



Welcome to the
University of Canberra

Conference Centre Functions Package



**uc
events**
the place to meet



UCU Conference Centre Compendium

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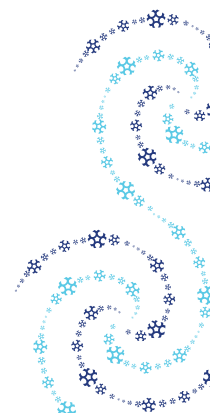
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p (02) 6201 5058
f (02) 6201 5109
e conferencecentre@canberra.edu.au
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Welcome to UC Events!

A little about us....

The UC Events! venues and conference centre are situated in the picturesque bush setting of the University of Canberra.

Located within a short distance of the Australian Institute of Sport, the Canberra Institute of Technology, and the Belconnen Town Centre, the UCU Conference facilities are conveniently located in a close proximity to public transport and within a 15 minute drive to Canberra City.

With a number of venues facilitating guest capacity from 10 people in boardroom style to large events for up to 2000 guests paired with superb in-house catering we are committed to ensuring your next event is a success.

UC Events! is an entity of the University of Canberra Union Limited (UCU Ltd), a company limited by guarantee and governed by its constitution. UCU Ltd. is a proud supporter of the University and wider community.

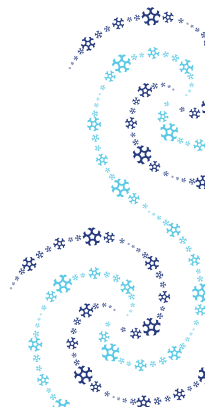
UCU Ltd. provides a number of services to the UC community, enriching the lives of our students, staff and visitors. UCU Ltd delivers an extensive fitness program via UC Fit!, a star line up of entertainment throughout the year, via UC Live!, scrumptious on campus eateries via UC Eat! and tonnes of activities via UC Events!

UCU Ltd. is an active participant of the OzHarvest program, donating extra food resources to the program which in turn, passes it on to needy men, women and children within our community. To date, the OzHarvest program has saved over 2 million kilograms of good food being turned into landfill.

We recognise our environmental responsibilities and have installed recycling facilities in the Refectory, participate in the "Cookers" oil recycling program and purchase disposable cutlery and packaging manufactured from recycled materials.

UCU Ltd is also a strong advocate of the "UC Bottle Free" initiative. Announced in February 2011, the University of Canberra is the first Australian University to ban bottled water sales on campus. World Water Day 2011, marked the end of bottled water sales within all UCU Ltd. outlets.

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Our Venues

The Ann Harding Centre

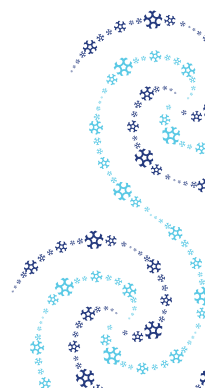
Opened September 2010, the Microsimulation Centre is the latest building construction project completed on the University of Canberra campus.

The Ann Harding Centre is the first certified 5 Star - Green Star Education Building in the ACT, featuring solar panels, rainwater tanks and an energy efficient design.

With a major conference room and two seminar rooms adjacent to a large entry foyer with gallery display space, this venue features state-of-the-art audio-visual services, including an assisted hearing audio loop and large screen video conferencing.

The Ann Harding makes an ideal venue for conferences, seminars, weddings and presentations, accommodating groups of 10 to 250.

Complementing the Microsimulation Centre are four serviced apartments available for overnight stays or longer visits. Each apartment features a queen sized bed, bathroom, kitchen, lounge & dining area, tea & coffee making facilities, hair dryers , iron and ironing board.



The Refectory

From rock concerts to student balls, the walls of the Refectory would have many tales to tell, if only she could talk!

Recipient of a multimillion dollar upgrade in 2010, the Refectory boasts light filled, open spaces which provide the perfect backdrop for larger functions. The spaciousness of this venue allows for a multitude of room set ups, making the Refectory a perfect choice for a variety of events.

Conveniently located nearby the primary UCU kitchen, and with service bars in situ, the Refectory is the perfect location for larger catered events.

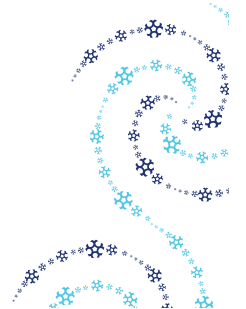


Clive Price Suite

The Clive Price Suite is central to the campus, situated in Building 1, the Universities primary administrative and social hub. The Clive Price Suite is an ideal location for those seeking privacy yet also wishing to soak in the exciting campus atmosphere.

Recently refurbished, this venue offers an abundance of natural light and lovely outlook to the eastern gardens. The adaptable room fit out makes this venue ideal for use for a variety of functions from training sessions to formal dinners.

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Lecture Theatres & Tutorial Rooms

When not being utilised for teaching purposes, the University of Canberra's extensive array of lecture theatres and tutorial rooms may be booked by external users. With 150 rooms to choose from and capacities ranging from 20 to 200, these venues are ideal for training sessions, public lectures and presentations.



The Boiler House

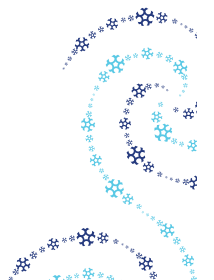
A special piece of the University of Canberra history, as implied by name, The Boiler House was once the primary mechanical provider of heating for all University buildings. Decommissioned in 1991 it was later converted to the largest lecture theatre on campus.

Featuring rake style seating for 539, this venue won the prize for Extensions, Refurbishments or Alterations.

The citation said, in part,

“the panel was impressed with the vision and idea to create the lecture theatre within the existing, unused boiler house ... The cost of construction was far cheaper than the price that would have been required for a new building and the project time of nine months from design to project completion was a tribute to the team's effort.”

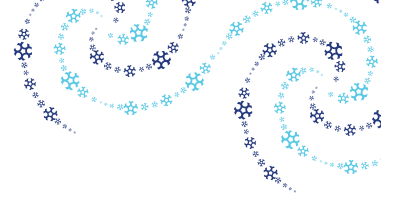
A wonderful piece of campus history and superb example of building reuse. The Boiler House provides an ideal venue for large public lectures and forums.





UC Events! Venue Specifications

Set up style capacity:										
	Theatre	Classroom	Boardroom	Cabaret	U Shape	Dining	Cocktail	Exhibition		
Anne Harding Conference Centre	250	84	-	136	-	136	300	By arrangement		
International Microsimulation Centre Foyer	-	-	-	-	-	-	200	By arrangement		
International Microsimulation Centre Seminar Room One	80	22	30	36	26	-	-	-		
International Microsimulation Centre Seminar Room Two	66	16	20	30	20	-	-	-		
Clive Price Suite	130	60	45	80	46	96	150	-		
Refectory	450	-	-	-	-	600	By arrangement	By arrangement		
The Boiler House	540	-	-	-	-	-	-	-		
Lecture Theatres	Fixed Seating 100-540	-	-	-	-	-	-	-		
Tutorial Rooms	-	20-80	-	-	-	-	-	-		





Conference Packages

Option One - \$43 per person

Package Includes:

- Complementary venue hire (when booking for over 60 people)
- Projector screen
- Flip chart and pad
- Whiteboard
- Table mints
- Water jug and glasses
- Stationery pack

On Arrival:

Percolated coffee & and selection of teas and iced water

Morning Coffee Break; your choice of one of four options

Each option comes with a seasonal fresh bowl of fruit and freshly brewed coffee, decaffeinated coffee, herbal and leaf teas with full cream, skimmed and soy milk

Morning coffee break I

Assorted Danish
Blueberry muffin

Morning coffee break II

Assorted Danish
Chocolate chip muffin

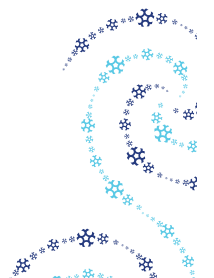
Morning coffee break III

Blueberry friand
Jaffa cake slice

Morning coffee break IV

Raspberry friand
Carrot slice cream cheese topping

*Sliced seasonal fruit is available at an additional \$2.50 per guests





Conference Packages

Option One (cont.) - \$43 per person

Lunch Menu:

Assorted sandwiches & wraps with a variety of fillings.
Freshly sliced seasonal fruit platter
Freshly brewed coffee, decaffeinated coffee, herbal and leaf teas
Full cream, skimmed and soy milk

Orange/apple juice- At a consumption cost of \$7.50 per jug

Afternoon coffee break; your choice of one of four options

Each option comes with a seasonal fresh bowl of fruit and freshly brewed coffee, decaffeinated coffee, herbal and leaf teas with full cream, skimmed and soy milk

Afternoon coffee break I

Mini beef pies
Raspberry Friand

Afternoon coffee break II

Mini Sausage roll
Lemon and passionfruit slice

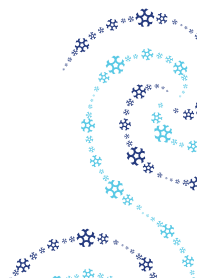
Afternoon coffee break III

Mini samosas
Caramel slice

Afternoon coffee break IV

Mini spring rolls
Blueberry Friand

*Sliced seasonal fruit is available at an additional \$2.50 per guests





Conference Packages

Option Two - \$50.50 per person

Package Includes:

- Complementary venue hire (when booking for over 60 people)
- Projector screen
- Flip chart and pad
- Whiteboard
- Table mints
- Water jug and glasses
- Stationery pack

On Arrival:

Percolated coffee & and selection of teas and iced water

Morning Coffee Break; your choice of one of four options

Each option comes with a seasonal fresh bowl of fruit and freshly brewed coffee, decaffeinated coffee, herbal and leaf teas with full cream, skimmed and soy milk

Morning coffee break I

Assorted Danish
Blueberry muffin

Morning coffee break II

Assorted Danish
Chocolate chip muffin

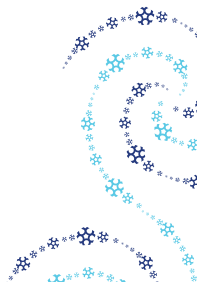
Morning coffee break III

Blueberry friand
Jaffa cake slice

Morning coffee break IV

Raspberry friand
Carrot slice cream cheese topping

*Sliced seasonal fruit is available at an additional \$2.50 per guests





Conference Packages

Option Two (cont.) - \$50.50 per person

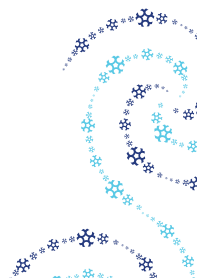
Lunch Menu; your choice of one of two delicious menus

Lunch Menu I

Chicken Caesar in tortilla wrap
Poached salmon, dill crème fraîche, whole meal bread
Char grilled capsicum, eggplant spread, basil butter white bread
Flaked honey roasted ham, mizuna, multi grain bread
Penne pasta with smoked salmon salad
Tomato and mozzarella
Seasonal sliced fruit
Selection of fruit juice
Freshly brewed coffee, decaffeinated coffee, herbal and leaf teas
Full cream, skimmed and soy milk

Lunch Menu II

Cajun spiced turkey, romaine lettuce, tomato tortilla
Tuna salad, dill, multi grain bread
Cooked ham, seeded mustard, iceberg, white bread
Beetroot, sprouts, honey mustard mayo, whole meal bread
Penne pasta with smoked chicken salad
Greek salad
Seasonal sliced fruit
Selection of fruit juice
Freshly brewed coffee, decaffeinated coffee, herbal and leaf teas
Full cream, skimmed and soy milk





Conference Packages

Option Two (cont.) - \$50.50 per person

Afternoon coffee break; your choice of one of four options

Each option comes with a seasonal fresh bowl of fruit and freshly brewed coffee, decaffeinated coffee, herbal and leaf teas with full cream, skimmed and soy milk

Afternoon coffee break I

Mini beef pies
Raspberry Friand

Afternoon coffee break II

Mini Sausage roll
Lemon and passionfruit slice

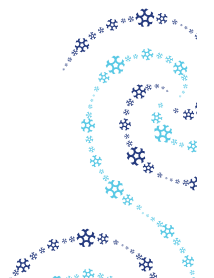
Afternoon coffee break III

Mini samosas
Caramel slice

Afternoon coffee break IV

Mini spring rolls
Blueberry Friand

*Sliced seasonal fruit is available at an additional \$2.50 per guests





Conference Packages

Option Three - \$53.50 per person

Package Includes:

- Complementary venue hire (when booking for over 60 people)
- Projector screen
- Flip chart and pad
- Whiteboard
- Table mints
- Water jug and glasses
- Stationery pack

On Arrival:

Percolated coffee & selection of teas and iced water

Morning Coffee Break; your choice of one of four options

Each option comes with a seasonal fresh bowl of fruit and freshly brewed coffee, decaffeinated coffee, herbal and leaf teas with full cream, skimmed and soy milk

Morning coffee break I

Assorted Danish
Blueberry muffin

Morning coffee break II

Assorted Danish
Chocolate chip muffin

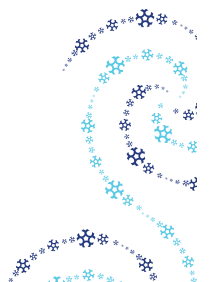
Morning coffee break III

Blueberry friand
Jaffa cake slice

Morning coffee break IV

Raspberry friand
Carrot slice cream cheese topping

*Sliced seasonal fruit is available at an additional \$2.50 per guests





Conference Packages

Option Three (cont.) - \$53.50 per person

Lunch Menu; your choice of one of two delicious menus

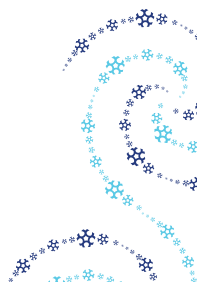
lunch menu I

Tandoori chicken wraps with mixed greens
Marinated mozzarella, sweet tomato fondue, rocket, white loaf
Smoked salmon, lemon cream cheese, onion, wholemeal bread
Cooked ham, seeded mustard, iceberg, multigrain bread
Mixed green salad
Panzanella salad
Seasonal sliced fruit
Carrot cake
Selection of fruit juice
Freshly brewed coffee, decaffeinated coffee, herbal and leaf teas
Full cream, skimmed and soy milk

lunch menu II

Cajun turkey, romaine lettuce, tomato tortilla
Creamy egg mayonnaise, white bread
Tuna salad, dill, multi grain bread
Pastrami, tomato pesto, red chard, wholemeal bread
Romaine lettuce with Caesar dressing
Asian chicken salad
Seasonal sliced fruit
Chocolate and vanilla cheesecake slice
Selection of fruit juice
Freshly brewed coffee, decaffeinated coffee, herbal and leaf teas
Full cream, skimmed and soy milk
Carrot slice cream cheese topping

*Sliced Seasonal Fruit is available at an additional \$2.50 per guest





Conference Packages

Option Three (cont.) - \$53.50 per person

Afternoon coffee break; your choice of one of four options

Each option comes with a seasonal fresh bowl of fruit and freshly brewed coffee, decaffeinated coffee, herbal and leaf teas with full cream, skimmed and soy milk

Afternoon coffee break I

Mini beef pies
Raspberry Friand

Afternoon coffee break II

Mini Sausage roll
Lemon and passionfruit slice

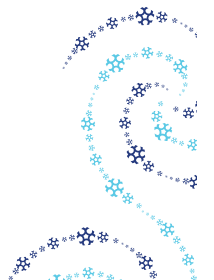
Afternoon coffee break III

Mini samosas
Caramel slice

Afternoon coffee break IV

Mini spring rolls
Blueberry Friand

*Sliced seasonal fruit is available at an additional \$2.50 per guests





Conference Packages

Quick Breaks

Need a break to re-energise after a long conference session or just looking for a tasty snack for a quick get together? Sounds like the quick break menus are just for you.

Quick Breaks Menu items are designed for a minimum 10 people.

Just Beverages

- Freshly brewed coffee and a selection of teas \$4.50 per person
- Apple/Orange juice at \$7.50 per jug consumed.

Morning & Afternoon Teas

Morning/Afternoon Coffee Break; your choice of one of four options:

Each option comes with a seasonal fresh bowl of fruit and freshly brewed coffee, decaffeinated coffee, herbal and leaf teas with full cream, skimmed and soy milk

Morning coffee break I

Assorted Danish
Blueberry muffin

Morning coffee break II

Assorted Danish
Chocolate chip muffin

Morning coffee break III

Blueberry friand
Jaffa cake slice

Morning coffee break IV

Raspberry friand
Carrot slice cream cheese topping

Afternoon coffee break I

Mini beef pies
Raspberry Friand

Afternoon coffee break II

Mini Sausage roll
Lemon and passionfruit slice

Afternoon coffee break III

Mini samosas
Caramel slice

Afternoon coffee break IV

Mini spring rolls
Blueberry Friand

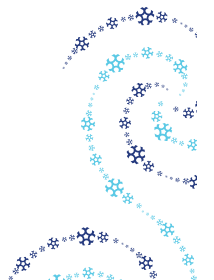
*Sliced Seasonal Fruit is available at an additional \$2.50 per guests

Added Extras.

- Platter of local and imported cheeses with dried fruits and crackers \$8.50
- Platter of freshly sliced fruits \$4.00

UC Eat! also offers breakfast, buffet, dinner and cocktail packages. Should you require alternative conferencing packages, we are happy to tailor to your groups needs. Please discuss with the Venues and Events Manager.

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Breakfast Menu

Need breakfast to kick start the day?

BREAKFAST - OPTION 1 - \$ 14.00PP (min 20 pax)

Natural Yogurt with berries
Seasonal whole Fruit bowl
Freshly baked mini croissants,
Assorted Danish pastries
Assorted mini muffins
Orange and almond slice
Chilled orange juice
Freshly brewed coffee and a selection of teas

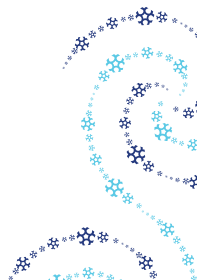
BREAKFAST - OPTION 2 - \$ 21.50PP (min 20 pax)

Natural Yogurt and fruit yoghurt
Freshly sliced fruit platter
Assorted cereals with full and skim milk
Freshly baked mini croissants and Danish pastries
Assorted mini muffins
Banana bread
Assorted Toast with spreads jams and butter
Chilled orange juice
Freshly brewed coffee and a selection of teas

BREAKFAST - OPTION 3 - \$ 29PP (min 35 pax)

Natural Yogurt and fruit yoghurt
Freshly sliced fruit platter
Assorted cereals with full and skim milk
Freshly baked mini croissants and Danish pastries
Assorted mini muffins
Banana bread
Fruit compote peach and apricot
Assorted Toast with spreads jams and butter
HOT FOOD- Scrambled eggs, breakfast sausages, bacon, sauté mushroom, baked beans, grilled tomatoes, hash brown
Chilled orange juice
Chilled Apple juice freshly brewed coffee and a selection of teas

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Sit Down Dinner Menu

Your choice of a two or three course meal.

Two Course menus - \$47 pp

Three Course menus- \$62 pp

Alternate serve – Add \$6 for each course

\$56.00 per guest. Minimum 20 guests

Entree

Beetroot marinated ocean trout, horseradish, mixed greens

Steamed prawn cocktail, spicy cocktail dip, lemon and micro herbs

Smoked salmon, grilled asparagus, tobico remoulade

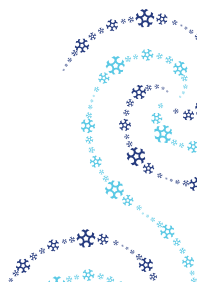
Smoked duck breast, orange, blackcurrant dressing and gourmet herbs

Beef Carpaccio, horseradish, pecorino, rocket

Prosciutto, goat cheese, mesclun salad, walnut, red wine vinaigrette

Oven dried tomato, buffalo mozzarella, pesto, pine nut, rocket, balsamic dressing

Thyme roasted field mushroom, Persian feta, arugula leaves





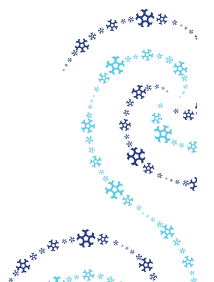
Mains

Roast chicken, grain mustard sauce, onion potato, steamed broccolini
Pan fried barramundi, sauce vierge, crushed Kipfler and broccoli
Roast salmon fillet, basil pesto, ratatouille and kipfler potatoes
Beef tenderloin steak, horseraddish potato mash, baby vegetables
Rack of lamb with sweet potato mash, baby carrots, thyme jus
Oregano rubbed lamb loin, grain mustard potato mash, baby vegetable
Roast fillet of beef, green onion potato mash, root vegetable
Butternut pumpkin risotto with grilled vegetables (V),(GF)

Dessert

Blueberry brulee cheesecake
Orange and almond cake (GF, lactose free)
Lemon meringue tart
Granny smith apple pie
Sticky date pudding
Strawberry and rhubarb cake

Freshly brewed coffee, decaffeinated coffee, herbal and leaf teas
Full cream, skimmed and soy milk





Beverage Packages

A selection of packages to suit your event.

All beverages may be purchased as part of a package*, cash bar# or charged on consumption^. Items not appearing on this list may be requested for your event (additional charges apply).

Package One

1 hour \$14.00, 2 hours \$16.00, 3 hours \$23.00, 4 hours \$29.00

- Hardy's The Riddle Brut
- Hardy's The Riddle Chardonnay/Sauv Blanc
- Hardy's The Riddle Shz Cabernet/Cab Merlot
- Hahn Premium Light
- Tooheys New
- Soft Drink, Orange Juice, Water

Package Two

1 hour \$17.00, 2 hours \$21.00, 3 hours \$28.00, 4 hours \$34.00

- Willowglen Brut
- Willowglen Sem Sauv Blanc/Sem Chard
- Willowglen Shz Cabernet/Cab Merlot
- Boags Premium Light
- Tooheys Extra Dry
- Soft Drink, Orange Juice, Water

Package Three

1 hour \$20.00, 2 hours \$25.00, 3 hours \$32.00, 4 hours \$39.00

- Lorimer Chardonnay Pinot Noir
- Lorimer Cabernet Merlot
- 3 Tales Sauvignon Blanc
- Boags Premium Light
- Boags Premium
- Soft Drink, Orange Juice, Water

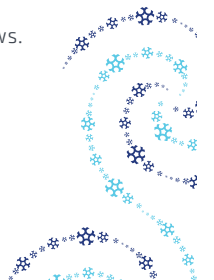
* Packages - include service staff # Cash Bar - Service staff must be hired at the cost of \$37.50 per hour (minimum 2hours) After hours service staff hired at the cost of \$50 per hour

^ Charged on Consumption - Service staff may be hired at the cost of \$37.50 per hour (minimum 2hours)

All Alcohol is provided for consumption and sale by UCU Ltd. in accordance with ACT Liquor Licensing laws.

UCU supports the safe service and responsible consumption of Alcohol.

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Cocktail Menu

Perfect appetisers or beverage accompaniments.

Cold Canapés

\$2.80 Per Canapé

Mini assorted quiches
Prawn toast
Mini spring rolls (V)
Mini samosas (V)
Thai fish cake
Assorted dim sum with soy and chilli
Mini sausage roll
Mini beef pies

\$3.50 Per Canapé

Marinated kalamata olives (V), (GF)
Turkish bread with Dips
Tortilla chips, tomato salsa with coriander (V), (GF)
Barbeque chicken wrap
Smoked chicken and sweet chilli wrap
Tandoori chicken with mint yoghurt

\$4.00 Per Canapé

Vegetable crudities, blue cheese dip (V), (GF)
Cherry tomato and baby bocconcini (V), (GF)
Zucchini, cherry tomato and feta tartlet (V)
Blue cheese, red wine pear and walnut tartlet (V)
Smoked salmon and cream cheese crouton (GF)
Grissini wrapped with prosciutto and basil

Hot Canapés

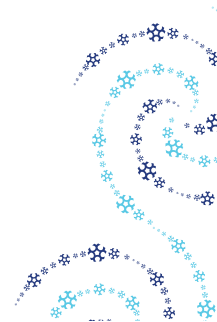
\$4.00 Per Canapé

Honey sesame fried crispy chicken (GF)
Panko crumbed chicken fillet, tartare sauce
Dukkah spiced lamb skewers (GF)
Wild mushroom arancini with aioli (V)
Wok fried black pepper prawn (GF)
Prawn twisters with soy dip

As a guide, we suggest the following numbers of canapés per person

1 hour function: 5-7 pieces
2 hour function: 6-9 pieces
3 hour function: 8-12 pieces

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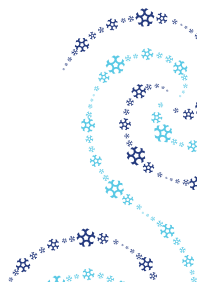
AV & Teaching Equipment

Need to add some pizzazz to your presentation?

In addition to the standard in house equipment, UCU Ltd. offers all of our hirers access to various audio visual equipment and teaching aides. Should your event require equipment not listed below, please contact the Events & Conferencing Manager who may be able to source such equipment at a competitive rate.

Set up and delivery is included in the hire cost and technical assistance can be arranged at the request of the hirer. A surcharge of 20% is applicable to all weekend and public holiday hires.

Item	One Day	Multi Day
Small PA (six channel PA) with microphone and stand	\$100.00	\$75.00
Public Address PA (two channel PA) with microphone and stand	\$100.00	\$75.00
Medium PA (16 channel PA) with 2 microphones and stands	\$250.00	\$200.00
Lectern	\$40.00	\$30.00
Lectern with Microphone and stand	\$55.00	\$45.00
Microphone with stand	\$40.00	\$30.00
Lapel Microphone	\$80.00	\$55.00
Roving Microphone	\$80.00	\$55.00
^ Whiteboard	\$20.00	\$18.00
# Flip Chart	\$40.00	\$30.00
* Data Projector	\$150.00	\$130.00
Projector Screen	\$20.00	\$18.00
Overhead Projector & Screen	\$30.00	\$20.00
Television with DVD	\$100.00	\$60.00
Portable Stage (6 units @ 1.2m x 2.4m, 300mm or 900mm high)	\$45.00/unit	\$38.00/unit
* Not available for hire outside the UCU Conference Centre rooms		
^ Includes markers # Includes markers and paper		





Business Services

Need some help tying up a few loose ends?

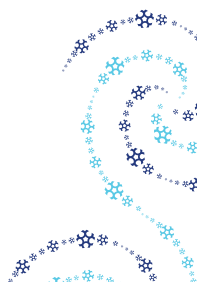
UC Events! is able to provide office and administrative support to you and your guests. Bulk printing services can also be arranged through our on campus provider. Should you require these services, please contact us to discuss details. All services will be billed to the final invoice.

Service	Cost
Photocopying or Printing B & W / page Colour/page	\$0.50 \$0.75
Photocopying or Printing [double sided] B & W / page Colour/page	\$0.65 \$0.90
Phone Calls	at cost
Fax (per page)	\$1.00
Name tags, Place Cards, Menus, Colour Printing	POA

Concierge Services

Require staff to provide a meet and greet service or help you throughout the day?

We will happily support your business requirements, with the supply of staff to assist with your needs. Please discuss your requirements with us.





Campus Facilities

Looking for a post office or perhaps even a hairdresser? You'll find it all on the UC campus.

You'll find many of the Campus services situated in the Hub, just off the Concourse nearby Building One .

Services include:

- ATMS (in the Hub and on the Concourse)
- Bookshop
- Cafe Mizzuna
- Commonwealth Bank
- General Store
- Hairdresser and Beautician
- Post Office
- Sizzle Cafe

Should you require other services, please discuss with our Events and Venues team.

Accommodation

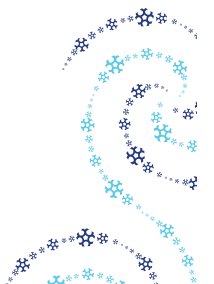
Get the full experience - stay on campus

Adjacent to Building 24, the Microsimulation Centre is four serviced apartments which make for ideal accommodation for your special Presenters or VIP guests.

During the University study breaks, groups may choose to stay in the student accommodation situated on campus, convenient to all of our venues and on campus facilities.

Please talk to us should you require accommodation for your group.

p (02) 6201 5058
f (02) 6201 5109
e conferencecentre@canberra.edu.au
w www.ucevents.com.au





Summer Camp Conferencing

On campus accommodation for over 500

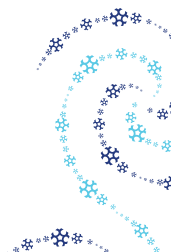
During the University summer break, the on campus student accommodation may be used to accommodate large groups. Your groups catering requirements can be arranged by our experienced culinary staff. Please discuss your needs with us.

Security

Feel secure, 24/7

The University contracts security services to patrol the campus 24 hours a day, 7 days per week. Should you or your guests ever require assistance, the on duty security guard can be contacted on 6201 2222. Some event require additional security, which must be arranged through UC Events! Please discuss your needs with us.

p (02) 6201 5058
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w www.ucevents.com.au





UC- Bruce Campus

Campus Map



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