

The C4 Theatrette

Information Pack

ABOUT THE SPACE

The **C4 Theatrette** offers a comfortable, air-conditioned venue perfect for meetings, presentations, and small events. Equipped with essential audiovisual features, the theatrette provides a convenient location for local groups and organisations. Please note, only the **C4 Theatrette** building is available for hire; the main **C4 Environment Centre** is not accessible during events unless prior arrangements have been made.

Capacity: Up to 40 people

Facilities: WiFi, projector, TV/DVD player, speakers, tables, chairs, air-conditioner

Restrictions: No smoking, no food or drink inside the building please

ROOM HIRE DONATIONS

All room hire fees are processed as donations to the Community for Coastal and Cassowary Conservation (C4). Donations are to be made prior to the event taking place and are non-refundable and tax-deductible.

	Half Day	Full Day
C4 Members	Free*	-
Private Events	\$75 Donation	\$100 Donation
Community/Club Events	\$25 Donation	

*C4 Members hiring the theatrette must be present during the event and responsible for key access as well as cleaning/pack-up of the space. Free use of the space as a Member is for non-commercial activities only.

HOW TO BOOK

Bookings can be made online using our [online form](#) or by phone on **(07) 4068 7197** between 10am-2pm Mon-Fri.

Once your booking is confirmed, we will be in touch to organise access and logistics for your event.

SET UP / PACK UP

Setting up the space

- **Chairs | Tables:** with a limited volunteer-staff we ask that the event organiser arrive prior to your scheduled meeting time to assist in setting up chairs and tables for your event;
- **Lights | AV | AC:** Lights, AV and AC will be turned on in the room at the beginning of the day. Please ensure you test any tech/audio prior to your scheduled start;
- **Catering:** Please note we do not arrange catering for events in the Theatrette. We are not licensed for alcoholic beverages.

Packing up the space

- **Clean-Up:** Please leave the room tidy and remove any rubbish brought with you;
 - **Pack-up:** Stack chairs/tables against the wall at the beach side of the room, keep chairs clear of the TV stand, AV equipment and storage unit;
 - **Switch-off:** Switch off the TV (if used), air-conditioner (if used), fans and lights (if event is during the evening);
 - **Lock-up:** Securely close all windows and doors before leaving, return key to C4 staff.
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For additional assistance with the equipment or any special arrangements, please reach out to our team. Thank you for supporting C4 and helping us keep the theatrette a welcoming space for all users.