

# CROWN METROPOL

PERTH

**BUSINESS CENTRE INFORMATION BROCHURE**



## THE OFFICE

### WE LOOK FORWARD TO WELCOMING YOU

Located on the banks of the Swan River and overlooking the Perth city skyline, Crown Metropal Perth redefines luxury offering distinctive, modern and stylish accommodation.

The Office is Crown Metropal's dedicated business centre providing a unique five-star service where guests can organise their day, meet with clients and colleagues or simply work uninterrupted in modern, practical surrounds. The Office incorporates a sophisticated Boardroom boasting state of the art technology to take care of all your presentation needs.

### CONTACT US

Great Eastern Highway Perth  
Western Australia 6100  
Telephone +61 8 9362 7983  
[eventsales@crownpertth.com.au](mailto:eventsales@crownpertth.com.au)  
[crownpertth.com.au](http://crownpertth.com.au)



# THE OFFICE

## BOARDROOM (12 people capacity)

*Hire Cost:*  
\$125 AUD per hour  
\$380 AUD per half day (4 hours)  
\$680 AUD per day  
(Monday to Friday 9.00am–5.00pm)

**Location**  
The Office Boardroom is located on the ground level of Crown Metropol Perth.

**Opening hours**  
Monday to Friday 9.00am–5.00pm  
Meetings held outside these operating hours are on request basis only and a 30% surcharge applies on top of the rate.

**Catering**  
Available upon request.

**Equipment hire**  
Must be pre-ordered prior to arrival.

**Landline telephone**  
A landline telephone is available upon request, call charges apply This service must be arranged a minimum of 24 hours prior to arrival.

**Internet access**  
Complimentary high speed Wi-Fi is available upon request.

**Room setup**  
The Boardroom has a fixed setup style. Please note the fittings and furniture cannot be altered. The room has been specifically designed for board meetings. This space does not include a pre-function area.

**Room hire inclusions**  
Boardroom hire includes complimentary use of data projector and screen.  
  
Boardroom includes writing pads, pens, mints and water.

**The Office Meeting Space Cancellation Policy**  
If The Office meeting space and catering requirements are cancelled less than 72 hours prior to arrival – 100% cancellation charges apply.



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<b>EQUIPMENT HIRE</b>		<b>Laminating</b>	
Whiteboard	\$50 per day	<i>Self-service</i>	
Flip chart	\$30 per day	A4	\$1 per sleeve
Surface Pro and Apple branded laptops require a DVI-VGA adaptor; Crown Metropol does not supply VGA adaptors.		A3	\$2 per sleeve
<b>ADDITIONAL SERVICES</b>		<i>The Office team to complete</i>	
<b>Binding</b>		A4	\$1.50 per sleeve
Up to 50 pages	\$5 (including binding set)	A3	\$2.50 per sleeve
51-100 pages	\$8 (including binding set)		
100+ pages	\$10 (including binding set)	<b>Photocopying   Printing</b>	
		<i>Black and White</i>	
		A4	30c per page
		A4 double sided	50c per page
		A3	60c per page
		A3 double sided	\$1 per page
		<i>Colour</i>	
		A4	80c per page
		A4 double sided	\$1.20 per page
		A3	\$1.50 per page

# CROWN METROPOL

## PERTH

### CATERING MENU

Meeting Name: .....

Meeting Date: .....

Please enter number of guests and serving time.

CATERING OPTIONS	PRICE PER PERSON	NO. OF PERSON	TIME OF DELIVERY
<b>Morning Tea</b>	\$24		
Includes: Assorted cookies Assorted cup muffin Mini continental Danish pastries/croissant Seasonal fresh fruit platter			

<b>Afternoon Tea</b>	\$28		
Includes: Chicken, aioli and cos lettuce sandwich Gourmet eggs, chives, spinach, Dijon mustard, mayonnaise Mini continental Danish pastries/croissant Seasonal fresh fruit platter			

DRINKS PACKAGE	PRICE PER PERSON	NO. OF PERSON	TIME OF DELIVERY
<b>In-room Nespresso machine and selection of flavoured tea</b>			
Half day meeting	\$9.50		
Full day meeting	\$18		

Soft Drinks	PRICE PER DRINK	QUANTITY	
Pepsi (300ml) Pepsi Max (300ml) Lemonade (300ml) Orange Juice (300ml)	\$7.50 each		

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.