



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 the Boardroom which holds up to 12 guests. This space is equipped with technology that successful presentations demand.

CONTACT US

Great Eastern Highway Burswood, WA 6100
Telephone 08 9362 7983
eventsales@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).

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

LOCATION

Located on the Lobby level of Crown Promenade.

SURCHARGE

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

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.

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.

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 \$9.50 per person

Full Day Meeting \$18 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.

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



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

Whiteboard	\$50 per day
Flip chart	\$30 per day

IN ROOM CATERING ORDER

Meeting Name:

Meeting Date:

Number of Attendees:

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

MORNING TEA AND AFTERNOON TEA MENU			
FOOD REQUIREMENTS	COST PER PERSON	NO OF PERSON	TIME OF DELIVERY
MORNING TEA	\$24.00		
Includes: Assortment of cookies Assorted cup muffin Mini continental Danish pastries/croissant Sliced seasonal fresh fruit platter			
AFTERNOON TEA	\$28.00		
Includes: Chicken, aioli and cos lettuce sandwich Gourmet eggs, chives, spinach, Dijon mustard, mayonnaise Mini continental Danish pastries/croissant Sliced seasonal fresh fruit platter			
DRINKS PACKAGE			
BEVERAGES SELECTION	COST PER PERSON	NO OF PERSON	TIME OF DELIVERY
IN-ROOM NESPRESSO MACHINE AND SELECTION OF FLAVOURED TEA			
Half day meeting	\$9.50		
Full day meeting	\$18.00		
SOFT DRINKS	COST		QUANTITY
Pepsi (300ml)	\$7.50 each		
Pepsi Max (300ml)			
Lemonade (300ml)			
Orange Juice (300ml)			

Please note: Food selections to be equivalent to number of guests attending.

Vegetarian & gluten free options are available.

All above prices are inclusive of GST and subject to change without notice. If any of the delegates attending this meeting have dietary requirements, their requirements must be placed in writing 72 hours (3 standard business days) before the commencement of the meeting. If Crown are not advised of dietary requirements prior to the meeting, Crown cannot guarantee last minute dietary requests will be possible.