



FACILITIES

FUNCTION ROOM – VENUE HIRE:

FULL DAY

½ DAY

Price on application – subject to room use, front and back of house.

MAXIMUM CAPACITY:

50 Theatre style

40 “U” Shape or Classroom

30 Boardroom

EQUIPMENT INCLUDED:

STANDARD

- Overhead projector & screen
- Whiteboard and markers
- Flip chart

ADDITIONAL EQUIPMENT:

ADDITIONAL (charges per day)

- Data projector \$150.00
- Electronic Whiteboard \$160.00
- TV and Video Unit \$50.00
- Hand held / Lapel microphone \$80.00

MEETING BREAKS:

Freshly brewed tea and coffee served

- Full day \$8.50
- Half day \$5.50
- Served on arrival only \$2.50

Room available from 7:30 am for set up. Hire from 8:00 am to 5:00 pm. After hours on application.

Full Catering is available on request.

Further additional equipment and costing are available on request.



TERMS AND CONDITIONS:

Tentative bookings will be held for a period of two days and will be automatically cancelled unless an extension is requested. A 50% deposit is required upon confirmation of booking. The Perth Market Authority reserves the right to cancel the booking and reallocate the function room if a deposit is not received.

Full payment of the function, beverage and equipment hire and confirmation of final numbers shall be made at least five days prior to the function taking place. Missing items or any damage to the Perth Market Authority's facilities, furnishings, equipment or fittings will be charged to the hirer. This includes repairs, labour or replacement as deemed necessary by the management.

Refund policy: Bookings cancelled 10 days prior will be refunded. Any bookings cancelled less than ten days will not be refunded the deposit unless the venue has been resold.

The Fresh Ideas Centre is strictly a non-smoking venue.