wheelchair accessible. Accessible and gendered toilets are available close to the venue. Gender-neutral toilets are available at other locations within the Abbotsford Convent Precinct.



## Key Features

- Floor to ceiling windows
- Garden outlook

## Dimensions

- Community Room: 18.1 x 8.3m (149m<sup>2</sup>)
- Linen Room: 18 x 8.4m (149.6m<sup>2</sup>)
- Combined total area: 298.7m<sup>2</sup>

# Community and Linen: venue hire rates

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	Full day (8 hours)	Half day (4 hours)	7-day week
Standard - individual room	\$800	\$600	\$4000
Standard - both rooms	\$1300	\$975	\$6500
Community/NFP - individual room	\$600	\$450	\$3000
Community/NFP - both rooms	\$975	\$731	\$4875
Subsidised - individual room	\$400	\$300	\$2000
Subsidised - both rooms	\$650	\$488	\$3250

## 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.

# Community and Linen: capacity

## Abbotsford Convent.

	No restriction
Standing room only - individual room	140
Standing room only - both rooms	280
Seated - boardroom style *	20
Seated - theatre style *	100
Seated - U-shape style *	26
Seated - cabaret style - individual room	48
Seated - cabaret style - both rooms	96

### 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](#).

# Community and Linen: floor plan

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