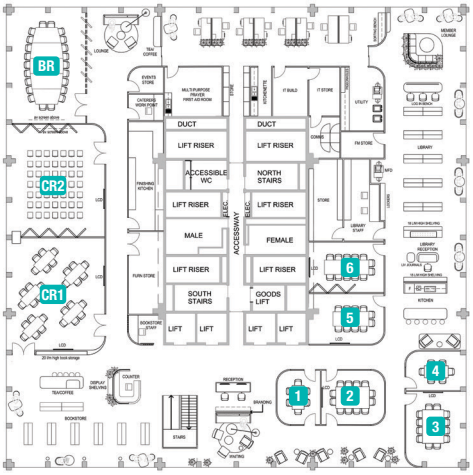
LAW INSTITUTE VICTORIA

# 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)

All prices are GST inclusive.

| 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 22 BR | $255 | $1100 | $300 | $1400 |
| Meeting room 1 – seats 6 1 | $90 | $395 | $120 | $600 |
| Meeting room 2 – seats 12 2 | $140 | $620 | $200 | $800 |
| Meeting room 3 – seats 12 3 | $140 | $620 | $200 | $800 |
| Meeting room 4 – seats 6 4 | $90 | $395 | $120 | $600 |
| Meeting room 5 – seats 10 5 | $140 | $620 | $200 | $800 |
| Meeting room 6 – seats 10 6 | $140 | $620 | $200 | $800 |
| Meeting Room 5 & 6 combined – seats 20 | $230 | $1000 | $290 | $1300 |
| **CONFERENCE ROOM 1 & 2 CR1 CR2** | **Member/hr** | **Member/day** | **Non-member/hr** | **Non-member/day** |
| Theatre style up to 100 (1 & 2 combined) | $360 | $1980 | $420 | $2510 |
| Class room up to 70 (1 & 2 combined) | $360 | $1980 | $420 | $2510 |
| U-shape up to 30 (1 & 2 combined) | $360 | $1980 | $420 | $2510 |
| Conference table up to 30 (1 & 2 combined) | $360 | $1980 | $420 | $2510 |
| Conference Room 1 or 2: Theatre style up to 40 (bookable separately) | $275 | $1250 | $320 | $1700 |
| Conference Room 1 or 2 (bookable separately) | $275 | $1250 | $320 | $1700 |
| **EQUIPMENT HIRE** | **Member/hr** | **Member/day** | **Non-member/hr** | **Non-member/day** |
| Video-conferencing | POA | POA | POA | POA |
| Electronic white board | $55 | $150 | $95 | $270 |
| Hand-held or lapel microphones (each) | $80 | $340 | $140 | $630 |

| CATERING (MINIMUM ORDER: 6 PER ITEM. 100% ORGANIC FAIRTRADE TEA AND COFFEE INCLUDED WITH ROOM BOOKINGS) | | Price per person |
|---|---|---|
| Breakfast 1 | Pastry, petite muffin, yoghurt and berries cup | $19.80 |
| Morning/afternoon tea 1 | Scone with jam and cream, Danish pastry or mini donut | $13.20 |
| Morning/afternoon tea 2 | Danish pastry, muffin and fruit platter | $20.95 |
| Morning/afternoon tea 3 | Teacakes, sweet pastry or mini lamington with fruit platter | $21.75 |
| Lunch 1 | Sandwich x 1 round and New York bagel | $24.65 |
| Lunch 2 | Sandwich x 1 round, wrap, baguette with small fruit platter | $29.70 |
| Lunch platter 1 | Wraps and deli roll platter | $21.85 |
| Assorted lunch platter | An assortment of sandwiches, wraps, deli rolls and small fruit platter | $26.75 |
| Other | Additional options available upon request | From $22.95 |

We require 48 hours notice for catering and equipment hire. **Note that room bookings that run past 5pm will be charged at $65 for members and $85 for non-members per 15 minutes or part thereof.** **Allergy Disclaimer:** Please note that food prepared and provided at LIV meetings or functions may contain the following ingredients: milk, egg, gluten, wheat, peanuts and tree nuts, soy, sesame, seafood and lupin. Whilst the LIV will make every effort to accommodate people with specific allergies, neither our caterers nor the LIV can guarantee that cross-contamination of these ingredients in prepared foods will not occur. It is important that those attending meetings or functions are aware of this risk and notify a member of our staff of any allergy or dietary requirement prior to placing their booking. The LIV will not assume any liability for adverse reactions to food consumed or food a person may come in contact with while attending our meetings or functions.

# LIV Meeting Rooms Booking Form

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**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.**

Credit card details are required to secure all bookings. LIV prefers payments in full. If you require a split bill, please contact the Facilities team on 03 9607 9568.

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: 1 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

### CREDIT CARD DETAILS ARE REQUIRED TO SECURE ALL BOOKINGS

**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 NOTE:** By completing this form or using the LIV website or LIV services, or providing your personal information to the LIV, you consent to the LIV collecting, holding, using and disclosing your personal information in accordance with the LIV's Privacy Policy. If you do not consent to the LIV collecting, holding, using and disclosing your personal information in accordance with the LIV's Privacy Policy, the LIV may not be able to provide you with certain membership services or benefits, and you should contact the LIV's Membership Department on telephone 03 9607 9470 or email membership@liv.asn.au. For more information please refer to the LIV's Privacy Policy. **TAX INVOICE:** Law Institute of Victoria ABN 32 075 475 731. **DATE OF ISSUE:** 30/06/2026

### OFFICE USE ONLY

Booking Date: Transaction Date:

Member No Invoice No (MISC):