

## Sydney Observatory Corporate Information Kit

### Marquee Bookings

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<b>Dates Available for hire (Peak dates)</b>	<u>2011</u> Saturday 19 November 2011 to Saturday 17 December 2011
	<u>2012</u> Saturday 3 March 2012 to Sunday 11 March 2012 Saturday 19 May 2012 to Friday 8 June 2012 Saturday 10 November 2012 to Sunday 9 December 2012
	<u>2013</u> Saturday 23 February to Sunday 24 March 2013 Saturday 16 November to Sunday 15 December 2013

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<b>Caterers</b>	The Observatory only allows the three contracted caterers to provide food and beverages for events. These are: Freshcatering, Forte Catering & Events and European Catering. All three are experienced Gold License caterers and familiar with the Sydney Observatory venue.
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<b>Venue Hire</b>	<p>Covers:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Hire of the Marquee for the duration of the event (fully installed including power and lighting);</li><li><input type="checkbox"/> The Marquee comes silk-lined, with fairy lights in the roof and rice paper lantern light fittings</li><li><input type="checkbox"/> Access for equipment deliveries from 8am to 10am, bump out until 1am and equipment collection the next morning from 8am to 10am;</li><li><input type="checkbox"/> A 6m by 6m catering marquee;</li><li><input type="checkbox"/> Standard security charges;</li><li><input type="checkbox"/> Standard cleaning charges;</li><li><input type="checkbox"/> A venue manager will be onsite for the duration of your event; and</li></ul>
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## **Furniture and Decoration**

The Marquee comes silk-lined, with fairy lights in the roof and rice paper lantern light fittings and vacant to be themed as you wish. Our panel of caterers can assist in sourcing/providing furniture for your event; alternatively previous clients have used theming and event companies to furnish and theme the marquee for their events (details as below). You may also select a company of your choice to provide furniture/decoration (please advise the event coordinator at least 2 weeks prior to the event)

*Pages Event Equipment* (<http://www.pages.id.au/>)

*Jacques Party Hire* (<http://www.jacquespartyhire.com.au/>)

*Walkers Event Hire* (<http://www.walkershire.com.au/>)

*Barlens Hire* (<http://www.barlens.com.au/>)

*CC&C (Chair Covers & Candelabra)* (<http://www.cc-c.com.au/>)

*Decorative Events* (<http://www.decorativeevents.com.au/>)

\*NOTE - As the venue is a heritage listed site – naked flames are not permitted onsite (this includes candles, torches, fireworks etc).

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## **Music/Entertainment**

As the Observatory is located in a residential area strict noise restrictions apply; all background music, record or acoustic must finish at 11.30pm (Clients are advised to please avoid use of music with a strong bass beat). Please advise the event coordinator before booking any music/entertainment acts, for manager's approval.

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## **Sydney Observatory Experiences**

### Telescope Hire

*Telescope in the grounds with a guide for two hours @ \$440.00 per telescope*

### Name-A-Star

Sydney Observatory's *Name-A-Star* program enables you to associate a name with a star in our *Sydney Southern Star Catalogue*. All available stars to be named are magnitude 6-10 and can be viewed from anywhere in Australia or the southern hemisphere. Donations are fully tax-deductible and fund the heritage and collection program at Sydney Observatory. Please check the Sydney Observatory website for further information: <http://www.sydneyobservatory.com.au/star/>

*Individual Name-A-Star @ \$300 (Includes a certificate suitable for framing)*

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**Vehicle access  
(transportation for  
guests)**

The size of the bus able to get up to the top of Watson Rd at the entrance to the Sydney Observatory is a maximum 15-20 person mini bus. Any larger than this and there is difficulty with the turn circle at the top of the road.

\*For the safety of your guests and Observatory visitors - no vehicles are permitted to enter the Sydney Observatory grounds

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**Parking**

Metered parking is available on Watson Road and Argyle Street, the Observatory is then only a short walk up Watson Road and through the Observatory Hill Park.

A Wilsons Parking station (Clocktower, The Rocks) is located at 55 Harrington Street near the corner of Argyle Street. A special rate of \$15 is available for weekday parking, \$20 for Fridays (enter after 6pm and leave before close) and \$15 all day parking for weekends. Please check the Wilsons Parking website for more information about times and conditions.

<http://www.wilsonparking.com.au/go/wilson-car-parks/nsw/clocktower>

On site parking at Sydney Observatory is limited to a maximum of five vehicles (including catering vehicles).

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**Preferred  
Audio Visual Equipment  
Supplier**

Jazzright Production Services is a complete event solutions company offering a total production service including the following; Lighting, Audio, Audio Visual, Cameras, Event Design, Equipment Hire and Sales, Staging, Event co-ordination, Theming and Special Effects.

Their service includes free quotations, technical advice and training where required. From conception to completion, Jazzright will assist you in making your event a complete success.

Contact: John Perez, Tel: 9700 0120 or email [info@jazzright.com.au](mailto:info@jazzright.com.au) <http://www.jazzright.com.au>

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**Oh de Toilette**

Oh de Toilette will assist with all your powder room and washroom requirements for your next event.

From their gorgeous 100% Australian cotton handtowels, luxurious toiletries, bathroom accessories and helpful attendants, they'll show you lots of ways to be pampered, beautified and generally made a fuss of.

Contact: Tara Whitfield , Tel: 02 8071 4905 or <http://www.ohdetoilette.com.au>

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