
THE ATRIUM FAQ



Where is The Atrium?

The Atrium is a reserved space for events at The Grounds.

For events with less than 80 adult guests seated, or less than 120 adult guests cocktail style, the space is shared with our in-house florist with a partition dividing the shop with your event.

For events with more than 80 adult guests seated or more than 120 adult guests cocktail style, the florist shop will be bumped out and you will have the Atrium exclusively.



Kids:

Kids Meals:

Kids meals are allocated for children between the ages of 3yrs - 12yrs. Children under 3yrs are not catered for & are complimentary.

Highchairs:

We have a max of 5 highchairs we could offer you in this space.



Parking:

For parking on site, please head to 41-43 Bourke Rd or 2 Huntley St.

For up to date parking information, please visit the website www.thegrounds.com.au/parking



Access time:

You & your suppliers (eg DJ, MC) have access to the Atrium 1 hour prior to your event for any set up.

Special touches such as the place cards, table numbers, bonbonnières etc can be delivered the week of your event and will be placed out by our professional event staff as per your instructions.



Wet Weather:

The Atrium is an enclosed room with both air conditioning and heating.



BYO:

Beverages;

The Grounds of Alexandria is fully licenced so we do not allow BYO. Please discuss with your coordinator if there is something specific you require and they will endeavour to source it for your event at an additional charge.

Catering;

The Grounds of Alexandria provides full food service, so we do not allow external catering on the premises. The only exception would be an external cake or kosher meals at an additional charge.

External Cake;

You are more than welcome to bring in an external cake for an event, however it will incur an external cake fee of 3.0 per person. This will need to be confirmed with your coordinator prior to the event.



Site Visits:

The event staff are here for appointments from Mon - Fri from 8:30am - 3:00pm. Please contact us to arrange a suitable time to see the space.

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Flowers:

Clients must enquire in the first instance with the resident florist; The Grounds Florals by Silva for a quote. If you wish to enquire with an external florist and get a quote on a legitimate letterhead and our resident florist is not able to price match, then you may use your external florist within reason.

For external quotes to be considered, they must be submitted to The Grounds Florals by Silva 15 business days prior to the event. You are welcome to touch base with them directly at: orders@thegroundsfloralsbysilva.com.au



Audio Visual:

You have complimentary use of the existing lighting in The Atrium and the ipod dock.

We work with a preferred supplier for any additional AV you might need at a charge, or you are welcome to bring your own.



Confetti, rice & glitter:

We kindly ask that no confetti, rice or glitter is brought onto the premises.



Bathrooms:

There are bathrooms (including disabled facilities) directly next to The Atrium which are shared with The Potting Shed.



The Potting Shed:

The Potting Shed is open 11:30am until late. The Potting Shed has no effect on other events on site.

Please note The Potting Shed is not an ideal space for event guests to attend prior to or after an event as The Potting Shed is open to the public and has limited space.



Cancellation Policy:

All cancellations must be submitted in writing & deposits are non-refundable and non-transferrable.