

# **Conference Room Information Pack**

Thank you for your enquiry. Please find below the information you have requested regarding our Conference room.

Conference Room Charge \$125 per day.

## **The charge inclusive of**

- Room hire
- OHP and Screen
- VCR, DVD and Television
- White Board and Flipchart
- Pads, pens, mints and water

## **Seating Capacity – Room Size: 10.5m x 4.5m = 47.25m<sup>2</sup>**

- U – Shape : Max 22 people
- Classroom : Max 15 people
- Workshop : Max 16 people
- Theatre : Max 35 people
- Boardroom : Max 12 people

## **Extra Services Available for**

- Continuous tea and coffee \$5.00/person
- Morning tea includes tea/coffee biscuits and cakes \$5/person
- Afternoon tea includes tea/coffee biscuits and cakes \$5/person
- Freshly made Sandwiches and Orange Juice \$15/person
- Hot finger food and Orange Juice for \$18/person

## **Extra Equipment Available for Hire**

- Data Projector \$285 per day
- Laptop \$130 per day

## **Confirming a Booking**

We will hold the room on a tentative basis only for a week. We need a deposit of \$125 to confirm the reservation. If we don't receive the deposit within a week we reserve the right to release the space.

Once we receive the deposit you will be issued with a receipt. The deposit amount will be credited to your final account.

## **Cancellation Policy**

Cancellation must be given to us in writing

If you cancel your reservation MORE THAN ONE WEEK before the function date the deposit paid will be refunded in full

If you cancel your reservation LESS THAN ONE WEEK before the function date the deposit will be retained by us.