

2009
DAYTIME
FUNCTION PACKAGES



Contact an ACMI
Event Coordinator to book

Phone > 03 8663 2420
Email > events@acmi.net.au

acmi
australian centre
for the moving image

Functions at the **Australian Centre for the Moving Image**



The Australian Centre for the Moving Image (ACMI) is a truly unique international cultural facility. ACMI celebrates and explores the cultural and creative richness of the moving image in all its forms - film, television, games, new media and art.

Through a diverse and engaging annual program of award-winning exhibitions, international film seasons, festivals, events, creative education and industry programs, ACMI brings excellence and innovation in world film and digital media to Australia.

In the heart of the city, this distinctive centre offers unique fully appointed spaces available for hire 7 days a week, from 170 and 390 seat cinemas to a Studio and function space - The Cube - that are all perfectly suited to seminars, forums and launches.

A private evening viewing of ACMI's stunning new exhibition, Screen Worlds, offers a fascinating experience unparalleled in Australia. Large cocktail parties can be held in the expansive Lightwell function space adjacent to the exhibition.

ACMI event management

ACMI provides a professional event management service and focuses on building strong relationships with clients to ensure they enjoy the many growing facilities ACMI has to offer.

Location

Located at Federation Square in the heart of Melbourne, ACMI is only minutes away from Flinders Street Station, trams, and taxi stops.

Nearby amenities

For interstate visitors and guests travelling from outside the CBD, a range of hotels and car parks are located close by.

Federation Square car park

The on-site car park is accessed from Russell Street or Batman Avenue (Exhibition Street extension, City Link). Please check the Federation Square website for car park rates and operating hours: www.federationsquare.com.au

Venue capacities

Space	Capacity (cocktail style)	Area (Sq. m)	Availability	Facilities
Contained Spaces				
Lightwell	400	250	Available evenings	On request
Gallery 2	120	120	Available evenings Excludes exhibition changeover periods (6 x 2 weeks per year)	On request
The Cube	250	200	Available for daytime and evening events	<ul style="list-style-type: none"> • 1 lectern • 2 retractable projection screens • 2 video / data projectors • PA system • CD player • DVD player • 16 channel sound mixer • Fully equipped kitchen and bar
Boardroom	20 (seated)	30	Available evenings Some daytime availability	<ul style="list-style-type: none"> • 1 retractable projection screen • 1 video / data projector • Internet and PC connections
Green Room	30	25	Available evenings and daytime	On request
Studio and Balcony				
Studio 1	70	193	Available all evenings Some daytime availability	<ul style="list-style-type: none"> • retractable seating • multi-format video projection • plasma screens • detailed equipment specifications available on request to venue production group - multiple configurations possible
Balcony	100	180	Remains publicly accessible when the box office is open <ul style="list-style-type: none"> • 7 days a week • 5 nights a week: Wednesday - Sunday depending on film program schedule 	On request
ACMI Cinemas				
Cinema 1	170 (cinema seating)	Possible use of ACMI Cinemas for daytime catered screenings	Available during the day (unavailable during regular film screening times: Monday 1.30pm, Saturday 11am and 4pm, Sunday 10.30am and 1pm)	<ul style="list-style-type: none"> • 16mm & 35mm film video formats: digital betacam, SP betacam, DV cam • data projection • state-of-the-art sound system
Cinema 2	390 (cinema seating)			<ul style="list-style-type: none"> • 16mm, 35mm & 70mm film • video formats: HD cam, digital betacam, SP betacam, DV cam data projection • state-of-the-art sound system • digital cinema projector
Gallery Spaces				
Emergence	150	320	Available evenings	On request
Voices	100	240	Available evenings	On request
Sensation	100	200	Available evenings	On request
Kids' Space	100	100	Available evenings	On request

Venue charges

The following table outlines the different venue hire rate types for each venue. Prices for the other venues are available upon request.

Venue	Theatre	Classroom	\$ Hour	\$ Day (9am- 5pm) Includes 30 mins bump-in and 30 mins bump-out. 10% discount for 8 hour hire.
Cinema 2 *	390	-	\$1,000 (ex GST)	\$7,200
Cinema 1 *	170	-	\$500 (ex GST)	\$3,600
The Cube *	90	40	\$400 (ex GST)	\$2,880
Studio 1*	70	-	\$500 (ex GST)	\$3,600
Boardroom	20	-	\$400 (ex GST)	\$2,880



* Minimum booking is 2 hours (this must include at least half hour bump-in and half hour bump-out).

Inclusions

All the standard equipment listed in the specifications table is included in the venue hire charge.

Also included:

- Cinemas - Cinema Technical Officer
- Usher
- Use of the ACMI Box Office software
- Ticket seller



Additional services and charges

Services charged on a usage basis which may be associated with the event include:

- Security
- Souvenir ACMI stationary pack - A5 note pad, ruler and pencil
- Internet and IT support available upon request
- Audiovisual Technician and staging support upon request
- Additional furniture, equipment and linen as required

Corporate filming facilities and workshops

ACMI offers an alternative to standard team building exercises. You can make your own short film by utilising our fully-equipped studio and green-screen virtual sets or simply have your next forum/seminar captured on film. Please contact our Event Coordinators to explore in more detail the fantastic facilities at ACMI.

Catering rates and packages

The ACMI Lounge provides a quality food and beverage service to further complement the offering at ACMI. Our Event Coordinators would be pleased to arrange all catering requirements on your behalf. Sample catering packages are included here for your review. Quotes for tailor-made menus, cuisines or dietary requirements can be sourced at your request.



Full day catering package (9am - 5pm)

Light Breakfast
Morning Tea Break
Lunch
Afternoon Tea Break

\$46.20 pp (ex GST) - based on a minimum of 20 guests
 \$44 pp (ex GST) - based on a maximum of 200 guests

GF= Gluten Free

Breakfast

Lavazza coffee and a selection of teas
 Orange juice and mineral water
 Homemade fruit salad (GF)
 Bircher muesli
 Homemade fruit and nut muesli
 Muffins and danishes
 Croissants served with butter and jam
 Warm Turkish wrap served with scrambled eggs and bacon

Morning Tea

Lavazza coffee and a selection of teas
 Orange juice and mineral water
 Mini home made pies and sausage rolls
 Filo parcels of sweet potato, coriander and fetta, spinach and ricotta

Lunch

Orange juice, apple juice and mineral water
 Focaccia served with Caesar salad
 Coq au vin with mash
 Quiches - meat or vegetarian
 Vegetable tagine with harissa cous cous (GF)
 Fruit platters (GF)
 Cheese platters

Afternoon Tea

Lavazza coffee and a selection of teas
 Twinings and infusion teas
 Orange juice
 Profiteroles
 Selection of biscuits and cookies (GF Springhill bars)
 Mixed slices and mini sweet tarts

Half day catering package (Morning)

Breakfast

Morning Tea Break

\$24.20 pp (ex GST) – based on a minimum of 20 guests

\$22 pp (ex GST) – based on a maximum of 200 guests



Breakfast

Lavazza coffee and a selection of teas

Orange juice and apple juice

Fresh juice (add \$5 per head)

Bircher muesli

Fruit salad

Assorted pastries and croissants

Muffins and danishes

Warm Turkish wrap served with

scrambled eggs and bacon

Morning Tea

Lavazza coffee and a selection of teas

Orange juice and apple juice

Mineral water

Filo parcels of sweet potato, coriander and fetta,
spinach and ricotta

Mini homemade pies and sausage rolls



Half day catering package (Afternoon)

Lunch

Afternoon Tea Break

\$24.20 pp (ex GST) – based on minimum of 20 guests

\$22 pp (ex GST) – based on maximum of 200 guests

Lunch

Orange juice, apple juice and mineral water

Focaccia served with Caesar salad

Coq au vin with mash

Quiches - meat or vegetarian

Vegetable tagine with harissa cous cous

Fruit platters

Cheese platters

Afternoon Tea

Lavazza coffee and a selection of teas

Orange juice

Profiteroles

Selection of biscuits and cookies

Mixed slices and mini sweet tarts

**Organic and sustainable menus
available on request.**