

Are you in need of a training facility?

Looking for space to facilitate a workshop or hold a seminar?

Does your Board or Committee require a meeting room?

Aurenda has a modern, spacious facility for hire. Conveniently located in Nedlands, we are situated directly on Stirling Highway with plenty of free parking and easily accessed by public transport.

Aurenda has a wide range of clients who use our Training Centre for Training Sessions, Workshops, Board Meetings and Conferences.

We can cater for your individual needs, setting up our Training Centre for you to run a Boardroom Meeting for up to 16, a Workshop for up to 18, or a Lecture for up to 30. Please contact Pippa Moodie on (08) 6389 8900 to discuss your requirements and she will be happy to organise a package suitable for your next function.

Facility Information

"I never teach my pupils. I only attempt to provide the conditions in which they can learn." Albert Einstein

Layout and Capacity:

Layout:	Boardroom	U Shape	Classroom	Seminar
Capacity:	16 people	18 people	24 people	30 people
Size:	9m x 6m with a breakout area of 4m x 4m			

Equipment and Resources:

- ▶ PC with USB/ CD/ DVD and Internet Access
- ▶ Ceiling Mounted Data Projector
- ▶ Sound System
- ▶ White Board
- ▶ Wireless Internet

(Use of equipment listed above is included with the hire of the Training Centre.)

- ▶ Flipcharts can be purchased at an additional cost of \$50 each (inc GST).

Rental Fee:

Half-day Hire (up to 4 hours) \$220 (inc GST)
 Full-day Hire..... \$385 (inc GST)



Catering Package Options



"The belly rules the mind." Spanish Proverb

We believe that keeping participants well-watered and healthily-fed is an important component of a successful meeting!

With that in mind, we have a number of catering package options available for you to consider when hiring the Aurenda Training Centre.

Light Provisions Catering Package

The **Light Provisions Catering Package** is suitable for half-day meetings when you do not require lunch. It consists of a selection of fruit, cakes and biscuits accompanied by tea, coffee and juice, served as either Morning or Afternoon Tea depending on the time of your meeting.

Light Provisions Catering Package (Half-Day only) \$8 per person (inc GST)

Standard Catering Package

Our **Standard Catering Package** is appropriate for half-day or full-day meetings where you would like to serve a light healthy lunch to your meeting participants.

Morning Tea:	Lunch:	Afternoon Tea:
Fruit Cake	Gourmet Wraps (assorted)	Assorted Biscuits
Swiss Rolls	Gourmet Sandwiches (assorted)	
Fruit Bowl	Orange Juice/ Apple Juice	

Standard Catering Package (Half-Day)..... \$22 per person (inc GST)
..... (Full-Day) \$26 per person (inc GST)

Executive Catering Package

Our **Executive Catering Package** is appropriate for half-day or full-day meetings where you would like to serve lunch to your meeting participants. This option allows you to select two meal options from our selection of healthy dishes for your guests to enjoy.

Morning Tea:	Lunch:	Afternoon Tea:
Gourmet Muffins	Choice of two main Dishes	Assorted Biscuits
In-Season Fresh Fruit	and a choice of two Salads	In-Season Fresh Fruit
	or	
	Selection of Finger Food	
	plus	
	Fruit Platter or Dessert Selection	
	Orange Juice/ Apple Juice	

Executive Catering Package (Half-Day)..... \$35 per person (inc GST)
..... (Full-Day) \$40 per person (inc GST)

Complimentary tea, coffee and filtered water is available for your guests at all times.

Training Centre Location



Venue: Aurenda
Upper Level, 136 Stirling Highway, NEDLANDS WA 6009

Parking: Road side parking is available in Broome Street and Vincent Street one block to the east of our offices. **Please note: there is a 2 hour parking limit for Doonan Road and Weld Street.**

Public Transport: Stirling Highway is serviced regularly by public transport. There are two bus stops in the immediate vicinity of our office:

Coming from Perth: Bus Stop 10397 – Stirling Highway between Vincent Street and Doonan Road (50m).

Coming from Fremantle/ Claremont: Bus Stop 10373 – Stirling Highway between Robinson Street and Weld Street (100m).

For further information on bus routes and schedules, refer to www.transperth.wa.gov.au.

Enquiries: T: 08 6389 8900
E: training@aurenda.com

Facility Hire Enquiry Form

If you are interested in finding out more about hiring our Training Centre, please complete this form and return to Pippa Moodie at Aurenda.

Fax: (08) 9389 7319 PO#
 Email: pmoodie@aurenda.com (if applicable)

Name

Title/ Position Email

Phone Mobile

Organisation ABN

Postal Address

Invoice Address (if different from above)

Desired Date/s FULL-DAY HALF-DAY AM
PM Number of Attendees

Layout Required (please circle your choice)
 BOARDROOM U SHAPE CLASSROOM SEMINAR

Equipment and Resources (Supplied) (please circle your requirements)
 PC DATA PROJECTOR SOUND SYSTEM WHITEBOARD WIRELESS INTERNET

Optional Resources (additional cost) FLIPCHART

Catering Package (refer to Catering Package Options) LIGHT PROVISIONS STANDARD EXECUTIVE

Special Dietary Requirements? Yes Please Specify

Summary	Item	Qty/ #	Unit Price (inc GST)	Sub-Total (inc GST)
	Facility Hire (HALF-DAY)		\$220.00	
	Facility Hire (FULL-DAY)		\$385.00	
	Light Provisions Catering (HALF-DAY ONLY)		\$8.00	
	Standard Catering (HALF-DAY)		\$22.00	
	Standard Catering (FULL-DAY)		\$26.00	
	Executive Catering (HALF-DAY)		\$35.00	
	Executive Catering (FULL-DAY)		\$40.00	
	Equipment and Resources (SUPPLIED)		N/C	
	Optional Resources - Flipchart		\$50.00	
	Total (inc GST)			\$

Aurenda Administration Only

Date Invoiced Invoice Number Amount Invoiced \$