



## **CONFERENCE ROOM HIRE**

**Homemaker Village East  
356-366 Bagot Road  
Millner NT 0810**

Phone: (08) 8923 1111  
Fax: (08) 8923 1100  
Email: [leasing@jape.com.au](mailto:leasing@jape.com.au)

## Welcome to Jape Homemaker Village

Centrally located at 356-366 Bagot Road Millner, Jape Homemaker Village provides modern conference facilities with ample off street parking. Our Conference Room is available for hire Mondays to Fridays from 8.30am – 4.45pm.

The Conference Room is approx 80m<sup>2</sup> with kitchen and bar facilities and is ideal for conferences, seminars and meetings. This superb facility offers a comprehensive range of audio visual equipment including audio/PA system and projector to ensure quality surround sound and a perfect picture to the large fixed screen.

The venue will be available for your access at a prearranged time prior to the commencement of your event and our staff will be on hand to ensure all is in order so the occasion is of the high calibre your business deserves.

## Location

The Conference Room Entrance is located opposite the Amart All Sports Store, through double glass doors. Please note that this entrance has stairs. Wheelchair access is available by arrangement (see our staff).

## Conference Room Rates & Seating

Short Term Rates:

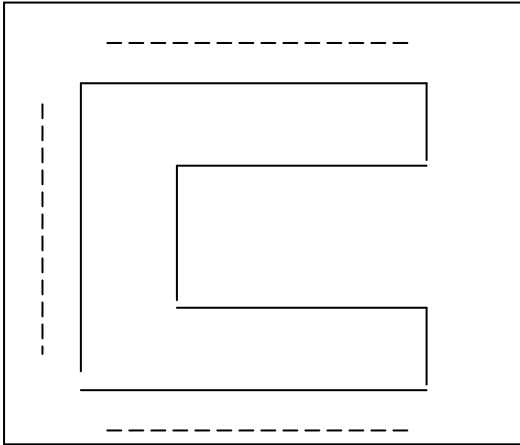
Full Day Hire	\$280.00 incl GST
Half Day Hire	\$225.00 incl GST

(max. 4 hours in continuous block)

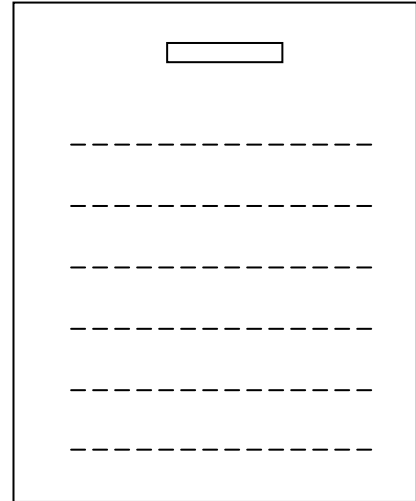
Prices and Quotations for longer term hire of our conference room are available upon request. We can provide individual quotes based on your specific requirements, budget and expectations.

See below for suggestions on room set ups, equipment hire and catering options or contact us to discuss your ideas and requirements and let us take care of your conferencing needs. Contact the team at Homemaker Village on 08 8923 1111 or [leasing@jape.com.au](mailto:leasing@jape.com.au).

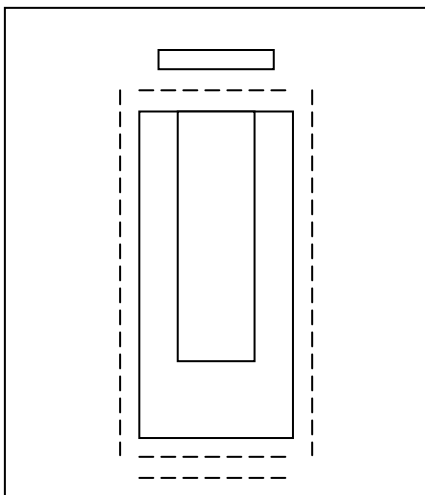
**Possible Floor Plan Setups**



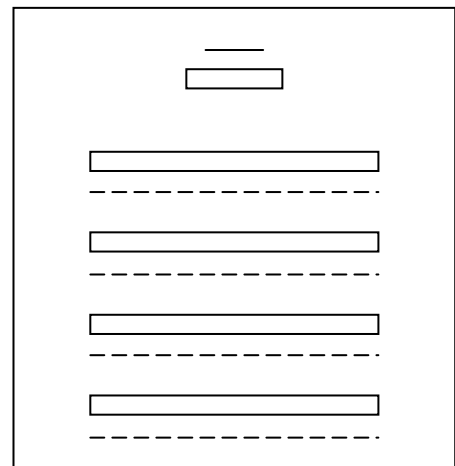
**Conference – U shape**  
 (Seats 18)



**Theatre**  
 (Seats 40)



**Boardroom**  
 (Seats 22)



**Class Room**  
 (Seats 20)

## Audio Visual Equipment

Our Conference Room includes use of the whiteboard, projector and lectern. We also provide markers and eraser with the whiteboard at no extra cost.

Contact us if you require any additional equipment and we'll see what we can do. Any applicable charges will be added to your conference room package.

## Catering

Continuous tea & coffee \$3.30 per person per day

Full catering available by direct arrangement with: Waterfall Café Ph: 8985 3385 or Café Bellissimo Ph.: 8985 6620

## Terms & Conditions

### **Tentative Bookings**

Tentative bookings will be held for a period of fourteen (14) days only, after which time the function space will be released.

### **Confirmation**

Confirmation of a booking must be in writing. A minimum deposit of \$100 per day of the booking is required at the time of confirmation.

### **Cancellations**

Function cancellations notified in writing fourteen (14) days prior to the date will be reimbursed the full deposit. Functions cancelled less than fourteen (14) days prior to the date forfeit the total deposit. In the event a function is cancelled within forty-eight (48) hours of the scheduled date, the client will be charged the cost of the confirmed function.

### **Prior Payment**

Unless prior credit arrangements have been made, the cost of the function is payable 1 week prior to the event. The balance and any outstanding costs are to be settled immediately at the close of the event.

### **Final Details**

Final details including start and finish times, room set up, tea/coffee and audiovisual equipment requirements must be confirmed two (2) days prior to the function. This procedure aims to avoid any untoward incidents in relation to the equipment required or the room lay out.

### **Price Variations**

Every endeavour is made to maintain prices as printed, however prices are subject to change at management's discretion.

### **Damages**

Clients will assume responsibility for any damages caused prior to, during or after the function by any of their guests or any other persons attending the function, whether in the room reserved or in any part of the centre.

### **Insurance**

The Homemaker Village cannot take responsibility for loss or damage of items prior to, during, or after the function and strongly recommend Clients' arrange their own insurance cover for valuable articles. It is the Clients' responsibility to ensure all guests are aware of the risks involved in leaving personal items unattended. Hirers are required to provide evidence of current Public Liability insurance to the value of \$10,000,000.00.

### **Sale of Alcohol**

Hirers selling alcohol at this venue are required to obtain a special licence from the Racing, Gaming and Liquor Commission.

### **House Rules**

It is understood the Client will conduct the function in an orderly and lawful manner respecting the privacy and comfort of other visitors to the Homemaker Village at all times. All functions are to finish no later than the time specified in the booking. Smoking is not permitted inside the building.

In acknowledgment of the above Terms and Conditions please sign and return together with your written confirmation.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Payment:                      Cheque     Direct Deposit

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address:                      Jape Kong Su Nominees Pty Ltd  
   PO Box 1378  
   NIGHTCLIFF NT 0814