



PERTH

BUSINESS CENTRE



PERTH

## CROWN TOWERS PERTH

The epitome of luxury, guest rooms and suites at Crown Towers Perth command magnificent views. Intelligently designed with the latest technology and the renowned Crown Towers service, guests have the opportunity to experience a hotel property unlike any other.

Crown Towers Perth showcases world-class design, and unprecedented resort facilities, dining and boutique shopping. Featuring expansive lagoon pools, private cabanas, poolside dining and attentive wait staff, the leisure facilities set a new benchmark for resort living.

### ENQUIRIES

Great Eastern Highway  
Burswood, WA 6100  
Phone: +61 8 9362 8500  
Email: [CTPBusinessCentre@crowntowersperth.com.au](mailto:CTPBusinessCentre@crowntowersperth.com.au)  
[crowntowersperth.com.au](http://crowntowersperth.com.au)

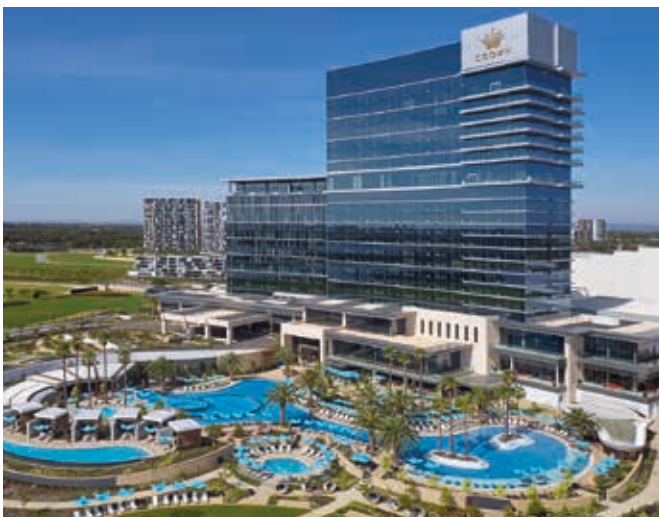
## BUSINESS CENTRE

Crown Towers stylish and modern Business Centre is the premium location for your next business event.

Located on the Lobby level of luxurious Crown Towers, the modern and stylish facilities offer computer and internet access, as well as services such as printing, photocopying, binding and laminating.

The Business Centre offers two meeting rooms; The Boardroom can cater up to ten people whilst the Meeting Room caters up to four people and includes notepads, pens, mints, water, TV screen with HDMI & VGA connection, complimentary internet access and conference phone.

Additional equipment and catering can be organised for guests booking the Business Centre Meeting Rooms.



Crown Towers Perth



Crown Towers Lobby



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## BOARDROOM

DIMENSIONS	SIZE	CAPACITY
Boardroom	22m <sup>2</sup>	10 people

### HIRE COST\*

\$125 per hour

\$380 per half day (4 hours)

\$680 per full day

## MEETING ROOM 1

DIMENSIONS	SIZE	CAPACITY
Meeting Room 1	15m <sup>2</sup>	4 people

### HIRE COST\*

\$60 per hour

\$190 per half day (4 hours)

\$340 per full day



Business Centre Boardroom



Business Centre Meeting Room 1



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## OPENING HOURS

Monday to Friday 8.00am – 4.30pm.

Meetings held outside these operating hours are on request basis only and a 30% surcharge applies on top of the rate.

## EQUIPMENT HIRE

Full day room hire includes the following equipment:

- Whiteboard and flipchart

Additional equipment is available. Please refer to hire options.

## ROOM HIRE INCLUSIONS

- Notepads
- Pens
- Mints
- Water
- 55 inch TV screen with HDMI & VGA cable provided for laptop connection
- Complimentary internet access and conference phone (charges may apply for interstate and international calls).

## CONFIRMATION

Please complete the Business Centre Agreement. Upon receipt, a confirmation email with payment link will be sent detailing the booking.

## LOCATION

The Business Centre is located on the Lobby level opposite Crown Ballroom.

## ROOM SET UP

The meeting rooms have a fixed setup style and fittings and furniture cannot be altered. The meeting rooms do not include a pre-function area.

## CATERING

The guaranteed guest count is required in writing 72 hours (3 standard business days) before the commencement of the meeting. This count is not subject to reduction. If Crown is not advised of a guaranteed count within the time frame, the tentative number of guests will become the guaranteed guest count. If any of the delegates attending this meeting have dietary requirements, the 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.

## COFFEE AND 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	\$18.00 per person



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## AVAILABLE SERVICES

### PHOTOCOPYING & PRINTING

#### BLACK & WHITE

A4	\$0.40 per page
A4 Double sided	\$0.60 per page
A3	\$0.70 per page
A3 double sided	\$1.10 per page

#### COLOUR

A4	\$0.90 per page
A4 Double sided	\$1.30 per page
A3	\$1.60 per page
A3 double sided	\$1.90 per page

#### BINDING<sup>+</sup>

Up to 50 pages	\$6.00
51 — 100 pages	\$9.00
100+ pages	\$11.00

#### LAMINATING

A4	\$1.90 per sleeve
A3	\$2.90 per sleeve

#### EQUIPMENT HIRE

Whiteboard	\$50
Flipchart	\$35



Business Centre Meeting Room 1



Business Centre Boardroom



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## THE BUSINESS CENTRE AGREEMENT

### CREDIT CARD CHARGE AUTHORITY

Please return completed document to [CTPBusinessCentre@crowntowers.com.au](mailto:CTPBusinessCentre@crowntowers.com.au)

Name of meeting

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Date of meeting

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Timings of meeting

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Total number of delegates

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Contact person on the day of the meeting

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### 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

- Whiteboard
- Flip Chart

I \_\_\_\_\_, the undersigned, hereby authorise Crown Towers Perth to charge 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 1.15% 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

Please note that all rates quoted are in AUD dollars and are inclusive of 10% GST.

Signature

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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 Business Centre meeting space and catering requirements are cancelled less than 72 hours prior to arrival, 100% cancellation charges apply.



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## THE BUSINESS CENTRE CATERING AGREEMENT

Please return completed document to [CTPBusinessCentre@crowntowers.com.au](mailto:CTPBusinessCentre@crowntowers.com.au)

Name of meeting

Date of meeting

Water preference  Still  Sparkling

### CATERING REQUIREMENTS

Please fill in the food requirements you would like for your delegates, the delivery times and the total serves you require of each food item.

#### MORNING TEA AND AFTERNOON TEA MENU

FOOD REQUIREMENTS	COST 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		
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Includes:

- Chicken, aioli and cos lettuce sandwich
- Gourmet eggs, chives, spinach, Dijon mustard, mayonnaise
- Mini continental Danish pastries/croissant
- Seasonal fresh fruit platter

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.



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DRINKS PACKAGE	COST 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	\$18.00		
<b>Soft Drinks</b>	<b>\$7.50</b>		
• Pepsi (300ml)			
• Pepsi Max (300ml)			
• Lemonade (300ml)			
• Orange Juice (300ml)			

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