



**PEER VEET
Facilities For Hire
2017**





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Overview

PEER VEET has up-to-date facilities available to hire, whether it is for a meeting, corporate function or a seminar.

PEER has a variety of rooms with facilities including:

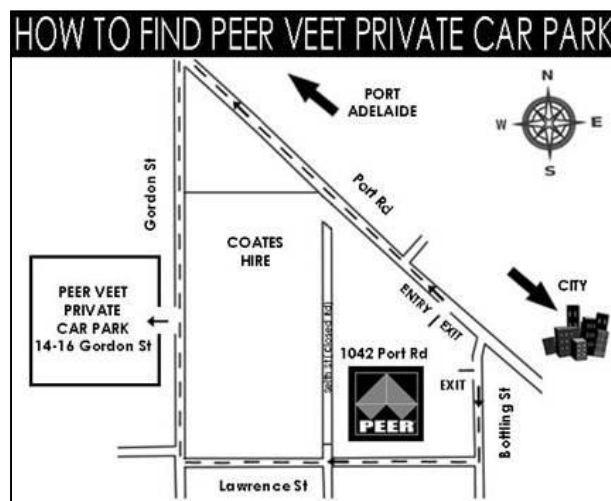
- Smart whiteboards
- Sound system
- Bi-fold doors between rooms creating either a larger or more intimate space
- PEER Café available for any catering requirements
- Tea, coffee and water

Rooms for hire include:

- Board Room
- Canteen
- Seminar Rooms (3, 21, 22, 23)

PEER has a café that caters for both snacks and meals. We can arrange catering for your function or you can choose to liaise with the café directly.

PEER also provide available car parking onsite and at our private car park below



For any enquiries or to book please contact PEER on 8348 1200.



Boardroom



- Maximum capacity 20 people
- Coffee Machine
- Fridge
- Projector
- Electronic Whiteboard

Room 3



- Maximum capacity 60 people
- Projector
- Electronic whiteboard



Canteen



- Maximum Capacity 150 people
- Desks and function space
- Kitchen
- Bar tables with table cloths
- Whiteboard
- Projector
- TV



Seminar Rooms

(Room 21,22,23)



- With PCs'



- Classroom style
- Projector
- Electronic Whiteboard



Terms and Conditions

Your booking is considered confirmed when payment in full of the Room Hire Fee is received within 14 days of booking your function, together with a signed copy of these terms and conditions. PEER VEET reserves the right to cancel bookings where confirmation is not received within these specified timeframes.

General cleaning costs are included in the cost of the Room Hire Fee, but additional cleaning fees may be charged if the booking has created cleaning requirements above and beyond normal cleaning. The client will be liable for the cost of any damages incurred as a result of the booking. The cost of the damages will be charged to your account.

Room Hiring Fees

- Room Hire per day \$120.00* (Including GST).
- Room hire per day including tea, coffee and biscuits \$140.00* (Including GST).
- Room hire per day with computers from \$220* (Including GST).
- WI-FI and smart boards are available in all rooms. Specific access to data points are available for an additional cost.

PEER's room hiring hours are 7.30am – 5.00pm Monday to Friday. Bookings outside of these hours can be arranged upon consultation. Additional fees will apply.

Use of computers and loading of software will incur an additional fee, to be negotiated based on scope of works

*prices subject to change

Cancellation

If you need to cancel your Room Booking with PEER, please do so within 14 days or full cost will apply.

Dress Code Policy

- Appropriate casual / business attire is expected of all training attendees
- Everyone must wear appropriate, closed in footwear at all times.
- Any jewellery, accessory or item of clothing that may be deemed an Occupational Health and Safety risk, must not be worn during training.
- Offensive or socially unacceptable behaviour is not tolerated at any time.
- Any accident or injury sustained while on campus must be reported immediately.

