



Conferencing & Events Information





Hotel Grand Chancellor

Dear Conference Organiser,

I would like to introduce you to our Hotel.

Ensure your next meeting or conference is a success, let the Hotel Grand Chancellor Launceston arrange it all for you! The Hotel is situated in the heart of Launceston. Our experienced functions staff will work with you from start to finish ensuring everything is covered.

With the capacity to host a conference up to **1900 pax**, Hotel Grand Chancellor Launceston is the largest conferencing centre in Northern Tasmania.

There are **8 dedicated conferencing rooms** on the ground level. Fully ramped access is available from the adjoining car park.

Our facilities incorporate The Albert Hall Convention Centre, offering Theatre style plenary for up to 1400 pax, and Gala Dinner seating for up to 550 pax. This venue also provides an impressive space for Trade Exhibitions and cocktail events.

There are **165 accommodation rooms** over 6 floors. They are a spacious 32 sq m and consist of King and Twin doubles. There are four interconnecting rooms per floor, connecting a King and a Twin.

Overflow accommodation for larger conferences is easily accessed with-in walking distance of the hotel, offering a range of styles and prices.

The airport is 15 minutes drive time from the city, with taxis and airport shuttles readily available for transport.

Launceston offers a variety of local attractions within easy access of the hotel including

- The Cataract Gorge
- Tamar River Cruises
- The Seaport Boardwalk and Restaurant precinct
- The Aquatic Centre
- Museum and Planetarium tours
- James Boags Brewery and Centre for Beer Lovers
- Championship golf courses
- The City Park – home of the Japanese Macaque monkey enclosure.

We are located on the Tamar Valley Wine Route for full and half day tours.

We welcome the opportunity to show you our facilities.

With kind regards,

Hotel Grand Chancellor Launceston - Conferencing & Events Team.



Launceston

Hotel Grand Chancellor Launceston, the city's premier 4.5 star hotel, offers superior accommodation, superb Tasmanian cuisine and extensive conference facilities in the centre of the northern capital of Tasmania. Catering for the discerning corporate and leisure traveller, the hotel is only a short stroll from the main central business district and Brisbane Street shopping mall. In addition, the Hotel Grand Chancellor Arcade offers a variety of retail outlets towards Yorktown Square.

Hotel Grand Chancellor Launceston is the ideal base from which to explore the beauty and variety of the north – the handsome Georgian architecture of the municipal buildings of Launceston, the heritage homesteads, the serenity of the cruise up the Cataract Gorge, or driving the beautiful Tamar Valley Wine Country with its award-winning vineyards.

Also, within walking distance from the Hotel Grand Chancellor Launceston are local tourist attractions such as City Park, Launceston's beautiful public gardens and Japanese macaque monkeys, the Tasmanian Design Centre, the Queen Victoria Museum and Art Gallery, Princess Theatre and Aurora Stadium – the home of AFL in Tasmania.





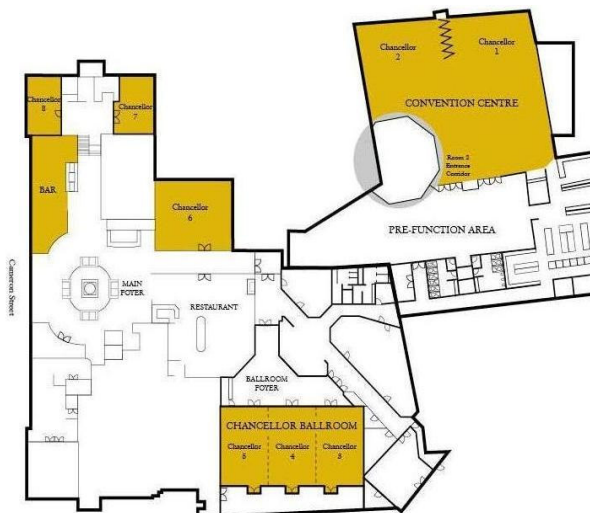
Room Hire Prices

Room	Half Day	Full Day	Dinners
Hotel Grand Chancellor			
Conference Centre	\$700.00	\$1400.00	\$400.00
Chancellor 1	\$400.00	\$700.00	\$200.00
Chancellor 2	\$400.00	\$700.00	\$200.00
Chancellor 3	\$250.00	\$350.00	\$150.00
Chancellor 4	\$250.00	\$350.00	\$150.00
Chancellor 5	\$250.00	\$350.00	\$150.00
Chancellor 3 + 4	\$350.00	\$450.00	\$300.00
Chancellor 4 + 5	\$350.00	\$450.00	\$300.00
Chancellor Ballroom	\$500.00	\$600.00	\$300.00
Chancellor 6	\$250.00	\$350.00	\$150.00
Chancellor 7 or 8	\$140.00	\$190.00	\$190.00
Albert Hall			
Great Hall	\$2500.00	\$2500.00	\$2500.00
Tamar Valley Room	\$250	\$350	\$350
John Duncan Room	\$250	\$350	\$350
City Park Cafe	\$250	\$350	\$350



ROOM CAPACITIES

Venue	Area Sq.M	Capacities					
		Banquet Style	Cocktail Style	Theatre Style	Classroom Style	U-Shape Style	Board Room Style
Chancellor 1&2	592	400	800	500	245		
Chancellor 1	324	160	300	300	160		
Chancellor 2	243	120	200	200	120		
Pre-Function Area	308		200				
Chancellor Ballroom	269	200 (No AV)	320	320	160	50	60
Chancellor 3	98	50	80	580	40	24	30
Chancellor 4	72	40	60	60	30	14	20
Chancellor 5	98	50	80	80	40	24	30
Chancellor 3&4	168	120	160	140	78	40	48
Chancellor 4&5	168	120	160	140	78	40	48
Chancellor 6	90	50	70	70	32	24	24
Chancellor 7	48	12	15				14
Chancellor 8	48	12	12				12





CHANCELLOR 1 + 2 (Conference Centre)

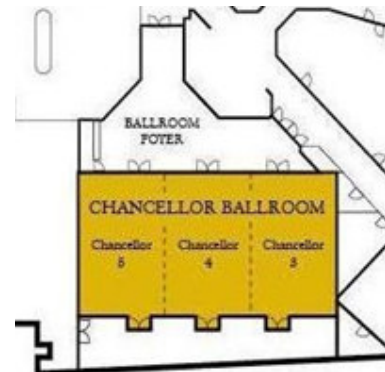
Venue	Area Sq.M	Capacities			
		Banquet Style	Cocktail Style	Theatre Style	Classroom Style
Convention Centre	592	400	800	500	245
Chancellor 1	324	160	300	300	160
Chancellor 2	243	120	200	200	120
Pre-Function Area	308		200		





CHANCELLOR 3, 4 & 5 (Ballroom)

Venue	Area Sq.M	Banquet Style	Cocktail Style	Theatre Style	Classroom Style	U-Shape Style	Board Room Style
Chancellor Ballroom	269	200 (No AV)	320	320	160	50	60
Chancellor 3	98	50	80	80	40	24	30
Chancellor 4	72	40	60	60	30	14	20
Chancellor 5	98	50	80	80	40	24	30
Chancellor 3&4	168	120	160	140	78	40	48
Chancellor 4&5	168	120	160	140	78	40	48





CHANCELLOR 6

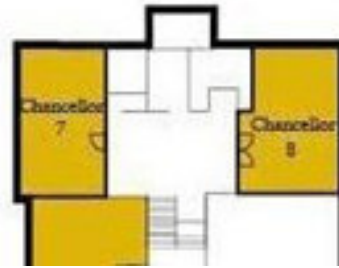
Venue	Area Sq.M	Capacities					
		Banquet Style	Cocktail Style	Theatre Style	Classroom Style	U-Shape Style	Board Room Style
Chancellor 6	90	50	70	70	32	24	24





CHANCELLOR 7 + 8

Venue	Area Sq.M	Capacities					
		Banquet Style	Cocktail Style	Theatre Style	Classroom Style	U-Shape Style	Board Room Style
Chancellor 7	48	12	15				14
Chancellor 8	48	12	12				12





Audio Visual Equipment





WOW!
STAGING CONNECTIONS
INSPIRATION AT WORK

Audio-Visual Equipment

Our on-site audiovisual company, Staging Connections, can provide quotes on all your equipment required, as well as assist with the operation of all equipment. Staging Connections provides two major services to corporate clients and professional meeting managers, as well as associations and government departments.

Technical Services

State-of-the-art presentation technology and technical production, utilising an employee base of over 500 highly trained crew, operators and directors. Products and services include:

- visual display and projection systems
- lighting design, direction and equipment
- audio equipment and management
- technical event management

Creative Services

Staging Connections has a team of over 60 specialists from diverse creative backgrounds - including music, theatre and film production - who can create and manage the look and feel of an event in every detail. Creative products and services include;

- Theming and event styling
- Chair covers, table decorations and napery
- Entertainment design
- Set design & manufacture
- Multimedia and graphic services
- stage management
- audio visual design

Contact Christian on 0417 121 539 or cstoran@stagingconnections.com



Staging Connection Audio Visual Hire Costs

<i>Equipment</i>	<i>Cost</i>
8' Motorised Screen	\$59.49
8' Screen and Data Projector	\$263.12
Data Projector EX1	\$205.92
JBL Speaker/Stand/Lectern/Microphone	\$91.52
Laptop (Mac/Windows)	\$251.68
Lectern & Microphone	\$164.74
Whiteboard	\$48.05

The prices listed above are subject to change. Please contact the Conferencing & Events Coordinators to confirm as additional costs apply.

The above equipment is only an example of some of the equipment which Staging Connections can offer, if you require additional equipment which is not listed please contact our Conference Staff for assistance.

<i>Equipment</i>	<i>Cost</i>
Dance Floor	\$0.00
Display Tables	\$0.00
Lectern	\$0.00
Pin board	\$0.00
Stage	\$0.00

The Hotel Grand Chancellor can provide the equipment list above free of charge.



Additional Information





Function Do's and Don'ts

Decorations or Banners –Do

- Do use Blu Tac for hanging of lightweight posters and banners on timber and glass surfaces
- Do use pins for hanging lightweight posters and banners on the sign boards or trade booths with front runner surface.
- Take care so as to not to damage the surface that your poster, banner or display is being removed from.
- Consult the Conference and Events Team prior to arriving at the Hotel regarding hanging of any heavy, large or awkward banners that can not be displayed with Blu Tac or pins.
- Do provide banners one day before the event.

Decorations or Banners – DON'T

- Don't use screws, nails or staple on any surface within the hotel.
- Don't use Velcro dots on any surface
- Don't use any sort of tape on any surface
- Don't use any permanent fixing system that will damage, mark or alter the surface that the poster, banner or display has been fixed to.
- Don't forget to consult the Conferencing and Events Team regarding your special hanging needs.
- Don't cover fire escapes, hose reels or fire extinguishers.

Catering – Do

- Please contact the Conferencing and Events Team regarding any special catering needs required during breaks for delegates that is not included on the menu.
- Please contact the Conferencing and Events Team regarding the cost and booking of Food and Beverage staff to assist with service of catering from your exhibit.
- Please contact the Conferencing and Events Team regarding hiring Cappuccino Machines.
- Please contact the Conferencing and Events Team regarding the use of glassware, serviettes or special cleaning needs.
- Provide delegates with individual wrapped snack times (chocolate, lollies, ice creams ect.)

Catering – Don't

- The Hotel Grand Chancellor Launceston does not allow any catering to be supplied on the premises that is not brought from and produced by the Hotel
- Don't provide beverages that are not purchased from the Hotel
- Don't supply fresh foods that are not purchased from the Hotel.



Contact Details

If you would like any additional information about the content of this booklet or for booking your Conference or Event through the Hotel Grand Chancellor Launceston

Please Contact

Sarah Bertels

Conference & Events Coordinator

Phone (03) 6334 3434

Email: conferencing@hgclaunceston.com.au

Neridy Kearnes

Conference & Events Coordinator

Phone (03) 6334 3434

Email: conferencing2@hgclaunceston.com.au

We will be happy to assist you any way we can.