



**S
M
C** Conference
& Function
Centre
Information Kit

January 2012

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Proud Members of



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We try to make every day Earth Day

SMC strives in every way to be as environmentally friendly as possible and over time has implemented many “Green” initiatives.

We have tried to make everything sustainable and generally use less of everything.

Our initiative is such that our clients share in the process without any disruption to their expectations of us as a quality event venue.

In November 2010, SMC engaged a consultancy to prepare a Level 2 Energy Audit Report. The report applauded the number of energy initiatives undertaken. As a result of these initiatives, there has been significant energy savings. The report also highlighted more opportunities to reduce energy, many of which will be actioned in the near future.

Listed below are some of the initiatives we have in place.

VENUE

- Our policy is to offer only the appropriately sized venue space for each event to ensure we are not powering, lighting and air conditioning areas not being utilised.
- We have digital signage (no paper required) for our 16 meeting rooms and use recycled paper where possible. We use recycled ink cartridges. The introduction of paper recycling boxes in all office areas has reduced wastage of paper.
- We are about to introduce co-mingle bins in conference rooms to start the collection of recyclable items at its source.
- Information is passed on electronically to reduce paper wastage.





WASTE MANAGEMENT

- Currently we separate all glass items into colour and have them collected by registered recycle agents
- All cardboard is separated and crushed for collection by paper recyclers
- Oils are collected separately for recycling and as mentioned we will sort all waste according to its recycling category.
- Unused food is picked up by OzHarvest to feed less fortunate individuals.
- Menus and catering portions are planned for minimum wastage.

POWER, AIR CONDITIONING AND WATER

- The building is shut down each evening with the exception of security lighting.
- Lighting in the toilets is controlled by sensor and turn on only when a bathroom is entered and turn off automatically.
- Air conditioning is turned on only in rooms which will have events.
- We have introduced a supply Building Management system to further control power and air conditioning supply.
- All of our lighting uses low energy bulbs.
- The hot water boiler is only turned when required to reduce gas usage.
- We have introduced electronic hand activated taps and have altered to flush cycles in toilets to reduce water usage by over 50%.
- All of our plant and equipments carry preventative maintenance programs to ensure that they work at peak efficiency.

SUMMARY

SMC is committed in its endeavours to ensure that this property is doing all it can and will continue to look for ways to reduce power, lighting and water usage.

It will also monitor the amount of wastage produced daily.

Sustainability Advantage Member

Member of the Department of Environment and Climate Change NSW Sustainability Advantage Program. SMC is committed to strengthen its environmental performance through collaboration with the Department of Environment and Climate Change NSW.



On Average, every kilogram of food that OzHarvest rescues will avoid 2kg of greenhouse (kg Co2-eq) emissions, and avoid the consumption of 143 litres of water.
(Attributed to Hyder Report – “Environmental Assessment of Food Rescue” pertaining to Adelaide dated 13th August, 2010.)

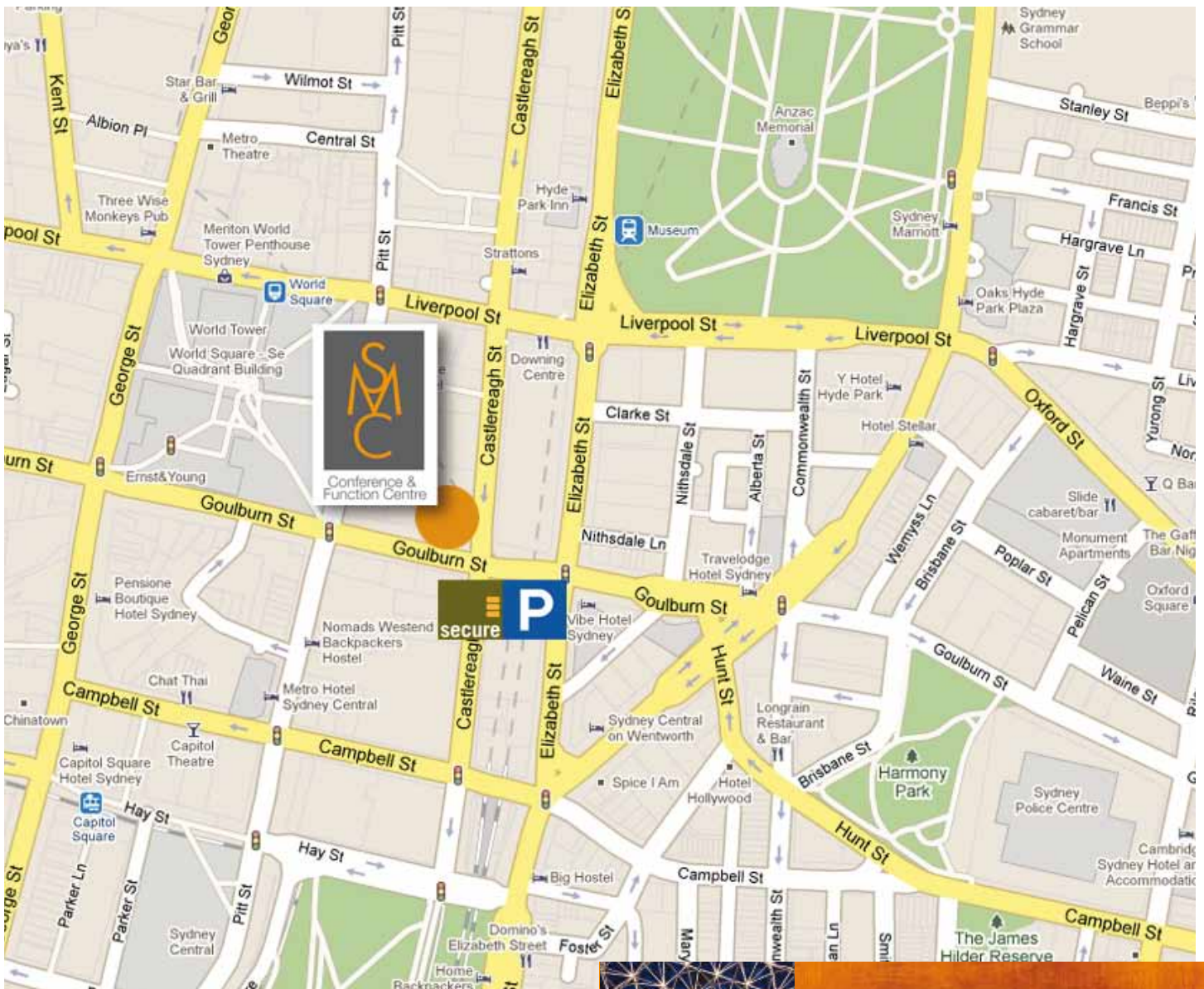


Location

The SMC building entrance is located at 66 Goulburn Street. Parking can be found at the Wilson Parking Station diagonally opposite the building:

<http://www.wilsonparking.com.au/go/wilson-car-parks/nsw/goulburn-street-parking-station>

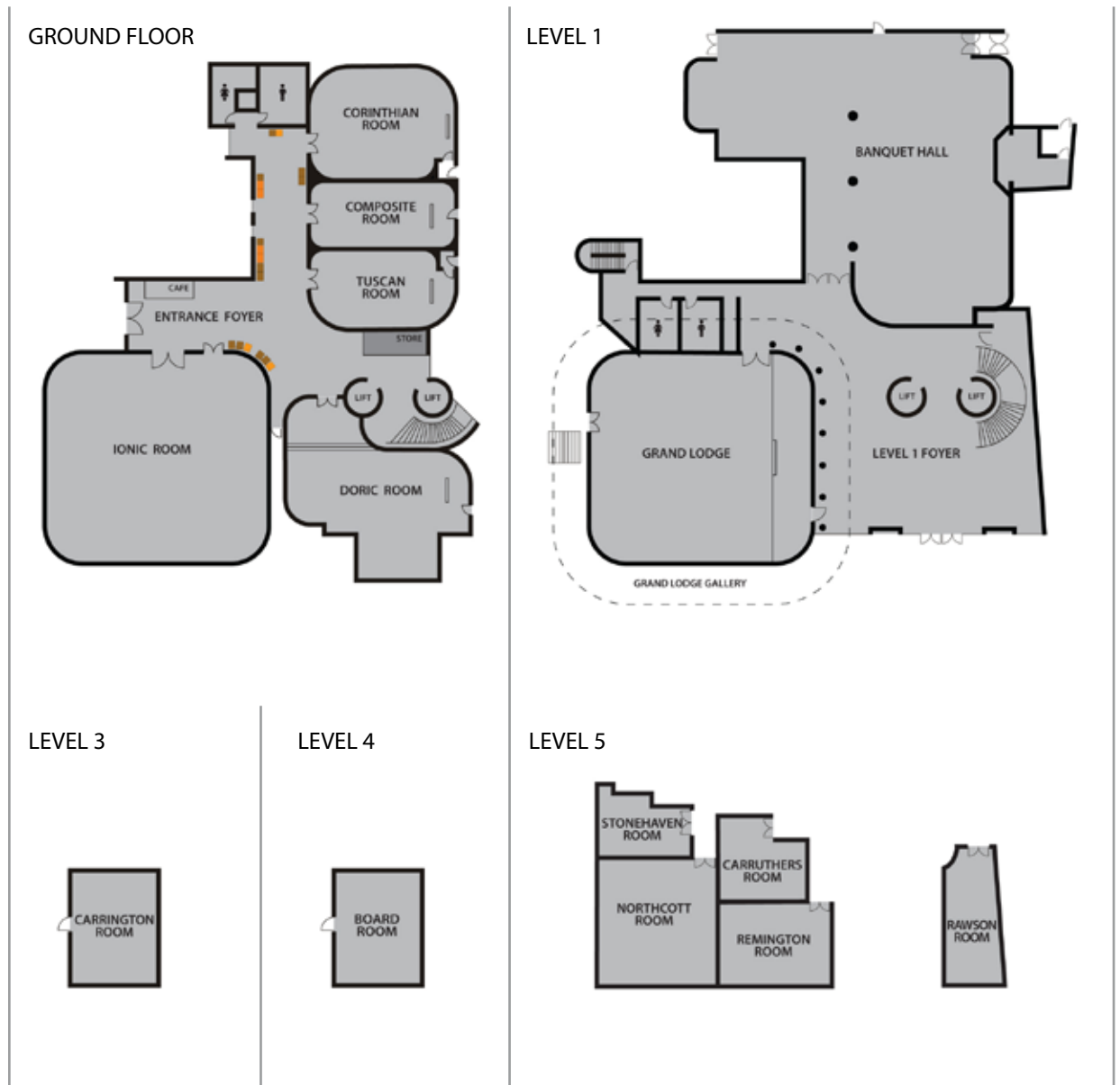
SMC is a short stroll from both Museum and Central Stations. Museum station is the closest train station. Take the Castlereagh Street exit from Museum station, then turn left heading south down Castlereagh Street. At the first intersection (Castlereagh & Goulburn Streets) turn right heading west down Goulburn Street 20 metres to the entrance of SMC Conference & Function Centre.



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Your sales contact will be happy to propose the most suitable room and a bespoke floor plan of your specific layout requirements.



Breakfast

CONTINENTAL BREAKFAST – served buffet style

Date and Honey porridge, clove stewed prunes
Wild berry infused Bircher muesli
Selected cereals, stewed fruits, yoghurt
Baker's Corner – croissants, Danish pastries, croquet monsieur, mini brioche
Assorted spreads and condiments
Selection of toasts
Freshly brewed tea and coffee
100% natural orange juice

\$18.50 per person (minimum of 20 guests)

HOT BREAKFAST – served plated

A Selection of:

(Choose ONE from the following for plated meals)

Chive scrambled egg on toasted Turkish bread, herbed veal sausages; or
Honey cured bacon, fried eggs, peppered mushrooms; or
Poached free range egg, sourdough muffin with spinach and hollandaise: or
Poached free range egg, toasted sourdough, with ham and hollandaise
Plated Upgrade: Add \$5 for platters of fruit and pastries set on tables
Freshly brewed tea and coffee
100% natural orange juice

\$23.50 per person (minimum of 20 guests)

FULL BREAKFAST – served buffet

Includes buffet of continental selections above
Fried and scrambled eggs
Herbed veal sausages
Honey cured bacon
Oven roasted tomatoes

\$28.50 per person (minimum of 20 guests)

Breaks

Coffee, tea	4.50
Coffee, tea and biscuits	6.50
Coffee, tea and orange juice	8.00
Coffee, tea, biscuits and orange juice	9.50
Coffee, tea, plus Chef's daily selection: <i>(Serving based on 1.5 pieces per person)</i>	9.50
<i>Examples:</i>	
Assorted fruit muffins	
Assorted Danish freshly baked	
Baked scones, jam and fresh cream	
Banana or Carrot slices	
Friends	
Portuguese tarts	
Chocolate slice	
Lamingtons	
Mini donuts	
Mini assorted quiche	
Mini ham and cheese croissants	
Mini chicken pies	
Additional break items <i>(as above)</i>	5.00
Freshly sliced fruit	5.75
Coffee, tea with a selection of sandwiches, wraps or rolls <i>(2 per person)</i>	14.00
Continuous coffee, tea, biscuits and orange juice	19.00
Continuous coffee, tea	12.50
Additional items <i>(add price per person to your selection)</i>	
Fruit juice	4.75
A selection of closed sandwiches, wraps and soft rolls <i>(Based on 2 per person)</i>	10.00



Meeting Packages

CONFERENCE PACKAGE

\$67.00* per person (*Minimum of 20 persons*)

Arrival	Tea, coffee and biscuits
Morning Break	Tea, coffee, juice with chef's daily selection (servings based on 1 ½ pieces per person)
Lunch	Menu B – Selection of sandwiches, wraps and rolls, sweet or savoury pastry item, salad bowl, fresh fruit platters, tea, coffee and juice; or Menu C – Two hot dishes and two salad dishes, bread rolls, fresh fruit plate, tea, coffee and juice (select dishes from Catering C menu)
Afternoon Break	Tea, coffee, juice with chef's daily selection (servings based on 1 ½ pieces per person)
Room Hire	Standard equipment (screen, whiteboard and flip chart) Pads, pens, mints and bottled water Table clothes for cabaret or classroom layout

**Inclusive of plenary only; room offered dependant on delegate numbers; pricing is only applicable on weekdays from 9am-5pm.*

SMALL MEETINGS PACKAGE (*Available in Caruthers & Rawson Rooms L5 Only*)

\$58.00 per person (*Minimum of 10 and Maximum 20 delegates*)

Morning	Coffee, tea and biscuits
Lunch	Coffee, tea and sandwich selection
Afternoon	Coffee, tea and biscuits
Room Hire	Standard equipment (<i>Screen, whiteboard and flip chart</i>)

Catering Only Packages

(appropriate room hire applies)

*Legend: **GF**-Gluten Free, **DF**-Dairy Free, **V**-Vegetarian*

CATERING PACKAGE A

\$48.50 per person

Arrival tea, coffee and biscuits

Morning tea, coffee and orange juice and your selection from the break menu

A selection of sandwiches, wraps and rolls, fresh fruit platter, coffee, tea and juice

Afternoon tea, coffee and orange juice and your selection from the break menu

CATERING PACKAGE B

\$55.50 per person

Arrival Tea and coffee.

Morning Tea Tea, coffee and orange juice and your selection from our breaks menu.

Lunch A selection of sandwiches, wraps and rolls, sweet or savoury pastry item, salad bowl, fresh fruit platters, coffee, tea and juice.

Afternoon Tea Tea, coffee and orange juice and your selection from our breaks menu.

Catering Only Packages

(appropriate room hire applies)

Legend: **GF**-Gluten Free, **DF**-Dairy Free, **V**-Vegetarian

CATERING PACKAGE C

\$58.00 per person

Arrival	Tea, coffee and biscuits
Morning Tea	Tea, coffee and orange juice and your selection from our breaks menu.
Lunch	<p><i>Please choose 2 items from the selections below:</i></p> <p>Spinach and ricotta cannelloni, Traditional Neapolitan sauce (V)</p> <p>Fish in Tempura batter served with fries</p> <p>Beef Merlot Casserole with steamed potato (GF)</p> <p>Chicken Tagine with honey dates and roasted cashews (GF) served with Moroccan cous cous (DF)</p> <p>Star Anise Hawkers chicken served with stir fried rice (GF, DF)</p> <p>Wok fried glass noodles with Asian vegetables (GF, DF)</p> <p>Beef Massaman curry, potatoes and peanuts served with Basmati rice (GF, LF)</p> <p>Pan fried veal, artichoke hearts, creamy lemon dressing (GF)</p> <p>Vegetable Tikka Masala with steamed rice (GF, DF, V)</p> <p><i>(Additional choices may be requested for more variety or seasonal changes)</i></p> <p><i>Please choose 2 salads to accompany your buffet:</i></p> <p>Green leaf and tomato salad with balsamic dressing (GF,V)</p> <p>Summer beetroot salad (V)</p> <p>Moroccan cous cous salad (V, DF)</p> <p>Roasted vegetable salad(GF, V)</p> <p>Traditional Greek salad, calamatta olives, creamy fetta (GF, V)</p> <p>Caesar salad (GF)</p> <p>Fettuccine basil mayonnaise salad (V)</p> <p>Fresh fruit platters (GF, DF)</p>
Afternoon Tea	Coffee and orange juice and your selection from our breaks menu.

Cocktail Selections

*Legend: **GF**-Gluten Free, **DF**-Dairy Free, **V**-Vegetarian*

Standard selection - \$5.00 per piece*

COLD SELECTION

- BBQ duck and cucumber pancake
- Vegetable Vietnamese rice paper roll (V,GF,DF)
- Caramelised onion, marscapone & blue cheese tart (V)
- Roast beef, tomato jam and rocket tart
- Corn blini with avocado salsa (GF)
- Smoked salmon, cream cheese and dill mini bagel
- Tandoori chicken, rocket and red capsicum pizzette
- Chirizo antipasto skewers with bocconcini & olives
- Mini frittata with baby spinach, feta and caramelised onion (GF)
- Prawn Vietnamese rice paper roll (GF,DF)

HOT SELECTION

- Chinese chilli meatballs (GF)
- Falafel balls (V)
- Provençal cocktail quiches (V)
- Thai fish cakes (DF)
- Shitake mushroom and leek spring rolls (V,DF)
- Coconut chicken sugar cane skewer (DF,GF)
- Mini BBQ pork buns (DF)
- Salt and pepper prawns (DF)
- Barramundi wontons (DF)
- Black angus beef cocktail pies

DESSERT CANAPÉS

- Chocolate éclairs
- Mini gelato cones

**30 person minimum*

Platters

Fresh fruit platters \$47.00

Platter of freshly cut fruit to suit 10 people

Nibbles Platter \$47.00

Platter with 2 dips assorted nuts, lavish bites and crisps. Perfect with a few drinks for 10 people

Mixed Pastry platter \$57.00

An assortment of mini quiches, mini muffins and mini Danish (15 pieces per platter)

Aussie Platter \$68.00

Mini pies, sausage rolls and mini burgers.
A substantial selection of 15 mixed pieces

Cheese Platter \$68.00

A selection of 3 cheeses with crackers, lavish and dried fruit.



Private Dining Selections

*Legend: **GF**-Gluten Free, **DF**-Dairy Free, **V**-Vegetarian*

\$56.00 - 2 course menu \$66.00 - 3 course menu

Alternate Serve add \$6.00

ENTRÉE

- Butternut pumpkin and coriander soup, peanut butter crisps (V, GF)
- Classic Prawn cocktail
- Chilled Thai beef salad, coriander, mint, lemongrass, chilli cashew nut dressing (GF)
- Soft Fetta and mushroom tart with roasted shallots, rocket and truffle oil (V)
- Tian of Alaskan crab meat , king prawns and avocado with Bouillabaisse sauce (GF)
- Green papaya salad, char grilled prawn, palm sugar glaze (GF)
- A salad of confit of duck on an endive and walnut salad w a green pepper dressing (GF)

MAIN COURSE

- Fresh Salmon Fillets with sugar pea puree, kumara Gillette, preserved lemon butter and Bure Blanc
- Baked Lamb medallions marinated Greek style in lemon garlic and olive oil served with rosemary baked carrots, baby spinach, fetta topped with lamb jus
- Roasted Eye fillet of beef rubbed with Schezuan pepper corns accompanied by a red onion comfit sweet parsnip and garlic jus
- Prosciutto baked chicken breast, with ricotta and spinach creamy polenta with parmesan and blue cheese and a lemon thyme jus lie
- Peppered duck breast, poached balsamic pear, gratin potatoes, raspberry wine reduction
- Banana leaf fish topped with a coconut paste, served with steamed rice and a lime and avocado salsa (GF)
- Roasted pumpkin and black olive cannelloni with sautéed mushroom pecorino cheese and truffle oil (V)
- Vegetarian Filo parcels filled with pumpkin, carrots, sweet corn, sweet potato, mushrooms and green peas (V)
- Vegetable stacks with char grilled egg plant, sun dried tomato, olives rocket pesto served on a creamy mushroom polenta (V)

DESSERT

Passion fruit curd tart with cream fraiche.
Steamed butter scotch pudding with vanilla bean ice cream
Belgium chocolate slices served with crème anglaise tiramisu.
Ginger and honey panncotta with pineapple and almond biscotti passion
Mini pavlova bombe, mixed berry salad, double whipped cream
Mixed fruits berries of the forest crème brulee, served with almond biscotti
Freshly cut fruit plate

Freshly brewed tea, coffee and chocolates \$6.25

Dinner Package

3 Courses
Tea/Coffee
4 hour bar package
Room Hire
\$99 per person (*Minimum of 30 persons*)

For additional suggested menus please refer to our web site for our specials or if you have a particular dish in mind discuss it with our Operations Manager and we will endeavour to prepare it.



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Cocktail Party Packages*

COCKTAIL PACKAGES

Choose canapés from the Cocktail selections page 10

\$57.00 per person - 2 hour package

Selection of 6 standard items with a continuous pouring of selected Australian white, red and sparkling wines with, Australian light and standard beer and soft drinks

\$68.00 per person - 3 hour package

Selection of 8 standard items with a continuous pouring of selected Australian white, red and sparkling wines with, Australian light and standard beer and soft drinks

**Minimum of 30 guests*



Buffet Menus*

Legend: GF-Gluten Free, DF-Dairy Free, V-Vegetarian

BUFFET 1 CARVERY - \$51.50 per person

Bread rolls and butter
Chef's selection of two salads
Hot carvery of leg ham, roasted leg of lamb with a hot dish of wok fried glass noodles with Asian vegetables (GF, DF, V)
Roasted potatoes, pumpkin and cauliflower au gratin
Chutneys, pickles and condiments

Desserts

Chef's selection of assorted desserts and freshly sliced fruit
Freshly brewed coffee or tea

BUFFET 2 DELUXE CARVERY - \$59.00 per person

Bread rolls and butter
Chef's selection of two salads
Hot carvery of leg ham and boned lamb leg, with a hot dish of Thai green curry chicken jasmine rice and wok fried glass noodles with Asian vegetables (GF, DF, V)
Roasted potatoes, pumpkin, and cauliflower au gratin
Filleted loin of Atlantic salmon served chilled with ginger chilli and cracked black pepper. (GF, DF)
Chutneys, pickles and condiments

Desserts

Chef's selection of assorted desserts and freshly sliced fruit
Freshly brewed coffee or tea

BUFFET UPGRADE \$12.00 per person

Add king prawns (4 per person) to your buffet

**Minimum of 30 persons or a 20% surcharge may apply*

Beverages

Wines		Bottle
Sparkling	McWilliams Brut NV	29.50
	Evans & Tate Zamphire Chardonnay and Chenin Blanc	36.00
	Les Jamelles Chardonnay Pinot Noir	33.00
White	McWilliams Semillon Sauvignon Blanc	29.50
	Evans & Tate Sauvignon Blanc	36.00
	Catching Thieves Semillon Sauvignon Blanc	33.00
	Les Jamelles Sauvignon Blanc	33.00
	Essenze Pinot Gris	33.00
Red	McWilliams Cabernet Merlot	29.50
	Evans & Tate Merlot	36.00
	Catching Thieves Semillon Cabernet Merlot	33.00
	Les Jamelles Cabernet Sauvignon	33.00
	Zeppelin Shiraz	33.00
Beer		
	House light beer (stubby)	7.00
	House full strength beer (stubby)	8.00
	Premium domestic/International beer	9.00
Spirits (nip)		
	Basic spirits	8.50
	Premium spirits	9.50
	Liqueurs	10.50
Non-alcoholic drinks litre		
	Orange juice	14.50
	Soft drink	13.00
	Mineral water	13.00

BEVERAGE PACKAGES

Includes local light and full strength beers, house red, white and sparkling wines, orange juice and soft drinks

<i>Duration</i>	<i>Premium</i>	<i>Deluxe</i>
1 hour	\$19.00	\$24.00
2 hours	\$24.00	\$29.00
3 hours	\$29.00	\$34.00
4 hours	\$34.00	\$39.00
5 hours	\$39.00	\$44.00

Room Rates* and Capacities

	m ²	Capacities						Rates					
	Area Size m ²	Cabaret	Cocktails	Banquet / Banquet with dance floor	Theatre	Classroom	U-shaped Boardroom	Half Day Rate 8-12noon / 1-5pm	Full Day Rate 8am-5pm	Evening Rate 6pm-10pm	Day & Evening Rate 8am-10pm	Weekend Full Day	Weekend Full Day & Evening
Banquet Hall	555	300	600	400/ 350	500	300	40/60	2670	4080	2800	5500	6300	8500
Grand Lodge	568	70	N/A	N/A	600	50	30/30	2420	3560	2540	4880	5355	7320
Ionic	361	150	250	180/ 150	300	150	40/50	1145	1900	1200	2490	2860	3730
Doric	155	70	110	100	120	70	30	575	830	605	1155	N/A	N/A
Corinthian	108	70	90	70	110	50	30	575	830	605	1155	N/A	N/A
Composite	78	35	50	30	60	30	20	480	700	500	970	N/A	N/A
Tuscan	91	42	60	40	70	40	20	480	700	500	970	N/A	N/A
Boardroom	92	N/A	N/A	N/A	N/A	N/A	30	480	700	500	970	N/A	N/A
Remington	69	N/A	N/A	N/A	N/A	N/A	20	480	700	500	970	N/A	N/A
Rawson	49	20	N/A	N/A	40	20	N/A	400	630	420	840	N/A	N/A
Carruthers	52	20	N/A	N/A	50	20	20	400	630	420	840	N/A	N/A
Northcott	104	70	N/A	N/A	110	50	30	575	830	605	1155	N/A	N/A

*Room Hire includes a screen, flip chart and whiteboard (pads and pens, mints, bottled water and table clothes can be added to the quote).

Rates quoted are based on midweek (i.e. Monday-Friday). For weekends (i.e. Saturday and Sunday) a 50% supplement to the room hire is charged.

The minimum spend on a Saturday and Sunday is \$2,860.00 (The Ionic Room with the 50% supplement) and minimum of \$650.00 in food and beverage service (100 servings of tea/coffee and biscuits).

Additional Services

CONSUMABLES

Pads and pens per delegate	1.60
Bottled water per delegate (refreshed during lunch break)	3.75
Mints per delegate	1.60
Clothes per table	5.00
Clothes and skirting for table top exhibitions per table	10.00

AUDIO VISUAL

Lectern and microphone	140.00
Roving/Lapel/Head set mic also	(per mic) 140.00/195.00
Cable mics or table mics (each)	46.00
If more than two mics used then a mixer is required	70.00
LCD projector (front projection) includes set up/pack down	230.00
Additional	195.00
LCD projector for large screen (front/rear projection) in Grand Lodge and Banquet Hall	575.00
Rear projection screen with side draping for Grand Lodge or Banquet Hall	525.00
Extra draping for rear projection screen for Grand Lodge or Banquet Hall	450.00
Laptop	199.00
Remote mouse pointer	36.00
DI Audio Box for sound from a laptop or iPod docking station	57.00
Flip chart/paper/markers	26.00
Electronic Whiteboard	230.00
Stage lighting	155.00
Tech support – per/hr (min 4 hrs)	67.50
Staging block (2.4x1.8x0.40m) in Banquet Hall, Ionic or Grand Lodge	100.00
Power and cables for table top exhibitions – per table	50.00
Conference Telephone	260.00
(plus \$20.00 local line and call charge / \$50.00 for STD)	



We allow you to bring in your own equipment or use your preferred suppliers (3-Phase Power at \$460.00 per day will be required for external AV suppliers)

SMC broadband options

SMC provides a high speed broadband connection to assist you with your presentations, communications and information.

Choose from a solution that best suits your needs. If an additional configuration is required, please contact our service staff.

- Free ADSL wireless available in the Ground and First Floor Foyers.
- A wired connection to any room or registration desk in the building – \$50.00 per connection per day
- Private wireless network – Login and password will be supplied to the client. \$99.00 set up fee and includes 1GB use. Additional gigabytes used are charged at \$40.00 per gigabyte or part thereof. Usage includes both uploaded and downloaded data.
- Wireless for exhibitors – \$50.00 per connection per day.
- Speed – 20 mbps upload and download
- Broadband connection – fibre optic



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