

Epping Medical & Specialist Centre

EXTERNAL CUSTOMER FUNCTION

Conference area

The conference area has three spaces available for hire. These are: the boardroom, the conference room and the auditorium. Details and rates for each area are listed below.

Please note: All prices include GST.

The Boardroom

- The Boardroom seats up to ten people around a meeting table.
- It is suitable for functions such as small meetings, case conferences or interviews.
- It has a large plasma screen that can be used to view free to air television or presentations via your laptop.
- The room has city views.
- Catering can be arranged through our café.

Sessions	Weekdays 9am to 5pm	Weekdays Before 9am and after 5pm	Weekends	Public Holidays
Hourly rate	\$35.00	\$45.00	\$55.00	\$65.00
Three hour block	\$80.00	\$120.00	\$140.00	\$165.00
Full day (8 hr block)	\$220.00	N/A	\$350.00	\$440.00

The Conference Room

- The conference room has space for up to 50 people, depending on the seating configuration.
- This area is suitable for large meetings, interactive workshop sessions and education.
- It is equipped with a state of the art audiovisual system including large plasma television and drop down projection screen. This audio-visual system provides for a professional presentation for a small or large audience.
- The room has extensive views of the surrounding areas and city views.
- Catering can be arranged through our café.

Sessions	Weekdays 9am to 5pm	Weekdays Before 9am and after 5pm	Weekends	Public Holidays
Hourly rate	\$65.00	\$75.00	\$90.00	\$100.00
Three Hour Block	\$185.00	\$195.00	\$240.00	\$275.00
Full Day (8 Hour Block)	\$460.00	N/A	\$635.00	\$700.00

The Auditorium

- When an operable wall is opened the conference centre becomes the auditorium.
- This area is suitable for large groups. Up to 75 seated guests, or more than 100 standing, can be accommodated in this area.
- The audiovisual system can also be used if required.

Sessions	Weekdays 9am to 5pm	Weekdays Before 9am and after 5pm	Weekends	Public Holidays
Hourly rate	\$90.00	\$100.00	\$110.00	\$120.00
Three Hour Block	\$230.00	\$265.00	\$285.00	\$310.00
Full Day (8 Hour Block)	\$635.00	N/A	\$705.00	\$770.00

Services

Catering

Catering can be provided within the conference centre. Our café, Espresso Plus, can provide you with a range of services, from morning tea to a gourmet dinner.

Please contact Espresso Plus for more information on 8401 1700.

Security

Our security team, will manage your security arrangements with sensitivity and professionalism.

Please contact centre management should you wish to arrange a security presence for your function.

A security presence is mandatory for out of hours functions and is charged at a cost of \$40 per hour. A minimum 4 hour booking is required.

Car parking

Car parking is free and is available:

- at the front of the building
- at the rear of the building
- in the multi-storey car park located on the east side of the building

Out of business hours the multi-storey car park is usually closed, but can be opened for large functions where additional car parking may be available.

Please discuss car parking arrangements with centre management when you are making your booking.

How to book the venue

To book the conference centre, please complete the booking form, return the completed form with deposit, to centre management at least 10 working days before your function.

A bond may also be required and will be discussed with you at the time of the booking.

Room set up

Depending on the furniture configuration required, an additional set up cost of \$35.00 per hour may also be payable. This will be discussed with you at the time of booking.

Please note: Prices are valid until 30th June 2012.