

# BOARDROOM

## HIRE CHARGES

Fremantle Chamber  
of Commerce



16 Phillimore Street Fremantle WA 6160 | PO Box 662 Fremantle Western Australia 6959



DESCRIPTION	FCC MEMBER RATE	NON - MEMBER RATE
Boardroom Hire - Hourly Rate	\$75.00 per hour	\$95.00 per hour
Boardroom Hire - Day Rate	\$320.00 per day	\$490.00 per day
Data Projector & Screen	\$75.00 per day	\$95.00 per day
Laptop	\$110.00 per day	\$125.00 per day
Flip Chart & Pens & 1 Pad	\$40.00 per day	\$40.00 per day
Tea/Coffee/OJ/Biscuits	\$11.00 per person	\$11.00 per person
Tea/Coffee	\$5.00 per person	\$5.00 per person
Soft Drinks	\$1.50 per can	\$1.50 per can
*All the above prices include GST		

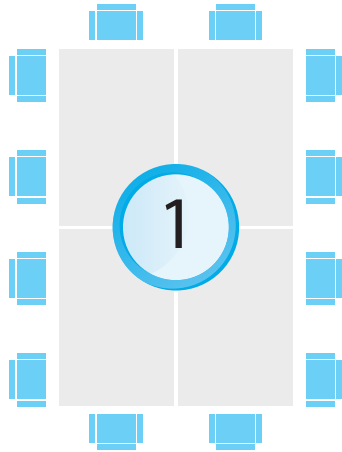
# BOARDROOM

## ROOM SETTING

Fremantle Chamber  
of Commerce

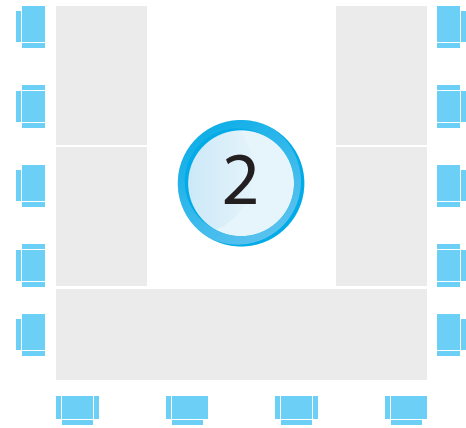


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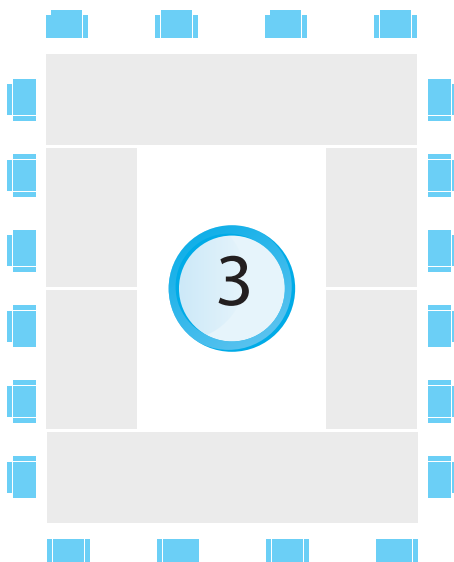
**SMALL RECTANGLE**

[ 12 PAX ]



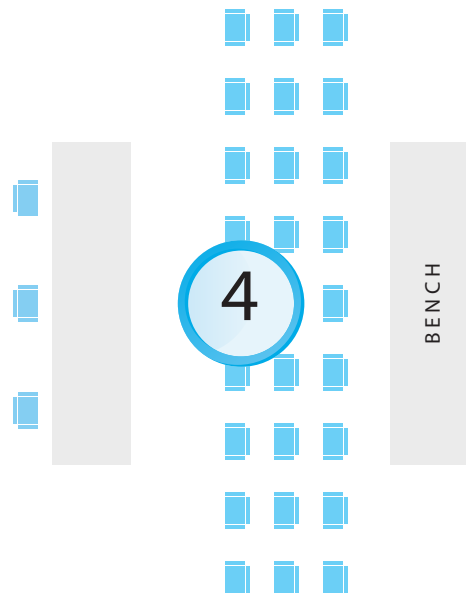
**U SHAPE**

[ 14 PAX ]



**LARGE RECTANGLE**

[ 20 PAX ]



**THEATRE**

[ 30 PAX ]

# BOARDROOM

## BOOKING FORM

Fremantle Chamber  
of Commerce



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Company:

Contact name:

Address:

Email:

Phone:

Fax:

Mobile:

### BOOKING DETAILS:

Date:

Time Start:

Time Finish:

(# of Persons)  
Expected:

Actual:

### ROOM SETTING:

### EQUIPMENT:

### EQUIPMENT:

1: Small Rectangle	White Board	Tea, Coffee, OJ, Biscuits
2: U Shape	Laptop	Tea, Coffee
3: Large Rectangle	Data Projector	Water
4: Theatre	Screen	Other
Other	Flip Chart, Pens, 1 Pad	

### PUBLIC LIABILITY PROVIDER - COMPULSORY

Public Liability Provider

Policy No.

**CONDITIONS:** Please note full boardroom hire rate will be charged for any cancellations, received less than (2) two full working days prior to the booking date. Cancellations must be in writing. Business hours are Mon-Fri 9am-5pm, for bookings made after business hours a security guard is compulsory. The Boardroom will be left in a clean and tidy condition and the hirer is responsible for any damage caused by their operations.

**PLEASE NOTE:** Please do not move any furniture in the Boardroom, please advise Chamber Staff if you wish to do so.

I agree by the terms and conditions of the hire of the Fremantle Chamber of Commerce Boardroom.

Date:

Signature:

\*Bookings made after business hours are not accepted, unless booked by a tenant in the Chamber building.

# BOARDROOM

## BOOKING FORM



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**MEMBERS:**

Yes:

No:

	To be charged:	FOC:	Approved	Comments:
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Hourly rate:				
Day rate:				

**EQUIPMENT:**

Laptop:				
Data Projector:				
Screen:				
Flip Chart, Pens, 1 Pad:				

**BEVERAGES & FOOD:**

Tea, Coffee, OJ, Biscuits:				
Tea, Coffee:				
Soft Drink:				

**TOTAL:**