

CONFERENCE / EVENT PLANNING GUIDE

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Welcome to CCC on Pascal

CCC offers a relaxed environment to enjoy your function. We have a fully functioning kitchen that is available to use to cater for your own function, or we can provide you with a quote for catering your function for you.

We also have 66 off street car parks available for function guests at no charge.

Wireless broadband access to the internet is available free of charge.

The information included in this pack is a guideline and is designed to assist you with your planning. We are happy to work with you to ensure all of your requirements are met.

VENUE INFORMATION

ROOM STATISTICS

| Room | Room Area (m2) | Theatre Style | Boardroom Style | Classroom Style | Banquet Style | Cocktail Style |
|------------|----------------|---------------|-----------------|-----------------|---------------|----------------|
| Auditorium | | up to 650 | - | | up to 250 | 300 |
| Matai Room | | 40 - 100 | | 20 - 80 | 60 | 100 |
| Oval Room | | 10 - 60 | | 10 - 25 | 50 | 80 |

ROOM INFORMATION

AUDITORIUM

Seats up to 650 people theatre style, or 150 banquet style. The Auditorium can be made smaller with the use of large black stage curtains to make it more suitable for smaller functions. Full AV and sound system is available. The Auditorium and Matai Room can be combined, which is suitable for functions with catering, with access to Kitchen through the Matai room

MATAI ROOM

Seats 40 - 120 people theatre style, or 60 people banquet style. AV and sound equipment available. Access to the outside courtyard area via French doors. Direct access to the kitchen.

OVAL ROOM

Seats 10 - 40 people theatre style, or 50 people banquet style. AV and sound equipment available.

Direct access to the Kitchen. Access via the Pascal Street foyer or direct access from Pascal Street available.

| ROOM | Half Day | DAILY RATE (minimum 5 hours) |
|---------------------------------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------|
| OVAL ROOM or Kids area. | \$ 150 An extra \$50 per hour on weekends or evenings and Fridays. | \$ 250 An extra \$50 per hour on weekends or evenings and Fridays. |
| MATAI ROOM | \$ 200 An extra \$50 per hour on weekends or evenings and Fridays. | \$ 350 An extra \$50 per hour on weekends or evenings and Fridays. |
| AUDITORIUM | Daily Rate Only | \$ 900 first 5 hours plus \$120 For each extra hour. |
| Weddings or events requiring the entire venue for hire. | | \$ 2000 minimum charge. |

AUDIO VISUAL

If you require any of the below equipment for your function please advise.

| Audio Visual Equipment | Cost |
|---------------------------|---------------|
| AV Sound Technician each. | \$45 per hour |
| Data Projector | \$25 per hour |
| Whiteboard and Pens, TVs | N/C |
| Lectern | N/C |
| Screen | N/C |

ADDITIONAL INFORMATION

Please advise if any of the following are required for pricing.

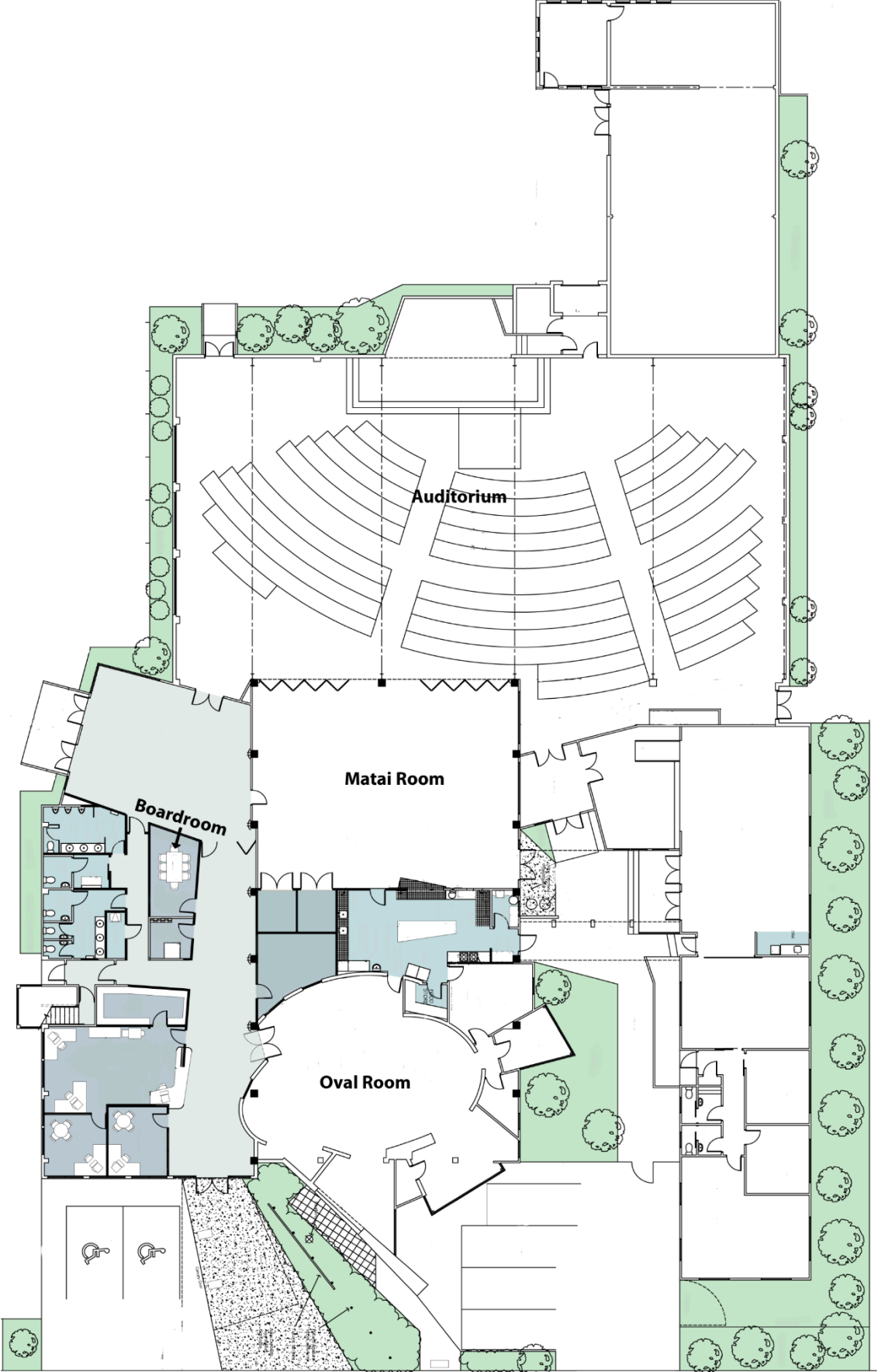
Printing

Photocopying

Laminating

Binding

FLOOR PLAN



Pascal Street

TERMS AND CONDITIONS

Prices:

All prices quoted are inclusive of GST of 15%, valid from 1 October 2017.

Confirmation:

CCC will hold a tentative booking for a maximum of 3 working days. Confirmation of a tentative booking must be made within 7 days and a signed copy of the terms and conditions received. CCC reserves the right to release the booking after this date without further notice.

Cancellation:

All cancellations must be received in writing and the following conditions will apply:

For cancellations between 15 days and 7 days prior to the commencement of the event, 25% of the total estimated revenue for the conference may be charged.

For cancellations less than 7 working days prior to the commencement of the event, 50% of the total estimated revenue for the conference may be charged.

Damages/Insurance:

CCC does not accept any responsibility for damage to, or loss of any property or merchandise left on the premises prior to, during or after any function. Special attention should be given to valuable portable equipment such as laptops and data projectors.

In the event of any damages the Client assumes responsibility for any and all damages caused by the Client or any of the Client's guests or invitees or other persons attending the function.

The Client will be responsible for the removal of all property after the conclusion of the event and any goods left on the premises after the function without prior arrangement will be deemed abandoned.

Change of Venue:

CCC reserves the right to change the function venue within the premises should final attendance numbers significantly decrease from those advised at the time of the booking.

Catering:

If you require catering for your function please advise and we can advise of availability and provide a quote otherwise self-catering is accepted.

Food and Beverage:

The Client shall not bring any food, liquor or other refreshments on premise without prior arrangement.

Non Smoking:

Please note that CCC is a Smoke Free environment. Smoking on premise is prohibited.

Conduct of the Function:

The Client is not permitted to exceed any noise levels which may disturb other areas on the premise.

Custodian:

Depending on the type of function CCC may require that a Custodian be present while the function is running. The cost of the Custodian is \$25 per hour and the cost of this must be covered by the Client. CCC will advise the Client if a Custodian will be required for the function.

Final Payment:

All accounts are to be settled upon departure unless prior arrangement has been made. For Clients with approved credit facilities, payment is required by the 20th for the month following the date of the invoice.

Please complete below if you accept the terms and conditions.

Name of Function: _____

Date to be held: _____

Contact Telephone: _____

I agree with the above terms and conditions

Signed: _____

Date: _____

Printed: _____



EVENT BOOKING FORM

Event Name: _____ Date: _____

Room Required: _____

Contact Name: _____ Member of CCC: Y / N

Contact Phone: _____

| | | | |
|-------------------------------------|-------------------|-----------------------------------------|----------------------------------------|
| No. of People Attending: | | | |
| Start Time: | | Finish Time: | |
| Room Setup: | | Pre-setup required by CCC: Y / N | Clean-up required by CCC: Y / N |
| AV Equipment Required: | | | |
| Sound Technician: Y / N | Person Confirmed: | Pay Rate: \$ | Hours Booked: |
| Custodian: Y / N | Person Confirmed: | Pay Rate: \$ | Hours Booked: |
| Catering Required: | | | Alcohol: Y / N |
| Equipment required: (tables etc) | | | |
| Additional Details: | | | |

COSTS

| | |
|--------------------|-----------|
| Room Hire: | \$ |
| AV Equipment: | \$ |
| Sound Technician: | \$ |
| Custodian: | \$ |
| Other: | \$ |
| TOTAL COST: | \$ |

Booking taken by: _____ Date: _____