

# H.C. COOMBS CENTRE

FOR FINANCIAL STUDIES  
SYDNEY CONFERENCE CENTRE



RESERVE BANK  
OF AUSTRALIA

## Conferences 2018

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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/Airport, 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:

Website: [www.hccoombscentre.gov.au](http://www.hccoombscentre.gov.au)

Email: [coombs@rba.gov.au](mailto:coombs@rba.gov.au)

Telephone Number: (02) 9409 1500



# Conference Packages

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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 each individual Conference Room page for further information).

## **Residential Package**

\$400 per person per day

Pricing includes Room Hire (8.30am-5.30pm), AV Equipment, Catering (Arrival Tea/Coffee, Morning Tea, Lunch, Afternoon Tea, and Buffet Dinner) and Accommodation with next day's Continental Breakfast.

You can choose our Gold Dinner Package, consisting of an alternate drop 3 course plated dinner, for an additional charge of \$15 per person.

For a unique experience you can choose our Platinum Dinner Package for \$30 extra per person, with your own bespoke menu created from the highest quality of premium ingredients.

All additional Dinner Packages are subject to availability and minimum numbers.

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## **Full Day Delegate**

\$125 per person per day

Pricing includes Room Hire (8.30am-5.30pm), AV Equipment, and Catering (Arrival Tea/Coffee, Morning Tea, Lunch, and Afternoon Tea).

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## **Half Day with Lunch**

\$100 per person per day includes Room Hire (8.30am-12.30pm or 1pm-5.30pm), AV Equipment, and Catering (Arrival Tea/Coffee, Morning Tea or Afternoon Tea, and Lunch).

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## **Half Day without Lunch**

\$75 per person per day includes Room Hire (8.30am-12.30pm or 1pm-5.30pm), AV Equipment, and Catering (Arrival Tea/Coffee, and Morning Tea or Afternoon Tea).

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## **Additional Accommodation**

Single Occupancy - \$250 per room per night, inclusive of next day's Continental Breakfast.

Double Occupancy - \$300 per room per night, inclusive of next day's Continental Breakfast.

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### Surcharges (per day)

Weekend	\$1,000.00
Public Holiday	\$1,000.00

### 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.

## AV Equipment

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All packages are inclusive of standard conferencing equipment including:

1 x Projector and screen	1 x Laptop
1 x Flipchart	1 x Whiteboard
Unlimited wireless internet	
Note pad, pen, mints and bottled water per attendee	

Additional equipment is available on request and subject to availability.

Additional Flipcharts	Speakers
TV / DVD / CD Player	Lectern
Microphone	Conference Phone
Additional Projector/Screen	Video Camera

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.

## Parking & Public Transport Links

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There is very limited parking space available at the Centre, allocated on a first come, first serve basis. Therefore, we would encourage all participants to use public transport whenever possible.

For further details on Parking and Public Transport please see the below links:

Parking - [www.hccoombscentre.gov.au/faq/index.html](http://www.hccoombscentre.gov.au/faq/index.html)

Public Transport - [www.hccoombscentre.gov.au/travel.html](http://www.hccoombscentre.gov.au/travel.html)

# Meeting Rooms

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## Level 2 Lecture Room

The Lecture Room, located on Level 2, is the Centre's largest meeting room, accommodating up to 100 people in a theatre style.

The Lecture Room is equipped with a built-in data projector, screen, DVD player, laptop, lapel microphone, handheld microphone and lectern. Syndicate rooms on the same floor are also available for breakout sessions, subject to availability.

The Lecture Room incurs a minimum booking equal to 18 Full Day Conference Packages.

Click Share Buttons are available in this room, allowing clients to use a wireless presentation system.

### Lecture Room Dimensions

Area m <sup>2</sup>	Length m	Width m
105	10.4	10.1

### Syndicate Room Dimensions

Area m <sup>2</sup>	Length m	Width m	Capacity
17.5	3.5	5.0	8 pax

### Lecture Room Capacity

Boardroom	U-Shape	Conference/Square	Clusters	Classroom	Theatre	Double U-Shape
30	32	38	60	52	100	49



Level 2 Lecture Room

# Meeting Rooms

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## Level 2 Conference Room

The Conference Room, located on Level 2, services most of the Centre's boardroom bookings, accommodating up to 14 people. It offers a built-in data projector, screen, laptop and DVD player.

The Conference Room incurs a minimum booking equal to 5 Full Day Conference Packages.

Click Share Buttons are available in this room, allowing clients to use a wireless presentation system.

### Dimensions

Area m <sup>2</sup>	Length m	Width m
35	7.0	5.0

### Capacity

Boardroom	U-Shape	Conference/Square	Clusters	Classroom	Theatre
14	12	14	12	12	36



Level 2 Conference Room



# Meeting Rooms

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## Level 2 Admin Suite (NEW!)

The Admin Suite, located on Level 2, is one our newest meeting rooms and can be a great setting for a small meeting or training session. Audio visual facilities are provided in the Admin Suite, including projector, screen, connected laptop, and speakers.

The Admin Suite incurs a minimum booking equal to 3 Full Day Conference Packages.

### Dimensions

Area m <sup>2</sup>	Length m	Width m
25	6.9	3.7

### Capacity

Boardroom	Clusters	Classroom	Theatre
12	8	8	20



Level 2 Admin Suite

# Meeting Rooms

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## Level 4 Harbour View Room (NEW!)

The Harbour View Room, located on Level 4, is our newest meeting room and takes advantage of our stunning views of Sydney Harbour. Audio visual facilities are provided in the Harbour View Room, including projector, screen, connected laptop, and speakers.

The Harbour View Room incurs a minimum booking equal to 5 Full Day Conference Packages.

### Dimensions

Area m <sup>2</sup>	Length m	Width m
35	7.0	5.0

### Capacity

Boardroom	U-Shape	Conference/Square	Clusters	Classroom	Theatre
14	12	14	12	12	36



Level 4 Harbour View Room

## Meeting Rooms

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### Level 5 Function Room

The Function Room, located on Level 5, is popular for its panoramic 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.

Click Share Buttons are available in this room, allowing clients to use a wireless presentation system.

### Dimensions

Area m <sup>2</sup>	Length m	Width m
60	8.5	7.0

### Capacity

Boardroom	U-Shape	Conference/Square	Clusters	Classroom	Theatre
18	16	20	18	21	40



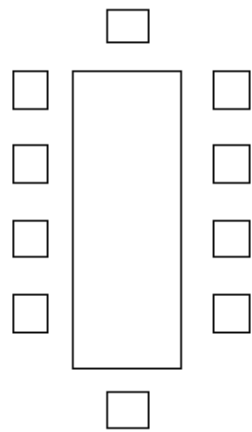
*Level 5 Function Room*



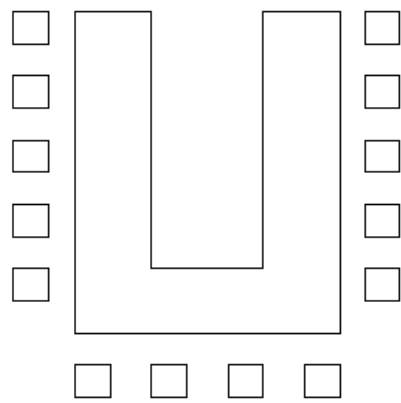
# Example Seating Configurations

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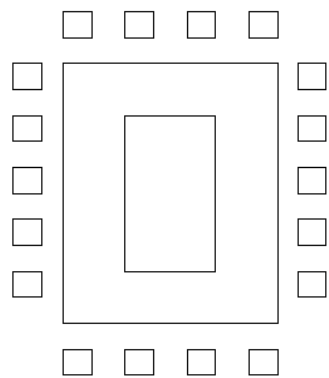
**Boardroom**



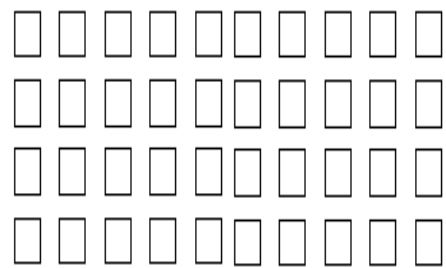
**U-Shape**



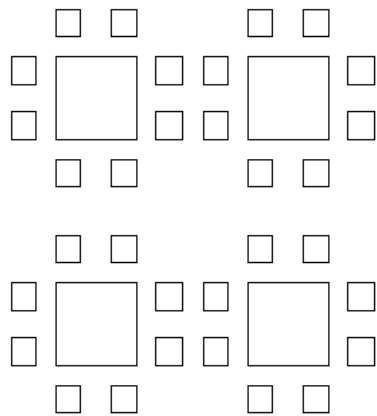
**Square**



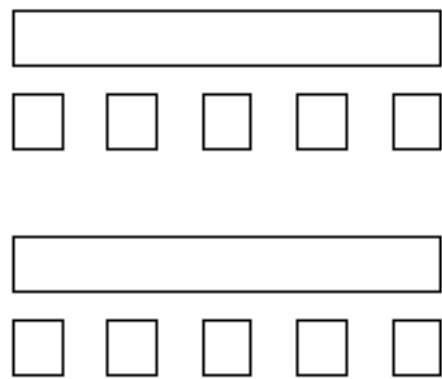
**Theatre**



**Clusters**



**Classroom**



## Catering

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Each meeting room is equipped with a self service coffee machine for all participants to use throughout the day. Depending on the package chosen, a range of catering is provided. Please refer to the Conference Packages section for details on what is included in each option.

Additional catering options can be included for individual sessions, for guest speakers, additional attendees, and other visitors. We cannot guarantee exclusivity in the Dining Room for catering but you can request this at the time of booking and we will try our best to facilitate your request. Prices for additional catering can be found below:

**Light Breakfast on Arrival (\$15 per person):**

Espresso coffee, assortment of teas, fruit juice, and in-house baked goods

**Barista Coffee Service (\$10 per person):**

You can request an additional Barista service throughout your day with us for an additional fee. This must be requested at least 2 business days in advance.

**Morning Tea (\$13 per additional person):**

Includes espresso coffee, assortment of teas, fruit juice, fresh whole fruit platter, and in-house baked goods

**Lunch (\$42 per additional person):**

Chef's buffet selection, consisting of 2-3 healthy salad options, two hot main dishes, dessert, a fruit platter, and soft drinks

Working lunch is also available on request via the Booking Form, for details please see our website at [www.hccoombscentre.gov.au/dining.html](http://www.hccoombscentre.gov.au/dining.html).

**Afternoon Tea (\$13 per additional person):**

Includes espresso coffee, assortment of teas, fruit juice, fresh whole fruit platter, and in-house baked goods



Level 2 Lounge

## Catering

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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. In addition to the range of catering services provided with Conference Packages, we can provide additional catering including three course dinners, informal buffet dinners, and canapés for cocktail or standing functions.

Menus are updated seasonally to ensure the best produce is served all year round and items are created from scratch by our Head Chef. The Centre's chefs are knowledgeable on allergies and specific diets and pride themselves in catering for all dietary requirements. The Centre's catering team are environmentally conscious, sourcing all produce locally and using sustainable products and distributors.

For more information on our Dinner Menus, Canapes, Wine Lists and Drinks Packages, please see our website at [www.hccoombscentre.gov.au/dining.html](http://www.hccoombscentre.gov.au/dining.html),

### **Standard Buffet Dinner:**

**\$60 per person**

This consists of 2-3 salad options, two hot main dish options, dessert and a fruit platter. Minimum booking of 10 people is required.

### **Gold Standard 3 Course Plated Dinner, 50/50 Alternate Drop:**

**\$75 per person**

You can choose two options per course, in advance, from our Menu, which is served alternately to all participants. Specific dietary requirements can be catered for separately in most cases. Minimum booking of 12 people is required.

### **Platinum Standard Plated Dinner**

**\$90 per person**

A completely bespoke experience, our Chef will design a menu using the highest quality ingredients, catered specifically to your requirements. Specific dietary requirements can be catered for separately in most cases. Minimum booking of 10 people is required.



Level 5 Dining Room in preparation for dinner

## Accommodation

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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 2.30 pm, and checkout is at 9.30 am. Guests may request early check-in or late check-out, and is granted subject to availability. Daily housekeeping is included on weekdays and additional towels are provided if staying over the weekend or on a public holiday. 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.

### Guest Room Features

Ensuite bathrooms	Queen sized beds	Television
Individually controlled air conditioning	Hairdryer	Iron/Ironing Board
Tea and coffee making facilities	Bar fridge	

### Guest Services

Laundry facilities (self service)	Dry cleaning services (additional fee)
Newspapers – in lounge areas	Billiards Room
Limited undercover parking	Lounge and courtyard areas
Daily housekeeping service on weekdays	

### Breakfast (\$32 per additional person):

Continental Breakfast is served in the Dining Room on weekdays and consists of a selection of any of the following – Tea, Coffee, Fruit Juices, Cereal, Milk, Yoghurt, Bread, Cheese and Cured Meats.

Hot Breakfast is served in the Dining Room on weekdays for residential groups of more than 10 people and consists of a selection of any of the following – Tea, Coffee, Fruit Juices, Cereal, Milk, Bread, Bacon, Sausage, Poached Egg, Tomato, Mushrooms, Hash Browns

Breakfast on Weekends is delivered to your room and consists of Tea, Coffee, Cereal, Milk, and Baked Goods



*Bedroom, located on Level 4*



# General Information

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## 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.

## 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.

We have first aid kits located on level 2 and 5 and defibrillator located next to the lift on Ground Floor.

## Printing / Copying

The H.C. Coombs Centre can provide printing / copying facilities at the main Reception for an additional fee.

## 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



*View from the Level 5 Dining Room Balcony*

## What Our Clients Say

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Thank you so much for looking after our team - I had some lovely feedback from our General Manager, who was very impressed and appreciative of the service you provided.

***Sydney Water, June 2017***

The staff were extremely attentive and anticipated our need every step of the way. From the night manager arranging our tables, had a better plan than we did on the configuration, our 'go to' person during the day was amazing - he knew what we wanted and delivered. The waitress staff were so friendly and attentive. We are recommending this place to all our Sydney clients. Thank you.

***MCT People Leaders, June 2017***

Everyone in the group was very impressed with the venue. From the conference facilities and attention to detail, to the clean rooms and great catering throughout. The staff were courteous and the lovely lady who looked after our coffee orders knew all our names by day 2! It's the little touches that matter, and the Coombs centre excelled at that. The admin process from the get go was also very smooth and felt effortless. It is a kind of venue I will be recommending to others.

***Australian Hearing, June 2017***

I wanted to thank you and the rest of the team for a fantastic day on Friday. Everyone was really impressed with the catering and the venue – I don't think we could have wished for a better place for our planning day.

***Austrade, July 2017***

The HC Coombs Centre is a unique property in one of Sydney's best locations...a secret no longer! This purpose built training facility provides an excellent learning environment with multiple areas and flexible layouts. My experience working with the staff at HC Coombs has been one of exceptional customer service and dedication to providing an first-class experience for all.

***Bayer, July 2017***

We found all staff friendly, responsive and genuine in their keenness to provide a high level of service and great customer experience. The room set up and workshop logistics ran very smoothly. It is uncommon that a venue makes it so easy. Even on the second morning when we had a challenge getting audio to work, the help provided was timely and competent. As a facilitator, it is awesome to be able to trust that the venue wants to partner with you to make it a great experience for everyone.

***Sibelco, July 2017***

I would use the H.C. Coombs Centre for future events without hesitation, and I recommend to others at Amatil looking for an exceptional venue. I have found all the staff at the H.C. Coombs Centre friendly, helpful and efficient. It is an outstanding venue for offsite team meetings, training, conference, etc., with beautiful rooms and awesome views, excellent audio visual facilities, delicious catering; all in a beautiful setting and ease of access close to public transport and by car makes it a perfect choice for events.

***Coca-Cola Amatil, September 2017***