

# CROWN METROPOL

PERTH

## THE OFFICE



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### WE LOOK FORWARD TO WELCOMING YOU

Located on the banks of the Swan River and overlooking the Perth city skyline, Crown Metropol Perth redefines luxury offering distinctive, modern and stylish accommodation.

The Office is Crown Metropol's dedicated business centre providing a unique five-star service where guests can organise their day, meet with clients and colleagues or simply work uninterrupted in modern, practical surrounds. The Office incorporates a private Meeting Room and sophisticated Boardroom boasting state of the art technology to take care of all your presentation needs.

### CONTACT US

Great Eastern Highway Perth  
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## THE OFFICE

### BOARDROOM

(12 people capacity)

*Hire Cost:*

\$125 AUD per hour

\$380 AUD per half day (4 hours)

\$680 AUD per day

(Monday to Friday 9.00am–5.00pm)

All prices are inclusive of GST and subject to change without notice.

### Location

The Office Boardroom is located on the ground level of Crown Metropol Perth.

### Opening hours

Monday to Friday 9.00am–5.00pm

Meetings held outside these operating hours are on request basis only and surcharges do apply.

### Catering

Available upon request.

### Equipment hire

Must be pre-ordered prior to arrival.

### Landline telephone

A landline telephone is available upon request, call charges apply. This service must be arranged a minimum of 24 hours prior to arrival.

### Internet access

Complimentary high speed Wi-Fi is available upon request.

### Room setup

All meeting rooms have a fixed setup style. Please note the fittings and furniture cannot be altered. The rooms have been specifically designed for board meetings. This space does not include a pre-function area.

### Room hire inclusions

Boardroom hire includes complimentary use of data projector and screen.

Boardroom includes writing pads, pens, mints and water.

### Confirmation

If you would like to confirm a booking with The Office, please complete the attached agreement. Upon receipt, we will email you to confirm availability and the finer details.

### The Office Meeting Space Cancellation Policy

If The Office meeting space and catering requirements are cancelled less than 72 hours prior to arrival – 100% cancellation charges apply.



## THE OFFICE

### EQUIPMENT HIRE

Laptop computer	\$99 per day
Whiteboard	\$50 per day
Flip chart	\$30 per day
Web Camera (USB)	\$50 per day
Microphone (USB)	\$20 per day

Surface Pro and Apple branded laptops require a DVI-VGA adaptor; Crown Metropol does not supply VGA adaptors.

### ADDITIONAL SERVICES

Binding	
Up to 50 pages	\$5 (including binding set)
51-100 pages	\$8 (including binding set)
100+ pages	\$10 (including binding set)

### Laminating

#### Self-service

A4	\$1 per sleeve
A3	\$2 per sleeve

#### The Office team to complete

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

### Photocopying | Printing

#### Black and White

A4	30c per page
A4 double sided	50c per page
A3	60c per page
A3 double sided	\$1 per page

#### Colour

A4	80c per page
A4 double sided	\$1.20 per page
A3	\$1.50 per pax
A3	\$1.50 per pax

