

LIV Meeting Rooms

BOOKING FORM

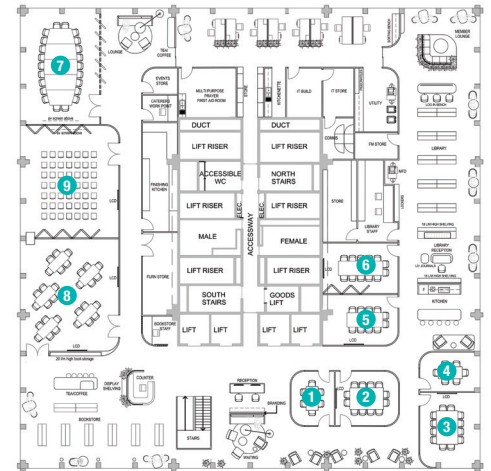


Law Institute of Victoria
 Level 13, 140 William Street, Melbourne VIC 3000
 T (03) 9607 9568 F (03) 9602 5270
 E roombooking@liv.asn.au

Meeting Room Operating Hours
 9am – 5pm, Monday to Friday

Our facilities feature:

- Ability to hire AV equipment or bring your own
- Photocopy and fax facilities
- On-site IT support available on request (POA)



MEDIATION ROOM HIRE	Member/full day	Member/half day	Non-member/full day	Non-member/half day
3 room mediation	\$1220	\$850	\$1700	\$1200
2 room mediation	\$820	\$650	\$1000	\$830
ROOM HIRE	Member/hr	Member/day	Non-member/hr	Non-member/day
Boardroom – seats 8 7	\$255	\$1100	\$300	\$1400
Meeting room 1 – seats 2 1	\$90	\$395	\$120	\$600
Meeting room 2 – seats 5 2	\$140	\$620	\$200	\$800
Meeting room 3 – seats 5 3	\$140	\$620	\$200	\$800
Meeting room 4 – seats 2 4	\$90	\$395	\$120	\$600
Meeting room 5 – seats 4 (Meeting rooms 5 & 6 can be combined) 5	\$140	\$620	\$200	\$800
Meeting room 6 – seats 4 (Meeting rooms 5 & 6 can be combined) 6	\$140	\$620	\$200	\$800
CONFERENCE ROOM 1 & 2 8 9	Member/hr	Member/day	Non-member/hr	Non-member/day
Theatre style up to 38 (1 & 2 combined)	\$360	\$1980	\$420	\$2510
Class room up to 20 (1 & 2 combined)	\$360	\$1980	\$420	\$2510
U-shape up to 15 (1 & 2 combined)	\$360	\$1980	\$420	\$2510
Conference table up to 20 (1 & 2 combined)	\$360	\$1980	\$420	\$2510
Conference Room 1 or 2: Theatre style up to 19 (bookable separately)	\$275	\$1250	\$320	\$1350
Conference Room 1 or 2: Conference table up to 10 (bookable separately)	\$275	\$1250	\$320	\$1350
EQUIPMENT HIRE	Member/hr	Member/day	Non-member/hr	Non-member/day
Video-conferencing	POA	POA	POA	POA
Laptop PC	\$55	\$195	\$90	\$350
Electronic white board	\$55	\$150	\$95	\$270
Standard white board	\$50	\$125	\$80	\$325
Hand-held or lapel microphones (each)	\$80	\$340	\$140	\$630
Powerpoint	\$85	\$375	POA	POA
CATERING (100% ORGANIC FAIRTRADE TEA AND COFFEE INCLUDED WITH ROOM BOOKINGS)				Price per person
Breakfast box 1	French pastries, fruit and yoghurt cup			\$16.40
Breakfast box 2	Savoury croissant, petite sweet muffins and fruit and yogurt cup			\$18.20
Morning/afternoon tea box 1	Scone with jam and cream, Danish pastry			\$9.40
Morning/afternoon tea box 2	Danish pastry and petite sweet muffin			\$8.65
Morning/afternoon tea box 3	Banana bread, sweet slice and Danish pastry			\$13.15
Lunch box 1	Assorted sandwiches and New York mini bagel			\$18.80
Lunch box 2	Sandwich, wrap, roll and fruit and yoghurt cup			\$24.50
Savory lunch box 1	Wrap, pearl cous cous salad, lamington and fruit and yoghurt cup			\$28.50
Savory lunch box 2	Frittata pieces, salmon rostis, chicken schnitzel sliders and fruit and yoghurt cup			\$35.60
Boxed lunch 1	Roll, wrap, sweet slice, fruit and juice			\$23.40
Vegetarian lunch box 1	Assorted sandwiches, frittata pieces			\$20.60
Other	Additional boxed options available			From \$19.15

We require 48 hours notice for catering and equipment hire. **Note that room bookings that run past 5pm will be charged at \$65 per 15 minutes or part thereof.**

LIV Meeting Rooms BOOKING FORM



LIV meeting rooms are in demand. To ensure a room is available for your meeting please book ahead using this form.
All visitors must sign in and out at the LIV reception.

Payment in full by credit card is required to secure all bookings.

Additional time must be paid for by credit card on the day of the meeting.
LIV Members receive discounted rates (conditions apply).

BOOKING FORM/TAX INVOICE – PLEASE RETAIN A COPY FOR YOUR RECORDS

To book a meeting room please fill in the following booking form and return to roombooking@liv.asn.au or fax to (03) 9602 5270.

CONTACT DETAILS

LIV Membership Number (if applicable)

First Name* Surname*

Organisation* Position

Email*

Address* Postcode*

DX (if applicable) DX Location Phone* Fax

BOOKING DETAILS

Date required: Number of persons attending for all parties:

Time required: Start time: End time:

Number of rooms: Room number preference:

Title of meeting to be displayed on screen in reception:

AV required: Yes (LIV will call you to confirm details) No

Catering required: Yes (LIV will call you to confirm details) No

ALL BOOKINGS MUST BE ACCOMPANIED BY FULL PAYMENT

Total amount \$

Amex Diners Club Mastercard Visa

Card Number Expiry Date /

Name on card Signature of cardholder

CANCELLATIONS: Cancellations must be made in writing, more than 48 hours before the booking time. Cancellations made with less than 48 hours notice will be charged at 50% of the room booking fee.

PRIVACY STATEMENT: The Law Institute of Victoria ("the LIV") protects the privacy and security of information provided by you. By completing this form, you agree to the use of your personal information by the LIV: to process your registration form; to contact you about our products and services; to disclose to third parties providing services to the LIV; and for internal purposes. For more information on our privacy policy visit www.liv.asn.au/privpolicy.html. If you do not wish to receive further information of this type please contact us at members@liv.asn.au or (03) 9607 9470. **TAX INVOICE:** Law Institute of Victoria ABN 32 075 475 731. **DATE OF ISSUE:** 19/03/2021

OFFICE USE ONLY

Booking Date:

Transaction Date:

Member No

Invoice No (MISC):