

## ROOM HIRE – CITY | BOX HILL

The Centre for Adult Education (CAE) and Box Hill Institute provide a unique education environment ideal for business, government, educational and community groups. Our facilities are available to hire for all your function needs in Melbourne CBD and Box Hill for training, meetings, conferences and events.

### AVAILABILITY

Bookings are available on a full-day, half-day, or hourly basis – seven days a week.

Monday – Friday from 8.30am – 9pm  
Saturday & Sunday from 9am – 5pm

All locations are close to public transport providing easy access for your participants.

Catering can also be arranged to suit your budget and requirements. We offer a range of fresh and healthy options for your convenience.

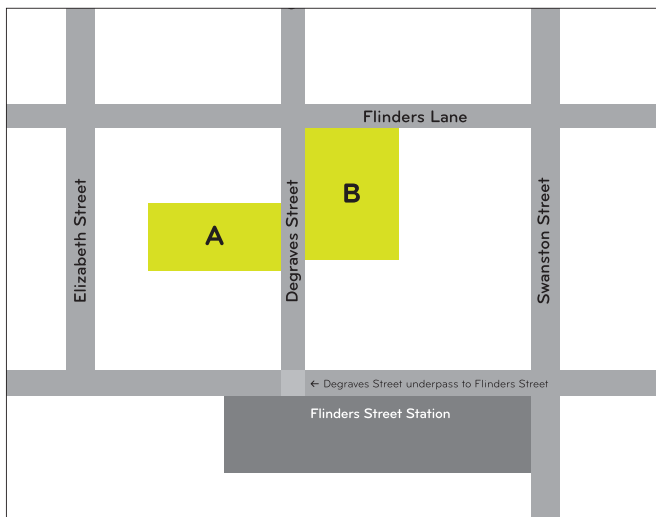


### CBD

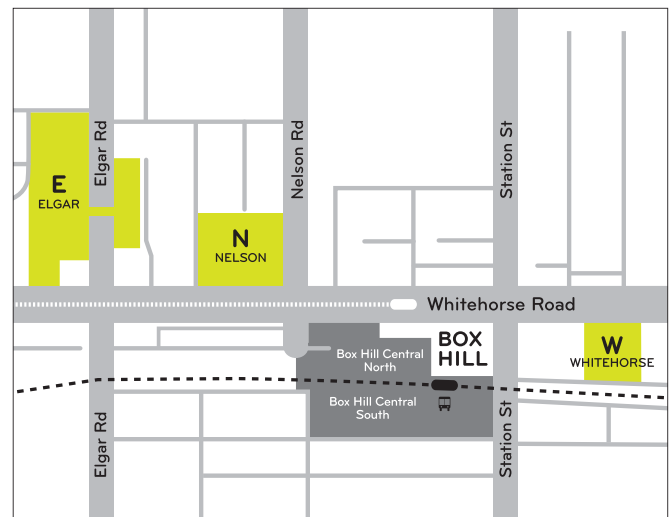
- » 56 rooms with capacity of 2–150
- » Training, conference, function and meeting rooms, PC, Mac and science labs
- » Art and design studios dance and yoga rooms

### BOX HILL

- » 324 rooms available at Elgar, Whitehorse and Nelson campuses with capacities of 2–145
- » State-of-the-art collaborative rooms, meeting and training rooms, Industrial kitchen, art and design studios, hair and beauty salon, trades workshops, PC, Mac and science labs, theatrette



253 FLINDERS LANE, MELBOURNE



465 ELGAR RD, BOX HILL

Discounted rates are available up to 20%\*

\* Conditions apply

03 8892 1623 or 03 8892 1701 | ROOMHIRE@CAE.EDU.AU | CAE.EDU.AU  
CITY | BOX HILL



## FACILITIES, ROOMS AND EQUIPMENT

Onsite facilities and services (on request)

- » Catering and wait staff
- » Room set-up
- » AV equipment
- » IT support available onsite (for computer lab bookings)
- » PC, data projector
- » Wi-Fi internet access
- » Printing and photocopying

## EQUIPMENT

We can arrange:

- » TV/VCR/DVD Units
- » Whiteboards
- » Overhead projectors
- » Speakers

## HIRE OPTIONS

- » Hitachi CPA 100 XGA projectors
- » Laptops
- » Laser pointers
- » Microphones
- » Teleconferencing facilities

## PARKING

### CBD

Commercial car parking available nearby, at Federation Square, 114 & 300 Flinders Street

### Box Hill

[www.bhtafe.edu.au/about/Pages/elgar-parking](http://www.bhtafe.edu.au/about/Pages/elgar-parking)

## DISCOUNTS UP TO 20% OFF\* CAN BE ARRANGED PER BOOKING FOR:

- » School holiday bookings
- » Friday bookings
- » Consecutive day bookings (3 or more days)
- » Bulk bookings

\* Conditions apply

## HOW TO BOOK

### CONTACT DETAILS:

Team Leader, Room Management  
Lynne Schloeffel

**Phone** 03 8892 1623 or 03 8892 1701

**Mobile** 0401 256 022

Room prices are available upon request.

Contact us to discuss all catering and special requests.

### Tea and Coffee Options^

Choice of assorted teas and coffee with a variety of biscuits:

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|--|--------|
| » Continuous tea & coffee with a selection of muffins & gourmet biscuits | \$9.50 |
| » Morning tea with freshly baked muffins                                 | \$7.25 |
| » Afternoon tea with a selection of gourmet biscuits                     | \$6.25 |
| » Tea and coffee for AM or PM  | \$4.00 |
| » Tea and coffee – all day   | \$7.00 |



### Lunch options^

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|---|---------|
| » Option 1 – Selection of pointed sandwiches and rolls, with gourmet fillings including fruit juice   | \$13.95 |
| » Option 2 – Selection of finger sandwiches, wraps and rolls with gourmet fillings including fruit juice (normally 1/3 vegetarian fillings) | \$17.50 |
| » Option 3 – Selection of hot and cold finger food of your choice including gourmet sandwiches, rolls or wraps and fruit juice              | \$25.50 |



### Fruit & Sweet Platters^

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|--|--------|
| » Seasonal fresh fruit or selection of cheeses | \$8.95 |
| » Selection of mixed cakes or Danish pasties   | \$5.95 |



Conference, seminar and corporate catering packages available upon request.

### Special dietary requirements

At the time of confirmation, please advise us of any participants that are gluten intolerant, vegan or have nut or dairy allergies so we are able to cater specifically. Extra cost applies.

^ Please note all prices per person and exclusive of GST

