

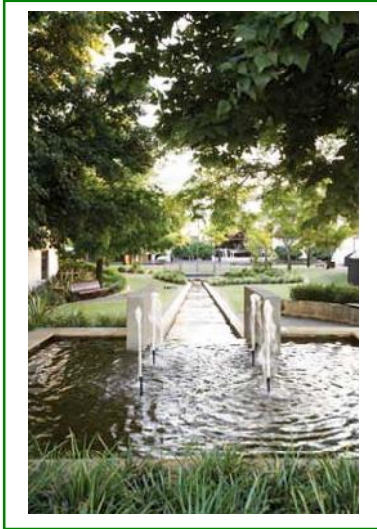
## Conference Facilities

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### LOCATION

The Garden Office Park is located close to the Mitchell Freeway and is within easy walking distance of the Railway Station, affording convenient access north and south. The Perth CBD can be reached in under 10 minutes by car.



### COMPLEX

The Garden Office Park is unique to Perth and comprises a commercial office precinct spread over five individual buildings, set in a parkland style development.

### CONFERENCE FACILITIES

The conference room is an area of 225 sqm that can seat up to 100 people in various configurations. Our staff on site will set up the room as you require, utilising the equipment requested.



### EQUIPMENT

#### Tables

Rectangular	9 x 2.0m
Square	10 x 1.5m
Round	10 x 2.0m

#### Chairs

Leather	100
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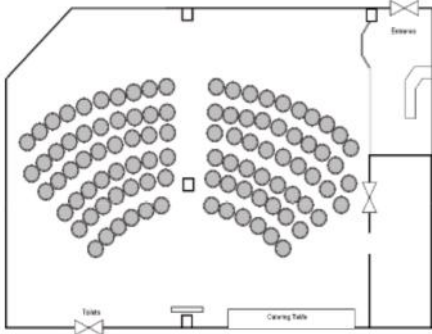
#### Other Equipment

Data Projector  
White board  
Screen  
Lectern

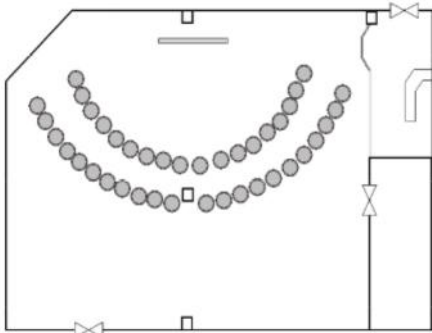


- Whiteboard markers are not supplied.

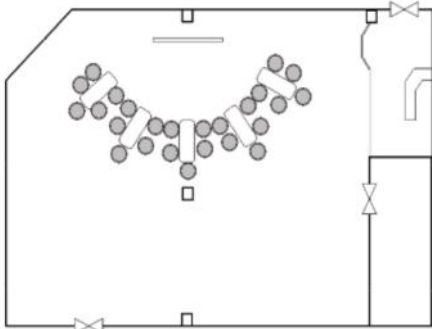
## THEATRE STYLE



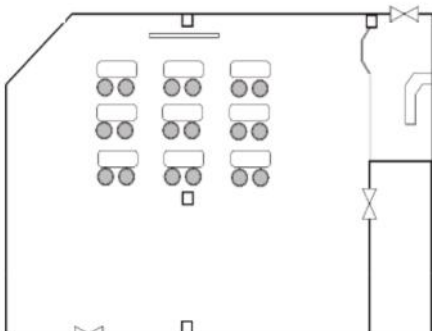
## SEMI CIRCLE



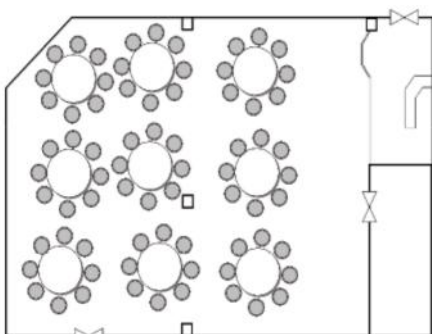
## SEMI CIRCLE - TABLES



## EXAM



## ROUND TABLES



## PARKING

Parking is available in the 300 bay Wilson's Parking multi storey car park, which is accessed from either Walters Drive or Scarborough Beach Road.

\*Please note there are several reserved bays marked in this car park and parking in these will result in your car being clamped. A \$50.00 cash fee is required before release.

There is no charge for the first 2 hours parking. Thereafter hourly charges will apply.

0 - 2 hrs	No charge
2 - 3hrs	\$6.00
3 - 4hrs	\$7.00
4 - 5hrs	\$7.80
5 hrs plus	\$8.20

## COSTS

**Half Day** \$270 (Plus GST)  
4 hours Morning or Afternoon

**Full Day** \$470 (Plus GST)  
8.00am – 5:30 pm

**Evenings** \$470 (Plus GST)  
6.00pm onwards

If you require further details or have any questions please do not hesitate to call the The Garden Office Management on 9242 3966 or email us at [garden@gardenoffice.com.au](mailto:garden@gardenoffice.com.au).

## PAYMENT DETAILS

Payment is required 7 days in advance of your booking. An invoice will be sent to you 14 days prior to your booking.

**Please note that CREDIT CARD & EFPTOS facilities are not available.**

## CANCELLATION POLICY

The Garden Office Park must be notified of any cancellation at least 30 days prior to the booking to avoid incurring any cancellation fee.

Should cancellation notice be received 14 - 29 business days prior to the booking, a cancellation fee of 25% of the room hire charge plus GST for each booking will apply;

Should cancellation notice be received 7 -15 business days prior to the booking, a cancellation fee of 50% of the room hire charge plus GST for each booking will apply;

Should cancellation notice be received less than 7 business days prior to the booking, a cancellation fee of 100% of the room hire charge plus GST for each booking will apply.





## CONFERENCE ROOM BOOKING FORM

TO: \_\_\_\_\_ EMAIL: [garden@gardenoffice.com.au](mailto:garden@gardenoffice.com.au)

FROM: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE: \_\_\_\_\_

### BILLING DETAILS

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_

### BOOKING DETAILS

DATE/S REQUESTED: \_\_\_\_\_

PERIOD: FROM: \_\_\_\_\_ am/pm TO: \_\_\_\_\_ am/pm

NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_

SET-UP REQUIREMENTS: (Please Tick)

THEATRE STYLE

SEMI CIRCLE WITH TABLES

SEMI CIRCLE

EXAM STYLE

ROUND TABLES

CLASSROOM

Special Comments:

\_\_\_\_\_  
\_\_\_\_\_

ADDITIONAL REQUIREMENTS: (Please tick)

WHITEBOARD

LECTERN

SCREEN

OVERHEAD PROJECTOR

Special Comments:

\_\_\_\_\_  
\_\_\_\_\_

**Please note:**

- Any catering required must be arranged direct with The Garden Cafe or your own Caterers.
- It is also essential that your company have signed a "License to Use Conference Room" agreement.
- **Non-Tenants are required to make payment prior to collection of keys. Proof of payment is required.**
- Equipment available is limited to 100 chairs, 10 small tables, 9 large tables and 10 round tables. Additional requirements may be hired at your expense.
- The overhead projector does not get handed out until the day of the booking between the hours of 8:30am – 5:00pm.

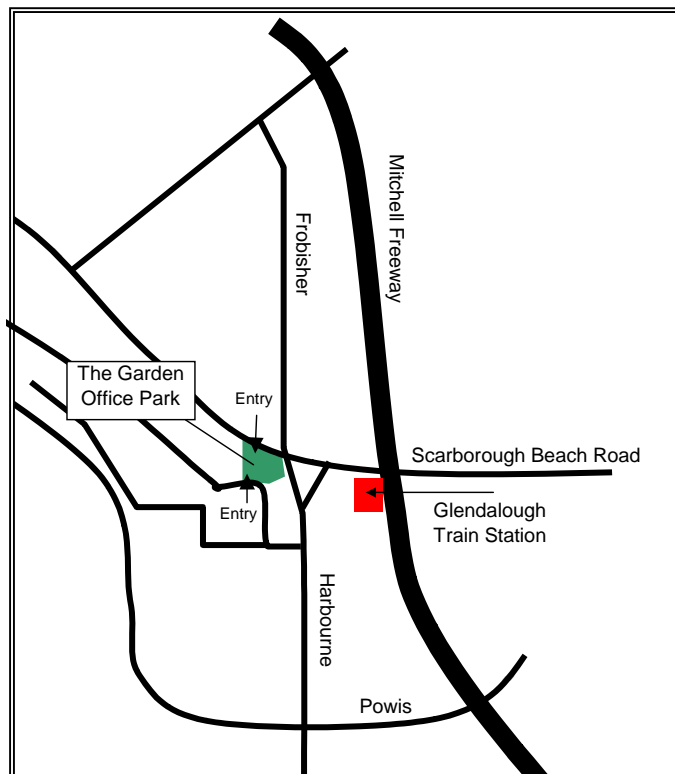




**Public Transport** can be accessed via Glendalough Station, 400m east of The Garden Office Park.

**Parking** is available in the multi level car park located at the rear of the property with entry from Walters Drive and Scarborough Beach Road. Please take a ticket as you enter. The first 2 hours are free.

**Freeway** access is best via Powis Street if travelling from the South, or Hutton Street from the North.



# Conference Room Instructions

## Air Conditioning

To turn on the air conditioning, swipe the white electronic key-card past the reader. The reader is located on the wall behind the reception desk, close to the front entry door. Air conditioning will run for 2 hours. After this time card must be re swiped.

## Alarms

Please note that The Garden Office Park is fully alarmed after 6.00pm. If you are using the facility in the evening please EXIT through the main conference room doors. In the event of an armed door being exited, a Security Guard is required to respond to the alarm. Any associated cost for this will be passed on to the conference room user.

## Smoking Policy

The Garden Office Park has designated smoking areas. Please refer to the map below to see where these areas are located. Smoking policies have been put in place due to the intake in smoke through our air conditioning system. Please be aware of this when using our facility.

x Permitted Smoking Areas



## Conference Room Responsibilities and Guidelines

Please ensure that the person responsible for running your function is aware of the following prior to the event. It would be advisable to provide them with a copy to bring with them.

### Prior to function:

- A current Licence to Use agreement must be completed and received by the Management Office before bookings can be taken. Please note this agreement expires on the 31<sup>st</sup> December every year and a new agreement is to be completed.
- The office hours for collection of keys are 8.30am to 4.00pm only.
- Proof of payment may be required before keys will be released.
- Keys are to be collected from The Garden Office Park Management Office, Level 1 Brightwater House, 355 Scarborough Beach Road.
- If you require early access, the key must be collected on the day prior to the function.
- Attached to the key will be an air-conditioning swipe card. A/C is activated for a 2 hour period by swiping the appropriate reader located in the reception area of conference room front entry.
- The Garden Office Park has a strict smoking policy. Please be aware of this and advise delegates at the commencement of the function. A copy of the Smoking Policy has been attached to the brochure forwarded to you at the time of your enquiry. The Policy is also displayed in the Conference Room.
- Should Catering be required, please review the attached catering menu or call our cafe 'The Other Office' directly on (08) 9443 7448 or email [team@otheroffice.com.au](mailto:team@otheroffice.com.au).

### On completion of function:

- Ensure all lights are switched off.
- Ensure all doors are locked.
- Cups and plates are stacked on the tables at the back of the room.
- Rubbish is deposited in the rubbish bins provided.
- Return the key promptly.

