

Frequently asked questions

Ivy

WHAT IS THE STREET ADDRESS OF THE VENUE?

320 - 330 George Street, Sydney

WHERE ARE THE DEDICATED EVENT SPACES ROOMS LOCATED WITHIN THE VENUE?

ivy sunroom - building 1, level 3
ivy ballroom - building 2, level 1
ivy penthouse - building 2, level 5

IS THE ROOM I HAVE BOOKED EXCLUSIVE USE FOR MY EVENT?

Yes

WHAT IS THE LATEST TIME MY EVENT CAN RUN TO?

Monday – Thursday and Sundays – 2.00am
Friday & Saturday – 3.00am

ARE UNDERAGE GUESTS ABLE TO ATTEND MY EVENT?

Yes, they must be accompanied by a parent/s or legal guardian and full details need to be provided to your event manager prior to the event. Under age guests will be given a wristband upon entry.

CAN WE PROVIDE OUR OWN SECURITY GUARD?

No. A merivale security guard will be allocated to your event (see proposal for more information).

IS THERE NATURAL LIGHT IN THE ROOM?

Yes, in all event spaces

WHAT TIME CAN I ACCESS THE VENUE?

Access times will be listed on your event proposal. Please advise your event manager if you wish to gain earlier access. This will be subject to other event bookings in the venue before and after your event and additional venue hire may apply.

IS THERE AN ADDITIONAL FEE FOR EARLY ACCESS?

Security guard fees will apply as listed in the proposal. There may also be room hire fees at certain times of the year.

IS THE PENTHOUSE USED FOR ACCOMMODATION?

No. It is a cocktail party space only.

Merivale



WHAT FURNITURE IS AVAILABLE IN THE ROOM?

ivy ballroom

Cocktail: cocktail rounds (tables) & high stools

Seated: round tables of 10 (height 76cms and width 1.9mtrs), chairs (they do not need covers), white linen, cutlery.

ivy sunroom

Cocktail: lounge furniture (in the room at all times) & cocktail rounds (if requested)

Seated: round tables of 10, chairs (they do not need covers), white linen, cutlery

ivy penthouse

Cocktail: lounge furniture

CAN MY GUESTS GAIN ENTRY TO IVY BARS AFTER THE EVENT?

Yes, if the venue is not booked for a private or promoted event. Please note, if a person is deemed by merivale staff to be intoxicated, that person or persons will be refused entry and asked to leave the premises.

AM I ABLE TO RESERVE AN AREA IN A BAR PRE / POST MY EVENT?

Yes. Please speak to your event manager

IS THERE A SMOKING AREA?

New legislation effective 6th July 2015 has placed restrictions on smoking areas and will impact on each event. Please refer to smoking legislation information for each merivale venue.

WHAT AUDIO VISUAL EQUIPMENT IS AVAILABLE AT THE VENUE?

For all audio visual requirements please contact your event manager

MAY I BRING MY OWN AV EQUIPMENT AND IS THERE A CHARGE FOR THIS?

Yes. There is no charge for providing your own equipment. A charge for any venue access / bump in and bump out will apply. In ivy ballroom / ivy sunroom there will be a technician on duty (TOD) charge if you use the venues truss or screens.

Merivale



WHAT ARE THE CAPACITIES OF THE ROOMS?

Ivy penthouse:

Cocktail: 100

Ivy sunroom:

Cocktail: 400

Seated dinner: 90

Theatre style: 120

Cabaret: 81

Ivy ballroom:

Cocktail: 800 – 1000

Seated dinner on rounds: 360

Dinner with dance floor on rounds: 320

Cabaret on rounds: 288

Theatre style: 550

Seated dinner on ovals: 456

Dinner with dance floor on ovals: 408

Cabaret on ovals: 380

WHERE IS THE LOADING DOCK?

The loading dock is located at 123 Pitt Street, Sydney (follow the signs to the ivy dock). **There is strictly no parking in the dock.** You may unload, but the vehicle must be moved to the closest parking station.

WHERE IS THE CLOSEST PARKING?

Wilson parking – angel place

123 Pitt Street Sydney CBD

Phone 1800 parking (1800 727 5464)

www.wilsonparking.com.au

Wilson parking – australia square

264-278 George Street, Sydney

Phone 1800 parking (1800 727 5464)

www.wilsonparking.com.au