

together TOWNSVILLE

MEETING ROOM PACKAGE



Contact Us



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togethertownsville.com.au



Northtown Building, 280 Flinders
Street, Townsville City 4810



Meeting Room Facilities

With a variety of spaces available for hire, Together Townsville Meeting Rooms are the perfect venue for your next Conference, Workshop or Event.



Workshop Space
Up to 30 people



Small Boardroom
Up to 10 people



Large Boardroom
Up to 15 people



3 Single Offices
1 resident per office

Located at Level 1, 280 Flinders Street, Townsville City



Whiteboard



Limited Wifi
Access



Kitchenette



Projector



After Hours
Access



Meeting Room Packages

OPTION 1
\$300

5 Meeting Room uses

Outside business hours
access included

Available for use over
12months

OPTION 2
\$530

12 Meeting Room uses

Outside business hours
access included

Available for use over
12months

OPTION 3
\$700

20 Meeting Room uses

Outside business hours
access included

Available for use over
12months

*Application and booking system applies



INDIVIDUAL
BOOKING
\$150



Terms and Conditions

Agreement between Together Townsville and hirer

The hirer will:

- use the Meeting Room on the dates and times agreed
- only use the Meeting Room as described in your application and for no other use without prior written approval
- not cause a disturbance to other uses of Together Townsville's premises or occupiers of surrounding premises
- take good care of the Meeting Room and at all times maintain it's cleanliness and presentability.
- ensure your safety and the safety of your visitors, including making your visitors aware of and abide by any emergency procedures notified to you
- comply with the Work Health and Safety Act 2011 (Qld) in all activities in connection with the Meeting Room
- provide public liability insurance Certificate of Currency (Minimum \$10M), and cover for any additional risks, including contents insurance for public events within the Meeting Room
- on termination of this agreement you must vacate and leave the Meeting Room in no worse condition than it was in on the commencement date
- consult with Together Townsville before releasing any promotion and publicity including social media posts (Together Townsville would appreciate an acknowledgment regarding our support if appropriate)
- if making sales, take full responsibility for the management of this area
- provide any available statistics to Together Townsville regarding the number of participants in the Meeting Room by way of Attendance Record provided.
- pay the agreed fee within 7 days of invoice and before the booking occurs.

Together Townsville will:

- provide means of access at the agreed times for the purpose of using and setting up the Meeting Room
- provide information on responding to emergency situations whilst on Together Townsville's premises
- The hiring of the Meeting Room will only be agreed upon if it supports the vision, mission, goals, objectives and guiding principles of the organisation (Together Townsville) and is not detrimental in any way. Together Townsville will not discriminate against any applicant on the grounds of race, nationality, gender, sexual orientation, disability, spiritual beliefs or age. However, Together Townsville retains the right to refuse an application for any reason at any time.

Purpose

- The purpose of this document is to balance the competing needs of Together Townsville and community hirers, and to make the conditions of hire clear.

Applications

- All applications for the hire of premises must be in writing on the form provided and forwarded to the General Manager or Information Officer. A hire agreement must be put in place for all external use of the premises, even if no charge is made. A Certificate of Currency must be supplied on application, and also must accompany the all booking applications for the hire of the Meeting Room. Public Liability Insurance must be no less than \$10 million.
- The person who signs the application shall be considered to be the hirer unless the application is signed on behalf of an organisation, in which case that organisation shall be the hirer and shall be jointly and severally liable under these conditions with the person who signs the form.
- No application will be accepted unless the General Manager or Information Officer is reasonably satisfied that the hirer is able to manage the hiring in accordance with adequate care and health and safety procedures.

Duration

- The Meeting Room is available for activities at negotiated and agreed times both during and outside office hours, including weekends. Access to swipe cards for entry to the meeting rooms is only available during Together Townsville office hours (Mon - Fri 9am - 4pm)

Fees

- The Meeting Room Packages are as follows:
 - Option 1- \$300 for 5 uses
 - Option 2- \$530 for 12 uses
 - Option 3- \$700 for 20 uses
- Meeting Room Packages are valid for 12 months from the date that payment has been received.
- Payment is due within 7 days of invoice being issued. In the event of a cancellation please email or call 24 hrs prior to the booking.
- Current Together Townsville Members are entitled to a discount on meeting room packages based on their level of membership.