

# SEMINAR INFORMATION

## Room Hire

Half day seminar (four hours or less)	\$ 40
Full day seminar	\$ 60

Room hire includes: room setup, use of plasma (in private bar only), clothed tables, water and glasses on tables, powerboard, extension leads, use of projector screen.

## Additional Costs

Whiteboard hire	\$ 10
Photocopying/faxing	20c per sheet

## Beverages

Coffee/tea made to order (latte, cappucino, hot chocolate) (Must be ordered at the bar)	on consumption
Fully staffed serviced room (orders taken at the table and coffee/drinks delivered to table continuously)	\$10 per hour
Coffee station           Half day	\$ 3.5 pp
Full day	\$ 5 pp

(includes um, instant coffee, tea, milk)  
All other beverage on consumption

## Food

Biscuit plate	\$ 2 pp
Fresh fruit platter	\$ 5 pp
Pastries/muffin platter	\$ 5 pp
Cheese plate – Regular	\$ 5 pp
Gourmet	\$ 9 pp
Sandwich and wrap platter	\$ 9 pp

Food can also be ordered or pre-ordered from our restaurant or cafe menu.

## Deposit Requirement

Half day seminar	\$ 50
Full day seminar	\$ 100

## Other Conditions

No responsibility is taken for plasma not being compatible with other electronic equipment.  
Room is generally only available between 8am and 6pm—unless otherwise arranged.  
Bookings of 10 or more will have a limited cafe or restaurant menu.

# BOOKING FORM

Date of function		Day	Booking Name
Start Time	Finish Time	Number of attendees	

<u>General</u>	Half Day		\$40.0
	Full Day		\$60.0
	White board required		\$10.0
	Coffee to order (ordered at bar)		consumption
	Serviced coffee		\$10.0 per hr
	Coffee station morning		\$3.5 pp
	Coffee station afternoon		\$3.5 pp
	Coffee station all day		\$5.0 pp
<u>Morning Tea</u>	Biscuit platter		\$2.0 pp
	Fresh fruit platter		\$5.0 pp
	Pastries/muffin platter		\$5.0 pp
	Cheese plate regular		\$5.0 pp
	Cheese plate gourmet		\$9.0 pp
<u>Lunch</u>	Sandwich and wrap platter		\$9.0 pp
	Ordering from cafe menu		consumption
	Ordering from restaurant menu		consumption
	Dining in meeting room		
	Dining out of meeting room		
<u>Afternoon Tea</u>	Biscuit platter		\$2.0 pp
	Fresh fruit platter		\$5.0 pp
	Pastries/muffin platter		\$5.0 pp
	Sandwich and wrap platter		\$9.0 pp
	Cheese plate regular		\$5.0 pp
	Cheese plate gourmet		\$9.0 pp
<u>Payment</u>	Paying separately for drinks		
	Paying separately for food		
	All one account		
<u>Setup</u>	Boardroom (one table)		
	U Shape		
	Theatre		

seminars  
Winter 2009