



CLASS OF 2025

**DARWIN'S PREMIER VENUE
FOR YOUR NEXT SCHOOL EVENT**



CLASS OF 2025 GRADUATE AND CELEBRATE IN STYLE

The Darwin Convention Centre offers schools and universities a world class venue to host Graduation and Awards Ceremonies, School Formals and special events.

Located within the spectacular setting of the Darwin Waterfront Precinct with views over Darwin Harbour, the Darwin Convention Centre offers outstanding food and exceptional service for special and memorable occasions for your students and guests.

GRADUATIONS AND AWARDS CEREMONIES

The Auditorium provides an ideal setting for Graduations and Awards Ceremonies. With a large stage, lectern and dual projection screens, the Auditorium offers first class facilities, comfortable seating with excellent viewing and a sense of occasion for graduating students and their guests. The Auditorium provides tiered seating for up to 1,200 guests or can be divided in half to cater for smaller ceremonies for up to 600 guests.

SCHOOL FORMALS

Darwin Convention Centre will create a special night for students to remember forever.

Arrive by limousine and feel like a celebrity walking the red carpet. Catch up with family and friends in the light filled foyers overlooking Darwin Harbour. Enjoy the festivities in one of the Centre's rooms with banquet seating, excellent food and exceptional service. Take to the dance floor and have fun on your special night.

CUSTOMISED SERVICE

Whether you are hosting a Graduation Ceremony or School Formal, the Darwin Convention Centre will tailor the event to meet your requirements, ensuring it a successful special occasion.

Our dedicated team of event coordinators will work with you to ensure that all details are considered and the end of year celebration is fun and memorable for all.

ALL-INCLUSIVE PACKAGES

To make planning easy, the Darwin Convention Centre offers a range of all-inclusive packages including room hire, set up, staging and production.

For School Formals, we offer a choice of two delicious menu packages.

Onsite basement car parking, limousine drop off area and taxi services are also available. We can also assist with theming, entertainment and photographers.

For more information, to organise a site inspection or make a booking, please contact:

E sales@darwinconvention.com.au

T 08 8923 9000



2025 GRADUATION AND AWARDS PACKAGES

ROOM

MAXIMUM NO. OF GUESTS

THE AUDITORIUM

1,200

\$18,089 PER DAY

<p>Room hire inclusions</p>	<ul style="list-style-type: none"> • Standard room set up • Staging suitable to the room • Dressed tables for awards and certificates • Two Crowd Controllers for four hours* • Limousine drop-off area including red carpet with bollards for entry (availability dependent on weather and other activities in the Centre) • Darwin Convention Centre Head Usher for four hours • Registration Desk (availability dependent on other activities in the Centre) • 10 basement car park passes for teaching staff 	<p>WH&S Requirements</p>	<ul style="list-style-type: none"> • Volunteer Ushers from the school are encouraged and must be fully briefed on the Centre's Emergency Procedures prior to the event • All external equipment needs to be tested and tagged
<p>Production package inclusions</p>	<ul style="list-style-type: none"> • Single front projection • Black velveteen drape • Presentation laptop • Audio System • Lectern • Wireless microphone • Room lighting • Stage wash • 4 hours of included AV operator support. Additional hours can be added based on your requirements. 	<p>Optional extras</p>	<p>The Centre can also assist with arrangements for the following:</p> <ul style="list-style-type: none"> • Theming, decorations and entertainment • Photographer • Photo booth • Chair covers and coloured sashes • Centrepieces • Additional security requirements • The Centre's Cafe can be negotiated to open for guests • Additional dressed tables available at \$37.50 per table • Additional car park passes available at \$5 per pass <p>*Additional crowd controllers may be required as per risk assessment.</p>

SCHOOL FORMAL PACKAGES*

ROOM	MINIMUM NO. OF GUESTS	MAXIMUM NO. OF GUESTS	
WATERFRONT ROOMS	80	250	FROM \$4,702
EXHIBITION HALLS	200	450	FROM \$7,087

<p>Room hire inclusions</p>	<ul style="list-style-type: none"> • Dedicated Event Coordinator • Room hire and standard room set up • Staging • Dressed tables for awards and certificates • Dance floor • Oval banquet tables with black or white linen tablecloths (napkins are white linen) • Two printed menus per table • One Security guard on site for up to 5 hours. Additional guards may be required if alcohol is being served or as required for safety • Professional wait staff • Limousine drop-off area including red carpet with bollards for entry (availability dependent on weather and other activities in the Centre) • Registration Desk (availability dependent on other activities in the Centre) • 10 basement car park passes for teaching staff 	<p>Production package inclusions</p> <ul style="list-style-type: none"> • Single front projection • Black velveteen drape (Hall only) • Presentation laptop • Audio System • Lectern • Wireless microphone • Room lighting • Stage wash • 4 hours of included AV operator support. Additional hours can be added based on your requirements and are chargeable. 	
		<p>Optional extras</p>	<p>The Centre can also assist with arrangements for the following:</p> <ul style="list-style-type: none"> • Theming, decorations and entertainment • Photographer • Photo booth • Chair covers and coloured sashes • Centrepieces • Additional security requirements • The Centre's Cafe can be negotiated to open for guests • Additional dressed tables available at \$37.50 per table • Additional car park passes available at \$5 per pass

*Catering must be arranged with the Centre to access this package. Menu options have been provided for selection.

SCHOOL FORMAL MENUS

MENU 1: SEATED DINNER PACKAGE

Ideal for a formal celebratory dinner, Menu 1 allows you to select between a two-course or three-course dining option with mains alternate service. This menu also includes bread rolls and soft butter, along with a selection of soft drinks and iced water.

2-course: Choose 1 Entree or 1 Dessert \$65 per person

3-course: Choose 1 Entree and 1 Dessert \$85 per person

Entree

- Roasted beetroot terrine with carrot mousseline and an herb dressing quinoa salad (Ve, GF)
- Thai style beef and rice noodle salad with fresh herbs
- Poached ginger chicken and Cambodian pickled carrot salad (GF)
- Cold smoked salmon on sushi rice with Japanese pickle cucumber and micro greens (GF)

Mains (choose 2)

- Beef sirloin with pumpkin puree, roasted baby chats, asparagus and beef jus (GF, DF)
- Roasted chicken breast with saffron rice, butter chicken sauce, cucumber raita, pumpkin and a papadum crumble
- Fried risotto cake with grilled vegetables, salsa verde and roasted tomato (V, GF)
- Grilled barramundi with jasmine rice and wok tossed choy sum served with soy ginger dressing (GF, DF)

Dessert

- Chocolate brownie served with a white chocolate mousse and berry sauce
- Lemon meringue tart with mixed berry
- Vanilla tart with chocolate crumble and fruit sorbet
- Pavlova with chantilly cream and fresh fruit (GF)

MENU 1: OPTIONAL EXTRAS

Coffee and tea selection \$3.00 per person

Add a self serve tea and coffee station to your event.

**Side dishes \$3.00 per person/
per selection**

(\$30.00 per table of 10 pax)

Options include:

- Salad of seasonal leaves, tomato and cucumber (NF, Ve, GF)
- Slaw with citrus dressing and caramelised macadamias (Ve, GF)
- Roasted cocktail potatoes with thyme, garlic and sea salt (Ve, GF, NF)
- Steamed broccolini with pecorino, chilli, raisins, pine nuts and olive oil (GF, V)

All meat is Halal certified GF - Gluten Free NF - Nut Free DF - Dairy Free V - Vegetarian Ve - Vegan

Although every possible precaution has been taken to ensure that these menu items are allergen free, certain items may still contain traces of allergic ingredients as they are prepared in facilities that also process milk products, egg products, gluten containing products, fish, crustacean, soybean, lupin, sesame seeds and nut products.

SCHOOL FORMAL MENUS

MENU 2:

BUFFET PACKAGE

Looking for a more relaxed dining experience? This menu is the perfect option. Offering a two-hour buffet package, Menu 2 includes a pre-selection of salads, mains and desserts, along with bread rolls and soft butter. Soft drinks and iced water also included.

2-Hour Buffet Package

\$79 per person

Salad

- Garden salad (Ve, GF)
- Greek style salad (V, GF)
- Basil pesto pasta salad (V)

Mains (Hot)

- Spinach ricotta ravioli with Napoli sauce, herbs and black olives (V)
- Grilled chicken fillets with Japanese curry sauce
- Beef stroganoff with button mushrooms
- Fragrant jasmine rice
- Rosemary roasted potatoes (Ve, GF)
- Steamed local vegetables (Ve, GF)

Dessert

- Assorted cakes and pastries

Coffee and a selection of tea included.



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CLASS OF 2025 - EVENT CONFIRMATION



EVENT DETAILS

Event Name: _____

Minimum number of guests: _____

Date: _____

CONTACT DETAILS FOR HIRING AGREEMENT

School Name: _____

School Address: _____

General Email: _____

Authorised Contact: _____

Position: _____

Phone: _____ Mobile: _____

Email: _____

Graduation and Awards Ceremony

Auditorium

School Formal Dinner

Waterfront Rooms

Menu 1 - Seated Dinner Package 2-course 3-course

Number of Guests: _____

Exhibition Halls

Menu 2 - Buffet Package

Number of Guests: _____

Any additional optional extras required: _____

To confirm your school event at the Darwin Convention Centre, please return this form via email to the Business Development Team at sales@darwinconvention.com.au