

ROOM HIRE

CITY, BOX HILL & LILYDALE

Box Hill Institute and Centre for Adult Education (CAE) 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, Box Hill and Lilydale for training, meetings, conferences and events.

AVAILABILITY

Bookings are available on an hourly basis – seven days a week

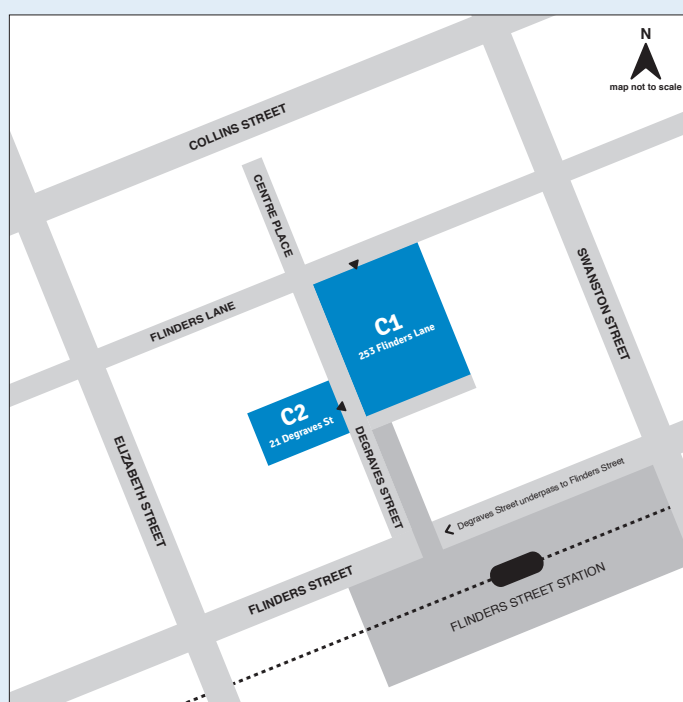
Monday – Friday from 8.30am – 9pm | Saturday & Sunday from 9am – 5pm

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.

CITY

- > 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



253 FLINDERS LANE, MELBOURNE

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BOX HILL

- > 324 rooms available across 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



ELGAR CAMPUS: 465 ELGAR RD
 NELSON CAMPUS: 853 WHITEHORSE RD
 WHITEHORSE CAMPUS: 1000 WHITEHORSE RD

LILYDALE

- > Close to Lilydale train station
- > 72 rooms available with a capacity for 5-160 people
- > State-of-the-art rooms, meeting and training rooms, industrial kitchen, Nurse Training Facilities, Hair And Beauty Salon
- > Trades workshops, PC and science labs, theatrette
- > On-site restaurant
- > Unit kitchens
- > Disability access on all levels



1 JARLO DR, LILYDALE

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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

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

HIRE OPTIONS

- > Microphones
- > Teleconferencing facilities

PARKING

CBD

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

Box Hill

For details visit boxhill.edu.au

Lilydale

Free onsite car parking is available

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
- > Not-for-profit organisations

* Conditions apply

HOW TO BOOK

CONTACT DETAILS:

Timetabling Team

Phone 03 8892 1623 or 03 8892 1701

Email t.team@boxhill.edu.au

Room prices are available upon request.

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Contact us to discuss all catering and special requests.

Tea and Coffee Options[^]

> Continuous tea/coffee & fruit juice with selection of freshly baked mini muffins/danish	\$9.50
> Continuous tea & coffee with selection of mini muffin/danish	\$8.25
> Morning tea with selection of freshly baked mini muffins/danish	\$7.25
> Afternoon tea with selection of freshly baked mini muffins/danish	\$7.25
> Tea & Coffee half day	\$4.00
> Tea & Coffee full day	\$7.00



Lunch options[^]

» Option 1 – Selection of French baguettes and mini rolls, with gourmet fillings and fruit juice	\$15.35
» Option 2 – Selection of pointed sandwiches and rolls with gourmet fillings and fruit juice	\$19.25
» Option 3 – Selection of hot and cold finger food of your choice including gourmet sandwiches, rolls, wraps and fruit juice	Quote Req.



Fruit & Sweet Platters[^]

> Seasonal Fresh fruit platter	\$9.25
> Cheese platter	\$9.25
> Selection of mixed cakes & slices	\$6.25



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.

Conference, seminar and corporate catering packages available upon request.
For all catering and special requests at Box Hill and Lilydale
a personalised quote will be required.

[^]Please note all prices per person and exclusive of GST

Box Hill Institute reserves the right to refuse any booking on any or no grounds, and in its absolute discretion. Hirers will be required to sign a Room Hire Agreement and Quote with Box Hill Institute and provide Public Liability Insurance to \$20 Million. Invoices will be issued on/after the date of the hired room or other space.

Box Hill Institute makes its premises available for hire on an as-is basis, and makes no representation, claim or assertion that a hired room or other space will be fit, safe or suitable in any other way for the purpose for which it is hired by a hirer. Hirers must satisfy themselves that any room or other space they hire will meet their requirements and otherwise be fit, safe and suitable for the purpose for which they hire it. Box Hill Institute accepts no liability whatsoever if the purpose for which a room or other space is hired is in any way unsafe or presents any risk of injury or other harm to the hirer and any of its personnel, invitees and guests or the hirer's or anyone else's property.