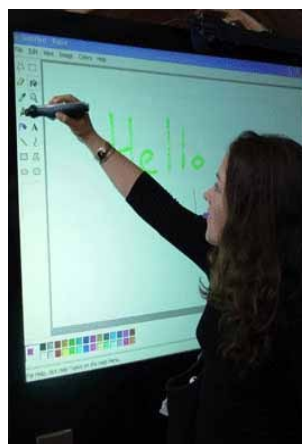


MEETING/TRAINING ROOM & EQUIPMENT HIRE

THE LARGE MEETING ROOM FEATURES:

- ★ Interactive Whiteboard
- ★ Electronic Whiteboard
- ★ Data Projector
- ★ Laptop
- ★ Surround Sound
- ★ Kitchen Facilities
- ★ Tea and Coffee Supplied
- ★ Air Conditioned
- ★ Walking distance from Penrith Station
- ★ Lots of parking
- ★ Outdoor area



ROOM CAPACITY:

Theatre Style: 40
At tables: 20

A smaller meeting room is also available.

Please see other side for room rates and hire conditions for large & small rooms.

WE ALSO HAVE EQUIPMENT FOR HIRE (\$33.00ea per event, inc GST)
PA System :: Display board :: Digital camera :: Shade Structure



688 High St, Penrith
PO Box 63, Emu Plains
Ph: (02) 4721 1866
Fax: (02) 4721 1510
E: tri@tricom.org.au
W: www.tricom.org.au

**INFORMATION FOR USERS OF
TRI COMMUNITY EXCHANGE ROOM AT
688 HIGH STREET, PENRITH NSW 2750**

TO BOOK ROOM

Phone (02) 4721 1866 or Fax (02) 4721 1510

Please make sure you include full contact details, time and date the room is required, whether you need any special equipment instructions.

	Not-for-profits & Government		For-profits	
	Small room	Large room	Small room	Large room
Up to 4 hours	\$20.00	\$40.00	\$40.00	\$80.00
Full day	\$40.00	\$80.00	\$80.00	\$160.00

You will be invoiced for the appropriate amount.

WHAT TO BRING

You will need to bring your own milk and any other refreshment supplies (tea, coffee, sugar provided for large room only). Also bring your own whiteboard markers, butchers paper etc.

The large room has a data projector, overhead projector, TV/VCR, electronic whiteboard and access to a laptop (laptop needs to be booked). The small room has a whiteboard and projector screen.

YOUR RESPONSIBILITIES

- Public Liability Insurance is the responsibility of the organisation hiring the room and proof of this insurance is required prior to use.
- Clean whiteboards
- Wash, dry and replace cups
- Clean benches
- Take out any garbage
- Remove all items from refrigerator
- Arrange furniture so it is tidy for the next users
- Turn of urn, air conditioning and lights
- Engage alarm if required

DEPOSIT

A 50% deposit is required at the time of booking the room.

CANCELLATIONS

Bookings cancelled less than 7 days prior to the date of the booking will incur 50% of the booking fee as a cancellation fee. The deposit will not be returned.

GETTING A KEY

If TRI workers are not available to open the room you will need to arrange a time to pick up the key and be shown how to turn the alarm off/on. Return key to a TRI staff member when leaving. If there are no TRI staff in the main office at the time of leaving, leave the key on a table in the training room.

TO SET ALARM

To turn OFF alarm – enter code – press OFF.

To turn ON alarm – enter code – press ON.

SECURITY CALLOUT FEES

If the alarm is not set properly a \$50.00 (incl. GST) fee will be incurred.