

# 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 needs 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](mailto:admin@fpwnt.com.au)**

## **REFUND POLICY**

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



# 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**

\$145 per day  
\$80 per half-day or evening  
(all prices include GST)

## **Features**

- Seating provided for up to twenty five people (theatre style), or maximum of 15 at tables
- Bright, modern, comfortable airconditioned environment
- Smartboard and audiovisual equipment is available at no extra charge. **Laptop not included.** Extra cost if required.
- Teleconference facilities will be available in 2011. 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