

FAQ'S Riley St Garage/Busby

What is the address of the venues?

Riley St Garage/Busby- 55 Riley St, Woolloomooloo NSW 2011

Is there parking available nearby?

Yes, there are two parking structures along with street parking all within a short walking distance to the venue.

Wilson Parking Garage, 70 Riley St (5 min walk)

Domain Parking Garage (3 min walk)

Is the room I have booked exclusive for my event?

Yes (as long as you have booked a dedicated event space).

What is the latest time my event can run to?

All our events conclude at 11:00pm and we require guests to depart the venues at 12:00am

What time can I access the venue?

One hour prior to your event start time. If you require more time than this, please let us know in advance as additional charges may apply.

What are the maximum capacities of the rooms?

Riley St Garage

190 STANDING

100 SEATED (120 W/ FURNITURE HIRE)

Busby

60 STANDING

36 SEATED

What audio visual equipment is available at the venue?

Busby comes equipped with x2 60" built-in TV screens with HDMI and USB connectivity.

May I bring my own AV equipment and if so will I be charged?

You are welcome to supply your own AV. If you are outsourcing equipment from a third party, please let them know the appropriate bump in/out times for the event.

Do I have to supply my own music?

Can I deliver items in advance of an event?

You are welcome to deliver items in advance of your event as long as the delivery date is confirmed prior with your Event Manager. We recommend that deliveries are made no more than 1 day in advance of your event and ask that everything you send is clearly labeled.

Is there a smoking area in the event space that I have booked?

Yes, each venue has outdoor space where people can smoke if they wish.

Can I bring in my own decorations?

Yes, you are more than welcome to bring in any decorations except for glitter and confetti.

Do you have wheelchair access across the venues?

Yes, we do have wheelchair access.

I would like to provide food for my guests but not drinks, can they buy their own at the bar?

We do require you to provide a minimum spend for both food and beverage for your function in order to secure the space. This is to ensure we maximize allocation of space. In some cases, we can negotiate this and we recommend contacting us if you would like to discuss this further.

Can I bring in my own cake?

Yes, you can bring in a cake. There is flat cake-age fee of \$50 for large groups.

What is your cancellation policy?

A credit card is required to secure your booking.

Busby- A cancellation fee of \$50 per person will be charged if your event is canceled with less than 7 days notice to your event date.

Riley St Garage (exclusive events)- 50% deposit due upon booking. Full balance due two week's prior.

The deposit is non-refundable for any cancellations or changes within 14 days of your event date.