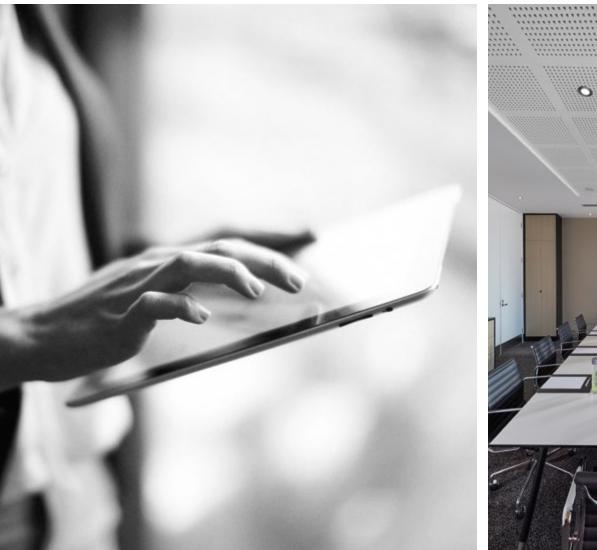


CROWN PROMENADE PERTH

BUSINESS CENTRE INFORMATION PACK





BUSINESS CENTRE

Stylish, affordable and thoroughly modern the Crown Promenade Business Centre is the premium location for your next business event.

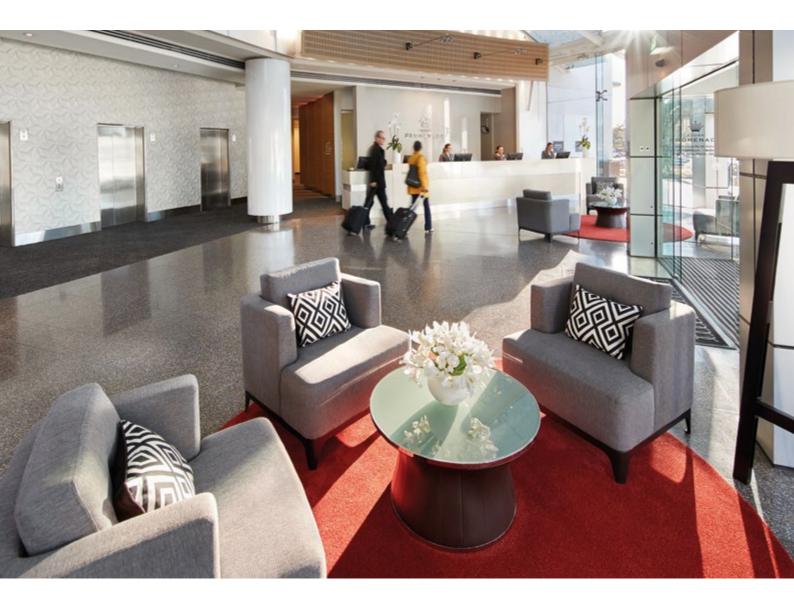
Located on the Lobby level of the hotel, your delegates will appreciate the convenience of your meeting venue. The Crown Perth complex is easily accessible from the Perth CBD and is just a short 5 minute drive away.

Our Business Centre offers the Boardroom which holds up to 12 guests. This space is equipped with technology that successful presentations demand.

CONTACT US

Great Eastern Highway Burswood, WA 6100 Telephone 08 9362 7983 CPPBusinessCentre@crownperth.com.au crownpromenadeperth.com.au





BOARDROOM

Capacity 12 people Dimensions 39m² Hire Cost* \$125 AUD per hour \$380 AUD per half day (4 hours) \$680 AUD per day Monday to Friday 9.00am - 5.00pm

*Includes chilled water, mints, notepads and pens, use of the 65 inch TV screen, complimentary internet and conference phone (charges may apply for interstate and international calls).

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

*Equipment such as laptop, whiteboard, flipchart, and presentation clicker can be hired for a fee.



LOCATION

Located on the Lobby level of Crown Promenade.

OPENING HOURS

Monday to Friday 9.00am-5.00pm Extended opening hours can be arranged upon request. All extended hours are subject to the approval of Hotel Management and additional charges may apply.

ROOM SET UP

The Business Centre meeting rooms have a fixed setup style and fittings and furniture cannot be altered. These rooms have been specifically designed for board meetings and do not include a pre-function area.

SURCHARGE

A surcharge of 30% will apply to meetings that extend beyond the Business Centre opening hours.

CATERING & REFRESHMENTS

Available upon request.

Coffee & 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 \$7.50 per person

Full Day Meeting \$15 per person

Other tea, coffee and beverage options are available on our catering menus.

COMPLIMENTARY INTERNET ACCESS

Crown Promenade provides a high speed wireless internet service, enabling meeting delegates to access the internet through their laptop and other devices.

EQUIPMENT

Additional equipment is available upon request. For details please refer to our equipment hire list. All equipment must be pre-ordered prior to arrival.

LANDLINE TELEPHONE

Conference call facilities are available upon request. Calls are charged at hotel rates. Please enquire for further information.

GUARANTEE

All bookings will only be secured upon the return of the attached Credit Card Charge Authority form.

CONFIRMATION

If you would like to make a booking, please complete the attached Credit Card Charge Authority form. Upon receipt, you will receive email confirmation about your meeting requirements.

CANCELLATION POLICY

If your booking is cancelled less than 72 hours (three business days) prior to arrival — 100% cancellation charges apply. Should you depart earlier than the indicated time; full hire charges will still apply





FACSIMILE

Local \$1 first page and 50c thereafter Interstate \$1.50 first page and 50c thereafter International \$2 first page and 50c thereafter

PHOTOCOPYING & PRINTING

Black & white

A4	\$0.30 per page
	\$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

Colour or B&W

20% discount for 150–1000 copies 50% discount for 1000+ copies

OTHER SERVICES

Binding (DIY) \$2 per set (1 x front cover, 1 x back cover, 1 x ring plastic comb)

Binding

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

Laminating (DIY)

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

Laminating

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

Equipment Hire

Laptop	\$99 per day
Web camera	\$50 per day
Whiteboard	\$50 per day
Flip chart	\$30 per day
Presentation clicker	\$10 per day

*Please note that additional charges from our AV supplier may apply for set up and pack down. Charges will be advised prior confirmation of booking.



IN ROOM CATERING ORDER

Please tick each option required and enter number of pax including serving time

CATERING	PRICE	OPTIONS	NUMBER OF PAX
MORNING AND AFTERNOON COFFEE BREAK	Per person	Serving time	Number of pax
COFFEE BREAK ONE	\$26.00		
Assortment of fine cookies			
Assorted Danish pastries			
Sliced seasonal fresh fruit platter			
COFFEE BREAK TWO	\$30.00		
Assorted finger sandwiches: chicken salad, curried egg, cheese, lettuce and tomato			
Assortment of fine cookies			
Assorted Danish pastries			
Sliced seasonal fresh fruit platter			
LUNCH SELECTION	Per person	Serving time	Number of pax
SAVOURY SELECTION			
Ham and cheese croissants (V) Mini croissants with tomato, ham and cheese	\$15.50		
Triple decker triangles			
Toasted bread, bacon, pulled chicken, fried egg, tomato, lettuce and mayonnaise	\$30.00		
Selection of Burgers	670.00		
Angus Beef, Chicken or Fish	\$30.00		
Marinated Grilled chicken salad with cucumber salad lime chili dressing	\$16.50		
Mini turmeric fish & chips Tumeric battered crispy barramundi & chips with tartare sauce	\$16.50		
SWEET SELECTION			1
Chocolate cupcake	\$6.50		
Vegan mud cake with berry compote	\$12.50		
Banana bread (LG)	\$12.50		
Mini Cheesecake	\$6.50		
BEVERAGES SELECTION	Prices		Quantity
In-Room Tea & Coffee	\$7.50 per person 1/2 day		
(Unlimited access to Nespresso machine and selection of teas)	\$15.00 per person full day		
			Cloudy Apple:
	\$18.00 per carafe		Orange:
Selection of fruit juices			Pineapple:
			Grapefruit:
			Cranberry:
	\$24 - 6 bottl	es	
Soft Drinks package	\$48 - 12 bott		
	\$96 - 24 bot		

CREDIT CARD CHARGE AUTHORITY FORM

Meeting Name:			
Meeting Date:			
Meeting Times:			
Total Number of Delegate	25:		
Contact Details of Meetin	ng Planner:		
Please tick appropriate	box(es) to confirm your booking	requirements and char	ges authority
□ All charges	□ Food & beverage charges		· ·
Equipment hire			
Laptop computerWhiteboard	Presentation clickerProjector screen	□ Flip chart	
Catering requirements			
□ Yes	□ No		
* Please complete your catering r	requirements, dietary requirements and timing	g for food service on the Caterin	g Agreement attached.
Credit card			
* Please note, a service fee of 0.8	5% applies to accounts settled by credit card.		
for the above meeting rec	authorise Crown Perth Limited to α quirements and/or accommodation n the day of the meeting.		
Card type			
🗖 Visa	Master Card	Diners Club	American Express
Name on credit card (pl	lease print)		
Signature on card:			

Please note: all rates quoted are in AUD 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 understand the meeting conditions and requirements. If meeting space or catering requirements are cancelled less than 72 hours prior to arrival a 100% cancellation charge applies.

Privacy Collection Statement:

Crown Perth collects your personal information for purposes directly related to our functions or activities, including processing your hotel booking and associated services. If you do not provide this information, we may not be able to provide you with these services. Your personal information may be disclosed to related entities and other companies acting on Crown Perth's behalf, which may include those located overseas. Please refer to Crown Perth's privacy policy at www.crownperth.com.au for full details including how you may access your personal information and/or complain about a privacy breach.

