



**The Peter  
Cosgrove  
Centre**

**Tenison  
Woods  
House  
North Sydney**







# Venue information

The Peter Cosgrove Centre  
Level 18  
Tenison Woods House  
8–20 Napier Street  
North Sydney

The Peter Cosgrove Centre is located at Level 18, Tenison Woods House, 8-20 Napier Street, Australian Catholic University, North Sydney. The state of the art function centre can be configured in multiple formats to accommodate formal meetings and external events such as conferences, award ceremonies, lectures and cocktail functions. The Peter Cosgrove Centre is 590m<sup>2</sup> in size and accommodates meetings up to 150 seated theatre style or 52 seated boardroom style. The Peter Cosgrove Centre offers a fully equipped kitchen suitable for all types of catering, including formal sit down dinners.

The venue also offers harbour views, a business centre, videoconference and teleconference facilities. The venue can be partitioned in to three separate rooms (The Polding Room, The Therry Room and The Vaughan Room) to accommodate smaller functions.

The Peter Cosgrove Centre is managed by the Office of the Vice-Chancellor and President.

## FACILITIES

The Peter Cosgrove Centre is equipped with the following facilities:

- Harbour views and plenty of natural light
- Flexible meeting rooms
- Business centre
- Reception and registration desk
- Waiting/ante space
- Videoconference facilities
- Teleconference facilities
- Kitchen, servery and buffet area
- Tea and coffee facilities
- Nespresso machine
- Functions coordinator

## CONTACT DETAILS

For bookings and enquiries, please contact our Functions Coordinator, Paul Fowkes on 02 9739 2724 or email: [PeterCosgroveCentre@acu.edu.au](mailto:PeterCosgroveCentre@acu.edu.au)

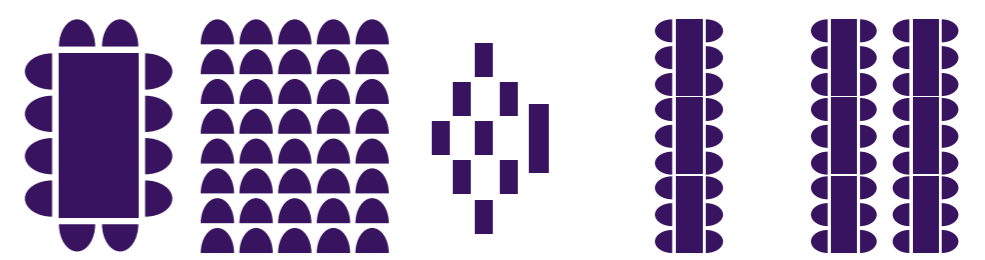


To find out more  
Email:  
[PeterCosgroveCentre@acu.edu.au](mailto:PeterCosgroveCentre@acu.edu.au)  
Phone:  
(02) 9739 2724





# Venue information



	Boardroom	Theatre	Cabaret Rectangles	One Long Banquet	Two Parallel Banquets
The Peter Cosgrove Centre	52	150	78	60	64
The Polding Room	20	48	24	16	32
The Therry Room	20	48	24	16	32
The Vaughan Room	12	32	12	10	20
The Polding and The Therry Rooms Combined (No Projector/Screen when facing West)	36	100	48	40	64
The Therry and The Vaughan Rooms Combined	32	90	36	32	64

## Getting here by public transport

### TRAIN

From the city, take the Sydney Trains T1 North Shore & Northern Line to North Sydney.  
Walk through Greenwood Plaza Shopping Complex and take the escalator up until you come out at the Miller Street and Pacific Highway intersection.  
Continue North along Pacific Highway and turn left on to Napier Street.  
Follow the road around until you reach ACU Tenison Woods House building on the left, 8-20 Napier Street.

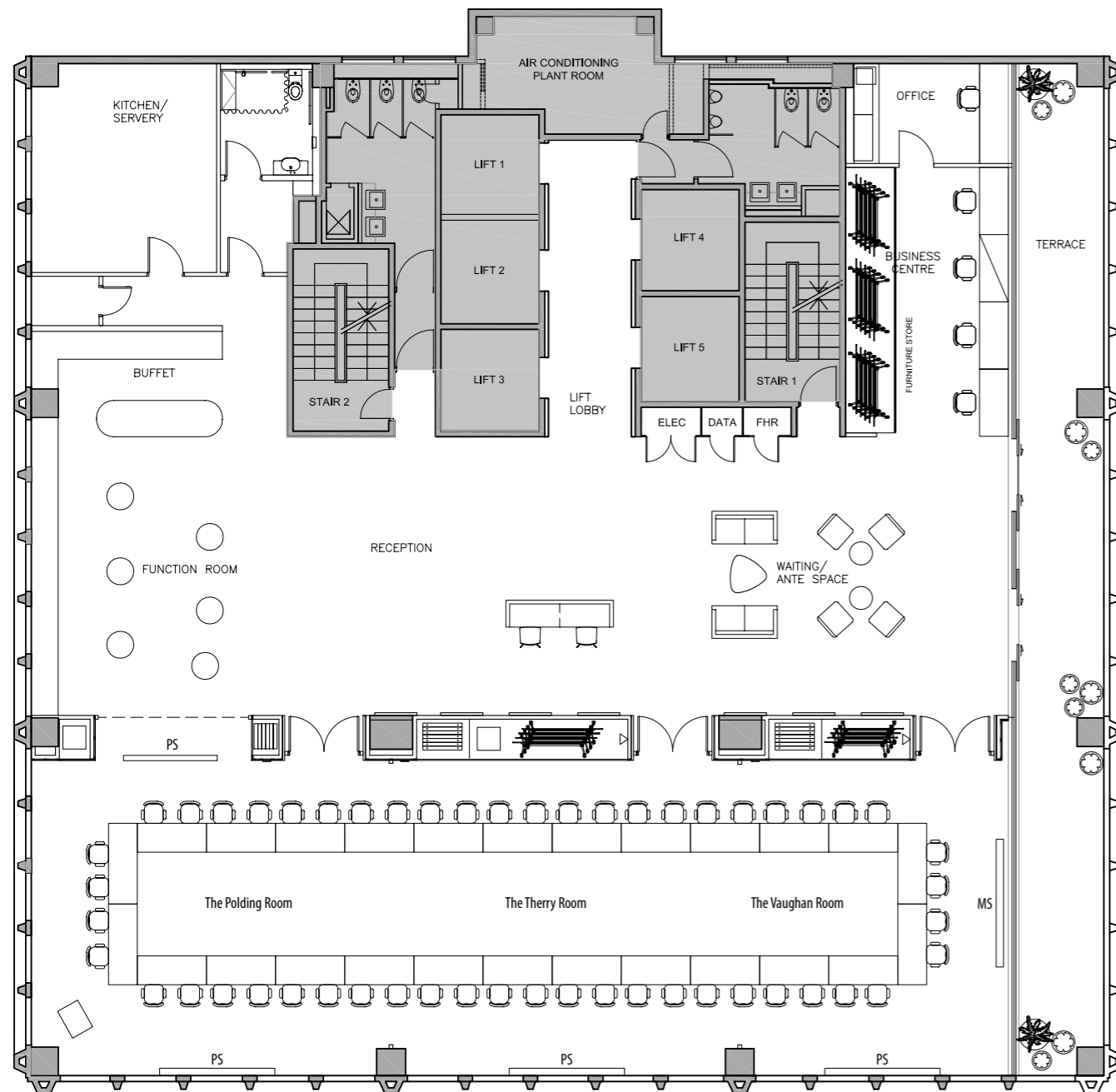
### BUS

Many bus services to North Sydney stop at Blue Street; adjacent to the train station, or on Pacific Highway.  
For transport options visit [transportnsw.info](http://transportnsw.info)





# Venue floor plan



## Legend

- MS Main presentation screen, recessed into ceiling.
- PS Projection screen recessed into ceiling.

# Our fees

ROOM	FEE
The Peter Cosgrove Centre	\$1400 +GST
The Polding Room	\$800 +GST
The Therry Room	\$800 +GST
The Vaughan Room	\$800 +GST
The Polding Room & The Therry Room Combined	\$1000 +GST
The Therry Room & The Vaughan Room Combined	\$1000 +GST

Please note fees are based on a per day rate for normal business hours, 9am to 5pm, additional costs may apply for bookings outside of business hours. Please note fees include tea and coffee making facilities, lectern, microphone and use of business centre.

Payment Details: A non-refundable deposit of 50% is required at the time of booking. The balance of payment is due 48 hours prior to your booking. No refund applies once final payment is made. Payment can be made via direct deposit and credit card.

Please note the responsibility for the venue is at the discretion of the booker, all breakages will be charged. Please note a bond may also apply.





# Preferred suppliers

The Peter Cosgrove Centre has a preferred list of suppliers for catering and event needs. We request customers to select suppliers from the following list only. These suppliers are familiar with the venue, its capabilities and equipment. Please note all supplier arrangements are at the responsibility of customers. The Peter Cosgrove Centre does not take responsibility for any supplier arrangements.

## CATERING

<b>Flavours Catering</b> 1300 368 605 <a href="http://www.flavourscatering.com.au">www.flavourscatering.com.au</a> <a href="mailto:info@flavourscatering.com.au">info@flavourscatering.com.au</a>	<b>European Catering</b> 02 9317 2733 / 0413 752109 <a href="http://www.europeancatering.com.au">www.europeancatering.com.au</a> <a href="mailto:info@europeancatering.com.au">info@europeancatering.com.au</a> <a href="mailto:carlo@europeancatering.com.au">carlo@europeancatering.com.au</a>	
<b>Avocado</b> 02 9264 1300 <a href="http://www.avocadogroup.com.au">www.avocadogroup.com.au</a> <a href="mailto:catering@avocadogroup.com.au">catering@avocadogroup.com.au</a>	<b>Caterez (onsite)</b> 02 8884 2486 <a href="http://www.caterez.com.au">www.caterez.com.au</a> <a href="mailto:admin@caterez.com.au">admin@caterez.com.au</a>	

## FLORISTS

<b>Floral Craftsman</b> 02 9969 3870 <a href="http://www.floralcraftsman.com.au">www.floralcraftsman.com.au</a> <a href="mailto:matt@floralcraftsman.com.au">matt@floralcraftsman.com.au</a>	<b>Lucy's Florist</b> 02 9799 2111 <a href="http://www.lucysflorist.com">www.lucysflorist.com</a> <a href="mailto:info@lucysflorist.com">info@lucysflorist.com</a>	<b>Pearsons Florist North Sydney</b> 02 9188 7425 <a href="http://pearsonsfiorist.com.au">pearsonsfiorist.com.au</a> <a href="mailto:northsydney@pearsonsfiorist.com.au">northsydney@pearsonsfiorist.com.au</a>
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## DÉCOR, LIGHTING, THEMING, STYLING, SET UP

<b>Funktionalität</b> 02 9557 8105 <a href="http://www.funktionalität.com.au">www.funktionalität.com.au</a> <a href="mailto:info@funktionalität.com.au">info@funktionalität.com.au</a>	<b>Valiant Hire</b> 02 9690 4000 <a href="http://www.valiant.com.au">www.valiant.com.au</a> <a href="mailto:hire@valiant.com.au">hire@valiant.com.au</a>	
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## AV EQUIPMENT

<b>Sydney Audio Visual</b> 02 9966 8501 <a href="http://www.sydneyav.com.au">www.sydneyav.com.au</a> <a href="mailto:michael@sydneyav.com.au">michael@sydneyav.com.au</a>		
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## PHOTOGRAPHER

<b>Parsley Creative</b> <a href="http://www.parsleycreative.com.au">www.parsleycreative.com.au</a> <a href="mailto:nicola@parsleycreative.com.au">nicola@parsleycreative.com.au</a>		
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# Conditions of use

All clients must disclose in full the intended use of the venue.

The University reserves the right to decline or cancel any booking request at any time if there is reasonable cause to believe the use of the venue may:

- compromise the safety or well-being of staff, students, facilities or cultural and community assets
- incite violence or discrimination in any form
- damage the University's property or reputation
- breach any laws
- interrupt the core activities of the University or otherwise create unwarranted disturbance to the amenity of the campus

The University will not hire venues to external clients for any of the following types of events:

- events that promote the use of alcohol or tobacco
- events that promote the armaments or sex industries
- events in which a person involved as a presenter, attendee or organiser is likely to cause a risk to the safety of speakers, visitors or the University community
- events likely to interrupt the core activities of the University or otherwise create unwarranted disturbance to the amenity of the campus
- events held by organisations which falsely misrepresent their purpose or services
- events that conflict with the University's mission and values

The University reserves the right not to provide a reason for cancellations, rejections or changes to a booking request for an external client.

The University reserves the right to monitor events at any time, whether for external clients or otherwise.

External clients who hire a University venue are responsible for the cost of any damage to the venue or to any University property within the venue that occurs during the hire period.

As a condition of hire, external clients are required to hold their own public liability insurance policy to a (minimum) limit of liability of \$10,000,000, as they are not covered by the University's insurance. The University may ask for a copy of the certificate of currency at any time.

## CANCELLATIONS

Cancellations are required at least 5 business days prior to the event date.



# Booking Form

## YOUR DETAILS

Name of organisation \_\_\_\_\_

Department name \_\_\_\_\_

## Contact details

Full name \_\_\_\_\_

Office phone \_\_\_\_\_ Mobile phone \_\_\_\_\_

Email address \_\_\_\_\_

Postal address \_\_\_\_\_

## Alternative contact details

Full name \_\_\_\_\_

Office phone \_\_\_\_\_ Mobile phone \_\_\_\_\_

Email address \_\_\_\_\_

## EVENT DETAILS

Event name and purpose \_\_\_\_\_

Type of event (for example: meeting, seminar, conference, workshop) \_\_\_\_\_

Start date of event \_\_\_\_\_ End date of event \_\_\_\_\_

Start time \_\_\_\_\_ Finish time \_\_\_\_\_

Number of anticipated participants \_\_\_\_\_

## Room required

The Peter Cosgrove Centre

The Vaughan Room

The Polding Room

The Polding Room & The Therry Room Combined

The Therry Room

The Therry Room & The Vaughan Room Combined

**Room set-up requirements** (for example: boardroom, theatre style, cabaret style) \_\_\_\_\_

## Equipment

 (Please indicate your equipment requirements)

PC

Teleconference phone

Videoconferencing

Data Projector/Screen

Lectern

**Catering** (Please indicate if the event requires catering and what arrangements you have made with our preferred suppliers including clean up) \_\_\_\_\_

## CONTACT DETAILS

For bookings and enquiries, please contact our Functions Coordinator

**Paul Fowkes**

T 02 9739 2724

E PeterCosgroveCentre@acu.edu.au

## SIGNATURE

I agree to the hire conditions and guarantee of payment.

Name \_\_\_\_\_

Organisation/position \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

*We will endeavour to respond to your booking within 24 - 48 hours of your enquiry. Please note your booking is not confirmed until you receive an email confirmation indicating that your booking has been accepted. Unfortunately, bookings cannot be made unless a booking form has been completed.*



OFFICE OF THE VICE-CHANCELLOR  
AND PRESIDENT

**Paul Fowkes, Functions Coordinator**

Level 18  
Tenison Woods House  
8-20 Napier Street  
North Sydney NSW

T: +61 2 9739 2724

E: [PeterCosgroveCentre@acu.edu.au](mailto:PeterCosgroveCentre@acu.edu.au)