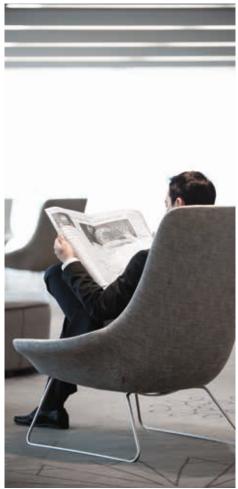
CROWN METROPOL PERTH

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 Metropol Perth redefines luxury offering distinctive, modern and stylish accommodation. The Office is Crown Metropol'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@crownperth.com.au crownmetropolperth.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.



THE OFFICE

EQUIPMENT HIRE

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

Surface Pro and Apple branded laptops require a DVI-VGA adaptor; Crown Metropol does not supply VGA adaptors.

ADDITIONAL SERVICES

Binding

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

Laminating

Self-service

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

The Office team to complete

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

Photocopying | Printing

Black and White

A4 30c per page
A4 double sided 50c per page
A3 60c per page
A3 double sided \$1 per page

Colour

A4 80c per page
A4 double sided \$1.20 per page
A3 \$1.50 per page



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
Morning Tea	\$24		
Includes: Assorted cookies Assorted cup muffin Mini continental Danish pastries/croissant Seasonal fresh fruit platter			
Afternoon Tea	\$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
In-room Nespresso machine and selection of flavoure	ed tea		
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.