

# Qantas Meeting Rooms

## Qantas Meeting Rooms – **BOOKING REQUEST FORM**

Please complete the following form. If you have any queries refer to [qantas.com](http://qantas.com) or contact Qantas Meeting Rooms Melbourne  
Phone: (03) 8336 4140 Fax: (03) 8336 4975 Email: [meetingroomsmel@qantas.com.au](mailto:meetingroomsmel@qantas.com.au)

**ONCE COMPLETED PLEASE EMAIL OR FAX THIS FORM BACK TO OUR QANTAS MEETING ROOMS STAFF WHO WILL PROCESS YOUR REQUEST AND SEND YOU A CONFIRMATION**

Meeting Date:		Contact Phone Number:	
Meeting Start and Finish Times:		Contact Fax Number:	
Company or Group Name:		Contact E-mail:	
Number of Attendees:		Credit Card Type: Please circle	Amex / Visa / Mastercard / Diners
Are you or one of your guests a Qantas Club Member, Platinum or Gold Frequent Flyer or travelling Business Class on the day of the meeting?		Credit Card Number:	
		Expiry Date:	
		Credit Card Name:	
		Catering Required: Please circle:	YES / NO
		Additional Equipment:	

Name of Attendees: (please attach separate list if required)


## Important information

Qantas Meeting Rooms are available at Townsville, Sydney, Melbourne, Brisbane and Adelaide domestic terminals. For a full list of locations and contact details, please refer to [www.qantas.com.au/meetingrooms](http://www.qantas.com.au/meetingrooms).

Meeting Rooms in Sydney and Melbourne are available Monday to Friday from 8am to 5.30pm (AEST). These Meeting Rooms are not available on weekends and public holidays unless 14 days notice is given.

Meeting Rooms in Adelaide, Townsville and Brisbane are available Monday to Sunday from 8am to 5.30pm (AEST).

All Meeting Room bookings are subject to availability.

Please ensure bookings include adequate time to set-up and pack-up. Guests are required to vacate Meeting Rooms at the conclusion of their booking. Access to Meeting Rooms prior to booked times is not available and extensions to bookings are subject to availability.

Your credit card number and card expiry is required to secure your Meeting Room booking. Your credit card will not be debited at this time. However, cancellation fees may apply, refer below.

Upon arrival, guests must attend reception and one credit card per booking must be provided to cover all Meeting Room charges.

All Meeting Room charges must be settled at reception at the conclusion of your meeting, unless settled prior through the submission of a Credit Card authority form.

## Equipment, facilities and services

Equipment, facilities and services offered by Qantas Meeting Rooms are subject to availability.

Requests for additional equipment must be made at the time of booking.

Some optional services may incur fees, including international faxes.

## Catering

If you request catering, a member of the Qantas Meeting Rooms team will contact you to discuss catering options.

Catering orders must be submitted by 12 noon one business day prior to the commencement of your booking.

Cancellation fees may apply, refer below.

## Rates

Qantas Meeting Room rates are in Australian dollars (inclusive of GST) and are correct as at 1 December 2009.

Meeting Rooms are charged according to the number of people attending the meeting and the time required.

Meeting Room bookings are eligible for 'Member Rates' if:

- a. one of the Meeting Room guests is a Qantas Club member, Platinum or Gold Frequent Flyer and their membership number is quoted at the time of booking;
- b. one of the Meeting Room guests is travelling in Qantas Business Class on the day of the meeting and their booking reference number is quoted at the time of booking;
- c. the Meeting Room booking is paid for using an American Express Qantas Corporate Card; or
- d. one of the Meeting Room guests is an employee of a recognised middle market dealing company and quotes the code assigned to their company at the time of booking or payment.

Discounted 'Member Rates' vary according to the particular domestic terminal (outlined below). If bookings do not qualify for 'Member Rates', Qantas Meeting Rooms are available at 'Standard Rates'. Refer to the Qantas Meeting Room rates below.

Additional charges apply for Meeting Rooms booked on weekends or public holidays in Sydney and Melbourne. Meeting Rooms will be charged at double the applicable Meeting Room rate for a minimum of 10 people for the applicable time period. Normal charges apply for Meeting Rooms booked on weekends or public holidays in Brisbane and Adelaide.

### Member Rates (Adelaide and Townsville)

No. of people	-	1 hr	2 hrs	3 hrs	4 hrs	All day rate
1 to 4 people	-	\$60	\$120	\$180	\$240	\$360
5 to 8 people	-	\$80	\$160	\$240	\$320	\$480
9 people and over	-	\$110	\$220	\$330	\$440	\$660

### Member Rates (Sydney, Melbourne and Brisbane)

No. of people	-	1 hr	2 hrs	3 hrs	4 hrs	All day rate
1 to 4 people	-	\$99	\$149	\$249	\$299	\$499
5 to 10 people	-	\$149	\$249	\$349	\$449	\$649
11 to 14 people	-	\$249	\$349	\$499	\$599	\$799
15 to 20 people	-	\$299	\$399	\$599	\$649	\$999

### Standard Rates (Townsville, Sydney, Melbourne, Brisbane and Adelaide)

No. of people	-	1 hr	2 hrs	3 hrs	4 hrs	All day rate
1 to 4 people	-	\$149	\$199	\$299	\$399	\$649
5 to 10 people	-	\$199	\$349	\$499	\$599	\$849
11 to 14 people	-	\$349	\$449	\$599	\$799	\$1099
15 to 20 people	-	\$399	\$549	\$699	\$899	\$1399

### Cancellation fees

Cancellations must be made in writing or via e-mail to Qantas Meeting Rooms in the relevant location, otherwise full charges may apply. For a full list of locations and contact details, please refer to [www.qantas.com.au/meetingrooms](http://www.qantas.com.au/meetingrooms)

The following cancellation fees apply to Meeting Room bookings which are cancelled by a guest:

- (i) Cancellations made between 7 days to 72 hours prior to commencement of a booking will incur a cancellation fee of 25% of the total Meeting Room fee.
- (ii) Cancellations made between 72 hours to 24 hours prior to commencement of a booking, will incur a cancellation fee of 50% of the total Meeting Room fee and catering costs.
- (iii) Cancellations made less than 24 hours prior to commencement of a booking, will incur a cancellation fee of 100% of the total Meeting Room fee and catering costs.

# Qantas Meeting Rooms

## Qantas Meeting Rooms Catering Order Form

ABN: 16 009 661 901

Qantas Meeting Rooms offer a wide selection of gourmet catering choices, from tasty light snacks and refreshments to delicious full day packages. Our hosts can provide menu guidance ensuring meetings are perfectly catered to the event requirements.

### **Lunch**

Select from a variety of lunch packages (see Meeting Room Menu and Package options).

### **Morning and Afternoon Tea**

There is a selection of breakfast options (see Meeting Room Menu and Package options). Coffee and Tea is provided in your meeting room at the start of the meeting and guests are also welcome to help themselves to tea, coffee and hot chocolate from the self service station throughout your meeting.

### **Requests and Cancellations**

All catering requests and cancellations must be made **before 1200 midday on the business day prior** to the meeting day. For late cancellations, the cost of catering will be charged to the credit card as a cancellation fee.

**To order catering, please complete and return this form to:**

**Qantas Meeting Rooms Melbourne**

Phone: (03) 8336 4140

Fax: (03) 8336 4975

Email: [meetingroomsmel@qantas.com.au](mailto:meetingroomsmel@qantas.com.au)

Company or Group Name:

Telephone number:

Date & time of meeting:

Number attending:

Preferred meal service time:

Credit Card number for payment:

Menu item number	Description	Number of serves	*Cost per serve	*Total costs

\* All costs include GST