



Conference Facilities

Conveniently situated close to Hamilton CBD, our conference room offers a light and bright space for corporate training, meetings, and workshops.

The room features plenty of natural light, air conditioning, and the latest audio visual technology and comfortably seats 20 people in a 'U' shape format. The room set up can easily be altered to suit your specific requirements, ie 35 people in theatre style.

Rates:

Full day hire: \$325.00 + GST

Half day hire: \$185.00 + GST

Please note rates include:

- Room set up and pack up
- Ceiling mounted data projector
- Stereo amplifier
- Laptop Connection
- Broadband internet connection for one computer
- Whiteboard
- Filtered water

Catering:

Tea, coffee and catering can also be provided at an additional cost. Simply advise us of your requirements and we will provide you with a range of options.

Additional Equipment:

Flipchart: \$35.00 + GST per day

Overhead Projector: \$50.00 + GST per day

Booking and Cancellation Policy:

- Complete the booking confirmation form and return it to us by fax as soon as possible.

All Cancellations must be received in writing (email or fax)

- Cancellations received 5 working days or more before the confirmed booking date will incur no charge.
- Cancellations received within 5 working days from the confirmed booking date will incur a charge of 25%.
- Cancellations within 48 hours of the confirmed booking date will incur the full cost of the booking.

For bookings contact Marianne on Ph. (07) 959-1622
or email marianne@opportunityhamilton.co.nz