



Room Booking Information Pack

Small Business Centre Great Southern

222 Chester Pass Road

Albany WA 6330

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ph 9841 8477

If you are looking for an office to hold an interview or a conference room for a workshop we have the space and facilities available to hire.

Hot Office

The Hot Office comes with high speed internet connection; use of our kitchen facilities which includes tea and coffee, filtered water, cups, glasses, plates, kettle, microwave, etc.

Use of the telephone is **not** included in office hire.

Hire Prices are:

Half Day: \$20 + GST = \$22.00

Full Day: \$40 + GST = \$44.00

There is plenty of parking, an attractive outdoor area and an indoor foyer to enjoy during your breaks.



Conference / Training Room

This large room can be set up in a variety of ways to suit your needs. Make use of the tables and plush chairs to make your attendees feel comfortable.

The room can comfortably sit approximately 15 people with a desk set up similar to that here..



From the front



From the back.

Or up to 30 people with a theatre style set up.



From the front.



From the back.

Or up to 15 – 24 people in a U shape formation, depending if using laptops.



From the front.



From the back.

Or board room style.



From the back.



From the front.

Kitchen Facilities



Hire includes the use of our kitchen facilities, which has tea, coffee and filtered water provided. **You will need to provide your own biscuits/catering and milk.**

There is ample refrigerator space.

You are required to leave it in a tidy state, this includes washing any dishes you may use and putting them away. **A \$25.00 fee will apply if dishes are not washed and put away.**

Hire Prices

For half a day \$110.00, for the full day \$132.00

Laptop Hire

Is charge per laptop. For a half day it is \$22.00 each and \$33.00 each for a full day. If they are required for 2 days it is \$55.00 per laptop.

Data Projector Hire

Is available for \$33.00 per day.