



CROWN
PROMENADE
PERTH

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 the Lobby level of the hotel, your delegates will appreciate the convenience of your meeting venue. The Crown Perth complex is easily accessible from the Perth CBD and is just a short 5 minute drive away.

Our Business Centre offers two meeting rooms — the Boardroom holds up to 12 people and the small meeting room holds up to four people. Both rooms are equipped with technology that successful presentations demand.

CONTACT US

Great Eastern Highway Burswood, WA 6100
Telephone 08 9362 7983
CPPBusinessCentre@crownpertth.com.au
crownpromenadeperth.com.au



BOARDROOM

Capacity 12 people
Dimensions 39m²
Hire Cost* \$125 AUD per hour
\$380 AUD per half day (4 hours)
\$680 AUD per day
Monday to Friday 9.00am – 5.00pm

*Includes chilled water, mints, notepads and pens, use of the 65 inch TV screen, complimentary internet and conference phone (charges may apply for interstate and international calls).

MEETING ROOM

Capacity 4 People
Dimensions 15m²
Hire Cost* \$80 AUD per hour
\$280 AUD per half day (4 hours)
\$540 AUD per day
Monday to Friday 9.00am – 5.00pm

*Includes chilled water, mints, notepads and pens and complimentary internet.

*All prices are inclusive of GST and subject to change without notice.

*Equipment such as laptop, whiteboard, flipchart, and presentation clicker can be hired for a fee.

LOCATION

Located on the Lobby level of Crown Promenade.

OPENING HOURS

Monday to Friday 9.00am–5.00pm

Extended opening hours can be arranged upon request.

All extended hours are subject to the approval of Hotel Management and additional charges may apply.

ROOM SET UP

The Business Centre meeting rooms have a fixed setup style and fittings and furniture cannot be altered.

These rooms have been specifically designed for board meetings and do not include a pre-function area.

SURCHARGE

A surcharge of 30% will apply to meetings that extend beyond the Business Centre opening hours.

CATERING & REFRESHMENTS

Available upon request.

Coffee & Tea Service

This service option provides unlimited access to an in room Nespresso coffee machine with a selection of Nespresso coffee pods and a variety of tea flavours.

Half Day Meeting \$7.50 per person

Full Day Meeting \$15 per person

Other tea, coffee and beverage options are available on our catering menus.

COMPLIMENTARY INTERNET ACCESS

Crown Promenade provides a high speed wireless internet service, enabling meeting delegates to access the internet through their laptop and other devices.

EQUIPMENT

Additional equipment is available upon request.

For details please refer to our equipment hire list.

All equipment must be pre-ordered prior to arrival.

LANDLINE TELEPHONE

Conference call facilities are available upon request.

Calls are charged at hotel rates.

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 72 hours (three business days) prior to arrival – 100% cancellation charges apply. Should you depart earlier than the indicated time; full hire charges will still apply



FACSIMILE

Local \$1 first page and 50c thereafter
 Interstate \$1.50 first page and 50c thereafter
 International \$2 first page and 50c thereafter

PHOTOCOPYING & PRINTING

Black & white

A4	\$0.30 per page
A4 Double Sided	\$0.50 per page
A3	\$0.60 per page
A3 Double Sided	\$1.00 per page

Colour

A4	\$0.80 per page
A4 Double Sided	\$1.20 per page
A3	\$1.50 per page
A3 Double Sided	\$1.80 per page

Colour or B&W

20% discount for 150–1000 copies
 50% discount for 1000+ copies

OTHER SERVICES

Binding (DIY)

\$2 per set
 (1 x front cover, 1 x back cover, 1 x ring plastic comb)

Binding

Up to 50 pages	\$5 (including binding set)
51–100 pages	\$8 (including binding set)
100+ pages	\$10 (including binding set)

Laminating (DIY)

A4	\$1 per sleeve
A3	\$2 per sleeve

Laminating

A4	\$1.50 per sleeve
A3	\$2.50 per sleeve

Equipment Hire

Laptop	\$99 per day
Web camera	\$50 per day
Whiteboard	\$50 per day
Flip chart	\$30 per day
Presentation clicker	\$10 per day

*Please note that additional charges from our AV supplier may apply for set up and pack down. Charges will be advised prior confirmation of booking.

IN ROOM CATERING ORDER

Meeting Name:

Meeting Date:

Number of Attendees:

Please tick each option required and enter number of pax including serving time

CATERING	PRICE	OPTIONS	NUMBER OF PAX
MORNING AND AFTERNOON COFFEE BREAK	Per person	Serving time	Number of pax
Assortment of fine cookies	\$3.50		
Assorted Danish pastries	\$3.50		
Mini Angus beef sliders	\$6.50		
Mini Ham cheese croissants	\$4.50		
Sliced seasonal fresh fruit platter (serves 4 people)	\$30.00		
Cheese platter with dry fruit and nuts (serves 4 people)	\$30.00		
LUNCH SELECTION	Per person	Serving time	Number of pax
SAVOURY SELECTION			
Ham and cheese croissants (V) Mini croissants with tomato, ham and cheese	\$7.50		
Assorted finger sandwiches: chicken salad, egg, rocket and mayo cheese lettuce and tomato	\$12.50		
Steam BBQ pork bun with chili plum sauce	\$8.50		
Marinated Grilled chicken salad with cucumber salad lime chili dressing	\$12.50		
Mini turmeric fish & chips Turmeric battered crispy barramundi & chips with tartare sauce	\$12.50		
SWEET SELECTION			
Chocolate cupcake	\$5.50		
Almond Orange cake	\$5.50		
Mini Cheesecake	\$5.50		
Chocolate cake	\$5.50		
BEVERAGES SELECTION			
	Prices		Quantity
In-Room Tea & Coffee (Unlimited access to Nespresso machine and selection of teas)	\$7.50 per person 1/2 day \$15.00 per person full day		
Selection of fruit juices	\$18.00		Cloudy Apple: Orange: Pineapple: Grapefruit: Cranberry:
Soft Drinks package	\$24 - 6 bottles \$48 - 12 bottles \$96 - 24 bottles		

CREDIT CARD CHARGE AUTHORITY FORM

Meeting Name: _____

Meeting Date: _____

Meeting Times: _____

Total Number of Delegates: _____

Contact Details of Meeting Planner: _____

Please tick appropriate box(es) to confirm your booking requirements and charges authority

All charges Food & beverage charges Meeting/Boardroom room hire only

Equipment hire

Laptop computer Presentation clicker Flip chart
 Whiteboard Projector screen

Catering requirements

Yes No

* Please complete your catering requirements, dietary requirements and timing for food service on the Catering Agreement attached.

Credit card

Please attach a photocopy of both sides of the credit card.

* Please note, a service fee of 1.5% applies to accounts settled by credit card. Alternatively, payments can be made up to 10 business days prior to arrival via cheque or bank deposit. Please enquire for further information.

I, the undersigned, hereby authorise Crown Perth Limited to use the below credit card details to process all charges for the above meeting requirements and/or accommodation. I also accept any additional charges for the meeting requirements requested on the day of the meeting.

Card type

Visa Master Card Diners Club American Express

Card number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiry date on card

		/		
--	--	---	--	--

Name on credit card (please print) _____

Signature on card: _____

Please note: all rates quoted are in AUD and are inclusive of 10% GST. By signing this document you agree that the details of your meeting, as outlined, are correct and you have read and understand the meeting conditions and requirements. If meeting space or catering requirements are cancelled less than 72 hours prior to arrival a 100% cancellation charge applies.

Privacy Collection Statement:

Crown Perth collects your personal information for purposes directly related to our functions or activities, including processing your hotel booking and associated services. If you do not provide this information, we may not be able to provide you with these services. Your personal information may be disclosed to related entities and other companies acting on Crown Perth's behalf, which may include those located overseas. Please refer to Crown Perth's privacy policy at www.crownperth.com.au for full details including how you may access your personal information and/or complain about a privacy breach.

