



BUSINESS CENTRE



PERTH



CROWN TOWERS PERTH

The epitome of luxury, guest rooms and suites at Crown Towers Perth command magnificent views. Intelligently designed with the latest technology and the renowned Crown Towers service, guests have the opportunity to experience a hotel property unlike any other.

Crown Towers Perth showcases world-class design, and unprecedented resort facilities, dining and boutique shopping. Featuring expansive lagoon pools, private cabanas, poolside dining and attentive wait staff, the leisure facilities set a new benchmark for resort living.

ENQUIRIES

Great Eastern Highway
Burswood, WA 6100
+61 8 9362 8500
CTPBusinessCentre@crowntowersperth.com.au
crowntowersperth.com.au

BUSINESS CENTRE

Located on the Lobby level of Crown Towers, the modern and stylish facilities offer computer and internet access, as well as services such as printing, photocopying, binding, and laminating.

The Business Centre offers two meeting rooms; The Boardroom can cater up to ten people whilst the Meeting Room caters up to four people and includes a conference phone, in-room Nespresso coffee machine and handcrafted tea. Additional equipment and catering can be organised for guests booking the Boardroom.



PERTH



BOARDROOM

DIMENSIONS	SIZE	CAPACITY
Boardroom	22m ²	10 people

HIRE COST*

- \$125 per hour
- \$380 per half day (4 hours)
- \$680 per full day

MEETING ROOM 1

DIMENSIONS	SIZE	CAPACITY
Meeting Room 1	15m ²	4 people

HIRE COST*

- \$60 per hour
- \$190 per half day (4 hours)
- \$340 per full day

*All charges are in AUD.



PERTH

OPENING HOURS

Monday to Friday 8.00am – 4.30pm.

Meetings held outside these operating hours are on request basis only and a 30% surcharge applies on top of the rate.

EQUIPMENT HIRE

Full day room hire includes the following equipment:

- Whiteboard and flipchart

Additional equipment is available please refer to hire options.

ROOM HIRE INCLUSIONS

- Notepads
- Pens
- Mints
- StrangeLove Water - still or sparkling
- 55 inch TV screen with HDMI & VGA cable provided for laptop connection
- Complimentary internet access and conference phone (charges may apply for interstate and international calls).

CONFIRMATION

Please complete attached credit card authorisation form. Upon receipt, a confirmation email will be sent detailing the booking.

LOCATION

The Business Centre is located on the Lobby level opposite Crown Ballroom.

ROOM SET UP

The meeting rooms have a fixed setup style and fittings and furniture cannot be altered. The meeting rooms do not include a pre-function area.

CATERING

Guaranteed Catering Numbers and Requirements

The guaranteed guest count is required in writing 72 hours (3 standard business days) before the commencement of the meeting. This count is not subject to reduction. If Crown is not advised of a guaranteed count within the time frame, the tentative number of guests will become the guaranteed guest count. If any of the delegates attending this meeting have dietary requirements, the requirements must be placed in writing 72 hours (3 standard business days) before the commencement of the meeting. If Crown are not advised of dietary requirements prior to the meeting, Crown cannot guarantee last minute dietary requests will be possible.

Coffee and 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 from Dilmah.

Half day meeting.....\$9.50 per person

Full day meeting\$18.00 per person



PERTH

AVAILABLE SERVICES

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

Facsimile

Local	\$1.00 first page 50c thereafter
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Interstate	\$1.50 first page 50c thereafter
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International	\$2.00 first page 50c thereafter
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BINDING+

Up to 50 pages	\$5.00
51–100 pages	\$8.00
100+ pages.....	\$10.00

LAMINATING

A4	\$1.50 per sleeve
A3	\$2.50 per sleeve

EQUIPMENT HIRE

Whiteboard.....	\$50 per day
Flip chart.....	\$35 per day

* Additional AV charges from our supplier may apply for set up and pack down. Charges will be advised prior to the confirmation of your booking.

+ Including binding set



PERTH

THE BUSINESS CENTRE AGREEMENT CHARGE AUTHORITY

Please return completed document to CTPBusinessCentre@crownpertth.com.au

Name of the meeting:

Date of the meeting:

Timings for meeting:

Total number of delegates:

Contact person on the day of meeting:

Please tick appropriate box(es) to confirm your booking requirements and charge authority.

- All charges
- Meeting/Boardroom room hire only
- Food and Beverage charges
- Phone calls

Equipment Hire

- Whiteboard
- Flip Chart

Please fill in your catering requirements, dietary requirements and timings for food service on the Catering Agreement attached.

I....., the undersigned, hereby authorise Crown Towers Perth to charge for the above meeting requirements and/or accommodation. I also accept any additional charges for the meeting requirements requested on the day of the meeting.

Please note, a service fee of 1.2% applies to accounts settled by credit card. Alternatively, payments can be made up to ten business days prior to arrival via cheque or bank deposit. Please enquire for further information.

Signature Date

Please note that all rates quoted are in AUD dollars and are inclusive of 10% GST.

By signing this document, you agree that the details of your meeting, as outlined, are correct and you have read and understood the meeting conditions and requirements. If the Business Centre meeting space and catering requirements are cancelled less than 72 hours prior to arrival, 100% cancellation charges apply.



PERTH

BUSINESS CENTRE CATERING AGREEMENT

Please return completed document to CTPBusinessCentre@crownpertth.com.au

Name of the meeting:

Date of the meeting:

Water Preference: Still Sparkling

CATERING REQUIREMENTS

Please fill in the food requirements you would like for your delegates, the delivery times and the total serves you require of each food item.

MORNING TEA AND AFTERNOON TEA MENU			
FOOD REQUIREMENTS	COST PER PERSON	# OF PERSON	TIME OF DELIVERY
Sweet Selection			
Assorted cookies	\$6.50		
Assortment of mini muffins	\$9.50		
Mini continental Danish Pasties	\$9.50		
Raspberry and chocolate lamingtons, vanilla cream	\$9.50		
Sliced tropical fruit platter with local seasonal berries	\$12.50		
Savoury Selection			
Mini gourmet quiches	\$10.50		
Butter croissant with Champagne ham, Swiss cheese, Dijon mustard	\$11.00		

Please note: Food selections to be equivalent to number of guests attending.

LUNCH MENU			
FOOD REQUIREMENTS	COST PER PERSON	# OF PERSON	TIME OF DELIVERY
- Please select one option			
Lunch Menu One - Smoked chicken, tomato, coriander, avocado, Laugen bread - Finger sandwich with egg, charred corn, chive, whole grain mustard (V) - Pearl barley, beetroot, green peas, spiced haloumi, sunflower seeds (V) Seasonal fruit platter	\$38.00		
Lunch Menu Two - Shaved turkey, chilli coleslaw, miso sesame aioli, panini - Grilled vegetables, semi dried tomato, basil pesto mayonnaise, ciabatta (V) - Roasted pumpkin, kale, ricotta cheese, pepitas (V) Seasonal fruit platter	\$38.00		
Lunch Menu Three - Barbecue pulled pork, chipotle mayo, creamy slaw, focaccia - Finger sandwich with charred pumpkin, sweet potato, spinach, cheddar (V) - Thai beef slaw, red cabbage, sesame, chilli, cucumber, nu'o'c cham dressing Seasonal fruit platter	\$38.00		
Lunch Menu Four - Vitello tonnato ciabatta – roasted Angus beef, tune mayonnaise, pickled shallot, endive, capers - Guacamole, vine ripened tomato, charred corn, mixed garden leaves, tortilla (V) - Gourmet potato, pumpkin, red onion, seeded mustard (V) Seasonal fruit platter	\$38.00		



PERTH

DRINKS PACKAGE	COST PER ITEM	# OF SERVES	TIME OF DELIVERY
In-room Nespresso machine and selection of flavoured tea			
– Half day meeting (cost per person)	\$9.50		
– Full day meeting (cost per person)	\$18		
Orange Juice (1L carafe)	\$24		
Pineapple Juice (1L carafe)	\$24		
Apple Juice (1L carafe)	\$24		
Soft Drink Package: Coke, Diet-Coke, Coke-Zero, Fanta, Sprite or Lift (390ml) as per your selection			
– 6 bottles	\$30		
– 12 bottles	\$60		
– 24 bottles	\$120		

Valid from November 2023 (V) Vegetarian (GF) Gluten Free

All above prices are inclusive of GST and subject to change without notice. If any of the delegates attending this meeting have dietary requirements, their requirements must be placed in writing 72 hours (3 standard business days) before the commencement of the meeting. If Crown are not advised of dietary requirements prior to the meeting, Crown cannot guarantee last minute dietary requests will be possible.