

H.C. COOMBS CENTRE

FOR FINANCIAL STUDIES
SYDNEY CONFERENCE CENTRE



RESERVE BANK
OF AUSTRALIA

Conferences 2017

The H.C. Coombs Centre is the ideal Sydney Harbour location for your next conference, seminar or training session. Situated in the heart of Kirribilli, with easy access by bus, ferry or train from Sydney CBD, we are dedicated to ensuring your conference is a complete success and offer the highest level of professional service for your training needs.

The H.C. Coombs Centre has serviced the training and conference needs of the Sydney Corporate Sector for over 20 years. In that time, the Centre has become renowned for its excellent facilities, world-class views and superior service

Our friendly and professional staff look forward to attending to your needs at your next conference.

CONTACT INFORMATION:

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Conference Packages

The Coombs Centre offers all inclusive residential, full day and half day conference packages. Please see below for inclusions in each package. Minimum numbers apply to each meeting room (refer to pages 6–8).

Residential Cost

\$400 per person per day for groups of less than 20

\$380 per person per day for groups of more than 20

Pricing includes room hire, conferencing equipment, accommodation, and catering (lunch, 3 course dinner and breakfast).

Room Hire

From 7.00 am to 6.00 pm

Conferencing Facilities

Projector and screen

Flipcharts

Electronic whiteboard

Unlimited wireless internet

Note pads, pens, food snacks and bottled water

Catering

On Arrival: Espresso coffee, assortment of T2 teas and fruit juice

Morning Tea: Includes espresso coffee, assortment of T2 teas, fruit juice, fresh whole fruit platter, assortment of nuts and dried fruit and in-house baked goods

Lunch: Chef's buffet selection. Working lunch is also available.

Afternoon Tea: Includes espresso coffee, assortment of T2 teas, fruit juice, fresh whole fruit platter, assortment of nuts and dried fruit and in-house baked goods

Dinner: 3 courses, 50/50 alternate drop, or choice of buffet menu. Please ask for menu options when booking.

Accommodation: Bed & Breakfast

Parking available free of charge – please enquire at time of booking.

Conference Packages

Full Day (Non-Residential)

\$120 per person per day- includes room hire, conferencing equipment, catering and parking.

Room Hire

From 8.00 am to 5.00 pm

Conferencing Facilities

Projector and screen

Flipcharts

Electronic whiteboard

Wireless internet

Note pads, pens, food snacks and bottled water.

Catering

On Arrival: Espresso coffee, assortment of T2 teas and fruit juice

Morning Tea: Includes espresso coffee, assortment of T2 teas, fruit juice, fresh whole fruit platter, assortment of nuts and dried fruit and in-house baked goods

Lunch: Chef's buffet selection. Working lunch is also available.

Afternoon Tea: Includes espresso coffee, assortment of T2 teas, fruit juice, fresh whole fruit platter, assortment of nuts and dried fruit and in-house baked goods

Parking

Parking available free of charge – please enquire at time of booking.

Conference Packages

Half Day with Lunch

\$95 per person per day includes room hire, conferencing equipment, and catering.

Room Hire

From 8.00 am to 12.00 pm or 1.00 pm to 5.00 pm

Conferencing Facilities

Projector and screen

Flipcharts

Electronic whiteboard

Wireless internet

Note pads, pens, food snacks and bottled water.

Catering

On Arrival: Espresso coffee, assortment of T2 teas and fruit juice upon arrival

Morning Tea or Afternoon Tea: includes espresso coffee, assortment of T2 teas, fruit juice, fresh whole fruit platter, assortment of nuts and dried fruit and in-house baked goods

Lunch: Chef's buffet selection. Working lunch is also available.

Parking

Parking available free of charge – please enquire at time of booking.

Conference Packages

Half Day without Lunch

\$70 per person per day includes room hire and conferencing equipment.

Room Hire

From 8.00 am to 12.00 pm or 1.00 pm to 5.00 pm

Conferencing Facilities

Projector and screen

Flipcharts

Electronic whiteboard

Unlimited wireless internet

Note pads, pens, food snacks and bottled water.

Catering

On Arrival: Espresso coffee, assortment of T2 teas and fruit juice upon arrival

Morning Tea or Afternoon Tea: includes espresso coffee, assortment of T2 teas, fruit juice, fresh whole fruit platter, assortment of nuts and dried fruit and in-house baked goods

Parking

Parking available free of charge – please enquire at time of booking.

Meeting Rooms

Level 2 Lecture Room

The Lecture Room, located on Level 2, is the Centre’s largest meeting room, accommodating up to 60 people in a theatre style.

The Lecture Room is equipped with a built-in data projector, screen, DVD player, laptop, lapel microphone, microphone and lectern. Syndicate rooms on the same floor are also available for breakout sessions. The Lecture Room incurs a minimum booking equal to 18 Full Day Conference Packages.

We also have Click Share Buttons – allows clients to use a wireless presentation system.

Dimensions

Area m ²	Length m	Width m
105	10.4	10.1

Capacity

Boardroom	U-Shape	Conference/Square	Clusters	Classroom	Theatre
24	26	32	50	48	60



Level 2 Lecture Room

Meeting Rooms

Level 2 Conference Room

The Conference Room, located on Level 2, services most of the Centre's boardroom bookings, accommodating up to 12 people. It offers a built-in data projector, screen, laptop and DVD player.

Dimensions

Area m ²	Length m	Width m
35	7.0	5.0

Capacity

Boardroom	U-Shape	Conference/Square	Clusters	Classroom	Theatre
12	n/a	n/a	n/a	n/a	n/a



Level 2 Conference Room

Meeting Rooms

Level 5 Function Room

The Function Room, located on Level 5, is popular for its stunning views of Sydney Harbour and great natural light. Audio visual facilities are provided in the Function Room, including projector, screen, connected laptop, DVD player and speakers. The Function Room incurs a minimum booking equal to 10 Full Day Conference Packages.

We also have Click Share Buttons – allows clients to use a wireless presentation system.

Dimensions

Area m ²	Length m	Width m
60	8.5	7.0

Capacity

Boardroom	U-Shape	Conference/Square	Clusters	Classroom	Theatre
12	12	20	18	20	30



Level 5 Function Room

Equipment

The Centre will provide the following equipment in each meeting room free of charge:

Data Projector

Projection Screen

Electronic Whiteboard

Flipcharts

The Centre can provide the following equipment upon request, subject to availability and free of charge:

Portable CD player

Lectern

50 inch Flat Screen Television

Wireless Microphone (Lecture Room Only)

Laptop

Polycom Phone

HD Camera & Tripod

Portable Speakers

Additional Flipcharts

The Centre can assist with the external hire of any additional equipment not listed above, the cost of which will be added to the final booking invoice.



Level 2 Lounge

Accommodation

The Coombs Centre offers overnight accommodation for conference guests. The Centre has a total of 30 guest rooms – 12 with harbour views and 18 with garden views. All rooms are non-smoking. Standard check-in time is 2.00 pm, and checkout is at 9.30 am. Guests may request early check-in or late check-out, subject to availability.

Guest Room Feature

Ensuite bathrooms

Hairdryer

Queen sized beds

Television

Bar fridge

Work desk

Unlimited wireless internet access

Individually controlled air conditioning

Tea and coffee making facilities

Guest Services

Laundry and ironing facilities

Newspapers – in lounge areas

Secure undercover parking on request

Dry cleaning services

Billiards Room

Lounge and courtyard areas

Accessibility

The Coombs Centre is a fully accessible facility, with a passenger lift that provides access to all floors. Accessible bathroom facilities are located on Level 2, and an accessible bedroom is located on Level 3.



Bedroom, located on Level 4

Catering

With Spectacular views of Sydney Harbour, the Coombs Centre's Dining Room is the perfect location to dine with colleagues between conference sessions or at the end of a long day. The Centre offers a full range of catering services including breakfast, morning tea, lunch, afternoon tea, three course or informal buffet dinners and canapés for cocktail or standing functions.

Menus are updated seasonally to ensure the best produce is served all year round. All menu items are created from scratch by our Head Chef. Our catering team will provide guests with fresh, home baked goods for morning, afternoon teas and desserts. The Centre's chefs are knowledgeable on allergies and specific diets and pride themselves in catering for all dietary requirements.

The Centre offers a wide range of healthy alternatives in our morning and afternoon teas, breakfasts, lunches and dinners, such as fresh salads, fruit, nuts, gluten free products and low carb items to suit everyone's requirements.

The Centre's catering team are environmentally conscious, sourcing all produce locally and using sustainable products and distributors.



Level 5 Dining Room in preparation for dinner

General Information

Directions

We are located on the corner of Kirribilli Avenue and Carabella Street, opposite Admiralty House and Kirribilli House. Taxi drivers are familiar with this landmark. Kirribilli Avenue is a one way street and can only be accessed via Carabella Street.

By Train/Ferry

We are located a 10 minute walk from Milson's Point Train Station or a 5 minute walk from Kirribilli Wharf.

Parking

We also have limited parking available. Please enquire on booking.

Health and Safety

The manager on duty will go through the Evacuation Process and Health and Safety information prior to the start of any event.

Guests utilising accommodation are advised to familiarise themselves with individual room evacuations information and read the Health and Safety pamphlet in their room.

A first aid officer is always onsite. We have first aid kits located on level 2 and 5 and defibrillator located next to the lift on Ground Floor.

Smoking

The H.C. Coombs Centre is a non-smoking facility. No smoking is permitted at the Centre or within its grounds.

Security

The H.C. Coombs centre has CCTV, Access Control and private conference facilities



Rates

Residential (per person, per day)

Groups of less than 20	\$400.00
Groups of 20 or more	\$380.00

Non Residential (per person, per day)

Full Day	\$120.00
Half Day with Lunch	\$95.00
Half Day without Lunch	\$70.00

Casual Meals (per person)

Breakfast	\$30.00
Lunch	\$42.00
Dinner	\$60.00

Accommodation (per person, per day)

Bed and Breakfast	\$230.00
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Surcharges (per person, per day)

Weekend	\$40.00
Public Holiday	\$70.00

Deposits/Cancellations

Non-Refundable/Non-Transferable Deposit of approximately 50% required to confirm booking.

Cancellations/amendments incur a charge in accordance with the Centre's Terms and Conditions.