



Venue: paranaple centre (Convention Centre, Level 3)

Location: 137 Rooke St, Devonport 7310

Contact Number: 03 6420 2950

- Loading bay access: accessed by a laneway, off Best Street (between Molly Malones and the Multi-level car park)
- Access to level 3 is simple and convenient with a large 4-tonne freight elevator capable of transporting goods and materials directly on to the floor from an external undercover loading bay.
- Upon arrival with your goods please contact Matt Groom 0417 341 377/03 6420 2950
- The loading bay is for drop off and pick up only with a time limit of 15 mins.

Our website provides helpful information for guests attending your event -  
<https://www.paranapleconventioncentre.com.au/attending-an-event/>.

Parking is in the Multi-level car park next door, entry is via Best Street or Fenton Way:

- First 30 minutes free – then \$1.00 per 30 minutes, Monday to Friday 8.30am to 6.00pm
- \$2.00 flat fee, Saturday and Sunday and after 6pm Monday to Friday
- \$5.00 all day parking available on the **top level** Monday to Friday
- Undercover parking
- Please note that the height clearance is 2.3 meters.



*Street View from Rooke Street Entry*



*Paranaple Loading Bay – Parking limit 15 minutes*

### **Deliveries**

All prior deliveries to your event should be clearly address with your function name to:  
paranaple convention centre  
Attention: Felicity Duff  
Mobile: 0418 313 689  
137 Rooke Street, Devonport TAS 7310

Equipment or training manuals delivered prior to the start of the function cannot be stored unless prior arrangements have been made.

<b>Delivery Charges</b>	
<ul style="list-style-type: none"> <li>Deliveries will only be accepted 3 days prior to your event or storage charges will apply.</li> <li>Boxes left at the venue must have a con note attached with details of pick up.</li> <li>PCC do not take responsibility for freight charges</li> </ul>	
Acceptance of delivery	\$50.00
Storage of boxes over 3 days	\$20 per box
Administration Charge – if staff are required to print and attached con notes	\$50.00

When in the building during an emergency, please take direction from the fire wardens located on the floor.

To Evacuate:

- Use the nearest emergency exit.
- Take others with you.
- Proceed to the assembly area.
- Do not use the lifts or escalators.
- Emergency Evacuation map for your event:

