

How to Choose a Meeting Venue

There are many conference and meeting venues on the Central Coast and Central Coast Business Review recommends the venue on these pages.

When choosing a venue for your next meeting or conference there is more to consider than just the budget. Taking into account who is attending, from how far and how many will be attending.

Here are some questions to ask about any potential venue:

Location

- Is the venue easily accessible to those attending?
- Is the location quiet and close to accommodation if required?

Size

- Is the seating capacity suitable?
- Are the meeting rooms large enough to provide a comfortable experience for those attending?
- Are the meeting rooms well laid out? Do they allow for good views of the speaker without any obstructions?
- Does the venue allow attendees to move around without bottlenecks and delays?

Facilities

- Does the venue have a variety of rooms if required? An auditorium if necessary? Small rooms for break out meetings?
- Do they offer a projector, electronic whiteboard, stationery, wi-fi internet access, photocopying/fax service and can they provide laptops or PC if required?

- Does the venue have enough parking spaces?
- Is there a restaurant or bar for post-meeting networking and entertainment?
- Can the venue also provide accommodation if required?

Cost

- Can they offer any discounts?
- Can the price be negotiated?
- Are there hidden costs?
- When is payment required?
- What is their cancellation policy? Will you receive a full or partial refund?

At the end of the day you want to get the most out of your meeting and the venue you choose has to add rather than detract from the experience of those attending. So take the time to choose carefully.



Country Comfort Terrigal

Ideally located opposite Wamberal and Terrigal Beaches, Country Comfort Terrigal is the perfect venue for your next day meeting or retreat. Country Comfort Terrigal offers accommodation plus two meeting/conference rooms with natural light and views over Wamberal Beach and can cater up to 100 delegates with extra breakout areas available if required.

Delegates at the end of the day can explore the local area or relax under the Norfolk pines in the gardens overlooking the pool.

Country Comfort Terrigal - 154 Terrigal Drive, Terrigal NSW 2260

Phone (02) 4384 1166 Fax (02) 4385 1480 www.countrycomforthotels.com/terrigan



Linton Gardens Function Centre

Linton Gardens Function Centre at Somersby is emerging as the premier corporate function venue on the Central Coast. Catering for corporate functions, product launches, conferences, breakfast meetings and training events, from 10 to 300 people in various venue/room configurations, Linton Gardens boasts modern air conditioned facilities, light and sound systems, screen/whiteboards, all set in a peaceful environment. Room layouts are flexible and the venue offers smaller "break-out" areas. A relaxing walk through the tranquil rural gardens, free from distractions, will get your team focusing on those important issues. Currently Linton Gardens offers FREE room hire for all mid-week conference packages, fully licensed and catering starts from \$6.50.

For info call 4372 1444, visit www.lintongardens.com.au or email info@lintongardens.com.au



Bells at Killcare Boutique Hotel, Restaurant & Spa

With state of the art facilities, **Bells at Killcare** is capable of holding up to 80 day delegates, and can accommodate 46 delegates (double occupancy), or 25 delegates (single occupancy) in the designer cottage accommodation.

Conference packages include morning tea, lunch and afternoon tea, prepared by the chefs at Stefano Manfredi's multi award winning restaurant, **Manfredi at Bells**. The acres of manicured gardens are perfect for outdoor meetings, and the huge verandas are lovely for group meals. Two bars overlook the garden, and with over **300 wines on the award winning wine list**, the bars are perfect for after work socials.

Bells Day Spa & swimming pool can also be enjoyed, along with **complimentary wi-fi and car parking**.

Phone: 4349-7000 or visit www.bellsatkillcare.com.au



Create a great impression at Mingara

Mingara's Event Centre offers versatility and creativity second to none. We offer an array of event spaces, from intimate meeting and board rooms to large auditorium style rooms; and with an abundance of outdoor space, catering for your outdoor event is our speciality.

Our team can guide you in the best use of the options available to meet your requirements. Our chefs will impress you with their delicious menus and our talented team of event decorators can transform our rooms into any theme imaginable! Our event coordinators pride themselves on their creative approach, flexibility and attention to detail. Their aim is to exceed your expectations and make your celebration memorable.

To receive a detailed package or to find out more information on Events at Mingara, please call us on 4349 7799 or email eventsenquiries@mingara.com.au





Gosford Golf & Function Centre

Gosford Golf & Function Centre is fast gaining the reputation as the only place to hold your business functions. Create the perfect impression for any corporate event – Conferences, Sales Meetings, Seminars, Training Sessions, Cocktail Parties, and Network Luncheon/Breakfasts.

Six function rooms are available catering for functions from two people to a group of three hundred. All rooms have: State-of-the-art AV equipment and wireless broadband, Natural Light, Air Conditioning, and an Attendant Service. Our award-winning Chef and outstanding attention to detail will impress your clients and staff. We provide set-ups and service expected of an expensive hotel – at a fraction of the cost.

Visit www.GosfordGolfandFunctionCentre.com.au to experience the difference. Phone 43 373300



Gosford Race Club in conjunction with Paramount Function Centre

At Gosford Race Club we have some of the finest, most exclusive venues available on the Central Coast.

Choose from a range of venues to suit every occasion including weddings, conferences, Christmas functions and special occasion dinners.

There is ample free parking, panoramic views of the beautiful Racecourse and surrounds and we tailor our packages to suit your needs.

We can cater for 80 to 450 with fine dining, cocktail and buffet packages available.

Visit www.gosfordracing.com.au or call 4325 0461 to book your function today.



Heaven Events

Do you need to produce a corporate meeting, an industry conference, or a special event, but lack the time or experience to plan, manage and complete it successfully?

When you work with Heaven Events, you will be working with experienced event professionals who will provide your organisation with the necessary experience to successfully plan and execute each event on your behalf.

Whether you want to outsource all event management to us or simply need a few of the services we offer, Heaven Events can help you with your next event. Contact us now to see how we can help surpass your event objectives.

Telephone: 045 800 3651 Email: info@heaven-events.com.au Web: www.heaven-events.com.au



Five-star Beachside Conferencing

Quay West Resort Magenta Shores boasts all the right ingredients for an impressive conference, meeting or special event with its seven spacious function rooms, 18 hole championship golf course, Mii Spa Day Spa, would class restaurant and direct beach access. Choose from a range of breakout areas ideal for enjoying the coastal weather, or take advantage of the outdoor terrace with superb golf course vistas.

For a corporate golf day, Magenta Shores Golf & Country Club will create a unique package specific to your needs. Catering for up to 400 guests, Quay West offers five-star beachside conferencing, bound to exceed all expectations.

Call 02 4352 8106 for further information email us on events_H8791@accorpacific.net or visit www.accorpacific.net and www.accor.com

QUAY WEST
RESORT

Magenta Shores



Adams Business Events Event Managers & Producers The professionals with 20 years Experience

With twenty years experience Adams Business Events is a professional event planning, management and production company that focuses on the planning, co-ordination, production of premier events from concept to delivery.

Our goal is to offer each client an experience that is unforgettable, unique and flawless. The meticulous, diligent and co-ordinated approach of our event planning and production team will ensure that your event is in a class of its own. This approach will guarantee that your guests and / or clients will understand your message and vision.

We want our clients to take pride in the creation, implementation and execution of their event. Our approach is one that is driven by results, performance and passion.

Creative and Event Directors of the Central Coast Business Excellence Awards



Think Events - Think - Adams Business Events
Contact 0410 494 999 or email kerry@ccbea.com.au

