

LIV MEETING ROOMS BOOKING FORM

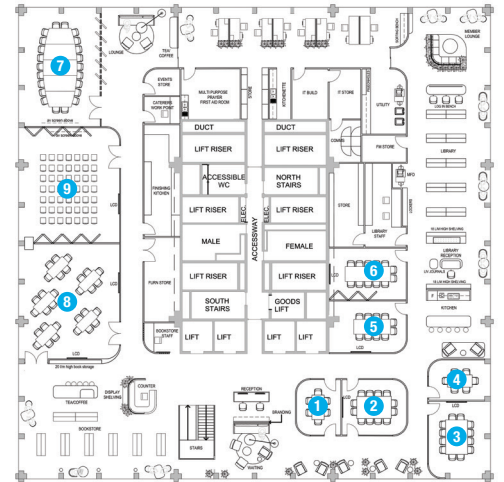


Law Institute of Victoria
Level 13, 140 William Street, Melbourne VIC 3000
T (03) 9607 9568 F (03) 9602 5270
E roombooking@liv.asn.au

Meeting Room Operating Hours
8.30am – 5.30pm, Monday to Friday

Our facilities feature:

- Ability to hire AV equipment or bring your own
- Seating for up to 120 people
- Photocopy and fax facilities
- On-site IT support available on request (POA)



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 7	\$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 8 9	Member/hr	Member/day	Non-member/hr	Non-member/day
Theatre style up to 120 (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 40 (1 & 2 combined)	\$360	\$1980	\$420	\$2510
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 (100% ORGANIC FAIRTRADE TEA AND COFFEE INCLUDED WITH ROOM BOOKINGS)				Price per person
Breakfast A	Assorted pastries and juice			\$17.50
Breakfast B	Fresh fruit, mini Danish pastries and mini muffins			\$23.90
Morning or afternoon tea A	Juice, 100% organic Fairtrade tea and coffee			\$9.90
Morning or afternoon tea B	Biscuits, 100% organic Fairtrade tea and coffee			\$9.90
Morning or afternoon tea C	Biscuits, juice 100% organic Fairtrade tea and coffee			\$13.50
Platter A	Fruit platter and juice			\$25.90
Platter B	Cheese platter and juice			\$28.90
Lunch A	Assorted sandwiches x 1 round and juice			\$23.90
Lunch B	Assorted sandwiches x 1.5 rounds and juice			\$27.90
Lunch C	Assorted sandwiches, pides, wraps and juice			\$35.90
Lunch D	Assorted sandwiches, baguettes, cheese, fruit and juice			\$39.90
Other	Gourmet selections by request			From \$22.80

Free one-hour member bookings do not include equipment hire or catering. If required these must be booked in addition to the room for the applicable fee. We require 48 hours notice for catering and equipment hire. **Note that room bookings that run past 5.30pm will be charged at \$65 per 15 minutes or part thereof.**

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.

Payment in full by credit card is required to secure all bookings.

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

LIV Members receive one hour free room hire and 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:

Time required: Start time: End time:

Number of rooms: Room number preference:

Title of meeting to be displayed on screen in reception:

AV required: Yes (LIV will call you to confirm details) No

Catering required: Yes (LIV will call you to confirm details) No

ALL BOOKINGS MUST BE ACCOMPANIED BY FULL PAYMENT – NOTE: LIV members receive the first hour FREE.

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.html. 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:** 19/11/2019

OFFICE USE ONLY

Booking Date:

Transaction Date:

Member No

Invoice No (MISC):