

ADELAIDE ENTERTAINMENT CENTRE EVENT ORGANISER MANUAL

Updated: 24 February 2025



To assist you in the planning of your event, this Event Organiser Manual has been compiled containing useful information, general guidelines, and answers to commonly asked questions.

Should you have any further queries, require specific information, or pricing relating to your event, please do not hesitate to contact your assigned Event Planner.

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All information included in this manual is current as of 13 February 2025 and may be subject to change at the discretion of Adelaide Venue Management (AVM), proud operators of Adelaide Entertainment Centre. Should you have any concerns, please contact your Event Planner.

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I. EVENT MANAGEMENT

Event Timetable

Once your event is confirmed at Adelaide Entertainment Centre (AEC) you will be allocated a Functions Coordinator who will advise and assist you through the planning stages of your event and will be your primary contact person. They will coordinate all logistics with internal departments to ensure the success of your event.

As your event draws closer your Functions Coordinator will work with you, in conjunction with the *myAdelaideevent* portal (see page 9) to gather and compile all the relevant information about your event to develop a detailed Event Schedule (see page 9).

As an overview, the following table outlines the timeline of when the information is required, and when the Event Schedule is issued for checking and sign off.

One (1) month prior to your event
Your daily run sheet/program including: <ul style="list-style-type: none">• Completed checklist returned.• Confirmed menu selection.• A separate dinner program (if applicable)• Indication of minimum numbers• Confirmation of any special room set up requirements.• Confirmation of floor plan requirements• Contact details or introduction to contracted Audio Visual supplier (if applicable)• Indication of event running times• Artwork (should you wish to use the LED Super Screen and Foyer LED Screens)• Completed Hazard Identification form and a copy of your Public Liability Insurance Certificate returned to your Functions Coordinator.
3 weeks prior to your event
<ul style="list-style-type: none">• AEC to issue pre-payment invoice• Menu – if printing own menus, supply Event Planner with a proof to be confirmed prior to printing• Logos – supply any logos that you would like included on your directional signage / table menu• Confirmation of floor plan layout and AV setup / time requirements• Riders for support acts
Seven (7) to ten (10) working days prior to your event
<ul style="list-style-type: none">• Detailed Event Plan finalised and issued to you with any accompanying floor plans• Pre-payment invoice must be paid and received by AEC
Five (5) working days prior to your event
<ul style="list-style-type: none">• Approximate number of guests for all catering functions to be confirmed• Special dietary requirements and names confirmed• Signed Event Plan returned with any changes• Final run sheet• Floorplan confirmed
Two (2) working days prior to your event
<ul style="list-style-type: none">• Final guaranteed numbers for all catered functions. This number of guests will be charged for regardless, even if numbers decrease in the remaining days leading up to the event• Any increase to numbers cannot be guaranteed and the AEC reserves the right to charge an additional 25% of the catering price per increase• Any additional special dietary requirements (subject to approval)• For seated banquets, an alphabetical seating list with table numbers and final special dietary requirements• Final Event Plan signed and returned

myAdelaideevent

To streamline the planning process our event planning platform, [myAdelaideevent](#), will provide you with an easy to follow, step-by-step process to work with your Functions Coordinator to organise your event until you arrive onsite.

An introduction and personal log in details to access *myAdelaideevent* will have been set up at the Sales stage. If other members of your team require access at any time, please advise your Functions Coordinator who will be able to arrange personal log ins for them as required.

Once you are logged in, we suggest bookmarking the page for easy access, or you can also find a link to the 'Client Portal' from the Adelaide Entertainment Centre's website

As an overview, the pages to plan your event in *myAdelaideevent* are:

- **Home:** a summary of the event details, tasks due and contact details.
- **Tasks:** items required for action with a dedicated due date. These items are tailored to your event and the outcomes will be used to develop your detailed Event Schedule. You will also be advised of new actions with fourteen (14) days' notice, and reminded of actions past due with a personalised email sent on Monday mornings. Documents for completion will be linked to the task, and any other documents needed from you, such as your event's logo or special diets list can be uploaded here.
- **Documents:** reference documents such as our menu and documents for completion and return will be hosted here.
- **Program:** a snapshot of your program as your Functions Coordinator has input will be detailed here. Please note this may be a work in progress at any point in time.
- **Bookings:** confirmed event spaces are listed. Tentative holds will not be shown.
- **Contacts:** all the team dedicated to your event, with their role and contact details.

Event Plan

The Event Plan outlines the entire program and relevant information for your event including allocation of rooms; timings; room hire costs; program; signage; food and beverage requirements and costs; and venue set up.

- The Event Plan, with any accompanying floor plans, will be prepared and distributed to you approximately ten (10) working days prior to your event. Please check that all details discussed and required are included and correct.
- Any alterations must be noted in writing on the Event Plan and returned to your Event Planner no later than five (5) working days prior to the commencement of the event.
- Event update(s) will be prepared based on any alterations or additions you make to the Event Schedule (including the final guaranteed catering numbers).
- The final Event Plan is to be signed and returned no later than two (2) working days prior to the event. Implementation of your event onsite will be in accordance with the specifications and Terms and Conditions of the Event Schedule and any accompanying updates.

Venue Access

The AEC is a closed venue and entry is by appointment only, meaning that entry doors will not be opened until your allocated times (as per your Event Plan) and when FOH Security staff are in position.

When you arrive onsite at your agreed setup time or the commencement of your event, please go directly to your designated entry (this will be confirmed by your Event Planner and noted in the Event Plan). If your entry door is not

open, please phone your dedicated AEC Setup Coordinator (as advised by your Event Planner and noted in your Event Plan).

Should you have any trouble accessing the venue, please contact your dedicated Event Planner or visit AEC Reception 08 8208 2222 (Open 8.30am – 5.00pm weekdays; located via Gate 3 off Manton St).

Exhibition Planning

When planning an Exhibition that requires shell scheme or custom designed stands, please note it is the Hirer's responsibility to engage the services of a third-party supplier to assist with the setup / installation of all booths and power to all stands. The AEC can supply you with a list of suppliers that we regularly use.

Once you have confirmed your supplier, your AEC Event Planner and Setup Coordinator will work with all parties to confirm the floor plan, timings, and freight logistics.

For further information on the AEC's Exhibitions Services, please refer to page 21 of this manual.

2. AUDIO VISUAL & COMMUNICATION

Audio Visual (AV)

The AEC has a limited supply of AV equipment available for hire. Not all function spaces have built-in technology.

AV, sound and lighting equipment as well as the operation of such equipment are the responsibility of the Hirer. The AEC can provide contact details of suppliers that are familiar with the venue.

AEC In-House Audio-Visual Equipment & Rental

Arena

The Cube – Refer to AV flyers or page 29 in this manual.

Theatre

K2 Sound System - Refer to AV flyer or see page 57 in this manual.

Star Room

Dual Projection Package – (2 x motorised drop down screens & 2 x Epson Laser LED projectors) – see page 63 for further details.

Third-Party Audio-Visual Contractors

The AEC will work in conjunction with your nominated third-party AV or staging supplier however, all production plans or specifications drawn by a third party require AEC approval prior to being finalised.

Web Streaming / Video or Audio Recordings

The AEC can facilitate any web streaming or recorded events you may wish to host; however, we do not have the inbuilt technology or personnel required to provide web streaming or event recording services onsite. Please contact your AV supplier and your Event Planner for further information if you require these options.

Communication Services

Communication services are readily available throughout the AEC in a variety of options. These can be provided in wireless or cabled form depending on your requirements. The AEC is responsible for the provision and maintenance of all communication services provided within the venue.

Wireless Internet Services

Free Wi-Fi

Free wireless internet is provided by the AEC and can be accessed in the Arena and Theatre only. The service is suitable for checking emails and basic web browsing; however, connections are not guaranteed due to the varying number of users connected at any one time. Please contact your Event Planner for further details.

High Speed Wi-Fi

Wireless Internet can be provided with a faster bandwidth for the duration of an event on individual separate networks throughout the AEC. Choose from multiple connectivity packages to create the right web accessibility for your event.

These services are available on mobile devices with wireless internet capability. All wireless standards are supported by the AEC including IEEE 802.11ac.

The AEC does not guarantee the operation of Wi-Fi services and takes no responsibility for any loss caused to the Hirer in the case of a loss of coverage. It is recommended for event critical function (i.e., point of sale devices) that the client has a 4G backup available.

Cabled Internet Services

A range of high-speed cabled internet services can be provided to suit your requirements.

Services are charged at a daily rate, inclusive of a single connection per service and enable you to use one service in multiple locations. A fee will be incurred per additional location. Your Event Planner can provide you with further information.

When booking communication services for an exhibition site, please notify your Event Planner of any flooring to be installed as this can impact access.

Connection & Security

The AEC can detect sources of abuse and/or network interference and reserves the right to deny access to any device without notice. No refund will be provided in this case.

AEC internet services do not provide a firewall. The AEC accepts no responsibility for any viruses or computer security breaches. Security of the service remains the responsibility of the end-user when connected to the internet.

The AEC can provide non-internet LAN infrastructure, to link various areas across the venue. Charges are applicable.

Settings & Configurations

The AEC's internet services are symmetric connections, meaning their download and upload speeds are the same.

All services utilise the Dynamic Host Configuration Protocol (*DHCP*). This allows computers to connect to the service automatically. You will need to supply your own network hardware and cabling to create a custom network in a single location.

Please be aware that onsite computer support is not provided, however, the AEC will provide a cable to a designated location to test the service and ensure connectivity. Cables are terminated with standard Ethernet (RJ45) connectors.

Additional connections attract an additional charge per connection.

Fixed IP addresses are available upon request for specialised applications.

Power

Several power options are available, including 10amp and 15amp 240v, 32amp 415v 3 phase and 200amp / 400amp 3 phase power locks. Your Event Planner can advise the locations of power.

Rigging

Rigging requirements may be required for events held in the Arena or Theatre. The cost of rigging varies depending upon AV requirements. For further information, please discuss with your AV provider.

All top-level rigging required at the AEC must be supplied by the corporation's approved and licensed supplier (Event Rigging Solutions). On most occasions, any rigging will be organised by your contracted AV supplier and confirmed prior to your event. All rigging charges will be at an additional charge to the Hirer, and you will be invoiced directly from Event Rigging Solutions. For further information about rigging, please discuss with your AV supplier and see section 11 - Function Spaces below for more information about the individual rigging requirements for each room.

Event Rigging Solutions

Alex Mollison – Managing Director

Ph: 0475 309 965

alex@eventrigging.com.au

In specific circumstances, should you need to use your own rigging contractor this must be approved in writing by your Event Planner a minimum of four (4) weeks prior to your event. If approval is granted, you must have two (2) staff members from Event Rigging Solutions onsite to ensure all top-level rigging points are as per AEC specifications.

Bands, DJs, Motivational Speakers & Entertainers

The hire of all entertainment, bands, DJ, or guest speakers is the responsibility of the Hirer.

We are pleased to offer advice on locally based suppliers of entertainment, speakers etc, to assist you making a booking.

Please note, additional charges may be applicable where you engage a band or entertainer, as many bands do not include lighting and audio production as part of their fee. Please ensure you communicate with your AV supplier when your entertainer's requirements are known.

Any food or beverage requirements for bands or entertainers must be supplied by the venue. Selections need to be provided to your Event Planner 15 working days prior to your event.

Office Equipment

Please liaise with your Event Planner should you elect to use your own office equipment or hire in from a supplier. Please note that all electronic equipment brought onto the premises must be appropriately tested and tagged (A test & tagging fee will be incurred).

Pyrotechnics

Any pyrotechnic activity inside the venue must be advised a minimum of 30 working days prior to the event and ideally identified on the Hazard Identification Form.

This advice must be received by the AEC to enable full risk assessment to be undertaken and actions implemented as required.

Licenses, product details including burn time, decibel impact, explosion characteristics, material safety data sheets and risk management plan must be advised via your event planner, along with all certificates of currency and company profiles for approval before any permission can be given to use pyrotechnics in the venue.

Pyrotechnic contractors must be licensed in South Australia and hold the necessary licenses to fire all pyrotechnics in the event.

All equipment must meet Australian Standards and be certified in South Australia.

Written confirmation and / or refusal to the Hirer shall be made on receipt of all information prior to the Event date.

The AEC reserves the right to refuse, move the location, or restrict access to any area of the venue that might pose a risk to any personnel when considering the use of pyrotechnics within the venue and its grounds.

The Hirer is solely responsible for the use, temporary storage, set up and detonation of any pyrotechnics. They are also responsible for ensuring that pyrotechnics are handled as well as transported to/from the venue in a safe manner.

The Hirer will conduct a pre installation meeting with an AEC representative to work through any issues that may be faced when using pyrotechnics for the Event/s.

The Hirer will set up pyrotechnics in the area appointed by AEC management. Appropriate safety signage and procedures will be implemented by the contractor to ensure the safety of the area.

Pyrotechnics shot towards the ceiling of the AEC Arena must not exceed a height of 10 metres from the floor of the Arena.

Pyrotechnics shot towards the ceiling of the AEC Theatre must not exceed a height of 8 metres from the floor of the Theatre.

3. FOOD & BEVERAGE

Food & Beverage

Our experienced in-house chefs take great pride in creating unique, award-winning cuisine. All meals are prepared on the premises to ensure that guests are provided with the finest and freshest food South Australia has to offer.

As always, our commitment remains to delivering our guests outstanding, hearty meals. We have an abundance of incredible, local produce and all our wines are from South Australia. As a result, we have a wide range of food and beverage options for you to choose from to truly impress your attendees.

Food & Beverage Policy

The AEC retains the sole rights for the sale and distribution of any article of food or beverages for consumption onsite. No external food or beverages are permitted on the premises without prior written permission, irrespective of outside sponsorship agreements. In addition, SA Liquor Licence requirements dictate that all food and beverages are consumed onsite and cannot be removed from the premises.

Exhibitors wishing to serve food samples and/or beverage tastings at their booths must obtain the AEC's written permission in advance, subject to conditions.

Cake Policy

You are welcome to provide your own wedding or celebration cake for your special occasion. Your cake will be served in addition to a chosen dessert course. Please discuss with your Event Planner and note additional charges will apply to serve cake.

Children's Meals

Children's menus are available upon request.

Client Supplied Beverages

Should you wish to provide your own beverages, written approval from AEC Management needs to be secured through your Event Planner. Should approval be granted, conditions and beverage service charges (corkage) will apply.

Spirits

The AEC has a maximum quantity level for spirits that can be supplied by a client for weddings. 1 x 700ml bottle per 10 guests is permitted. An additional corkage charge will apply per open bottle.

For events where a per bottle corkage charge applies (private events and weddings), all additional charges must be finalised by the client with a credit card at the end of the event.

Spirits are to be served from the bar by staff only; no bottles will be placed on tables.

Coffee & Tea Service

Self-serve espresso coffee machines or coffee machines with barista service are available for use throughout the venue, with a selection of T Bar teas. Additional charges apply for these services. Please speak with your Event Planner for further information.

Our standard service option is freshly brewed coffee with a selection of T Bar teas unless you specify otherwise and arranged with your Event Planner prior to your event.

Spring Water

Spring water stations are available throughout the venue in the Foyers or Meeting Rooms. Additional stations can be ordered for exhibition and foyer areas from your Event Planner at an additional cost.

Commemorative Bottles

Should you wish to provide commemorative and/or souvenir bottles of alcohol (i.e., port, wine, or champagne), the following guidelines must be adhered to, in accordance with the SA Liquor Licensing Act:

- Bottles must have a label with the Event/Conference/Company name, logo, and date.
- When sold from a desk or stand, the hired area/s for the event, commemorative bottles must be placed into a bag before being passed to consumers.
- The commemorative bottle must not be consumed on the premises; and,
- It must be referred to as commemorative and/or souvenir edition.

Crew Catering

A 'Crew Catering' menu is available for your staff, contractors, and entertainers onsite, during bump in/out, and throughout your event.

Dietary Requirements

Every effort will be made to cater for dietary requirements for allergy related, religious, ethical, or medical reasons with notification to be received no later than five (5) working days prior to the event. We are unable to guarantee that dietary requirements that have not been pre-ordered, or 'lifestyle choice' diets such as Paleo, Atkins diets, will be catered for.

Entertainer Refreshments

Refreshments for entertainers can be selected from the 'Crew Catering' menu. These items are generally served in the designated dressing room areas.

Final Catering Requirements & Attendance Numbers

All food and beverage requirements for an event, including exhibitor catering, must be confirmed with your Event Planner approximately one (1) month prior to your event, and no later than a minimum of fourteen (14) days prior to the event.

As stated in the AEC's Terms and Conditions, anticipated attendance numbers for catering purposes must be advised to your Event Planner approximately five (5) working days prior to the event, with final minimum guaranteed numbers supplied two (2) working days prior.

Guest Listings

For seated catered events, please provide an electronic copy of the final guest listing in Excel format in alphabetical order, with corresponding table numbers to your Event Planner no less than two (2) working days prior to your event. Your Event Planner can provide you with a preferred template. These will be printed and displayed on boards outside the entrance doors of your room. You may also wish to provide a logo to be included on this sheet.

Guest Purchase Bar Service

Should you wish to include a guest purchase bar for your event, please take into consideration initial beverages on the table for ease of service. These can be supplied by you on a consumption basis or alternatively, a smaller beverage package could be used in conjunction with a guest purchase bar at the beginning of the event. AEC has a minimum monetary guarantee to open a guest purchase bar. Should the beverage spend not meet the minimum requirements, the Hirer will be charged the difference on your post event invoice. Please speak to your Event Planner for further information.

Should you require a secondary Guest Purchase Bar facility on the Arena floor for your event (in addition to the bar supplied by AEC), additional setup charges may apply.

Adelaide Entertainment Centre accepts payment via card only for all onsite charges. All cards accepted, no surcharges.

Service Timings & Staff Ratios

Service times for plated banquet meals will vary according to the size of your event. The following guidelines are suggested for your run sheet for an Arena Banquet.

- Entrée: 40 minutes (20 minutes to serve, 20 minutes to clear)
- Main course: 60 minutes (30 minutes to serve, 30 minutes to clear)

- Dessert: 40 minutes (20 minutes to serve, 20 minutes to clear)
- Cheese: 15 minutes (service only)
- Coffee & Tea: from a Self-service station

For choice menus, please allow an additional 15-30 minutes for order taking prior to the service of first course.

When creating your event Runsheet please allow the above times and forward a draft to your Event Planner to confirm that timings are suitable for the requirements and number of guests attending your event.

Your Functions Coordinator or Supervisor on duty will liaise with you during the event should any formalities run over the specified service time.

The AEC will determine the staff ratio requirements of your event based on event type, final number of guests, and food and beverage packages chosen to ensure the AEC's service standards are maintained.

Please advise your Event Planner should you have any service period restrictions, or special staff ratio considerations for your event. Additional staff are available at an hourly rate, with a minimum three and a half (3.5) hour call per team member.

Surcharges

Please be aware that the following surcharges apply:

After Midnight Surcharge

- A surcharge is applicable to events continuing after midnight unless a beverage package is in effect. A maximum of half an hour is permitted at the conclusion of the event for your guests to depart the venue, thereafter the surcharge will come into effect.
- Approval must be sought prior to your event for it to run past midnight.

Choice Menus/Alternate Service

- Surcharges apply per person for alternate service and choice menus.

Liquor Licencing Act (South Australia)

According to South Australian Government Liquor Licensing Commissioner – Principles of Responsible Serving of Liquor pursuant to Liquor Licensing Act, 1997 – Section 128A, the AEC adheres to the following:

- No supply of liquor to minors (under 18 years of age) or a person acting at the request of a minor.
- No liquor promotions will encourage binge drinking or intoxication or are discriminatory or likely to appeal to minors.
- No admission of intoxicated persons.
- Refusal of service to intoxicated persons.
- Fulfil obligations of duty of care for patrons and staff.
- Ensure patron behaviour does not adversely impact on the local community and neighbourhood.

For further information on the Liquor Licencing Act (South Australia), please visit: <https://www.legislation.sa.gov.au>.
In addition:

- Guests may be requested to provide identification.
- Alcohol will not be served to persons unable to produce identification if requested.
- Management and staff have the right to remove any person under the age of eighteen (18) who is found drinking alcohol on the premises.
- A minor (under 18 years of age) is not allowed to be on the liquor licensed premises between midnight and 2am unless with a responsible adult.
- A person under the age of eighteen (18) if accompanied by a responsible adult may remain onsite until 2am.
- Any alcohol found on the premises that has not been provided by the AEC will be confiscated.
- Adults/Parents are not permitted to purchase or supply alcoholic beverages to any person under eighteen (18) years of age.

- Management and staff have the right to remove any person from the premises who is found with drugs/illegal substances, either in their possession or under the influence.

Public Catering

Public catering facilities can be provided for your conference or exhibition; minimum revenue guarantees are required. Additional charges will apply to have these facilities open for your guests. Please contact your Event Planner for further information

Wine Tasting

Beverage service charges will be applicable for a wine tasting event to cover the provision of all service, glassware, washing, storage, and refrigeration.

External Suppliers

- We allow external suppliers, i.e., ice cream carts, external baristas (supplier fees apply).

Gin & Spirit Bars

- External supplier fee
- Supplier will need to supply alcohol, mixers, and garnishes etc.
- Additional charges apply for AVM to supply ingredients, glassware or staff.

4. DELIVERIES, COLLECTION & STORAGE

The AEC is a closed venue and entry is by appointment only, meaning that loading dock facilities will only be open for specific times during the setup of your event.

All items delivered to the AEC must have the appropriate delivery label attached. These labels will be sent to you by your Event Planner. Special attention should be paid to these labels, as timeframes for deliveries vary according to the goods being delivered.

Any items to be delivered prior to your event date must have a completed delivery docket and be delivered to AEC Administration at the address below:

Adelaide Entertainment Centre
Administration
Entry via Gate 3 off Manton Street
08 8208 2222

Opening hours: 8.30am – 5.00pm, Monday to Friday

Please prearrange any required use of our forklifts in advance via your Event Planner. The first two (2) pallets or trolleys will be managed free of charge, with subsequent requirements to be charged for.

For any goods being delivered to your allocated loading dock on the day of your event, all delivery companies should be advised the loading dock location. If the dock is unattended, they will need to contact AEC Reception (follow signage or call 08 8208 2222)

Organiser Delivery

Organiser Goods are permitted to be sent to the AEC three (3) working days prior to your event. Organiser goods include:

- Organiser materials
- Satchel inserts.

The AEC will sign for all Organiser goods and arrange for them to be moved from AEC Administration to the area as identified on the label (i.e., Theatre, Star Room etc.) for the day of your event.

Any item delivered to the AEC prior to the specified date from your Event Planner will NOT be accepted.

Early delivery of items will only be accepted with prior approval from your AEC Event Planner and will be subject to dock availability and venue capacity.

Beverage Delivery

Wine and all beverages that are to be used for events must be sent to the AEC no later than seven (7) days prior to your event. You must identify on the delivery labels if the beverages are to be refrigerated or any other specific instructions (i.e. if for gifts or wine wall etc).

Exhibition Deliveries

Exhibitors are permitted to arrange delivery on the first day of tenancy of the exhibition space. As there is no onsite storage, no deliveries will be accepted before this time. AEC will not sign for the delivery of any goods on behalf of exhibitors, nor will there be any responsibility accepted for the safety of any such items delivered to the site in the absence of the exhibitor.

If exhibitors are arranging for couriers to deliver on their behalf, either the individual exhibitor must be onsite to sign for these goods, or alternatively, arrangements must be made with the event organiser to sign on their behalf.

Exhibitor goods include:

- Exhibitor materials
- Custom stand materials / kit / machinery

For further details about Exhibitor deliveries see Section 7- Exhibitions.

Collection of Outgoing Goods

If the collection of goods is required, the Hirer/organiser must organise all freight collection including wrapping, labelling of goods, and attaching any consignment notes that need to be completed.

Organiser goods must be collected at the time of event bump out unless other arrangements have been pre-approved by AEC.

Exhibitor goods must be collected at the time of event bump out. If this is not possible, the collection of goods must be arranged with the AEC. The exhibitor is required to organise all freight collection including wrapping, labelling of goods, and attaching any consignment notes that need to be completed.

Any goods not collected by this time will be disposed of at the cost of the individual exhibitor. The AEC accepts no responsibility for goods left behind at the end of an event.

Operational Requirements

It is your responsibility as the event organiser to ensure all exhibitors and contractors working on your behalf are aware of the following:

- To ensure the safety of everyone utilising the allocated loading dock for your event, only AEC staff and appointed exhibition contractors are permitted to use forklifts on the premises.
- All contractors undertaking work on your behalf must be inducted into the AEC's WHS policies and procedures and be aware of the evacuation procedures.
- Pallet lifts and trolleys are available upon request.
- Any person under the age of 15 years is prohibited from accessing the AEC exhibition spaces and loading dock during the designated bump in and bump out periods.
- Bump out outside of the scheduled time will only be permitted with the consent of the event organiser and approved by AEC Operations Coordinator or Function Supervisor.
- AEC Security reserves the right to inspect any vehicle before, during and/or after an event.

5. VENUE SET UP

Air Conditioning

All event venues (except for the Arena Foyers) are air-conditioned; this is included as part of your venue hire.

Banners & Decals

The AEC is happy for you to display your banners (hanging or freestanding) and place printed decals within your hired venue space. The hanging of banners is to be carried out by an AEC supplied licensed rigger or AV supplier in the Arena or Theatre and charges may apply. Any damage to the facilities from decals will be the responsibility of the Hirer.

Please use the organiser's delivery label, supplied to you by your Event Planner, marking it 'BANNERS'.

After your event, please pack down your banners and be responsible for their removal. No responsibility is accepted by the AEC for goods not collected.

Care of Venue

No attachment, fitting, fixture, or defacement is to be made to the flooring, ceiling, internal or external walls of the building, nor is any ladder or other device to be affixed to, or suspended from, any overhead structure without prior consent of the AEC. No nail, screw or other device is to be driven into, nor are holes to be made, in any part of the building or its equipment.

Other display material, such as hay, straw, wood chips, bark, etc must be positioned on suitable protection sheets. It is the responsibility of the exhibitor/contractor to provide protection sheets and ensure these materials are removed at the conclusion of the exhibition. Cleaning and maintenance charges apply and will be at the discretion of the AEC.

Carpet

All AEC function spaces are fully carpeted as part of our standard function setup. This is included in your venue hire. Should you require an uncarpeted event, this is possible in our Theatre & Arena spaces. You will need to confirm this with your Event Planner a minimum of two (2) weeks prior to the event.

Ceiling Heights

Ceiling heights throughout the AEC vary significantly. See section 11 - Function Spaces for specific details for your contracted event space.

Chairs

AEC will provide complimentary padded chairs should they be required for your event. Depending on the type of seating that is required (i.e., banquet, theatre style or bleacher) these chairs may vary in colour. The chairs have a coloured cushion and backing, with a steel frame. Please contact your Event Planner for further details.

Chair Covers

You are welcome to provide chair covers for your event. A list of chair cover providers familiar with the AEC can be supplied by your Event Planner. Chair covers are to be removed by the client or supplier immediately after the event.

Hire Chairs

Should you wish to supply your own chairs for your event, please advise your Event Planner a minimum of four (4) weeks prior to your event. If the Hirer has engaged a third party to supply chairs for their event, it is the responsibility of the Hirer and supplier to ensure the chairs are clean and suitable for use. The Hirer and or supplier is also responsible for the setup and pack down of the chairs that are delivered.

If AEC staff are required to place/pack up hired chairs additional charges may apply. Please note, for large events storage and delivery of many chairs will need to be considered and approval will be needed in writing from your Event Planner before they are allowed onsite.

Tables

The following tables are available in standard room set ups on a complimentary basis as follows (subject to availability):

- Banquet (standard round to seat a maximum of ten (10) persons) 1800mm diameter
- Banquet (large round to seat a maximum of twelve (12) persons) 2000mm diameter, limited tables available
- Banquet (extra-large round to seat a maximum of fourteen (14) persons) 2500mm diameter, limited tables available
- Trestle (standard) 1800 mm x 750 mm (6' x 2.5')
- Trestle (narrow) 1800 mm x 450 mm (6' x 1.5')

All tables are 710mm high.

AEC reserves the right to refuse the use of hired chairs if they arrive onsite dirty or unsafe for guest use. If AEC does not have sufficient tables or trestles, the client will need to hire externally.

Table Décor

Linen Tablecloths

White or black linen tablecloths are provided complimentary for all seated banquets.

Napkins

Complimentary linen napkins are available in a selection of colours (subject to availability).

Paper napkins are supplied for all stand up catered events, morning and afternoon teas, buffet lunches, cocktail receptions, etc.

Menus

Two menus per table are supplied complimentary by the AEC, printed on white paper (A4 size folded to portrait A5 size). Menus may be tailored to include your corporate logo.

You are welcome to supply your own menus, programs etc. for the table. If you wish to do this as part of a booklet or stand-alone menu for the table, a proof copy must be supplied to your Event Planner before you confirm printing with your supplier. Should you require AEC staff to set menus on the tables, all collateral must be delivered to your Event Planner two (2) days prior to the event.

Cleaning

General cleaning is included in the cost of the room hire. However, depending on the state of the venue after the event, it will be determined whether additional cleaning costs will be charged to the event account.

The removal of reasonable event related material is included in the room hire charge. Any rubbish requiring removal that exceeds a reasonable amount, rubbish not sorted into appropriate bins, or any significant cleaning requirements as deemed by the AEC (for example, resulting from the use of glitter bombs, confetti cannons etc) will incur additional charges and be charged to the organiser post event.

Soiling Fee

There is a charge for each cleaning of vomit, should any of your guests become intoxicated or unwell. Your Event Planner will add this to your final invoice.

Conference Office

AEC is happy to include a complimentary conference office space for your use during the event with the hire of the Theatre or Arena. For more detail, please see the backstage dressing room areas under section 11 - Function Spaces. If you are hiring other rooms at the Centre, we may be able to supply a conference room for your use; however, this will be subject to availability and will be confirmed by your Event Planner four (4) weeks prior to your event.

Dance Floor

A complimentary dance floor for banquets can be provided to accommodate your approximate number of guests. Its positioning and size will be indicated on your floor plan. The standard size dance floor provided for each room is listed below. Should you require a larger dance floor, additional charges may apply.

Star Room - 20sqm | Theatre - 60sqm | Arena - 80sqm

Entertainer Dressing Area

For more detail, please see the backstage dressing areas under Section 11 for options available for your contracted function space.

Event Ticketing

The AEC reserves the right to manage publicly ticketed events for Reserved and General Admission seated events (concerts, etc.) through [Ticketek](#).

For further information on Concert and Public ticketed events, please discuss with your Event Planner.

External Banners

The AEC has several external banner poles available for client use. These banner poles are located along Port Rd at the front of the centre. In total, we have seven (7) banner poles with two (2) flags on each pole. Should you wish to utilise these to help brand your event, please contact your Event Planner for details regarding costs and measurements. Written approval is required and additional charges will apply.



Floor plans

For further information on the AEC's room capacities please see section 11. This section is inclusive of:

- AEC capacities
- AEC site plan
- AEC room descriptions & specifications

Generic floor plans can be supplied to you by your Sales or Function Coordinator. Once you have confirmed your booking, your Event Planner will be able to work with you and your team to provide a tailored floor plan for your event.

Lifting & Working From Heights Equipment

AEC has several options for hire should you need access to lifting or working-at-height vehicles. These vehicles are subject to availability and will need to be booked with your Event Planner a minimum of 4 weeks prior to your event. Additional charges will apply for the hire of this equipment and will be supplied with an accredited AEC staff member to operate.

Forklifts

The AEC has 4 x 2.0 tonne compact Toyota forklifts for hire. All forklifts have a maximum lifting height of 4.3 metres. All have extension tines.

Additional forklifts can be hired upon request.

The AEC does have licenced forklift operators onsite. Please advise in advance if you require access to one of our drivers.

Knuckle boom

The AEC also has a JLG 600 AJ diesel powered knuckle boom that is available for hire to assist with rigging requirements.

Knuckle Boom model JLG 600 AJ

Platform height: 60 ft / 18.46 m.

Platform capacity: 507 lb / 230 kg.

Machine width: 8 ft 2 in. / 2.49 m

The AEC has ticketed operators available by arrangement. Contact your Event Planner to book.

Scissor Lift One

Scissor Lift Model: JLG 3369LE

Platform Height: 39 ft / 12.06 m.

Platform Capacity: 992 lb / 450 kg.

Machine Width: 5 ft 7 in. / 1.75 m

Scissor Lift Two

Scissor Lift Model: JLG ES3246

Platform Height: 32 ft / 9.8 m.

Platform Capacity: 705 lb / 320 kg.

Machine Width: 46 in. / 117 cm

Lecterns & Lectern Signage

A lectern and fixed microphone will be provided on a complimentary basis in Star Room, Theatre and Arena. Should you wish to provide signage for our lecterns, please contact your Event Planner for further details.

Motor Vehicles & Vehicle Displays

The AEC can provide several function spaces and entry points where vehicles can be easily displayed during your event. Please speak with your Event Planner to confirm if this would be a suitable option for your function. For any vehicle to be part of an event, you are required to notify your Event Planner of its details of dimensions, weight, display location & planned delivery times no later than 14 working days prior to the move in.

- All LPG fuel tanks must be isolated from the vehicle's engine by closing the 'service tap' on the fitted fuel tank.
- Drip trays must be provided for all vehicles regardless of age. Charges will apply for any damages.
- The client or contractor is responsible for driving the vehicle from the loading dock to the area of display and vice versa. A spare set of keys must be provided to your AEC Operations Coordinator on arrival.
- Any car washing that needs to be done will need to take place before arrival or written confirmation from your Event Planner will be needed for this to take place onsite. This will be subject to availability of outside areas.

Piano

A Yamaha Clavinova Electric Piano (Black) is available for hire, subject to availability. Speak to your Event Planner for further details, pricing, specifications, and to confirm booking.



Red Carpet

As a complimentary service, one piece of red carpet can be placed outside the appropriate entrance to your event, subject to availability and weather conditions. Any additional pieces will be an extra charge.

Registration

We will provide you with a clothed trestle for you to use for Registration.

Room Layout & Turn Around

Most event spaces have flexibility to be configured in various layouts and capacities. We provide staffing to change the layout and size of your plenary and/or breakout rooms. Only venue set up configuration per room, per day is included in room hire charges. Any additional set up changes including table changes or wall movements will incur labour charges.

There are various times required to allow our operational staff to reconfigure sections of all our rooms into separate spaces. This is dependent on the extent of the original room set up, wall movement and technology equipment.

Room Set Up – Banquets

The following items are provided on a complimentary basis for banquets (subject to availability):

- Tables: banquet (round tables to seat 10) and display trestles (if required)
- Banquet chairs
- Standard crockery, cutlery, and glassware
- Dressing room for band and entertainers (Theatre & Arena only)
- Cloakroom facilities (Arena only)
- Dance floor
- Lectern with fixed microphone for speeches (Star Room only)
- Printed menus: two (2) personalised per table
- Poster boards for seating plan
- Stage (size dependant on style of event)
- Awards table(s) (clothed trestle)
- Table linen and napkins

Room Set Up – Weddings

The following items are provided on a complimentary basis for weddings (subject to availability):

- Bridal table (skirted and raised)
- Tables: banquet (round tables to seat 10 and display trestles, if required)
- Standard crockery, cutlery, and glassware
- Banquet chairs
- Cake table
- Bridal Suite (subject to availability)
- Dressing room for band and entertainers (Theatre & Arena only)

- Dance floor
- Lectern with fixed microphone for speeches (Star Room only)
- Printed menus: two (2) personalised per table
- Poster boards for seating plan
- Red carpet outside the venue
- Stage (size dependant on style of event)
- Table linen: please refer to table décor

Room Set Up – Conferences & Meetings

The following items are provided on a complimentary basis for conference meeting rooms and seminars (subject to availability):

- AEC function spaces can be set in one of the following standard configurations: flat floor theatre, classroom, U-shape, workshop, or boardroom. Tiered bleacher style seating is available in Theatre & Arena.
- Your room hire is inclusive of one (1) room set up per day. Any changes to the room set up during a particular day may be subject to a labour surcharge.
- Banquet chairs.
- Black clothed head table (trestle table) for appropriate number of persons, set with AEC pads, pens, glasses and water. A standard head table accommodates up to three (3) people.
- Lectern with fixed microphone.
- Water station set at the back of the room.
- AEC pads and pens will be set at each individual setting for boardroom, U-shape, workshop, and classroom set ups, if required.
- Round tables (set as per your specifications).
- Trestle tables (up to three (3) people per trestle) for classroom and U-shape type settings.
- Stage (size dependant on style of event).

Signage

Digital Signage

The AEC can offer a range of complimentary and custom digital signage options on the day of your event. These are dependent on the function space hire and subject to availability. The AEC does not guarantee the operation of venue electronic signage and accepts no responsibility for any loss caused to the Hirer in the case of a malfunction.

LED Super Screen (Facing Port Road)



- The LED Super Screen dimensions are 67.2 metres wide x 2.4 metres high.
- The Hirer's artwork will be shown on high rotation on the day of your event only, as complimentary.
- Note that should another Hirer have paid for exclusive use of the LED Super Screen on the date of the event, the showing of your event may not be available.
- All LED Super Screen placements are subject to availability and AEC content approval.
- Please refer to the full design specifications below

Specifications & Design Guidelines

Please keep designs large and simple as the screen runs parallel with a main arterial road.

Please limit any fast movement/motion with your design.

Please include event name, logos, or pictures as suitable.

Dark background colours are the most effective - white should be avoided.

Please also note the following parameters as set by the Department of Transport for the LED screen:

- The content of the display (including graphics and text) must be simple, effective, and easily assimilated.
- Featured displays shall not contain any elements of a salacious or controversial nature.
- The display shall not incorporate colour schemes that interfere with traffic signals (e.g., changing from green to yellow to red) or imitate traffic signals (including images of traffic signs, traffic lights, etc).
- Text should not be larger than 50pt.

AEC must approve each design with respect to the above points before it can be uploaded.

Specifications for Static Images

- 4096px wide x 170px high
- 72 dpi resolution
- File format JPEG, PNG, EPS
- Display time of 30 seconds

Video Wall in Arena Foyer (For Main Arena Functions Only)



Our video wall located in the Arena Foyers enables event managers to brand/theme events and acknowledge sponsors.

(NOTE: This screen is vision only and no sound is possible)

Specifications for static images:

- 1080 pixels high x 1920 pixels wide (16:9)
- 1 x display (made up of 16 screens)
- JPEG or PNG

Specifications for Media File:

- 768 pixels high x 1366 pixels wide (16:9)
- 1 x display (made up of 16 screens)
- It can play almost anything that can be played on a Windows computer
- Common format is MP4 or AVI

The Cube (Arena Events Only)

Add extra 'wow factor' to your Arena event by hiring the AEC's state-of-the-art Cube. Additional hire charges and conditions apply. Please speak with your Event Planner for further details.



Specifications:

Main P2.6 LED Displays (4 Screens)
5m x 4m each side
1920 x 1536 native resolution
SDI or HDMI 1080p/1080i input

Corner P2.6 LED Displays (4 Screens)
2m x 4m each corner
768 x 1536 native resolution
HDMI 1080p/1080i input

All screens are 2.6mm Pixel Pitch and are fed 2 x HDSDI inputs (1 x Main Screen and 1 x Angled Screen)

Content

Avoid animations with any strobe effect. Please note, the Cube is a hirer rate (as per digital signage flyer).

Free-Standing Signage

Please note it is your responsibility as the Event Organiser to assemble and dismantle any freestanding signage. Should AEC staff be required to assemble signage, labour charges will apply.

Stage Units

The AEC maintains rights to provide and install all staging. Prior approval must be obtained if the venue Hirer wishes to provide and install their own stage. Handrails and guardrails provide vital support to presenters and guests, and ramps and stairs provide safe access to raised stage areas. Please contact your Event Planner for the guidelines for the set up involved.

Complimentary staging units (maximum 32' x 24') are provided for your event.

Primary Staging

SICO roll 'n' set stage decks 2400mm x 1800mm at either 400mm or 600mm high, six (6) units in total
Larger stages SICO roll'n'set and fold'n'set modules:

- 175 x 8' x 4' modules
- Two (2) x 4' x 4' corner square modules

Stage heights ranging from 4' to 7' are achievable

Surface material is matte black marine ply/carpet on reverse side

Secondary Staging

Modular system

Mainly used to complement the SICO stage as risers, mixer control position, wings or to increase the overall size of the SICO

75 x 2.4m x 1.2m (7'9" x 3'10") modules

Variable leg height – suitable for risers to wings. Operable from 200mm to 8000mm

Should there be a situation where the AEC staging is already booked for other events and extra staging needs to be hired above and beyond standard sizes, charges may be applicable.

Weight Loads & Capacities

Should you wish to display any piece of equipment, motor vehicle or machinery inside the venue that weighs over six (6) tonne (including transport vehicle), prior approval must be sought from AEC Management via writing to your Event Planner.

6. ONSITE SERVICES & FACILITIES

Accessibility

Patrons with Special Needs

Seating areas, car parking and other facilities are provided for patrons with mobility restrictions or other special needs.

Wheelchair Access

Wheelchair access is available at all external entry points to the Arena at Ground Level. Access to the Arena Floor will require staff assistance. Please notify your Event Planner if this service is required.

Wheelchair access to the Theatre is available at Door 1 at Ground Level and via Theatre foyers of the disabled ramp which services the Theatre Terrace.

Service Animals

Trained guide, hearing and assistance dogs are welcome at the AEC.

Accessible Toilets

Accessible toilet facilities are available throughout the venue.

Car Parking

The AEC has several easy onsite car parking options available for your guests, meaning that attending events is fast, efficient, and easy. This includes several access needs car parking areas close to the entry of the Centre.

Function Guest Car Parking

Where possible, complimentary onsite car parking is available for your guests on the day of your function (subject to availability). This will be in a reserved area, which will be confirmed by your Event Planner in the lead up to your function.

Multi Deck Car Park

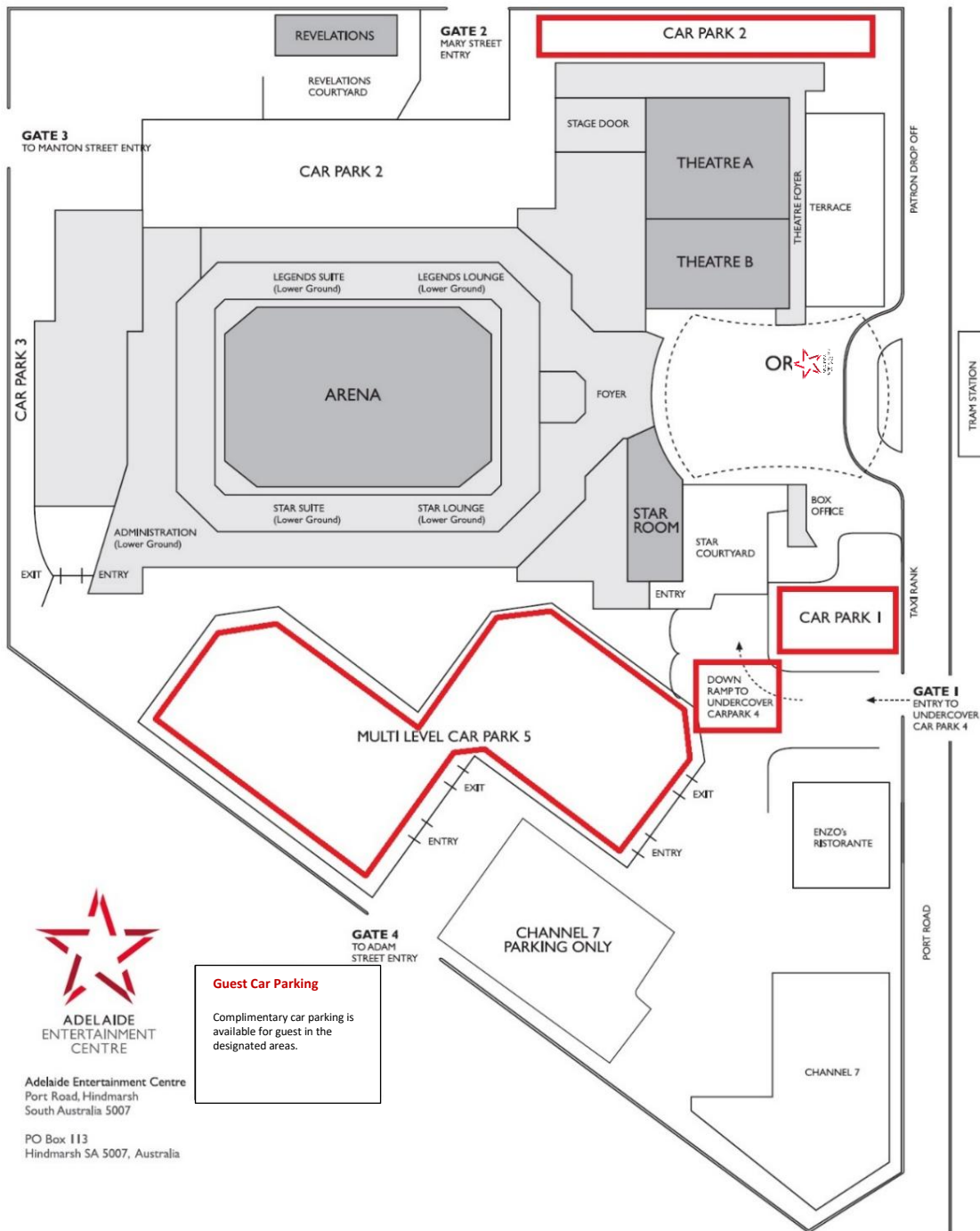
The AEC operates the onsite multi-level car park, accessible from Port Road, Manton Street or Adam Street. This car park is also available daily for all public Park 'n' Ride commuters. Please see our [website](#) for further details and pricing.

Under Croft Corporate Car Park

The AEC offers an underground car park with direct access to our Corporate Level (ideal for functions booked in the Lounge and Suite areas). The under croft may also be used as the designated car park for your events booked into the Star Room, Theatre or Arena. Once guests have parked, they will need to exit the car park via the ramp and enter the venue via the main entrance off Port Rd.

Several other reserved and street level parking options are available. Car parking will be allocated subject to availability and the events being hosted at the Centre. Car parking allocations cannot be confirmed until four (4) weeks prior to your event. Please speak with your Event Planner for full details.

ADELAIDE ENTERTAINMENT CENTRE



Luggage Storage & Cloaking Facilities

Conditions of Entry

The AEC is a closed venue and requires all events at the venue to have a licenced FOH security staff supplied by AVM.

For certain events, bags and backpacks larger than A3 (approx. 40cm x 30cm) are strictly prohibited. Medical items/bags will be allowed subject to inspection.

The AEC is committed to providing a safe and enjoyable environment for all patrons. Patrons may be required to show valid identification upon entry and at any other time. Patrons bringing personal items into the AEC do so at their own risk.

Cloakroom

Cloakroom and luggage storage facilities are in the Arena Foyers and subject to availability. Should you need a dedicated staff member to attend the cloaking area for the duration of your function, additional charges may apply. Please advise your Event Planner if this is a requirement, a minimum of two (2) weeks prior to your event, as we may need to create this specifically for your event.

Luggage Store

The AEC does not have a dedicated luggage store. Temporary facilities may be created depending on your event and availability. Should you anticipate large volumes of luggage requiring storage on the last day of your event, please alert your Event Planner a minimum of two (2) weeks prior to your event.

No luggage larger than A3 will be allowed to enter the function space. The AEC reserves the right to refuse entry to any guests or luggage at their discretion and take no responsibility for any luggage stored at the Centre.

Additional charges may apply if a temporary cloaking area needs to be created, or if dedicated AEC staff are required to attend the store.

First Aid, Medical & Emergency Facilities

First aid facilities are available to all users of the AEC with qualified first aid staff readily available.

First aid rooms are in the Main Foyer, Main Arena, and Theatre foyer areas.

Should you require a dedicated St. Johns staff member, or if the AEC deems one necessary at your event this will be organised by your Event Planner and additional charges will apply.

Any requirements for a St. Johns staff member must be confirmed with your Event Planner a minimum of four (4) weeks prior to your event.

Parent Room Facilities

The AEC has two (2) accessible purpose-built parent rooms with private and secure facilities for feeding, changing and other baby care needs.

Public Address System

A public address system suitable for announcements, background music and light entertainment can be provided.

Arena Auditorium (Usage Charge Applies)

Cassette, CD, 8-channel mixer

Six (6) x sound spheres + Amps

Controlled from CCTV Room

Foyer / ORB / Theatre / Star Room

PA announcements and audience recall

Background music and custom announcements

A mobile touch pad lets you allocate multiple different locations at once or separately throughout the venue

7. EXHIBITIONS

Exhibition Suppliers - Principal Contractor

The AEC does not construct shell scheme or custom designed stands or provide specialised furniture or display equipment. This service is normally provided by a specialist exhibition company (Principal Contractor). Should you require contact details for these companies, please contact your Event Planner.

To effectively plan the exhibition component of your event, the AEC will require specific information to ensure its success.

When planning an Exhibition with a constructed shell scheme or custom designed stands, it is the Hirer's responsibility to engage the services of a third-party supplier to assist with the setup/installation of all booth and power to be supplied to all booths.

Once your Principal Contractor has been confirmed, your AEC Event Planner and Setup Coordinator will work with all parties to confirm the floor plan and timings along with freight logistics.

Exhibitions – No Fixed Booths

Should you have an exhibition component to your event which will use trestle tables only (no fixed shell scheme), please discuss with your Event Planner. Additional charges will apply for the hire of trestle tables.

Power Supply

Any event which has an exhibition component (booths or trestle display) that requires power for more than six (6) exhibitors will be required to engage the services of a third-party supplier to deliver the power distribution to each exhibitor. For more information and a list of recommended suppliers, please discuss with your allocated Event Planner.

All additional power requirements will be at an additional charge to the Hirer, and you will be invoiced directly from your chosen third-party supplier.

Access Times/Event Timings

As the organiser, you will be responsible for the allocation of all timings for your event.

Unless agreed with the Event Planner, access to the venue will only be permitted during the period specified in your booking contract. Access outside this period will depend on business levels at the AEC and may incur additional charges.

Audio Visual

AV, sound and lighting equipment and the operation of such equipment are the responsibility of the Hirer. See Page 12 regarding Third Party AV suppliers.

Deliveries – Exhibitors/Contractors

Please be aware that the AEC is a closed venue and will only have a loading dock attendant located at your assigned loading dock during your allocated times. All delivery companies should be advised that if the loading dock is unattended, they will need to contact AEC Reception during Monday – Friday office hours only at 08 8208 2222.

All exhibitor/contractor deliveries are to be delivered to your assigned loading dock. Your Event Planner will supply you with a label for deliveries and the specific details for the dock that has been allocated for your event. Deliveries must be received as per your function sheet. Early delivery of items will only be accepted with prior approval from your Event Planner and will be subject to dock availability and venue capacity.

The AEC will not receive or sign for the delivery of any goods on behalf of exhibitors, nor will there be any responsibility accepted for the safety of any such items delivered to the site in the absence of the exhibitor.

Contractor goods and couriers requiring a signature will be turned away in the case of the exhibitor or organiser not being available to sign.

A specific "Delivery Label" will be forwarded to you with the rest of your exhibition documentation for exhibitor use for each delivery.

Exhibition Checklist

This provides the AEC with an overview of the main contacts, dates, and timings for your event. You will need to complete and return this document no later than four (4) weeks prior to your event.

AEC Setup Coordinator & Function Supervisor

It is mandatory for an AEC staff member (AEC Operations Coordinator or Function Coordinator) to be present for the duration of the exhibition bump in and bump out of your event. The AEC staff member will act as a liaison between all parties involved with the exhibition to facilitate a smooth move in and move out for your event.

The duration of these shifts will be based on the timings for your event as outlined on your event schedule and may be adjusted based on actual times as deemed appropriate by the AEC. If additional setup/ pack down time is needed, additional charges will apply.

Exhibition Floor Plans

The AEC does not design floor plans for Shell booth exhibitions. It is recommended that the services of a specialised exhibition contractor be appointed to do this.

Every floor plan and subsequent revision must be submitted to the AEC for approval as an AutoCAD dwg file, a minimum of seven (7) days prior to the commencement of your event.

As a part of the approval process, considerations will include but are not limited to, delegate numbers, operational requirements, access to amenities and access to emergency facilities.

Should a plan not meet the venue requirements, you will be asked to correct any area of concern via your appointed exhibition contractor and resubmit the revised plan for approval.

No exhibition will be permitted to build without venue approval.

Exhibitor List

This should detail the stand number, company name, and contact details of each exhibitor, as well as the type of stand (i.e. booth or custom stand). It is important that we receive regular updates, and a final version is emailed to your Event Planner a minimum of five (5) days prior to the event. This information is vital to ensure a smooth delivery for exhibitors during setup.

Hazard Management

A Venue Hirer Hazard Identification Form must be completed for your event and include all activities that have the potential to present a risk to the public. This document will be supplied to you at the confirmation of your event. You must return this form to your Event Planner four (4) weeks prior to your event.

Exhibition Information Guide

It is important that you send the information from this Exhibition Section to all your exhibitors. This handbook will be provided to you by your Exhibition Coordinator and will assist in ensuring that statutory requirements are met and will answer many of the queries that may arise, saving you (the organiser) a great deal of time and effort. Should you wish to send out your own exhibitor manual, it is a requirement that it is sent out in conjunction with the AEC Exhibition Information provided.

Power Connection & Consumption

Electrical power requirements within an exhibition are required to be connected by the Hirer's appointed contractor. The Hirer is responsible for ensuring that all installations meet legislative requirements. **(All appliances must be tested and tagged** as the Hirer is responsible for the maintenance of equipment during the event, **a fee will be incurred for this)**. We recommend engaging in a company to provide testing and tagging services during exhibitor bump in. An approximate cost for the use of power will be based on each exhibitor using the equivalent of one single-phase outlet. The exhibition contractor is required to provide the AEC with a detailed list of the outlets used during your exhibition.

It is a requirement of the AEC that only our accredited electricians have access to the venue's high voltage mains boards and are required to be onsite during the setup and duration of your exhibition. This will be at an additional charge to the Hirer and will be confirmed in your Event Schedule.

The AEC does not have backup generators. It is reliant on SA power networks for its power feeds, and it sits on two high voltage systems that power the site. If one system is lost, then the venue can be switched to the other available system and vice versa. This does require a certified & trained electrician to operate the high voltage switch over. A realistic timeframe to switch from one system to the other is approximately 10 minutes. If there is an electrician onsite for your event, please speak to your Event Planner for additional information. This is at the cost of the hirer. Bookings are to be made (4) weeks prior to the event. If an electrician is not onsite, a call out fee for an electrician and technical charges will apply. This will be invoiced in full to the hirer, and delays to the event may occur. Whilst we are in a good position having two systems, we cannot guarantee uninterrupted power supply for any events we hold at the venue.

In a worst case black out type scenario where two power systems are lost, the AEC has emergency backup batteries that will power emergency lighting for a period of 90 minutes. These batteries will not be able to power any event production requirements and are for emergency exit purposes only.

Water Supply

Should any of your exhibitors need a water supply as part of their exhibition requirements, the AEC has limited water access points throughout its function spaces. If you require both incoming and outgoing water usage, additional charges apply for a plumbing technician to be onsite. Please speak with your Event Planner for additional information and the location of water access for your event.

Proof of Public Liability Insurance

It is a requirement as per AEC Conditions of Hire that the lessee is responsible for arranging their own Public Liability Insurance and any other insurance that may be required.

Exhibition organisers must submit a Certificate of Currency provided by their insurer as proof of Public Liability Insurance cover (minimum of \$20 million coverage) prior to commencement of tenancy.

8. PAYMENT PROCEDURES

Terms & Conditions

Payment terms and conditions along with schedule are outlined in your Hire Agreement and Conditions of Hire. All estimated costs are to be paid prior to the event.

Banking Details

BANK:	ANZ
BSB:	015-101
Account:	838603649
Account Name:	AVMC – Operating Account
ABN:	50 676 936 954

Cancellation Policy

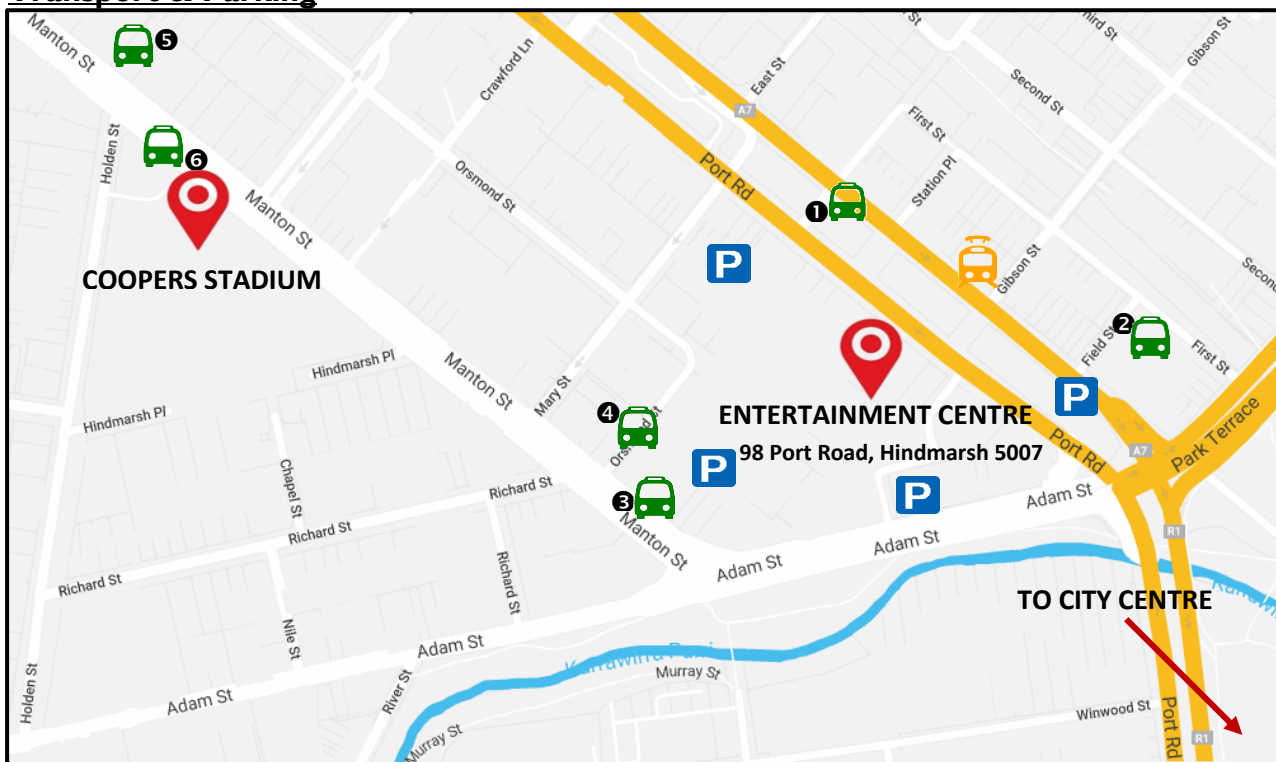
The AEC reserves the right to cancel any provisional booking should the signed Hire Agreement and Conditions of Hire, Credit Application Form (if applicable) and proof of payment of the deposit not be received by the applicable due date. Full details of the Cancellation Policy are outlined in the Conditions of Hire.

Taxes

All charges are inclusive of Goods and Services Tax (GST), currently at ten percent (10%). Should the rate of GST change at the time of your event taking place, prices will be adjusted accordingly.

9. GENERAL INFORMATION

Transport & Parking



From Adelaide Airport

- Driving distance approx. 6.5km
- Taxi/Uber: 15 mins depending on traffic
- Yellow Taxi 13 22 27
- Suburban Taxi 13 10 08

Closest bus stops

- ❶ Port Road (outside New Local Eatery, 1 min walk)
- ❷ Port Road (opposite AEC, 300m, 4 min walk)
- ❸ Manton Street (opposite AEC, 450m 6 min walk)
- ❹ Manton Street (near gate 3 Entry 400m, 5min walk)
- ❺ Manton Street (outside AUFC store, 700m, 8 min walk)
- ❻ Manton Street (opposite AUFC store, 750m, 9 min walk)

Car parking

- Adelaide Entertainment Centre 24/7 parking
- Gate 1 Port Road Entry
- Gate 2 Mary Street Entry
- Gate 3 Manton Entry
- Gate 4 Adam Street Entry

Closest train station

- 15min tram ride to Adelaide Railway Station
- 25min tram ride to City Centre, Victoria Square

Nearest accommodation

- Intercontinental Hotel
- Stamford Plaza
- The Playford Hotel
- Adelaide Rockford
- Adelaide Rivera Hotel
- Hotel Grand Chancellor Adelaide

Bicycle

- The AEC provides bicycle parking rails at the front of the venue, providing opportunity for cyclists to secure their bikes.

Medical centre

- Hindmarsh Bowden Health, 334 Port Road, Hindmarsh.
Phone: (08) 8417 7700
Approx. 4km away (10 min walk)
Open: Mon – Fri 8am – 8pm, Sat/Sun 8am – 6pm

Closest trams stop.

- Port Road (middle of Port Road, opposite AEC, 200m, 3 min walk) **approx. every 15mins*

Card Only Venue

Adelaide Entertainment Centre is a cashless venue. We accept payment via card only for all onsite charges, including car parking, food and beverages. All cards accepted. Credit card payment may incur charges.

Welcome to Country

Should a Kauma Welcome to Country be required, please visit the Adelaide City Council's [Welcome Register](#). This register details approved persons or groups to deliver a Welcome to Country and includes contact details and other information about the person or group and additional services they can provide.

If you want to perform a Smoking Ceremony as part of your Welcome to Country, please refer to Section 10 WH&S (page 42) for further details.

10. WH&S

Animals, Pets, or Livestock

No animals or pets, except for Guide or Service Dogs, are permitted in the venue except as an approved exhibit, activity, or performance requiring the use of animals. Application to the AEC for the display of animals and/or livestock must be sought in writing from the AEC no later than fourteen (14) days prior to the exhibition bump in. All animals must be always kept on a leash or in a secure pen under the control of a dedicated handler in compliance with the Animal Welfare Act 1985, Exhibited Animals Act 2015, and Prevention of Cruelty to Animals Regulations 2000.

The following guidelines apply:

- All procedures for the handling and containment before, during and after the event, shall be presented to AEC for approval and the decision to allow such animals or display is at the discretion of AEC.
- Where any interactions between animals, guests, public or staff members are likely, a risk assessment setting out the risk control measures to be used, must be provided to safeguard those people's safety and the wellbeing of the animal.
- Animals shall not be kept on the premises overnight, unless authorised by AEC management.
- A suitably qualified handler, trainer and representative shall be always onsite with the animal to ensure safety of persons and/or property whilst the animal is onsite.
- All efforts will be made by the handler or person displaying the animal to comply with preventative measures to avoid fouling AEC property. The handler is responsible to promptly clean any fouling and keep the keeping area clean. Additional cleaning costs will be passed-through where this is not undertaken.
- The animal organiser is to ensure a suitable environment is provided to any animal brought into an AEC venue, to ensure its wellbeing. AEC management always require that the organiser considers the wellbeing of the animal and that the animal is afforded sufficient space, ventilation, food, water, and provision of a stress-free environment.
- The animal organiser must supply suitable handwashing/sanitising facilities for guests who interact with animals.

Contractor Induction

All event contractors who have been engaged by a client of the AEC are required to complete a site and safety induction onsite every time they commence work within the venue.

Upon arrival, contractors are required to report to reception, unless otherwise notified by venue staff in which case you will be met by a venue staff member and required to sign in via the Skytrust induction terminals which are located at Reception, Arena stage door and Theatre stage door. Contractors are required to sign out via the terminals when leaving.

Exhibitors within an event are not required to undertake a site and safety induction and should follow Event Organisers' instructions regarding entry.

Electrical Testing & Tagging

All electrical equipment entering the AEC must comply with the Australian Standard AS/NZS 3760:2010, South Australian Work Health, and Safety Act 2012. This Act covers all electrical equipment used in the workplace, including equipment brought into the building by contractors or third parties. The outward sign of compliance with the Act will be the equipment's electrical test tag, compliant with relevant standards.

Tagging and Testing

It is the responsibility of the hirer to prearrange all tagging and testing of equipment supplied by exhibitors by a registered testing and tagging Company. This is at the expense of the hirer, or we recommend engaging in a company to provide test and tagging services during exhibitor bump in.

Evacuation Procedures

In the event of an evacuation, designated AEC staff will act as safety wardens to assist with the movement of all staff and patrons to a designated assembly point.

Please see section 11 under housekeeping to ensure you are familiar with all emergencies exits and assembly areas.

Fire Regulations

All Fire Regulations (Fire and Emergency Services Act 2005, South Australian Work Health and Safety Act 2012, the Building Code of Australia, and the Liquor Licensing Act of South Australia) and Evacuation Procedures must be complied with. AEC is a flame free venue, and no candles or small flames are allowed onsite without prior approval.

Hazard & Risk Identification

AEC, event organisers and contractors have a legal obligation to ensure a safe environment for workers, contractors, exhibitors, delegates, and visitors. In preparation for an event, AEC requires event organisers to complete a Venue Hirer Hazard Identification form. This requirement is designed to identify any potential hazards that may affect the safety of your event, and to ensure that control measures are in place to eliminate or to reduce the risk to acceptable levels.

The completed Venue Hazard Identification form is to be returned to your Event Planner no less than four (4) weeks prior to the commencement of your event. AEC will determine what (if any) additional risk control measures are required and will notify you.

Hazard & Incident Reporting

The Event Organiser, their contractors and workers must immediately inform an AEC Security Officer or an AEC staff member of any hazards that have the potential to cause harm, and all incidents that have caused harm to a person or damage to property.

AEC will arrange to document any hazard, unsafe work practice or incident, and AEC management will take the appropriate actions to eliminate or reduce the hazard.

Insurance

The AEC maintains Public Liability and Property Damage policies, however:

- Hirers/Organisers are financially responsible for any injury or damage to property incurred during the event. It is therefore necessary for Hirers/Organisers to arrange their own insurance cover for property damage and public liability, where it could be considered their liability.
- Exhibitors and Hirers/Organisers must provide a copy of their insurance Certificate of Currency as proof of public liability insurance upon request.
- It is recommended that all exhibitors have a minimum of \$20 million of public liability cover per event.
- It is the Hirer/Organiser's responsibility that these insurance requirements are made known to all exhibitors/appointed contractors and that it is the responsibility of those persons bringing equipment, fittings, or materials into the AEC to insure themselves. The person responsible for bringing any item into the AEC that causes damage to the AEC or injury or damage to any other property or person, either directly or indirectly, will be held responsible for that damage or injury. The Hirer of the venue is responsible for all costs incurred by their agents or subcontractors.

LPG (Gas) Cylinders

Any exhibitor wishing to use LP gas, or any other flammable liquefied gas must seek prior approval from Adelaide Venue Management, a minimum of fourteen (14) days prior to tenancy. Where gas cylinders are used indoors for demonstration purposes, the total capacity shall not exceed one 9 kg cylinder per demonstration or display. Exhibitors can bring in more than one 9 kg cylinder, however only one cylinder will be connected, at any one time. Additional cylinders must be kept at designated location, nominated by the venue. Gas cylinders must be secured on a mobile trolley if being delivered/received at the loading dock, which is to be organised by the intended event operator and must be secured on a mobile trolley when being moved within the venue. LPG cylinders, its regulator and valves must not be accessible to the public and must be protected against accidental damage during its operation by being suitably tethered

to prevent the cylinder from falling over. Cylinders are to be disconnected at the conclusion of the exhibition each day and are to be reconnected prior to the opening the following day. A minimum 2.1kg AB (E) dry powder fire extinguisher is to be provided and made accessible for each appliance (not vehicle) using LP gas.

Permissions & Safety Considerations

Several items either require written approval, written safe work method statements or risk assessments, or the safety needs of patrons considered. These include:

- Aerial artists and performers
- Amusement rides and entertainment devices
- Balls and table display.
- Candles or burners
- Fire acts, displays and performances.
- Fog machines and hazers
- Ice sculptures
- Laser light shows.
- Pyrotechnics and special effects display.
- Tattoo and piercing demonstrations
- Stages and stairs (if not AEC supplied)

For further information, please contact your Event Planner.

Safety Vests/High Visibility

It is a requirement of the AEC for all persons working within the venue during the bump in (build) and bump out (breakdown) of an exhibition or event, to wear a high visibility safety vest or high visibility clothing. This is to be compliant with AS4602:1999 to reduce the risks associated with plant and vehicle movements within the AEC and Loading Docks.

Important note: Hirers must provide their staff and contractors with high visibility vests if required.

Security/Front of House (FOH)

The AEC is part of the South Australian Government Protective Security Management Framework and has sole rights to provide all security within the venue. It does not allow clients or exhibitors to engage external security firms to operate within the venue, unless approved in writing prior to your event.

The AEC must provide all FOH security and entry security; this may be at an additional charge to the Hirer and will be confirmed to you by your Event Planner.

Whilst the AEC must supply all FOH security for the entry of guests and bag checking, third party suppliers may supply close person security if required for dignitaries only.

AEC Security will be present for the duration of your event. A minimum of one staff member per 100 guests is required.

AEC security staff are trained in all facets of the venue's evacuation procedures, first aid, fire warden duties, and can help with information regarding location of facilities and general day-to-day operations.

Whilst AEC Security will endeavour to maintain the venue as a safe and secure place, it is the responsibility of the individual to ensure items are not left unattended and are always secure.

Smoking Ceremony

Please advise your Event Planner 14 days prior to the event if a Smoking Ceremony is to be included in the program, for planning purposes and to arrange for smoke detectors to be isolated.

With a smoking ceremony taking place within the venue, the materials smouldered must be of a manageable amount and are to be extinguished at the conclusion of the smoking ceremony.

Please note that the lighting of the materials used for the smoking ceremony must not involve naked flame within any part of the venue. Where the use of a naked flame is necessary within the venue, permission to do so must be sought in writing from the AEC no less than 14 days prior to bump in. If permission is granted, the AEC will provide, at the hirer's expense, a fire warden to be always present.

Smoking Policy

The AEC is a non-smoking venue, including the use of e-cigarettes and their products. Specific areas outside of the venue have been designated for this purpose. The sale or marketing of e-cigarettes and tobacco products from a stand within an exhibition or at the AEC is also not permitted.

Workplace Health & Safety

All clients and their appointed contractors must comply with the current Work Health Safety (WHS) Legislation including SA Work Health and Safety Act 2012 and SA Work Health and Safety Regulations 2012.

Where the AEC's WHS Strategic Advisor or their delegate brings to the attention of the exhibitor or contractor a concern in relation to safety, the party concerned shall immediately take all necessary steps to rectify the issue.

The Event Organiser and their appointed contractors must comply with the following requirements in respect to Work Health Safety:

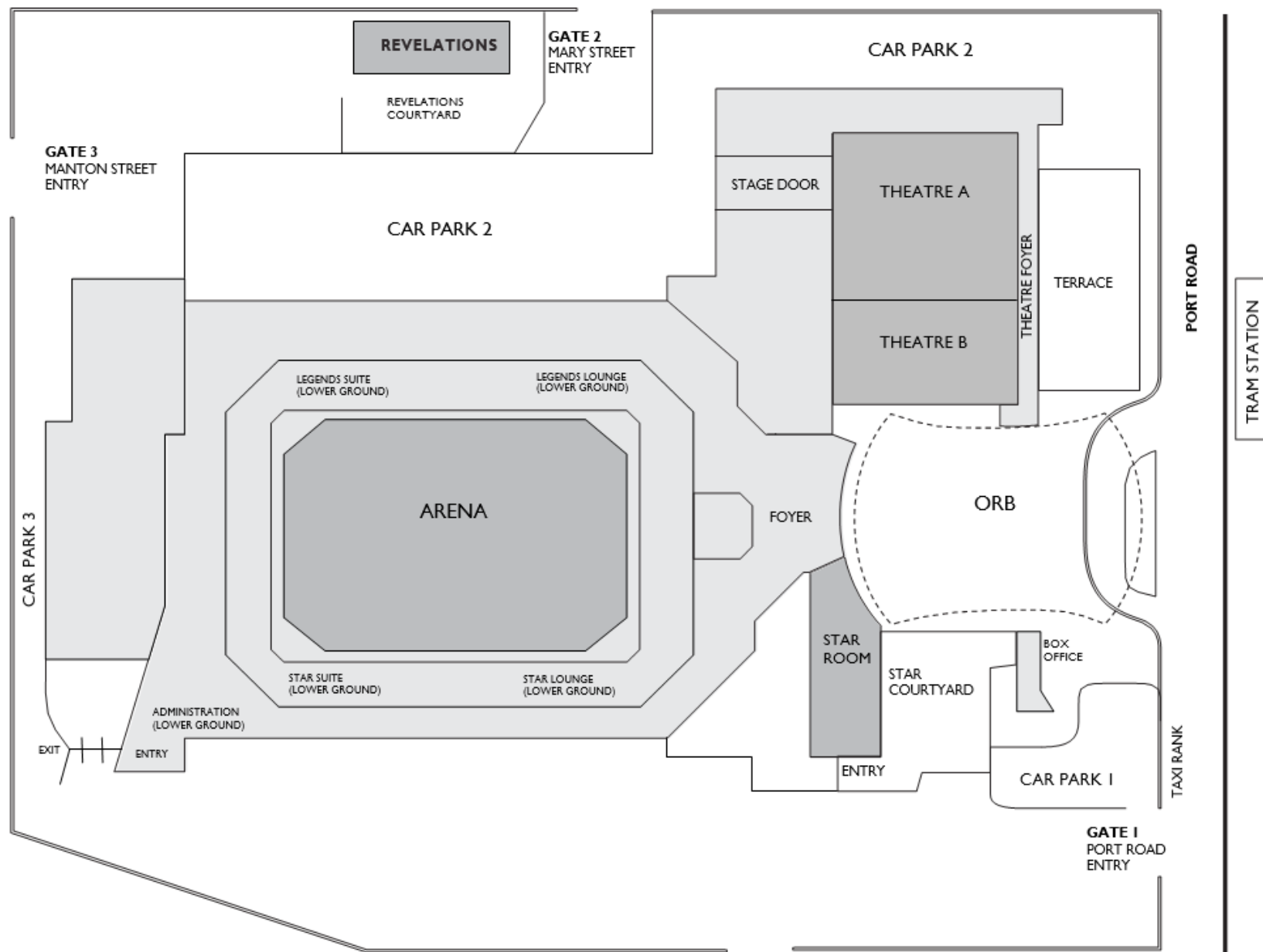
- Ensure all staff working at the AEC have completed the site induction.
- Ensure all contracting staff and sub-contractors have received all information relevant to operating safely on the AEC site.
- Ensure safe systems of work for services being provided (including but not limited to licenses, lock out procedures, and safe work procedures).
- Control of all identified hazards associated with the systems of work as far as it is physically practicable.

Assistance with your obligations or any queries can be obtained from the SafeWork SA website:

1300 365 255: www.safework.sa.gov.au

II. FUNCTION SPACES

Venue	THEATRE	BANQUET	COCKTAIL	AREA SQM	U shape	Cabaret
Main Arena	1,000-6,400	1,000	2,000	2,680 sqm	N/A	800
Theatre (A & B)	1,400 – 1,900	640-700	1000	1,518 sqm	N/A	560
Theatre A	600	340-360	550	924 sqm	N/A	288
Theatre B	540	200-250	450	594 sqm	N/A	160
Star Room	250	200	300	420 sqm	40	160
Lounges	50	50	60	110 sqm	25	30
Suites	40	40	60	25 sqm	25	24



Arena



The magnitude of the Arena makes it a popular choice for large banquets, cocktail parties, and conferences. Impressive in size, the Arena floor can be modified to suit your requirements, extending to 2,680 square metres. For a spectacular event, the Arena can be fully transformed to accommodate banqueting from 500-1,000 guests.

- Flexible range of capacities and venue set up
- Outstanding rigging capabilities throughout the entire venue
- Extensive backstage facilities
- The Cube – state-of-the-art 360-degree screens, inbuilt and lowered from the centre of the room.
- High quality banquet seating
- Flexibility for decorating or theming
- Easy access load-in facilities
- Can be fully carpeted
- High quality auditorium seating
- While most used for concerts and banquets, the Arena also makes for an excellent exhibition, large conference, and seminar venue

Arena Floor

Concrete or carpeted floor

Dimensions: 42m x 65m

Total area: 2,680 square metres

Distance between floor and ceiling:

- 14.6 metres (47'10") clear to underside of bridge
- 18.3 metres (62") clear to underside of grid
- 22.9 metres (75") clear to underside of ceiling

Loading Bay

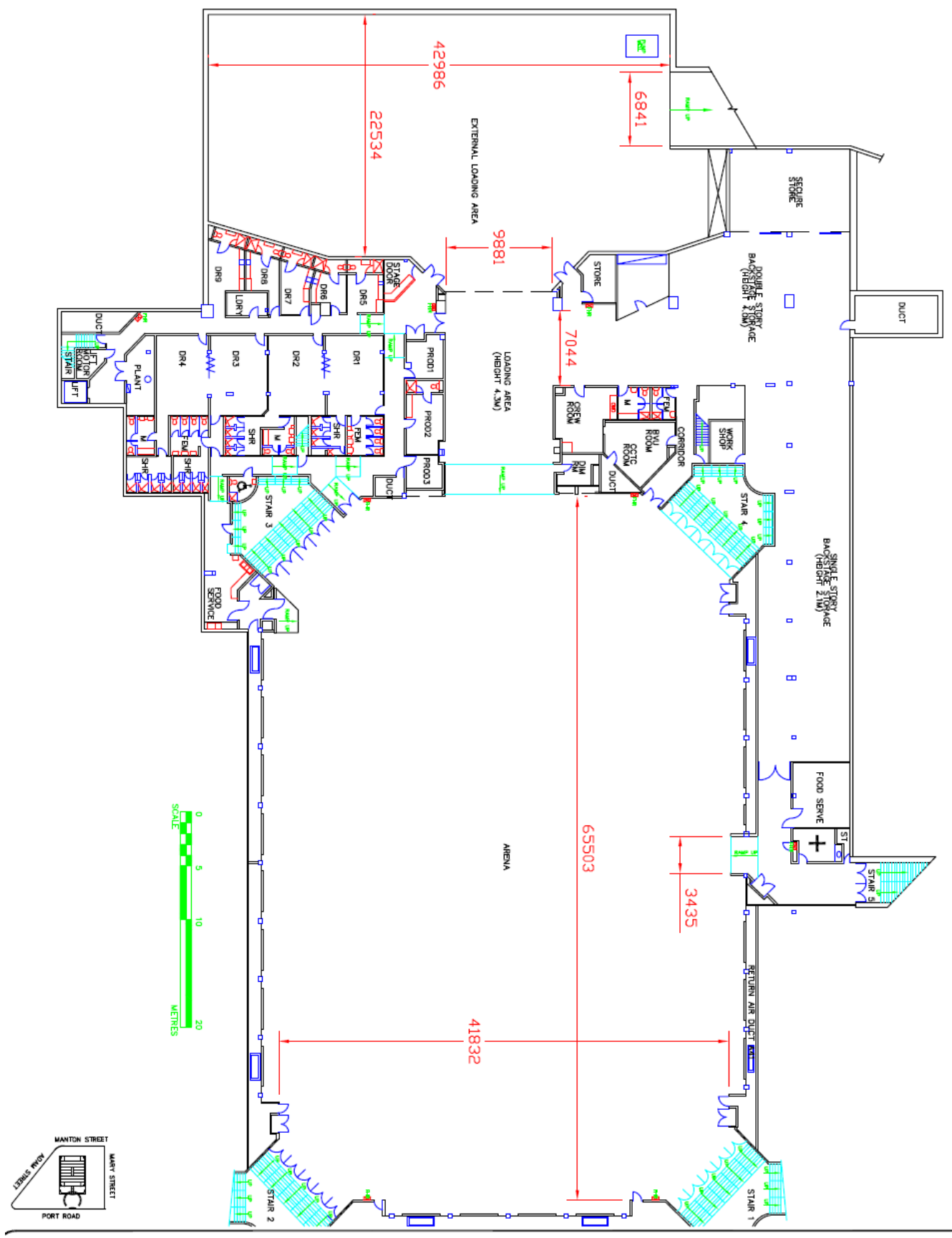
Loading Dock, A

Accessible via ramp

Nearest entry off Manton Street (Gate 3)

Parking available in dock area for equivalent of five (5) semi-trailers

Arena entrance dimensions: 4.3m high x 9.9m wide



Staging

Primary Staging

SICO roll'n'set and fold'n'set modules

75 x 8'x4' modules

2 x 4'x4' corner square modules

Stage heights ranging from 4' to 7' are achievable

Surface material is matte black marine ply/carpet on reverse side

Secondary Staging

Modular system

Mainly used to complement the SICO stage as risers, mixer control position, wings or to increase the overall size of the SICO

75 x 2.4m x 1.2m (7'9" x 3'10") modules

Variable leg height – suitable for risers to wings. Operable from 200mm to 1000mm

Contact the Event Operations Manager for more information

Rigging

The AEC has an accredited rigger who will rig any requirements for your event. The rigger will be organised by your contracted AV Supplier. For more information, please see page 14. All rigging charges will be the responsibility of the Hirer.

Roof/Grid

Maximum Point Load: 2.5 ton/point/metre

Arena Drapes

Black drapes available in various sizes

Red drapes are also available for Theatre Mode

Please discuss options with your Event Planner, additional charges may apply

Lighting

House Lights

Dimmable Q1 fittings covering Arena and Auditorium

Corporate level is linked to Auditorium

Arena Lighting

84 x non-dimmable 2kw Metal Halide fittings covering entire Arena floor to 1500 lux

Controlled from Stage Door

The venue does not contain any production dimming or lighting systems

Arena Follow Spots

4 x Robert Juliat Aramis long throw follow spots including front and rear guide handles, heat shields and colour changers are available for hire.

Electrical Supply

Arena

Six Arena Operating Panels, each one consisting of:

1 x 3 phase 50-amp (Wilco) outlet

1 x 3 phase 32-amp (Wilco) outlet

1 x 3 phase 20-amp outlet

1 x single phase 20-amp outlet

14 x single phase 10-amp outlets

1 x 12V outlet

Two Distribution Boards located on the left and right of the loading dock in the Arena, each one consisting of:
 3 x 200 amp 3 phase circuit breakers
 1 x 400 amp 3 phase circuit breakers
 1 x 500 amp
 3 phase circuit breakers
 Powerlok fittings are available on request – 6 available

Arena Catwalk

Two Distribution Boards. One located above end stage area and one above centre of Arena, each consisting of:
 4 x 160-amp 3 phase circuit breakers each

These units are interlocked so only one can be utilised at any one time. The centrally located board also has 1 x 50-amp 3 phase (Wilco) outlet.

Arena Backstage/Dressing Rooms

Single phase 10 amp outlets
 3 x 3 phase 20 amp outlets

Arena Backstage Dressing Rooms

Arena Green Room

Secure and intimate dressing rooms to cater for your artist and crew are available. The Arena Green Room is centrally located, providing convenient access to backstage areas. The Green Room overlooks both the main Arena and backstage.

Other function rooms can also be utilised for backstage catering where large casts and crew need to be catered for.

Capacities:

Cocktail	70
Dinner	60
Conference	70

Arena Dressing Rooms

	Max Capacity	Phone Lines	WC's	Showers	Dimensions
Dressing Room 1	35	2	4	4	7.4m x 5.3m
Dressing Room 2	35	2	3	4	7.4m x 5.3m
Dressing Room 3	35	3	4	4	7.4m x 5.3m
Dressing Room 4	35	2	3	4	7.4m x 5.3m
Dressing Room 5	4	1	1	1	3.5m x 3.1m
Dressing Room 6	4	1	1	1	3.5m x 3.3m
Dressing Room 7	4	1	1	1	4.4m x 2.6m
Dressing Room 8	4	1	1	1	3.3m x 3.1m
Dressing Room 9	4	1	1	1	4.3m x 2.9m

- The AEC has multiple lounge suites, coffee tables and lamps to create a comfortable and welcoming environment for guests whilst at our venue.
- All dressing rooms have mirrors, showers, and WC, are within walking distance to the stage, and accessible through non-public areas.
- Portable wardrobe racks are available.
- Telephones are available on request. A connection fee and calls metered are charged to the Hirer. Additional furniture or special requirements can be arranged upon request. All furniture, wardrobe racks and special requirements are available at a cost to the Hirer.
- Contact your Event Planner for details.

Production offices

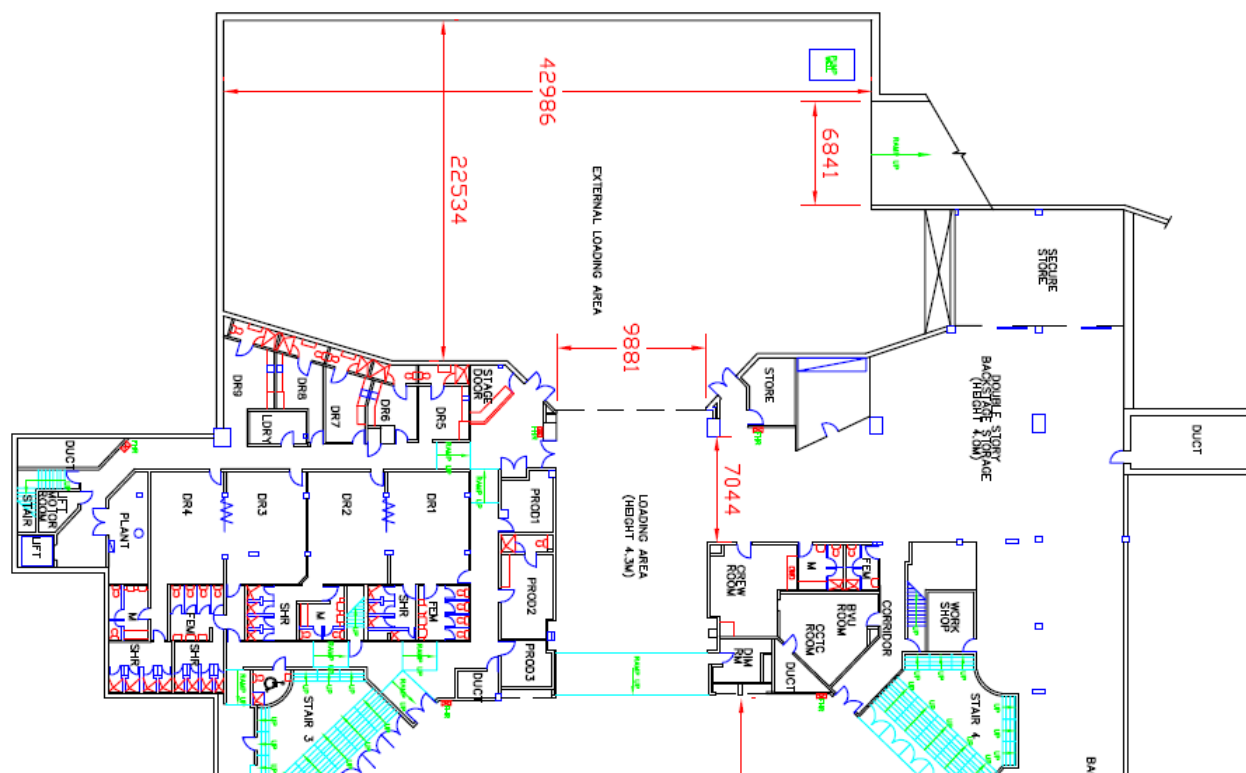
	Desks/Chairs	Phone Lines	WC's	Showers	Dimensions
Prod Office 1	2	4	-	-	7.4m x 5.3m
Prod Office 2	3	6	1	1	7.4m x 5.3m
Prod Office 3	2	4	1	-	7.4m x 5.3m

- All offices have broadband/internet access.
- STD and ISD access can be arranged as required.
- A connection fee and metered calls are charged to the Hirer.

Laundry

Situated between Dressing Rooms 8 & 9 Facilities:

- 1 x washing machine.
- 2 x tumble dryers
- 1 x laundry sink
- 2 x ironing boards



Theatre Mode

The AEC has created an exciting 'Theatre Mode' with its new contemporary auditorium seating, mood lighting and extensive draping. This mode comprises an optional fully motorized house curtain, with full proscenium arch, to a maximum stage opening of up to 20 meters. Further room drapery sees the mode able to transform from 1500 to 2500 patron capacity, catering to differing sales formats and requirements.

Ceiling panels (Theatre mode concert only)

19 acoustically designed ceiling panels have been installed at the northern end of the venue to complement our new Theatre Mode.

The panels are suspended in the ceiling and encompass 76 dimmable house light fittings to provide an ambient lighting mode both over the seating and the end section of the Arena floor.

Housekeeping - Arena

Housekeeping Brief

ARENA

To the event organiser or master of ceremonies,

The Adelaide Entertainment Centre is a non-smoking venue - smoking can only take place outside of the ORB or as directed by AEC staff.

Toilets

- Female & Male toilet facilities are located upstairs at the Foyer Level

Dance Floor

- No glassware

Car Parking

- Car parking in the Multi Deck could incur a cost (AEC staff to validate tickets at the function)

Emergency Exits

- Are located at the end, side, and rear of the venue
Please familiarise yourself with the location of your nearest exit

In the event of an emergency, you will hear one of the following tones:

**** FIRE ALERT – LONG BEEP TONE ****

**** EVACUATION – LONG WHOOP TONE FOLLOWED BY A VOICE OVER –
“EVACUATE NOW” ****

- If the evacuation tone continues, you should REMAIN CALM & DO NOT RUN
- Everyone should leave the building via their NEAREST EXIT
- Delegates should always follow the directions of AEC staff members during the emergency

EVACUATION DIAGRAM



ARENA FLOOR ARENA LEVEL ADELAIDE ENTERTAINMENT CENTRE PORT ROAD, HINDMARSH 5007 SA

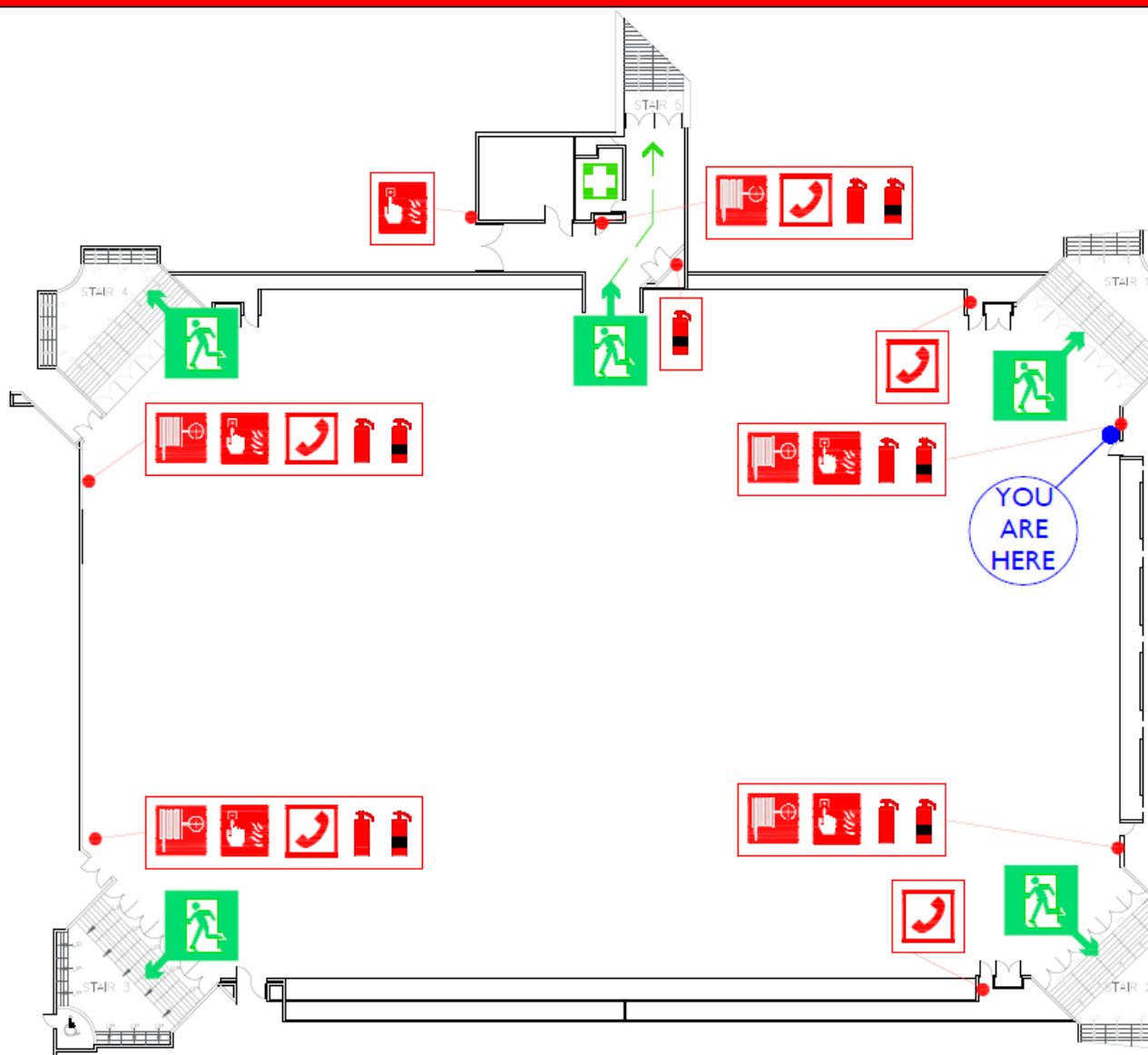
IN CASE OF FIRE

REMEMBER THE R.A.C.E. ACRONYM

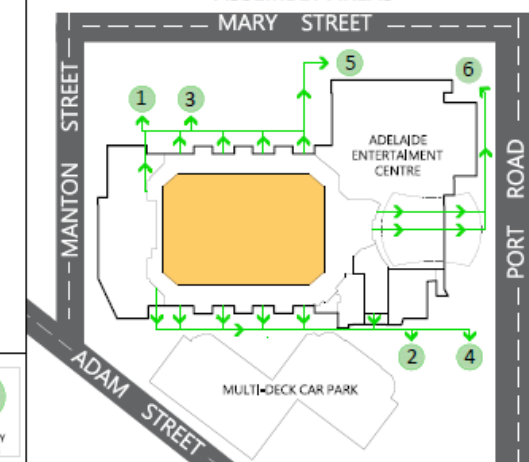
- R = RESCUE** anyone in immediate danger from the fire, if SAFE TO DO SO
- A = ALARM:** Alert others by activating alarm
Call Emergency Services on 000 (DIAL 0-000 IF CALLING FROM INTERNAL PHONE SYSTEM).
Notify Venue Staff
- C = CONFINE** the fire by closing all doors and windows
- E = EXTINGUISH** the fire with a fire extinguisher
Or
EVACUATE the area if the fire is too large for a fire extinguisher

TO USE FIRE EXTINGUISHERS CORRECTLY, REMEMBER THE P.A.S.S. ACRONYM:

- P = PULL** the pin on the fire extinguisher
- A = AIM** the extinguisher nozzle at the base of the fire
- S = SQUEEZE** or press the handle
- S = SWEEP** from side to side until the fire appears to be out



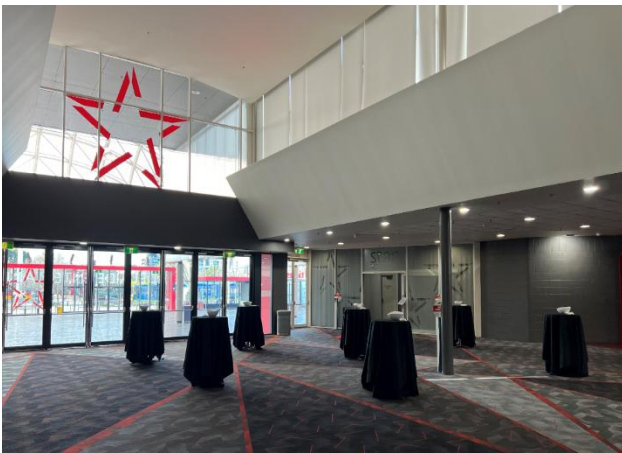
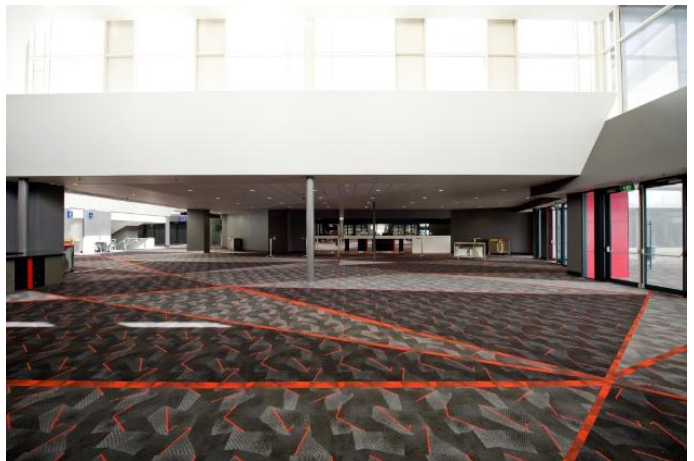
ASSEMBLY AREAS



ISSUE DATE:
AUGUST 2020



Arena Foyers



The Arena Foyer is a substantial space surrounding the Arena designed to allow patrons to move and navigate around the venue to access the Arena. The area is also used to provide event food and beverage services to patrons. Exhibition displays and pre-dinner banquet drinks can also be held in this space.

The Arena Foyer features a video wall which enables Event Managers to brand/theme events and acknowledge sponsors. For more details, please see Section 5 - Digital Signage

Theatre



The Theatre boasts a modern interior and provides an exciting array of space and versatility for your function. Catering for up to 640 banquet guests or 1,000 for cocktails, the Theatre can also be split into two separate areas by a soundproof wall which is ideal for smaller functions and has an adjoining Terrace that faces the 67 metre LED Super Screen.

- High quality seating
- A flexible range of capacities and venue set up, including an operable wall and black curtaining to separate the spaces.
- A raised Terrace adjoins the Theatre and features a 67m x 2.4m LED Super Screen
- The Theatre is accessible from The Orb or the Terrace
- Low-cost rigging capabilities throughout the entire venue
- Extensive backstage facilities
- As a function space, it can be used in its entirety, or the room can be divided into two separate spaces.

Theatre Floor

Concrete or carpeted floor

Dimensions: full room - 46m long x 33m wide

- Theatre A 28m long
- Theatre B 18m long

Total area: 1750 sqm

Distance between Theatre floor and ceiling:

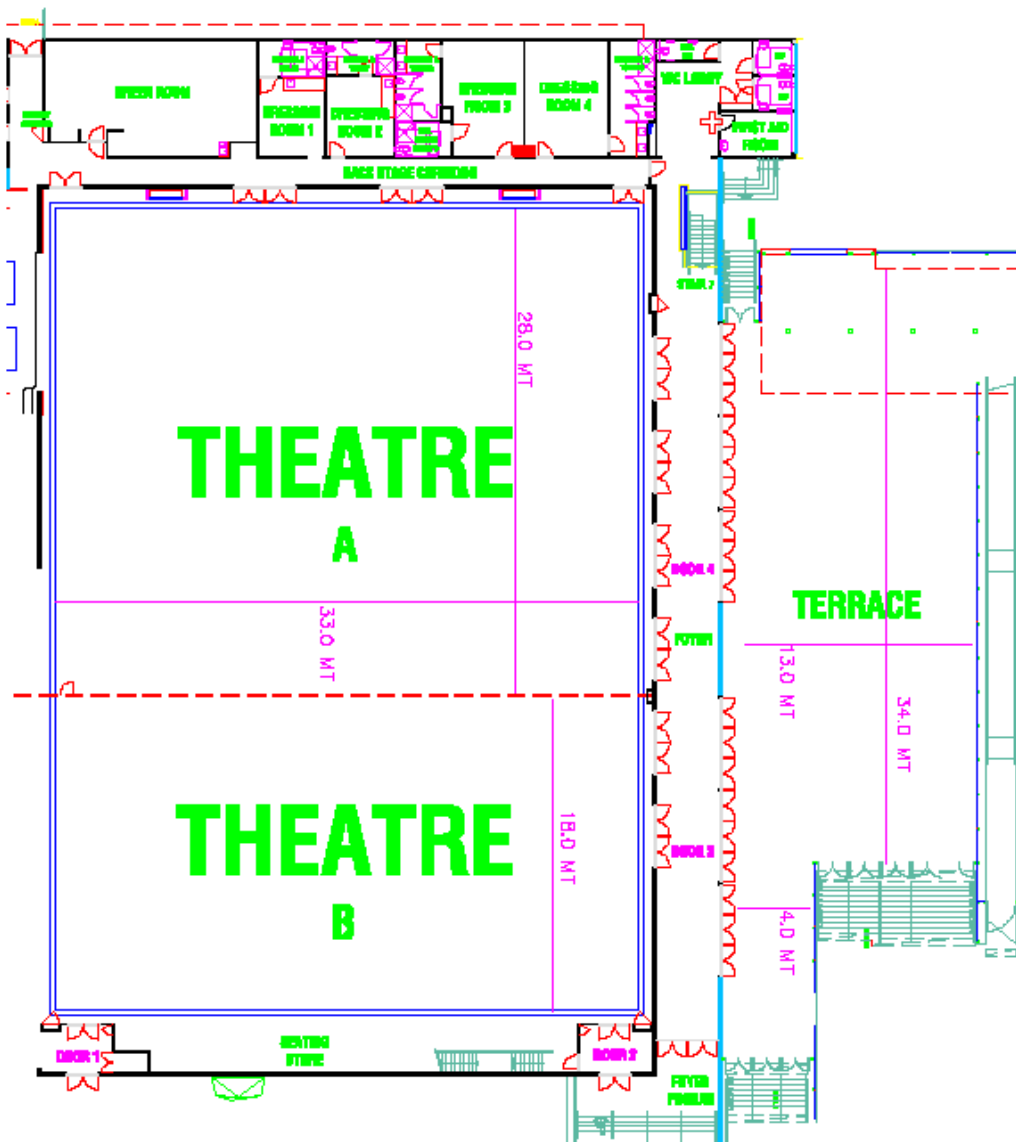
12 metres (39'4") clear to underside of rigging beams.

Loading Bay

Loading Dock C

Nearest entry off Mary Street (Gate 2) or Manton Street (Gate 3)

Parking available in undercover dock area for equivalent of 2 semi-trailers



Staging

Primary Staging

SICO roll'n'set and fold'n'set modules
 175 x 8' x 4' modules
 2 x 4' x 4' corner square modules
 Stage heights ranging from 4' to 7' are achievable
 Surface material is matte black marine ply/carpet on reverse side

Secondary Staging

Modular system
 Mainly used to complement the SICO stage as risers, mixer control position, wings or to increase the overall size of the SICO
 75 x 2.4m x 1.2m (7'9" x 3'10") modules
 Variable leg height – suitable for risers to wings. Operable from 200mm to 1000mm
 Contact the AEC Event Operations Manager for more information

Rigging

The AEC has an accredited rigger who will rig any requirements for your event. The rigger will be organised by your contracted AV Supplier. For more information, please see Section 2 - AV & Communication under Rigging. All rigging charges will be the responsibility of the Hirer.

Roof/Grid

The standard Point Load is 1.5 tonne/point/metre. Additional loadings can be hung, subject to location, up to a maximum of 4 tonne point load.

There are 3 x 20m wide trusses permanently hung at the stage end of the Theatre (Theatre A) for event rigging purposes. These trusses are sub hung on radio-controlled girder trolleys that move into any position, up and down the room, to the limit of the operable wall.

There are 2 x 20m wide trusses permanently hung at the bleacher end of the Theatre (Theatre B) for event rigging purposes. These trusses are sub hung on radio-controlled girder trolleys that move into any position, up and down the room, to the limit of the operable wall.

The AEC also has a JLG 600 AJ diesel powered knuckle boom that is available to assist with rigging requirements. There is no trafficable rigging grid and mesh in this venue. Any rigging not utilizing the venue house trusses will require a knuckle boom. All rigging must be approved by the AEC Event Operations Manager.

Theatre Drapes

Black drapes available in various sizes.

Red drapes are also available for the Proscenium curtaining. The Proscenium curtaining comprises an optional fully motorized house curtain, with full proscenium arch, to a maximum stage opening of up to 18 meters.

Please note use of proscenium curtain will reduce sightlines and seating capacities.

Lighting

House Lights

Dimmable fluorescent fittings covering Theatre floor.

Theatre Lighting

22 x non-dimmable 2kw Metal Halide fittings covering entire Theatre floor to 1500 lux. Controlled from Stage Door. The venue does not contain any production dimming or lighting systems.

Theatre Lighting (RGB LED Themed)

20 x LED colour change flood lights covering entire Theatre floor. Eight (8) of these are motor controlled at stage end.

Theatre Follow Spots

2 x Robert Juliat Korrigan long throw follow spots including front and rear guide handles, heat shields and colour changers, are available for hire.

Electrical Supply

Theatre Backstage/Dressing Rooms

Single phase 10 amp outlets

3 x 3 phase 20 amp outlets

Theatre Floor

8 floor boxes spread over the Theatre floor each consisting of:

1 x 32 amp 3 phase power point in each

Data

2 rear Distribution Boards (rear of stage left and stage right) each consisting of:

2 x 50 amp 3 phase switch sockets

6 x single phase 15-amp switch sockets

1 x 250 amp 3 phase circuit breaker with 400 amp powerloks

1 x 400 amp circuit breaker with 400 amp powerloks

Theatre Sound System (K2)

The AEC has purchased the following L-Acoustics K2 sound system which is permanently set in the Theatre and available for hire at a discounted rate.

This state-of-the-art industry standard system has been designed to deliver 110db plus coverage throughout the Theatre. You can choose to simply tour monitors, desks and FOH sound equipment or alternatively source from an Adelaide-based supplier, saving you touring and other associated costs.

Sound equipment in a racks and stacks format includes the following:

QTY	DESCRIPTION
18	K2 Element - Full Range 3-way Loudspeaker Enclosure c/w Dolly on wheels
18	Protective Covers for K2 Element
6	K2 - Full Range 2-way Loudspeaker Enclosure
2	V-FLIGHT - Flight Cases for 3 x K2
4	ARCS - 2way Active Constant Curvature WST Enclosure
4	Removable front dolly on wheels for ARCS
4	Protective Covers for ARCS Enclosure
16	L-Acoustics SB28 Subwoofer (2 x 18")
16	Removable front dolly on wheels for SB28
16	Protective Covers for SB28 Subwoofer
6	LA-RAK - Amp Rack for 3 x LA8 inc. Power and Signal Distribution
18	L-Acoustics LA8 - Amplified Controller 4 x 2000W / 4ohms
4	DOM2 - 2M LA-RAK 6Pair Audio Signal Link Cable
Speaker Rigging/Fly Ware	
2	BUMP-2 - Bumper for K2 c/w Acc's
2	Laser/Inclinometer Sender Unit c/w Mounting Hardware
1	Laser/Inclinometer Handheld Reader Unit
36	K2 Angle Straps
32	K2 Spacer Blocks
2	V-DOWN (PAIRS) - Adaptor Bars for Suspending K2 Under K2
36	dV-PIN25 - Quick Release Pin for K2 25mm Grip Length
12	dV-ANGLEP1-P2 Angle Bars - Rear Angle Bars for K2
Speaker Cables	
16	DO25 - 8-Pole Speaker Cable 25M
2	DOFILL-LA8 - 2 x 2way Speaker Adaptor to suit DO Cable
8	DO.7 - 8-Pole Speaker Link 0.7M
2	DO10 - 8-Pole Speaker Cable 10M

4	DOSUB-LA8 - 4 x SUB Speaker Adaptor to suit DO Cable
4	SP25 - Speak on Cable 25M to suit ARCS
1	Front of House/Drive Control System Rack c/w
1	BSS FCS960 - Stereo 30 Band Graphic Equaliser
1	Dolby Lake DLP8D8 - 8-Input - 8-Output Mesa EQ (NOTE: - USED EQUIPMENT)
1	Dell Laptop Computer - Dolby / Lake DLP Controller Software Installed
1	2x DOM 6 Pair Drive Rack Output Panel

Theatre Backstage Dressing Rooms

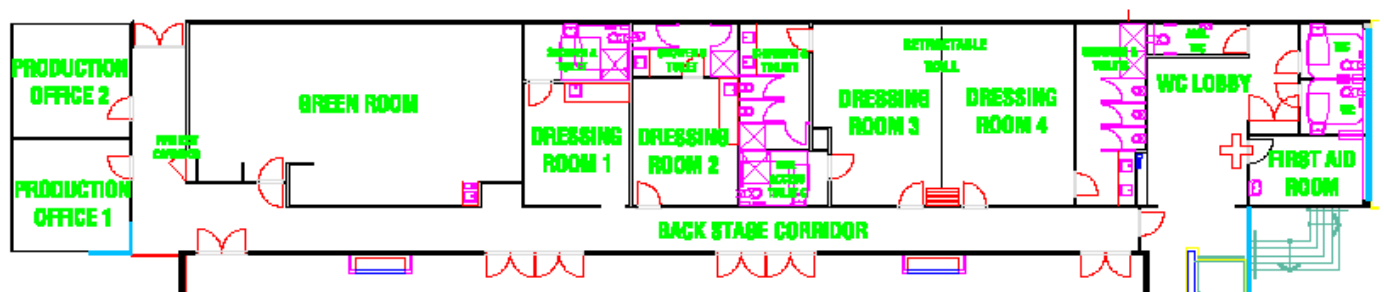
	Max Capacity	Phone Lines	WC's	Showers	Dimensions
Dressing Room 1	4	3	1	1	4.5m x 4.0m
Dressing Room 2	4	2	1	1	4.7m x 4.0m
Dressing Room 3	20	3	3	2	6.8m x 4.8m
Dressing Room 4	20	2	3	2	6.8m x 4.8m
Theatre Green Room	40 each side of trestle 20 one side of trestle 84 theatre style	8 (Ethernet Ports)	0	0	5m x 12.2m

- All dressing rooms have mirrors, showers, and WC at an additional cost for hire and are within walking distance to the stage and accessible through non-public areas.
- Portable wardrobe racks are available.
- Telephones available upon request. A connection fee and calls metered are charged to the Hirer. Additional furniture or special requirements can be arranged upon request. All furniture, wardrobe racks and special requirements are available at a cost to the Hirer.
- Contact your Event Planner for details.

Production Offices

	Desks/Chairs	Phone Lines	WC's	Showers	Dimensions
Prod Office 1	3	6	-	-	4.4m x 4.2m
Prod Office 2	3	6	-	-	4.4m x 4.2m

- All offices have broadband/internet access.
- STD and ISD access can be arranged as required.
- A connection fee and metered calls are charged to the Hirer.



Theatre Foyers



This space sits between the Theatre and the outdoor Terrace. A glass wall divides the indoor & outdoor space.
Size: 46m long and 3.6m wide.

Theatre Terrace



This outdoor space overlooking Port Road adjoins the Theatre and features a 67m long LED Super Screen.

The Terrace provides direct access to the Theatre and is a fantastic outdoor entertaining area with a small shelter at the western end providing protection from the sun and rain.

Food & beverage services can be provided on the Terrace using mobile bar facilities, and this space can be closed-off for private functions.

Space dimensions are 34m long x 13m wide.

VIP Lounge (Included with Theatre Hire)

The VIP Lounge is situated on the mezzanine level in the Theatre and offers fantastic views into The Orb and Theatre foyer. The Lounge is designed for small VIP functions (e.g., cocktails, concert packages for events held in the Theatre or Arena, small meetings). It can also be used as an area to service the needs of promoters and event managers, as the Lounge provides sightlines into the Theatre from a special viewing window. This intimate space has a fully serviced bar, and access is via a staircase only.

Housekeeping - Theatre

Housekeeping Brief

THEATRE

To the event organiser or master of ceremonies,

The Adelaide Entertainment Centre is a non-smoking venue - any smoking must take place outside on the Terrace.

Toilets

- Female & Male toilet facilities are located downstairs at the western end of the corridor

Dance Floor

- No glassware

Car Parking

- Car parking in the Multi Deck could incur a cost (AEC staff to validate tickets at the function)

Emergency Exits

- Are located at the end side and rear of the venue
- Please familiarise yourself with the location of your nearest exit

In the event of an emergency, you will hear one of the following tones:

**** FIRE ALERT – LONG BEEP TONE ****

**** EVACUATION – LONG WHOOP TONE FOLLOWED BY A VOICE OVER –
“EVACUATE NOW” ****

- If the evacuation tone continues, you should REMAIN CALM & DO NOT RUN
- Everyone should leave the building via their NEAREST EXIT
- Delegates should always follow the directions of AEC staff members during the emergency

EVACUATION DIAGRAM



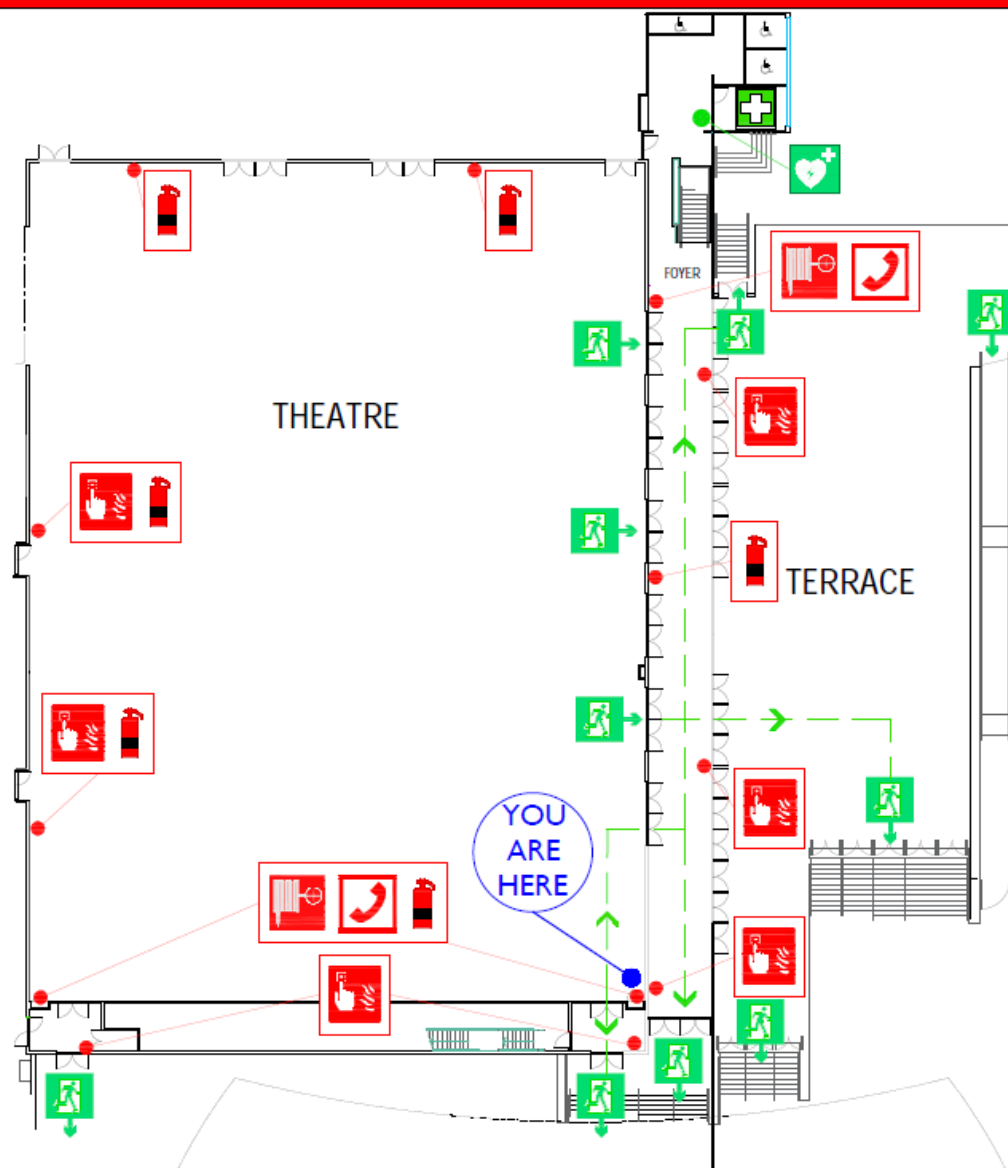
THEATRE
ADELAIDE ENTERTAINMENT CENTRE
PORT ROAD, HINDMARSH
5007 SA

IN CASE OF FIRE
REMEMBER THE **R.A.C.E** ACRONYM

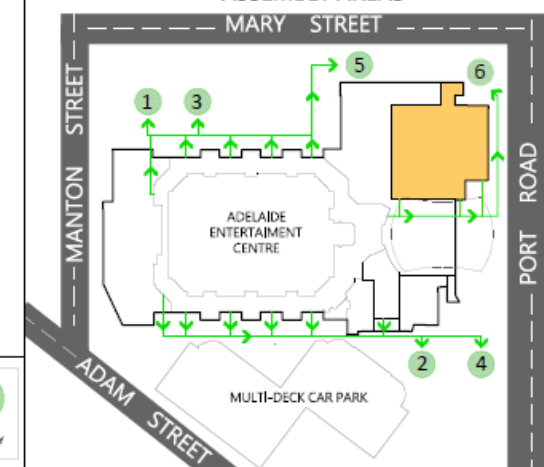
- R** = **RESCUE** anyone in immediate danger from the fire, if **SAFE TO DO SO**
- A** = **ALARM**: Alert others by activating alarm
Call Emergency Services on 000
(DIAL 0-000 IF CALLING FROM INTERNAL PHONE SYSTEM).
Notify Venue Staff
- C** = **CONFINE** the fire by closing all doors and windows
- E** = **EXTINGUISH** the fire with a fire extinguisher
Or
EVACUATE the area if the fire is too large for a fire extinguisher

TO USE FIRE EXTINGUISHERS CORRECTLY,
REMEMBER THE **P.A.S.S** ACRONYM:

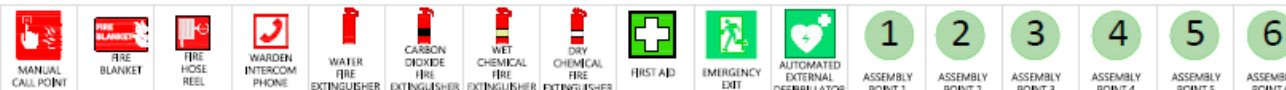
- P** = **PULL** the pin on the fire extinguisher
- A** = **AIM** the extinguisher nozzle at the base of the fire
- S** = **SQUEEZE** or press the handle
- S** = **SWEEP** from side to side until the fire appears to be out



ASSEMBLY AREAS



ISSUE DATE:
AUGUST 2020



Star Room



Overlooking a private courtyard, the Star Room allows natural light and greater versatility for conferences, cocktail parties, or dinners. Its innovative design and warm appeal make it well suited to special functions such as wedding receptions, meetings, and formals. The Star Room and adjoining courtyard is ideal for small to medium sized banquets, meetings, cocktail parties, VIP parties and conferences.

The Star Room can be accessed via The Orb and has additional exclusive entry from the Eastern car park. The adjoining Courtyard can be utilised for pre function entertainment, tea breaks and smoking area.

The Star Room and courtyard provides spectacular views of The Orb. Captivate your guests in this stylish and highly versatile room.

Room Specs: 30m long x 12.5m wide. Ceiling height 3m, except bulkhead which is 2.4m. The room also has a sliding door entry from the courtyard which is 5.105m wide. This accessibility makes it suitable to display a standard vehicle.

The Star Room's flexibility is unsurpassed, offering a range of different configurations, seminars, or networking breakfasts for up to 220 banquet style or 300 for cocktails.

Star Room Floor

Fully carpeted

Suitable for seminars, dinners, and cocktail parties

Dimensions: 30m long x 12.5m wide

Total area: 420 square metres

Room Height: 3m roof height (2.4m under bulkhead) see floor plan for bulkhead locations

Loading Bay

Load in via Catering Dock E

Nearest entry via Gate 1 off Port Rd

Parking available near loading gate

Loading dock has direct access to the Star Room courtyard and has a maximum gate width of 3m wide

Staging

Modular system

Leg height – suitable for riser's operable height 400mm

Dimensions 1800mm x 2400mm

Rigging

No overhead rigging points due to ceiling height. Any items needing to be hung will require properly rated & fit for purpose Tri Truss or Box Truss towers with weighted base plates.

Roof/Grid

N/A

Lighting

In-house room lighting is a basic room wash dimmable & controlled by a Dynalite system, operated via a touch screen at the AV desk.

Electrical Supply

2 x 32 amp 3 phase points are available, plus numerous 10 amp GPOs around the perimeter of the function room.

Star Room Audio & Visual System

Audio and Visual controlled via a touch panel at the AV desk

In-house Turbo Sound system with additional ceiling speakers throughout the room suitable for speeches & AV presentations. (Not suitable for live music or bands)

RCF High powered System (2 speakers, 2 stands) can be added

4 x Shure radio mics 2 x lapels

8 channel mixing desks

Multiple Aux inputs located at the AV Desk

Dual Projectors Epson 3LCD Laser Projector - 6000lm WUXGA

Dual Screens (130" 16:9 Motorised Screen - 2882mm x 1615mm)

All inputs for projects are HDMI

2 x remote inputs can be located anywhere in the room via Cat 6 to HDMI (Stage lectern or a preferred location for an operating desk)

Another two inputs are located at the Star Room AV desk

1 x remote foldback monitor input can be located anywhere in the room Via Cat6 to HDMI

Star Room Backstage Dressing Rooms

The Star room does not have any allocated backstage dressing rooms or offices. If alternative space is available within the venue, we will work with you to supply a suitable space. This will be confirmed by your Event Planner three (3) weeks prior to your event.

Pyrotechnics

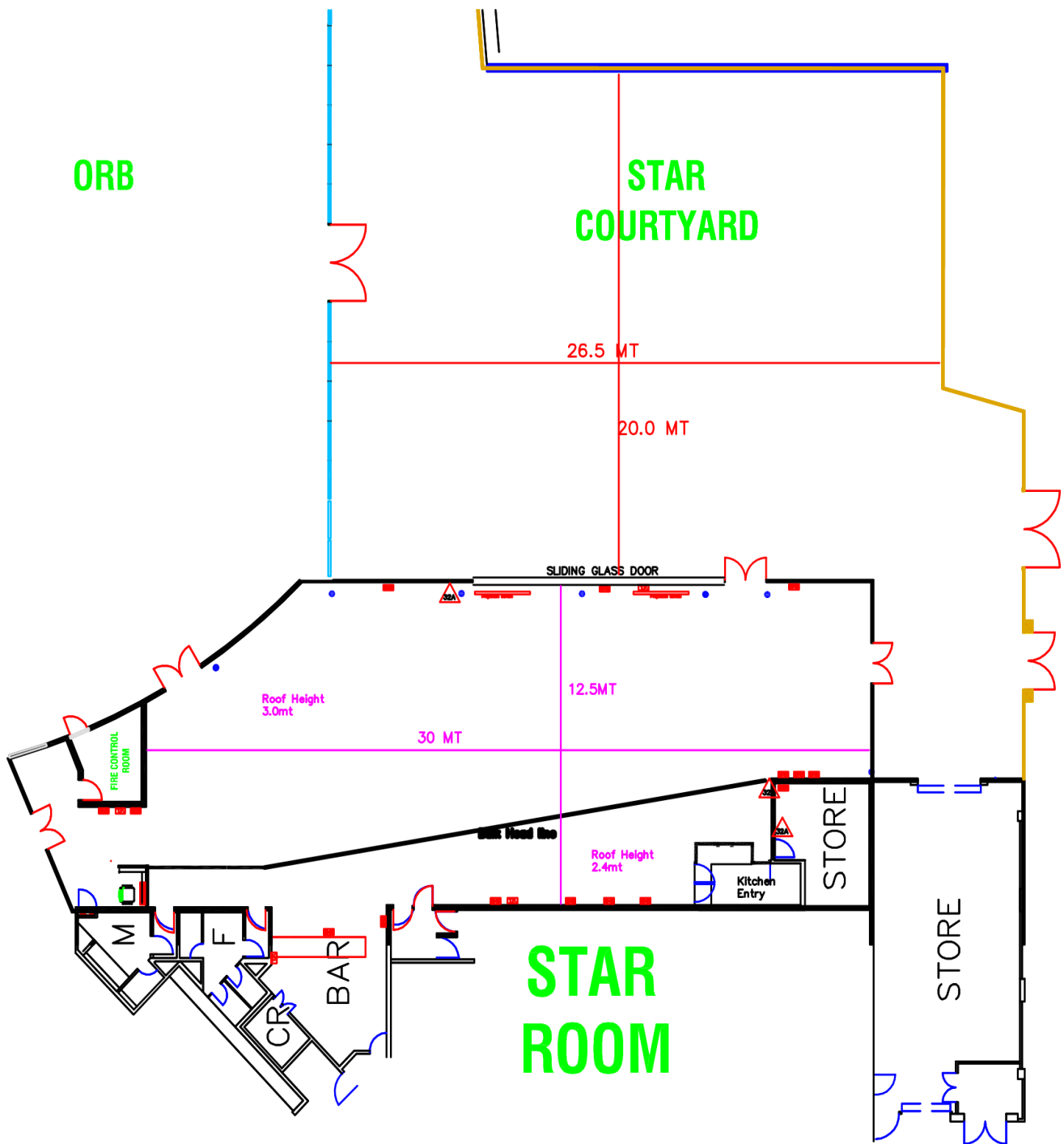
Pyrotechnics are not permitted in this Star Room due to room height restrictions. Pyrotechnics and fire shows may be accommodated in the Star Room Courtyard subject to written approval from your Event Planner. Please note that this space is close to a main road and flight path to Adelaide Airport and restrictions may apply.

Star Room Courtyard

This outdoor space adjoins the Star Room and is 26.5m wide x 20m long.

The Courtyard provides direct access to the Star Room and is a fantastic outdoor entertaining area with multiple entry points from the car park, front of the centre or directly from the Star Room.

Food & beverage services can be provided in the Courtyard. This space is fully closed off, making it suitable for private functions, even when other events are being held at the AEC.



Housekeeping – Star Room

Housekeeping Brief

STAR ROOM

To the event organiser or master of ceremonies,

The Adelaide Entertainment Centre is a non-smoking venue – smoking is only permitted outside in the Star Room Courtyard.

Toilets

- Female & Male toilet facilities are located at the rear of the room

Dance Floor

- No glassware

Car Parking

- Car parking in the Multi Deck could incur a cost (AEC staff to validate tickets at the function)

Emergency exits

- Are located at the left and right of the Functions Room
Please familiarise yourself with the location of your nearest exit

In the event of an emergency, you will hear one of the following tones:

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**** EVACUATION – LONG WHOOP TONE FOLLOWED BY A VOICE OVER –**

“EVACUATE NOW” **

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- Everyone should leave the building via their NEAREST EXIT
- Delegates should always follow the directions of AEC staff members during the emergency

EVACUATION DIAGRAM



STAR ROOM FOYER LEVEL ADELAIDE ENTERTAINMENT CENTRE PORT ROAD, HINDMARSH 5007 SA

IN CASE OF FIRE
REMEMBER THE **R.A.C.E** ACRONYM

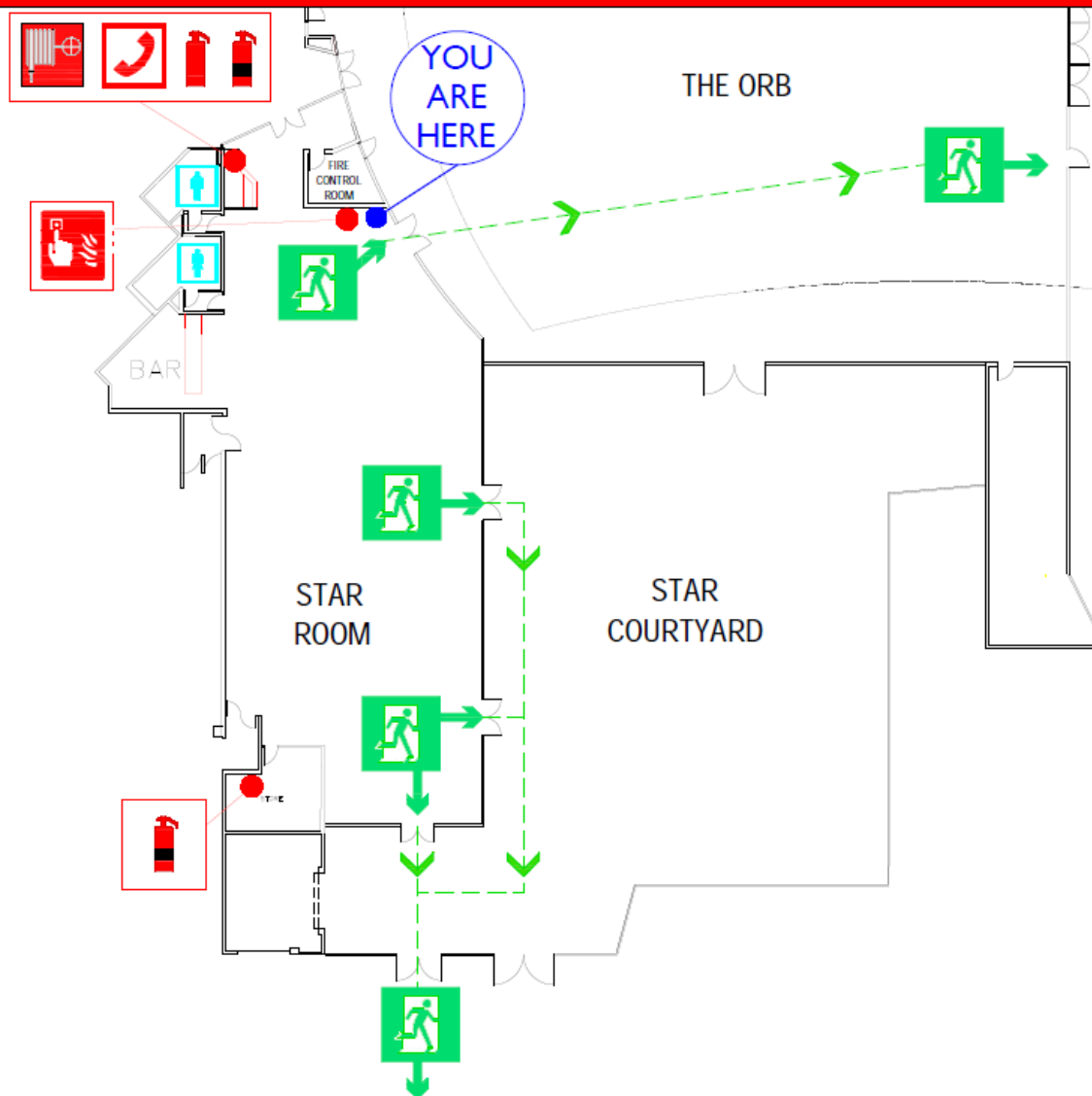
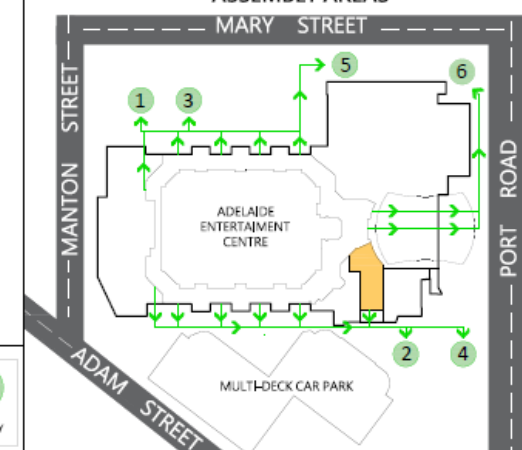
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ASSEMBLY AREAS



ISSUE DATE:
AUGUST 2020



The Orb



The Orb is a focal point for the Centre, providing direct access to the Arena, Theatre, Terrace, Star Room & Courtyard.

The Orb is the AEC's dynamic entry statement. This striking dome-shaped architectural feature consists of 140 large pillows that can be lit with LED lighting to create more than 16 million colours and patterns. It is ideally suited as a spill space during events or for pre-function entertaining.

Star Lounge & Legends Lounge



While the primary purpose of the Star & Legends Suites and Lounges are to service the needs of corporate guests attending Arena events, they can also act as excellent spaces for small conferences or meetings.

These areas can be easily accessed via the undercroft corporate car park and are available independently or in addition to a main space such as the Arena, Theatre or Star Room.

Star Suite & Legends Suite



Two intimate suites located on the Corporate Level that offer options for break out rooms, seminars, or small meetings.

These areas can be easily accessed via the undercroft corporate car park and are available independently or in addition to a main space such as the Arena, Theatre or Star Room.

Farnham Room



An ideal room for a boardroom style meeting or an Arena event 'Meet and Greet' function with secure private access from backstage for your artist and separate access for the public.



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Website: adelaideentertainmentcentre.com.au

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