

PSAS WEDDINGS

We offer a personalised service for your wedding reception. The space can be tailored to meet your design by providing you with a blank canvas as a starting point. Our team will work with you to facilitate a smooth and efficient operation.

Coordination and set-up services:

- An initial meeting with our coordinator
- Subsequent consultations 6-8 weeks prior to your reception
- Provision of scale floor plan based on your design (incl. 2 x revisions)
- Confirmation of set-up, delivery and collection with your vendors
- Compilation of a delivery/collection and setup schedule
- Attendance of a senior stylist on the day to manage the set up and styling of the reception venue, including any of the following as required:
 - (a) ensuring any vendor deliveries are received and correct
 - (b) set up of any signage and seating chart
 - (c) set up of any hired furniture/props
 - (d) set up of any items supplied by you
 - (e) set up of cutlery, crockery and glassware as required
 - (f) set up of any decorations on tables including candles, place cards and other stationery
 - (g) assisting florist to set up florals
 - (h) set up of any bonbonniere;
 - (i) set up of wishing well/gift table and guest book table if required
 - (j) set up of cake table if required.
- Attendance at PSAS at the end of the reception to assist with pack down including: (i) removing decorations; (ii) packing and storing items belonging to Hirer for collection from venue; (iii) packing and storing items belonging to vendors for their collection; (iv) mopping up spills and sweeping up broken glass; (v) disposing of any rubbish left on floors; and (vi) locking up the venue.
- Attendance of 2 additional stylists on the day to assist with the reception set up and pack down
- Attendance of a coordinator at the reception from 5pm until the end of the reception.
- Surface cleaning

Our equipment

- 95 x designer chairs (plywood)
- A selection of PSAS cafe tables
- PA system and installation (two x 15 inches speakers, mixing desk and two wireless microphones).

Please note:

- Our fee is \$7000 (incl GST)
- A 30% deposit payment is required to secure your booking
- A \$1000 bond is required upon payment of final amount
- Our venue is BYO for up to 200 guests only (our capacity)
- Full design and styling of your reception is also available upon request
- A licensed catering company of your choice is able to operate in our venue

To book and appointment to view the space and discuss your reception please contact Guilhem: guilhem@psas.com.au

Thank You for selecting PSAS as your venue of choice.

PS Art Space | PSAS
22 Pakenham Street
FREMANTLE
Western Australia

PSAS

PSAS

PS ART SPACE
22-26 PAKENHAM ST
FREMANTLE

GROUND FLOOR PLAN

CAPACITY
Private Functions 200 PAX
Public Events 340 PAX

WALLS
— 18mm MDF White (Height 3.2m)
Exposed Heritage Brick

PILLARS
■ 22 x Timber Pillars (Height 3.6m)
Lift Shaft

FLOOR
Gallery: 600m² Polished Concrete
Loading Dock: Wide Timber Board

CEILING
Timber Beams & Joists (Height 4.4m)

LIGHTING
○ Dimmable Gallery LED Pin Spots
○ Dimmable House Lights
= Suspended House Lights

POWER
Select 10amp Power Outlets
1 x 3 phase 32amp Outlet

SECURITY
Heat Detectors
Emergency Lighting
CCTV

