

# CONFERENCE & EVENTS PACKAGES

**SYDNEY MECHANICS' SCHOOL OF ARTS**

280 Pitt Street in the heart of the Sydney CBD

[smsa.org.au](http://smsa.org.au)



# WELCOME TO **SYDNEY MECHANICS' SCHOOL OF ARTS**

Step off busy Pitt Street into the Sydney Mechanics' School of Arts (SMSA) to discover one of Sydney's hidden locations for business meetings and corporate events. We work to create experiences tailored to your business needs.

Home to several flexible and affordable meeting rooms and special event spaces, the SMSA will fast become your go-to for corporate events and meeting room hire in Sydney.

From conferences, company AGM's and presentations to important boardroom meetings, workshops, training and seminars, the SMSA has an event space that is suitable for every occasion.

Our modern facilities, newly installed state-of-the-art technology and dedicated events team will ensure that your event runs smoothly and efficiently.

Whether you are hosting a corporate meeting, training session or workshop, our meetings and events venues are the perfect setting to inspire productivity and foster meaningful connections.

Discover why we are the top choice for those seeking a corporate events venue in the centre of Sydney.



# OUR VENUES

## The Henry Carmichael Theatre

The Henry Carmichael Theatre is a recently renovated and versatile tiered theatre for hire located within a 2 minute walk of Sydney Town Hall. Our purpose-built theatre has high-quality AV equipment installed (including video conferencing software), adjustable lighting and a low-rise stage with lectern.

The Henry Carmichael Theatre is ideal for conferences, company AGM's, presentations, seminars and private screenings.

Capacity  
Tiered Theatre | 140  
Stage area | 15  
Foyer (Standing only) | 140

## The Boardroom

The SMSA Boardroom is a purpose-built meeting room offering privacy and professional facilities for board meetings, workshops and staff meetings. The large boardroom table can comfortably seat 20 guests. Recently refurbished, the room is equipped with all your audio visual needs, along with tea and coffee making facilities.

Boardroom Capacity  
Boardroom | 20

## The Norman Selfe Room

This quiet space is perfect for meditation, yoga and small group workshop sessions.

Norman Selfe Room | 20 and can be used in conjunction with the Boardroom as a breakout room.



# OUR VENUES

## Meeting Rooms

The Meeting Rooms are all recently refurbished with fresh interiors, state-of-the-art audio visual technology and new modern furniture. The flexible meeting rooms can be divided with the use of our new sound-proofed bi-fold walls from one to four venue spaces.

### Meeting Rooms Capacity

#### Woolley & Lawson (single meeting rooms)

- Cabaret | 18
- Theatre | 20
- Classroom | 15
- Standing | 20
- Boardroom | 10

#### Windeyer (double meeting room)

- Cabaret | 35
- Theatre | 40
- Classroom | 30
- Standing | 40
- Boardroom | 20

#### Full room (all walls open)

- Standing | 80

## The Tom Keneally Centre

The Tom Keneally Centre is a unique venue surrounded by books and memorabilia from the personal collection of renowned author, Thomas Keneally. It is a warm and intimate space perfect for literary events, cocktail parties, product launches, networking and other bespoke events.

### Capacity

Tom Keneally Centre | 40

Norman Selfe Room | 25-30 and can be used in conjunction with the Tom Keneally Centre



# AUDIO VISUAL

The SMSA offers a range of inclusions for use of our in-house audio and visual equipment at great rates. Our friendly events team will be present to assist in the setup and support on the day of your event.

The following in-house audio-visual equipment is available for hire and we are happy to tailor a package to suit your requirements including:

- Data projector and large projector screen
- Computer
- Lectern
- Roving microphones
- Lapel microphones
- Sound system
- Portable microphone with amp
- AV technician

Please contact us on 02 9262 7300 with your AV requirements and we will get back to you with a customised quote.



# CATERING

## MORNING & AFTERNOON TEA

Select any two items below:

- Homemade cookies and muffins with fruit garnish
- Friands, mini pastries and mini muffins with fresh fruit garnish
- Cakes and slices with fresh fruit garnish
- Selection of finger sandwiches
- Fresh seasonal fruit platter
- Fresh scones with jam and whipped cream
- Fresh fruit and cheese platter with crackers
- Selection of homemade dips with Turkish bread/corn chips or fresh vegetable crudites



# STAND-UP WORKING LUNCH

A mixed selection of points, lavash roll-ups, small filled rolls, baguettes or finger sandwiches with a variety of meat and vegetarian fillings including:

Vegetarian with seasonal roasted vegetables with pesto  
Egg, mayo, tomato and lettuce  
Leg ham, Swiss cheese, basil and tomato  
Tuna, mayo, pickles and lettuce  
Chicken schnitzel, mayo, tomato, cheese and lettuce  
Poached chicken, honey mustard and salad  
Smoked salmon, light cream cheese, cucumber and rocket  
Roast eye beef fillet, onion jam, tomato and lettuce

## PLUS

Select any two finger food items from below:

Corn and zucchini fritters (V)  
Homemade sausage rolls  
Petite King Island beef pies  
Grilled salmon skewers  
Marinated chicken skewers  
Vietnamese rice paper rolls (V)  
Vietnamese rice paper rolls with fresh prawns  
Antipasto vegetable tartlets (V)  
Four cheese tartlets  
Spinach and ricotta triangles (V)

## OR

Select any one salad from below:

Mesclun mix of baby greens, tomato and avocado with balsamic vinegar  
Salad of tomato, fetta and cucumber with fresh basil and Greek style dressing  
Potato salad with fresh herbs in lemon dressing  
Rice salad tossed with fresh vegetables and Spanish onion in a lemon and red wine vinegar dressing  
Pasta and antipasto vegetable salad drizzled with balsamic glaze  
Wild rocket, pear and parmesan salad drizzled with balsamic glaze



# CONFERENCE PACKAGES | THE HENRY CARMICHAEL THEATRE

## Package Inclusions

Main room hire, plus pads, pens, mints and a water station

FULL DAY CONFERENCE | \$72 per person\*

HALF DAY CONFERENCE | \$55 per person\*

Welcome Break

Tea, coffee and biscuits

Morning Break

Tea, coffee and juice served with a daily selection of sweet and savoury items and seasonal fruit platter

Stand Up Working Lunch

A mixed selection of points, lavash roll-ups, small filled rolls, baguettes or finger sandwiches with a variety of meat and vegetarian fillings PLUS selection of two finger foods OR one gourmet salad

Afternoon Break

Tea, coffee and juice served with a daily selection of sweet items and seasonal fruit platter

Special Diets

Vegetarian, vegan and gluten free options provided based on your dietary requirements

\*Minimum 20 pax, maximum 140 pax



# CONTACT US

Get in touch today, we're here to help.

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