

All prices listed are inclusive of GST

**City Village:** Level 3, 225 Bourke St, Melbourne / administration office

**Southern Cross Station:** 99 Spencer Street, Melbourne / under Bourke St Bridge, opposite Luggage Hall

**Flinders Street Station:** Flinders Street, Melbourne / between platforms 9&10 on the concourse level

## COMMUNITY MEETING ROOM FACILITIES – City Village Boardroom

**Location: City Village – Level 3, 225 Bourke Street**

**PRICES** (all rates are inclusive of GST)

Corporate Hourly Rate	\$20.00	Hourly Rate Includes: Tea, coffee, water
Not for Profit Hourly Rate	\$15.00	Hourly Rate Includes: Tea, coffee, water

### Room & Hiring Information:

- The Boardroom seats up to 10 - 12 people comfortably using existing chairs in the room.
- All room hires include tea, coffee, water, and use of the fixed whiteboard (markers provided).
- The data projector, screen and laptop can be provided at an additional charge of \$25 per booking.
- Our offices are open from 9am to 5pm Monday to Friday. We can accommodate your booking between the hours of 8am and 6pm. If your booking is outside these hours please contact Andrea Diem or Nicole Neal 03 9654 2600
- All bookings must go through Nicole Neal or Andrea Diem via: [meetings@travellersaid.org.au](mailto:meetings@travellersaid.org.au) or calling 03 9654 2600.
- Additional catering is available on request. Please advise us of your requirements and we will send you a quote for catering, provided by an external provider.

### Disability Access & Personal Carers:

- If you require disability access please inform Travellers Aid on 9654 2600. A staff member will meet you at the front of the City Village building and escort you through the entrance.
- Accessible toilets are located on Level 6, you will need a swipe card to gain access from Level 3. Please request this from Travellers Aid staff.
- A Personal Carer can be made available to attend your meeting at a rate of \$33 per hour (includes GST). *Please note this service is also available for our Carers to attend your events, functions, etc at external sites for the same rate, contact Nicole Neal on 9654 2600 for more information.*

### Cancellation and General Policy for Room Bookings:

- 48 hours notice is required to cancel 1 – 4 hour bookings.
- 1 weeks advance notice is required to cancel whole day bookings (any time greater than 4 hours), otherwise 70% of the total room hire cost will be invoiced to your company.
- 1 months notice will be required to cancel block bookings (i.e. bookings greater than 1 day), otherwise 80% of the total booking cost will be invoiced to your company.
- Please note prices are subject of change.
- Meeting Room hire and equipment are subject to availability.