

## Q: WHAT IS THE WEDDING VENUE CAPACITY?

**A:** The Grand Ballroom is a contemporary venue accommodating up to 2,000 guests seated (or 1,440 when applying the current one person per two square metres regulation). Featuring a pre-function space that overlooks sparkling Darling Harbour, it offers the flexibility of a large and ample sophisticated venue.

Parkside Ballroom is a modern venue space offering seating for 700 guests (or 630 when applying the current one person per two square metres regulation). The pre-function foyer area offers uninterrupted views of glittering Darling Harbour.

## Q: DO YOU OFFER COCKTAIL WEDDING RECEPTIONS?

**A:** ICC Sydney is currently not offering cocktail-style wedding receptions.

## Q: DO YOU HAVE A PREFERRED SUPPLIER LIST?

**A:** Yes! We have a list of our trusted partners and would be happy to put you in touch with experts in a variety of areas.

## Q: WHAT NEIGHBOURING HOTELS AND ACCOMMODATION ARE AVAILABLE?

**A:** Australia's most cosmopolitan city, Sydney is a global commercial and cultural destination. Boasting many international flight connections, 85 museums, 65 cinemas and 140 art galleries, Sydney offers much more than stunning beaches, great food and wine, and the world's finest harbour. Situated in the city's epicentre, ICC Sydney is within walking distance of multiple transport links, more than 7,000 hotel rooms, and the city's new financial services district at Barangaroo. Neighbouring accommodation can be [viewed online](#).

## Q: DO YOU OFFER A WEDDING CAKE?

**A:** Whilst we do not provide wedding cakes, you are welcome to bring your own cake which will be served on platters to the tables. No cakeage fee applies as this is included in our packages.

Options are available should you wish to have individual serves plated for each guest.

## **Q: WHAT DÉCOR AND DECORATIONS ARE INCLUDED, AND WHAT IS NOT INCLUDED?**

**A:** ICC Sydney enhances the joy and ease of planning your wedding, with bespoke wedding packages including these décor items, below:

- White table cloth overlay, cutlery and crockery
- Bridal table and cake table

We invite you to consider some optional, additional elements:

- Red carpet
- Additional dance floor pieces
- Video projection and screen

Should you wish to arrange any decorations or styling, we'd be happy to put you in touch with our recommended partners specialising in this area.

## **Q: HOW DO MY GUESTS GET TO ICC SYDNEY?**

**A:** ICC Sydney is accessible by many modes of transport including ferry, train, light rail or bus, making it convenient for you and your guests to arrive. Your guests will also be able to drive to ICC Sydney. ICC Sydney has two car park facilities located within the Exhibition Centre and Aware Super Theatre, comprising a total of 826 car spaces. Additionally, there are secure car parks located in and around Darling Harbour, including Wilson Harbourside Car Park and Wilson Darling Square Car Park.

If arriving by taxi or Uber, the best taxi and Uber drop off and pick up location includes the Iron Wharf Place next to Harbourside Shopping Centre accessed via Darling Drive.

## **Q: WHAT IF NONE OF THE WEDDING PACKAGES ARE RIGHT FOR US?**

**A:** Our wedding packages have a number of great inclusions, however please let us know if you would prefer a customised package to meet your needs. Our ICC Sydney Wedding Representatives would be happy to assist.

## Q: DOES THE VENUE HAVE PARKING?

**A:** ICC Sydney operates two 24 hour car parking stations with a total of 826 parking spaces including 11 disabled parking bays, 25 motorcycle parking spaces, 50 bicycle racks and 20 electric car charge spaces.

ICC Sydney operates as cashless parking only. Payment for parking can be made using credit card.

**Ticketless** - tap credit card/phone pay on entry - no ticket is issued - tap same credit card/phone pay on exit and payment is made.

**Ticket** - take a ticket on entry, then when ready to exit pay at pay stations or exit gates with ticket and credit card.

Please refer to our [website](#) for the most up to date parking fees.

## Q: HOW DO I CONFIRM MY WEDDING?

**A:** To confirm your booking at ICC Sydney, return your signed Proposal and completed Contract Details Form to your Wedding Representative by the validity date provided. You will then receive a formal Hiring Agreement and Booking Deposit Invoice with a due date for return to ICC Sydney.

## Q: WHAT IS THE DEPOSIT TO SECURE MY WEDDING?

**A:** The following deposit structure applies to your Hiring Agreement:

PAYMENT REQUIRED	DUE
5% Booking Deposit	Required on signing the contract (non-refundable) + \$10,000 Bond (bond refundable post Event)
20% First Instalment	6 months prior
25% Second Instalment	3 months prior
50% Final instalment	1 month prior

*GST on the full Hiring Fee will be included on the Final Instalment invoice. All other instalment invoices are exclusive of GST.*

## **Q: WHAT ARE THE COVID-19 RULES REGARDING WEDDINGS?**

**A:** Wedding capacity of our venues is based on the NSW Government Public Health Order of one guest per two square metres in an existing area.

All weddings are considered 'Significant Events' in the NSW Public Health Order and as such must comply with a COVID-19 Safety Plan.

Names and mobile numbers or email addresses for all guests and contractors must be demonstrated in your COVID-19 Safety Plan. Records are only to be used for tracing COVID-19 infections and stored confidentially and securely.

## **Q: WHAT TIMES CAN MY VENDORS ACCESS THE VENUE FOR SET UP?**

**A:** 7AM. Please speak to your ICC Sydney Wedding Representative if you require additional move-in time.

## **Q: WHEN MUST THE VENUE BE BUMPED OUT?**

**A:** 12AM. Please speak to your ICC Sydney Wedding Representative if you require additional move-out time.

## **Q: CAN OUR GUESTS STAY IN THE VENUE AFTER MIDNIGHT?**

**A:** Your guests are only permitted to remain in the Venue during the contracted tenancy period, for example if your tenancy period ends at midnight then all guests will need to vacate ICC Sydney by midnight.

## **Q: DO YOU SET MY PLACE CARDS, MENUS AND BOMBONIERE?**

**A:** ICC Sydney does not set place cards however we are delighted to assist with placement of your menus (up to 3 per table) and bomboniere.