

CONFERENCE INFORMATION

Epping Medical Centre conference facilities are available to hire in three possible configurations:

BOARDROOM

- Boardroom seats up to ten people
- Includes a large plasma screen for free to air television viewing or presentations via laptop
- Views across to Melbourne's CBD
- Catering available

CONFERENCE SPACE

- Conference space for up to 50 people
- Equipped with a state-of-the-art audio visual system including large plasma screen and drop down projection screen..
- Views of surrounding areas through to Melbourne's CBD
- Catering available

AUDITORIUM

- Auditorium space for up to 75 people seated or 100 people standing
- Equipped with a state-of-the-art audio visual system including large plasma screen and drop down projection screen..
- Views of surrounding areas through to Melbourne's CBD
- Catering available

| | Hourly Rate | Three Hour Block | Fully 8 Hour Day |
|----------------------------------|-------------|------------------|------------------|
| BOARDROOM | | | |
| Weekdays 9am-5pm | \$35 | \$80 | \$220 |
| Weekdays Before 9am or After 5pm | \$45 | \$120 | - |
| Weekends | \$55 | \$140 | \$350 |
| Public Holidays | \$65 | \$165 | \$440 |
| CONFERENCE | | | |
| Weekdays 9am-5pm | \$65 | \$185 | \$460 |
| Weekdays Before 9am or After 5pm | \$75 | \$195 | - |
| Weekends | \$90 | \$240 | \$635 |
| Public Holidays | \$100 | \$275 | \$700 |
| AUDITORIUM | | | |
| Weekdays 9am-5pm | \$90 | \$230 | \$635 |
| Weekdays Before 9am or After 5pm | \$100 | \$265 | - |
| Weekends | \$110 | \$285 | \$705 |
| Public Holidays | \$120 | \$310 | \$770 |

SERVICES

CATERING

Catering is available for the Conference Centre.

Please contact for further details

SECURITY

Security is available if required. Our team manage all security with sensitivity and professionalism.

A security presence is mandatory for out of hours functions and is charged at a cost of \$40 per hour. A minimum 4 hour booking is required.

CAR PARKING

Free car parking is available to all Epping Medical Centre visitors.

Access free parking at the front of the Centre, or in the multi-store car park located directly behind the Centre.

Please confirm car parking arrangements when you are making your booking.

HOW TO BOOK THE VENUE

To book the Conference Centre, please complete the booking form and return with your deposit.

A bond may be required, this will be discussed with you at the time of the booking.

ROOM SET UP

Depending on the furniture configuration required, an additional set up cost of \$35.00 per hour may also be payable. This will be discussed with you at the time of booking.