



**LLA  
BOITE**

**VENUE HIRE & EVENTS**  
**INFORMATION PACK**

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### **Acknowledgement of country**

At La Boite Theatre, we acknowledge the country on which we work and the traditional custodians of this land – the Turrbal and Jagera people. We pay our respects to their Elders past and present. We honour the Aboriginal and Torres Strait Islander people whose lands, winds and waters we all now share and their ancient and enduring cultures. This country was the home of storytelling long before La Boite existed, and we are privileged and grateful to share our stories here today.



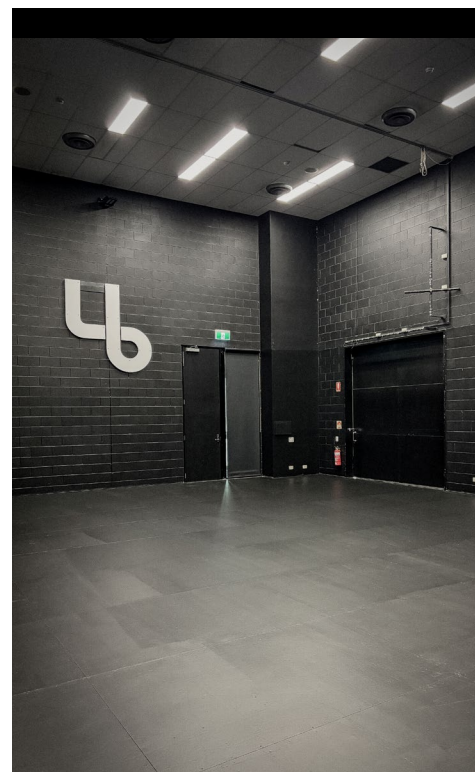


# WELCOME TO LA BOITE THEATRE

**La Boite Theatre offers four dynamic and versatile venues designed to accommodate events of all sizes, occasions and budgets—limited only by your imagination.**

Conveniently located just five minutes from Brisbane's CBD, La Boite's iconic spaces—the Roundhouse Theatre, La Boite Studio, and La Boite Espresso Bar & Café / Forecourt—provide the perfect backdrop for unique events and experiences. Our workshop space is located in Yeronga, South Brisbane.

Each space can be tailored to meet the specific needs of your event. Whether you're planning a live performance, corporate function, workshop, or something entirely bespoke, our dedicated venue team will work closely with you to bring your vision to life.



# ROUNDHOUSE THEATRE

## EPIC YET INTIMATE

**La Boite's iconic Roundhouse Theatre is one of only two purpose-built theatres 'in-the-round' in Australia.**

This dynamic and versatile venue easily transforms from an immersive 'in-the-round' configuration to a 'thrust' stage, adapting seamlessly to the needs of any production or event.

Whether you're planning a theatrical or musical performance, corporate event, awards ceremony, film shoot, fashion show, or something entirely unique, the Roundhouse Theatre is the ideal space to realise your vision.

Praised by patrons as intimate, immersive and inclusive, the Roundhouse Theatre is the ultimate venue for truly memorable events and experiences.

## Inclusions

**Raked seating** - 3 fixed seating banks and 1 retractable seating bank

**Dressing Rooms** - 2 rooms for approximately 12 people in total. Equipped with showers and toilet facilities

**Green room** - includes kitchenette with fridge, zip boil, dishwasher and microwave

**Laundry Facilities** - washer and dryer

**Use of standard technical equipment** (as specified in the Technical Specifications)

**Use of venue standard lighting / sound rig, and projector in standard position**

**Basic cleaning, power, Wi-Fi, and air conditioning**

## Details

**Floor Size (In-The-Round):** 10m x 8m^

**Floor Size (Thrust):** 13m x 8m^

**Height to Grid:** 5.9m

### Capacity:

Thrust: 334\*

In-The-Round: 397\*

Cabaret: 354^\*

Cocktail (stage-only): up to 60^

*^ dependent on configuration and event requirements*

*\* plus 4 accessible seating areas*

## Venue Rental Rates

### Standard Daily Hire Rate

\$2,000 + GST

### Standard Weekly Hire Rate

\$10,000 + GST

*Non-performance, Community, and Not-for-Profit discounts available.*

*Increased hire rates may apply for events on Sundays and Public Holidays.*

*Other hire charges (incl. labour, ticketing, technical equipment, and marketing services) are costed separately and calculated according to event requirements.*



# LA BOITE STUDIO

## OUR VERSATILE BLANK CANVAS SPACE

**The La Boite Studio offers you a blank canvas in the form of a 'black box' space.**

Designed to accommodate a wide range of events, this adaptable venue can host everything from creative workshops and rehearsals to corporate functions and private events.

With a generous open floor area measuring 117m<sup>2</sup>, the studio's ample space and flexibility provide the freedom to bring your event to life exactly as you imagine it.

## Inclusions

**Standard Inclusions:** Basic furniture, basic cleaning, power, Wi-Fi, air conditioning and in-built sound system.

**Additional Services:** We offer a comprehensive range of additional services, including audio-visual equipment, sound and lighting systems, staging, lecterns, food and beverage services (catering and pop-up bar), staffing and ticketing solutions.

Share your vision with us, and we'll collaborate closely to make it happen.

## Details

**Floor Size:** 13.3m (L) x 9.4m (W)

**Ceiling Height:** 6.4m

**Capacity:**

Cocktail / Standing: 120^

Boardroom / Classroom: 30^

Theatre: up to 60^

^ dependent on configuration and event requirements

## Venue Rental Rates

**Standard Daily Hire Rate**

\$600 + GST

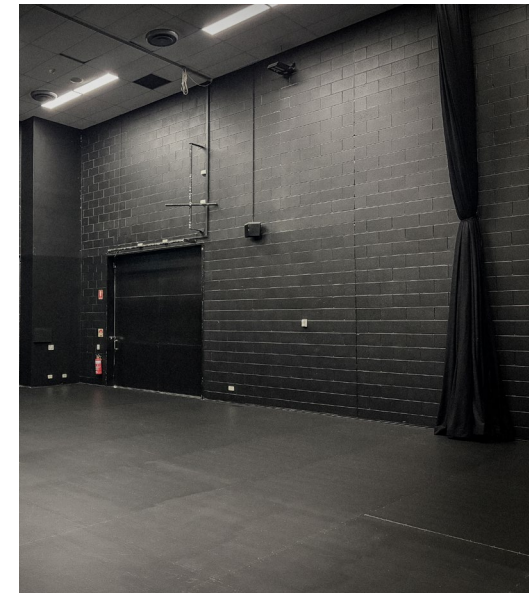
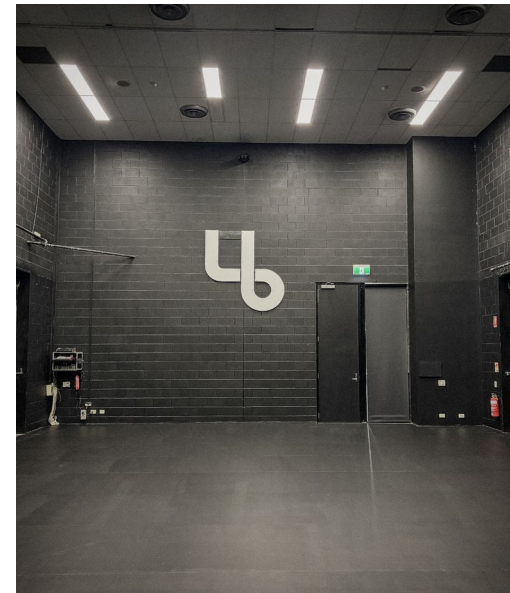
**Standard Weekly Hire Rate**

\$3,000 + GST

*Non-performance, Community, and Not-for-Profit discounts available.*

*Increased hire rates may apply for events on Sundays and Public Holidays.*

*Other hire charges (incl. labour, ticketing, technical equipment, and marketing services) are costed separately and calculated according to event requirements.*





# LA BOITE ESPRESSO BAR & CAFÉ & FORECOURT

## INDOOR-OUTDOOR DINING & EVENT SPACE

**The La Boite Espresso Bar & Café / Forecourt is the perfect setting for all things food, beverage, and entertainment.**

Planning a pre-show gathering, networking event, wedding, cocktail party, or private function? Look no further than this stylish and versatile indoor-outdoor space—available for exclusive hire on non-performance days, or for semi-private functions on performance days.

Enjoy premium offerings from the café and bar, featuring Local Craft Beers from Aether Brewery, Bespoke Fine wines from Joval Wines, Australia's best rated coffee beans from Merlo Coffee, plus non-alcoholic beverages, and delicious snacks. Our team can also offer bespoke catering options and provide dedicated staff to ensure your event runs seamlessly.

With its blend of convenience, style, and flexibility, the La Boite Espresso Bar & Café / Forecourt is the ideal location for your next event.

## Inclusions

**Standard Inclusions:** Basic furniture, basic cleaning, power, Wi-Fi, festoon lights, and in-built sound system.

**Additional Services:** We offer a comprehensive range of additional services, including audio-visual equipment, lecterns, microphones, food and beverage services (catering and pop-up bar), staffing, and ticketing solutions.

Share your vision with us, and we'll collaborate closely to make it happen.

## Details

**Floor Size:** 162m<sup>2</sup>

**Capacity:**

Seated: 20-50<sup>^</sup>

Standing: 350<sup>^</sup>

*<sup>^</sup> dependent on configuration and event requirements*

## Venue Rental Rates

Prices available on request.



# STAFFING

**All staffing is costed in addition to the venue rental fee and is subject to event requirements. A labour estimate can be supplied upon receipt of a schedule and event requirements.**

All rates are quoted GST exclusive.

	<b>Ordinary</b>	<b>Penalty</b>
<b>Duty Technician</b>	\$55 p/hr	\$95 p/hr

Must be on duty while Hirer is in the venue.

*(May not be required for non-performance bookings in the La Boite Studio and Espresso Bar + Café / Forecourt).*

<b>Technical Crew</b>	\$49 p/hr	\$84 p/hr
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Requirements determined by performance/event.

<b>Front of House Manager</b>	\$50 p/hr	\$87 p/hr
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Required for public events.

Must be on duty no less than 2 hours prior to the start of the event and remain until guests have vacated the venue.

<b>Box Office Attendants / Ushers</b>	\$44 p/hr	\$77 p/hr
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Required for public events and where guest services are required.

Levels determined by event requirements, capacity and seating configuration.

## NOTES

- Penalty rates apply after 8 hours per day, 38 hours per week, after midnight, before 7am, on Sundays and on Public Holidays. Meal breaks will be strictly enforced after 5 hours.
- All staff must be rostered for a minimum 3-hour call (Mon-Sat) and 4-hour call (Sun & Public Holidays). A 10-hour rest period between shifts must be observed.
- Staffing will be quoted based on the production and performance schedules provided by the Hirer. Labour quotes are estimates only and actual hours worked will be charged to the Hirer.
- La Boite venue staff are employed under the Live Performance Award. Conditions, allowances and penalties incurred under the Award will be charged to the Hirer.
- Final staffing level requirements will be at the discretion of La Boite based on the requirements of the production / event.
- Levels determined by event requirements, capacity, and seating configuration.

# PRODUCTION

The technical specifications for the Roundhouse Theatre and La Boite Studio can be accessed via the La Boite website at [laboite.com.au/venue-hire](http://laboite.com.au/venue-hire). Additional technical/production resources for each venue can be provided upon request.

A standard technical equipment allocation is included with the venue rental fee. Any extra equipment will be charged back to the Hirer. Further information on included and additional technical equipment for each venue can be provided upon request.

A venue site visit can also be facilitated upon request.

# MARKETING

Ticketed events will be listed on the La Boite website under “Other Events” at no cost to the Hirer.

Additional marketing services may be available at the discretion of the La Boite Marketing Department. Additional fees and charges apply.





# TICKETING

**La Boite provides fully comprehensive ticketing services, including online, in-person and over-the-phone bookings. All event ticketing and RSVPs are handled exclusively by La Boite Theatre as the exclusive ticketing provider.**

La Boite is a member of Live Performance Australia and complies with the LPA Ticketing Code of Practice. All sales are subject to La Boite's Ticketing Terms & Conditions. These can be accessed via the La Boite website.

## FEES & CHARGES

All fees are quoted GST exclusive.

Ticketing / Event Build Fee	\$80 (single event)
Once-off build fee for website / ticketing system.	\$140 (multiple events)

Inside Issuing Fee	Ticket Price	Inside Issuing Fee
Fee to be deducted from each ticket sold.	\$40.00 and under	\$3.50 per ticket
Advertised ticket prices must include this fee.	\$40.01 and over	\$4.50 per ticket
Based on a sliding scale (right).		

Complimentary Ticket Issuing Fee	\$1.00 per ticket
Fee to be deducted from each ticket sold.	

Credit Card Charges	1.5% of all card payments
Incurred on all card payments.	
Transaction Fee	\$5.00 per transaction
Incurred on all card payments (charged to the ticket buyer)	
Merchandise	10% commission to La Boite

## BOX OFFICE

<b>Online</b>	laboite.com.au
<b>Phone</b>	(07) 3007 8600 ( <i>during office hours</i> )
<b>In-Person</b>	During Office Hours: 10am – 4pm, Monday to Friday At Box Office: 60min prior to performance start time

# FOOD & BEVERAGE

**The La Boite Espresso Bar & Café operates from 8am – 12pm, Monday to Friday, and from 60 minutes prior to all public performances and events. Bar and café menus can be accessed via the La Boite website.**

La Boite will operate and staff the La Boite Espresso Bar & Café for all events with public outcomes. Depending on expected audience size, a minimum bar spend may apply.

All catering requirements (including liquor) are to be managed by La Boite. A quote can be provided on request.

## Beverage Packages

We offer beverage packages with various menu offerings, durations, and price points to suit different needs. If you'd prefer to craft a bespoke drinks package for your event, please contact us for a customised quote.

## On-Consumption Bar Tab

Bar tabs are pre-set amounts allocated for your guests' beverage consumption. These tabs can be increased during the event, at the organiser's discretion. Organisers can choose which items from our menu to offer, including wine, beer, spirits and cocktails. Other items will still be available for guests to purchase at their own expense. A minimum spend applies to beverage services via a consumption tab—please contact us for a customised quote tailored to your event's needs.

## Cash Bar

Beverages are billed to your guests based on their consumption. Minimum spend requirements apply for cash bar services—please contact us for a customised quote tailored to your event's needs.

## Drink Vouchers

We can help by supplying drink vouchers for your guests, with the cost of redeemed vouchers being billed to the event organiser.

*More information on food and beverage service—including menus, beverage package options, and catering options—can be provided upon request.*



# BOOKING PROCESS

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**When hiring one of La Boite's venue spaces, the following process is required:**

## Step One

Complete the online [Venue Hire Enquiry Form](#).

Please note we are unable to accept venue hire enquiries via phone.

## Step Two

After reviewing your enquiry, our venue team will reach out to you via email within five (5) business days to discuss the further details of your hire.

## Step Three

Our team will reserve the relevant venue/s on your requested hire date/s and will send through a quote tailored to the specific needs of your hire.

Once you have received this quote, you will have a maximum of 14 days to confirm the hire.

If you are unable to confirm the hire by this deadline, your reserved dates will be released to other hirers.

## Step Four

Once you have confirmed the hire, our team will send through a Venue Hire Agreement and Deposit Invoice. The hire will be considered officially confirmed once the Agreement is signed and returned, and the deposit is paid. This must be completed within seven (7) days of receipt.

## Step Five

If your event requires ticketing or marketing services, our team will provide you with a Ticketing & Marketing Event Build Form. This form must be completed and returned at least 10 working days prior to the intended event announcement/on-sale date.

## Step Six

Provide our team with your full production plan and schedule at least four (4) weeks prior to the hire.

## Step Seven

Sit back and relax! Our team will reach out as necessary to finalise details in the lead up to your hire.



# FREQUENTLY ASKED QUESTIONS

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## **Are La Boite's venues accessible?**

La Boite Theatre strives to ensure its venues and services are inclusive and accessible. All four venues are accessible to patrons using wheelchairs, mobility devices, and those who wish to avoid stairs. A level access drop-off point is available next to the theatre, on Gona Parade.

More information on venue accessibility is available upon request.

## **Can I supply my own technical staff?**

External technicians may be permitted at the discretion of the Production Manager. A La Boite Duty Technician must be onsite at all times for venue access, questions, supervision, safety and liaising with Front of House.

## **Can I supply my own Front-of-House staff?**

No. In accordance with the liquor license, alcohol may only be sold and served by La Boite bar staff. La Boite staff are also required to manage box office operations through La Boite's ticketing system for all ticketed events.

## **Do I need my own insurance?**

Yes. Hirers must hold Public Liability Insurance covering a minimum amount of \$20,000,000 for the hire period. A certificate of currency must be provided to La Boite before venue access is granted.

Insurance may not be necessary for events and functions held in the Espresso Bar & Café / Forecourt—our team will advise if this is the case.

## **Can I run my own event ticketing?**

No. All event ticketing and RSVPs will be handled exclusively by La Boite Theatre.

## **Is there parking at the venue?**

Pre-paid parking is available ahead of public events for \$5 on weekends and \$10 on weekdays after 4:30pm in the QUT Q Block carpark, a short walk from the venue.

There is no parking available onsite. There is limited metered parking available in surrounding streets, as well as several paid carparks nearby. A level access drop-off point is available next to the theatre, on Gona Parade.

## **Can I get additional security for my event?**

Upon request, or if deemed necessary by La Boite, our team can arrange additional security through an external provider. The cost of this security will be charged to the Hirer.

## **Can I come in for a site visit?**

Absolutely! Site visits can be arranged around other venue activities. Let our team know when you'd like to pop in, and they'll work with you to find an appropriate time.

## **Is BYO alcohol permitted?**

No. Due to the nature of La Boite's liquor license and policies, alcohol may not be brought onto the premises by patrons or event organisers. Similarly, alcohol may not be removed from the premises.

## **How do I / my guests get to La Boite Theatre?**

More information on travelling to La Boite, including parking and transport options, can be found at [laboite.com.au/venue/how-to-get-here](http://laboite.com.au/venue/how-to-get-here)

**Contact the team via**

E: [venue@laboite.com.au](mailto:venue@laboite.com.au)

P: (07) 3007 8600

**LA  
BOITE**

*This document is subject to change without notice. The information contained in this document is given in good faith and is believed to be correct. Whilst all reasonable care has been taken in the preparation of this document, the information contained herein is believed, but not guaranteed, to be correct at the time of release. La Boite Theatre will not be liable for any inaccuracies, omissions or errors in the content, nor for any loss or damages arising from action taken in reliance on this information.*

**Current as of Dec 2025**

Subject to change.

