

MEETINGS @ FITZYS

THE LOFT MEETING ROOM

Capacities: Boardroom 18, Theatre 30, U-Shape 15, Classroom 16

Maximum of 18 people for seated dining

Below pricing not valid on Public Holidays

**Please note, no disabled access to this room – stair access only*

ROOM ONLY HIRE \$200

Included in room hire:

- Basic Table Linen
- Standard Room Set Up (Boardroom, Classroom, U-shape or Theatre Style available)
- Wall Mounted Projector & Screen
- Water
- Mints
- Use of house internet connection (free wifi)
- AV/presenter's table under screen
- White board if required
- Flip Chart if required

**Client must supply their own laptop, tablet or similar please*

OPTIONAL EXTRA:

Fitzzy's Pen & Fitzzy's Notepad (1 each per person)

\$2 per person

BEVERAGES:

Nespresso Coffee Machine

Self service Nespresso Coffee Machine includes user-friendly extensive pod selection, instant frothed milk & hot water with the ability to make Espresso, Cappuccino, Latte or Long Black at the touch of a button. Plus assorted tea bags, hot water urn, additional milk jugs, sugar & equal sweetener

\$5 per person

Orange Juice Jugs

\$9 per jug (1 litre)

Orange Juice Dispenser

\$2.50 per person (unlimited throughout function)

Minimum of 10 people

PAYMENT:

Room hire is due within 7 days of confirming your booking please. Pre-payment for all components is due in full by no later than 7 days prior to your booking. Alternate payment arrangements available for account holders only.

ACCOMMODATION, PARKING & IMPORTANT POINTS:

ACCOMMODATION:

We highly recommend Quest Apartments. It is a recently renovated, professionally run establishment located less than 100 meters from our front door with on-site parking available. Please contact Quest directly for all bookings:

Email: questtoowoomba@questapartments.com.au

Phone: [\(07\) 4690 2222](tel:(07)46902222)

Website: www.questtoowoomba@questapartments.com.au

PARKING:

We have an on-site underground car park with 16 spots available. There is also ample paid parking facilities in very close proximity and street parking available.

VENUE ACCESS:

Please access our venue via the front Margaret Street entrance prior to 11am. The back door off Church Street will strictly remain closed until 11am. If using our Church Street carpark prior to this time, please walk around via Neil Street to access the venue from our front Margaret Street entrance

BYO LAPTOP, EQUIPMENT:

All clients are required to bring their own lap top for all function types please. We will provide HDMI, Mac, iPad and VGA connections along with in-house wifi. There are no microphone facilities available in The Loft. PowerPoint/presenter's remote, white board & markers, flip chart & markers available at no extra charge.