

MEETING ROOM	CAPACITY	DAY RATE	NIGHT RATE
ROOM 1	18-22	\$180	\$100
ROOM 2	12-16	\$160	\$80
ROOMS 1 & 2	30-38	\$300	\$200
BOARDROOM	12	\$250	N/A

### BOOKINGS

bookings can be made via our email or via phone, please note that we are not always available via phone. All bookings will require confirmation via **email**, if our confirmation email is not replied to within 1 week your booking is not secure. Deposits are not required, although repeat cancellations may result in a deposit being requested.

### CANCELLATIONS

please note for cancellations that occur 3 days prior to booking date will incur full room hire fee. Cancellations 0-3 days prior and no shows will be charged full meeting cost including cost of catering.

### EQUIPMENT

- data projector & screen \$65
- conference phone
- whiteboard
- wifi
- lecturn

### CONTACT

our primary contact is via email;

**Info@zeps.com.au**

we can also be contacted via phone from 9-4 Monday to Friday;

**(03)63811344**

please request to be transferred to our office team for all conference enquiries, our cafe staff do not take any conference enquiries. Any enquiries outside of our office hours are to be made via email and will be responded to as soon as possible.

### ARRIVING AND DEPARTING

please advise one of our cafe staff members upon arrival and departure of your meeting. If you have any queries they will be able to assist you or call on one of our office team members for you.

### PAYMENT

all meetings will be invoiced in the few days following your event. Our office team will have confirmed these details when initially booking the room, if you're unsure of any details ask our front of house staff and they'll have someone look into it for you.

### EQUIPMENT

we have equipment available such as data projectors, whiteboards, etc. If you didn't request to hire the projector when making your booking but would like to use it please let the front of house team know as there is a hire fee and controls are not kept in the room.

Each room has the standards cords available for use of the data projector & screen. We do have some adaptors available, if possible please advise if you require a specific cord when booking your room so we can ensure that we have the requested cords available. If it has not been requested we will do our best to source it for you but cannot guarantee that it will be available.

### TEA & COFFEE FACILITIES

tea and percolated coffee is complementary and is available in the kitchenette at the end of the hallway to your right. Help yourself to these facilities throughout the duration of the meeting. If requested we can provide these facilities in room for an additional charge. Alternatively guests can head to our takeaway section and order barista made coffee at their own cost or can be added to your meeting room tab. When initially booking you can request a barista order sheet to be placed in your room and our front of house staff will deliver coffees to your room.

### WIFI

wifi is available in all rooms free of charge. Due to our locations we sometimes (but very rarely!) can experience connection issues that cannot be helped, we apologise in advance if this does occur, although it is very unlikely that it will. The wifi network and password is as follows;

**Network name-** Telstra364E

**Password-** 6063727419

### ROOM HIRE

please note that the meeting room times that have been advised via email are set and sometimes cannot be extended. If you wish to extend the time of your meeting please ask but we cannot guarantee this due to other meetings booked in.