



AUSTRALIAN PHYSIOTHERAPY ASSOCIATION

Hire of Rooms and Associated Facilities at the APA NSW Office

The NSW Branch of the Australian Physiotherapy Association, located at the Gateway Business Park, 77 Parramatta Rd, Silverwater has two excellent meeting facilities available for hire:

Training Room

This large, purpose-built training room can be configured in class-room style (tables and chairs) to seat up to 32, or in theatre style (chairs only) to seat up to 85.

Supplied free are a lectern with microphone, a cordless hand-held mic, lapel mic, pull-down screen, whiteboard, markers and eraser.

Meeting Room 1

This comfortable room seats up to 16 around an octagonal meeting table. It is ideal for a smaller scale meeting.

Kitchen Facilities

Nearby to both rooms are kitchen facilities including boiling water, chilled water, microwave, oven and fridges so meals can be delivered and stored during meetings without interruption. A dishwasher is also available as is a limited supply of crockery, cutlery and glassware.

Fees (all include GST)

Training Room: \$ 250 per day
 \$ 150 per half-day (9am to 1pm, or 1pm to 5pm)
 \$ 50 per hour (minimum 2 hours)

Meeting Room 1: \$ 100 per day
 \$ 60 per half-day
 \$ 20 per hour (minimum 2 hours)

The following are also available in conjunction with room hire:

Training Room: Data projector, TV, DVD: \$ 50

Meeting Room 1: Data projector, TV, DVD: \$ 50
 Laptop: \$ 40

Usage of kitchen and its associated equipment mentioned above, as well as tea, coffee, chilled water and cream biscuits is available at a cost of \$2.50 per person per session (morning or afternoon) or \$4.00 per person per day.

There is also an eating area with tables and chairs seating up to 20 people. There is no charge for usage of this area. No food or drink (except water) is permitted in the Training Room or Meeting Room 1 at any time.

Note: Our meeting rooms, kitchen and adjoining tables are provided in a clean and tidy state for your use. An extra fee of \$100 incl GST will be added to your invoice if they are not left in a similar condition. We regret this has been necessary to isolated, previous experience.

We would be happy to discuss your needs and answer any questions you may have. You are also most welcome to arrange an appointment to view our facilities. Just phone 8748 1555 and speak to Margaret or Samantha.

18 Feb 2009