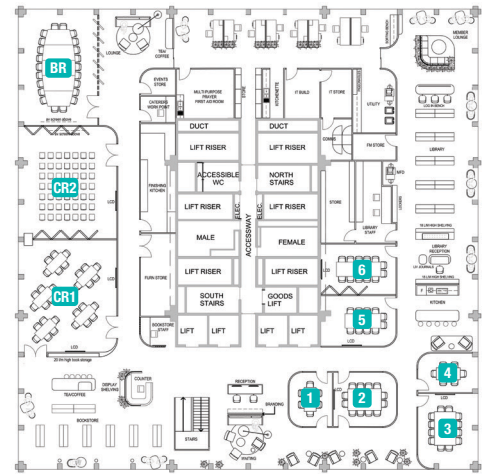


LIV Meeting Rooms Booking Form

Law Institute of Victoria
Level 13, 140 William Street, Melbourne VIC 3000
T (03) 9607 9568 F (03) 9602 5270
E roombooking@liv.asn.au

Meeting Room Operating Hours
9am – 5pm, Monday to Friday



Our facilities feature:

- Ability to hire AV equipment or bring your own
- On-site IT support available on request (POA)
- Photocopy and fax facilities

All prices are GST inclusive.

MEDIATION ROOM HIRE	Member/full day	Member/half day	Non-member/full day	Non-member/half day
3 room mediation	\$1220	\$850	\$1700	\$1200
2 room mediation	\$820	\$650	\$1000	\$830
ROOM HIRE	Member/hr	Member/day	Non-member/hr	Non-member/day
Boardroom – seats 22 BR	\$255	\$1100	\$300	\$1400
Meeting room 1 – seats 6 1	\$90	\$395	\$120	\$600
Meeting room 2 – seats 12 2	\$140	\$620	\$200	\$800
Meeting room 3 – seats 12 3	\$140	\$620	\$200	\$800
Meeting room 4 – seats 6 4	\$90	\$395	\$120	\$600
Meeting room 5 – seats 12 (Meeting rooms 5 & 6 can be combined) 5	\$140	\$620	\$200	\$800
Meeting room 6 – seats 12 (Meeting rooms 5 & 6 can be combined) 6	\$140	\$620	\$200	\$800
CONFERENCE ROOM 1 & 2 CR1 CR2	Member/hr	Member/day	Non-member/hr	Non-member/day
Theatre style up to 100 (1 & 2 combined)	\$360	\$1980	\$420	\$2510
Class room up to 70 (1 & 2 combined)	\$360	\$1980	\$420	\$2510
U-shape up to 30 (1 & 2 combined)	\$360	\$1980	\$420	\$2510
Conference table up to 30 (1 & 2 combined)	\$360	\$1980	\$420	\$2510
Conference Room 1 or 2: Theatre style up to 40 (bookable separately)	\$275	\$1250	\$320	\$1350
Conference Room 1 or 2 (bookable separately)	\$275	\$1250	\$320	\$1350
EQUIPMENT HIRE	Member/hr	Member/day	Non-member/hr	Non-member/day
Video-conferencing	POA	POA	POA	POA
Laptop PC	\$55	\$195	\$90	\$350
Electronic white board	\$55	\$150	\$95	\$270
Standard white board	\$50	\$125	\$80	\$325
Hand-held or lapel microphones (each)	\$80	\$340	\$140	\$630
Powerpoint	\$85	\$375	POA	POA
CATERING (MINIMUM ORDER: 6 PER ITEM. 100% ORGANIC FAIRTRADE TEA AND COFFEE INCLUDED WITH ROOM BOOKINGS)				Price per person
Breakfast 1	Pastry, petite muffin, yoghurt and berries cup			\$19.10
Breakfast 2	Breakfast Bagel, muffin, yoghurt & berries cup			\$22.30
Morning/afternoon tea 1	Scone with jam and cream, Danish pastry or mini donut			\$12.40
Morning/afternoon tea 2	Danish pastry and muffin			\$11.70
Morning/afternoon tea 3	Banana bread, petite muffin, Danish pastry or mini lamington			\$15.95
Lunch 1	Sandwich x 1 round and New York bagel			\$21.40
Lunch 2	Sandwich x 1 round, wrap, baguette or deli roll			\$26.90
Lunch platter 1	A mix of wraps and deli rolls or sandwiches			\$18.00
Assorted lunch platter	An assortment of sandwiches, wraps, deli rolls or baguettes			\$22.90
Boxed lunch 1	Individual box with a sandwich, sweet, mini salad and fruit			\$27.95
Vegetarian lunch box 1	Sandwich x 1 round, frittata, muffin and yoghurt cup			\$27.95
Other	Additional boxed options available			From \$21.95

We require 48 hours notice for catering and equipment hire. **Note that room bookings that run past 5pm will be charged at \$65 for members and \$85 for non-members per 15 minutes or part thereof.**
Allergy Disclaimer: Please note that food prepared and provided at LIV meetings or functions may contain the following ingredients: milk, egg, gluten, wheat, peanuts and tree nuts, soy, sesame, seafood and lupin. Whilst the LIV will make every effort to accommodate people with specific allergies, neither our caterers nor the LIV can guarantee that cross-contamination of these ingredients in prepared foods will not occur. It is important that those attending meetings or functions are aware of this risk and notify a member of our staff of any allergy or dietary requirement prior to placing their booking. The LIV will not assume any liability for adverse reactions to food consumed or food a person may come in contact with while attending our meetings or functions.

LIV Meeting Rooms **Booking Form**

LIV meeting rooms are in demand. To ensure a room is available for your meeting please book ahead using this form. All visitors must sign in and out at the LIV reception.

Credit card details are required to secure all bookings. LIV prefers payments in full. If you require a split bill, please contact the Facilities team on 03 9607 9568.

Additional time must be paid for by credit card on the day of the meeting.

LIV Members receive discounted rates (conditions apply).

BOOKING FORM/TAX INVOICE – PLEASE RETAIN A COPY FOR YOUR RECORDS

To book a meeting room please fill in the following booking form and return to roombooking@liv.asn.au or fax to (03) 9602 5270.

CONTACT DETAILS

LIV Membership Number (if applicable)

First Name*		Surname*	
Organisation*		Position	
Email*			
Address*			Postcode*
DX (if applicable)	DX Location	Phone*	Fax

BOOKING DETAILS

Date required:	Number of persons attending for all parties:
Time required: Start time:	End time:
Number of rooms:	Room number preference:
Title of meeting to be displayed on screen in reception:	
AV required: <input type="radio"/> Yes (LIV will call you to confirm details)	<input type="radio"/> No
Catering required: <input type="radio"/> Yes (LIV will call you to confirm details)	<input type="radio"/> No

CREDIT CARD DETAILS ARE REQUIRED TO SECURE ALL BOOKINGS

Total amount \$

Amex Diners Club Mastercard Visa

Card Number Expiry Date /

Name on card Signature of cardholder

CANCELLATIONS: Cancellations must be made in writing, more than 48 hours before the booking time. Cancellations made with less than 48 hours notice will be charged at 50% of the room booking fee.

PRIVACY STATEMENT: The Law Institute of Victoria ("the LIV") protects the privacy and security of information provided by you. By completing this form, you agree to the use of your personal information by the LIV: to process your registration form; to contact you about our products and services; to disclose to third parties providing services to the LIV; and for internal purposes. For more information on our privacy policy visit www.liv.asn.au/privpolicy. If you do not wish to receive further information of this type please contact us at members@liv.asn.au or (03) 9607 9470. **TAX INVOICE:** Law Institute of Victoria ABN 32 075 475 731. **DATE OF ISSUE:** 24/11/2023

OFFICE USE ONLY

Booking Date: <input type="text"/>	Transaction Date: <input type="text"/>
Member No <input type="text"/>	Invoice No (MISC): <input type="text"/>