



Lourdes Hill College

Venue Hire





Lourdes Hill College

In 1915, the Archbishop of Brisbane invited the Order of the Sisters of the Good Samaritan to establish schools in Brisbane. Thirteen sisters travelled from Sydney, opening convents in Bulimba and Coorparoo and in 1916, Lourdes Hill College, an independent Catholic Secondary School for girls, was founded.

The rich heritage of the College is drawn from three sources: the compassion of the Good Samaritan found in the Gospels, the patronage of Mary under the title Our Lady of Lourdes and the Benedictine tradition of the Sisters of the Good Samaritan which places strong emphasis on education and the importance of balance in life between work, prayer and recreation.

Since 1916, Lourdes Hill College has grown into an education establishment that is well respected for the pursuit of achievement and excellence in the education of young women.

The College is situated on the Bulimba Reach of the Brisbane River and set in beautiful surroundings. The location provides for breathtaking views from multiple locations across the school grounds and is conveniently located just six kilometres from Brisbane's central business district.



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Weddings

Celebrate your special day in The Chapel of Our Lady of Lourdes, in the Parish of Sts Peter and Paul.

Lourdes Hill College has all that you need for your perfect wedding.

We offer you and your guests the choice of some of Brisbane's most outstanding and enchanting facilities in an amazing location. With the choice of multiple venues, including the character and charm of a heritage building dating back to 1918, coupled with beautiful Brisbane River and city views, the photo opportunities are endless.

The Chapel of Our Lady of Lourdes is a place of special significance. Accordingly, a request to be married in the Chapel presupposes in the parties an awareness of the religious dimension of the occasion and is subject to certain requirements.

To be eligible to married in the Chapel, one of the following criteria must be met:
The bride or the bride's mother or the groom's mother is a past pupil of the College; or
The bride or groom's immediate family has a significant association with the College or the Sisters of the Good Samaritan; or
Either the bride or groom is a current or past staff member of Lourdes Hill College.

Whilst the Chapel is a beautiful and special setting for a wedding, the desirability of being married in the Parish Church of one's own community should not be underestimated.

Couples who wish to book the Chapel must first arrange for a Priest or Deacon to act as a celebrant.

Wedding packages are able to be tailored to suit and College staff are available to help you create the day of your dreams.

For further information please refer to Attachment Form 1 - Information & Guidelines for Weddings or contact us during business hours.





Corporate Events

Your next conference or training day

Lourdes Hill College can help make your next corporate event something special.

College grounds and facilities offer multiple venues and packages to support conferences, events, meetings or conventions. With a variety of rooms, halls and lecture theatres, you are sure to find the perfect venue to meet your requirements.

Room options and associated capacities include:

- Classrooms (25 - 60 people)
- Dedicated lecture theatres and meeting rooms (10 - 80 people)
- Centre for Innovation, Teaching Excellence & Leadership (CiTEL) training rooms (25 - 125 people), 12 tables, 8 chairs per table, 96 chairs
- Duhig Hall (200 people), theatre style seating
- Polding Theatre (457 people)
- Good Samaritan Centre (1,000 people), theatre style seating





Various catering options are available, including food and beverage packages from:

- Café de Lourdes;
- Our recommended catering companies; or
- Your own external catering (some restrictions may apply).

Whatever your preferences regarding venue and catering, the College will provide you with a variety of packages to choose from and will work with you to customise your own menu to ensure that all of your special requirements will be covered.

A variety of break-out and/or function spaces are also available to complement your event.

For further information, please refer to individual Venue Information and Catering Guidelines (below) or contact us during business hours.





Functions

A unique and perfect location for your function

Lourdes Hill College invites you to consider our facilities for your next function (table and chairs style functions).

Our indoor venues are ideal for all special occasions, whether they be cocktail parties or sit-down lunches and dinners.

Potential locations and associated capacities for your sit-down function include:

- Centre for Innovation, Teaching Excellence & Leadership (CITEL) Function Room (96 people)
- Duhig Hall (130 people)
- Good Samaritan Centre (400 people)
- Tugulawa Riverside Function Room (70 people)





Our outdoor concourse and garden areas, such as Soubirous Place, Marian Court and the Bernadette Centre balconies, also make amazingly picturesque settings for a variety of functions, expos and markets and represent a wonderful way to make an impression.

Various catering options are available, including food and beverage packages from:

- Café de Lourdes;
- Our recommended caterers; or
- Your own external catering (some restrictions

may apply).

Whatever your preferences regarding venue and catering, the College will provide you with a variety of packages to choose from and will work with you to customise your own menu to ensure that all of your special requirements are met.

For further information, please refer to individual Venue and Catering section of this document or contact us during business hours.





Performances

Exciting, state-of-the-art venues

If you are looking for a special venue for your next concert of performance, Lourdes Hill College can offer a variety of choices of performance spaces. Our locations make excellent venues for solo recitals, musical performances, dance recitals and theatre performances.

The acoustics in our state-of-the-art Polding Theatre are ideal for music performances and seminars. Tiered seating (including a retractable section enabling a larger stage/floor area) houses up to 457 people.

Duhig Hall is an intimate heritage-listed theatre and function room with elevated stage, performance lighting & sound facilities and change room facilities. The Hall is ideal for dance and theatre performances and can house up to 200 people. The Good Samaritan Centre is our largest venue and includes an elevated stage, full lighting and sound facilities and polished floors. This centre can comfortably seat up to 1,000 people.

College staff will support you with all arrangements in relation to the venue, to ensure your event leaves your guests feeling that they have attended a truly special event.

For further information, please refer to individual Venue and Catering section of this document or contact us during business hours.





Our Venues

The Chapel of Our Lady of Lourdes

Completed in conjunction with the Bernadette Centre, The Chapel of Our Lady of Lourdes is the jewel in the College's crown and plays an important role in the life of all those involved in the Lourdes Hill College community. Directly overlooking the Brisbane River and adjacent to the heritage-listed Duhig Hall, The Chapel of Our Lady of Lourdes' modern design has been developed to reference both the College's history and future.

Available For	Capacity	Features	Hire Cost
Weddings (Terms and conditions apply)	170 (seated)	Air-conditioned Audio-visual system	\$600 per event (Please call for specific details)



Duhig Hall

Built in 1918, Duhig Hall is a beautifully maintained 200-seat heritage-listed theatre and function room, boasting balconies which overlook the Brisbane River and offer panoramic views towards the Brisbane CBD and beyond. Duhig Hall is in high demand as a function space and as an intimate venue for dance and theatre performances.

The internal dimensions of the Duhig Hall's floor area are 21.7m x 9.0m, with the raised stage area being 7.1m x 7.2m. The Hall has full backstage change-room facilities and boasts state-of-the-art lighting, sound and projection systems.



Available For	Wedding receptions Functions Corporate events Performances
Capacity	130 (Seated function) 200 (Seated performance)
Features	Performance stage, Change-rooms and toilet facilities Audio-visual/Projection system Stage & lighting Kitchen facilities
Hire Cost	\$600 per function (Please call for specific details)



Our Venues

Bernadette Centre

Constructed in 2014, this five-storey, state-of-the-art facility is the predominant building on the College campus. The building has been designed with future intent and contains a range of environmental and sustainability measures including high efficiency glass, high level thermal insulation, gas hot water and power monitoring. Two large storm water tanks, with a 290,000-litre capacity, collect water from the building's curved roof and service all the toilets within the building.



Key facilities of the Bernadette Centre, which are available for hire, include:

Polding Theatre

Polding Theatre is a 457-seat auditorium located within the Bernadette Centre. The venue offers exceptional facilities for performances and lectures, is fully air-conditioned and boasts superb acoustics. The theatre is fully equipped with state of the art lighting, sound and projection systems.



Available For	Capacity	Features	Hire Cost
Corporate events	457 (seated)	Air-conditioned	\$1,800 (Full Day)
Performances	Lower section - 245 Upper section - 212	Audio-visual/ Projection system Stage & Lighting Retractable & fixed seating (multiple configurations)	Please call for more information



Our Venues

Marian Court

Marian Court is a covered rooftop function and activity space with breathtaking 360 degree panoramic views across Brisbane, Moreton Bay and extending out across and toward the Gold Coast, Sunshine Coast and Brisbane hinterland areas. Marian Court provides a unique and stylish setting for pre-dinner drinks and canapés or its own dedicated function space.



Available For	Capacity	Features	Hire Cost
Functions	300 (Standing/Dry bar style)	Toilet facilities, lift access	\$720 per dedicated function
Corporate events & performances (Breakout)		Full commercial kitchen facilities (not attached)	Please call for more information



The Balconies

The Balconies are a two-level facility with amazing 180 degree panoramic views across the Brisbane River, CBD and extending out across the Brisbane hinterland areas. With adjacent kitchenette facilities and direct access to Café de Lourdes, the Balconies provide an ideal location as a break-out space for Polding Theatre or for its own dedicated function.



Available For	Capacity	Features	Hire Cost
<p>Functions</p> <p>Corporate events & performances (Breakout)</p>	<p>150 (Standing/Dry bar style)</p>	<p>Toilet facilities, lift access</p> <p>Kitchenette with direct access to full commercial kitchen facilities including coffee shop</p>	<p>\$360 per dedicated function</p> <p>Cost for use as a breakout space will be dependent upon the size and nature of function.</p> <p>Please call for more informatio</p>



Our Venues

Good Samaritan Centre

The Good Samaritan Centre is a 1,000 seat multi-purpose hall suitable for performances, catered functions and various sporting activities.

The internal dimensions of the Centre's floor area are 21.7m x 9.0m, with the raised stage area being 8.4m x 11.2m. The Centre has expansive backstage change-room facilities and boasts state-of-the-art lighting, sound and projection system.

For sporting events, the timber sports floor is lined to support basketball, netball, volleyball and futsal. Tiered seating is available for spectators in the bleachers along the southern wall of the facility.





Available For	Corporate & sporting events Functions Performances
Capacity	400 (Seated function) 1,000 (Seated performance)
Features	Performance stage, change-rooms Audio-visual/Projection system Stage & lighting Full commercial kitchen facilities Change-room & toilet facilities Timber sports floor Industrial fans x 2
Hire Cost	\$1,440 per function \$540 Sporting \$90 per hour (sporting activity) Please call for specific details





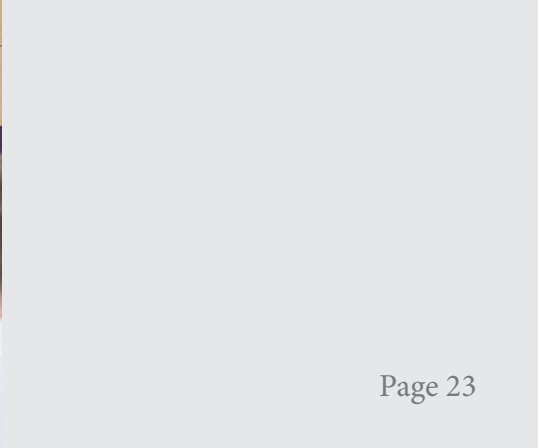
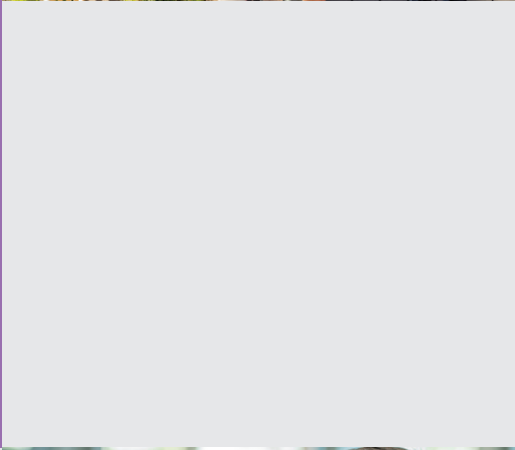
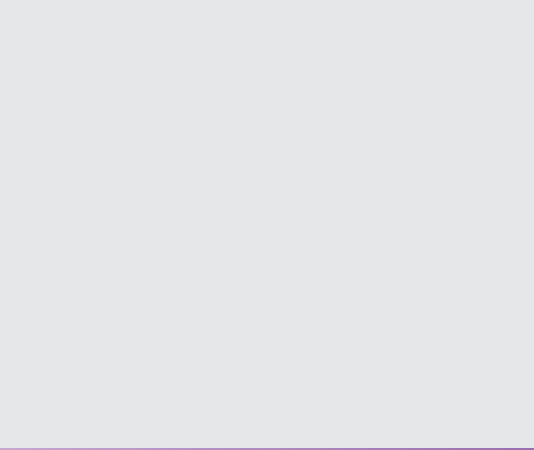
CiTEL (Centre for Innovation, Teaching Excellence and Leadership)

The Centre for Innovation, Teaching Excellence and Leadership (CiTEL) is a permanent on-campus base for teaching and support staff, enabling them to further develop their skills to achieve professional excellence and cultivate a future of leading learners. Offering a range of online and face-to-face programs, CiTEL empowers staff to remain at the forefront of educational leadership.

The Centre's resources are also available to the public for hire. Facilities including the Caritas Room, a configurable multi-function room able to support functions and lectures, and a smaller high-tech Veritas (Training) Room.

Available For	Capacity	Features	Hire Cost
Corporate events	Veritas Room - 25	Audio-visual/Projection systems	Caritas Room - \$1,080 per Event (Full Day)
Functions	Caritas Room - 96 (Function), 108 (Lecture)	Kitchen facilities Toilet facilities Air-conditioned	Veritas Room - \$360 per Event (Full Day) (Please call for specific details)





Our Venues

Soubirous Place

Adjoining The Chapel of Our Lady of Lourdes and Bernadette Centre, Soubirous Place is a stunning open-air concourse and observation deck, which enjoys vast views of the Brisbane River, New Farm Park, Brisbane Powerhouse and the Brisbane CBD.

With direct access to Café de Lourdes and its adjoining coffee shop, Soubirous Place provides an amazing location as a break-out space for Polding Theatre and The Chapel of Our Lady of Lourdes, or for its own dedicated function..

Available For	Functions Corporate events & performances (Breakout)
Capacity	150 (Seated) 300 (Standing/Dry bar style)
Features	Standing & seated options Full commercial kitchen facilities Coffee shop & servery
Hire Cost	\$540 per dedicated function Cost for use as a breakout space will be dependent upon the size and nature of function (Please call for details)



Tugulawa

Located on the banks of the Brisbane River, Lourdes Hill College is the only girls' secondary school in Brisbane with a dedicated water sports facilities located on its main campus. In addition to facilities for the College's rowing, sailing and kayaking programs, the Tugulawa watersports complex also houses its own upstairs function and meeting rooms.

Due to its proximity to the river and minimal adjacent parking, the function room is available for hire only for selected events and times. Should you wish to hire the facility for your function or conference, please contact the College for further information.



Available For	Capacity	Features	Hire Cost
Functions Corporate events	Meeting Room – 20 Function Room – 70 (Seated)	Air-conditioned Audio-visual/Projection system Full kitchen facilities Toilet facilities	Please call for more information and to discuss availability



Our Venues

Classrooms and Meeting Spaces

Lourdes Hill College has a suite of meeting spaces available for hire within the "Berchmans" Professional Development Centre, located directly below Duhig Hall. The Centre houses three traditional meeting rooms, suitable for 10 - 14 people as well as a number of open-plan interactive planning spaces and smaller style meeting/interview rooms.

For larger gatherings, the College can also offer a number of classrooms and lecture theatres, including the Senior Careers Theatre which has tiered seating and capacity to accommodate up to 80 people.





Available For	Capacity	Features	Hire Cost
Corporate events	Meeting Rooms: 10 – 14	Air-conditioned	\$180
	Classrooms: 25 – 60	Audio-visual/TV screens	\$180
	Careers Lecture Theatre: 80	Toilet facilities	\$540



Catering

The College is pleased to offer various hospitality packages and catering options for your event.

Food and Beverage

Café de Lourdes

The Colleges Catering Manager, Mr Peter Ensley, and his professional team, have been servicing the College's food and beverage requirements and those of the broader College community for many years. Peter has significant experience in all aspects of catering and event management and is available to work with you to ensure you make the right choices for your event.

Should you decide to engage the Café directly, options will be discussed around menu offerings and a preferred method of service (e.g. Coffee Shop, lunch menu, buffet menu, sit down/service menu, cocktail food menu etc.)

A range of pre-existing menu and service selections are available to view and consider. However, please note that wherever possible, the Café will work with you to tailor the service and pricing to suit your requirements.

Recommended External Caterers

If the Café is not available and/or is not equipped to support your event, the College has contracts with a small number of high quality external caterers who have extensive experience with the College kitchens and regularly support the College and our clients, with highly competitive pricing.

For a small administration fee (payable only if you proceed) the College will connect you with these caterers, and then work with you, and them, to ensure a successful event.

Please note that should you choose the recommended external caterer option, the contractual catering arrangement (for food and beverage) is between you and the caterer. As a result, all associated payments will be made directly to them.

Your Own External Caterer

On request, the College may consider the use of your own external caterer. As your caterer will be accessing College kitchens and utilising College equipment, strict guidelines will apply. Insurance obligations will need to be met and induction/familiarisation processes will need to be completed with catering staff.

Venue Fit-out and Decoration

The College Facilities & Booking Officer will work with you to ensure your venue meets all requirements in relation to fit-out and decoration.

You are welcome to bring your own decorations to support the theme of your event; however please refer to the Conditions of Hire (Form 4) in relation to some restrictions associated with the attachment of decorations to the walls, floors, curtains or any part of a College building.

Additional rules also apply in relation to the use of decorations/flowers for weddings (please refer to Form 1).



Booking Procedures

Expression of Interest

In order for us for us to guarantee that your event is a success, it is advisable that you approach the College and book your venue as soon as possible.

To hire facilities, or for a tour of our venues, simply phone the College's Facilities & Booking Officer, Ms Sandra Mohr on (07) 3399 0480 or bookings@lhc.qld.edu.au. We will work with you to identify the best locations and to tailor your event to suit your needs and budget.

A Venue Booking Request Form (Attachment - Form 2) will need to be completed outlining:

- Type of event
- Requested venue/s
- Requested date and time for the booking
- Estimated number of guests
- Any technical requirements (e.g. lighting & sound)
- Catering requirements
- Relevant contact details and your existing relationship to the College (if any)

Note - Additional meeting times can be coordinated with our AV/ICT and/or Catering Managers, to fully detail and review your specific event requirements.

The completed Booking Request Form is then forwarded to the College Property Services Manager and College Principal for final authorisation.

Additional Charges

In addition to the specific Venue Hire charge, the following costs may be levied dependent upon the specific requirements for your event.

- AV/ICT technician (for set up prior and/or coordination during your event)
- College staff coordination (for set up prior and/or coordination during your event)
- Security
- Internal catering costs
- External catering set-up fee (note: external caterers will coordinate with you directly if engaged and charge accordingly)
- Cleaning costs
- Room fit-out and equipment (e.g. plates, cutlery, glasses chair covers, tablecloths etc).
- Late close fee

An estimated total cost for your event, broken across each of these categories, will be calculated (using Form 5) and advised, based upon all information provided on your Booking Request Form and from your discussions with College Staff.

Booking Approval

Once your booking is approved, you will be asked to sign a Venue Hire Agreement (Attachment - Form 3).

An initial security deposit may be requested and businesses/groups will also be asked to provide a Certificate of Currency for Public Liability Insurance.

Please note that the booking cannot be confirmed until each of these steps are fully completed.



College Map

BRISBANE RIVER

Lourdes Hill College is located 6 km from the city centre, on the southern bank of the Brisbane River in Hawthorne. This excellent position offers superb views to the city and surrounding suburbs. Hawthorne is a quiet residential suburb, with many parks, churches, a public library and sporting facilities.





SERVICE ROAD

Boarding Complex

Boardwalk

Rotunda

Uniform Shop

Stella Sports Centre

Aaron Avenue

Timor L'este (H Block)

Kiribati (K Block)

Bacolod (E Block)

CiTEL

St Scholastica Centre

Staff Car Park

Santa Teresa (J Block)

Gayndah Garden

Sasebo (G Block)

Seiwa Garden

St Francis Garden

Virginia Avenue

Good Samaritan Centre (GSC) (S Block - GSC Undercroft)

INTERNAL DRIVE

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ENTRY 2

Hawthorne Road



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