## Contents

- iC Conference Day Package ................................................................. 3
- Breakfast Selections ........................................................................... 4
- Morning and Afternoon Tea ................................................................. 6
- Luncheon Selection ............................................................................ 7
- Luncheon and Dinner Packages ............................................................ 8
- Buffet and Carvery Selection ................................................................. 10
- Cocktail Packages ............................................................................. 13
- Beverage Price List ............................................................................ 15
- Room charges ..................................................................................... 16
- Terms & conditions ........................................................................... 17
- Contacts ............................................................................................... 19
iC Conference Day Package

On arrival
Freshly percolated coffee and a selection of teas
orange juice and water

Morning tea
Freshly percolated coffee and a selection of teas
served with 3 selections from morning tea items

Stand up working luncheon
Assorted sandwiches served on a variety of breads  (3 per person)
Assorted cheese platter with dried fruits and nuts
Seasonal fresh fruit platter
Freshly percolated coffee and selection of teas
Orange juice and soft drinks

Afternoon tea
Freshly percolated coffee and selection of teas with freshly baked assorted cookies

Inclusions in package
Venue hire for a maximum of 8 hours
Water cooler and mints for duration of event
Standard equipment including projection screen, microphone, whiteboard, flipchart and markers

iC Conference Day Package | $65.00 per person

Prices above are based on a minimum number of 30 people
Room hire is additional to catering prices if under minimum
Above prices are based on Monday to Saturday
Prices for Sunday are based on minimum number of 75 people
Dietary requirement must be advised at the time ordering
Breakfast Selections

Lite start

An assortment of cereals with accompaniments
Warm pastries, croissants and bakery items
Exotic fruit platter
Yoghurts
Bircher muesli
Tea, coffee and juices

iC Event Centre: $21.50 per person

Breakfast Montreal

Poached eggs, English muffin, smoked salmon and hollandaise sauce
Swiss cheese and ham croissants
A selection of mini muffins
Blueberry pancakes with hazelnut cream
Champagne and strawberries
Tea, coffee and juices

iC Event Centre: $25.50 per person

Break-feast

An assortment of cereals with accompaniments
Warm pastries, croissants and bakery items
Toast and preserves
Scrambled eggs, bacon, sausages, sautéed mushrooms, herbed tomatoes, hash browns
Exotic fruits
Teas, coffees and juices

iC Event Centre: $31.50 per person

Prices above are based on a minimum number of 30 people
Room hire is additional to catering prices if under minimum
Above prices are based on Monday to Saturday
Prices for Sunday are based on minimum number of 75 people
Dietary requirement must be advised at the time ordering
Breakfast Selections

Network

Pre Set on each table (8)
Platters of assorted pastries and exotic fruits

Main Meal
Choice of 2 of the following:

- Scrambled eggs, bacon, sausages and herbed tomatoes, hash browns with toasted sourdough
- Pancakes with blueberries, vanilla bean whipped cream and maple syrup
- Eggs benedict, poached eggs on English muffins ham and hollandaise
- Eggs Montreal, poached eggs on English muffins with smoked salmon and hollandaise
- Eggs Florentine, poached eggs on English muffins with spinach and hollandaise
- Scrambled eggs with asparagus, pancetta, smoked salmon, citrus cream fraiche and toasted San Francisco sourdough
- Toasted foccacia topped with poached eggs sautée spinach, avocado and infused mushroom served with plunger percolated coffee, selection of brewed tea and juices and water

iC Event Centre: $36.00 per person

Prices above are based on a minimum number of 30 people
Room hire is additional to catering prices if under minimum
Above prices are based on Monday to Saturday
Prices for Sunday are based on minimum number of 75 people
Dietary requirement must be advised at the time ordering
Morning and Afternoon Tea

Option 1
Freshly percolated coffee and a selection of teas with 3 items of your choice selected from the following:

Select three items
- Ratatouille and olive tart
- Peking duck pancakes with hoisin sauce
- Crab and chilli cakes
- Caramelised onion and Persian fetta tart
- Mini smoked salmon and wakame croissants
- Blueberry and citrus mascarpone tarts
- Baklava
- Paris breast stuffed with almonds and chocolate custard

iC Event Centre: $10.50 per person

Option 2
Freshly percolated coffee and a selection of teas with 3 items of your choice selected from the following:

Select three items
- Assorted gourmet cookies
- Assorted petit muffins
- Freshly baked Danish pastries
- American brownies
- Devonshire tea with jam and cream
- Banana bread
- Macadamia and caramel tartlet
- Selected friands (gluten free)

iC Event Centre: $8.95 per person

Prices above are based on a minimum number of 30 people
Room hire is additional to catering prices
Above prices are based on Monday to Saturday
Prices for Sunday are based on minimum number of 75 people
Dietary requirement must be advised at the time ordering
Luncheon Selection

Assorted sandwiches available on a variety of breads to ensure all are catered for:

Select three items
- Teriyaki beef, King Island cheddar, semi dried tomato and rocket foccacia
- Smoked chicken and fruity kasundi chutney, mizuna lettuce in lavash
- Shawarma of marinated grilled chicken, lettuce and Spanish onion
- Gauda cheese, ham, roast capsicum relish on sour dough
- Pepper crusted beef, prosciutto, rocket sandwich with spicy mustard mayonnaise
- Swiss chard ricotta and sweet onion jam on rye (vegetarian option)
- Sopressa, spinach, charred capsicum, mesculin wrap with green mango chutney
- Pancakes filled with char sui pork, bean sprouts and green tomato pickle

iC Event Centre: $10.65 per person

Additional Catering Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assorted exotic fruit platter</td>
<td>$5.00  per head</td>
</tr>
<tr>
<td>Chefs selection of tarts, cakes and gateaux</td>
<td>$6.50 per head</td>
</tr>
<tr>
<td>Assorted premium cheese platter</td>
<td>$7.00  per head</td>
</tr>
<tr>
<td>Assorted sushi platter</td>
<td>$8.50  per head</td>
</tr>
</tbody>
</table>

Prices above are based on a minimum number of 30 people
Room hire is additional to catering prices
Above prices are based on Monday to Saturday
Prices for Sunday are based on minimum number of 75 people
Dietary requirement must be advised at the time ordering
Luncheon or Dinner Packages

Entree

- Prawn and avocado tian, ocean trout tartare and oysters with caviar, spicy tomato emulsion
- Smoked kangaroo with bitter orange sauce
- Slow roast duck, Asian greens, shallots and sweet and sour dressing
- Blue fin tuna, California roll and prawn nigri with pickled vegetables, wasabi and dipping sauce
- Smoked salmon roulade on sweet potato and crab rosti, spicy mango dressing
- Seared scallops, cucumber ribbons, mirin and wasabi
- Asian tasting plate – with dipping sauces
  - Chow Muong – crystal pastry, chicken turnip
  - HoiSin Gow – scallops, prawn and bamboo shoots
  - Ganmodoki – Pan fried tofu with prawns and mushrooms
- Char grilled mediterranean vegetable tian with watercress and pine nut salad, blood orange viniagrette

Main Meal

- Crispy skin Tasmanian salmon, roast pumpkin garlic and salt on risotto and seafood essence sabayon
- Roast venison seasoned with sumac, slow roasted field mushrooms, parmesan wafer tamarillo and red wine reduction
- Rack of lamb, cumin, coriander and all spice cous cous, roast red pepper aioli
- Champagne lobster, seared scallops and mahi mahi with ratatouille
- Slow roasted veal sirloin, garlic and lemon skordilia, and air dried ham
- Chicken supreme stuffed with sage, beetroot risotto, citrus beurre blanc
- Fillet of beef, roast saffron kipflers, field mushrooms, basil pesto, beetroot infusion
- Fillet of pork stuffed with spiced apple, pancetta sweet potato cake and quince reduction
- Roast vegetable stack on sweet potato fritter grilled Persian fetta, mixed mushroom ragout
Luncheon or Dinner Packages

Dessert

Berry martini with star anis, champagne zabaglione, gratiné, almond biscotti
Cappuccino pannacotta, cointreau berry shot and pistachio wafer
Toffee topped passion fruit crème Brulee served smoking
Dark chocolate mousse, semi dried pineapple and citrus zest biscuit
Lindt chocolate pudding, raspberries and vanilla bean custard
Pear poached in citrus and safron, mascarpone pistachio and toffee

Percolated coffee, selection of teas and speciality after dinner chocolates

iC Event Centre 5 hour Food and Beverage Package

$89.00 per person

Prices above are based on a minimum number of 30 people
Room hire is additional to catering prices if under minimum
Above prices are based on Monday to Saturday
Prices for Sunday are based on minimum number of 75 people
Dietary requirement must be advised at the time ordering
Buffet and Carvery Selection

Percolated coffee, selection of teas, after dinner mints, juggled orange juice and water served with all of the menus

Hargraves’ Buffet

Cold
- Cold selection of smoked and cured meats
- Antipasto platters
- Selection of four chefs’ salads
- Bread selection, condiments and sauces

Hot
- Roast grain fed beef, root vegetables, green peppercorn sauce
- Grilled reef fish, citrus beurre rouge
- Chicken breast, yellow curry and lemongrass
- Spinach and ricotta ravioli, tomato, olives and basil
- Coconut rice
- Roast potatoes seasoned with truffle oil
- Steamed seasonal greens with extra virgin olive oil and maldon sea salt

Dessert
- Selection of gateaux, cake and tarts with vanilla bean cream
- King Island reserve 3 year old cheddar, Ash Blue and Ash Brie, Tilba Trilogy, served with dried and fresh fruit, quince paste, crackers and toasts
- Seasonal exotic fruit

iC Event Centre: $35.00 per person

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Prices for Sunday are based on minimum number of 75 people
Dietary requirement must be advised at the time ordering
Buffet and Carvery Selection

Owen Carvery

Cold
- Cold selection of smoked and cured meats
- Antipasto platters
- Selection of four chefs’ salads
- Bread selection, condiments and sauces

Carvery Selection
- Select 2 from the following:
  - Roast 120 day grain fed beef with a selection of mustards
  - Slow roast loin of pork with caramelised apple and clove chutney
  - Greek style slow roast lamb, oregano, lemon and tomato
  - Cranberry glazed roast turkey breast

Hot
- Chicken breast wrapped in prosciutto with ratatouille
- Bouillabaisse of local seafood
- Lamb Rogan Josh with roasted cashews
- Coconut rice
- Roast potatoes seasoned with truffle oil
- Steamed Seasonal greens with extra virgin olive oil and Maldon sea salt

Dessert
- Selection of gateaux, cakes and tarts with vanilla bean cream
- King Island reserve 3 year old cheddar, Ash Blue and Ash Brie, Tilba Trilogy, served with dried and fresh fruit, quince paste, crackers and toasts
- Seasonal exotic fruits

iC Event Centre: $42.00 per person

Prices above are based on a minimum number of 30 people
Room hire is additional to catering prices if under minimum
Above prices are based on Monday to Saturday
Prices for Sunday are based on minimum number of 75 people
Dietary requirement must be advised at the time ordering
Buffet and Carvery Selection

Bass and Flinders Seafood Buffet

Cold
- Seafood bisque with citrus cream
- Selection of local oysters
- King prawns
- Seasonal crabs
- Cold selection of cured and smoked meats
- Selection of four chefs’ salads
- Condiment, sauces and bread selection

Hot
- Seafood skewers with sweet and sour nam jim sauce
- Baked fish with champagne burre blanc
- Snapper with ginger and shallots
- Nasi Goreng with Asian style roast duck
- Pan fried medallions of veal, mixed mushroom and marsala
- Roast potatoes seasoned with truffle oil
- Steamed seasonal greens with extra virgin olive oil and Maldon sea salt

Dessert
- Selection of gateaux, cakes and tarts with vanilla bean cream
- King Island reserve 3 year old cheddar, Ash Blue and Ash Brie, Tilba Trilogy, served with dried and fresh fruit, quince paste, crackers and toasts
- Seasonal exotic fruits

iC Event Centre: $49.00 per person

Prices above are based on a minimum number of 30 people
Room hire is additional to catering prices if under minimum
Above prices are based on Monday to Saturday
Prices for Sunday are based on minimum number of 75 people
Dietary requirement must be advised at the time ordering
Cocktail Packages

All cocktail packages are served for a minimum duration of 2 hours. Packages include a cocktail selection of your choice with house red and house white wine, Australian beers, orange juice and soft drinks.

iC Selection

- Steak tartare on pumpernickel
- Oysters kilpatrick
- Peking duck, shallots and hoisin sauce
- Cajun chicken puffs
- Sweet potato and cashew empanada
- Steamed pork and prawn dim sim with pickled ginger

**iC Event Centre: $40.00 per person**

Thirroul Selection

- Prosciutto and melon
- Crackers, toasts and crudités with baba ganoush, hummus and olive tapenade
- Tomato, Spanish onion, basil and Persian fetta bruschetta
- Spinach burek
- Duck calzone
- Quiche lorraine
- Salmon, spinach and pine nut quiche
- Roast vegetable tart
- Chicken and semi dried tomato quiche

**iC Event Centre: $45.00 per person**

Kiama Selection

- Dim Sim Package
  - Chow Muong – crystal pastry, chicken turnip and palm sugar- steamed
  - Hoi sin Gow – Scallop, prawns and bamboo shoots
  - Ganmodoki – Pan fried tofu with prawn and mushroom sugar cane prawn, steamed
- Platter of sushi, sashimi and california rolls with pickled ginger, wasabi and Asian dipping sauce
- Steamed buns char siew BBQ pork and chicken, prawn and Chinese mushrooms

**iC Event Centre: $50.00 per person**
Cocktail Packages

All cocktail packages are served for a minimum duration of 2 hours. Packages include a cocktail selection of your choice with house red and house white wine, Australian beers, orange juice and soft drinks.

Austinmer Selection

- BBQ baby octopus seasoned with garlic and ginger
- Seared Tasmanian salmon with wakame seaweed
- Wok fried king prawn wantons with sweet and sour Nam Jim
- A selection of local oysters served natural with flying fish roe
- Oysters kilpatrick
- Tartare of ocean trout seasoned with fennel
- Prawn and chilli Sui Mai with Asian dipping sauce
- Parmesan and parsley crumbed whiting
- Thai style crab cakes

iC Event Centre: $55.00 per person

Prices above are based on a minimum number of 30
Room hire is additional to catering prices if under minimum
Above prices are based on Monday to Saturday
Prices for Sunday are based on minimum number of 75
Dietary Requirement must be advised at the time ordering
# Beverage Price List

## Beers

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>375 ml Hahn Premium – Light beer</td>
<td>$3.00</td>
</tr>
<tr>
<td>375 ml Hahn Premium – Full strength beer</td>
<td>$3.50</td>
</tr>
<tr>
<td>Crown Lager</td>
<td>$6.00</td>
</tr>
<tr>
<td>Jug of beer – Full strength beer</td>
<td>$11.00</td>
</tr>
</tbody>
</table>

## Soft drinks

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assorted 375 ml cans of soft drink</td>
<td>$2.00</td>
</tr>
<tr>
<td>Assorted 390 ml bottles of soft drink</td>
<td>$2.50</td>
</tr>
<tr>
<td>Assorted 600 ml bottles of soft drink</td>
<td>$3.50</td>
</tr>
<tr>
<td>Mount Franklin water bottle 600 ml</td>
<td>$2.50</td>
</tr>
<tr>
<td>Glass of orange juice or soft drink</td>
<td>$2.50</td>
</tr>
<tr>
<td>Jug of orange juice, apple juice or soft drink</td>
<td>$12.00</td>
</tr>
</tbody>
</table>

## Spirits

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whisky, Bourbon, Gin, Vodka, Tequila, Brandy</td>
<td></td>
</tr>
<tr>
<td>Bacardi and Bundaberg Rum</td>
<td>$5.25</td>
</tr>
<tr>
<td>Tia Maria, Kahlua, Baileys, Jack Daniels, Southern Comfort</td>
<td>$6.00</td>
</tr>
<tr>
<td>Drambuie, Midori, Sambucca</td>
<td></td>
</tr>
</tbody>
</table>

## Pre mixers

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smirnoff Ice Black can</td>
<td>$6.00</td>
</tr>
<tr>
<td>Jack Daniels can</td>
<td>$6.00</td>
</tr>
<tr>
<td>Jim Beam and cola</td>
<td>$6.00</td>
</tr>
<tr>
<td>Vodka and orange</td>
<td>$5.50</td>
</tr>
<tr>
<td>Johnnie Walker and cola</td>
<td>$5.50</td>
</tr>
</tbody>
</table>
# Room Charges

<table>
<thead>
<tr>
<th></th>
<th>Theatre</th>
<th>Dining</th>
<th>Cocktail</th>
<th>Price*</th>
</tr>
</thead>
<tbody>
<tr>
<td>iC Event Centre</td>
<td>360</td>
<td>280</td>
<td>360</td>
<td>$1200</td>
</tr>
<tr>
<td>Ocean Room</td>
<td>180</td>
<td>140</td>
<td>180</td>
<td>$600</td>
</tr>
<tr>
<td>City View Room</td>
<td>180</td>
<td>140</td>
<td>180</td>
<td>$600</td>
</tr>
<tr>
<td>iC Terrace</td>
<td>--</td>
<td>--</td>
<td>180</td>
<td>$350</td>
</tr>
</tbody>
</table>

*Prices are based up to 8 hours, over 8 hours there will be an additional charge of $65.00 per hour
Terms & Conditions

Booking Arrangement

a) UniCentre Conference and Functions rooms are provided specifically for functions or events of limited duration.
b) Tentative bookings of rooms will be held for 10 working days.
c) Bookings need to be confirmed at least 10 working days prior to the function date.
d) Booking confirmation will proceed in writing stating time parameters, date and function numbers.
e) Booking confirmation must be accompanied by a non-refundable deposit of $1000.
f) Should confirmation and deposit not be received, Wollongong UniCentre Ltd reserves the right to allocate the space/date to another client.

Quotations & Details

a) Full details of the type and numbers involved in the function must be disclosed at the time a quotation is made. It should be explicitly noted that the quotation is provided on the basis of this information.
b) Quotations remain valid for 10 working days, unless otherwise specified in writing.
c) Should the details of the function change then a new quote will be necessary.
d) Whilst every endeavour is made when quoting to cover contingencies, Wollongong UniCentre Ltd reserves the right to revise the quote at any time preceding final confirmation.

Variation In Number

a) Confirmed numbers will be made 10 working days prior to the function date, unless otherwise agreed in writing by Wollongong UniCentre Ltd.
b) The Functions Unit will allow a variation either side of the confirmed numbers of up to two working days prior.
c) Should a guaranteed number not be received within the specified time, then the numbers specified in the quotation will be taken as final.

Variation In Time

a) Should the function span of hours alter from that stated in the function quotation there will be additional charges for each additional hour, or part thereof.

Cancellation Policy

(External Organisations or Personal Functions)

a) Notice of cancellation given in writing 30 working days prior to the function or event will incur no penalty however deposit will not be refunded.
b) Cancellation within 10 days or less will incur a payment of 50% of the signed agreed quotation.

Payment Policy

(UOW and associated Organisations)

a) All University of Wollongong faculties, departments and associated organisations on campus are to submit account number or credit card details 7 days prior to the function or event. Failure to provide will result in cancellation of function or event. If cancelled and then rebooked within 7 days additional charges may be incurred. Letter of agreement must be signed for all functions and events booked with Conference and Functions Unit.
b) Any challenge or objection to the invoice must be made in writing to the Manager within 10 working days of the function or event

Payment Policy

(External Organisations)

a) A deposit of up to $1000 (or as specified by Conference and Function Staff) must be forwarded with signed agreement letter to confirm your function or event. Failure to provide deposit and signed agreement will result in cancellation.
b) Full payment based on final numbers and other expenses incurred must be settled 5 working days prior to function or event with the exception of any additional charges incurred on the night which will be paid within 7 working days of the event. Exception to this will only be authorised by Functions Manager or General Manager.
c) Any challenge or objection to the invoice must be made in writing to the Manager within 5 working days of the function or event.
d) Wedding accounts or other personal function or event must be settled 7 working days prior to the event date with the exception of any additional charges incurred on the night which must be paid within 5 working days after the event. Payment is via credit card, bank cheque or cash (No personal cheques accepted unless 14 days prior to event) Failure to provide payment as above will result in cancellation of event. Rebooking after cancellation may incur additional expenses.
e) The conference and functions unit reserves the right to require the payment of a bond to be lodged prior to the function beginning.
Terms & Conditions

Damage & Special Effects

a) The client is responsible for taking all reasonable precautions to protect the venue, equipment, exhibits or other property of Wollongong UniCentre Ltd.
b) The cost of accidental or negligent damage, beyond normal wear and tear, is chargeable to the client.
c) This applies to damage caused through their own action, action of their guests, contractors or sub contractors, before, during or after the function. Therefore the client should arrange their own insurance.
d) Smoke machines, special effects, balloons and/or pyrotechnics cannot be operated without prior approval due to the effect on smoke detectors. Should the Fire Brigade or other emergency service be called to respond to an alarm in the function room which has been set off by such activity, then the client will be liable for any charges incurred.

Menus & Beverage Arrangements

a) All food and beverages provided at the function must be supplied by the Conference and Functions Unit. Unless otherwise specifically arranged it is not permitted for beverages, alcohol or food to be brought into premises from any outside supplier.
b) Menus & beverage to be served at any function will be confirmed 10 working days prior to the function. Alterations after this date will not ordinarily be possible.
c) With the agreement of the Conference and Functions Manager, certain functions may be able to be permitted to supply their own product. The client will comply to all directions for the supply and handling made by the Conference and Functions Manager. The client will indemnify Wollongong UniCentre Ltd regarding the supply, handling, storage and service of such products.

Special Conditions

a) The client will not allow any Wollongong UniCentre Ltd facility to be used for any illegal purpose.
b) The client will indemnify and keep indemnified Wollongong UniCentre Ltd against actions, suits, claims and demands whatsoever arising out of or in connection with the use of the hired premises.
c) Persons under the age of 18 years may only enter and use the facilities under the control of a responsible adult and their movements must be restricted to areas specified by the Functions Unit staff.
d) Persons under the age of 18 will not be served or supplied with alcohol.

Security

a) The Conference and Functions Unit reserves the right to insist upon the employment of security staff at any event it deems necessary.
b) Such staff will be arranged and controlled by Wollongong UniCentre Ltd.
c) Expenses related to security will be passed on to the client.

Entertainment

a) If the client engages a band or other entertainment to appear at the function or within the University grounds, it is the responsibility of the client to ensure that the performer complies with sound levels consistent with the Noise Control Act.
b) The Conference and Functions Unit reserves the right to stop, suspend or adjust the level of sound it considers excessive and/or insist on the use of an automatic sound level monitor.

Advertising & Endorsement

a) The client and associated entities must first obtain written permission from the Management of the Conference and Functions Unit before using the name of Wollongong UniCentre Ltd and/or the University of Wollongong to broadcast, list or publicly announce an event scheduled to be held at the University of Wollongong Conference and Function Centre. This includes the use of the abovementioned titles in press, radio, TV or otherwise published material made publicly available or otherwise listed.

Basis Of Agreement

a) Performance of this agreement is contingent upon the ability of the Wollongong UniCentre Ltd to complete the same, and is subject labour disputes, strikes, pickets, accidents, government regulation and intervention, restrictions on travel, delivery, equipment or utilities failure and other causes, whether enumerated or not which are beyond the control of the Wollongong UniCentre Ltd.
b) In no event shall Wollongong UniCentre Ltd be liable for loss of profit or consequential damages from these matters.
c) In no event shall Wollongong UniCentre Ltd’s liability be in excess of the total amount of the food and beverages contracted.
Event Management Team

iC Event Centre
PO Box U100
University of Wollongong NSW 2500
Ph: (02) 4221 8093
Fax: (02) 4221 8001

For all bookings and enquiries:
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Website: functions.uow.edu.au/enquiries

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Innovation Campus Event Centre
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