

Conference Centre Conditions of Use

Information

Prices subject to change without notice. GST not included in prices. GST of 10% applies to all charges.

Sessions are four hours or part thereof at the following times:

Session 1	8.30am to 12.30pm
Session 2	1.00pm to 5.00pm
Session 3	5.00pm to 9.00pm

Room Charges per session

Full Centre	\$225.00
Room 1	\$110.00
Room 2	\$60.00
Room 3	\$60.00
Room 4	\$30.00

Cleaning

A minimum cleaning fee per booking, per day applies.

Full centre	\$120.00
Room 1	\$70.00
Room 2	\$25.00
Room 3	\$25.00
Room 4	\$15.00

Equipment Hire Costs per session

Plasma Monitor with DVD/Video or DVD Recorder	\$95.00
Data Projector	\$65.00
Internet Facility	\$40.00
Public address system	\$40.00
Sound system	\$15.00

Security deposit required, cost upon request.

Other charges

Changes to standard Conference Room settings including screens attract an additional charge.

Prices available on receipt, in writing, of all details of non standard layout requirements.

If changes to furniture and equipment layouts are made other than by PTC staff a re-establishment fee applies (**Minimum** \$50.00 per room).

On site occupation beyond booked time attracts an additional minimum fee of \$80.00.

Security

A minimum security surcharge of \$50.00 applies before 8.30am and \$80.00 after 9.00pm week days for each attendance to open or secure rooms and/or the site and for all call-outs. Weekend rates by negotiation.

Cancellation Fees per room

1 week or less - Full fee applies
More than 1 week - 75% of fee or \$40.00, whichever is the greater.

Conditions of use

Screens in the conference rooms are only to be moved by PTC staff.

Changes to standard set-up must be made only by PTC staff.

Departure at the stated time required unless negotiated and advised in advance.

Full Conference Room fees apply if spaces other than those booked are used.

Accounts payable within seven days from date of invoice.

Organisations must provide details of a current *Public Liability Policy* including an expiry date for each booking.

The Norton Street front entrance door must be in the closed position at all times.

All external doors should be secured once meetings commence. An access buzzer is located to the left of the front door.

Doors to all rooms must be in the closed position due to air-conditioning/noise requirements.

Security of the building and contents is the responsibility of the user during all times booked.

On departure responsibility for securing the building and ensuring lights, fans and/or air conditioning are turned off is with the user.

Catering Information

The following catering can be provided through PTC:

- Arrival tea and coffee
- Morning and/or afternoon tea
- Lunch
- Dinner

Further information is available on request.

Catering prices are subject to change without notice.

A kitchen is available for self-catering. A minimum equipment fee applies for any self-catering.

Note

These charges are subject to alteration without notice.

Existing bookings will be advised of any changes - bookings within a month of the date of any change will be held at the quoted price.