

FACILITIES FOR HIRE

Have your next function at PEER.



ENQUIRE NOW peer.com.au



Board room

UP TO 22 SIT DOWN / 30 - 50 COCKTAIL

Perfect training room or meeting space

Available features:

- › Small fridge
- › Coffee / tea station
- › Set up - theatre / board room

Available audio visual:

- › Electronic whiteboard
- › Wifi
- › Projector

Room hire fees:

- › Full day - \$125.00 + GST*

*Prices subject to change without notice



Cafeteria

UP TO 80 SIT DOWN / 150 COCKTAIL

Largest function space for theatre, cocktail or banquet events

Available features:

- › Fridge
- › Kitchen
- › Table cloths
- › Set up - cabaret / theatre / u-shape / classroom / banquet

Available audio visual:

- › Wifi
- › Projector
- › TV

Room hire fees:

- › Full day - \$125.00 + GST*

*Prices subject to change without notice



Classrooms

12 - 20 SIT DOWN

Variety of training spaces available

Available features:

- › Set up - cabaret / theatre u-shape / classroom / banquet

Available audio visual:

- › Wifi
- › Projector
- › TV
- › Whiteboard
- › Computers (dependent on room & availability)

Room hire fees:

- › Full day - \$125.00 + GST*
- › Full day with computers - from \$225.00 + GST*

*Prices subject to change without notice

FEES

- › Room Hire per day \$125.00 + GST*
- › Room hire per day with computers from \$225.00 + 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

TERMS & 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 the signed copy of booking request and terms and conditions. PEER reserves the right to cancel bookings where conformation 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 all damages will be charged to your account. The cost of the damages will be charged to your account.

Please read '[PEER Facilities short-term hire policy and agreement](#)' for full Terms & Conditions.

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.

CANCELLATION

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

CATERING

PEER has an on-site cafeteria. Please email xpress-catering@hotmail.com for a catering menu.

ROOM BOOKING AGREEMENT & PAYMENT AUTHORISATION

Please fill out the form below as an agreement to PEER's terms and conditions and payment authorisation.

Company name:

Date:

Event name:

Event date:

Start time:

End time:

Number of attendees:

Room set up: theatre / cocktail / board room / banquet / classroom / cabaret / u-shape

Requested room: board room / cafeteria / classroom

IT requirements:

Catering required: Yes / No (contact details will be provided to on-site cafeteria)

Contact name:

Contact number:

Contact mailing address:

Nominated amount to be charged to credit card:

Card type: VISA / MASTERCARD. Amex / Diners not accepted.

Card number:

Expiry date:

CCV number:

Card holders name:

By signing this document, I hereby permit PEER to withdraw the nominated amount from my credit card. I understand that my credit card details will be held on file until the completion of my booking. I agree for PEER to settle any outstanding catering/hire payment prior to my booking using the above credit card details. I understand that I must make the venue aware if a different credit card/means of payment is to be used. Importantly, if any damage or vandalism occurs during my booking due to negligence or misconduct of my guests, the above credit card details will be used to cover all repair or insurance costs.

I agree to all the Terms and Conditions outlined above and would like to confirm my room booking.

Card holders printed name:

Card holders signature:

Email all bookings to:
customerservice@peer.com.au

