



COFFS HARBOUR
SENIOR COLLEGE

2026 MEETINGS AND EVENTS



About

COFFS HABROUR EDUCATION CAMPUS

Coffs Harbour Education Campus is a shared education precinct that brings together Southern Cross University, Coffs Harbour Senior College and TAFE NSW.

The campus is also home to the Innovation Hub, supporting collaboration, learning and community engagement.

Conveniently located close to the Pacific Highway and only a short drive from the Coffs Harbour CBD, the campus offers a wide range of facilities suitable for meetings, training, conferences and events.

Available spaces include:

- Multiple lecture theatres
- A multipurpose centre
- Gymnasium and sporting fields
- Boardrooms
- A range of classrooms and meeting spaces

These facilities can accommodate a variety of group sizes and event types.

Facility Use and Booking Conditions

As a public education provider, CHEC prioritises the use of campus facilities for activities that align with its principal function of delivering technical and further education services.

Requests from external organisations will be considered with this priority in mind. Availability of spaces may be limited during teaching periods.

Large-scale events or ongoing booking requests are subject to review and approval by campus management. All facility use must comply with TAFE NSW policies, guidelines and applicable terms and conditions.

Booking Enquiries

All venue hire and event enquiries must be submitted via the online enquiry form, external events generally require 20 days notice:



Once your enquiry is received, the campus team will review the request and confirm availability. If the booking is suitable for the campus, additional documentation and information will be provided to progress the booking.

****Submitting an enquiry does not guarantee a booking. All requests are subject to approval.**

Required Documentation

External organisations booking campus facilities will be required to provide the following documentation:

- A valid Certificate of Currency for public liability insurance (minimum \$20million)
- A valid ABN (Australian Business Number)
- Completion of a risk assessment, which will be provided during the enquiry process

Additional documentation may be requested depending on the nature and scale of the event.

Traffic Management

Large events scheduled during weekday teaching periods may require a Traffic Management Plan to ensure the safety of students, staff and visitors and to minimise disruption to campus operations.

Where required, this plan must be provided and approved prior to the event.

Security Requirements

Events taking place outside regular campus operating hours, including:

- Weekends
- Public holidays
- Campus holiday periods
- Large Events requiring additional security

will require onsite security personnel.

A quote for security services will be provided during the booking process, and security will be arranged by the campus as part of the event requirements.

Event Suitability

Events and activities held on campus must be appropriate for an educational environment and must not interfere with normal campus operations.

TAFE NSW reserves the right to decline bookings that:

- Do not align with the purpose of the campus
- Pose safety, operational or reputational risks
- Conflict with existing campus activities or academic schedules



STUDENT SERVICES

- A1** Coffs Harbour Senior College
- G1** TAFE NSW
- M1** Southern Cross University

- A1 BLOCK** Coffs Harbour Senior College Student Services; CHEC Facilities
- A2 BLOCK** GLS & Computers; IT; Security; Mailroom
- B BLOCK** GLS & Offices
- C BLOCK** GLS & Offices
- D BLOCK** Theatre
- E1 BLOCK** Library & Learning Centre
- E2 BLOCK** General Classrooms
- F BLOCK** Counselling & Catering
- G1 BLOCK** TAFE Student Services
- G2 BLOCK** Woodworking
- H1 BLOCK** Textiles & Sciences
- H2 BLOCK** Gymnasium
- H4 BLOCK** Health & Learning
- I BLOCK** Osprey Restaurant & Hospitality
- iHUB** The Innovation Hub Coffs Harbour
- J BLOCK** Stores, Dispatch & Receipt
- K BLOCK** Metal Fabrication
- L BLOCK** Coffs Harbour Senior College Student Services; CHEC Facilities
- M1 BLOCK** Multi Purpose Centre
- M2 BLOCK** Southern Cross University Student Services
- M3 BLOCK** Offices
- M3 BLOCK** Psychology & Sim Lab
- N BLOCK** Trades Hub
- O1 BLOCK** Dance & Offices
- O2 BLOCK** O Theatre, Music, Beauty & Childcare
- P BLOCK** Animal Studies & Horticulture
- Q1 BLOCK** Nursing
- Q2 BLOCK** Nursing & Allied Health
- RC** Residential College
- S BLOCK** Automotive
- T BLOCK** Gymnasium & Basketball Court
- U BLOCK** Health Sciences Building
- V BLOCK** AMEP, Creative Industries

- P** Parking
- ☘** Cafeteria/Cafe
- 🚌** Bus Stop
- ♿** Disabled Parking
- 📖** Library
- 🚒** Fire Panel
- 🚒** Defibrillator
- ⚙️** CHEC Facilities Management
- 🚰** Emergency Evacuation Area
- 📧** Mailroom
- 🔒** Security
- 🍽️** Restaurant
- ⬆️** Lift



Fees & Pricing

Room Hire Fees *all prices exclude GST.

Venue	Full Day* (Over 5 Hours)	Half Day* (5 Hours or Less)	Hourly Rate*
General Learning Space	\$200	\$100	\$30
O Theatre (96 pax)	\$500	\$270	\$70
Upper D Theatre (150 pax)	\$500	\$270	\$70
Lower D Theatre (350 pax)	\$1,000	\$440	\$120
D Theatre (500 pax)	\$1,400	\$700	\$190
Meeting / Conference Room	\$200	\$100	\$30
Osprey Restaurant Room	\$200	\$100	\$30
Computer Lab	\$900	\$500	N/A
L Block	\$300 TBD	\$250 TBD	\$50 TBD
T Block	See page.. for details		

Admin Fees

1 day or less	Multiple Consecutive Days	Multiple non-consecutive days
\$50	\$100	\$150

Additional Fees

AV Requirements

Audio-visual (AV) equipment is available upon request. Please outline your AV requirements in the booking enquiry form. AV equipment and support fees are quoted on a case-by-case basis.

Cleaning

Events may incur a cleaning fee. A quote will be provided during the booking process.

Security

Room bookings scheduled outside regular business hours, including weekends, or of a significant size may incur additional security fees.

Venue Options

D Theatre

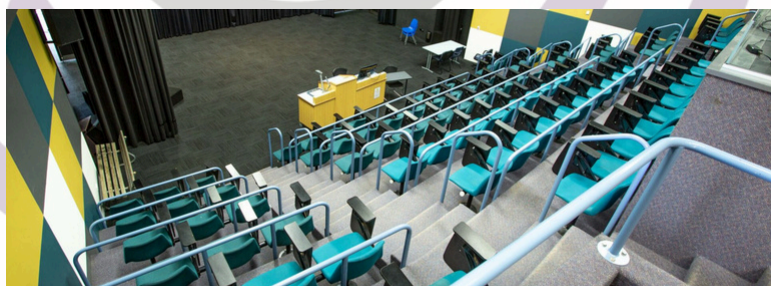
- Capacity: up to 450 people.
 - Lower Theatre - 300 people
 - Upper Theatre - 150 people
- Theatre Style only.
- Adjustable partitions allow for the room size to be adjusted to suit smaller capacity or split into two separate spaces.
- Foyer entrance included in hire.
- Private bathrooms, separate from the rest of campus.
- Change rooms and main stage included with lower theatre hire.
- Multiple disability access points.





0 Theatre

- Capacity: up to 98 pax
- Theatre Style only.
- Foyer entrance included in hire.
- Private bathrooms, separate from the rest of campus.
- Change rooms and main stage included with lower theatre hire.
- Multiple disability access points and nearby accessible parking.



The Osprey Restaurant Room

- Capacity: up to 80 pax
- Multiple set up options - please note furniture style will impact the capacity capability of room.
- Adjustable partitions allow for the room size to be adjusted to suit smaller capacity or split into two separate spaces.
- A variety of audio-visual capabilities to support meetings, training sessions, workshops, and events.
- Private bathrooms, separate from the rest of campus.
- Foyer with Maître De stand for formal events.

*Please note that The Osprey does not function as a restaurant outside of education purposes.

For information on restaurant service by our TAFE NSW students please contact:

brigitte.muijters@tafensw.edu.au



Classrooms & Meeting Rooms

CHEC Campus offers a wide range of classrooms and meeting rooms available for hire, catering to groups of all sizes.

Our spaces are equipped with flexible layouts and a variety of audio-visual capabilities to support meetings, training sessions, workshops, and events.

Meeting Rooms

- capacity from 10 pax to 25 pax
- Boardroom style
- includes projector displays
- HDMI Connection

General Learning Spaces

- Capacity of up to 75 people
- Capability of a variety of setup styles
- Furniture set up included



T Block Gymnasium area & L Block Multipurpose Centre

L Block

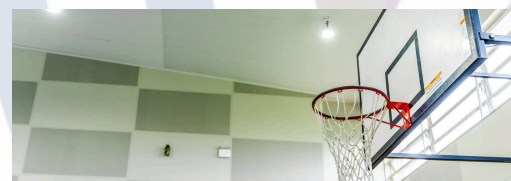
Multipurpose Centre

- Indoor Basketball court
- Private bathrooms
- Kitchenette/ canteen

T Block & Grounds

- Indoor Basketball Court
- Private Bathrooms/ Change rooms
- AFL Field
- Rugby Field
- Training Field

For all T Block bookings, please contact tom@aceperformance.com.au



Gathering Space

This centrally located outdoor space offers a versatile setting for events, featuring a built-in stage suitable for performances or as a practical wet-weather alternative.

Its prime position makes it ideal for market stalls, and events seeking high visibility and foot traffic. The area is conveniently located near the campus café, multiple bathroom facilities, and provides accessible entry from the car park.

Please note that noise levels must be managed between 12:00pm–2:00pm during teaching periods to minimise disruption to classes.

Height restrictions apply for food vans.



Catering Options

The CHEC Cafe

The Cafe is open Monday - Friday through the teaching terms, hours vary over the holiday periods.

The café offers a regular café menu between 8am - 2pm.

They also offer event catering options:



Event organisers are welcome to utilise food and coffee vans for events that are held on weekends and holidays.

*any external catering suppliers must be approved prior to the event, they will be required to present a Certificate of Currency and a Food Safety Certificate to be reviewed for consideration.



2026 Cafe Menu



MENU

MONDAY - THURSDAY:

8AM - 2PM

FRIDAY: 8AM - 1.30PM

EXTRAS

Hashbrown \$1.50
Bacon \$2.50
Egg \$2
Chicken \$4
Side of fries \$3.50
Tomato sauce .50
BBQ sauce .50
Gravy \$2

BREAKFAST FAVES

available 8:30am - 11:30am

BACON & EGG ROLL \$7.50

bacon & egg on a milk bun with bbq sauce

BREAKFAST WRAP \$10

bacon, egg, hash brown, bbq sauce

BREAKFAST BURRITO \$10

bacon, egg, hash brown, spinach, cheese, salsa

VEGAN WRAP \$10

spinach, hashbrown, mushroom, vegan aioli

HALLOUMI & EGG ROLL \$8

halloumi, egg, spinach, vegan aioli

CORN FRITTER STACK \$10

slaw, corn fritter, avocado & sweet chilli sauce on a milk bun

BURGERS

available 11:30am - 2pm (1:30pm Friday)

BACON & EGG ROLL \$7.50

bacon & egg on a milk bun with bbq sauce

BEYOND BURGER \$12

beyond patty, cheese, lettuce, tomato & tomato sauce on a milk bun

CHICKEN & BACON BURGER \$12

chicken, bacon, slaw, avocado, & sweet chilli sauce on a milk bun

CHEESE BURGER \$10

beef patty, cheese, lettuce, tomato & tomato sauce on a milk bun

LUNCH

available 11:30am - 2pm (1:30pm Friday)

NOURISH BOWL

CHICKEN \$12, FALAFEL \$10, PULLED BEEF \$10, avocado, roast capsicum, pickle onion, tomato beetroot relish

TACOS (2)

CHICKEN \$10, HALLOUMI \$10, PULLED BEEF \$10, slaw, pickle onion, chipotle aioli

LOADED FRIES

CHICKEN \$13, PULLED BEEF \$13, PLAIN \$9, fries, choice of meat, cheese, chipotle aioli

GOOD WRAP \$11

quinoa patty, slaw, avocado, beetroot relish, vegan aioli

BREAKFAST WRAP \$10

bacon, egg, hash brown, bbq sauce

VEGAN WRAP \$10

spinach, hashbrown, mushroom, vegan aioli

CORN FRITTER STACK \$10

slaw, corn fritter, avocado & sweet chilli sauce on a milk bun

SNACKS

CHICKEN SUB \$8

chicken tender, lettuce, aioli on a bun

CHICKEN NUGGETS (6) \$5

FRIES (GF, VG) \$6

CHIPS & GRAVY (GF, VG) \$8

SWEET WEDGES \$8

with sour cream & sweet chilli

For any further room hire enquiries contact
chec.roombook@tafensw.edu.au | 02 6659 3093

