

## **ROOM ONLY HIRE**

### **TAPESTRY FUNCTION ROOM**

Capacities: Theatre 120, U-Shape 40, Classroom 52, Cabaret (open-ended) Ovals 60, Full ovals 100, Hall Style 110

Minimum of 30 people

Below pricing not valid on Public Holidays

*\*Please note, this room has full wheelchair access*

### **ROOM HIRE \$300**

Included in room hire:

- Table Linen
- Standard Room Set Up (Boardroom, U-shape or Theatre Style available)
- Wall Mounted Projector & Screen
- Water
- Mints
- Use of house internet connection (free wifi)
- Lectern
- Hand-held Wireless Microphone x 2
- Rego Table
- AV/presenter's table next to lectern
- 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**

*Minimum of 10 people*

#### **Orange Juice Jugs**

**\$9 per jug (1 litre)**

**Orange Juice Dispenser**

\$2.50 per person

*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](mailto:questtoowoomba@questapartments.com.au)
- Phone: [\(07\) 4690 2222](tel:0746902222)
- Website: [www.questtoowoomba@questapartments.com.au](http://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. PowerPoint/presenter's remote, white board & markers, flip chart & markers available at no extra charge.