



RACP Victoria  
**Event Spaces**

## Level 1/500 Bourke Street, Melbourne, Vic

The RACP Victoria office is located in the heart of the CBD at Level 1/500 Bourke Street. Minutes' walk from cafes, retail and local transport at our doorstep, the RACP Victoria office could be the ideal venue to suit your next meeting requirements.

The professional environment and purpose-built space, reliable technology and experienced staff will ensure your meeting runs smoothly and leaves a strong impression for your attendees.

View the brochure and enquire via the [online form](#).

We look forward to welcoming you soon.



# Narm Room

Narm is the traditional Aboriginal name for Melbourne. It encompasses the traditional lands of the Kulin Nation, which consists of a collective of five Aboriginal nations; the Wurundjeri, Boonwurrung, Wadawurrung, Taungurung and Dja Dja Wurrung.

The Narm Room is our largest meeting space, and can be set up in a range of configurations to suit your meeting or event requirements.

Although the room has no windows, it remains bright and spacious, and is equipped with the latest AV technology to support larger meetings. A sheer curtain provides added privacy, and the room is soundproof with excellent audio quality to ensure a focused environment.

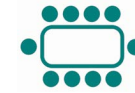
If your event is catered, it can be served outside the meeting room in the break/coffee area. Catering recommendations can be provided to suit your event.



## Capacity:

Boardroom

**20**



U-shape

**20**



Theatre

**30**



Workshop

**24**



## Inclusions

- Video conferencing facilities
- Reconfigurable furniture

## Optional extras

Catering services upon request.



Access  
via lift



Hearing loop  
available

# Narrm Room



# Wurung Room

Wurung, also known as Woi wurrung, is the language spoken by members of four Koorie clans that lived in adjoining estates in the Port Phillip region.

This room is permanently set up in boardroom configuration and is best suited as a breakout space from your larger meeting or event. It cannot be booked on its own.



## Capacity:

Boardroom

6



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## Inclusions

- Video conferencing facilities



Access  
via lift

## BOOKING AND AVAILABILITY

### Who can book RACP event spaces?

RACP members, specialty societies and associated organisations can book our spaces to hold their member meetings and events. Our spaces are designed to support member meetings and events. Please note that spaces are not available for private functions such as birthdays or weddings.

### How do I book an event space at an RACP office?

Please submit your enquiry via the [online form](#).

### How far in advance can I make a booking?

We can accept bookings up to 12 months in advance.

### Can I book a meeting or event for the weekend?

Yes, subject to availability.

## FEES AND SERVICES

### Are there any venue hire or service fees?

There is no fee for venue hire, but event services and support may attract additional costs. A local representative can provide further details on any costs involved, depending on your event requirements.

### What are the costs and inclusions?

Fees are based on attendee numbers and the duration of your booking. Please refer to the rate card in this brochure.

### When and how do I pay for my booking?

Invoices will be issued after your event for any catering and service fees.

### What support is provided?

A dedicated representative will coordinate your meeting or event, assisting with room setup, guest arrivals, catering, and technical support.

## FOOD AND BEVERAGE

### Is catering included in the Event Service Support fee?

No, catering is charged separately at an additional cost. Your local representative can provide tailored catering options to suit your budget.

### Can I bring my own food and beverages?

External catering is not permitted on RACP premises, however your local representative can arrange a wide variety of catering options for you.

### Can we request alcohol service?

Alcohol may be served at events with prior arrangement - please advise the team to ensure all Responsible Service of Alcohol regulations are followed.

### Can dietary requirements be accommodated?

Yes, we can accommodate most dietary requirements. Please discuss your needs when booking so we can provide suitable catering options.

## FACILITIES AND EQUIPMENT

### What is the room capacity for different setups (theatre, boardroom, workshop)?

For comprehensive capacity charts and room details, please refer to the details in this brochure.

### Are video conferencing facilities available?

Yes. All rooms are equipped with Zoom-optimised video conferencing. Your local representative will ensure your meeting is connected seamlessly and provide full technical support as needed.

### What audiovisual equipment is included?

Each room offers different audiovisual equipment. Your local representative will recommend the best space to suit your needs.

### Is Wi-Fi available for guests?

Yes, complimentary guest Wi-Fi is available.

### Is the venue accessible for people with disabilities?

Each RACP venue offers varying levels of accessibility. Please discuss any specific accessibility requirements with your local representative, who can advise on available facilities and support.

# RACP Event support service rate card

<b>MONDAY – FRIDAY</b>	<b>Full day rate 8am–5pm (9 hours) GST Inc.</b>	<b>Half day rate 8am–12pm or 1pm–5pm (4 hours) GST Inc.</b>	<b>After hours rate 5pm–9pm (4 hours) GST Inc.</b>
1–15 pax (no events support)*^	\$0	\$0	\$980
1–15 pax (1 Event Coordinator)^	\$500	\$400	\$980
16–30 pax (2 Event Coordinators)	\$800	\$700	\$980
31–60 pax (3 Event Coordinators)	\$1,300	\$1,000	\$1,400
<b>SATURDAY – SUNDAY</b>	<b>Full day rate 8am–5pm (9 hours) GST Inc.</b>	<b>Half day rate 8am–12pm or 1pm–5pm (4 hours) GST Inc.</b>	<b>After hours rate 5pm–9pm (4 hours) GST Inc.</b>
1– 30 pax (2 Event Coordinators)	\$1,280	\$1,120	N/A
31– 60 pax (3 Event Coordinators)	\$2,912	\$2,240	N/A

All rates are quoted in Australian Dollars (AUD) and are inclusive of Goods and Services Tax (GST), unless otherwise stated.

Event Service Support fees apply only where a third party requires RACP staff support to deliver an event within RACP office spaces. The fee supports the safe, compliant, and effective operation of events in accordance with applicable building management requirements, work health and safety obligations, security protocols, and emergency management procedures.

The Event Service Support fee includes the support of a local representative for the duration of the event. The local representative will act as the primary on-site contact, providing on-call support before and during the event, facilitating venue access, room setup and pack-down, managing guest arrival and enquiries, coordinating onsite deliveries, supporting audiovisual and hybrid requirements, and overseeing first aid or emergency evacuations if required.

Standard inclusions also comprise of Wi-Fi access, coffee and tea service, stationery (notepads and pens), presentation aids (flip charts and whiteboards), and access to breakout areas for catering. Catering and non-standard room inclusions will incur additional charges and will be quoted on a case-by-case basis. After-hours and weekend events are subject to surcharges as outlined in the rate card.

All bookings are subject to the terms and conditions of the RACP Event Booking Agreement.

\* A meeting of less than 15 pax with no requirements or assistance will only incur a fee for Events Support Service if held during after-hours time period.

^ After hours events during the week require a minimum of two local representatives.