

MEETING ROOMS

| Meeting Room | Capacity | Day Rate | Night Rate* |
|--------------|----------|----------|-------------|
| Room 1 | 18 | \$120 | \$70 |
| Room 2 | 12 | \$100 | \$50 |
| Rooms 1 & 2 | 30 | \$220 | \$140 |
| Boardroom | 12 | \$160 | N/A |

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

*After 9 pm Surcharge -Functions after 9:00 pm will incur a charge of \$ 30 per every 30 minutes after 9:00 pm

EQUIPMENT HIRE

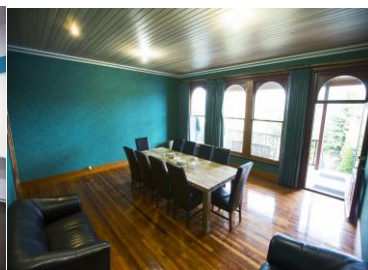
| | |
|------------------------------|-----------------------|
| Data projector & screen..... | \$65 |
| Conference Phone..... | Cost of outgoing call |
| Whiteboard | Complimentary |
| Wifi | Complimentary |
| Lecturn | Complimentary |



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 *same as option 2 but add on Afternoon Tea (Sweet or savoury platter)*
- Option 4 *Menu prices*
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 – We will email an invoice after the meeting date – please advise Invoicing details at time of booking.
- 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.