



EXCEPTIONAL EVENTS

TAILORED FOR YOU



SHELDON EVENT CENTRE

For Enquiries:

sheldoneventcentre.com
events@sheldoneventcentre.com
(07) 3206 5573



The Sheldon Event Centre is located on the stunning grounds of Sheldon College, 30 minutes from the Brisbane Airport and 1 hour from the Gold Coast, in Brisbane's Bayside.

Nestled in a country setting, transport your guests to a relaxing, picturesque destination without compromising exceptional service and the latest technology.

With capacity to hold 2,000 in the Auditorium for gala dinners, award nights and productions to smaller, intimate functions in Horizons, the Sheldon Event Centre is the perfect location for your next special event or company function.

We look forward to welcoming you to the Sheldon Event Centre.



OUR SERVICES

Venues

Sheldon Event Centre is a venue of exceptional quality and offers catering and a professional events team. The multi-use event centre is suitable for gala dinners, awards nights, conferences, sporting events, exhibitions and weddings. Hirers of the space include major conference organisers, sporting groups and private individuals.

Event Planning and Management

Our team of professionals will provide the support you need in the planning of your event. Whether you need assistance with seating plans, theming or even staffing - we are here to help.

Culinary Services

All meals provided at the Sheldon Event Centre are created on-site with the freshest produce available, and locally sourced where possible. Menus can be tailored for your tastes and to accommodate allergies, religious or health requirements for groups and/or individuals. Please speak to us about your specific needs.

Service

Your event deserves the very best from the moment your guests step through the door until the last delegate departs. You can count on our customer-focused hospitality team to provide each of your delegates with exceptional service.





Decoration and Theming

The Sheldon Event Centre creates moments that last a lifetime by providing exceptional quality lolly buffets, ceremony decorations, marquees, mobile bars and reception styling to transform any space into a sophisticated, stylish and special event.

AV and ICT

The Sheldon Event Centre is equipped with the latest technology to ensure your event is one to remember. Whether you require a workshop space with a projector and microphone to an awards evening with full-scale lighting and audio production, our AV team have the technology and knowledge to assist.

Marketing

Our experienced Marketing team know that in order to sell tickets, you need to be armed with a marketing strategy that effectively promotes your event to the right audience.

“The facilities the Sheldon Event Centre provide are first class and are complemented by staff who are above average in expertise and customer service; exceeding our expectations and making our annual awards event both polished and professional”

Naomi Cauley

**Executive Officer
Redland City Chamber
of Commerce**



Meet the Team

Fabian Iseli Executive Chef

Over the past 25 years, having worked in kitchens across the globe in various catering styles, Sheldon Event Centre's Executive Chef has acquired an expansive knowledge of International cuisine and cooking styles. From Luxury Yachts, 5 Star Hotels, Wineries, Bulk Food Preparation, Fine Dining to Street Food, Fabian and his team have worked in many fast-paced environments.

Fabian has led the Sheldon Event Centre's culinary team for a number of years and takes pride in the fact that they have a full size commercial kitchen as a home base, which enables them to produce many items in-house, as opposed to buying in.

Fabian believes that Sheldon Event Centre is a business built on passion for food, passion for the industry, experience, drive, persistence and a hunger for further knowledge.



“I look forward to providing your guests with an exceptional dining experience during your event at the Sheldon Event Centre.”

**Executive Chef
Fabian Iseli**

Meet the Team

Hugo Diegues Events Manager

Hugo Diegues is a hospitality professional with over 15 years' experience in Restaurants, Executive Lounges, Room Service, Bars, Fine Dining, Banqueting, Conferences and Events Operations.

Hugo started his career in his home country of Portugal and quickly excelled into the competitive hospitality industry in London, where he worked in world-class venues like Grosvenor House, Café Royal, Hilton on Park Lane and Hilton Bankside.

This international experience has enabled him to strengthen his interpersonal skills, build strong teams and effective working relationships that last years. Hugo prides himself on creating a family environment at work, bringing the team and workplace culture together to increase employee connection, personal development and to achieve their goals.

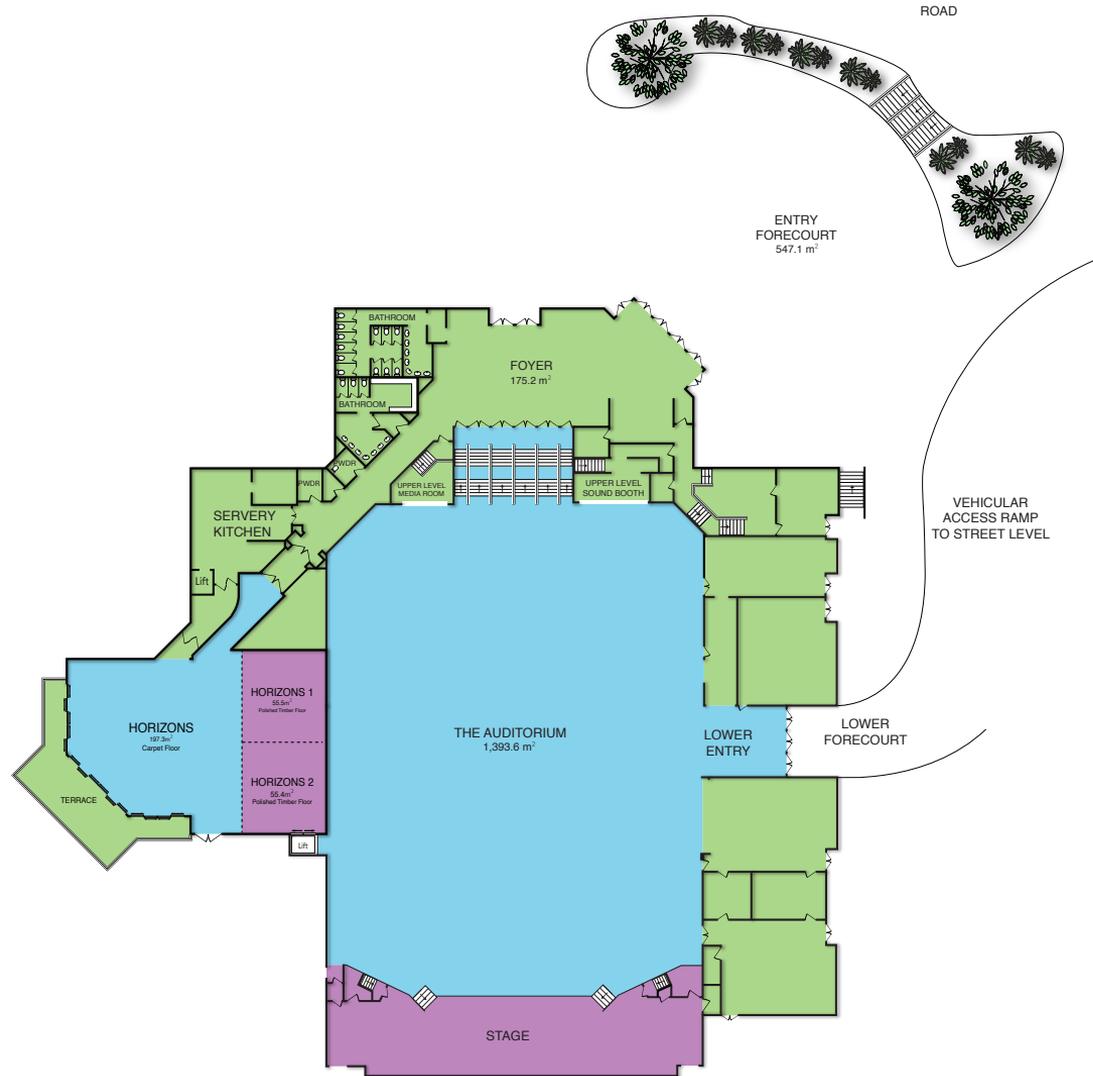


“As a big Disney fan, I believe that being an Event Manager is much like the character of Aladdin. Daily, I get to take customers on a magic carpet ride and help them make their dreams come true”

Hugo Diegues
Events Manager

Function Spaces

Horizons	310.6m ²
Auditorium	1400m ²
Forecourt	547.1m ²
Foyer	210m ²





Auditorium

Horizons

Foyer

Forecourt

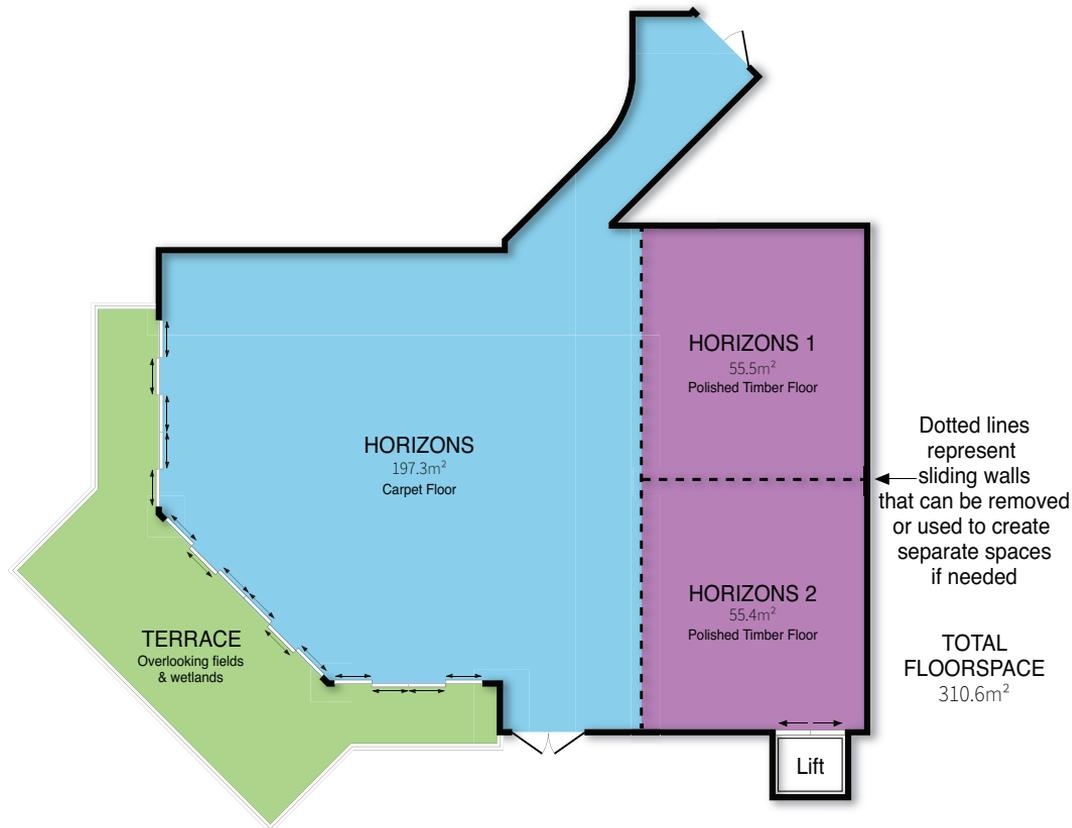
Parking

Entry via
Taylor Road
Gate 1

Horizons

Horizons offers an ideal conference space, with its ability to host an event of up to 200 guests theatre style, with two breakout rooms. The polished flooring available in one area of the room is ideal for dinners requiring a dance floor or a VIP area. A full private bar and terrace overlooking the fields and wetlands, makes an ideal entertaining space for cocktail parties, dinners and weddings.





Horizons

- 310.6m² floor space
- Wooden flooring at rear
- Operable walls (flexible to 3 rooms)
- Air conditioning
- Private bar
- Private terrace overlooking fields
- 8 x 6m screen
- Lectern and microphone
- Data projector
- Foyer entry for arrival
- Restrooms including wheelchair and shower facilities on same level
- 32 amp, 3 phase power
- Standard lift access close by



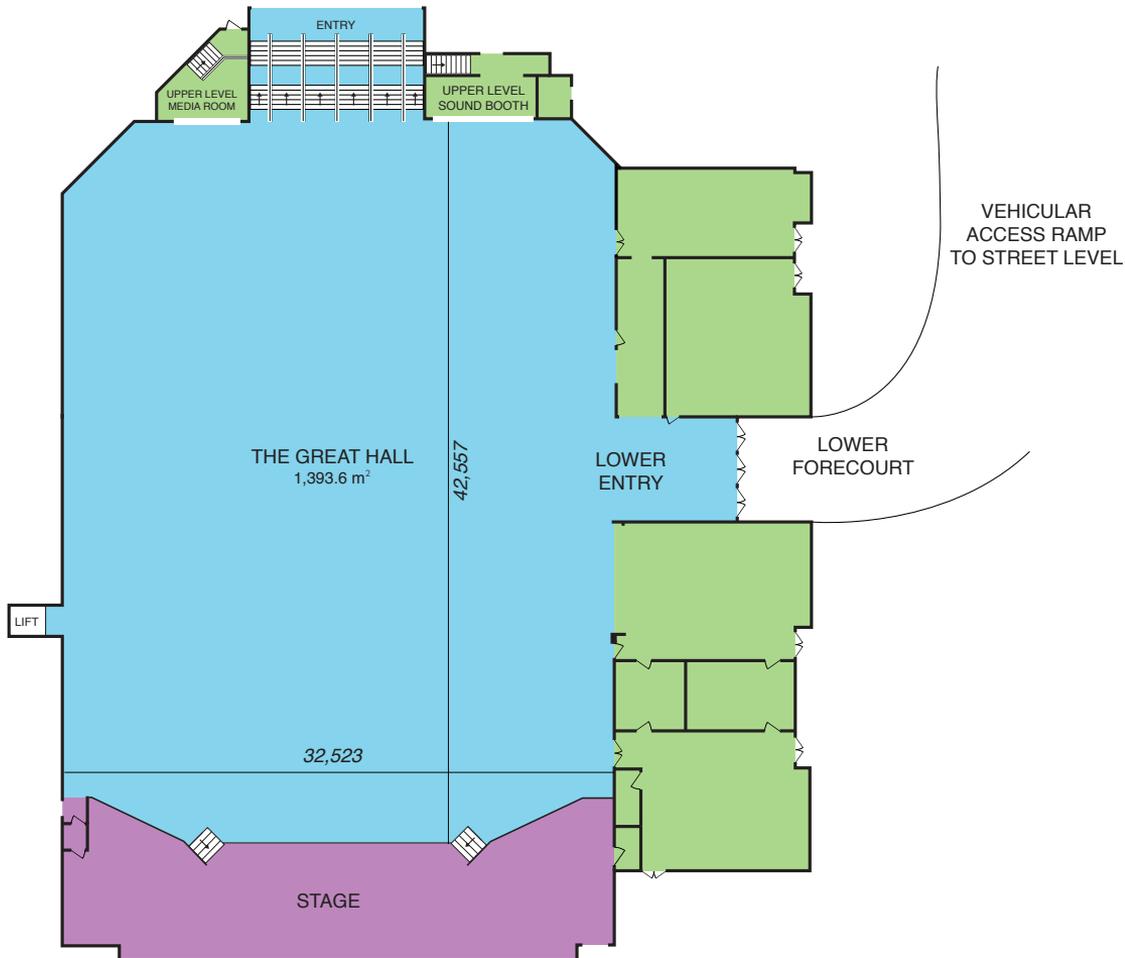
Auditorium

As the largest event space on the Redlands Coast, the 1,400 sqm auditorium can accommodate a variety of corporate needs from events with an entertainment focus, such as gala balls and awards nights, to formal conference or training configurations, to trade shows and exhibitions.

Complete with professional sound and lighting operating booths, and a 90 sqm stage, the Auditorium provides an enormous potential to event planners.

The Auditorium offers two large 16ft by 10ft screens, with overhead data projection, for comfortable uninterrupted viewing by all guests.





Auditorium

- 1,355m2 floor space
- 105m2 stage with side and front access
- Stage curtains
- Carpeted flooring
- Air conditioning
- Ticket/Registration box in foyer
- Sound Booth
- Media Booth
- Two large 16ft x 10ft screens with projectors
- Lectern and microphone
- Forklift and scissor lift onsite
- Retractable seating (2 tiers) 254 seats
- 32amp 3 phase power
- Trade and vehicle access
- Capacity for 70, 3m x 3m booths

Foyer

The large 210 sqm foyer features a Reception Desk, which can be used for welcoming your delegates or event registrations. A flat-screen monitor can add a decorative touch, feature sponsors or host organisations.

The foyer can be used as a display space or as a break-out area for refreshments. It is located close to the kitchen facilities so catering for cocktail functions or conference tea breaks can be done with ease.

- 175.2m² floor space
- Carpeted floor
- Air conditioning
- Ticket/Registration office
- Multiple entrances



Forecourt

Imagine enjoying your event in the peace, tranquillity, safety and seclusion of our unique rural setting.

The elegant Forecourt is a beautiful outdoor space to begin your event with a red-carpet arrival, cocktails under the stars, or as a powerful introduction to your event with displays, product placement, or a themed welcome area.

The Forecourt can also be used as a break-out area for refreshments during conferences or workshops.

- 547m² floor space
- Fully concreted area
- Landscaped surroundings
- Open air layout







Scenic Settings

The Sheldon Event Centre is situated in a picturesque rural setting for that special day. A ceremony at the Lakeside is a tranquil way to start your wedding day celebrations, followed by a stunning reception in our Horizons Function Room.

Apart from offering a stunning location to say 'I do', there are numerous locations on-site to assist you in finding the best location to take your wedding photographs, that make for timeless wedding photo opportunities.

Function Rooms Overview

Capacity

	Banquet	Cabaret	Theatre	Cocktail	Area
Horizons	160	128	300	300	310sqm
Auditorium	800	640	1400	1600	1,393sqm
Foyer				200	175sqm
Forecourt				1200	547sqm

Room Inclusions

	Trestle Tables	Round Tables	Pin Boards	Microphone & Lectern	Projector & Screen	Audio Technician
Horizons	24	30	10	included	included	cost option
Auditorium	24	30	10	included	included	cost option
Foyer				cost option	cost option	cost option
Forecourt				cost option	cost option	cost option

Venue Hire (ex GST)

	Mon-Fri	Sat-Sun
Horizons	\$600	\$750
Auditorium	\$4,000	\$5,000

Foyer and/or Forecourt included if Horizons or the Auditorium is booked.

AV and lighting support available. Please contact the Sheldon Event Centre staff for further information.



WORLD CLASS TECHNOLOGY



Audio Visual Services

The Sheldon Event Centre is equipped with the latest technology and comprehensive audio visual equipment, including sound and lighting studios and accessible gantry, to ensure your event is one to remember. Whether you require a workshop space with a projector and microphone to an awards evening with a full-scale lighting and audio production, our AV team have the technology and knowledge to assist you. With the advantage of in-house audio visual technicians with detailed knowledge of the Centre, nothing is left to chance.

- Onsite event production and technical management
- Pre and postproduction facilities
- Audio, lighting, rigging and AV design
- Industry leading brands represented for all above disciplines
- A suite of Blend Screens, utilizing a Vista Spyder Video Processor, including:
- A large range Barco and Christie Projectors
- Equipment hire – every size and scale
- Management of presenters' materials
- Scalable bandwidth, with high speed bandwidth available for major events
- Event specific custom wireless networking
- Wired networking points available throughout the Centre
- IT specialists who provide computer and network hire with on-site support
- Gigabit Fibre Optic Backbone to all areas
- Dedicated Speakers' Presentation Centres

Data / Video Presentation Equipment:

- CD/DVD/Blu-Ray Player \$50
- Data projector \$150
- LED or LCD Screen & Stand \$450
- Laptop Computer \$150
- Desktop computer \$200
- Polycom & Line Rental \$165 plus calls

Conference Aids

- Screen \$50
- Flipchart, paper & Pens \$50
- Smart Interactive Whiteboard \$430
- Standard Whiteboard \$50
- Remote Mouse and Laser Pointer \$30
- Photocopying (per page) \$50
- Lectern & Microphone (extra) \$130
- Table/Stand Microphone \$120
- Radio/Lapel Microphone \$120





The Auditorium features a 105 m2 stage with professional lighting and AV capabilities.





Internet facilities

- Ultra Fast High Speed Internet
- Internet for general use is included in every room, for smaller scale groups up to 1000 people
- Register Internet \$50
- High Speed Internet cable \$100
- Personalized Services
- Live camera on screen \$1000
- Live stream \$2000
- Recording the Event (limited to 500 copies) \$2500
- Professional Photographer \$55 per hour
- AV technician \$99 per hour
- ICT technician \$120 per hour

Staging and Rigging

- Please contact our events production for a quote



Terms & Conditions

Tentative Booking

A tentative booking can be held for up to forty-eight (48) hours. If after forty-eight (48) hours, the event is not confirmed Sheldon Event Centre may release the booking hold without notice.

Confirmation of Booking

A deposit is required to secure your booking. Upon receiving the booking form and a signed copy of the terms and conditions, Sheldon Event Centre (the Centre) will issue a deposit proforma invoice for the deposit (if requested). This deposit will be to the value of 20% of the total estimated charges or \$1,000, whichever is greater. The deposit must be received within two (2) business days of the applicant making a booking to use the Sheldon Event Centre.

Sub-Hiring

The hirer shall not sub-hire, transfer or assign any right or benefit under the booking form, or any right to use or occupy all or part of the Centre.

Cancellation of Agreement by Sheldon Event Centre

Sheldon Event Centre, represented by Centre Management, may at its absolute discretion, due to circumstances beyond the control of The Centre, cancel all or part of this Agreement to Hire by giving the Hirer at least ten working days' notice in writing. The Hirer acknowledges this right and agrees to irrevocably waive all rights to pursue any claim it may otherwise have in respect of any such cancellation.

Cancellation of Agreement by The Hirer

Notice of cancellation must be given in writing to the Events Centre Management. Cancellation fees are determined by the below timeframes:

- More than 120 days prior to Event commencement
Administration Fee \$100
- Between 90 and 120 days prior to Event commencement
Loss of deposit
- Between 60 and 90 days prior to Event commencement
25% of Estimated Event Charges
- Between 30 and 60 days prior to Event commencement
50% of Estimated Event Charges
- Fewer than 30 days prior to Event commencement
100% of Estimated Event Charges

Deposit Transfers

Requests to transfer the deposit must be made in writing to the Events Manager. The deposit may be transferred to an alternate booking date at the Centre's discretion. No other variations to the booking will be accepted as part of the transfer unless approved by Centre Management. A new deposit amount may be required to be paid as part of the modified booking arrangements.

Minimum Catering Spend

Events in the Stadium and Horizon Rooms at Sheldon Event Centre are subject to minimum catering spends. Please refer to your proposal and contract for this minimum spend. Should this minimum spend not be achieved through the sale of food and beverage, this difference will be charged as Venue Hire.



Estimated Event Charges

The estimated event charges are outlined in the contract based on information provided to the Sheldon Event Centre at the time of booking. The charges are based on indicative menu pricing and estimated numbers of attendees.

Payment of Fees and Charges

Upon confirming your event at Sheldon Event Centre, a deposit proforma invoice will be sent to you for payment. Please note that this deposit is required to confirm your event. A further proforma invoice will be issued 14 days prior to the Event commencement for full prepayment of estimated event charges. Please note full prepayment is required for all events at Sheldon Event Centre.

Cleaning

General cleaning is included in the hire of the venue. However, the client may incur additional charges where an event has created extra cleaning requirements, which is considered to be over and above general cleaning.

Disclaimer of Liability and Indemnity

The Hirer agrees to indemnify and keep indemnified Sheldon College, the Centre, and its servants and agents from and against all actions, proceedings, claims, demands, costs, losses (including but not limited to consequential losses), damages, liabilities and expenses, (except those arising from the negligent acts or omissions of Sheldon College, the Centre or its servants, agents and employees), which may be brought against Sheldon College, the Centre, and its servants and agents (including claims made by parties other than the Hirer) as a result of the Applicant's or its agents, servants or invitees attendance at the Centre, and the Hirer

hereby releases and discharges Sheldon College, the Centre, their servants and agents from all such actions, proceedings, claims, demands, costs, losses, damages, liabilities and expenses.

Number Attending

Anticipated attendance numbers are to be provided at the time of booking. An update on expected numbers is to be provided at the following times:

- 4 weeks prior to the Event commencement
- 2 weeks prior to the Event commencement
- 1 week prior to the Event commencement (Final numbers and an invoice will be raised for prepayment)

Within five business days of the event commencement, the increment of attendance numbers must be submitted in writing and approved by the Events Centre Manager and the Catering Manager.

Within 48 hours of the event commencement, numbers can be increased by 10% ONLY if a request is submitted in writing and with the consent of the Catering Manager.

Any increase in numbers will be treated as a variation of the Agreement to Hire.

Dietary Requirements

We are more than happy to cater for guests with special dietary requirements. Prior notice is essential, please advise the Catering Manager as soon as possible.

Dress Code

In consideration of the high standards of Sheldon College all Event Centre patrons are to be appropriately attired.

Smoking

Sheldon Event Centre has a "No Smoking Policy" whereby smoking is not permitted within the Centre, including all buildings and grounds.

Venue Access

Guests are permitted to park inside the College grounds in the car park facility adjacent to the Sport and Entertainment Centre, entry is via Gate 1.

Supply of Food Product

It is a condition of the Agreement to Hire that the Provision of Food is through our Catering Manager and his team. Due to relevant legislation, we are unable to authorize the provision of food by an external supplier.

Consumption of Alcohol

Alcohol may only be consumed in those areas approved by Centre Management and in accordance with the Centre's liquor license and terms and conditions described in the Agreement to Hire. We are unable to permit clients to provide their own beverages for a function. In accordance with Responsible Service of Alcohol, Sheldon Event Centre will refuse the service of alcohol to any guest deemed to be intoxicated, or under the age of eighteen (18) years.

Agreement to Hire

The Centre only agrees to the booking after a signed copy of the Agreement to Hire has been signed by Centre Management and provided to the Hirer along with the requested Deposit.

Damage to Property or Equipment

On any occasion that Sheldon College or Centre property and equipment is damaged or stolen due to the actions of the hirer or its guests, such costs associated with repairing or replacing the property or equipment will be the responsibility of the hirer. While all due care is taken when handling the property of the organisers, no responsibility will be accepted by Sheldon Event Centre in relation to damage to, or loss of property before, during, or after a function.

COVID-19

The Event organiser is responsible for ensuring the event adheres to any government directives in relation to COVID-19, such as social distancing.

Sheldon Event Centre can only ensure that all government directives in relation to COVID-19 have been adhered to in relation to the preparation of the food, our staff and setup of the room.

All costs associated with equipment hire to comply with government directives in relation to COVID-19 will be invoiced to the client.



Bond

Where the size or nature of the event warrants it, Centre Management may require the lodgement of a bond of up to \$2500 to be banked into a 'Holding Account' prior to the event. Subject to the satisfactory completion of the event without damage or incident, the bond will be fully refunded within three (3) business days of the event's completion.

Menu

The Menu packages are subject to availability and seasonal changes. Alterations to menu selections may incur additional charges.

Centre Management will provide alternative menu options to assist the hirer with their budget requirements.



Contact

For all enquiries, more information, or to book your event, please don't hesitate to contact us on the details below.



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