

**CENTRE
STAGE
FOR
BUSINESS
SUCCESS**



Image: Courtesy of Port Macquarie Visitor Information Centre



GLASSHOUSE PORT MACQUARIE

CORPORATE
**GLASSHOUSE
PORT MACQUARIE**



Image: Lindsay Moller Productions

PORT MACQUARIE

WHERE BUSINESS MEETS INSPIRATION

Port Macquarie combines gentle coastal charm with stunning natural beauty.

Known for its idyllic climate and spectacular mix of lifestyle, beaches and history; the Port Macquarie region is relaxed, yet vibrant and progressive with its thriving cultural scene.

Located 4 hours' drive north of Sydney on the Pacific Highway, Port Macquarie is also easily reached by air with regular flights from Sydney and Brisbane. The airport is only a 10-minute taxi ride from the CBD.

Once you're here enjoy all the benefits of our vibrant regional city, plus it's easy to get around with less traffic, free parking and everything you need within short walking distance to the CBD.

Port Macquarie delivers endless opportunities to engage, inspire and motivate your delegates with a diverse range of experiences to meet your primary event objectives including:

- Water and outdoor activities
- Coastal walks
- Wildlife and nature experiences
- Cultural attractions
- Team-building activities
- Food and wine tours
- Inspiring day trips

Scan the QR code to uncover the highlights this stunning region has to offer.



Delegates will love it so much they'll want to stay; after all, it's the perfect weekend getaway!



Image: Courtesy of Port Macquarie Visitor Information Centre



WELCOME TO THE GLASSHOUSE

Glasshouse Port Macquarie is the multi-award winning, conference and entertainment centre on NSW's Mid North Coast, perfectly located between Sydney and Brisbane.

A purpose-built facility offering versatile layouts for conferences of up to 594 delegates, meetings, exhibitions and special events.

The Glasshouse is situated in a central CBD location with a diverse range of nearby dining and shopping experiences.

- Located only 10 minutes from the Port Macquarie Regional Airport by car
- 2,000 3-4.5+ star beds located within a 5-10 minute walk of the venue
- Ease of planning with a single dedicated venue contact to assist throughout your event planning journey
- A selection of flexible venues set to your specific needs
- World-class technical facilities with dedicated technical support staff and equipment
- Specialised web streaming for online video conferencing
- Full onsite commercial catering
- The Glasshouse also features an on-site Visitor Information Centre and Regional Gallery for the Port Macquarie-Hastings Region



SUSTAINABILITY

The Glasshouse is committed to sustainability by encouraging business practices that minimise or eliminate the environmental impact associated with conferences and events.

Close proximity to the airport, accommodation and town centre means your guests will be in walking distance to everything they need including entertainment, dining, shopping and activities.

Glasshouse standard sustainability practices include:

- Prioritising the use of sustainable food service and glassware
- Sourcing biodegradable plates and cups when a disposable option is required
- Waste management and recycling
- Refillable water stations in lieu of plastic disposable bottles or cups
- Extensive solar panels to assist in reducing power consumption
- Utilising energy-efficient lighting with timers
- Collaboration with our catering team to source local produce where practicable



PLANNING YOUR EVENT

OUR EVENTS TEAM

Our experienced and friendly team is here to help you with every aspect of organising your business event – from catering and technical production to ticketing and entertainment ideas.

With years of expertise, the Glasshouse team knows how to create the perfect atmosphere to impress your guests and ensure your event runs seamlessly.

Our team of dedicated event service staff will assist in planning every detail of your event including fully customised floor plans to meet your specific event needs.

TECHNICAL SERVICES

The Glasshouse is equipped with the latest audio-visual technology and world-standard acoustic systems that meet industry best practice.

The Glasshouse offers comprehensive technical support for all event types.

Our dedicated team of technicians can assist you with all your requirements from resetting your room, installing and operating your sound and audio equipment, through to branding and theming.

We pride ourselves on our dedicated, in-house services with highly qualified and experienced lighting, audio and audio-visual technicians and stage mechanists.

FRONT OF HOUSE TEAM

Our highly qualified and experienced Front of House team are committed to ensuring the smooth execution of your event, attending to all requests promptly to guarantee a seamless and enjoyable experience for you and your guests.

CATERING

With fresh quality produce as the feature, we offer tailored catering solutions to suit a wide range of tastes and budgets with a variety of menu options inspired by local produce.

Our team will work with you to develop a fully customised catering menu over the course of your event; whilst accommodating dietary restrictions upon request.

ACCESSIBILITY

The Glasshouse offers a full range of accessible facilities including:

- Reserved wheelchair and easy access seating in the Glasshouse theatre
- Accessible toilets on basement level and level 2 via a lift
- Ramps or lift access to all levels of the building
- Hearing loops in the auditorium
- Plus, the Glasshouse team are on hand to assist delegates with any special needs

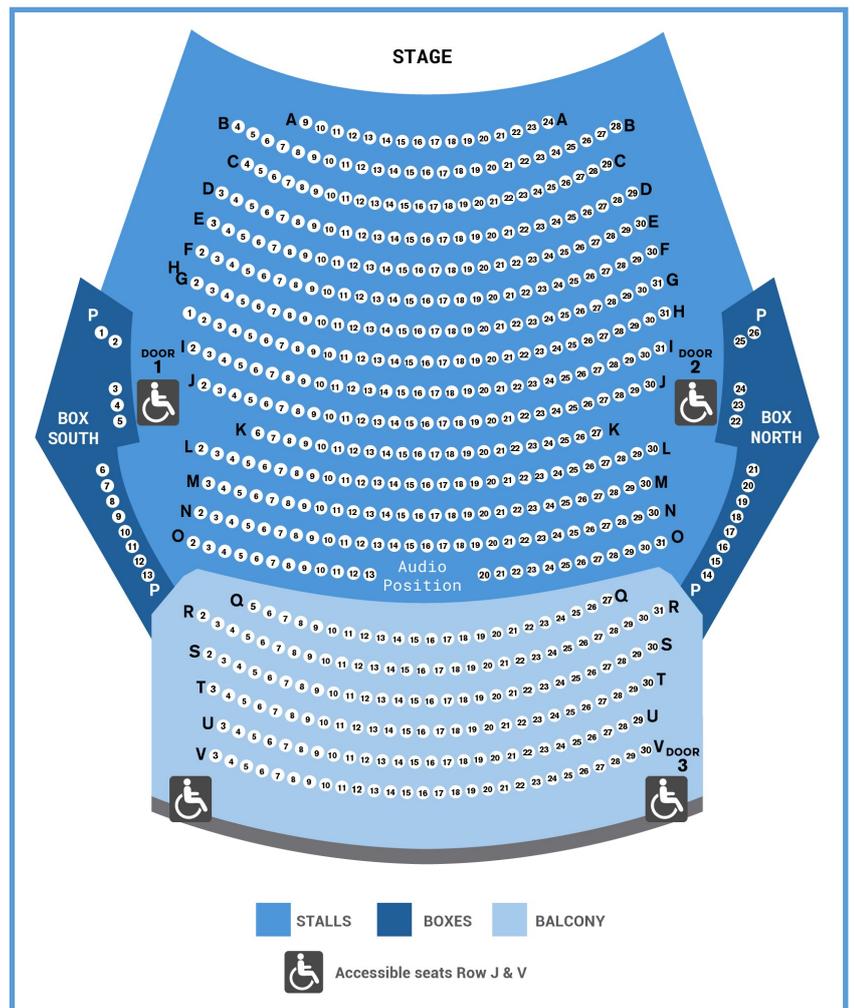
THEATRE

The Glasshouse Theatre is the leading conference venue on the Mid North Coast.

Featuring world-class acoustic design and state-of-the-art audiovisual equipment, the Glasshouse Theatre provides an unrivalled level of audience comfort and technical excellence, for an enhanced conference experience.

Venue Highlights:

- Tiered seating for up to 594 delegates across stalls and balcony
- Discover world class acoustics with our in-house audio rig; incorporating microphones, lecterns, on stage foldback amplification, presenter preview monitors and playback devices
- Enjoy bright images and clear videos with our powerful Panasonic PT-RZ970B (10k lumens, laser) projector
- Premium inhouse lighting rig including moving LED lights, 3 x follow spots and adjustable house lights
- Stage depth of 11m or 13m with the addition of the forestage extension
- Specialised web streaming for online video conferencing
- Full loading dock facilities with direct access to auditorium and exhibition spaces
- Display conference and sponsor banners via the sophisticated in-house rigging system
- Highly skilled technical staff to assist in executing your event requirements from setup to delivery



FULL THEATRE = 594

STALLS = 403

DRESS CIRCLE = 191

BANQUET (on stage) = 110



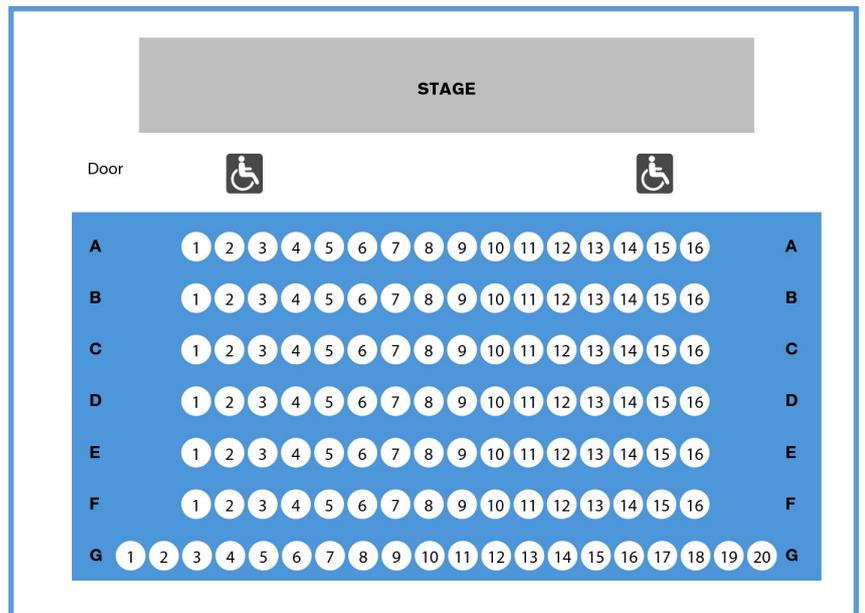
ROSS FAMILY STUDIO

The Ross Family Studio is a traditional black box studio and provides a versatile venue located on the ground floor.

It is an intimate, acoustically isolated space and is suitable for meetings, lectures, film screenings, conference breakout sessions and exhibitions or trade displays.

Venue Highlights:

- Retractable tiered seating for up to 116 delegates
- Stage area of 3m x 10m allowing for flexible portable stage options as required
- Fully equipped lighting grid with comprehensive patching facilities to support flexible and efficient lighting configurations
- In-house PA system and auditorium audio control position
- Premium digital projection with a Panasonic 6,000-lumens projector
- Specialised web streaming for online video conferencing
- Full loading dock facilities
- Highly skilled technical staff to assist in executing your event requirements from setup to throughout



TIERED SEATING = 116

CLASSROOM = 60

BOARDROOM = 35

U-SHAPE = 40

BANQUET = 60

= 80 (retractable seating removed)*

CABARET = 36

= 48 (retractable seating removed)*

* additional charges apply

COMBINED MEETING ROOMS

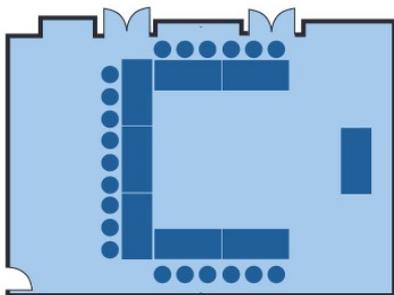
The Combined Meeting Rooms feature two versatile meeting room spaces that each seat 70 comfortably theatre style or 140 when combined.

Each room is set to requirements and equipped with state-of-the-art audio-visual technology, making it ideal for meetings, seminars, training sessions, breakout areas for larger conferences or private VIP events.

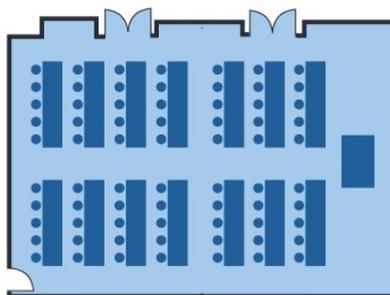
Highly adaptable, these spaces can be configured in a variety of layouts - including banquet, boardroom, classroom and theatre styles.

Venue Highlights:

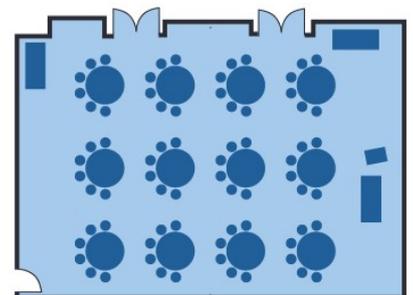
- A comprehensive range of audio-visual equipment:
 - ⇒ Full audio PA system and audio control
 - ⇒ Data projectors
 - ⇒ Microphones including corded, radio handheld, lapel and headset
 - ⇒ Lectern, laptops, presentation mouse
 - ⇒ Flipcharts, whiteboards, electronic whiteboards
 - ⇒ Specialised audio and video conferencing packages
- Highly skilled technical staff to assist in executing your event requirements from setup to delivery



U-Shape



Classroom



Cabaret

THEATRE = 140

CLASSROOM = 70

BOARDROOM = 40

BANQUET = 100

CABARET = 60

U-SHAPE = 40

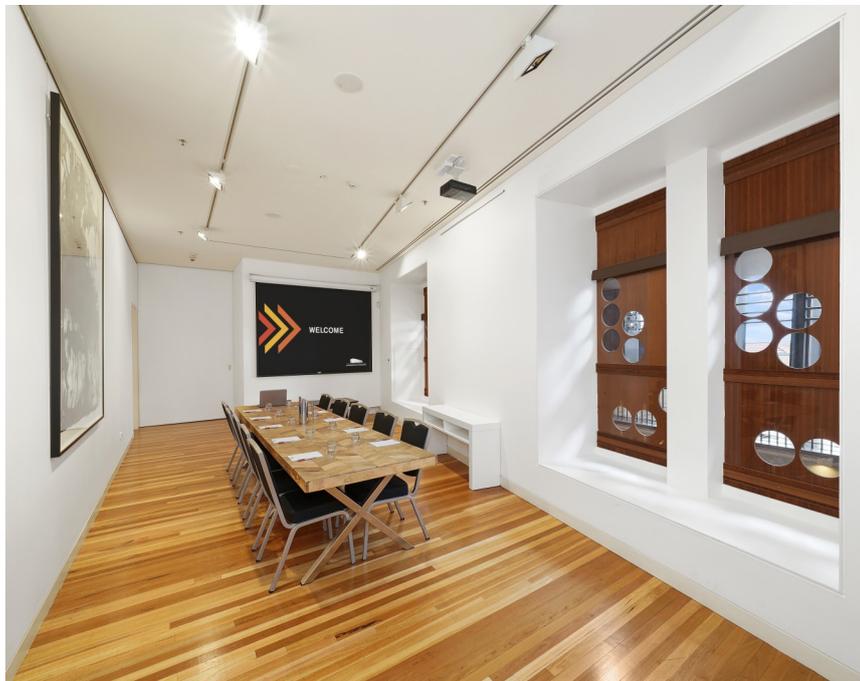
** Single meeting room options available and generally equal half the Combined space.*

BOARDROOMS

The Glasshouse features three boardroom spaces perfect for smaller scale gatherings such as board meetings, interviews, audio or video conferences, study spaces, private gatherings or the perfect dedicated PCO office for the duration of a conference.

BOARDROOM 1

- Boardroom style seating
- Data projection and AV support
- Direct access to Gallery top floor
- Adjoins Meeting Room 1



BOARDROOM 2

- Boardroom style seating
- Ideal small meeting space
- Perfect as a breakout, storage or speaker preparation space for larger meeting room events



BOARDROOM 3

- Boardroom style seating
- Ideal interview/meeting space



BOARDROOM 1 = 10

BOARDROOM 2 = 8

BOARDROOM 3 = 6

MEZZANINE FOYER

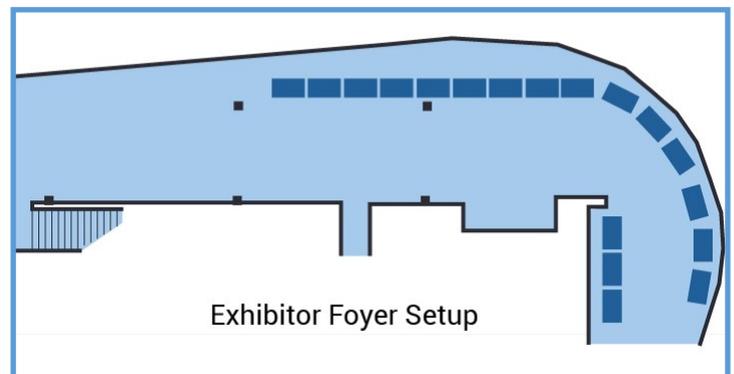
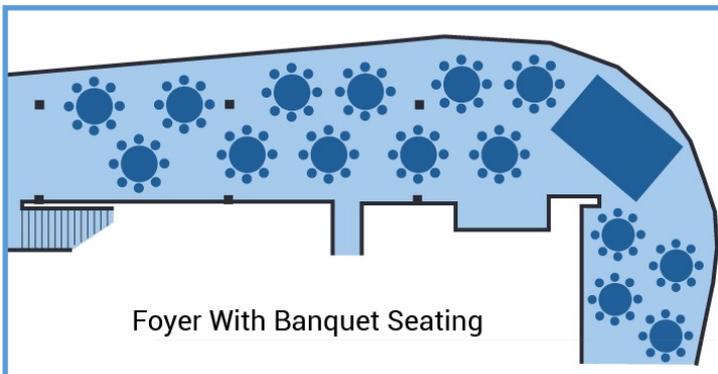
The Mezzanine Foyer is located on the second floor of the Glasshouse in a breathtaking atrium style location, capturing the warm natural light and taking in the picturesque views of Port Macquarie.

This versatile space is ideal for a variety of functions from exhibitions, product launches, trade displays, presentations, welcome receptions, cocktail functions and sit-down dinners.



Venue Highlights:

- May accommodate up to 18 standard size exhibition booths or 24 trestle tables with full provision for power
- Room set to requirements including flexible staging options
- A comprehensive range of audio-visual equipment:
 - ⇒ Isolated audio PA system and audio control
 - ⇒ Customisable portable lighting options
 - ⇒ Data projector and screen
 - ⇒ Lectern and microphone
 - ⇒ Radio handheld or lapel microphones
- Full loading dock facilities
- Highly skilled technical staff to assist in executing your event requirements from setup to throughout



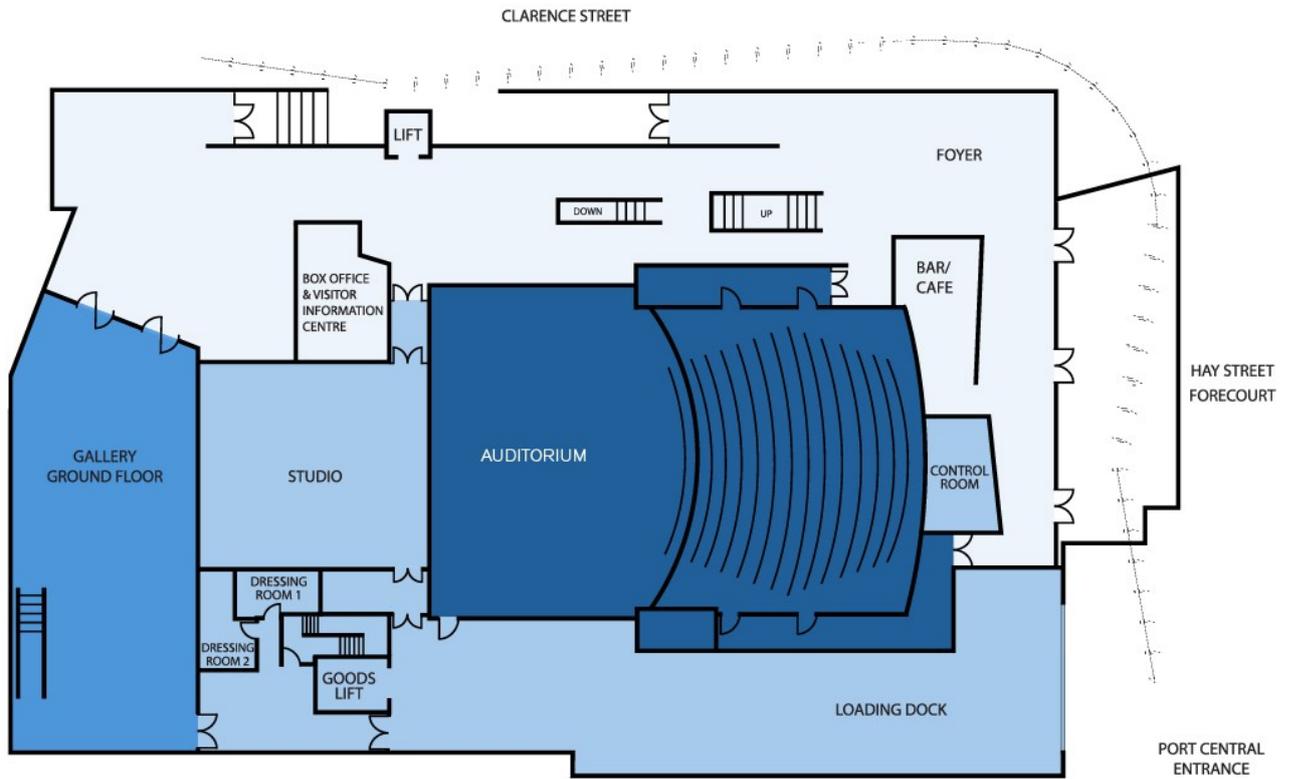
THEATRE = varies
COCKTAIL = 350

BANQUET = 120*
CABARET = 54*

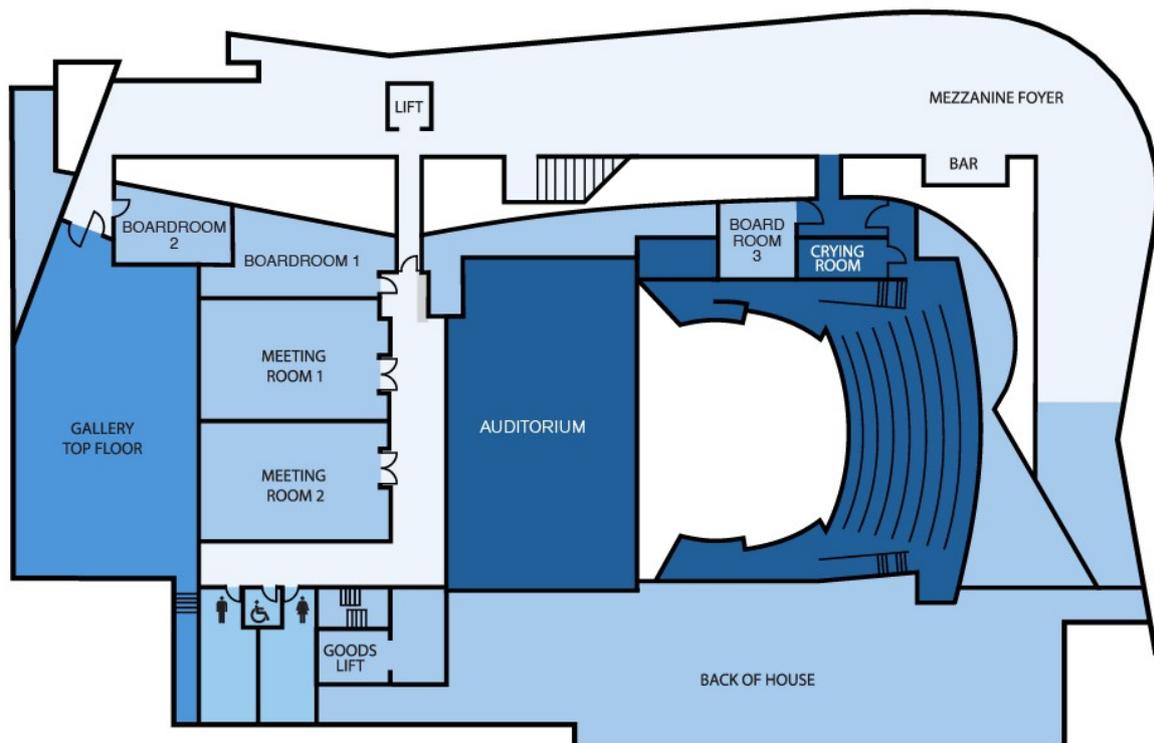
** Maximum capacity is dependent on provision of final requirements and sightline restrictions*

FLOOR PLANS

GROUND



LEVEL 2



“

The Glasshouse presented an ideal venue, with great rooms for concurrent sessions and AV handled well by the team. The abundant natural light provided a great backdrop for our exhibitors and excellent space for session breaks.

With so much accommodation and all of our field trip options in close proximity to The Glasshouse, our delegates never felt rushed. We had arranged 6 separate field trips covering 10 different venues, either within walking distance or no longer than a 15 minute coach trip.

MATT BELL

Biosecurity Officer (Weeds)

Port Macquarie Hastings Council

“

As a conference destination, Port Macquarie has it all. Right from the early planning stages with the Team at the Glasshouse, I knew that our choice to hold the NSW Weeds Society's multi-day, 300 guest conference and exhibition, would be what contributed to it being a record-breaking year for this long-running member conference.

The conference venue is centrally located for easy walking to local businesses, accommodation and tourist spots, and having the purpose-built AV facilities of the Glasshouse Theatre made it the rare combination needed for a successful business event. Our program includes multiple social events, and technical field trips and working with local suppliers was a dream. The community spirit was obvious from the way every business worked together to host our event in their picturesque city.

I look forward to bringing many more business events to Port Macquarie.

NIKKI ABERCROMBIE CEM

Chief Executive Manager

Abercrombie Management

“

Events like the NSW Weeds Conference are crucial to long-term initiatives that protect our region's rich biodiversity. With around 300 delegates and 50 workshops, presentations and field trips, the conference was a great opportunity to collaborate, share best practice and build stronger industry partnerships.

MATT BELL

Biosecurity Officer (Weeds)

Port Macquarie Hastings Council

“

The Glasshouse Team are the consummate professionals in the Event Venue Industry. They are all wonderful to deal with and knowledgeable in their individual areas.

If all venues were run this well, it would make my job as an Event Promoter so much easier.

Thanks Glasshouse, for everything you do!

JODIE CARTER

Carter Entertainment

RIGHT WHERE YOU NEED US. CENTRAL, CONNECTED, CONVENIENT.



Delegates will love the ease of accessibility to a variety of restaurants and bars, hotels, boutique stores and of course, Port Macquarie's glorious beaches.

With accommodation close by, arranging conferences at the Glasshouse will be the easiest job you have ever had.

Furthermore, you will receive access to our exclusive highly discounted accommodation rates with our partner Mercure Centro.



GLASSHOUSE PORT MACQUARIE

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