



WORKZ4U
CONFERENCE & EVENT MANAGEMENT

BOARDROOM FOR HIRE

The Workz4U Boardroom can seat up to eight people in a light, airy, comfortable environment. We can provide AV services and catering. We also have a fully equipped kitchenette and bathroom with shower available for use. Call us now to make your booking!

W4U Boardroom
Unit 66, Central Pavilion, Victoria Park Market
210-218 Victoria Street West, Freemans Bay





BOARDROOM FOR HIRE

All prices are exclusive of GST

Room Hire:

Per Full Day (8.00am – 6.00pm)	\$275.00 +GST
Per Half Day (morning 8.00am – 1.00pm).....	\$175.00
Per Half Day (afternoon 1.00pm-6.00pm)	\$175.00

Audio Visual:

WiFi..	complimentary
Flipchart, paper & pens	\$45.00
White board, markers & duster	\$45.00
White Wall projection	complimentary
Screen.....	\$75.00
DVD Player	\$165.00
Television	\$165.00
Data Projector.....	\$255.00
Laptop	\$175.00
Remote Mouse	45.00
Laser Pointer	\$45.00
Telephone	\$25.00
Polycom Unit for Conference Calling.....	\$140.00
Conference Calling services	42c per minute per line
Technician (per hour)	\$85.00

Catering:

Tea & Coffee on arrival.....	\$4.50pp
Morning Tea - T&C and 1 food item	\$8.50pp OR
Morning Tea - T&C and 2 food items	\$12.00pp
Lunch	À la carte as per menu – from \$25.00pp
Afternoon Tea - T&C and 1 food item	\$8.00pp
Afternoon Tea - T&C and 2 food items	\$12.00pp

Room Hire includes iced water, mints, pads and pens



BOARDROOM FOR HIRE

TERMS AND CONDITIONS

1. Bookings will be confirmed when the terms and conditions have been signed or confirmed via email.
2. All final amounts must be settled on invoice within 7 days.
3. All prices shown exclude GST, are current at this time and are subject to change.
4. Deposit of 50% of the room hire fee is required upon confirmation.

Cancellation Policy

If cancellation occurs 10 working days before the date of the function the deposit is returned.

If cancellation occurs 5 working days before the date of the function, 50% of the deposit is returned.

If cancellation occurs within 5 working days of the function, the deposit is non-refundable.

If, for any reason, Workz4U is unable to meet its obligations in regard to any bookings, we reserve the right to cancel any such booking without liability and will refund any deposits made.

The client is responsible for and agrees to indemnify Workz4U for any loss of property, damage or expense caused to Workz4U and/or its property, by guests attending the function and agrees to the full cost of repairing or rectifying any damages by the client or their guests, and to cover any additional cleaning costs that may be incurred. Workz4U will not accept responsibility for any loss or damage to personal property, equipment merchandise of the client and their guests.

I understand and accept all conditions above

Signature: _____

Date: _____

Full Name: _____

Company: _____

Phone: _____

Email: _____

Function Date: _____

Start Time: _____

No of Guests: _____