



PERTH

BUSINESS CENTRE



## 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  
+61 8 9362 8500  
[CTPBusinessCentre@crownpertth.com.au](mailto:CTPBusinessCentre@crownpertth.com.au)  
[crowntowersperth.com.au](http://crowntowersperth.com.au)

## BUSINESS CENTRE

Located on the Lobby level of 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 a conference phone, in-room Nespresso coffee machine and handcrafted tea. Additional equipment and catering can be organised for guests booking the Boardroom.



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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

\*All charges are in AUD.



## 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



## 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





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## THE BUSINESS CENTRE AGREEMENT CREDIT CARD CHARGE AUTHORITY

Please return completed document along with a clear photocopy of  
both sides of the credit card to [CTPBusinessCentre@crownperth.com.au](mailto:CTPBusinessCentre@crownperth.com.au)

Name of the meeting: .....

Date of the meeting: .....

Timings for meeting: .....

Total number of delegates: .....

Contact person on the day of meeting: .....

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

☐ All charges      ☐ Meeting/Boardroom room hire only      ☐ Food and Beverage charges      ☐ Phone calls

Equipment Hire

☐ Laptop      ☐ Whiteboard      ☐ Flip Chart

Please fill in your catering requirements, dietary requirements and timings for food service on the Catering Agreement attached.

I ....., the undersigned, hereby authorise Crown Towers Perth  
to process all charges for the above meeting requirements to my nominated credit card. I also accept any additional charges for the  
meeting requirements requested on the day of the meeting.

Card type

☐ Mastercard      ☐ Visa      ☐ Amex      ☐ Diners Club      ☐ JCB

Name on card (please print) .....

Signature on card: .....

Please note, a service fee of 0.85% 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.

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.

### Privacy Collection Statement:

Crown collects your personal information to facilitate your Business Centre booking, including payment. If you do not provide these details  
you cannot make a Business Centre booking. Please refer to Crown's privacy policy at [crownperth.com.au/general/privacy-policy](http://crownperth.com.au/general/privacy-policy) for full  
details including how you may access your personal information and/or complain about a privacy breach.



## BUSINESS CENTRE CATERING AGREEMENT

Please return completed document along with a clear photocopy of  
both sides of the credit card to [CTPBusinessCentre@crownperth.com.au](mailto:CTPBusinessCentre@crownperth.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		



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FOOD REQUIREMENTS	COST PER PERSON	# OF PERSON	TIME OF DELIVERY
<b>SALADS</b>			
<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		
<b>DESSERTS</b>			
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		
<b>DRINKS PACKAGE</b>	<b>COST PER ITEM</b>	<b># OF SERVES</b>	<b>TIME OF DELIVERY</b>
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.