

YACHTING QUEENSLAND MEETING ROOM

Yachting Queensland's meeting room is a medium sized venue accommodating up to 40 people. It is a modern, air conditioned facility that can be used for training courses, meetings, displays or seminars. It is also available for evening functions. The deck overlooks Manly Marina with views of Moreton Bay.



The facility consists of:

- Main meeting room
- Kitchen (open hatchway to meeting room)
- Male and Female toilets
- Deck

The **meeting room** is approximately 12x6m. It can be closed off from the reception and office areas with the use of bi-fold doors. The following resources are available as a part of the room hire:

- 7 tables and 40 chairs (YQ can hire extra for an additional cost if required)
- Large whiteboard and markers
- Sound system
- Internet connection
- VCR and DVD
- 140cm LCD HD TV (HDMI, USB, Internet)

The small **kitchen** has a hatch opening into the meeting room. It contains general kitchen facilities.

- Tea, coffee, milk, sugar and biscuits can be provided upon request
- Additional catering can be arranged for an additional cost



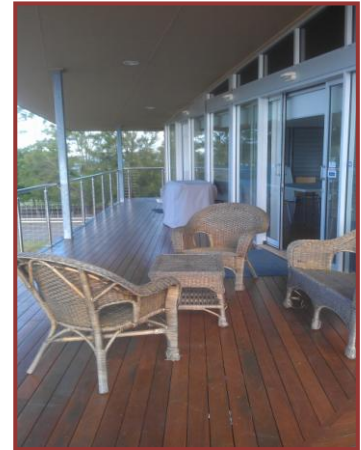
- Other food options nearby include: RQYS Boardwalk Cafe (not open Monday and Tuesday), Manly Cafe, The Fish Cafe, Manly Hotel, Lota Takeaway

Toilets

- Separate male and female toilets

The **outside area** consists of glass sliding doors which open off the meeting room onto the spacious deck area.

- Outdoor seating set
- BBQ



RATES

<u>Non YQ Members:</u>	Full Day: \$250
	Half Day: \$150
	Evening: \$150
<u>YQ Members:</u>	Full Day: \$125
	Half Day: \$75
	Evening: \$75

GENERAL INFORMATION

Bookings

Bookings/enquiries can be made via email to alison.turner@sailing.org.au, by telephone on (07)33936788 or by fax (07)33936799. Bookings are confirmed by Yachting Queensland through email. A booking form is attached.

Conditions

Guests are responsible for ensuring the meeting room, deck, toilets and kitchen are left reasonably clean and tidy.

All doors must be checked and locked upon departure if after office hours (4pm).

For any queries after office hours (8-4pm Mon-Fri) numbers are left on the notice board. If contacting reception, please do so within hours above.

Any damage or breakages must be paid for.

Yachting Queensland are **not** responsible for any items lost or stolen from the premises.

Departure after Office Hours (keys and equipment)

On departure, if after office hours, please ensure you check all doors are locked and air-conditioning and equipment used is turned off. Return keys to reception desk and leave through main reception entrance.

Payment Policy

Payment can be made through direct deposit, cheque, credit card as shown on the booking form.

A minimum 40% deposit is required for all bookings and the final payment is due no later than the date of the booking.

Refund Policy

Should you need to change or cancel your booking, you must provide at least 2 days notice or Yachting Queensland is subject to charge 40% of the booking fee.

Please see next page for booking form