



CROWN METROPOL

PERTH

THE OFFICE



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 private Meeting Room and 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
theoffice@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)

MEETING ROOM (4 people capacity)

Hire Cost:

\$80 AUD per hour
\$280 AUD per half day (4 hours)
\$540 AUD per day
(Monday to Friday 9.00am–5.00pm)

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

Location

The Office Boardroom and Meeting Room are located on the ground level of Crown Metropolis Perth.

Opening hours

Monday to Friday 9.00am–5.00pm

Meetings held outside these operating hours are on request basis only and surcharges do apply.

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

All meeting rooms have a fixed setup style. Please note the fittings and furniture cannot be altered. The rooms have 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.

All meeting rooms include writing pads, pens, mints and water.

Confirmation

If you would like to confirm a booking with The Office, please complete the attached agreement and credit card authority form. Upon receipt, we will email you to confirm availability and the finer details.

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		Laminating	
Laptop computer	\$99 per day	<i>Self-service</i>	
Whiteboard	\$50 per day	A4	\$1 per sleeve
Flip chart	\$30 per day	A3	\$2 per sleeve
Web Camera (USB)	\$50 per day		
Microphone (USB)	\$20 per day	<i>The Office team to complete</i>	
Surface Pro and Apple branded laptops require a DVI-VGA adaptor; Crown Metropol does not supply VGA adaptors.		A4	\$1.50 per sleeve
		A3	\$2.50 per sleeve
ADDITIONAL SERVICES		Photocopying Printing	
Binding		<i>Black and White</i>	
Up to 50 pages	\$5 (including binding set)	A4	30c per page
51-100 pages	\$8 (including binding set)	A4 double sided	50c per page
100+ pages	\$10 (including binding set)	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

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CATERING MENU

Meeting Name:

Meeting Date:

Please enter number of pax and serving time.

CATERING OPTIONS	PRICE PER PERSON	SERVING TIME	NUMBER OF PAX
Coffee Break One			
Assortment of cookies (four pieces) (V) Butter croissant with Champagne ham, Swiss cheese and Dijon Sliced seasonal fresh fruit with local berries (V) (GF)	\$26		
Coffee Break Two			
Mini Continental Danish Pastries Finger sandwich with pastrami, Swiss cheese, capers and dill Assortment of cookies (four pieces) (V) Sliced seasonal fresh fruit with local berries (V) (GF)	\$31		
Coffee Break Three			
Finger sandwich with leg ham, tomato chutney and Swiss cheese Finger sandwich with free range egg, seeded Dijonnaise, baby kale (V) Mini gourmet quiches – Lorraine, Florentine (V), wild mushroom (V) Sliced seasonal fresh fruit with local berries (V) (GF)	\$32		
Coffee Break Four			
Assortment of mini muffins Sultana scones, strawberry preserve, whipped cream (V) Raspberry crunch roll (V) Finger sandwich with smoked salmon, horseradish cream and pickled onion Sliced seasonal fresh fruit with local berries (V) (GF)	\$34		

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CATERING MENU

Meeting Name:

Meeting Date:

Please enter number of pax and serving time.

CATERING OPTIONS	PRICE PER PERSON	SERVING TIME	NUMBER OF PAX
Sweet Selection			
Vegan Protein Balls (V)	\$6.50		
Assortment of butter madeleines (V)	\$6.50		
Carrot cake, cream cheese frosting (V)	\$6.50		
Toffee macadamia coffee cake	\$6.50		
Lunch Selection			
Pastrami baguette, Swiss cheese, capers, dill, cornichon butter	\$10		
Grilled wrap with tandoori chicken, mint yoghurt, raita	\$10		
Finger sandwich with smoked salmon, horseradish cream, pickled onion	\$10		
Fennel, orange, cucumber with dill and blood orange dressing (GF)	\$10		
Quinoa, asparagus and Heirloom tomato salad with feta, marjoram and cabernet vinegar (V) (GF)	\$10		
Drinks List			
Coke	\$5		
Diet Coke	\$5		
Coke No Sugar	\$5		
Sprite	\$5		
V Energy Drink	\$6		
Orange Juice	\$6		
Apple Juice	\$6		
In-room Nespresso & assorted teas	\$7.50pp half day		
	\$15pp full day		
Dietary requirements			

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.

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THE OFFICE AGREEMENT CREDIT CARD CHARGE AUTHORITY

Please return completed document to theoffice@crownperth.com.au

Meeting Name:

Meeting Date:

Meeting Time:

Total number of delegates:

Contact person:

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

☐ All charges

☐ Meeting/Boardroom room hire only

☐ Food and Beverage charges

☐ Equipment hire

Equipment Hire

☐ Laptop computer ☐ Flip chart ☐ Whiteboard ☐ Web camera ☐ Microphone

☐ Other

I, the undersigned, hereby authorise Crown Metropol Perth 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.

Please note, a service fee of 1.2% 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.

Card type: ☐ Mastercard ☐ Visa ☐ Amex ☐ Diners Club ☐ JCB

Card number: Expiry date:

Name on card (please print)

Signature on card:

Please note that all rates quoted are in AUD dollars 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 understood the meeting conditions and requirements. If THE OFFICE meeting space and catering requirements are cancelled less than 72 hours prior to arrival, 100% cancellation charges apply.