

# 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 three 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.

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 80-100*** Theatre Seating Other room configurations available *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>- Lectern</li> <li>- PA/Microphone</li> <li>- Kitchen Access**</li> <li>- Toilet Facilities</li> </ul>
<b>Waratah Room</b>	Seats 60-70*** Theatre Seating Other room configurations available *Data projector & **Kitchen available	
<b>The Wellbeing Studio</b>	Subject to event Theatre setting 30 Classroom set up seats 20 Versatile – Yoga/Meditation, etc. *Data projector	

*\*Additional \$80 fee for usage of Data Projector \*\*Additional \$40 fee for use of kitchen facilities*

*\*\*\*Seating numbers in rooms is dependent on room set up and requirements*

## Terms and Conditions:

- Minimum hiring time 3 hours per booking.
- The reserved venue can 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

- 1 weeks' notice for bookings otherwise 100% of room hire will apply.