

**EVERYDAY**

A circular graphic on a yellow background. The word "EVERYDAY" is written in a bold, black, sans-serif font, following the upper curve of a circle. At the bottom left of the circle, a thick black arrow points clockwise, completing the circular path.

## VENUE

Everyday Coffee Collingwood is located at 36-38 Sackville Street, Collingwood VIC 3066.

During the day it is run as a cafe and roastery, every day of the week. The venue has polished concrete floors, high ceilings, roller-door access, 3 toilets (including 1 accessible), a full commercial kitchen, space for 100 people inside and small courtyard directly out the front. After hours, this stunning space could be the home for your next special occasion!



## FUNCTIONS

Everyday Coffee is available for private functions from 5pm to 11pm, every day. Exclusive hire is available for a minimum of 50 people and a maximum of 100 people with beverage and food packages available.

## DETAILS

Exclusive hire includes:

*6 hour event period from 5pm to 11pm*

*2 hour setup/pack-up period (1 hour either side of event period)*

*Use of inbuilt sound system with AUX input*

*Full staffed bar service and cocktail style food service*

*Use of both indoor and outdoor areas*

*Unlimited still and sparkling water*

*Bathroom access*



Pricing for events is inclusive of space hire, staff, cleaning, insurance, equipment and other costs associated with hosting your event.

## DRINKS

\$5000 minimum bar spend

Full bar service available including tap and packaged beer, wine, spirits, cocktails and non-alcoholic options. If the minimum bar spend is not reached, the difference will need to be paid as a venue hire fee. Once the minimum bar spend is reached, you can either add more to the tab or let guests purchase their own drinks.



There is some flexibility with our drink offering, so please let us know if you have any specific beverage desires.

## FOOD

\$15 per person

This includes a large grazing table with dips, bread, cheese, vegetables, and charcuterie available upon arrival. In addition, there will be pizzas served later in the evening with vegetarian options available.

Food is a requirement for all functions as it is a condition of our liquor licence. There is some flexibility with the food offering, so please reach out if you have something particular in mind.



## **ADDITIONAL AUDIO EQUIPMENT**

2x Pioneer XDJ 1000s = \$100 each or \$180 for the pair

2x Technics 1200s MKII = \$100 each or \$180 for the pair

1x Pioneer DJM 800 = \$100



Need a DJ? We know heaps of them! Please let us know if this is something you're interested in and we'll find the perfect fit for you.

## **PHOTOGRAPHY**

Like our photos? Need a photographer? We know heaps of them too!

## ACCESSIBILITY

The venue is a large converted warehouse with high ceilings, brick walls and concrete floors that are fairly consistently flat throughout. There are 3 toilets, including one accessible cubicle. All doorways are at least 900mm wide, 2000mm high and the majority of the furniture can be moved around. The entrance to the venue is through a glass door that opens out onto the front courtyard with a width of 900mm and a height of 2000mm. There is also a large roller door next to this that is several metres wide and high. The front courtyard slopes down slightly towards the centre for drainage. The footpath and front courtyard are level with one another and connect directly. The footpath slopes down towards the road as a driveway for cars and there is a small lip connecting the driveway and the road by approximately 50mm.



## **PARKING**

Parking on Sackville, Budd and Easey street is limited to free 1hr until 5pm. Parking on Smith street is limited to paid 2hr until 6pm and Johnston street is limited to free 2hr until 6pm. Public transport includes the 86 tram located 50m away on Smith St and the bus on Johnston Street located 100m away.