



Department of State and  
Regional Development



# NSW Trade & Investment Centre and Country Embassy

## First impressions last ...



**In the world of business, you get only one chance to impress. The NSW Trade & Investment Centre and Country Embassy is the place to make that vital first impression.**

The NSW Trade & Investment Centre, on the 47<sup>th</sup> floor of the MLC Centre, is a premier business venue in the heart of Sydney. The Centre, established by the NSW Government, is dedicated to supporting business-related events that encourage investment and expansion in metropolitan and regional NSW.

Take advantage of the NSW Government's business edge and see how the NSW Trade & Investment Centre and our business advisers can help you to grow your business.

The Centre is the ideal Sydney venue for regional organisations that need a CBD location to promote their goods and services.

### **Five large function rooms and four smaller meeting rooms**

Our rooms are competitively priced for every need, from an intimate boardroom setting to a formal seated event for up to 200 people. All rooms have fabulous views of Sydney plus state-of-the-art facilities to enable clients to promote their business in style and comfort.

Room hire charges may be waived for events organised by regional development organisations.

# Function rooms



## Hamilton

Seats 80 and is suitable for:

- theatre style presentations
- cabaret and classroom style seminars/lunches
- stand-up networking functions.



## Parkes

Seats 80 and is suitable for:

- product and media launches
- private formal lunches/dinners
- stand-up networking functions.



## Hamilton/Parkes (combined)

Seats 200 and is suitable for:

- large theatre style presentations including networking
- seminars
- exhibitions
- stand-up networking functions.

# Boardrooms



## Jumbunna

Seats 22 and is suitable for:

- board meetings and planning days
- full day seminars
- business briefings.



## Eora

Seats 14 and is suitable for:

- small business meetings
- intimate boardroom lunches
- press conferences.



## Jumbunna/Eora (combined)

Seats 30 and is suitable for:

- large boardroom meetings
- meetings with networking/lunch
- group training sessions.

# Meeting rooms



## Anzac

Seats 30 and is suitable for:

- classroom style for training groups
- small theatre style presentations
- business briefings.



## Clarence, Darling, Hawkesbury and Snowy

Each seats two to 10 and is suitable for:

- one-on-one meetings
- small training groups
- break-out sessions.

## Venue Specifications

Function rooms	U-shaped seating	Boardroom style	Classroom style	Theatre style	Networking no seating	Cabaret style
Hamilton/Parkes Rooms combined	48	50	54	200	200	120*
Hamilton Room	35	34	30	80	120	60*
Parkes Room	35	34	30	80	120	60*
Anzac Room	15	20	20	30	35	-
Boardrooms						
Jumbunna/Eora Rooms combined	-	30	-	-	-	-
Jumbunna Room	-	22	-	-	-	-
Eora Room	-	14	-	-	-	-
Meeting rooms						
Clarence Room	-	10	-	-	-	-
Darling Room	-	10	-	-	-	-
Hawkesbury Room	-	10	-	-	-	-
Snowy Room	-	10	-	-	-	-

\*max 10 per table

## Criteria and terms and conditions

Preference is given to events that:

- promote the economic or regional growth of New South Wales (NSW)
- showcase NSW to potential overseas or interstate investors
- promote strategic industry growth and trade in NSW.

To support business and economic development in regional NSW, the NSW Trade & Investment Centre may waive room hire charges for events organised by regional development organisations.

Clients are required to acknowledge their use of the NSW Department of State and Regional Development's Trade & Investment Centre in the following ways:

- a senior officer from the Department will provide an introductory welcome at every event, and
- all invitations to events at the Centre must carry the Department's logo.

## Catering and waiter service

Our caterers provide quality food and beverages tailored to specific budgets. Breakfasts, formal lunches and dinners, cocktail food and culturally-specific menus can all be supplied.

Responsible Service of Alcohol rules require a two-hour limit on alcohol service. Unconsumed catering must not be removed from the premises due to NSW Health regulations. Catering for specific numbers reduces waste and minimises cost.

Waiter service is compulsory for all functions where food or beverages are served. The cost is additional to room hire. The standard agency rate for each waiter is \$40 per hour for a minimum of four hours. More than one waiter is required for events with more than 20 people when canapés and beverages are served.

A full cost estimate is provided by your Client Service Officer prior to your event.

## Use of audiovisual equipment

The Centre offers a range of audiovisual equipment for presentations, free of charge. Standard equipment includes whiteboards, flip charts, overhead projectors and VCRs/DVDs. Videoconferencing facilities are also available with the conference call directly charged to each client. Computers, fax and telephones are free for clients' use during events.

## Opening hours

Monday to Friday, 7.30am to 9.00pm.

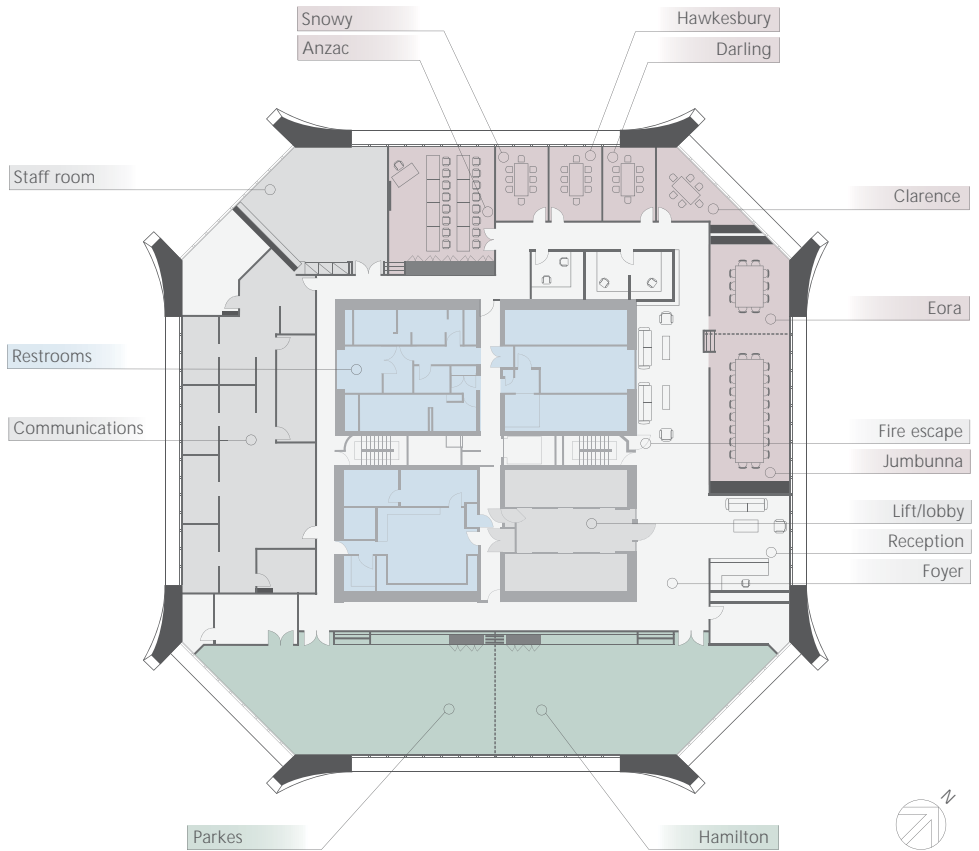
## Public transport

The MLC Centre is in the heart of Sydney (corner of King and Castlereagh Streets). There are many bus routes into the city and Martin Place train station is adjacent to the MLC Centre.

## Parking

A public car park under Martin Place can be entered from King Street, and is at your own cost.

# Floor Plan



## Contact us

NSW Trade & Investment Centre

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Level 47, MLC Centre, 19 Martin Place

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Take a virtual tour at [www.business.nsw.gov.au/tic](http://www.business.nsw.gov.au/tic)



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