

Training and Meeting Rooms for Hire

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

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

The Meeting Room

A relaxed but professional meeting room facility comfortably seating 7 people with air conditioning and blinds for your privacy.

Facilities included:

TV, DVD, VCR, flipcharts, data projector, and use of a cappuccino machine.



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 20 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 lighting, views out to the Rialto Tower, Melbourne CBD and the bay.

Facilities included:

TV, DVD, VCR, flipcharts, whiteboard, data projector, pull-down screen, telephone, water cooler and use of a cappuccino machine.



Training Room Pricelist	Half Day(\$)	Full Day(\$)	Hourly Rate(\$)
Non-CIPSA	350	600	150
CIPSA Members (10% discount)	315	540	132

Please fill in the Application form on the following page and fax it to 1300 765 143.





Training and Meeting Rooms Hire Application Form

Name: _____

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 20 delegates)	\$150 <input type="checkbox"/>	\$135 <input type="checkbox"/>	\$350 <input type="checkbox"/>	\$315 <input type="checkbox"/>	\$600 <input type="checkbox"/>	\$540 <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
- Whiteboard
- Data Projector
- TV, DVD, VCR
- Cappuccino machine, Water & Soft Drink

All prices are GST inclusive. A 20% deposit must be paid in order for the room to be booked. Once booked if the room is cancelled the 20% deposit will be retained by CIPS Australia. There is a 10% Discount for CIPS Australia Members and a 10% Discount 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.