



FACT SHEET

CONFERENCE & FUNCTIONS

Looking to offer a conference, wedding, function, performance or exhibition centre to attract more visitors, drive profits and make your place unmissable? Successful spaces function naturally within your existing business structure. What is the right solution for your brand?

Styles of venue offerings

- Open plan, flexible and unfurnished
- Tiered seating (stack back option) with stage
- Mezzanine viewing / split level
- Separate food and bar area
- Dance floor
- Dinner style
- Cocktail / standing room style

Types of conference centres

- Executive - corporate meetings and training - high priced, state of the art technology, quality furnishings
- Resort expansions - management meetings, sales and incentive groups - less meeting space, more social and food offerings.
- Corporate - meeting specific training needs of a particular market
- Luxury - dedicated business executive - intimate, smaller and fewer spaces, fully catered, very high quality environment
- Not-for-profit - strongly reflects the values of the organisation, often at a landmark location, integrates an experience aligning with the value statement

Basic design data

Number of people accommodated depends on the size of the facility, plus the number of sanitary facilities, carparks and liquor licensed areas.

- Minimum area per person according to use:

Gallery, exhibition or museum spaces:	4m ² per person
Bar spaces:	1-2m ² per person
Banquet or conference at round tables spaces:	1.6m ² per person
Library spaces:	10m ² per person
Reading room spaces (minimum book storage):	2m ² per person
Spectator area:	1m ² per person
Theatre or flexible lecture space:	1m ² per person
- Breakout rooms and meeting rooms additional to the main auditoria

What do I need to know about adding function spaces or a conference centre?

- Licensing, service of alcohol and food permits, accreditations and approvals
- Cooking on site facilities - food health standards, disposal of waste, storage, washing
- Provision of toilets is linked to the number of people on site and licensing
- Public areas need to consider the movement of guests who are attending conferences versus people who are using your other facilities
- Breakout spaces and meeting spaces need to be accessible from the main area, but also separate enough to be offered independently
- Conference organisers and attendees may require business centre services
- Catering arrangements need to consider whether refreshment is offered outside the conference room or within the space during operation. Kitchen location is also critical.
- Car parking is determined at Council planning approval stage

Learn more?

Get advice from [SA Health](#) on starting a food business

Get advice from [SA Consumer & Business Services](#) on liquor licensing

Get advice from the [Adelaide Convention Bureau](#) on hosting a conference

Contact [S2 Architects](#) for a no-obligation phone conversation

