



Terms and Conditions Conference Room Functions

Conference room layout

Lecture/classroom style 50 people

Boardroom 30 people

We are happy to devise a layout that suits your needs and preferences or alternatively you are welcome come and inspect the EQ Café and Lounge conference room. Where we can discuss your preferred conference layout

Conference room is installed with a Samsung 64" smart TV plasma screen that allows for
PowerPoint presentations
Skype and
Internet provisions

Equipment Hire can be arranged from NOVA productions. Please let us know your requirements

Confirmation of Booking

Confirmation of your booking is verified by the payment of a \$200 deposit.

The deposit will be subtracted from you final invoice

Confirmation of your menu selections, guest numbers and special dietary requirements are required 7 days prior to you function date

Cancellation

7-13 days deposit is non refundable

Less than 6 days 100% catering charge is payable

Minimum Spend

Minimum spend for conference room is \$500 per session from 7am to 4.30pm Monday to Friday, after 5pm minimum spend is \$1500

All pricing is inclusive of GST and wait staff