



CROWN METROPOL

PERTH

THE OFFICE



THE OFFICE

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
Western Australia 6100
Telephone +61 8 9362 7983
Facsimile +61 8 9472 6015
theoffice@crownpertth.com.au
crownpertth.com.au



THE OFFICE

BOARDROOM (12 people capacity)

Hire Cost:

\$80 AUD per hour

\$280 AUD per half day (4 hours)

\$540 AUD per day

(Monday to Friday 9.00am-5.00pm)

MEETING ROOM (6 people capacity)

Hire Cost:

\$60 per hour

\$210 AUD per half day (4 hours)

\$400 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 and Meeting Room are located on the ground level of Crown Metropolis Perth.

Opening hours

Monday to Friday 8.00am-4.30pm

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

Catering

Must be pre-ordered prior to arrival.

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.

All meeting rooms include writing pads, pens, mints and ice water.



THE OFFICE

COFFEE AND TEA SERVICE

\$7.50 per head for a half day meeting
\$15 per head for a full day meeting

This service option provides unlimited access to an in room Nespresso coffee machine and variety of flavoured teas.

The Nespresso machine is provided with a selection of coffee pods, each with individual profiles and aromas. Meeting delegates can enjoy the flexibility of the pods with a cup of coffee to suit their taste, whatever the time of day.

Alternatively freshly brewed coffee can be ordered via In Room Dining for \$5 per beverage*.

*Note: ordered on request, delays may apply.

GUARANTEED CATERING NUMBERS AND REQUIREMENTS

A guaranteed guest count is required in writing 72 hours (3 standard business days) before the commencement of the meeting. This count is not subject to reduction. If Crown is not advised of a guaranteed count within the time frame, the tentative number of guests becomes the guaranteed guest count.

If any of the delegates attending this meeting have dietary requirements, the requirements must be placed in writing 72 hours (3 standard business days) before the start of the meeting. If Crown is not advised of dietary requirements prior to the meeting, Crown cannot guarantee last minute dietary requests will be possible.

VALET PARKING

Crown Metropol has its own dedicated valet parking team who can offer convenience to your meeting delegates for an additional charge of \$50 per 24 hour period.

CONFIRMATION

If you would like to confirm a booking with The Office, please complete the attached agreement and credit card authority form. 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
DVD Player	\$25 per day

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

ADDITIONAL SERVICES

Facsimile

Local	\$1 first page 50c thereafter
Interstate	\$1.50 first page 50c thereafter
International	\$2 first page 50c thereafter

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 page
A3 double sided	\$1.80 per page

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THE OFFICE AGREEMENT CREDIT CARD CHARGE AUTHORITY

Please return completed document along with a clear photocopy of both sides of the credit card to
theoffice@crownpertth.com.au

Meeting Name:

Meeting Date:

Meeting Time:

Total number of delegates:

Contact person:

Please tick appropriate box(es) to confirm your booking requirements and charge authority

- All charges
- Meeting/Boardroom room hire only
- Food and Beverage charges
- Equipment hire

Equipment Hire

- Laptop computer DVD player Flip chart Whiteboard
- Other

Please fill in your catering requirements, dietary requirements and timings for food service on the Catering Agreement attached.

I, the undersigned, hereby authorise Crown Metropol Perth to use the below credit card details to process all charges for the above meeting requirements and/or accommodation. I also accept any additional charges for the meeting requirements requested on the day of the meeting.

Please note, a service fee of 1.2% applies to accounts settled by credit card. Alternatively, payments can be made up to ten business days prior to arrival via cheque or bank deposit. Please enquire for further information.

Card type: Mastercard Visa Amex Diners Club JCB

Card number: Expiry date:

Name on card (please print)

Signature on card:

Please note that all rates quoted are in AUD dollars and are inclusive of 10% GST.

By signing this document you agree that the details of your meeting, as outlined, are correct and you have read and understood the meeting conditions and requirements. If THE OFFICE meeting space and catering requirements are cancelled less than 72 hours prior to arrival, 100% cancellation charges apply.

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PERTH

CATERING MENU

Meeting Name:

Meeting Date:

Please enter number of pax and serving time.

CATERING OPTIONS	PRICE PER PERSON	SERVING TIME	NUMBER OF PAX
Coffee Break One			
Assortment of cookies (four pieces) (V) Butter croissant with Champagne ham, Swiss cheese and Dijon Sliced seasonal fresh fruit with local berries (V) (GF)	\$26		
Coffee Break Two			
Bacon, leek and tomato savoury Danish Finger sandwich with roast beef sirloin, English mustard butter and malt pickled onions Assortment of cookies (four pieces) (V) Sliced seasonal fresh fruit with local berries (V) (GF)	\$31		
Coffee Break Three			
Finger sandwich with leg ham, tomato chutney and Swiss cheese Roast beef strip, spinach on stone baked granary Mini gourmet quiches - Lorraine, Florentine (V), wild mushroom (V) Sliced seasonal fresh fruit with local berries (V) (GF)	\$32		
Coffee Break Four			
Apple walnut streusel, chocolate and fruits of the forest muffins (V) Sultana scones, strawberry preserve, clotted cream (V) Orange and almond cake (V) (GF) Sliced seasonal fresh fruit with local berries (V) (GF) Finger sandwich with pink salmon, caper aioli, red onion and dill cream cheese	\$29		

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CATERING MENU

Meeting Name:

Meeting Date:

Please enter number of pax and serving time.

CATERING OPTIONS	PRICE PER PERSON	SERVING TIME	NUMBER OF PAX
Sweet Selection			
Chocolate passionfruit tartlets (V)	\$6.50		
Date cakes, caramel ganache (V)	\$6.50		
Carrot cake, cream cheese frosting (V)	\$6.50		
Banana cake, chocolate ganache (V)	\$6.50		

Lunch Selection			
Pastrami, sauerkraut and Russian dressing on pretzel bread	\$10		
Grilled wrap with tandoori chicken, mint yoghurt, raita	\$10		
Finger sandwich with pink salmon, caper aioli, red onion and dill cream cheese	\$10		
Fresh pea and sugar snap salad with poached chicken, radish and creamed garlic (GF)	\$10		
Quinoa, asparagus and Heirloom tomato salad with feta, marjoram and cabernet vinegar (V) (GF)	\$10		

Drinks List			
Coke	\$5		
Diet Coke	\$5		
Coke No Sugar	\$5		
Sprite	\$5		
Red Bull	\$6		
San Pellegrino sparkling water 500ml	\$6		
In-room Nespresso & assorted teas	\$7.50pp half day		
	\$15pp full day		

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

If any of the delegates attending this meeting have dietary requirements, their requirements must be placed in writing 72 hours (3 standard business days) before the commencement of the meeting. If Crown are not advised of dietary requirements prior to the meeting, Crown cannot guarantee last minute dietary requests will be possible.