



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 7574

eventsales@crownpertth.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 \$9.50 per person

Full Day Meeting \$18 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



PHOTOCOPYING & PRINTING

Black & white

A4	\$0.30 per page
A4 Double Sided	\$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.