



# MEETING ROOM & FACILITY HIRE

INFORMATION PACK



## Looking for a meeting room or training space close to Brisbane Airport?

Aviation Australia provides unique facilities with a great range of meeting room options.

## CONTACT US

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✉ [facility.hire@aviationaustralia.aero](mailto:facility.hire@aviationaustralia.aero)

🌐 [www.aviationaustralia.aero/meeting-room-hire](http://www.aviationaustralia.aero/meeting-room-hire)

# HOSTING YOUR MEETING AT AVIATION AUSTRALIA...



## AVIATION AUSTRALIA FEATURES

- ✔ Best meeting room hire prices around Brisbane Airport
- ✔ Simple pricing structure – pay per room, not per person
- ✔ Unique venue – why not add a tour of the aviation training facilities?
- ✔ Free all day parking and accessible by public transport
- ✔ Indoor and outdoor seating
- ✔ Located close to the airport
- ✔ Half or full day room rates
- ✔ Catering options are available (addition cost) other options include an onsite café or a fully equipped lunch room

## ROOM FEATURES

- ✔ Whiteboard
- ✔ Natural light (except conference rooms)
- ✔ Air-conditioning
- ✔ Wireless broadband
- ✔ Video conference equipment
- ✔ Lectern
- ✔ Jugs of water on request
- ✔ Window 10 computers with projectors

## EXTRAS

- ⊕ Tea, coffee and water: \$60 per day
- ⊕ Catering on request
- ⊕ Flip chart paper \$15

## MEETING ROOM RATES

ROOM TYPE	MAX. CAPACITY	RATE	
		4 HOURS	8 HOURS
Classroom - Standard room	25 (with desks)	\$245	\$375
Single Conference Room	70 (no desks)	\$295	\$450
Double Conference Room	140 (no desks)	\$520	\$800
Boardroom	18 (boardroom table)	\$295	\$450

## TRAINING FACILITY HIRE

Training facility hire is also available – aircraft cabin simulators, doors, slides and rafts.

Additional hour	\$40
Facility tour (15 mins)	\$30 or free with 8 hour booking

Available Monday to Friday 8am – 6pm

Subject to Availability - GST is not inclusive in pricing. Aviation Australia reserves the right to change any information provided in this information pack at any time.

## TERMS AND CONDITIONS

- 1) Payment:** Full payment must be received prior to date of the meeting, unless another agreement has been made with Aviation Australia.
- 2) Date changes:** Date changes will be accommodated for no extra cost if possible and pending availability. Date changes within 48 hours of the meeting will be treated as a cancellation.
- 3) Cancellations:** If you cancel within 2-14 days of your booking, there will be a 50% cancellation fee. Cancellations within 48 hours are non-refundable – there is a 100% cancellation fee.
- 4) Damages:** Clients are financially responsible for any damages incurred to Aviation Australia and its contents.
- 5) Security:** Guests are responsible for the security of their belongings. Aviation Australia will not accept responsibility for damages to, or loss of, items left on the property prior to, during or after the event.