

# ST MICHAEL'S ROOM HIRE

**ST MICHAEL'S  
UNITING CHURCH**  
120 COLLINS ST MELBOURNE  
WWW.STMICHAELS.ORG.AU



Situated at the top end of Collins Street, in the very heart of the city, St Michael's meeting and conference rooms offer corporate style facilities, convenience and affordability.

With four rooms varying in size, capacity and functionality available, our facilities can accommodate for small group meetings to large group functions or training sessions through to yoga and fitness classes. All rooms offer additional wireless internet usage and tea and coffee facilities free of charge upon enquiry.

For bookings and enquiries please contact St Michael's Administration on:  
(03) 9654 5120 or [reception@stmichaels.org.au](mailto:reception@stmichaels.org.au)

<b>St Michael's Hall</b>	Seats 120 Theatre Seating *Data projector & **Kitchen available	<b>Equipment Available:</b> <ul style="list-style-type: none"><li>- Whiteboard</li><li>- Data Projector*</li><li>- Screen</li><li>- TV &amp; DVD Player</li><li>- Lectern</li><li>- PA/Microphone</li><li>- Kitchen Access**</li><li>- Toilet Facilities</li></ul>
<b>Waratah Room</b>	Seats 80 Theatre Seating Other room configurations available *Data projector & **Kitchen available	
<b>The Wellbeing Studio</b>	Subject to event Classroom set up seats 40 Versatile - Yoga/meditation, etc.	

*\*Additional fee for usage of Data Projector \*\*Additional fee for use of kitchen facilities*

## Terms and Conditions:

- Minimum hiring time 3 hours per booking.
- The reserved venue can strictly only be accessed at time specified on booking form.
- St Michael's does not provide any additional technology (i.e. laptops, printers, cameras, external speakers or hard-drives) with venue hire.
- St Michael's does not provide any additional or last-minute printing services with venue hire.
- Accounts are to be settled within 14 days.
- A current Certificate of Currency with Public Liability of \$20 million is required before the hire is confirmed.

## Cancellations Policy:

Cancellations need to be made within the time frame listed below otherwise cancellation fees apply

- 48 hour notice to part day bookings otherwise one hour of the room booking will apply.
- 1 weeks' notice to whole day bookings otherwise 70% of room hire will apply.
- 1 months' notice to block bookings otherwise 80% of room hire will apply.