**Room Hire**

### Auditorium *

<table>
<thead>
<tr>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2 Day/Evening</td>
<td>$350.00</td>
</tr>
<tr>
<td>Full Day</td>
<td>$550.00</td>
</tr>
<tr>
<td>Day &amp; Evening</td>
<td>$750.00</td>
</tr>
</tbody>
</table>

*Extra charge for Classroom, Workshop style or Boardroom set up $ 120.00

**Room set-up**
- Theatre: 100 people
- Workshop: 39 people (60 people if extra tables hired at external cost)
- U shape: 30 people

**Facilities for hire**
- Data projector, laptop, lapel microphone, flip chart & pad, electronic whiteboard

**Bookings in the Auditorium receive complimentary use of the sound system, screen and laser pointer.**

### Lecture Room *

<table>
<thead>
<tr>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2 Day/Evening</td>
<td>$250.00</td>
</tr>
<tr>
<td>Full Day</td>
<td>$425.00</td>
</tr>
</tbody>
</table>

*Extra charge for Theatre, U shape or Boardroom style set up $120.00

**Room set-up**
- Theatre: 24 people
- Workshop: 30 people
- U shape: 16 people

**Facilities for hire**
- Data projector, laptop, flip chart & pad, electronic whiteboard

### Committee Room 1 *

<table>
<thead>
<tr>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2 Day/Evening</td>
<td>$150.00</td>
</tr>
<tr>
<td>Full Day</td>
<td>$275.00</td>
</tr>
</tbody>
</table>

*Extra charge for Theatre, U shape or Boardroom style set up $120.00

**Room set-up**
- Boardroom: 10 people

**Facilities for hire**
- Laptop, flip chart & pad, electronic whiteboard

### Boardroom

<table>
<thead>
<tr>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2 Day/Evening</td>
<td>$250.00</td>
</tr>
<tr>
<td>Full Day</td>
<td>$425.00</td>
</tr>
<tr>
<td>Hourly - initial 2 hours (minimum)</td>
<td>$150.00 ($50.00 per additional hour)</td>
</tr>
</tbody>
</table>

**Room Set-up**
- Boardroom: 14 people

**Facilities for hire**
- Data projector, laptop, flip chart & pad, electronic whiteboard
Room Hire

Parking
Limited parking available – flat rate per day $15.00

Equipment hire
Data Projector Hourly $50.00 | Daily $250.00
Laptop $150.00
Lapel Microphone Auditorium only $55.00
Flip Chart & Pad $30.00
White Board F.O.C.
Electronic Whiteboard $60.00
Use of kitchen facilities P.O.A

Additional facilities available including photocopying (charged), ISD telephone, internet connections (cable or WiFi)

Outside of office hours opening / closing
(Office hours 9.00am – 5.00pm)
Per opening or closing $150.00
(The closing fee will only be charged if the staff are requested to stay back specifically for your function.)

Catering options

Breakfast options
Available on request, charges will apply to early opening of venue.

Morning and afternoon tea options
Tea & coffee on arrival $3.75 per person
Bottomless coffee & tea $6.00 per person
Morning or afternoon tea with biscuits $6.00 per person
Morning or afternoon tea with Danish pastries $10.00 per person

Catering options
Sandwiches, tea & coffee, orange juice $16.50 per person
Sandwiches, fruit & orange juice $20.00 per person
Sandwiches, tea & coffee $14.50 per person
Mints (all day) $1.50 per person
Orange juice $2.00 per person
Soft drinks $2.00 each

Engineers Australia does not hold a liquor licence.
All prices are inclusive of GST

Update: May 2017