

# LIV MEETING ROOMS BOOKING FORM

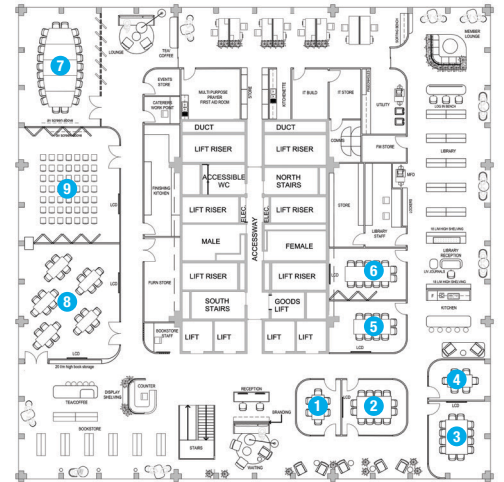


Law Institute of Victoria  
Level 13, 140 William Street, Melbourne VIC 3000  
T (03) 9607 9568 F (03) 9602 5270  
E roombooking@liv.asn.au

**Meeting Room Operating Hours**  
8.30am – 5.30pm, Monday to Friday

## Our facilities feature:

- Ability to hire AV equipment, or bring your own
- Seating for up to 120 people
- Photocopy and fax facilities



<b>MEDIATION ROOM HIRE (MEMBER PRICING ONLY)</b>		Member/full day	Member/half day		
3 room mediation		\$1220	\$850		
2 room mediation		\$820	\$650		
<b>ROOM HIRE</b>		Member/hr	Member/day	Non-member/hr	Non-member/day
Boardroom – seats 22 <b>7</b>		\$255	\$1100	\$300	\$1400
Meeting room 1 – seats 6 <b>1</b>		\$90	\$395	\$120	\$600
Meeting room 2 – seats 12 <b>2</b>		\$140	\$620	\$200	\$800
Meeting room 3 – seats 12 <b>3</b>		\$140	\$620	\$200	\$800
Meeting room 4 – seats 6 <b>4</b>		\$90	\$395	\$120	\$600
Meeting room 5 – seats 12 (Meeting rooms 5 & 6 can be combined) <b>5</b>		\$140	\$620	\$200	\$800
Meeting room 6 – seats 12 (Meeting rooms 5 & 6 can be combined) <b>6</b>		\$140	\$620	\$200	\$800
<b>CONFERENCE ROOM 1 &amp; 2 <b>8 9</b></b>		Member/hr	Member/day	Non-member/hr	Non-member/day
Theatre style up to 120 (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 40 (1 & 2 combined)		\$360	\$1980	\$420	\$2510
Conference Room 1 or 2 (Bookable separately)		\$275	\$1250	\$320	\$1350
<b>EQUIPMENT HIRE</b>		Member/hr	Member/day	Non-member/hr	Non-member/day
Video-conferencing (includes 1 x hour room hire)		\$350	POA	\$350	\$350
Laptop PC		\$55	\$195	\$90	\$350
Electronic white board		\$55	\$150	\$95	\$270
Standard white board		\$50	\$125	\$80	\$325
Powerpoint		\$85	\$375	POA	POA
<b>CATERING (100% ORGANIC FAIRTRADE TEA AND COFFEE INCLUDED WITH ROOM BOOKINGS)</b>					Price per person
Breakfast A		Assorted pastries and juice			\$17.50
Breakfast B		Fresh fruit, mini Danish pastries and mini muffins			\$23.90
Morning or afternoon tea A		100% organic Fairtrade tea and coffee			\$6.90
Morning or afternoon tea B		Juice, 100% organic Fairtrade tea and coffee			\$9.90
Morning or afternoon tea C		Biscuits, 100% organic Fairtrade tea and coffee			\$9.90
Morning or afternoon tea D		Biscuits, juice 100% organic Fairtrade tea and coffee			\$13.50
Platter A		Fruit platter and juice			\$25.90
Platter B		Cheese platter and juice			\$28.90
Lunch A		Assorted sandwiches x 1 round and juice			\$23.90
Lunch B		Assorted sandwiches x 1.5 rounds and juice			\$27.90
Lunch C		Assorted sandwiches, pides, wraps and juice			\$35.90
Lunch D		Assorted sandwiches, baguettes, cheese, fruit and juice			\$39.90
Other		Gourmet selection by request			From \$22.80

Free one-hour member bookings do not include equipment hire or catering. If required these must be booked in addition to the room for the applicable fee. We require 48 hours notice for catering and equipment hire.

