



SHELBOURNE HOTEL

SINCE 1902

COVID SAFE VENUE HIRE INFORMATION

[SHELBOURNEHOTEL.COM.AU](https://shelbournehotel.com.au) - 200 SUSSEX ST SYDNEY - (02)9267-3100 - FUNCTIONS@SHELBOURNEHOTEL.COM.AU

PRIVATE FUNCTION ROOM

LINQ BAR & RESTAURANT

LinQ Bar & Restaurant is an intimate and versatile space with a light and airy atmosphere. A contemporary design combines leafy, organic elements including fiddle leaf fig trees, natural timber finishes with the subtle shine of antique metallic fixtures under the warm glow of old fashioned filament lightbulbs.

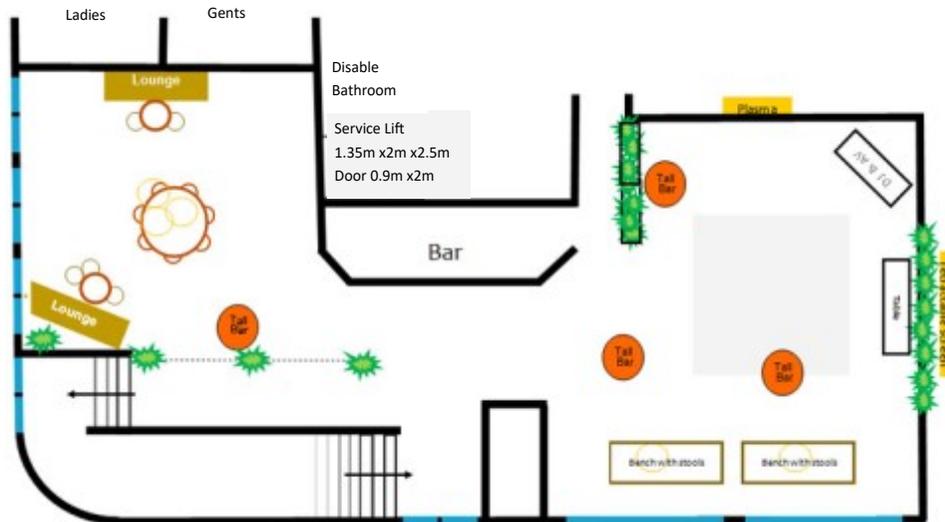
The bar is centered allowing for easy service while creating two distinct areas. On the northern side, bespoke lounges sit under the original windows of the hotel's heritage façade built in 1902. While the southern side of the room boasts large bifold windows framing views across Darling Harbour. The city skyline views alongside the dance floor add to the spacious and social atmosphere of the space. Projector, plasma screen & cordless microphone can be utilized in this room.

Facilities: Private bar, dance floor*, bathrooms, cordless microphone, projector & screen, plasma TV, service lift access

Format:	Cocktail	Theatre Style	Communal Dining	Tables of 10	U Shape
Full Capacity:	200	65*	70	60	24
1 person per 4 metre rule:	50*	50*	50	50	24
1 person per 2 metre rule:	100*	65*	70	60	24

Please note NSW Covid restrictions may limit capacity, format or ability to have a dance floor.

[PHOTO & VIRTUAL TOUR LINK](#)



PRIVATE FUNCTION ROOM

THE ROOFTOP SYDNEY

The beautiful rooftop venue takes inspiration from the Hamptons, offering a relaxed yet luxurious alfresco space with harbour views. Think blue skies and hanging chairs in the open air. Tropical palms, bespoke wallpaper, warm textures of handwoven rattan and festoon lights combine to create an impressive alfresco setting.

A retractable roof, welcomes in the summer sun and also makes The Rooftop a weatherproof event space anytime of year allowing the space to convert to a fully enclosed room with infrared heating or air-conditioning. Floor to ceiling windows guarantee Darling Harbour views and spectacular sunsets. A ceiling mounted projector & screen is available and a cordless microphone is provided for speeches or presentations. A DJ can be located in one of 2 locations. There is also plenty of seating around the room, service of your private bar, bathrooms on the level and service lift access if needed.

Facilities: Private bar, dance floor*, bathrooms, cordless microphone, projector & screen, plasma TV, service lift access.

Outdoor area can be fully enclosed and airconditioned in poor weather. Infrared heating (roof open or closed).

Format:	Cocktail	Theatre Style	Communal Dining	Tables of 10	U Shape
Full Capacity:	100-300	70*	105	100	30
1 person per 4 metre rule:	75*	50*	75	75	30
1 person per 2 metre rule:	150*	65*	105	80	30

Please note NSW Covid restrictions may limit capacity, format or ability to have a dance floor.

[PHOTO & VIRTUAL TOUR LINK](#)



HIRE, EQUIPMENT & ENTERTAINMENT

EXCLUSIVE ROOM HIRE

The Rooftop (Level 3) \$440 **LinQ Bar** (Level 2) \$330

Day hire 12pm-4pm. Night hire from 6pm. Alternate timeframes may be possible but must be confirmed prior to booking. Standard hire periods are up to 5 hours. 1 hour prior and post event access is available for any set up and deliveries.

MINIMUM SPEND

Minimum spends may apply to exclusive hire —prices on application. Minimum spends are made up of catering and beverage only. The (refundable) bond, room hire fee, any additional services such as tray staff, entertainment etc do not contribute towards this commitment.

BOND

A \$500 refundable security bond is required when booking. This becomes refundable 14 days after event subject to Terms & Conditions.

AUDIO VISUAL

Exclusive room hire includes an in-house AV package providing the option for presentation, slideshows, speeches and your choice of music. Additional requirements can be accommodated, prices on application. The following inclusion are provided in room hire.

Cordless Microphone Digital Projector & Screen Wall mounted Plasma TV

ENTERTAINMENT, THEME & DECORATIONS

Shelbourne Hotel is able to supply a variety of entertainment, decorations and food stations.

Free music options include; In-house music or an AUX connection for your own device and playlist.

Please ask for our recommended suppliers list, some of the options include;

Live DJ including equipment	From \$125/hr (4 hr minimum)	DJ Equipment Hire & sound	\$150
In-house Music / AUX device playlist	Free	Roaming Photographer	From \$750
Festoons Lanterns	\$225	Popcorn Cart	\$250
Candy Bar	\$350	DYI Candy Bar Jar Hire (up to 8 jars)	\$50

STAFF SERVICES

Additional staffing may be required for your function. You will be advised of this upon booking.

Security / Door Host \$45/hr (4hr minimum)
Tray Waiter Service \$35/hr (2 hour minimum. Ratio of 1 waiter per 50 guests).

COMMISSIONABLE EVENTS

Commissions or fees charged by third party event agencies will be passed on to the client as a transparent service fee.

Prices and menus re inclusive of GST and subject to change without notice.

