

GLASSHOUSE PORT MACQUARIE

Centre stage for
business success



BUSINESS SENSE

@ GLASSHOUSE PORT MACQUARIE



**Your ultimate event
venue** in the heart of
Port Macquarie's CBD...

Conferences
Meetings
Corporate Entertaining
Interviews
Film Screenings
Information Sessions

Staff Training
Seminars
Presentations
Auctions
Cocktail Parties
Corporate Dining

Plan your event



Our experienced and friendly team can assist you with all aspects of organising your business event including catering, technical production, ticketing and entertainment suggestions.

The Glasshouse team have many years experience and will create the perfect atmosphere for your event.

CATERING

Glasshouse catering provides the perfect touch to ensure the success of any event, large or small.

Event organisers can source a selection of menus inspired by local produce, and menus can be customised to suit your needs.

Fresh quality produce is a feature of the delegate day packages, all available at a price point to suit a wide range of budgets.



TECHNICAL SERVICES & EQUIPMENT

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

Specialised web streaming for online video conferencing, for up to 6 locations with a Computer, iPod, Smart Phone, iPad, tablet including screen projection.

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

FLOOR PLANS

Customised floor plans can be created to suit your specific event needs based on your choice of venue. Please refer to our event service team to assist you with planning your event.

PORT MACQUARIE ACCOMMODATION

For major conferences, Greater Port Macquarie's capacity to accommodate large numbers is second to none. Accommodation options range from 4½ star international standard hotels, resorts and motels to fully self contained serviced apartments.

In fact, over 2000 beds are available within walking distance of the Glasshouse and preferred rates can be negotiated on your behalf with quality accommodation providers.

Alternatively, our professional and friendly consultants at the Port Macquarie Visitor Information Centre are ready to take your call to assist you in planning your stay.

ACCESSIBLE FACILITIES

The Glasshouse has excellent accessible facilities including:

- Reserved seating area for wheelchairs in the Glasshouse theatre
- Toilets suitable for people in wheelchairs
- Ramps or lift access to all levels of the building
- Hearing loops in the auditorium
- Glasshouse staff on hand to assist delegates with special needs

FRONT OF HOUSE SERVICES

Qualified and experienced Front of House Staff are available for every event or function at the Glasshouse.

For event organisers or PCO's they will be available for any request you may have.

Front of House staff will ensure that your event runs smoothly and that all requests are accommodated ensuring a relaxed experience.



Venue Highlights

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.

- Unique spaces available for hire
- Competitive whole of venue hire rates
- Highly skilled staff with experience in some of Australia's largest metropolitan venues
- CBD location, close to cafes, shopping, restaurants and quality accommodation
- Multiple flights a day to and from Port Macquarie with Qantas and Virgin direct from Brisbane & Sydney
- Full onsite commercial catering
- World Class technical facilities with dedicated technical support
- Specialised web streaming for online video conferencing for up to 6 locations
- On-site Visitor Information Centre
- Over 2,000 accommodation beds within a 5 minute walk



GLASSHOUSE AUDITORIUM

- Tiered seating for up to 594 over 2 levels
- World class acoustics
- Full conference & technical facilities
- DLP digital projection & screen
- Available for unique events on the theatre stage



BOARDROOM SPACES

- 3 boardroom locations with seating for up to 16 delegates
- Ideal break-out spaces
- Ideal as conference head office
- Projection facilities available upon request



STUDIO

- Tiered seating for up to 116 delegates or flat floor seating for 110
- Ideal as a conference break-out space
- Ideal for trade displays, exhibitions, cocktail functions, film screenings



MEETING ROOMS

- 2 meeting rooms
- Seating for up to 70 delegates theatre style in each room or 140 theatre style rooms combined
- Adjoining boardroom



MEZZANINE FOYER

- Location for conference catering
- Versatile space for expos, lunches, cocktails and welcome receptions
- Space for 20 - 25 booths with full provision of power and data
- Sit down dinners and wedding ceremonies



REGIONAL GALLERY

- Venue for unique cocktail events and sit down dinners
- 600m² of floor space over 3 levels
- Ability for exhibitions associated with conference (subject to availability)
- Gallery Curator guided tours available as part of conference program

Auditorium



The Glasshouse Auditorium is the pre-eminent conference venue on the Mid North Coast of NSW. With acoustic design to compare to the world's largest opera houses and convention centres, the Glasshouse Auditorium provides an unrivalled level of delegate comfort and technical excellence, for an enhanced conference experience.

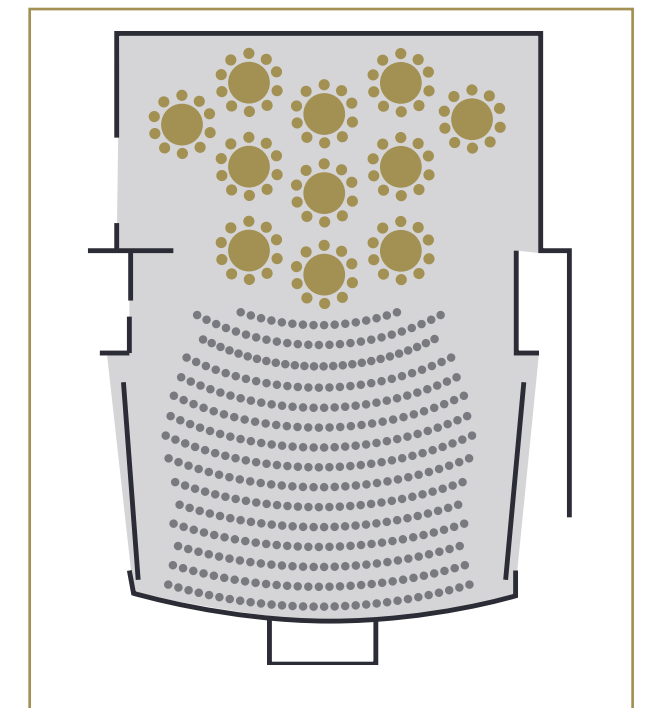
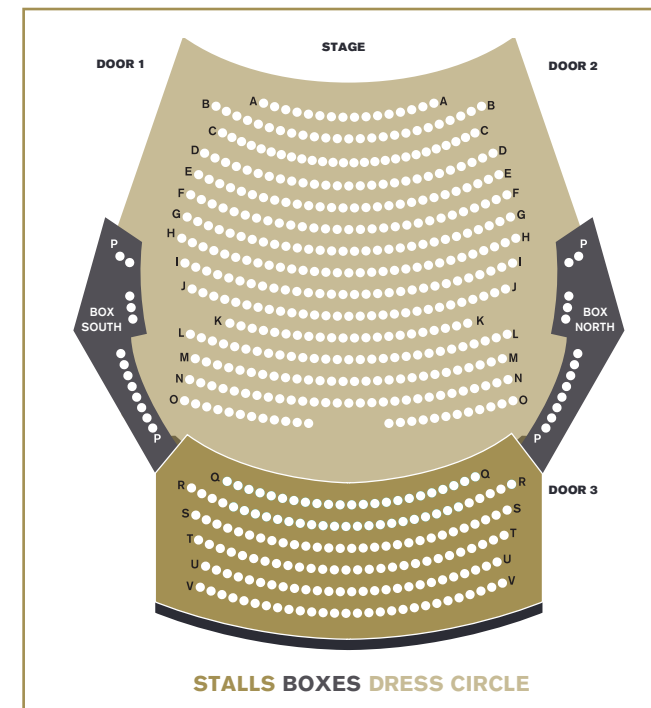
Facilities associated with the Auditorium include:

- Speaker preparation rooms
 - Wardrobe/laundry
 - Technicians workshop
 - Conference company office
 - Green Room
 - General workshop
 - Warm-up space(s)
 - General storage
 - Dressing rooms
 - Props / equipment store
- Stalls**
403 seats
Dress circle
191 seats

- Tiered seating for up to 594 delegates over 2 levels
- Available for unique events on the theatre stage such as dinners and cocktail functions
- World class acoustics
- Stage depth of 11m (without stage extension) or stage depth of 13m (with stage extension)
- Acoustically designed auditorium for an unrivalled conference experience for speakers and delegates alike
- Stairs available to provide access from both sides of the stage directly into the auditorium
- A dedicated in house Venue Technician for the duration of the conference
- Dedicated audio-visual support provided by in-house staff
- Full loading dock facilities with direct access to auditorium and exhibition spaces

Equipment Available:

- Permanent in auditorium mix position
- DLP digital projection including 2 screen options
- Access to all in house lighting equipment including moving LED lights, 3 x follow spots and adjustable house lights
- Access to all in house audio rig incorporating playback devices, microphones, lecterns and on stage fold back amplification & presenter preview monitors..
- 60 channel sound system with full patch throughout
- A variety of rigging options to display conference and sponsor banners
- Specialised web streaming for online video conferencing, for up to 6 locations with a Computer, IPod, Smart Phone, Ipad, tablet including screen projection.

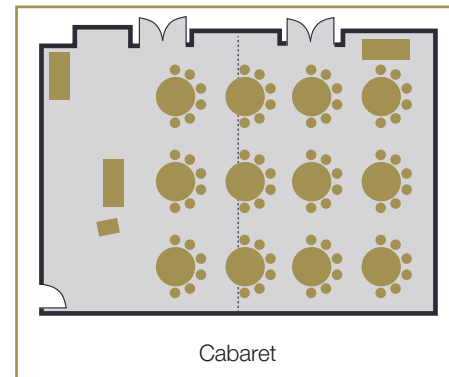
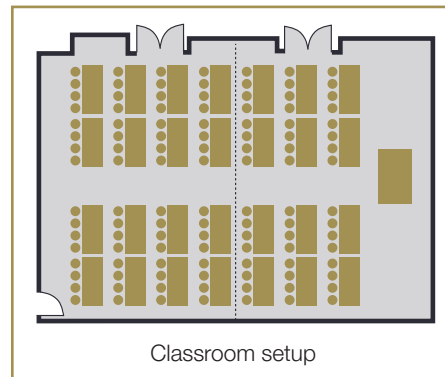
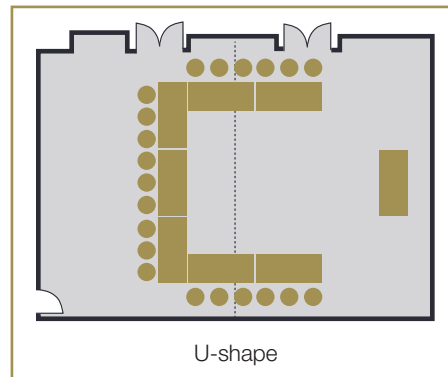


Banquet for 110 on the theatre stage

Meeting Rooms



Two fully equipped meeting rooms are provided on the second level. Perfect for meetings, training seminars or as breakout spaces for a larger conference. The meeting rooms are highly flexible spaces and can be set up for various arrangements including banquet, boardroom, classroom and theatre layouts.



Equipment Available:

- PA and lectern
- Data projection & AV support
- Phone lines
- Flip charts/white boards
- Internet/wi-fi
- Tables
- Chairs
- Adjoining Board Room – ideal as a dedicated PCO office

Seating capacity:

- Meeting Room 1: 70 theatre-style seating
- Meeting Room 2: 70 theatre-style seating
- Meeting Room 1+2: 140 theatre-style seating



BOARDROOMS

Exclusive and private function rooms are available on the second floor of the Glasshouse. With high quality fit outs and decor, these rooms are perfect for VIP events, private board meetings or private gatherings.

All rooms are ideal as a dedicated PCO Office for the duration of a conference.

BOARDROOM 1

- Boardroom style seating for up to 16 pax
- Adjoins Meeting Room 1
- Direct access to Gallery Top Floor
- Data projection & AV support
- Wi-fi access

BOARDROOM 2

- Boardroom style seating for up to 8 pax
- Wi-fi access
- Break-out space
- Ideal small meeting space

BOARDROOM 3

- Boardroom style seating for up to 6 pax
- Wi-fi access
- Ideal interview/meeting space

Mezzanine Foyer



The Glasshouse Mezzanine Foyer features spectacular natural light, stunning architectural features and overlooks the Hastings River and CBD.

The Mezzanine Foyer is able to accommodate up to 25 standard size exhibition booths with full provision for power and data through floor boxes and column based access points.

The foyer space is also available to hire for wedding ceremonies, parties, dinners, cocktail evenings, product launches and other special events, situated in a breathtaking atrium style location.

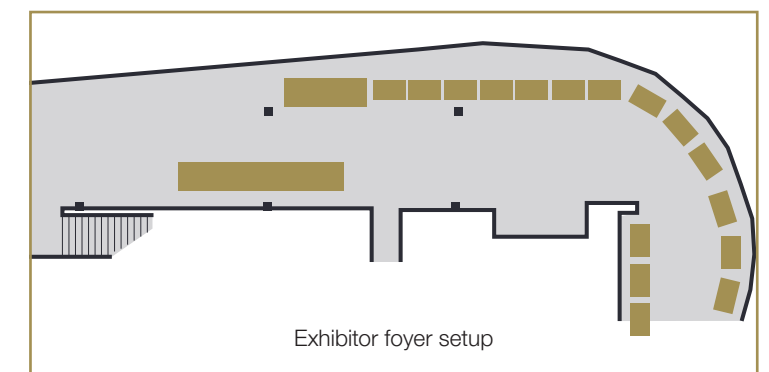
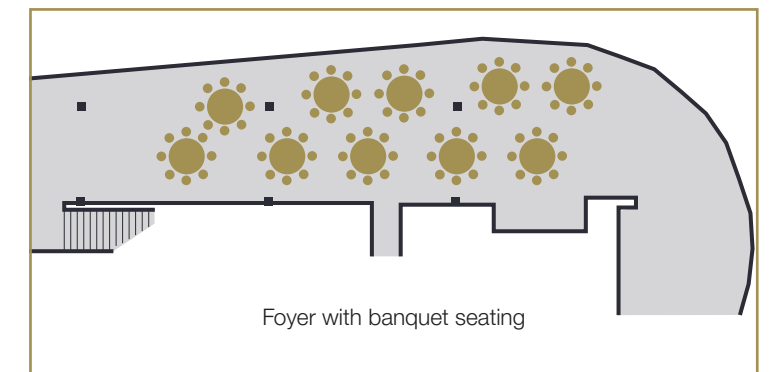
Seating Capacity: Varies.

Up to 400 standing or 150+ seated

- Ideal for trade displays and exhibitions
- Cocktail functions
- Media launches
- Sit down dinners & wedding receptions
- Location for conference catering
- Views to the Hastings River

Equipment Available:

- Rigging points
- Scissor lift
- Truss
- Projection & AV
- Coloured Gel Lighting
- Wedding extras
- Power outlets
- Public address system with lpod connectivity
- PA and lectern
- Portable dimmers and control
- Flexible portable stage available for raised stages and catwalks or choir risers





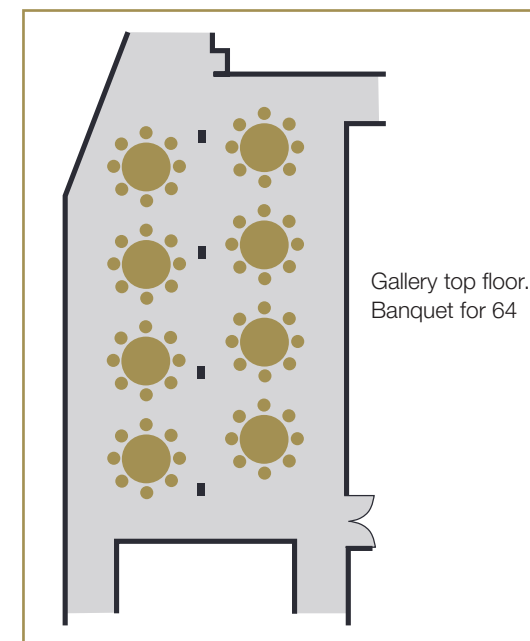
The Studio is a versatile venue located on the ground floor. It is an intimate, fully acoustically isolated space and is suitable for meetings, lectures, film screenings, conference breakout sessions and exhibitions.

The Glasshouse Regional Gallery consists of over 600m2 of space across 3 levels and is available for cocktail functions, networking events and formal dinners 'with a difference'.

- Comfortable seating either flat floor or tiered on raked banks
- Flat floor seating for up to 110 delegates
- 12m x 12m flat floor workshop space (when tiered seating is NOT in use)
- Outstanding acoustics
- Ideal for trade displays, cocktail functions or exhibitions
- Ideal for speakers' preparation, dressing room and backstage areas

Equipment Available:

- Tiered seating for up to 116 delegates
- Flexible portable stage available for raised stages and catwalks or choir risers
- Data projection & AV support
- Ceiling to floor black curtains - can be extended around two exterior walls
- Full lighting grid and patch facilities
- In-house PA system
- Live feed from auditorium (if required)
- Wi-fi access



With soaring ceilings of seven metres the space is well equipped for the most sophisticated events.

- Venue for unique cocktail events and sit down dinners
- 600m2 of floor space over 3 levels
- Ability for exhibitions associated with conference (subject to availability)
- International and national touring exhibitions on display
- Data projection & AV support

Seating Capacity: This will vary depending on the exhibition currently on display.

The Gallery is subject to availability.

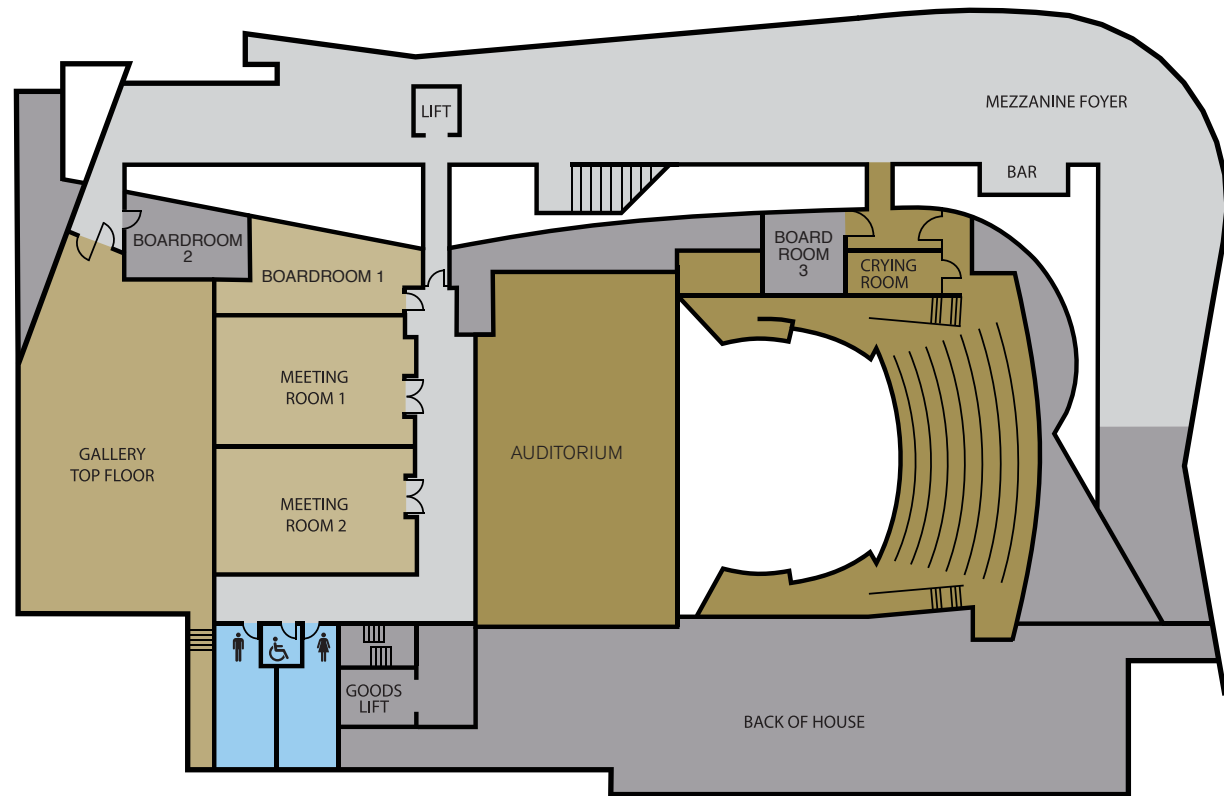
Equipment Available:

Lectern, PA, projector, wi-fi, function furniture, stage and lighting.

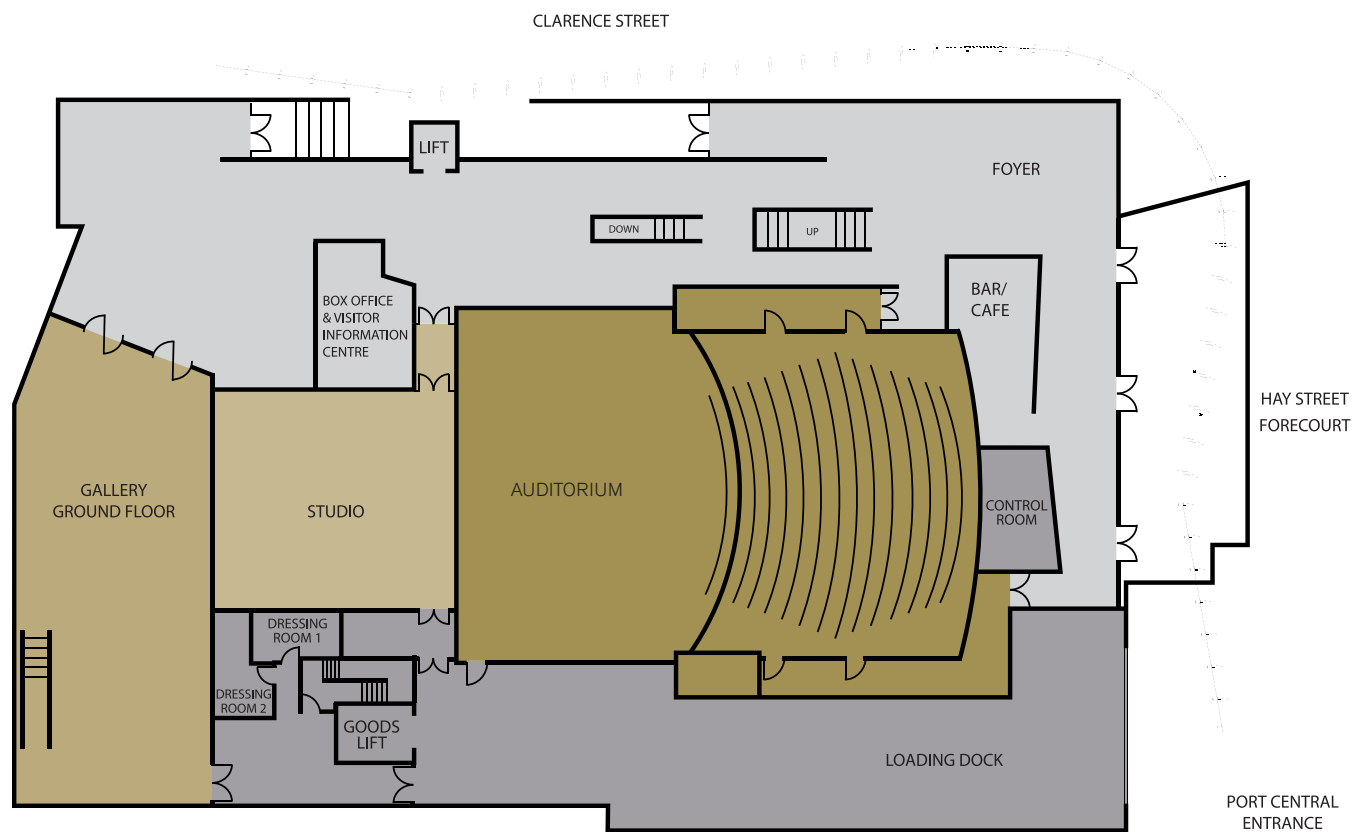
Lighting tracks, rigging points and full power and data are available throughout the Gallery.

Floor Plans

LEVEL 2



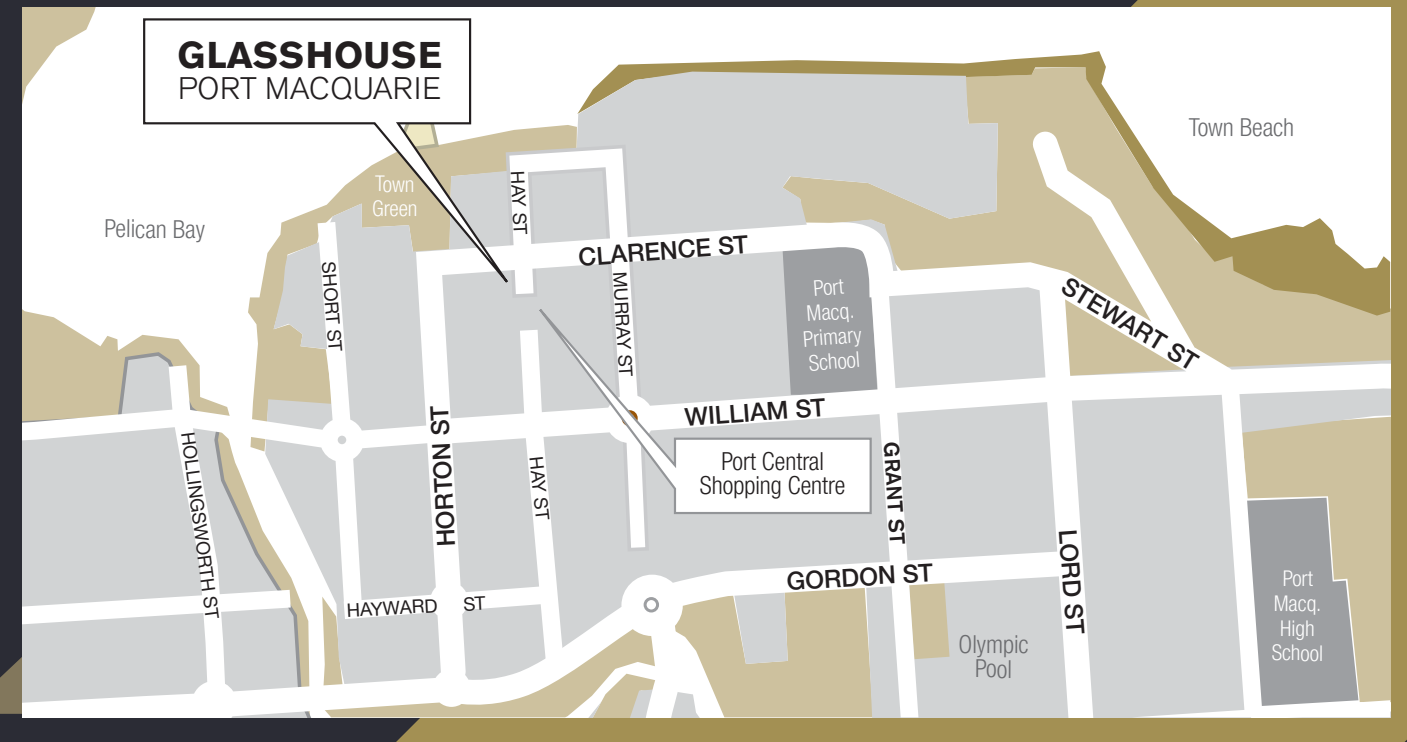
LEVEL 1



Location

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.



Meeting Area/ Room Name	Area (SqM)	Dimensions	Ceiling Height	Theatre	Classroom	Board Room	Banquet	Cocktails	U-shape
Main Auditorium	450	27 x 16	varies	594	n/a	n/a	110	n/a	n/a
Studio	114	11 x 13	5	116	60	35	80	120	40
Meeting Room 1	70	10 x 7	4	70	35	20	n/a	70	20
Meeting Room 2	70	10 x 7	4	70	35	20	n/a	70	20
Meeting Room 1 & 2	140	10 x 14	4	140	70	40	100	140	40
Boardroom1	45	8 x 6	3	20	n/a	16	n/a	20	n/a
Boardroom 2	24	6 x 4	3	n/a	n/a	8	n/a	n/a	n/a
Boardroom 3	24	4 x 2.5	2	n/a	n/a	6	n/a	n/a	n/a
Artlab	108	12 x 9	3	40	20	15	n/a	n/a	20
Mezzanine Foyer	448	48 x 10	3.8	varies	n/a	n/a	120+	400	varies
Ground Floor Foyer	570	57 x 10	7	n/a	n/a	n/a	n/a	300	n/a
Gallery Ground Floor	300	22 x 11	7	varies	n/a	n/a	120	varies	varies
Gallery Mezzanine	56	7 x 8	4	varies	n/a	n/a	n/a	n/a	n/a
Gallery Upper Level 2	198	18 x 11	4	varies	n/a	n/a	120	varies	varies



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