



# Conference Room Booking Form



Name of Organisation

Hirer's Representative

*(on the day)*

Postal Address

Email

Phone

## We wish to book the following:

Date Required

Time

Number of Attendees

Conference Room

**Full Day** (\$240 +gst)

**Half Day** (\$130 +gst)

Small Meeting Room

**Full Day** (\$50 +gst)

**Half Day** (\$30 +gst)

*(seating for up to four people)*

Services

**Tea & Coffee** (\$35 per serve)



**Conference Room includes:**

AV/video conference equipment (supports Zoom, Teams etc.), white board, projector + screen, heat pump, bi-fold doors opening to our outdoor patio and free guest WiFi.



**Small Meeting Room includes:**

TV screen (supports HDMI), white board, heat pump, free guest WiFi.

Other requirements or comments