

Conditions of Hire

- A copy of your Public Liability is required.
- Hire fees need to be paid prior to booking.
- The rooms should be left as they are found – clean and tidy.
- Tea, coffee and sugar is provided. Milk, biscuits and catering is your responsibility.
- You are welcome to arrange the tables and chairs to suit your particular needs but the furniture must be put back the way you found it.
- Please use the outdoor table & chairs but put back inside on departure.
- Cups and glasses should be washed and put away.
- Please turn off the urn and any other electrical appliance used.
- The kitchen area is to be left clean and tidy
- Please turn off the air-conditioning on departure
- Securing the building on departure is a high priority particularly after hours.

- Keys need to be organized if the room is utilized outside office hours

The Meeting room is separate to Family Planning premises and participants should be told parking and entry is at Unit 14 (behind the Clock Tower Units)

**For enquiries & bookings please contact the Administration Officer
(ph): 8948 0144 (f): 8948 0626
Email: admin@fpwnt.com.au**

REFUND POLICY

No refund will be available if a cancellation occurs within one week of commencement of hire period.

Meeting Room

**Unit 14, Clock Tower Centre
Cnr. Caryota Court and Dickward Drive, Coconut Grove**

**The Meeting Room
is an ideal venue
for courses,
meetings,
workshops or
seminars.**

**Seating up to
15 participants
(up to 25 theatre style)**

COST

\$180 per day
\$115 per half-day or evening
(+ GST)

Features

- Seating provided for up to twenty five people (theatre style), or maximum of 15 at tables
- Smartboard and audiovisual equipment is available at no extra charge. **Laptop not included.** (Extra cost if required)
- Conveniently located in the Northern Suburbs
- Public transport (No.4 Bus) stops outside 'front door'
- Parking facilities outside
- Wheelchair access
- Kitchenette with tea and coffee making facilities, cutlery, crockery,
- fridge, microwave
- Restroom facility

BOOK TODAY

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