

SPACES **HELPFUL** **TIPS**

WELCOME TO LOT FOURTEEN

THANKS FOR
CHOOSING TO
HOLD YOUR
EVENT HERE

From highlighting all the ways your guests can get here to getting your items delivered to site, this guide will make your event planning easy and successful at Lot Fourteen.



FIND US

Getting to Lot Fourteen is easy!

If you can't find an on-street park nearby, there are car parks close by.

A tram stop is located directly outside Lot Fourteen on North Terrace and there are multiple bus stops nearby. Plan your journey at [Adelaide Metro](#).

Use our map for your attendees.

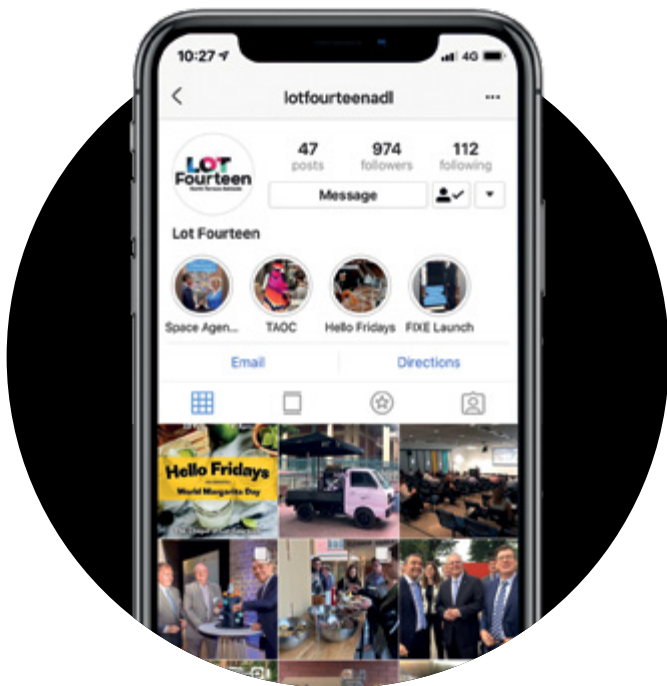
Car parks within a short distance are:

- Wilson Car Park (entry off Frome Road and located at the back of Lot Fourteen).
- Wilson East End Car Park, Frome Road
- Wilson Car Park, 251 North Terrace
- Centre Point Car Park, Rundle Street
- UPark, Rundle Street

[Download Find Us map](#)



HANDY THINGS YOU NEED TO KNOW



MEDIA & SOCIAL MEDIA

A consistent message is important at Lot Fourteen so before you make any public announcements (social media, advertising etc.) please chat with our media team by emailing media@lotfourteen.com.au

Also, please don't get our name wrong—we're Lot Fourteen.

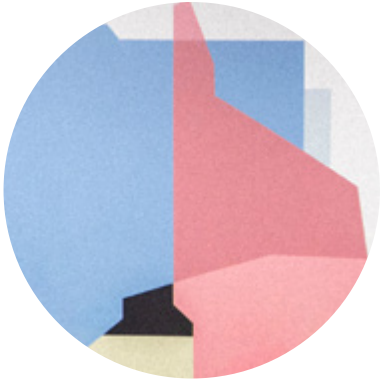
We like to share and would love you to as well! Tag us on social media when you're promoting your event.

 [lotfourteen](https://www.facebook.com/lotfourteen)

 [lotfourteenadl](https://www.instagram.com/lotfourteenadl)
[#lotfourteen](https://www.instagram.com/lotfourteen)

 [@LotFourteen](https://twitter.com/LotFourteen)

 [Lot Fourteen](https://www.linkedin.com/company/lot-fourteen)



DELIVERIES

Lot Fourteen's delivery and loading zones are supervised by traffic management staff so you need to let us know your delivery times before your event.

Use the delivery label for any small items (brochures, banners etc) you're getting sent to Lot Fourteen. Items are not stored securely so Renewal SA and Titanium Security don't take any responsibility for lost or damaged items.

Send couriers a map to help them find their way. You will need to meet your delivery on the day of the event.

[Download delivery label](#)



[Download courier map](#)



ACCESSIBILITY

Access to hire spaces for mobility impaired guests is via the laneway where a ramp leads to the Eleanor Harrald and Margaret Graham buildings. Where possible, access requirements for the Eleanor Harrald Building should be provided in advance.

FOOD & DRINKS

Events are always better with food!

Check out the options available from our pop up café *Mangiasti? Adelaide*.

[Download catering menu](#)



Whether you order through *Mangiasti? Adelaide* or bring your own food, take any leftovers with you. That includes not leaving anything in the fridge.

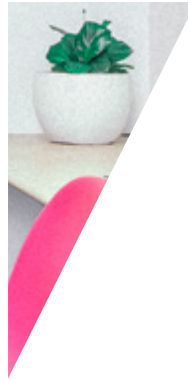
If you're planning on enjoying a drink or two, let us know so we can supply you with the landlord letter of consent which needs to be included in your liquor license application. [Consumer and Business Services](#) can take longer to approve your application if you don't send everything in one go.

GETTING AROUND

Buildings at Lot Fourteen are access-controlled to keep everyone safe. Chat to the Neighbourhood Host about whether you need to have your staff at building entry doors to let your attendees in.

We have directional signage to make it easier for people to find your event. Please let us know the official name of your event so we can include it on our signs.

BORING THINGS YOU NEED TO KNOW



HOUSEKEEPING

We want everyone to be safe and enjoy Lot Fourteen, so make sure you let your attendees know the important housekeeping details including the fire evacuation process, Wi-Fi details and where the toilets are.

Lot Fourteen is a smoke-free site. To ensure the health and wellbeing of residents and visitors we ask you to highlight this to your attendees when welcoming them to Lot Fourteen.

[Download housekeeping documents](#) 

CLEANING & WASTE MANAGEMENT

Standard bins are provided in all spaces but if you have rubbish that doesn't fit, especially large boxes and corflute signs, please take your rubbish with you.

Additional cleaning fees of \$50 per hour may apply if the venue is not left in a clean and tidy state.

CONSIDERATION

Spaces are in buildings shared with Lot Fourteen's residents so consider how noisy you are in shared spaces or outside offices and we'll ask our residents to mind their manners too.



SECURITY

Security staff may be required at your event, particularly if it's a large public event or if you are serving alcohol. Lot Fourteen's authorised security contractor, Titanium Security, can provide casual services, including crowd controllers and senior first aid certified guards. You can coordinate your guard requirements directly with them.

[Download Titanium Security officer request form](#)



FURNITURE & EQUIPMENT

We have some furniture and tech equipment, including limited AV, which you can book.

[Download furniture and equipment pricing list](#)



STORAGE & YOUR ITEMS

If you need something that we don't have, feel free to bring it or hire any other things you need, just remember there's no storage space so you need to take everything with you when your event finishes.

Don't forget to ensure all electrical equipment you're bringing is tagged and tested too.

CHECKLIST HAVE YOU—


- Returned a signed copy of your booking confirmation?
- Provided the Neighbourhood Host with your event run sheet?
- Told us of any media or VIPs attending your event?
- Let us know if you have any delivery requirements?
- Let us know the event name you want to see on the wayfinding signage?
- Let us know if any of your attendees require wheelchair access?
- Let us know your AV requirements? Or have you hired any additional AV or equipment you need?
- Let us know how you require the room to be set up?
- Organised catering?
- Will you be serving alcohol? Do you require a liquor licence or security?
- Been to see the event space before your event?
- Downloaded the housekeeping documents to share with your attendees?

LOT Fourteen

North Terrace Adelaide


If you have any questions,
please contact the
Neighbourhood Host:

 hello@lotfourteen.com.au

 +61 427 192 996

We look forward to seeing you soon!

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 [lotfourteen.com.au](https://www.lotfourteen.com.au)



Lot Fourteen is located
on Kurna country.

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