

Training and Meeting Room for Hire

CIPS Australia... The perfect neutral venue for meetings, negotiations and project teams.

The Meeting Room

A relaxed but professional meeting room facility comfortably seating 7 people.

Room hire includes:

TV, DVD, VCR, flipcharts, data projector, tea/coffee machine/water/biscuits/mints/ internet access and teleconference facilities.



Meeting Room Pricelist	Half Day(\$)	Full Day(\$)	Hourly Rate(\$)
Non-CIPSA	140	220	60
CIPSA Members (10% discount)	126	198	54

The Training Room

A spacious conferencing room seating up to 18 people (long table, classroom, U shape or theatre style). The training room is much larger than the meeting room and is designed for a spacious learning environment with natural light and views of Melbourne CBD.

Room hire includes:

TV, DVD, VCR, flipcharts, interactive whiteboard, data projector, water cooler, tea/coffee machine/biscuits/mints and internet access.



Training Room Pricelist	Half Day(\$)	Full Day(\$)	Hourly Rate(\$)
Non-CIPSA	350	650	150
CIPSA Members (10% discount)	315	585	135

Please complete Application form
and fax to 1300 765 143.

*Conferences,
Meetings,
Negotiations,
Training
Courses,
Seminars,
Events...*

CIPS Australia





Training and Meeting Room Hire Application Form

Name: _____ Title: _____

Company: _____

Address: _____

Suburb: _____ Postcode: _____

Phone: _____ Fax: _____

Date's of Room Hire: _____ Hiring Hours: _____ to _____

Number of Guests: _____ Do you require AV equipment: YES NO

If YES, what equipment do you require: _____

Catering Required*: YES NO If YES, do you require (please circle): Morning Tea / Lunch / Afternoon Tea

*Catering facilities are available at an additional cost.

Please tick which room you would like and the time period you require it for:

	Per Hour	Per Hour Member rate	1/2 Day*	1/2 Day* Member rate	Full Day	Full Day Member rate
Training Room (Maximum 18 delegates)	\$150 <input type="checkbox"/>	\$135 <input type="checkbox"/>	\$350 <input type="checkbox"/>	\$315 <input type="checkbox"/>	\$650 <input type="checkbox"/>	\$585 <input type="checkbox"/>
Meeting Room (Maximum 7 delegates)	\$60 <input type="checkbox"/>	\$54 <input type="checkbox"/>	\$140 <input type="checkbox"/>	\$126 <input type="checkbox"/>	\$220 <input type="checkbox"/>	\$198 <input type="checkbox"/>

* 1/2 day is 8.30am-12.30pm or 1pm-5.00pm

These prices include use of:

- Flip Charts
- Interactive Whiteboard (training room)
- Data projector
- TV, DVD, VCR
- Cappucino machine, water, soft drinks and mints
- Teleconference/web cam facilities available (meeting room only)

All prices are GST inclusive. A 20% deposit is to be paid when booking. If the room is cancelled by the client, the deposit is non-refundable. A further 10% discount applies on block bookings (more than 3 full days booked).

Please Fax this form to 1300 765 143.

Please contact info@cipsa.com.au or Phone 1300 765 142 to book these rooms and check availability.