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

<table>
<thead>
<tr>
<th>Configuration</th>
<th>Capacity</th>
<th>Members’ Price</th>
<th>Commercial Price</th>
<th>Amenities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boardroom (default set-up)</td>
<td>25</td>
<td>• Half Day $60 (+GST)</td>
<td>• Half Day $150 (+GST)</td>
<td>• Wifi access&lt;br&gt;• Projector&lt;br&gt;• Computer&lt;br&gt;• Audio System&lt;br&gt;• DVD&lt;br&gt;• Digital TV&lt;br&gt;• Video Conferencing&lt;br&gt;• Phone Conferencing&lt;br&gt;• White board&lt;br&gt;• flipchart&lt;br&gt;• Small equipped Kitchenette&lt;br&gt;• Toilets located in courtyard&lt;br&gt;• Disabled access</td>
</tr>
<tr>
<td>Theatre</td>
<td>40</td>
<td>• Full Day $120 (+GST)</td>
<td>• Full Day $300 (+GST)</td>
<td></td>
</tr>
</tbody>
</table>

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.