

Conferences & Corporate Events

Effective July 2023



Welcome to Conferencing at C.ex Coffs

Featuring



Seating up to 800 guests



10 venue spaces



State of the art presentation and
audio-visual equipment



Catering options to suit every
style and budget



5 on-site Dining Outlets



Your own dedicated Event
Coordinator to assist you
through the planning process



3km from Coffs Harbour
Airport and close to Public
Transport options



Walking distance to local
Accommodation Providers



Complimentary on site parking
with accessible options

Step 1 – Choose a Venue Space and Set Up

Conference room capacities

Set up style	Theatre	Class Room	U-Shape	Banquet	Cocktail	Board Room	Cabaret
Grand Auditorium	800			500	1000		400
Auditorium	500	250		350	600	30	210
Rainbow Room	250	120	30	150	300	30	100
Blue Room	250	120	30	150	300	30	100
Board Room						12	
Ribeye Kitchen			22				
Long Tan Room						6	
Kokoda Room						8	

Venue hire rates

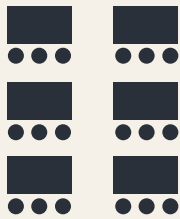
Venue hire rates include room set, table linen, note pads, pens, mints and water along with a dedicated Events Team. A Meeting Kit will also be supplied featuring all your stationery essentials.

Room	Mon - Fri am	Fri pm - Sat	Sun & Public Hols
Grand Auditorium	\$900	\$1400	\$1800
Auditorium	\$550	\$800	\$1000
Rainbow Room	\$400	\$600	\$850
Blue Room	\$350	\$550	\$800
Board Room	\$250	\$270	\$300
Entertainment Lounge	POA	POA	POA
Ribeye Kitchen	\$400	N/A	N/A
Long Tan Room	\$250	\$280	\$300
Kokoda Room	\$250	\$280	\$300
Vista Lounge	\$300	\$350	\$450

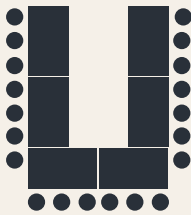
*C.ex Coffs Terms & Conditions apply for all bookings

Step 1 – Help! How Should My Venue Space Be Set Up?

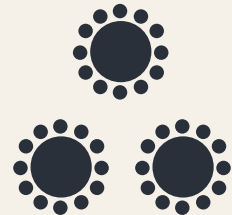
Class Room



u-shape



Banquet



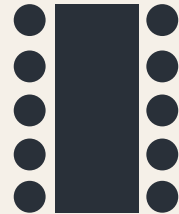
Theatre



Cocktail



Board room



Cabaret



Don't forget

Trade Tables
Registration Table
Presenter or Panel
Table



Are you Located Out of Town?
TOUR our Venue Spaces Virtually
by clicking [HERE](#)



Step 2 – Select Your Catering

Morning and Afternoon Tea

Tea and Coffee Station

Freshly brewed coffee and assorted teas

One serving – \$5.00 per person

Full day – \$12.00 per person

Premium

Includes freshly brewed coffee and assorted teas

Minimum of 10 people apply – \$12.00pp

- Spinach and feta in puff pastry V
- Breakfast tart with egg, vine tomato and ham *V option available
- Ham and cheese croissant

Classic

Includes freshly brewed coffee and assorted teas

Minimum of 10 people apply – \$11.00pp

- Assorted muffins
- Scones with jam and cream
- Assorted cakes
- Pastries
- Churros with chocolate and caramel dipping sauce
- French vanilla slice

Add Ons

Packet biscuits – \$3.00 per person

Jug of Orange Juice – \$12.00

Jug of Soft Drink – \$11.50



Dietary Requirements

Our chefs at C.ex Coffs are able to cater for any dietary requirements your guests may have.

GF = Gluten free

DF = Dairy free

V = Vegetarian

VG = Vegan

Step 2 – Select Your Catering

Breakfast

Minimum numbers of 50 people apply

Served with fresh fruit platters on arrival, orange juice, freshly brewed coffee & assorted teas

Plated Breakfast

\$35.00pp

Please select 2 items below for an alternate drop:

- Eggs Benedict: poached egg, smoked salmon, hollandaise on a toasted muffin
- Spanish omelette: mushroom, capsicum, olives, crispy potato, mozzarella, onion, and tomato relish *V, GF*
- Crispy bacon, scrambled eggs with chives, chipolata sausage, roasted roma tomato, sauteed field mushroom on thick cut toast
- Roasted Mediterranean vegetables, wilted spinach, poached egg and hollandaise on toasted Turkish *V*

Buffet Breakfast

\$32.00pp

- Crispy bacon *GF*
- English pork sausage *GF*
- Sea salt roma tomatoes *V*
- Golden potato rosti *V*
- Field mushroom tossed in butter and fresh herbs *V, GF*
- Fluffy scrambled eggs *GF*
- Toasted bread

Step 2 – Select Your Catering

Boxed Lunch

Buffet Lunch

Classic Boxed Lunch

Minimum of 10 people – \$21.00pp

- Sandwich selection (1)
- Fresh piece of fruit
- Chocolate treat
- Packet biscuit
- Bottle of juice

Premium Boxed Lunch

Minimum of 10 people – \$30.00pp

- Gourmet pasta salad
- Baguette with chef's selection of fillings
- Chefs choice of baked cake
- Cheese and crackers
- Chocolate treat
- Bottle of juice

Sandwiches, Wraps & Rolls

1 Sandwich \$8.00 per person

1/2 Wrap \$8.00 per person

1 Bread roll \$9.00 per person

Served with a variety of the following fillings:

- Roast lamb with cheese and mint jelly
- Roast beef with pickles, tomato, avocado and rocket
- Ham, cheese and tomato
- Chicken, avocado and cheese
- Bacon, lettuce and tomato
- Chicken with salad and mayonnaise
- Egg and lettuce
- Tomato, cheese, spinach and avocado
- Salad sandwich with avocado V

* Gluten free wraps available

Classic Buffet

Minimum numbers of 40pax apply – \$30.00pp

Hot selection – choose 2 of the following:

- Roast chicken
- Roast pork GF, DF
- Roast beef GF, DF

Sides Included

- Roasted pumpkin DF
- Rosemary and sea salted roasted potatoes GF, DF
- Medley of vegetables DF
- Bread rolls
- Gravy *GF available

Premium Buffet

Minimum numbers of 40pax apply – \$44.00pp

Served with orange juice, freshly brewed coffee and assorted teas

- A selection of dips and freshly baked bread
- Poached fillets of Atlantic salmon with hollandaise GF
- Sugar baked ham GF
- Rosemary potatoes V, GF
- Tossed garden salad with poppy seed dressing V, GF
- Chocolate dipped profiteroles filled with crème patisserie
- Fresh strawberries and cream V, GF

Add Tea and Coffee

With lunch for \$5.00 per person

Step 2 – Select Your Catering

Platters

All hot platters served with a variety of dipping sauces

Classic Platter

\$68.00 per platter

Each platter serves 10 people (3 pieces per person)

Choose 3 items per platter:

- 10 x Tempura fish bites
- 10 x Crumbed chicken tenderloins
- 10 x Vegetarian spring rolls V
- 10 x Spinach and gruyere puffs V
- 10 x Mini gourmet quiches *V option available
- 10 x Mini sausage rolls
- 10 x Party pies

Premium Platter

\$90.00 per platter

Each platter serves 10 people (3 pieces per person)

Choose 3 items per platter:

- 10 x Chicken and chive sausage rolls
- 10 x Chicken tenderloin satay skewers
- 10 x Peking duck spring rolls
- 10 x Spinach and feta rolls V
- 10 x Deep fried pork and vegetable gyoza
- 10 x Chicken breast pieces wrapped in bacon, shallow fried
- 10 x Lamb loin skewers marinated in rosemary and garlic sesame
- 10 x Smokey BBQ glazed pork riblets
- 10 x Tempura prawns

Fruit Platter

\$74.00 per platter

Each platter serves 10 people

- Variety of freshly cut seasonal fruit

Cheese Platter

\$190.00 per platter

Each platter serves 10 people

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

Step 2 – Select Your Catering

Platters

Antipasto Platter

\$179.00 per platter

Each platter serves 10 people

- A selection of smoked salmon, prosciutto, salami, olives, marinated and chargrilled vegetables, melon, grapes, crackers, breadsticks and a selection of dips

Slider Platter

\$168.00 per platter

Each platter serves 10 people (3 pieces per person)

- 10 x Pulled pork with crunchy slaw
- 10 x Lightly spiced vegetable pattie with yoghurt
- 10 x Beef burger with cheese and tomato relish

*Maximum of 10 platters

Crudités Platter

\$84.00 per platter

Each platter serves 10 people

- A selection of carrot sticks, celery sticks, cucumber pieces, cherry tomatoes, bread sticks and dips

Dessert Platter

\$120.00 per platter

Each platter serves 10 people

3 pieces per person

- Selection of Petit Fours*

*Subject to availability

* 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)



**A PROUD
SUPPORTER OF
OZHARVEST**

Step 2 – Select Your Catering

Dining outlets

Conferencing can be exhausting! Why not use the break to explore C.ex Coffs on-site Dining Outlets? Your Sales and Events Coordinator would be delighted to arrange a reservation on your behalf, with guests paying for their own meals or added to an account.



Papaveros

Located on the ground floor at C.ex Coffs, Papaveros boasts an Italian style setting offering delicious pizzas, pastas, authentic Italian entrees and mains plus a selection of delicious desserts.

The Brasserie

Influenced largely by modern Australian cuisine, The Brasserie at C.ex Coffs serves up simple, wholesome and delicious dishes using only the freshest produce.



PLANK

PLANK is located on the western deck, in a tranquil garden setting. Serving delicious cakes and sweets as well as tasty sandwiches and daily lunch specials seven days a week. Offering light snacks and tasty grab and go items for a quick bite to eat.

Ribeye Rooftop Bar and Kitchen

Ribeye Rooftop Bar & Kitchen is fully licensed, offering both a premium dining experience with the Ribeye Kitchen and a more casual setting with Ribeye Rooftop Bar that offers a selection of tapas and share plates.



Step 4 – select your AV Requirements, Equipment and Additional Extras



Equipment & Audio Visual

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

- Whiteboard and Markers
- Portable Projector Screen
- Lectern
- Microphone (1)
- WiFi
- Audio
- Clicker



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 & Croquet
- C.ex Coffs – Bowls



Other Equipment Available

- Cable High Speed Wireless Internet (POA)
- Laptop \$50.00
- Additional Microphone \$80.00
- Data Projector \$170.00
- Portable Dance Floor \$300

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.



Security

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



Meeting Kit

Each venue space features your own Meeting Kit of office essentials from blu tac and bulldog clips to post its and pens. We are happy to provide any additional items you require!



Office

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.



Location & Access options



C.ex Coffs

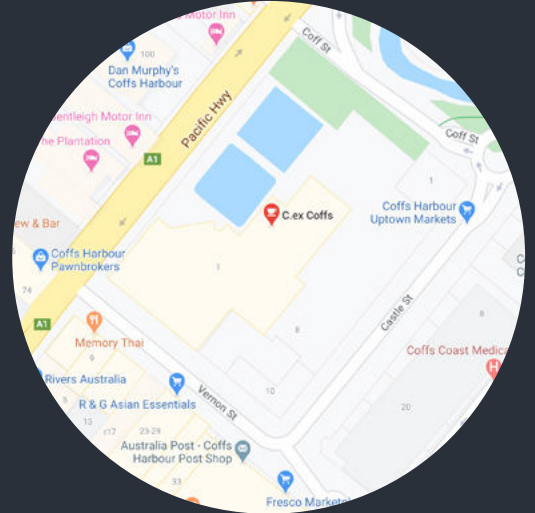
C.ex Coffs is conveniently located in the centre of the Coffs Harbour CBD with easy access to Coffs Harbour Regional Airport and public transport options.

Parking

C.ex Coffs offers the convenience of on-site parking with a multi-storey carpark, accommodating up to 400 cars. The car park is accessed from Castle Street and parking is complimentary. Additionally, the public car park opposite C.ex Coffs provides a surplus of parking options.

Accessibility

Accessible parking, amenities and lift/ramp access are all available.



Contact us

Please contact our Events Team for further information.

2 – 6 Vernon Street
PO Box 2068
Coffs Harbour NSW 2450

P 02 6652 3888
E functions@cex.com.au

