



# CROMWELL COLLEGE

INFORMATION  
PACK



Cromwell  
College

CELEBRATING







# Staying at Cromwell

Thank you for your interest in Cromwell College for your next conference.

During the academic year, Cromwell is home to 248 students from around Australia and the world. We are an inclusive, vibrant, co-educational community focused on empowering student leadership, personal growth and academic success.

From late November to the end of January, Cromwell is able to host groups. We offer a range of accommodation options including 16 deluxe rooms with ensuites and air-conditioning, and 232 single bedrooms with shared ensuites.

The friendly Cromwell staff are here to ensure your stay is a pleasant and memorable one. With an in-house gourmet kitchen team, our chefs will ensure everyone is well fed and catered for. We are happy to cater for special dietary requirements, tastes and occasions. You are also able to self-cater, and we encourage you to discuss this with your onsite Events Coordinator.

Cromwell have varying facilities and spaces depending on your conference needs. The Chapel, Dining Hall, Learning Precinct, and Deck all have their own unique style and purpose, and we can cater for groups as small as 4 people up to 250 people. We also have some beautiful green outdoor spaces for your use.

Cromwell has a rich history as a 'home away from home' for university students studying in Brisbane. We are confident that you will find Cromwell as welcoming, comfortable, and convenient as our students.



# Audio Visual Equipment

Audio Visual (AV) equipment is located in the Dining Hall, The Chapel, The JCR (Junior Common Room), Tutorial Rooms, and on The Deck. Depending on your conference requirements, the Cromwell team will set up the AV capabilities as best as possible ready for your use, including a projector, audio speakers, microphone, and lectern. Should you need any help on the day and staff aren't on site, feel free to call us for assistance.

Cromwell College supplies a laptop to use for the duration of your conference. If you bring your own device, you must also supply any chargers, connector cables (HMDI), and other operating equipment specific to your laptop.

Prior to your arrival, you will be provided with a manual to operate our AV equipment.





## Smart TVs/Movies

Many conference guests choose to host movie nights on the volleyball courts. Clients are required to source their own movie/s and bring in projection screens. These are available for hire externally and we would be happy to provide contacts.

### Dining Hall

The Dining Hall has a complete AV system with a large projector screen and audio speaker unit. Clients can download a movie to a USB and play it via the College laptop or download movies directly to their own laptop (remember to bring a compatible HMDI cable if you are using your own device).

### Smart TVs in The JCR and on The Deck

Smart TVs are located on The Deck and in The JCR (Junior Common Room). For movies, clients are required to provide their own downloaded content (a laptop and compatible HMDI cable are required) to play it through the TV screen. Alternatively, clients can access a personal streaming service account with their own username and password.

## Laptops and WiFi

Cromwell College provides conference guests with the use of a laptop with an internet connection. The Dell PC laptop is equipped with Windows 11 and Microsoft Office capabilities. We will discuss with you ahead of time of your AV needs and can help set-up as required.

If you **bring your own device**, you will also need to provide any chargers, connector cables (HMDI), and other operating equipment compatible with your laptop. You will have complimentary access to Wi-Fi throughout the college



# Room Types

## Standard Room

There are 232 standard rooms across 6 buildings at Cromwell College. Each standard room is fully furnished with a king size single bed, bar fridge, desk and shelving, ceiling fan, and with shared bathroom facilities.

Every corridor has a common room with a shared kitchennette.



## Deluxe Room

We have 16 air-conditioned deluxe rooms available. Each deluxe room is furnished with a double or queen size bed, bar fridge, desk, built-in shelving, and an ensuite bathroom.

These rooms have slightly different sizes, configurations and aspects dependent upon their location within the college.





## Rates

Rates for rooms include three meals daily (hot cooked breakfast, hot lunch and dinner) served in the College Dining Room. Packed morning teas are available with prior arrangement (at an additional cost).

Please discuss rates with your Cromwell Conference Manager. We require a minimum 3-night stay and groups of 30+. Rates will vary depending on group size and meal requirements. Special discounts apply for groups larger than 150.

Rooms are cleaned once per week. Guests are required to bring their own pillows and bath towels. All other linen is provided by Cromwell College.

Complimentary wireless internet access is available throughout the College.

## Additional Charges

**Call out fee for non-emergency related travel**

**Weekday:** 3 hours staffing rate plus travel - \$200.00

**Weekends:** 3 Hours Staffing rate plus travel - \$400.00

**Public Holidays:** 3 Hours Staffing rate plus travel - \$500.00

**Fire alarm activation in rooms:** a QES fee of \$1350.00 per callout of the fire department

**Lost fobs:** replacement fee is \$25.00 per fob

**Damage to the pool table felt:** \$1800.00



# Gourmet Food

The Cromwell kitchen is known to be one of the best of the colleges at The University of Queensland. Our worldclass Chefs create beautiful food.

Your rates include a hot breakfast, lunch and dinner every day for the duration of your stay. Should you plan to eat off site on some of the days, we can remove the cost of the meal from your booking. We are happy to work together with you to accommodate your schedule and the experience you're curating for your delegates.

There is also a Late Meals room where we can store fruit, snacks, and treats for your conference group.

You are also able to self-cater, however the use of our commercial kitchen is prohibited due to health and safety concerns.

We are able to host Formal Dinners for your group. These come at an additional cost, but our kitchen can cater for formal sit-down meals with 2 or 3 courses. These include either entree, main and dessert, white table clothes, wait staff, and alcohol (optional).







## Facilities



There is a laundry onsite located near the Volleyball Court. It is equipped with commercial-grade washers and dryers. There is no cost to use the machines but conference guests need to supply their own laundry detergent. Front and top loader laundry liquid are accepted in the corresponding machines.



45 complimentary parking spots are available in our student car park, accessed via Hood Street, for the duration of your conference stay.

## Conference Facilities

**The Dining Hall:** Seats up to 250 delegates. A large communal space, air-conditioned with AV facilities, lectern & microphone. Tables and chairs can be pushed to the side for added space.

**The Chapel:** Seats up to 70 delegates. Air Conditioned. High ceilings & stained glass windows. Built in audio visual. Lectern & microphone. Organ & piano.

**Junior Common Room:** An air-conditioned breakout space off the Dining Hall, the JCR seats up to 100 people. Smart TV. Pool Table. Table Tennis. Games. Cosy lounges.

**The Learning Precinct:** A variety of tutorial rooms and conference spaces that can be arranged as single rooms or opened (concertina doors) to create a larger, communal area. Room space ranges from seating for 8 up to seating for 40 people.

**In addition, Cromwell College has a range of multipurpose outdoor areas and breakout spaces for your use.**

**The Deck:** A lovely outdoor space off the Dining Hall with couches, tables, fans and AV facilities.

**Alumni Lawn:** An exterior area perfect for outdoor events, BBQ's, movement or games.

**Volleyball Court:** For sports or used as a multipurpose function space (outdoor movies/events).

**Basketball Court:** For sport or a multipurpose space.



# UQ Conference Facilities

Cromwell College has a range of conference facilities that can cater for a variety of events. However, should you require additional space, The University of Queensland has many venue hire options to suit a wide range of needs. Central learning spaces offer the greatest availability of room types and seating capacity.

For more information you can visit the UQ website: <https://campuses.uq.edu.au/information-and-services/venues-events-and-functions/hiring-venues-uq>

Contact: 3346 0775

Email: [roombookings@uq.edu.au](mailto:roombookings@uq.edu.au)

Contact details for other bookable spaces are located within individual UQ webpages

## Incidentals

### Alcohol

Cromwell College allows alcohol to be consumed onsite for events provided the relevant permits are in place. The client will be responsible for arranging all Liquor Licences and ensuring any legal requirements have been met.



## The Deck

Features outdoor tables and lounges, large fans, AV system. Perfect for relaxing, as a break out space, or for functions.



## The Learning Precinct

A variety of tutorial rooms and conference spaces that can be arranged as single rooms or opened to create larger spaces. Seating capacity ranges from 4 up to 40 people.



## The Dining Hall

Featuring beautiful stained glass windows, the Dining Hall seats up to 250 delegates. This is a large communal space with AV facilities, air-conditioning, and access to the kitchen and Junior Common Room



## Alumni Lawn

A beautiful green outdoor space perfect for events, exercise classes, games, BBQs, or functions.



# Cromwell Contacts

If you require assistance during your stay, Cromwell staff are on hand to help.

**Conference Manager:** Mathilde Dujardin, 0400 138 569, [m.dujardin@cromwell.uq.edu.au](mailto:m.dujardin@cromwell.uq.edu.au)

**Reception:** Dominic Retschlag, 3377 1300, [d.retschlag@cromwell.uq.edu.au](mailto:d.retschlag@cromwell.uq.edu.au)

Conference organisers will be issued a master fob that enables entrance and exit to all of the rooms on-campus.

After-hours security are on site from 10:30pm - 5am during the university academic year. Over the December/January break, no security is on site.



# Image Gallery



# Image Gallery



The Deck



A Tutorial Room in The Learning Precinct

# Image Gallery



The Junior Common Room



The Volleyball Courts

# Image Gallery



Standard Room



Deluxe Room



# Image Gallery

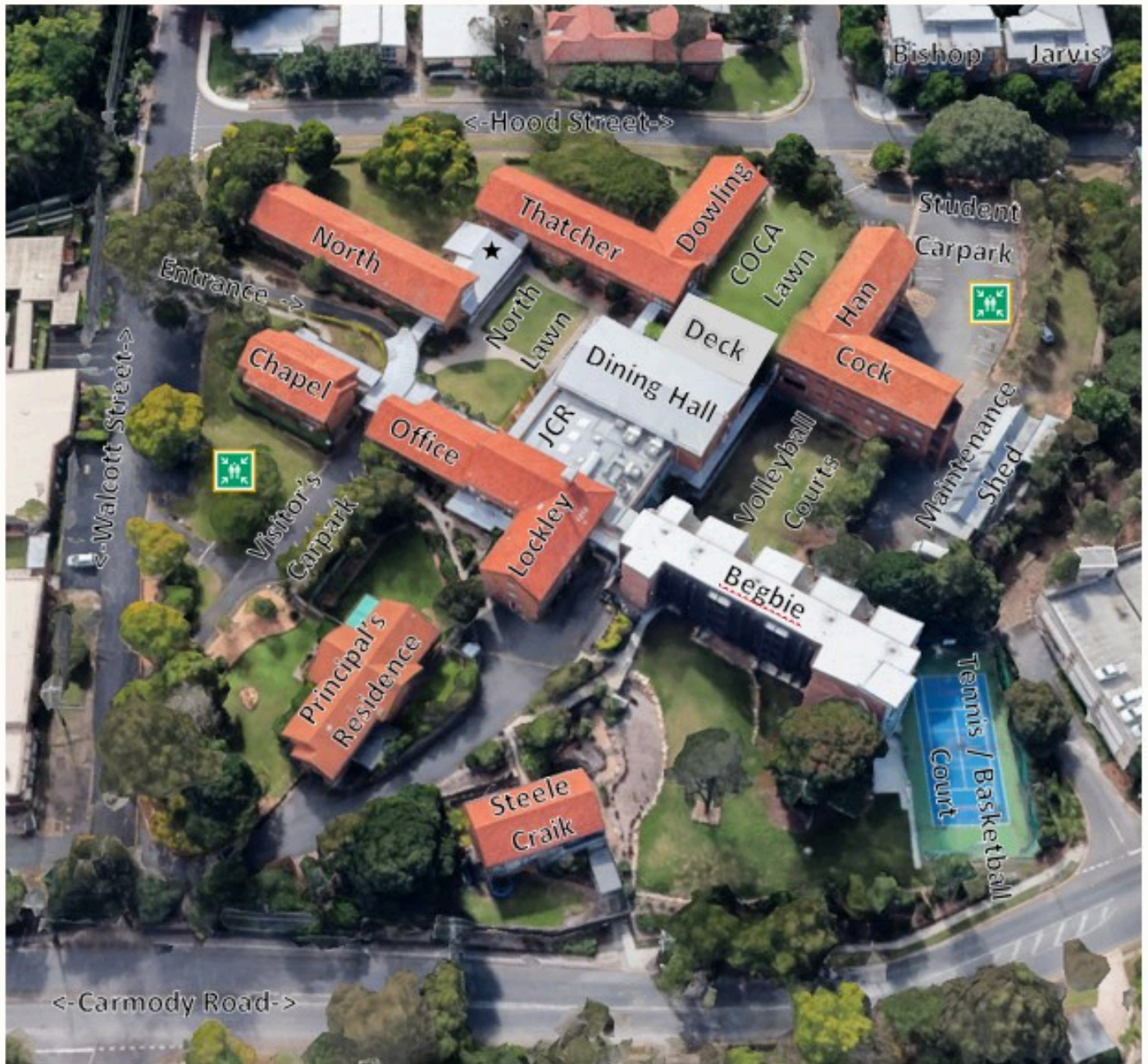


The Dining Hall



The Dining Hall

# Cromwell College Campus Map



# Checkout

Checkout is at 10 am on the day of your departure unless otherwise arranged prior to your event.

All fobs are to be returned before departure to Cromwell reception or the Conference Manager, Mathilde Dujardin.

