

# SEMINAR ROOM

## HIRE CHARGES

Fremantle Chamber  
of Commerce



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



This light filled and quiet room at the rear of the **Fremantle Chamber of Commerce** is available for hire for the delivery of meetings, seminars and workshops. The carpeted, **59m<sup>2</sup>**, flexible open space comes with seating for up to **20 people**, a **white board** and **one demountable trestle table**.

Minimum hire of the space is **half day (3.5 hours)**. Hirers are required to leave the room in the condition they find it in. If other meeting resources e.g projector and screen are required, they can do so but at the standard rate.

Boardroom bookings have priority in the use/hire of the AV resources. An urn is available for use in the room upon request.

DESCRIPTION	FCC MEMBER RATE	NON - MEMBER RATE
Seminar room Hire - Half day rate	\$50.00	\$70.00
Seminar room Hire - Day rate	\$92.00	\$120.00
Seminar room Hire - Week rate	\$360.00	\$500.00
Data Projector	\$150.00 per day	\$180.00 per day
Laptop	\$110.00 per day	\$125.00 per day
Flip Chart & Pens & 1 Pad	\$40.00 per day	\$40.00 per day
Projector Screen	\$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 \*\*Subject to availability

# SEMINAR ROOM

## BOOKING FORM

Fremantle Chamber  
of Commerce



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

Company:

Contact name:

Address:

Email:

Phone:

Fax:

Mobile:

### BOOKING DETAILS:

Date:

Time Start:

Time Finish:

(# of Persons)  
Expected:

Actual:

### EQUIPMENT:

### EQUIPMENT:

<input type="checkbox"/>	White Board	<input type="checkbox"/>	Flip Chart, Pens, 1 Pad
<input type="checkbox"/>	Laptop	<input type="checkbox"/>	Tea, Coffee, OJ, Biscuits
<input type="checkbox"/>	Screen	<input type="checkbox"/>	Tea, Coffee
<input type="checkbox"/>	Data Projector	<input type="checkbox"/>	Water
<input type="checkbox"/>	Urn	<input type="checkbox"/>	Other

### 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.

# SEMINAR ROOM

## BOOKING FORM

Fremantle Chamber  
of Commerce



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

### MEMBERS:

Yes:

No:

	To be charged:	FOC:	Approved	Comments:
--	----------------	------	----------	-----------

Half day rate:				
Day rate:				
Week rate:				

### ADDITIONAL EQUIPMENT:

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

### BEVERAGES & FOOD:

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

<b>TOTAL:</b>				
---------------	--	--	--	--