



# Room booking: summary and policy

## Summary of facilities

**Location:** 245 Chalmers Street, Redfern, NSW 2016

**Phone:** (02) 9333 0971 or (02) 9333 0949

**Email:** [allison.purdy@meaa.org](mailto:allison.purdy@meaa.org)

Configuration	Capacity	Members' Price	Commercial Price	Amenities
Boardroom (default set-up)	25	<ul style="list-style-type: none"> <li>• Half Day \$60 (+GST)</li> <li>• Full Day \$120 (+GST)</li> </ul>	<ul style="list-style-type: none"> <li>• Half Day \$150 (+GST)</li> <li>• Full Day \$300 (+GST)</li> </ul>	<ul style="list-style-type: none"> <li>• Wifi access</li> <li>• Projector</li> <li>• Computer</li> <li>• Audio System</li> <li>• DVD</li> <li>• Digital TV</li> <li>• Video Conferencing</li> <li>• Phone Conferencing</li> <li>• White board</li> <li>• flipchart</li> <li>• Small equipped Kitchenette</li> <li>• Toilets located in courtyard</li> <li>• Disabled access</li> </ul>
Theatre	40			

All fees from July 1, 2018

## Terms and conditions

- You must provide your own refreshments and food (catering options can be provided on request).
- Room must be tidied and returned to default set up or a cleaning fee of \$25 will be incurred.
- Cancellation fee: 100% of hire fee +GST with less than two business days' notice.
- The room must not be left unlocked and unattended.
- Please do not stick anything on the wall.
- Ensure that the air conditioner and all lights are turned off at the end of the day.
- Put any dirty cups or plates in the dishwasher, turn the dishwasher on.
- Ensure bathroom key is left on the light switch by the door.
- Please ensure the room is locked and the roller shutters are closed when finished.
- Return the keys to MEAA office. If office is shut, please place keys in an envelope and place them in letterbox 1.
- No smoking anywhere in the courtyard.
- Minor technical support requirements must be outlined prior to booking confirmation.

PHONE

WEB

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1300 656 513

MEAA.org

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