



**Business
Canterbury**
Our Chamber of Commerce

ROOM HIRE

Welcome to Business Canterbury

Located in the central city at 57 Kilmore Street, Business Canterbury offers two versatile function spaces and a dedicated meeting room, all designed to deliver an outstanding experience, with modern presentation technology and flexible room configurations.

Whether you're hosting a board meeting, training workshop, seminar, conference, or networking function, our experienced team will help you select the right space for your requirements, to ensure your session is a success.

Available Monday to Friday during business hours.

After-hours hire available on weekdays by arrangement.

We look forward to seeing you soon.



Room capacity & layout options

	BOARD ROOM 	CLASSROOM 	U-SHAPE 	GROUP 	THEATRE 	COCKTAIL 	AUDIO VISUAL EQUIPMENT
MAINLAND ROOM	28	36	20	36	120*	150	PROJECTOR & SCREEN IN BUILT SOUND SYSTEM IN BUILT CAMERAS LECTERN & MICROPHONES
CANTERBURY ROOM	24**	16	18	16	36**	50	PROJECTOR & SCREEN IN BUILT SOUND SYSTEM IN BUILT CAMERAS
LYTTELTON ROOM	10	—	—	—	—	—	TV SCREEN CAMERA

*ADDITIONAL CHAIR HIRE REQUIRED
 **ADDITIONAL CHAIR HIRE MAY BE REQUIRED

Mainland Room

Our largest room is our Mainland Room and is a multi-functional space. Well-suited to seminars, workshops, board meetings and networking. This space has an adjoining breakout area.*

AV equipment includes:

- Screen and Projector with sound capability.
- Laptop for running presentations with HDMI, USB and USB-C connection.
- Forward and back-facing in-built cameras.
- Built in sound system with bluetooth connection and overflow into breakout space and foyer (subject to availability).
- Lectern with wired microphone, handheld microphone, lapel microphone.
- HDMI input for access to AV from back of the room.
- Adjustable lighting system

*Please note the breakout room may be used by other guests during their breaks



Canterbury Room



This room is well suited to boardroom style and smaller group workshops however can be used in several ways.

AV Equipment includes:

- Screen and Projector with sound capability.
- Laptop for running presentations with HDMI, USB, and USB-C connection.
- Forward and back-facing in-built cameras.
- Built in sound system with bluetooth connection.
- HDMI input at side of the room for managing AV / video conferencing.
- Adjustable lighting system

*Breakout room availability depends on other activity taking place in our other spaces.
If unavailable catering can be served in the Canterbury Room.



Lyttelton Room



This room is suitable for meetings or smaller groups and comfortably seats up to 10 people.

- AV equipment:
 - TV Screen
 - USB-C Camera connectivity.

*Breakout room availability depends on other activity taking place in our other spaces.
If unavailable, the Business Canterbury team will find an alternative arrangement for serving catering.



What's included in our standard room hire

- Business Canterbury team member to assist with basic set up and clean up.
- Use of our standard furniture
- Use of the inbuilt technology / AV capability (refer to room descriptions)
- Use of kitchen and kitchen items (subject to availability due to other room uses)
- Foyer and reception area for registrations/greeting guests (subject to availability)
- Bathroom facilities
- Limited parking onsite, marked as member spaces 16 -22.

Alternative parking is available on Kilmore and Peterborough Streets, and parking lots opposite The Casino or Town Hall which are within walking distance.

Catering

- We offer a catering support package for those that wish for us to assist with organising and managing catering requirements.
- We can also provide a list of suitable caterers who know and understand the venue, or you are welcome to use a supplier of your choice.
- If you require any assistance with managing your catering, Business Canterbury can assist however additional fees apply.
- Most catering is served in our breakout area next to our Mainland Room.
- If this space is already in use with another activity your catering may need to be set up and served in your room.
- We will advise what the best set up for your activity will be.

Room technology capabilities

Our purpose-built venue combines professional technology, room integration and up-to-date capabilities to deliver an exceptional experience for both in-person and remote attendees.

- Fully integrated AV across multiple event spaces with live-streaming capability.
- Microsoft Teams, Zoom and video conferencing ready.
- Large-format laser projection in main presentation rooms.
- HD auto-tracking cameras for presenters and audiences.
- Wireless, lapel and ceiling microphone options.
- High-quality audio systems throughout the venue.
- Plug-and-play laptop connectivity via HDMI, USB-C and USB.
- Simple touchscreen and iPad controls.
- Flexible room linking for conferences and breakout sessions.

Room hire rates

All rates exclude GST



	Room Only	Catering Support
Support Package Fee	Rates below	
Business Canterbury Support	Room set up and reset only	Room setup and reset included Catering support (includes serviceware, ordering assistance if required, set up, clean up, resets)
Tea and Coffee	\$5 per person (half day only) \$12 per person (all-day inclusive)	\$5 per person (half day only) \$12 per person (all-day inclusive)
Catering	No	Organised either by the customer or Business Canterbury. Catering prices available on request and paid separately.

Full Day	Room	Room Only	Catering Support
	Mainland Room	Member \$900 Non-Member \$1,350	Member \$1,200 Non-Member \$1,650
	Canterbury Room	Member \$700 Non-Member \$1,050	Member \$1,000 Non-Member \$1,350
	Lyttleton Room	Member \$500 Non-Member \$800	Member \$800 Non-Member \$1,100
Half Day	Room	Room Only	Catering Support
	Mainland Room	Member \$750 Non-Member \$1,100	Member \$1,050 Non-Member \$1,400
	Canterbury Room	Member \$550 Non-Member \$850	Member \$800 Non-Member \$1,150
	Lyttleton Room	Member \$400 Non-Member \$650	Member \$700 Non-Member \$950

Additional team assistance (room tech / AV support, event equipment support, event assistance).	\$120 / hour
After hours fee	\$250 / hour

Terms and Conditions

Terms and conditions will be provided and discussed during the booking process, however it's important to note the following when confirming your booking with us.

Payment Terms

1. An invoice will be issued on acceptance of your booking for 100% of all known or estimated costs, plus GST. Any additional costs incurred will be invoiced separately on completion of your hire or confirmation of cancellation.
2. Confirmation of your booking requires acceptance of Business Canterbury's terms and conditions and payment of any required invoice or deposit.
3. Standard payment terms are 14 days from invoice, unless agreed prior in writing.
4. All other costs associated with the event, including catering, equipment hire, third-party suppliers or additional services, must be paid for by the hirer.

Cancellations and Rescheduling

1. Cancellations or requests to reschedule must be advised in writing at least 10 working days before the date of hire.
2. Rescheduling is subject to availability and Business Canterbury's written approval, with one date change permitted per booking.
3. Where cancellation or rescheduling is requested within 10 working days, full fees and any non-recoverable costs incurred by Business Canterbury may be payable.

Availability and Use

The hire of the venue and Business Canterbury team's assistance are subject to availability.
Business Canterbury reserves the right to decline, cancel or limit venue use where required.

Health, Safety and Cleaning

The hirer is responsible for attendee conduct, compliance with health and safety requirements, emergency procedures and room capacity limits.
A cleaning fee may apply if the room or shared spaces used during your hire period are left untidy.