



FAQs about Meetings & Conferences

Here are some of the most frequently asked questions about holding a meeting or conference on Cockatoo Island. We hope this helps with your decision-making and we look forward to seeing you soon.

How do we get to the Island?

You can catch a public ferry (F3 Parramatta River service) or water taxi.

For more info visit: www.cockatooisland.gov.au/visit/getting-cockatoo-island

What happens on arrival?

Check in at the Visitor Centre – you will be shown to your room and resources.

Are there kitchen facilities available?

You have access to a small kitchenette with a fridge and dishwasher. Please note that this is a shared facility and you are responsible for keeping it clean and sharing with others.

Is catering an option?

Conference Catering is available through the Island's *Societe Overboard cafe*, located right near the Conference Centre. Please contact Societe Overboard directly on 0434 372 260 to organise catering.

www.cockatooisland.gov.au/eat#societe

Can we self-cater?

You are welcome to bring snacks for morning tea or afternoon tea. However, our kitchenette facilities are not large enough to accommodate external caterers or pre-catered lunches in the fridge.

For self-catered morning and afternoon teas, we provide cups, milk jugs, side plates, serving platters and large bowls. A water station with glasses is also included. The fridge will be emptied at the end of every day. If you are there for multiple days, please bring labels for your food.

Can we bring alcohol?

Conference users are not permitted to bring alcohol to the Island. Societe Overboard cafe and the Marine Centre cafe both have licensed areas where alcohol may be purchased and consumed.

Please visit www.cockatooisland.gov.au/eat for more information and to make bookings.

What if I only need the room for an hour or two?

Our conference rooms are charged at a daily rate. Hourly rates do not apply.

Can we set up the day prior?

Absolutely, if there is availability, but please be aware that this will incur an additional day's hire fee.

Can we use outdoor areas for activities?

Feel free to explore Cockatoo Island's many outdoor areas. If you are planning to bring a third party operator to run a low impact activity outside the meeting room, such as Team Building Activities, please note that an additional fee is required. You'll need to download and complete our **Commercial Activity Permit Application Form** found on our website.

Can we book a tour of the Island for our group?

Of course. Visit www.cockatooisland.gov.au/group-tours for more information.

Can we stay overnight?

Cockatoo Island is the only harbour island where you can stay overnight, offering unique accommodation options to suit all budgets and tastes. Choose from Heritage Houses, Apartments and Glamping.

For more information visit: www.cockatooisland.gov.au/stay

To book group accommodation, contact us on 02 8969 2111 or stay@cockatooisland.gov.au

What do we do with our bags if we arrive before 2pm check-in or leave after 10am check-out?

You can take your bags to your conference room. If you are arriving before 2pm, plan your afternoon tea break around check-in time so you can check in at the Visitor Centre.

Do you have flip charts or butcher's paper?

Yes, we do - subject to availability and advance booking:

Flipchart stand and pad (50 sheets) - \$35.00

Flipchart stand - \$15.00

Additional Flipchart pads (50 sheets) - \$25.00 each

Additional whiteboard with markers and eraser - \$25.00 per day

Note: Please do not bring Blu-Tack to Cockatoo Island. Buildings are heritage listed and paintwork can't be marked.

Can I access the internet?

Wireless internet access is available within the Conference Centre. One ethernet port per room is also available.

What do I bring to connect to the Smart TV or a data projector?

Our Success Room has VGA and Audio ports:

- VGA cables and Audio cables are provided in our equipment box together with a manual.
- If you only have a HDMI port on your PC you will need to bring a HDMI-to-VGA adaptor.
- If you have a MAC you will need to bring a Mini Display Port-to-VGA.

Our Clarence Room and Huon Room have VGA, HDMI and Audio ports:

- VGA and HDMI cables are provided in our equipment box together with a manual.
- If you have a MAC you will need to bring a Mini Display Port-to-VGA or Mini Display Port-to-HDMI.

Is there disabled access to the Conference Centre?

There is ramp access to the Conference Centre and the closest accessible toilet facilities are located near the campground in Building 33. Please let us know at the time of booking if someone in your group requires accessible options.

Where are the toilets located?

Public toilets (including accessible) are available outside the Conference Centre, near the campground, or on the ground floor of the Mould Loft.

What else do I need to consider?

- The Conference Centre is a heritage building, so some restrictions may apply.
- Equipment provided is strictly for use inside the conference room and cannot be taken outside or to other venues.
- The Clarence Room and Huon Room are each furnished with a board table, which cannot be moved.
- The Success Room can be set up however you wish, so please allow time at the start of your day to do this for your group.
- Please note that there are several supporting columns inside the Success Room. For images visit: www.cockatooisland.gov.au/venue-hire/meetings-conferences