



VENUE HIRE

Where?

College of Law
Level 1, 555 Bourke Street
Melbourne VIC 3000

What we offer

The College of Law provides purpose designed exceptionally appointed seminar, training and meeting rooms in a sought after CBD location. Each seminar/training room has flexible seating arrangements to accommodate any type of booking and fully interactive screens providing an enhanced digital experience. Our meeting rooms have audio and/or video conferencing capabilities. Central to our training and meeting rooms is a well appointed lounge and kitchen area offering tea and coffee making facilities.

For further information or to organise a viewing please contact us on

Call **03 8689 8600** Email vicadmin@collaw.edu.au





OUR FIRST CLASS FACILITIES IN MELBOURNE CBD OFFER A RANGE OF MEETING AND TRAINING ROOMS.

LOCATION AND CONTACT DETAILS

College of Law Victoria
Level 1, 555 Bourke Street
Melbourne VIC 3000

Phone: +61 3 8689 8600

Office Hours: 09:00 – 17:00, Monday to Friday

GETTING HERE AND AROUND MELBOURNE

The College is located in the Melbourne CBD a 3-minute walk from tram stops at William St/Bourke St and William St/Collins St. These stops are services by trams 86, 96, 109, 11, 12 and 48.

The closest train stations are Southern Cross Station (8-minute walk), Flagstaff Station (8-minute walk) and Flinders Street Station (11-minute walk).

If you are driving, there are a number of paid car parks in the vicinity. Cafés, fast food and fine dining options are also available near the building.

ROOM HIRE FEE

| Room | Full day (5-10 hours) | Half day (1-5 hours) |
|---|--------------------------|-------------------------|
| Warren Room | \$1,500 | \$900 |
| Bryant, Teague, O'Shea or Falla Room | \$800 | \$480 |
| Bryant & O'Shea combined | \$1500 | \$900 |
| Teague & Falla combined | \$1500 | \$900 |
| Cummins Room | \$800 | \$480 |
| Meeting Room | \$400 | \$240 |

ADDITIONAL COSTS

Additional costs to arrange in-house catering for morning tea, lunch and/or afternoon tea

Hiring facilities outside of the normal business hours of 9.00am - 5.00pm, Monday - Friday

Air-conditioning outside of normal business hours of 9.00am - 5.00pm, Monday - Friday

CAMPUS FACILITIES



CUMMINS ROOM

- Boardroom-style layout for up to 20 pax
- Flat screen smart display
- High speed Wi-Fi internet access
- Interactive whiteboard functionality
- Conference call speaker



WARREN ROOM

- Theatre-style layout for 50+ pax
- 2x Flat screen smart display
- High speed Wi-Fi internet access
- Microphones and lecturn available
- Conference call speaker



O'SHEA/BRYANT/FALLA/TEAGUE ROOMS

- Classroom-style or U shape layout for 24 pax (incl. presenter)
- Adjacent rooms open up to become one large room
- Flat screen smart display
- High speed Wi-Fi internet access
- Conference call speaker



OTHER CAMPUS FACILITIES

- 2x small meeting/breakout rooms
- Flat smart screen in lobby to display event itinerary/ direct attendees
- Unisex/ambulant bathrooms
- Quiet room available for nursing/prayer
- Conference call speaker



KITCHEN / LOUNGE

- Complimentary use of kitchen area
- Complimentary cold filtered water, tea, coffee, sugar and milk
- Complimentary individually wrapped biscuits
- Complimentary Nespresso coffee pod machines
- Dishwashers, microwaves and fridge
- Seating for 20+ pax



ROOMS

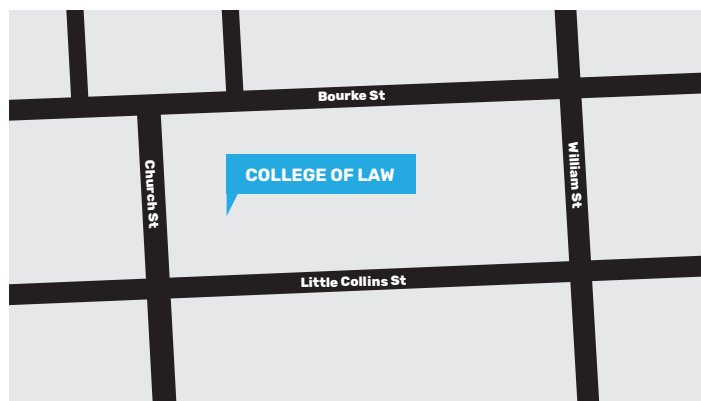
| Room | Room Set Up | Seating Capacity |
|---|----------------|------------------------------|
| Warren Room | Theatre | 150 |
| | Cluster/Cafe | 10 groups of 4 - 6 = 40 - 60 |
| Bryant and Teague Rooms | Cluster / Cafe | 4 groups of 4 - 6 = 16 - 24 |
| | U shape | 18 |
| O'Shea and Falla Rooms | Cluster / Cafe | 5 groups of 4 - 6 = 20 - 30 |
| | U-Shape | 24 |
| Bryant & O'Shea and Teague & Falla rooms can be combined | Cluster / Cafe | 10 groups of 4 - 6 = 40-60 |
| Cummins Room | Boardroom | 20 |
| Meeting Room | Boardroom | 6 |

*All prices inclusive of GST

**Payment is due within 7 days of the invoice date.

LOCATION

Level1, 555 Bourke Street, Melbourne, 3000



COMPLIMENTARY INCLUSIONS

- Self-catered area with unlimited tea, coffee machine and filtered water
- Microwaves and fridge
- In room and Wi-Fi Internet access
- Large interactive LCD screens
- Click Share
- Flip chart, whiteboards and markers
- Lectern with microphone

OPTIONAL EXTRAS

(available on request)

- Catering

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ABN 61 138 459 015