



PERTH

BUSINESS CENTRE



Crown Towers Perth



Crown Towers Lobby

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

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Website: 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 to both in-house and external patrons, as well as services such as printing, photocopying, scanning, faxing, 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 a conference phone, in-room Nespresso coffee machine and handcrafted tea. Additional equipment such as laptops, whiteboard and flip chart can be organised for guests booking the Boardroom, as well as gourmet catering.



Business Centre Boardroom



Business Centre Meeting Room 1

BOARDROOM

DIMENSIONS	SIZE	CAPACITY
Boardroom	22m ²	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 ²	4 people

HIRE COST*

- \$60 per hour
- \$190 per half day (4 hours)
- \$340 per full day

* All charges are in AUD.



Meeting Catering



Coffee and Tea Service

BUSINESS CENTRE

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
- Capi Water - still or sparkling
- 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 attached credit card authorisation form. Upon receipt, a confirmation email 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

Guaranteed Catering Numbers and Requirements

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 from Dilmah.

Half day meeting \$7.50 per person
 Full day meeting \$15.00 per person



Business Centre Meeting Room 1



Business Centre Boardroom

AVAILABLE SERVICES

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

Facsimile

Local	\$1.00 first page 50c thereafter
Interstate	\$1.50 first page 50c thereafter
International	\$2.00 first page 50c thereafter

Binding⁺

Up to 50 pages	\$5.00
51-100 pages	\$8.00
100+ pages	\$10.00

Laminating

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

EQUIPMENT HIRE

Laptop	\$100 per day
DVD player	\$30 per day
Whiteboard	\$50 per day
Flip chart	\$35 per day

* Additional AV charges from our supplier may apply for set up and pack down. Charges will be advised prior to the confirmation of your booking.

+ Including binding set



BUSINESS CENTRE CATERING AGREEMENT

Please return completed document along with a clear photocopy of both sides of the credit card to
CTPBusinessCentre@crowntowers.com.au

Name of the meeting:

Date of the 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	# OF PERSON	TIME OF DELIVERY
Raspberry crunch roll	\$6		
Sultana scones, strawberry preserve, whipped cream	\$7		
Sliced seasonal fresh fruit with local berries (V) (GF)	\$12		
Assortment of mini gourmet Danishes	\$6		
Assortment of mini muffins	\$6		
Assortment of cookies (four pieces) (V)	\$6		
Toffee macadamia coffee cake	\$6		
Carrot cake, cream cheese frosting (V)	\$6		
Mini gourmet quiches – Lorraine, Florentine (V), Wild mushroom (V)	\$6		
French baguette, pastrami, Swiss cheese, cornichon butter, truffle aioli	\$6		
Butter croissant with Champagne ham, Swiss cheese and Dijon mustard	\$6		

LUNCH MENU

FOOD REQUIREMENTS	COST PER PERSON	# OF PERSON	TIME OF DELIVERY
FINGER SANDWICH			
Pastrami, Swiss cheese, capers, dill	\$4.50		
Free range egg, seeded Dijonnaise, baby kale (V)	\$4.50		
Leg ham, tomato chutney, Swiss cheese	\$4.50		
Smoked salmon, horseradish cream, pickled onion	\$4.50		
Shaved turkey, mango chutney, cucumber, coriander	\$4.50		
Aged cheddar ploughman's with mustard piccalilli (V)	\$4.50		
GOURMET SANDWICH			
Pastrami baguette, Swiss cheese, capers, dill, cornichon butter	\$6.50		
Tandoori chicken, mint yoghurt raita, grilled wrap	\$6.50		
Smoked salmon bagel, cream cheese, red onion, cucumber	\$6.50		
Black Forest ham, prosciutto, camembert, tomato chutney, French baguette	\$6.50		
Shaved turkey, bacon, camembert, beetroot relish, iceberg lettuce	\$6.50		
Guacamole, vine ripened tomato and charred corn with mixed garden leaves, tortilla (V)	\$6.50		

FOOD REQUIREMENTS	COST PER PERSON	# OF PERSON	TIME OF DELIVERY
SALADS			
<i>Please select one option</i>			
Grilled corn, bean, Haas avocado, coriander and cumin (V) (GF)	\$6		
Shaved fennel, orange, cucumber with dill and blood orange dressing (V) (GF)	\$6		
Scandinavian style salad - smoked salmon, potato, horseradish and dill (GF)	\$6		
Quinoa, asparagus and heirloom tomato salad with feta, marjoram and cabernet vinegar (V) (GF)	\$6		
Raw green salad – kale, mustard greens, spinach, flax oil dressing (V) (GF)	\$6		
Potato salad, pancetta, seeded mustard, parsley (GF)	\$6		
DESSERTS			
Assortment of butter madeleines	\$6		
Sultana scones, strawberry preserve, whipped cream	\$7		
Vegan protein balls	\$6		
Selection of World cheese with Iranian figs, celery, muscatels, walnut and currant bread (V)	\$12		
Tim tam hedgehog slice	\$6		
Orange almond Jaffa cake	\$6		

DRINKS PACKAGE	COST PER ITEM	# OF SERVES	TIME OF DELIVERY
In-room Nespresso machine and selection of flavoured tea			
– Half day meeting (cost per person)	\$7.50		
– Full day meeting (cost per person)	\$15		
Orange Juice (1L carafe)	\$24		
Pineapple Juice (1L carafe)	\$24		
Apple Juice (1L carafe)	\$24		
Soft Drink Package: Coke, Diet-Coke, Coke-Zero, Fanta, Sprite or Lift (390ml) as per your selection			
– 6 bottles	\$30		
– 12 bottles	\$60		
– 24 bottles	\$120		

Valid from August 2019 (V) Vegetarian (GF) Gluten Free

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.