

MEETING ROOMS

Meeting Room	Capacity	Day Rate (9am-5pm)	Night Rate (5pm – 9pm)*
Room 1	18	\$120	\$70
Room 2	12	\$100	\$50
Rooms 1 & 2	30	\$220	\$120
Boardroom	12	\$160	N/A

Tea and Coffee is included in Room hire rates – help yourselves all day from our facilities.

EQUIPMENT HIRE

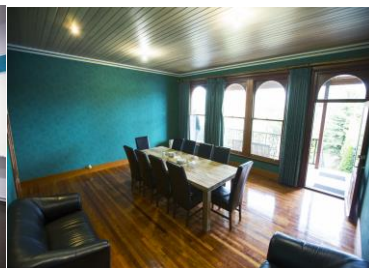
Data projector & screen.....	\$65
Conference Phone.....	Cost of outgoing call
Whiteboard	Complimentary
Wifi	Complimentary
Lecturn	Complimentary



Room 1



Room 2



Boardroom

CATERING OPTIONS

(please note tea/coffee and filtered water is included in room hire)

- | | |
|--------------------------------------|--|
| Option 1 | \$6.50pp |
| Morning OR Afternoon Tea | Sweets platter of assorted cakes and slices |
| Option 2 | \$27.50pp |
| Morning OR Afternoon Tea and Lunch | Sweets platter of assorted cakes & slices
Salad sandwiches, Wraps and/or Toasted Paninis (chef's choice daily)
Cheese and Fruit Platter
Juice |
| Option 3 | \$32.50pp |
| Morning Tea, Lunch and Afternoon Tea | <i>same as option 2 but add on Afternoon Tea (Sweet or savoury platter)</i> |
| Option 4 | <i>Menu prices</i> |
| Order from our Café menu on the day | |

Please advise of any dietary requirements and your nominated meal times at the time of booking or at least three days prior to the meeting.

Please note:

- Payment is required on the day (see take away staff at the conclusion of the meeting), unless other arrangements have been made for invoicing.
- If cancellation occurs up to 3 days prior to the meeting date - full room hire price will apply.
- For cancellations within 0-3 days of the meeting and no shows - full meeting price (room hire plus catering) will apply.