



# SUNPAC MEETING ROOM PACKAGES

## Welcome to the Sunnybank Performing Arts & Cultural Centre

**SunPAC is a versatile, multi-purpose theatre, cultural community hub and functions venue on Brisbane's southside.**

Located in the heart of Sunnybank, SunPAC offers versatile meeting options for groups large and small. As well as the professional theatre space which offers flexible seating options for 100 to 300 people, our small meeting room is ideal for business and community meetings for up to 40 people. Flexible catering options are available to suit.

SunPAC is well connected to public transport with access via bus and road and just 20 minutes' drive from Brisbane CBD. Free onsite underground parking is available with direct lift access to the foyer. SunPAC is a fully accessible venue, able to cater for people with individual needs, including wheelchair access and a hearing loop. Speak to our team to discuss your requirements and seating options.

For all your meeting requirements, talk to our team about the Meeting Room Packages available at SunPAC.

# Meeting Room Packages

**Capacity:** 40

**Area:** 55 square metres

## Half Day Meeting

### INCLUSIONS:

- 4 hours of room hire
- Lectern
- Projector
- Whiteboard
- 1 x Event Coordinator

**Price:** \$440 | **Community Price:** \$340

All pricing includes GST (Monday – Saturday)

*Please note: 15% surcharge applies to all bookings on Sundays and public holidays*

## Full Day/Evening Event

### INCLUSIONS:

- 8 hours of room hire
- Lectern
- Projector
- Whiteboard
- 1 x Event Coordinator

**Price:** \$680 | **Community Price:** \$580

All pricing includes GST (Monday – Saturday)

*Please note: 15% surcharge applies to all bookings on Sundays and public holidays*

### MEETING EXTRAS:

- Tea and coffee station 100 cup capacity – \$150
- Tea and coffee refills – \$100
- Note pad, pen and mints – \$6 per person
- Soft drink or juice 1lt carafe – \$6 each
- Full catering available – ask us about our meeting catering options



# Terms & Conditions

### BOOKINGS

A tentative booking will be held for one week from the date of booking. A written notice of confirmation will be required to confirm your booking.

### CANCELLATIONS

We understand that unforeseen circumstances can occur and result in the cancellation of your Event. SunPAC will refund 50% of the deposit if the Event is cancelled by notifying SunPAC in writing at least four (4) weeks prior to the booking date. If the Event is cancelled less than four (4) weeks prior to the booking date, the deposit and any monies paid to SunPAC are non-refundable.

### DEPOSIT

A deposit of \$1000 is required to confirm your booking along with a signed copy of the contract. All fixed costs relating to the Event are to be paid seven (7) days prior to the day of your event, unless otherwise agreed by the Event Coordinator. Please note that failing to finalise the final payment will result in immediate cancellation of your booking.

### FINAL NUMBERS

Final guest numbers for your Event are required seven (7) days prior to the function date. All charges will be calculated on this number and applied to all menus and packages.