



CROWN  
**PROMENADE**  
MELBOURNE

**BUSINESS CENTRE INFORMATION PACK**



## BUSINESS CENTRE

Stylish, affordable and thoroughly modern the Crown Promenade Business Centre is the premium location for your next business event.

Located on Level 2 of the hotel, your delegates will appreciate the convenience of your meeting venue. Crown Melbourne is easily accessible via an air bridge and the Melbourne CBD and a variety of art and sporting facilities are within walking distance.

Our Business Centre offers two meeting rooms — the Executive Meeting Room holds up to 14 people in a boardroom setting and the small meeting room holds up to 6 people. Both rooms are equipped with technology that successful presentations demand.

### CONTACT US

8 Whiteman Street Southbank Victoria 3006

Telephone +61 3 9292 5458

[hotelbusinesscentre@crownsresorts.com.au](mailto:hotelbusinesscentre@crownsresorts.com.au)



## EXECUTIVE MEETING ROOM

Capacity 14 people  
Dimensions 38 m<sup>2</sup>

## PROMENADE MEETING ROOM

Capacity 6 people  
Dimensions 13 m<sup>2</sup>

## ROOM HIRE INCLUSIONS

- Nespresso coffee machine/Premium Tea facilities
- Water
- A data projector with standard VGA and HDMI connection (Executive Meeting Room)
- A Plasma TV with standard VGA (Promenade Meeting Room)
- Writing pads, Pens & Mints

## LOCATION

Crown Promenade Melbourne Business Centre is located on Level 2 Crown Promenade, accessible via the Lobby.

## OPENING HOURS

Monday to Friday 9:00am – 5:00pm (excluding public holidays).  
Extended opening hours can be arranged upon request.  
All extended hours are subject to the approval of Hotel Management and restrictions may apply.

## REFRESHMENTS

### Coffee & Tea Service

This service option is complimentary and provides unlimited access to an in-room Nespresso coffee machine and a variety of tea flavours.

## INTERNET ACCESS

Crown Promenade provides a high speed wireless internet service. Enabling meeting delegates to access the internet through their laptop and other devices. Wireless access is complimentary.

## EQUIPMENT

Additional equipment is available upon request.  
For details please refer to our Equipment Hire List.

## LANDLINE TELEPHONE

Conference phone facilities are available upon request.  
Calls are charged at hotel rates. Please enquire for further information.

## PARKING

Valet parking is available at Crown Promenade Melbourne for \$70 on Monday – Thursday and \$80 on Friday, Saturday and Sunday. Early-bird parking is available for \$42, 6am – 9am Monday to Friday, must depart by 6pm. Parking is subject to availability. Alternate parking locations are also available throughout the Crown complex. Please enquire for further information.

## GUARANTEE

All bookings will only be secured upon the return of the attached Credit Card Charge Authority form.

## CONFIRMATION

If you would like to make a booking, please complete the attached Credit Card Charge Authority form.  
Upon receipt, you will receive email confirmation about your meeting requirements.

## CANCELLATION POLICY

If your booking is cancelled less than three business days prior to arrival – 100% cancellation charges apply.  
Should you depart earlier than the indicated time, full hire charges will still be applied.

**BUSINESS CENTRE AGREEMENT  
CREDIT CARD CHARGE AUTHORITY FORM**

Meeting Name: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Room Hire Start Time: \_\_\_\_\_ Room Hire Finish Time: \_\_\_\_\_

\* Please note that access to the meeting room outside of the hire time may be restricted.

Executive Meeting Room (Capacity 14 pax)  Business Centre Meeting Room (Capacity 6 pax)

Total Number of Delegates: \_\_\_\_\_

Contact Details of Meeting Planner: \_\_\_\_\_

I agree to receive news and promotional material, including future discount offers, about Crown Promenade Business Centre.

**Internet access**

High speed wi-fi internet access (please specify how many devices will require connection) \_\_\_\_\_

**Equipment hire**

Laptop  Whiteboard  Flip chart

**Credit card**

I \_\_\_\_\_, the undersigned, hereby authorise Crown Promenade Melbourne to process all charges for the above meeting requirements to my nominated credit card. I also accept any additional charges for the meeting requirements requested on the day of the meeting.

**Payment type**

Visa  Master Card  Diners Club  American Express  JCB  Master Account

Name on credit card (please print) \_\_\_\_\_

Signature on card: \_\_\_\_\_

Please note, a service fee of 1.15% applies to accounts settled by credit card. Alternatively, payments can be made up to ten business days prior to arrival via cheque or bank deposit. Please enquire for further information

By signing this document, you agree that the details of your meeting, as outlined, are correct and you have read and understood the meeting conditions and requirements. If the Business Centre meeting space and catering requirements are cancelled less than three business days prior to arrival, 100% cancellation charges apply.

**Privacy Collection Statement:**

Crown collects your personal information to facilitate your Business Centre booking, including payment. If you do not provide these details you cannot make a Business Centre booking. Please refer to Crown's privacy policy at [crownmelbourne.com.au/general/privacy-policy](http://crownmelbourne.com.au/general/privacy-policy) for full details including how you may access your personal information and/or complain about a privacy breach.

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