

STRATEGIC SERVICES — AUSTRALIA —



Venue Hire Information

From 1 July 2016



Room Inclusions

- Data Projector
- Free Wi-Fi*
- White board
- Water
- Mints
- Personal Assistance

* Free Wi-Fi is only available for the presenters of the meeting. Attendees are not entitled to free Wi-Fi due to security reasons

Venue

Strategic Services Australia is centrally situated between Newcastle and the Hunter Region and is the perfect location to host your upcoming event or meeting.

Just minutes from the northern end of the M1 and 25 minutes from Newcastle, Strategic Services Australia is easily accessible whether you and your guests arrive by car, train or plane.

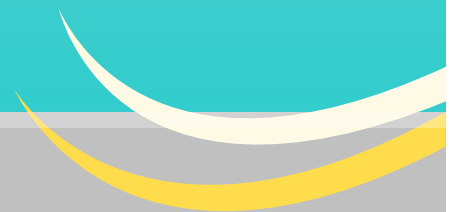
We offer recently renovated and clean facilities as well as a professional yet personal service to all guests. Sufficient car parking is also available onsite.

All rooms are available 8am—5pm Monday to Friday.

Location

Address: 59 Bonville Avenue
Thornton NSW 2322

SSA to M1 ...less than 5 minutes
SSA to Newcastle Airport... 20 minutes
SSA to Newcastle...25 Minutes
SSA to Maitland...15 Minutes
SSA to Hunter Valley...25 Minutes
SSA to Sydney CBD... 2 hours



Room Information

| | Size | Room Capacity | | | Cost | |
|------------|------|---------------|---------|-----------|----------|----------|
| Room | | Boardroom | Theatre | Classroom | Full day | Per Hour |
| Main Room | | 25 | 40 | 28 | \$132 | \$20 |
| Conference | | 5 | - | - | \$60 | \$20 |

Catering

Tea & Coffee

All full day room hire includes continuous tea, coffee & water

For room bookings of 8 hours or less, Tea & Coffee is charged at \$2 per person.

Morning Tea—1 option \$6—2 options \$9—3 options \$12 (per person)

- ◆ A Selection of Cakes & Biscuits
- ◆ Fresh fruit, Yoghurt & Granola Bowls
- ◆ Fresh Scones with Jam & Cream

Lunch—Please choose 1 option. All options include a fruit platter and juice

- ◆ A selection of fresh sandwiches & wraps (1.5pp) - \$12pp
- ◆ A selection of fresh gourmet sandwiches & wraps (1.5pp) \$17pp
- ◆ A hot sausage sizzle, fresh rolls and garden salad \$20pp (min 10 people)

Afternoon Tea 1 option \$6—2 options \$9—3 options \$12 (per person)

- ◆ Gourmet cheese and biscuit platter
- ◆ Fresh scones with Jam & Cream
- ◆ Individual servings of deli style chips, bagged popcorn and a mix of chocolates



Conference Booking Form

Date of conference:

Conference Name:

Company Name:

Address:

Contact Name:

Phone Number:

Email Address:

Number of attendees:

Conference Room Information

Venue Selection

Main Room

Small Meeting Room

Room Setup

Boardroom

Theatre

Classroom

Duration

Full Day Hire

___ Hours

Extra Equipment Hire

Laptop/Computer—\$25 per booking

Whiteboard—\$10 per booking

Flipchart/Easel—\$20 each/per day

Conference Call facilities—Price based on per booking

Notepads and paper—\$4 per person

Catering

Morning Tea

1 option—\$6 per person

2 options—\$9 per person

3 options—\$12 per person

Catering Continued

Lunch—please select 1

- A selection of fresh sandwiches & wraps (1.5pp) - \$12pp
 - A selection of fresh gourmet sandwiches & wraps (1.5pp) \$17pp
 - A hot sausage sizzle, fresh rolls and garden salad \$20pp (min 10 people)
- (Add Hot finger food platter to any lunch option for \$3 per person)

Afternoon Tea

- 1 option—\$6 per person
- 2 options—\$9 per person
- 3 options—\$12 per person

Invoicing Details

Business Name:

Address:

Contact Name:

Email Address:

Contact Phone Number:

Strategic Services Australia Cancellation Policy

Cancellations must be received in writing. Cancellations within 7 working days of the conference will incur the full cost of room hire and catering.

Name: _____

Date: _____

Signed: _____