



SUGAR VALLEY LIBRARY MUSEUM

HIRE GUIDE

ABOUT SUGAR VALLEY LIBRARY MUSEUM

Sugar Valley Library Museum is the city's first converged library and museum, providing an engaging, innovative space at the forefront of public libraries in the region. The facility delivers an enhanced library experience, a museum collection presenting the West Wallsend story through exhibition and display, and a variety of public programs to suit adults and children.

The conference room at Sugar Valley Library Museum is available for private hire for your special functions, meetings, ceremonies, small conferences, product launches or presentations.



FEES AND CHARGES

The fees and charges listed in this schedule are listed as found in the 2024-2025 Fees and Charges schedule for Lake Macquarie City Council. Sugar Valley Library Museum hire charge is at an hourly rate, inclusive of set up and clean up. The conference room is available to hire Tuesday - Sunday, during operational hours. To hire the entire venue outside of normal operational hours, please contact the Sugar Valley Library Museum Leader.

Meeting Room - Standard

\$47 per hour (Incl GST)

Meeting Room - Discounted

\$26 per hour (Incl GST)

Venue Hire

Price on application

Venue Supervisor

\$100/hr (Incl GST)



THE SPACE

The conference room at Sugar Valley Library Museum is available for private hire. The room can seat up to 40 guests, with 5 large foldable tables and 40 red chairs available. The room is fully equipped with video conference technology, including a large TV. The room is completed by a kitchenette to make light refreshments.

TOURS AND WORKSHOPS

Make your event even memorable with a guided tour of the exhibition by our team. The semi-permanent exhibition contains fascinating objects from the lives of people and groups that lived, worked and played under the shadow of the Sugarloaf Mountain.

To support your event, we can help facilitate creative workshops in partnership with talented local artists and creatives.

CATERING

The conference room has access to a kitchenette to make refreshments. We can recommend local businesses who can provide you with professional catering for your event.

STAFFING

A member of staff will be on site during operational hours to assist with the hire. All hirers must undergo a site induction. Hiring the space outside of operational hours may require additional staff on site. The number of staff required for the hire period will depend on the activity proposed and will be discussed with the hirer at the time of booking.