

CONFERENCE KIT

It's my club

C.ex.com.au

Valid to June 2020*

C.ex Coffs,
Vernon Street,
Coffs Harbour
T: 6652 3888



INTRODUCTION:

Welcome to Conferences at C.ex Coffs. This information kit includes:

- Function rooms and rates
- Menus
- Suggested additional activities
- Travel agent and accommodation information

If you require any further menus or information please contact our friendly Sales and Events Team who will be happy to provide you with the information that you require.



Conferences at C.ex Coffs

C.ex Coffs is the ideal venue to hold your conference. Benefits of conferencing with C.ex Coffs are:

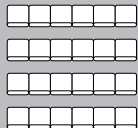
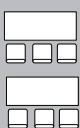
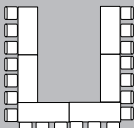
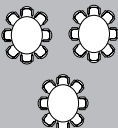
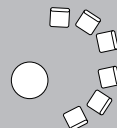
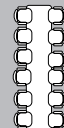
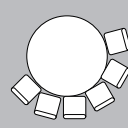
- Conveniently located in the centre of Coffs Harbour's Central Business District
- Only 3km from the Coffs Harbour Regional Airport and central to public transport
- Seating up to 1,000 guests, with multiple function areas, being the largest venue located between Newcastle and the Tweed Coast
- State of the art presentation and audio visual equipment
- Catering options to suit every style and meet your requirements
- Onsite dining options including The Brasserie, Cutler's Coffee Shop and Ribeye On Vernon
- Your own dedicated Event Coordinator to assist you through the planning process.



STEP 1

Choose a Function Room and Setup

CONFERENCE ROOM CAPABILITIES

Set up styles	Theatre Style 	Class Room 	U-Shape 	Banquet 	Cocktail 	Board Room 	Cabaret 
Grand Auditorium	1000	400	30	500	1000	20	400
Auditorium	600	250	30	350	600	20	210
Rainbow Room	250	120	30	150	300	20	100
Blue Room	250	120	30	150	300	20	100
Board Room						16	
Entertainment Lounge	200	100	30	120	300	20	60
Ribeye Room	70	30	30	60	100	20	40
C.ex Northside*	100	80	30	On request	On request	20	On request

* Northside is located adjacent to the main venue.

VENUE HIRE RATES

Room hire rates include the room set in your preferred style and dressed with linen, note pads, pens, mints & water

Room	Mon- Fri am	Fri pm - Sat	Sun & Public Hols
Grand Auditorium	\$690	\$1050	\$1380
Auditorium	\$400	\$600	\$770
Rainbow Room	\$310	\$460	\$630
Blue Room	\$250	\$400	\$580
Boardroom	\$180	\$200	\$230
Small Board Room	\$160	\$180	\$210
Ribeye Room	\$290**	N/A	\$600
C.ex Northside	\$230	\$350	\$440
Entertainment Lounge	\$250	\$350	\$440
Vista Lounge	\$200	N/A	\$350

* C.ex Coffs Terms & Conditions apply for all bookings

** Available Sunday - Wednesday. Thursday morning may be available on application.

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STEP 2 Select your Catering

Dietary Requirements & Custom Menus

Our chefs at C.ex Coffs are able to cater for any dietary requirements your guests may have. They are also happy to customise a menu to suit your specific needs, should you have a special menu in mind.

Tea and Coffee

Brewed Tea and Coffee

One serving - \$4.80 per person

Half day - \$8.70 per person

Full day - \$10.80 per person

Morning and Afternoon Tea

You may select one item for groups under 25 pax and two items for larger groups. All Morning and Afternoon Tea menus include freshly brewed coffee and assorted teas.

RUBY MORNING OR AFTERNOON TEA

No minimum numbers apply- \$6.00pp

- Packet Biscuits

SAPPHIRE MORNING OR AFTERNOON TEA

Minimum of 10 people apply - \$9.60pp

- Lamingtons
- Apple and cinnamon muffins
- Berry and white chocolate muffins
- Triple chocolate muffins
- Scones jam and cream
- Mango and white chocolate scones
- Carrot cake
- Banana cake
- Cherry ripe slice
- Anzac cookies
- Freshly baked pastries
- Cornetto ice cream
- Churros with chocolate and caramel dipping sauce



DIAMOND MORNING OR AFTERNOON TEA

Minimum of 20 people apply - \$11.70

- Almond tarts
- French vanilla slice
- Miniature fruit flans
- Miniature Portuguese tarts
- Banana & mascarpone spring rolls
- Flourless orange and almond cake
- Mini chocolate selection
Cadbury & Nestlé's Finest
- Triple chocolate cups - *chocolate pastry cup, dipped in chocolate & filled with ganache*



Buffet Lunch

Ruby Lunch

SANDWICHES AND WRAPS BUFFET*

Minimum numbers of 15pax apply- \$19.50pp

Make sandwiches and wraps just the way you like from a variety of selections, served buffet style.

Bread Basket- selection of breads

Sliced cold cuts- leg ham, chicken, salami, roast beef

Salads- tomato, lettuce, cheese, carrots, cucumber, beetroot

Condiments- mustards, tomato relish, cream cheese, guacamole, margarine

Seasonal fruit platter

Served with orange juice

** Variety of sandwiches and wraps can be served already prepared if preferred. Please let your Event Coordinator know if this is your preference*

Alternatives

- Sandwiches and soup buffet
- Wraps and soup buffet

SALAD BUFFET

Minimum numbers of 15pax apply- \$19.50pp

Create your choice of salad from a selection of options, or follow our recipes displayed on your buffet!

Meat- chicken, salami, bacon pieces, marinated beef

Salads- tomato, lettuce, carrots, cucumber, beetroot, pumpkin, cabbage, red onion

Extra flavours- cheese, feta, parmesan, caramelised onion, croutons, olives, crunchy noodles, pine nuts, walnuts

Condiments- vinaigrette, Caesar dressing, Asian dressing, coleslaw dressing, French dressing, seeded mustard dressing

Seasonal fruit platter

Served with orange juice

** The following salads can be served pre made if preferred - Caesar Salad, Beetroot Salad, Asian Salad, Greek Salad and Pumpkin Salad*

Please let your Event Coordinator know your preference.



ADD TEA AND COFFEE TO YOUR LUNCH
SELECTION FOR \$4.80 PER PERSON

Sapphire Lunch

GOURMET BUFFET

Minimum numbers of 25pax apply- \$22.80pp

Hot selection- choose two hot meal items to be served. *Your Event Coordinator will provide you with the meal options one month prior to your event. Examples include honey soy noodle stir fry, corned beef, chicken rissoles, battered fish, black bean beef*

Sides- please choose three sides: hot chips, rice, chefs gourmet salad, garden salad, mash, peas and corn

Served with- seasonal fruit platter and orange juice

BURGER BUFFET

Minimum numbers of 25pax apply- \$22.80pp

Make burgers just the way you like from a variety of selections all offered on a buffet

Gourmet breads- selection of breads and rolls

Meat and vegetarian selection- chicken schnitzel, veggie patties, meat patties, steak

Salads- tomato, lettuce, cheese, carrot, cucumber, beetroot, onion jam

Condiments- tomato sauce, barbeque sauce, sweet chilli sauce, sour cream, guacamole

Served with- chefs selection salad, garden salad, seasonal fruit platter and orange juice

PLOUGHMAN'S BUFFET

Minimum numbers of 25pax apply- \$22.80pp

Create your own favourite lunch from a variety of selections all offered on a buffet

Hot selection- quiche lorraine, vegetarian quiche, gourmet meat pie

Cheese platter- hard cheese, soft cheese, blue vein cheese, lavosh, quince paste

Cold cuts platter- leg ham, salami, chicken, salmon

Served with- chefs selection salad, garden salad, seasonal fruit platter and orange juice

Diamond Lunch

GOURMET BUFFET

Minimum numbers of 30pax apply- \$33.80pp

A selection of dips and freshly baked bread

Poached fillets of Atlantic salmon
with chefs own mayonnaise

Sugar baked ham
carved by your chef off the bone

Freshly minted new potatoes

Fresh asparagus and poppy seed dressing

Tossed garden salad

Chocolate dipped profiteroles
filled with crème patisserie

Fresh strawberries and cream

Served with- orange juice, freshly brewed coffee & assorted teas

Boxed Lunch

All boxed lunches include wrapped cutlery, refresher towel and condiments

Ruby Boxed Lunch

- Minimum 10 people

\$16.80 per person

Selection of sandwiches

Fresh piece of fruit

Chocolate treat

Packet biscuit

Bottle of juice



Diamond Boxed Lunch

- Minimum 10 people

\$22.80 per person

Gourmet pasta salad

Salami, vintage cheddar and salad baguette

Chefs choice of freshly baked cake

Cheese and crackers

Chocolate treat

Bottle of juice



Sapphire Boxed Lunch

- Minimum 10 people

\$20.80 per person

Cured leg ham, vintage cheddar and fruit

Chutney baguette

Chefs choice of freshly baked cake

Individual fruit salad

Chocolate treat

Bottle of juice



Casual Lunch

**Dine in The Brasserie or
PLANK Coffee Shop**

If you would like your delegates to take a break away from your meeting room, this is the perfect option for you. We can offer casual seating or arrange tables to seat everyone together.

Delegates are able to pay for their own lunch or we would be happy to arrange lunch tickets that can be added to your final invoice.

PLANK **THE**
brasserie

ASK ABOUT OUR BUSINESS LUNCH IF YOU ARE
LOOKING FOR A MORE FORMAL ALTERNATIVE!

Platters

Mixed Sandwiches

- 1 Sandwich \$5.90 per person
- 1 1/2 Sandwiches \$8.90 per person
- 2 Sandwiches \$11.80 per person

*Served as a mixed platter of triangle sandwiches with a variety of breads and fillings.
Gluten free bread available.*

Wrap Platter

1/2 Wrap \$5.90 per person

Served as a mixed platter of wraps with a variety of fillings. Gluten free wraps available.

Fruit Platter

\$55.00 per platter

*Each platter serves 10 people.
Variety of freshly cut seasonal fruit.*

Ruby Platter

\$48.00 per platter

Each platter serves 10 people (3 pieces per person)

Choose 3 items per platter:

- 10x Flaky crumbed grenadier fish bites
- 10x Crumbed chicken tenderloins
- 10x Vegetarian spring rolls
- 10x Spinach and gruyere puffs
- 10x Mini gourmet pizzas
- 10x Mini sausage rolls
- 10x Party pies

Sapphire Platter

\$63.00 per platter

Each platter serves 10 people (3 pieces per person)

Choose 3 items per platter:

- 10x Homemade chicken and asparagus sausage rolls with spicy tomato relish
- 10x Chicken tenderloin satay skewers with a peanut dipping sauce
- 10x Thai fish cakes with sweet chilli and lime dipping sauce
- 10x Vegetarian arancini balls
- 10x Spinach and feta rolls
- 10x Pork and chive wontons

Gourmet Pie Platter

\$135.00 per platter

Each platter serves 10 people (3 pieces per person)

Choose 3 items per platter:

- 10x Flinders Island lamb and spicy harissa party pies
- 10x Free range chicken, leek and white wine party pies
- 10x Grassfed beef, mushroom and ale party pies
- 10x Wasabi, cheddar, parmesan and cauliflower party pies

Diamond Platter

\$88.00 per platter

Each platter serves 10 people (3 pieces per person)

Choose 3 items per platter:

- 10x Chicken breast pieces wrapped in bacon, shallow fried and served with a mango, avocado and sour cream dipping sauce
- 10x Lamb loin skewers marinated in rosemary and garlic with a sesame, soy and honey dipping sauce
- 10x Handmade chicken spring rolls with a soy, lime and chilli dipping sauce
- 10x Freshly shucked oysters with lemon and rock salt
- 10x Coconut crumbed prawn cutlets with lime aioli
- 10x Smokey BBQ glazed pork riblets
- 10x Mini pancetta and gorgonzola frittatas

Cheese Platter

\$135.00 per platter

Each platter serves 15 people

A generous selection of cheeses including a hard cheese, soft cheese and blue vein cheese served with crackers, dried fruit, pear and grapes.

Antipasto Platter

\$135.00 per platter

Each platter serves 15 people

A selection of smoked salmon, prosciutto, salami, olives, stuffed peppers, marinated and chargrilled vegetables, melon, grapes, crackers, crusty Turkish bread and sundried tomato tapenade.

Crudités Platter

\$65.00 per platter

Each platter serves 15 people

A selection of carrot sticks, celery sticks, cucumber pieces, cherry tomatoes, breads and dips.

Dessert Platter

\$95.00 per platter

Each platter serves 10 people (3 pieces per person)

Choose 3 items per platter:

- 10x Macarons
- 10x Mini custard and strawberry tarts
- 10x Mini chocolate tarts
- 10x Mini lemon tarts
- 10x Chocolate brownie petit fours

***Recommended quantities**

- 1 Hour- 2 Platters per 10 people (6 canapés per person)
- 2 Hours- 3 Platters per 10 people (9 canapés per person)
- 3 Hours- 4 Platters per 10 people (12 canapés per person)
- 4 Hours- 5 Platters per 10 people (15 canapés per person)

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STEP 3

Select your required equipment



EQUIPMENT & AUDIO VISUAL

The following items are complimentary and included in your room hire:

- Whiteboard and markers
- Portable screen
- Access to Plasma TVs, CD & DVD Players
- Lectern
- Flipchart
- Microphone (1)
- WiFi
- Audio
- Electronic Whiteboard
- Clicker

Other equipment available

- Cable high speed Wireless Internet
- Laptop \$40.00
- Headset Microphone \$65.00
- Additional Microphone \$65.00
- Data Projector \$130.00
- Teleconferencing Phone \$65.00

All conference bookings will also have access to our Meeting Kits which include office items such as pens, paperclips, stapler, sticky tape, bin, elastic bands, scissors, blu-tac, pins, highlighters, clock, and tissues

If you require additional equipment or an audio visual technician for your event, we work closely with reputable suppliers and can source a quote on your behalf or arrange contact with suppliers direct.

OFFICE SERVICES

Let us be your office away from work, offering peace of mind when you don't have access to the supplies you require. Access to fax, photocopying, laminating and telephone facilities is available. Pricing available on request.

FOOD & BEVERAGE OPTIONS

C.ex Coffs also offers a range of dining outlets available to you and your guests. Our Events Team would be delighted to arrange a group booking on your behalf.

PLANK

PLANK offers café style dining experience for lunch, dinner and light snacks. Make sure you try the baked fresh patisserie treats made by our in house Pastry Chef which are always a favourite.

The Brasserie

The Brasserie is open for a quick counterstyle lunch from 11.45am until 2.00pm. Dinner is served 5.30-9.00pm each evening offering delicious a la carte dining.

Ribeye on Vernon

Ribeye on Vernon is our take on the American BBQ style cuisine and is open for dinner on Thursday, Friday and Saturday evenings from 6.00pm, and Friday lunch from 12noon.



ACCOMMODATION

C.ex Coffs enjoys a relationship with a number of local accommodation providers including Resorts, Hotels and Holiday Parks. This provides flexibility for all styles and budgets. Our courtesy buses provide door to door transport from local accommodation so there's no need for a car (conditions apply).

We are able to tailor an accommodation quote to suit your requirements.

TRAVEL AGENT

Would you like assistance with your travel arrangements? Our travel agency Quadrant, is a fully licensed travel agency that can assist you with all of your airline bookings and travel arrangements. Contact them directly on 02 6651 1555 and let them know that you are attending a conference at C.ex Coffs.

RECREATIONAL FACILITIES

Are you interested in Team Building activities such as tennis, bowls or golf? Our 3 locations have something for everyone:

- **C.ex Woolgoolga** - Bowls
- **C.ex Urunga** - Golf, Tennis, Squash & Croquet
- **C.ex Coffs** - Bowls



Security

C.ex Coffs has security requirements for particular events. These requirements can be discussed with your Sales and Events Coordinator.

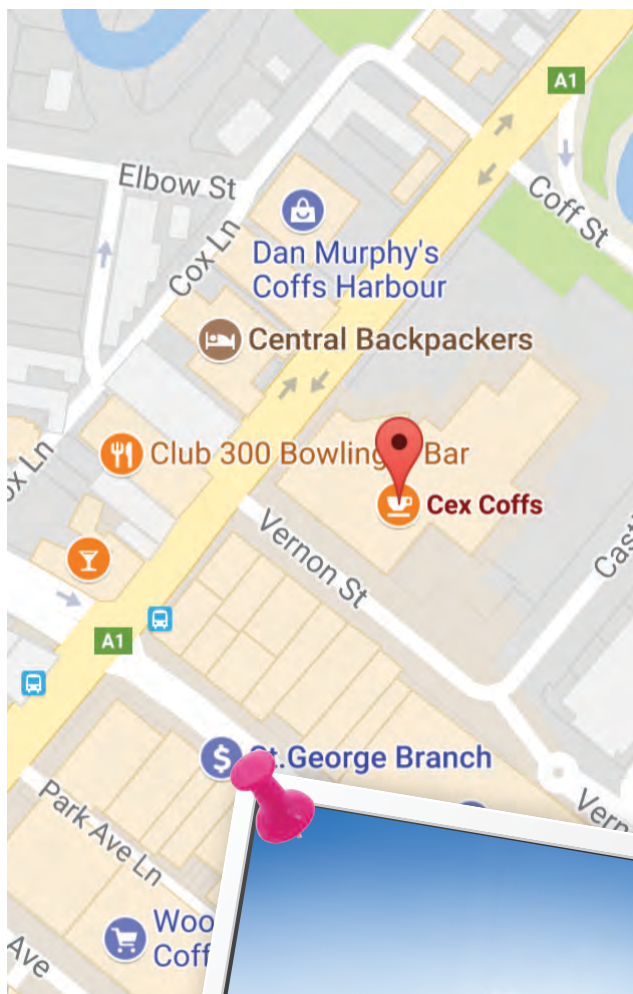


Offsite Activities

- The Big Banana
- Dolphin Marine Magic
- Whale Watching
- Valery Horse Riding Trails
- Bellingen Markets
- The Bunker Cartoon Gallery
- White Water Rafting
- Jet Skiing
- Stand up Paddle Board Experiences
- Kayaking on Coffs Creek
- Yachting
- Paintball
- Cheese making workshops
- Go Karting
- Two Tails Winery Tour
- Segway Rides
- 4 Wheel Drive Tours
- Rainforest treks
- Dorrigo Mountain Bike Riding Tours
- Surf School

Your Sales and Events Coordinator can obtain quotes and arrange bookings for any off-site activity on your behalf. Please do not hesitate to ask and we will do our best to source a suitable activity to enhance your time in Coffs Harbour.

LOCATION & ACCESS OPTIONS



C.EX COFFS

C.ex Coffs is conveniently located in the centre of Coffs Harbour's CBD. Within 3kms of Coffs Harbour Airport, 1.5kms from the train station and situated on the Pacific Highway, your guests will find it easy to locate our venue.

C.ex Coffs also offers the convenience of onsite parking, with a 400 space multi-storey carpark. There are many nearby accommodation options for your delegates convenience.

Disabled parking facilities are also available.

CONTACT US

Please contact our Events Team where our Sales & Events Coordinators are on hand to ensure your conference is arranged perfectly. We would appreciate the opportunity to work with you to personalise the details of your event.

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