



## Meetings & Conferences Fact Sheet and FAQs

Imagine your next meeting or conference on Cockatoo Island, just a short ferry ride from Sydney's CBD. Our breathtaking harbour location and iconic convict-era and industrial precincts offer an unusual and inspirational backdrop for your business and your delegates.

### Our event spaces:

#### Cockatoo Island Conference Centre

In the former Administrative Building at the gateway to Cockatoo Island, between the wharf and cafe, our Conference Centre provides the ideal retreat for creative brainstorming, training, planning days and small conferences.

Our facility can cater for groups of up to 80 people split across 3 rooms. Start your delegates' journey with a short ferry ride to the Island, then explore the outdoor spaces, or plan a team-building experience around the Island's unique heritage.

#### Cinema

The cinema room is located in our UNESCO World-Heritage-listed convict precinct on the Upper Island. It is equipped with surround sound and projector, 5m-wide screen and 25 Mojo bean bag lounge chairs. It is a great informal space to screen training videos or presentations.

		Time	Fee	Capacity	Venue Inclusions
Conference Centre	Success Room	8am - 5pm	\$700	50 Theatre	<ul style="list-style-type: none"> <li>• 50 chairs, 10 tables, AV, projector and screen, whiteboard with markers and eraser.</li> <li>• Water station, mints, writing pads and pen for each guest.</li> <li>• Wi-Fi and ethernet port.</li> <li>• Heating and fans.</li> </ul>
	Clarence Room		\$450	12 Boardroom	<ul style="list-style-type: none"> <li>• Board table, 12 chairs, smart TV, whiteboard with markers and eraser.</li> <li>• Water station, mints, writing pads and pen for each guest.</li> <li>• Wi-Fi and ethernet port.</li> <li>• Heating and fans.</li> </ul>
	Huon Room		\$550	18 Boardroom	<ul style="list-style-type: none"> <li>• Board table, 18 chairs, smart TV, whiteboard with markers and eraser.</li> <li>• Water station, mints, writing pads and pen for each guest.</li> <li>• Wi-Fi and ethernet port.</li> <li>• Heating and fans.</li> <li>• Lounge area in adjoining breakout room.</li> </ul>
Cinema	Cinema	8am - 5pm	\$350	25 Mojo Lounge Chairs 10 Chairs	<ul style="list-style-type: none"> <li>• Projector, DVD, surround sound and 5m wide cinema screen.</li> <li>• Trestle table and 10 chairs available if required for this space or 25 Mojo bean bag lounge chairs.</li> <li>• No access to kitchen facilities in this space.</li> </ul>

## Our services and amenities:

### Is catering an option?

Conference catering is available through the 2 Island Cafes located on the Island. Please contact them directly to assist you with your catering requirements.

[www.cockatooisland.gov.au/en/venues/conference-spaces](http://www.cockatooisland.gov.au/en/venues/conference-spaces)

### Team Building & planned activities

Are you planning to bring a third party operator to the Island to run a low impact activity? An additional fee is required to do this. Please download and complete the Commercial Activity Permit Application Form.

### Enhance your Cockatoo Island experience

Cockatoo Island is the only harbour island where you can stay overnight, offering unique accommodation options to suit all budgets and tastes. Choose from Heritage Houses and Apartments to a range of camping options including Glamping:

Some of our accommodation options:

- 2 x Heritage Houses (sleeps up to 9 in separate bedding)
- 2 x 2-Bedroom Harbour View Apartments (sleeps up to 3 in separate bedding)
- 1 x 2-Bedroom Garden Apartment (sleeps up to 3 in separate bedding)
- Fire Station Studio and 1-Bedroom Harbour View Apartment (Queen Bed in both accommodations)
- 22 x Deluxe Waterfront Camping Package (sleeps 2, twin share)
- 21 x Deluxe Camping Package (sleeps 2, twin share)

For more information visit: [www.cockatooisland.gov.au/stay](http://www.cockatooisland.gov.au/stay)

To book accommodation, contact us on 02 8969 2111 or [stay@cockatooisland.gov.au](mailto:stay@cockatooisland.gov.au)

To book a group tour, please fill in the form at [www.cockatooisland.gov.au/tours](http://www.cockatooisland.gov.au/tours)

### Complimentary Wifi

Wifi is provided for delegates and guests attending events in the Conference Centre.

### Accessible access

There is ramp access to the Conference Centre and the closest accessible toilet facilities are located near the campground in Building 33. Most areas of the island are wheelchair accessible, however, please keep in mind that the island is an industrial heritage site so some of the surfaces are uneven. Please let us know if your group requires accessibility options.

### Location and Parking

Catching a public ferry is the easiest way to visit us. Harbour City Ferries run regular services to Cockatoo Island every day of the week, departing from Circular Quay and Darling Harbour, as well as from wharves along the F3 Parramatta River ferry route. You can find plenty of on-street parking close to the wharves at Woolwich, Greenwich, Chiswick, Huntleys Point, Drummoyne, Birchgrove and Balmain.

Plan your ferry trip at [www.transportnsw.info](http://www.transportnsw.info)

### We're here to help

For any other queries or further information, please contact our Bookings Officer, who will be delighted to assist you in any way possible.

### Bookings Officer

Cockatoo Island Accommodation Conference Centre

02 8969 2111

[conference@harbourtrust.gov.au](mailto:conference@harbourtrust.gov.au)

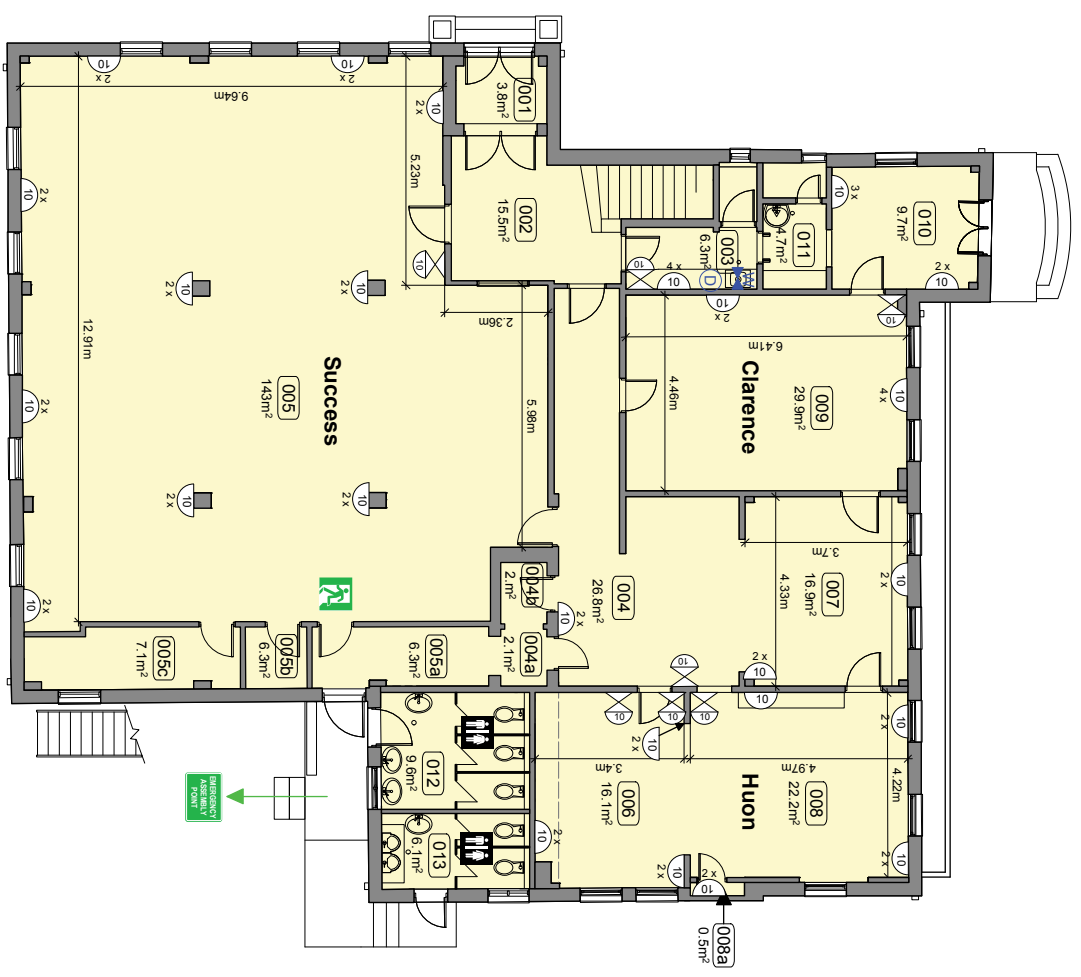
# Cockatoo Island



## Legend

- |  |                                   |  |                                 |  |                            |
|--|-----------------------------------|--|---------------------------------|--|----------------------------|
|  | Visitor Centre                    |  | Emergency/Assembly Point        |  | Slipway Baths              |
|  | Conference Centre                 |  | Drinking Fountain               |  | Tennis Courts              |
|  | Cafe                              |  | Vending Machine                 |  | Chess                      |
|  | Parramatta Wharf (Sydney Ferries) |  | Picnic Area                     |  | Basketball Court           |
|  | Camber Wharf                      |  | BBQs                            |  | Accommodation              |
|  | Toilets                           |  | Lookout                         |  | Campground                 |
|  | Accessible Toilets                |  | Shipyard Stories (Biloka House) |  | Campground Kitchen         |
|  | Tunnel                            |  | Restoration Workshop            |  | Showers                    |
|  | Stairs                            |  | Freight                         |  | UNESCO World Heritage Site |
|  | Access Through                    |  | Lockers                         |  |                            |
|  | Tunnels                           |  |                                 |  |                            |

# Building 30 Ground Floor Plan



**LEGEND:**

	Distribution Board
	32 Amp Outlet 3 Phase
	15 Amp Outlet
	10 Amp Outlet
	10 Amp Light Switch
	Exit Sign
	Fire Hydrant
	Fire Hose Reel
	Potable Water Valve
	Drainage
	Door Width and Height (m)
	Toilets
	Heritage Feature
	Emergency Evacuation Assembly Point



## FAQs about Meetings & Conferences

Here are some of the most frequently asked questions about holding a meeting or conference on Cockatoo Island. We hope this helps with your decision-making and we look forward to seeing you soon.

### **How do we get to the Island?**

You can catch a public ferry (F3 Parramatta River service) or water taxi.  
For more info visit: [www.cockatooisland.gov.au/visit/getting-cockatoo-island](http://www.cockatooisland.gov.au/visit/getting-cockatoo-island)

### **What happens on arrival?**

Check in at the Visitor Centre — you will be shown to your room and resources.

### **Are there kitchen facilities available?**

You have access to a small kitchenette with a fridge and dishwasher. Please note that this is a shared facility and you are responsible for keeping it clean and sharing with others.

### **Is catering an option?**

Conference catering is available through the 2 Island Cafes located on the Island. Please contact them directly to assist you with your catering requirements.

[www.cockatooisland.gov.au/en/venues/conference-spaces](http://www.cockatooisland.gov.au/en/venues/conference-spaces)

### **Can we self-cater?**

You are welcome to bring snacks for morning tea or afternoon tea. However, our kitchenette facilities are not large enough to accommodate external caterers or pre-catered lunches in the fridge. For self-catered morning and afternoon teas, we provide cups, milk jugs, side plates, serving platters and large bowls. A water station with glasses is also included. The fridge will be emptied at the end of every day. If you are there for multiple days, please bring labels for your food.

### **Can we bring alcohol?**

Conference users are not permitted to bring alcohol to the Island. Societe Overboard cafe and the Marine Centre cafe both have licensed areas where alcohol may be purchased and consumed.

Please visit [www.cockatooisland.gov.au/eat](http://www.cockatooisland.gov.au/eat) for more information and to make bookings.

### **What if I only need the room for an hour or two?**

Our conference rooms are charged at a daily rate. Hourly rates do not apply.

### **Can we set up the day prior?**

Absolutely, if there is availability, but please be aware that this will incur an additional day's hire fee.

### **Can we use outdoor areas for activities?**

Feel free to explore Cockatoo Island's many outdoor areas. If you are planning to bring a third party operator to run a low impact activity outside the meeting room, such as Team Building Activities, please note that an additional fee is required. You'll need to download and complete our Commercial Activity Permit Application Form found on our website.

### **Can we book a tour of the Island for our group?**

Of course. Visit [www.cockatooisland.gov.au/tours](http://www.cockatooisland.gov.au/tours) for more information.

### **Can we stay overnight?**

Cockatoo Island is the only harbour island where you can stay overnight, offering unique accommodation options to suit all budgets and tastes. Choose from Heritage Houses, Apartments and Campground Options.

For more information visit: [www.cockatooisland.gov.au/stay](http://www.cockatooisland.gov.au/stay)

To book group accommodation, contact us on 02 8969 2111 or [stay@cockatooisland.gov.au](mailto:stay@cockatooisland.gov.au)

## What do we do with our bags if we arrive before 2pm check-in or leave after 10am check-out?

You can take your bags to your conference room. If you are arriving before 2pm, plan your afternoon tea break around check-in time so you can check in at the Visitor Centre.

## Do you have flip charts or butcher's paper?

Yes, we do — subject to availability and advance booking:

Flipchart stand and pad (50 sheets) - \$35.00

Flipchart stand - \$15.00

Additional Flipchart pads (50 sheets) - \$25.00 each

Additional whiteboard with markers and eraser - \$25.00 per day

Note: Please do not bring Blu-Tack to Cockatoo Island. Buildings are heritage listed and paintwork can't be marked.

## Can I access the internet?

Wireless internet access is available within the Conference Centre. One ethernet port per room is also available.

## What do I bring to connect to the Smart TV or a data projector?

### Our Success Room has VGA and Audio ports:

- VGA cables and Audio cables are provided in our equipment box together with a manual.
- If you only have a HDMI port on your PC you will need to bring a HDMI-to-VGA adaptor.
- If you have a MAC you will need to bring a Mini Display Port to VGA adapter

### Our Clarence Room and Huon Room have VGA, HDMI and Audio ports:

- VGA and HDMI cables are provided in our equipment box together with a manual.
- If you have a MAC you will need to bring a Mini Display Part-to-VGA or Mini Display Port to VGA adapter.

## Is there disabled access to the Conference Centre?

There is ramp access to the Conference Centre and the closest accessible toilet facilities are located near the campground in Building 33. Please let us know at the time of booking if someone in your group requires accessible options.

## Where are the toilets located?

Public toilets (including accessible) are available outside the Conference Centre, near the campground, or on the ground floor of the Mould Loft.

## What else do I need to consider?

- The Conference Centre is a heritage building, so some restrictions may apply.
- Equipment provided is strictly for use inside the conference room and cannot be taken outside or to other venues.
- The Clarence Room and Huon Room are each furnished with a board table, which cannot be moved.
- The Success Room can be set up however you wish, so please allow time at the start of your day to do this for your group.
- Please note that there are several supporting columns inside the Success Room. For images visit: [www.cockatooisland.gov.au/en/venues/conference-spaces](http://www.cockatooisland.gov.au/en/venues/conference-spaces)

Harbour Trust

