



GLADSTONE ENTERTAINMENT  
CONVENTION CENTRE

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# CONFERENCE PACKAGES

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## QUICK MEETING PACKAGE

**\$35.00pp**



### ROOM

- Room hire (maximum 4 hours)
- Conference Room 1,2,3 or A set to your requirements
  - Notepads, Pens and Mints
  - Free WiFi access

### TECHNICAL

- Projector and Screen

### OPTIONAL INCLUSIONS

(at no additional cost)

- Lectern
- Microphone
- Laptop
- Flipchart
- Whiteboard

### CATERING

- Morning Tea OR Afternoon Tea: Chef's selection of sweet and savoury options
  - Tea, Coffee and Water Station

Minimum of 10 guests per booking

FOR EVENTS LARGER THAN 40 PEOPLE, PLEASE CONTACT YOUR EVENTS HOST FOR A TAILORED QUOTE.



## **DELEGATE PACKAGE 1**

**\$50.00pp**



### **ROOM**

- Room hire
- Conference Room 1,2,3 or A set to your requirements
  - Notepads, Pens and Mints
  - Free WiFi access

### **TECHNICAL**

- Projector and Screen

### **OPTIONAL INCLUSIONS**

(at no additional cost)

- Lectern
- Microphone
  - Laptop
- Flipchart
- Whiteboard

### **CATERING**

- Morning Tea OR Afternoon Tea: Chef's selection of sweet and savoury options
  - Lunch: Chef's selection of gourmet wraps and sandwiches
  - Tea, Coffee and Water Stations

**Minimum of 10 guests per booking**

**FOR EVENTS LARGER THAN 40 PEOPLE, PLEASE CONTACT YOUR EVENTS HOST FOR A TAILORED QUOTE.**



## DELEGATE PACKAGE 2

**\$60.00pp**



### ROOM

- Room hire
- Conference Room 1,2,3 or A set to your requirements
  - Notepads, Pens and Mints
  - Free WiFi access

### TECHNICAL

- Projector and Screen

### OPTIONAL INCLUSIONS

(at no additional cost)

- Lectern
- Microphone
  - Laptop
- Flipchart
- Whiteboard

### CATERING

- Morning Tea: Chef's selection of sweet and savoury options
- Lunch: Chef's selection of gourmet wraps and sandwiches
- Afternoon Tea: Chef's selection of sweet and savoury options
  - Tea, Coffee and Water Stations

Minimum of 10 guests per booking

FOR EVENTS LARGER THAN 40 PEOPLE, PLEASE CONTACT YOUR EVENTS HOST FOR A TAILORED QUOTE.



## IMPORTANT INFORMATION - CONFERENCES

1. All reservations and agreements are made upon and are subject to the rules and regulations of Gladstone Entertainment Convention Centre (GECC), and the following conditions apply;
2. All prices are current at the time/date of publication, however GECC reserves the right to change prices and content without notice due to market conditions.
3. GECC take the safety of our staff and clients very seriously. When hiring our venue, you agree to be inducted, follow direction from staff members while on-site and ensure the safety of all your staff and guests.
4. Final minimum numbers for any event are required 10 days prior to the event. Once these numbers are confirmed they can not be decreased. Final numbers are due 7 days prior to the event.
5. Please be aware additional charges may apply for guests with a specific dietary request. Please discuss this with your events host.
6. All details for the event will be communicated to the client in an event order. The client will be required to return a signed copy of the event order back to the events host as confirmation. Any changes made after the event order is confirmed must be provided in writing and may incur a late fee.
7. All events include standard Audio Visual: PA, Projectors, Microphone, Lectern and House Lighting. If you require additional Audio Visual, please discuss these requirements with your events host as additional charges will apply.
8. Our policy does not allow for food and beverage to be brought onto the premises. This applies to clients, guests and other persons.
9. The GECC cannot accept any responsibility for damage or loss of material, equipment, or items brought into the venue prior to, during or after a function.
10. The GECC does not allow open flame in the venue.
11. Bump in time for events is 2 hours on the day of the event. Exact times for bump in will be negotiated between events host and client. If clients require longer than 2 hours to bump in, they will be charged at an hourly rate.
12. Clients are responsible for organising collection of any external theming that enters the venue within 24 hours of the event finishing. The GECC accepts no responsibility for storing any external materials.
13. Clients must assume full responsibility for any damage caused by guests, invitees, contractors or other persons. Responsibility for arranging appropriate insurance lies with the client and must include the provisions as stipulated by the GECC event contract.
14. It is the hirers responsibility to complete all forms supplied by GECC.
15. The Ground Level of GECC carpark is limited to a maximum of 1 hour parking. This carpark is monitored regularly by Gladstone Regional Council inspectors so please ensure you and your guests are aware of the parking restrictions.

### PACKAGE CONDITIONS

- Package rates apply for events which fit into our conference room capacities
  - Additional technical requirements will be charged at our published rates
    - Additional labour required will be charged at our published rates
  - We cater to dietary requirements - these must be provided 7 days before your event
- Alterations to catering may incur additional charges which will be negotiated upon understanding of client requirements