

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

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.

Family Planning
Welfare Association of NT Inc.
ABN 38 812 238 738

Training & Meeting Room

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

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

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

COST

\$165 per day
\$100 per half-day or evening
(all prices exclude GST)

Features

- Seating provided for up to twenty five people (theatre style), or maximum of 15 at tables
- Bright, modern, comfortable air-conditioned environment
- 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, cold water
- Outdoor area with table setting for smokers
- Restroom facility

BOOK TODAY