


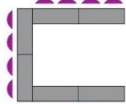
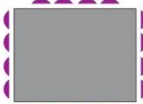


# VENUE HIRE INFORMATION

Book your next event or workshop at the CBR Innovation Network located in the heart of Canberra. Canberra is a clever, connected and creative city, fuelled by excellence in research, entrepreneurship and collaborative innovation.

Available Spaces	THE LAB		EVENT ROOM		
	Area	70m <sup>2</sup>	Area	225m <sup>2</sup>	
	Height	2.7m	Height	2.7m	
	Capacity	Seated 30 Standing 60	Capacity	Seated 70 Standing 180	
	Features	55" Monitor (HDMI) Computer & webcam Whiteboard	Features	Audio system Computer Projector 65" TV	
	Cost	\$100 per hour \$350 half day (4 hours) \$750 full day (8 hours)	Cost	\$100 per hour \$350 half day (4 hours) \$750 full day (8 hours)	
By Request	Lectern, stage platform, whiteboard, registration desk, external signage.				
Catering Options	<b>Tea &amp; Coffee</b>	Nespresso Coffee and T2 Teas		\$5.00pp	
	<b>Lunch</b>	Rolls/Wraps, fruit and chocolate brownie.		\$22.00pp	
				<i>*Please notify us of any dietary requirements</i>	
Room Configuration	<b>Theatre</b> 	<b>Classroom</b> 	<b>Workshop</b> 	<b>U-Shape</b> 	<b>Boardroom</b> 

# CBR Innovation Network Event & Room Booking TERMS & CONDITIONS

It is highly recommended to visit the CBR Innovation Network to see the available space before booking.

## Room Access

The CBR Innovation Network is open Monday to Friday 9am to 5pm. Access outside of business hours must be arranged prior to the event and may require additional staff fees.

The CBR Innovation Network is closed on weekends and public holidays.

The space will be available for set up 30 minutes before your event and 30 minutes after for bump out.

## Building Access

The building in which the CBR Innovation Network is located is open from 7:30am to 6:00pm Monday to Friday. Entry outside of these hours require swipe card access. *Please keep in mind for any afterhours events; latecomers arriving after 6pm will not be able to enter the building and will need to be let in.*

## Billing & Deposit

Once your booking is confirmed, a 50% deposit will be required 7 days prior to the event.

## Cancellation Policy

A minimum of 48 hours' notice is required for cancellations on all bookings. Cancellations made before this time will be rescheduled or receive a full refund of the deposit.

Room cancellations made within 48 hours' notice will forfeit the 50% deposit.

Catering cancellations made within 48 hours' notice will be charged 100% of the catering costs.

## Car parking

There is limited on street parking on Alinga and Moore Streets. The closest car parking options are City West Carpark on Allsop Street and various pay-and-display carparks along London Circuit and Hobart Place.

## Catering

The CBR Innovation Network can provide catering for events; please see the booking form for options and prices. Alternatively, you are welcome to organise your own catering.

## Equipment

Various equipment is available for your use at CBR Innovation Network with notice. Please allow plenty of time to test your slides, videos, speakers and microphones prior to your event commencing.

## Internet

Free Wi-Fi internet access is available throughout CBR Innovation Network - CBRFree

## Kitchen

The CBR Innovation Network has a shared kitchen with a dishwasher, fridge and microwave. Access to the kitchen must be arranged prior to the event.

There is a water station for hot and cold filtered water that is accessible from both event spaces.

## Marketing

The promotion of the event to attract attendees is the organisers responsibility.

## Staff

During business hours CBR Innovation Network staff are on site to support your event. Staff assistance required after 5pm will come with additional fees.

## Storage

The CBR Innovation Network will not assume or accept any liability for loss or damage of articles left in the event spaces or held in storage.

## After your event

Upon conclusion of events and prior to leaving CBR Innovation Network please ensure furniture is in its original location or in a tidy state, the room is clean, the equipment is turned off and rubbish is placed in the bins provided.

## Further information

Please contact us at [events@cbrin.com.au](mailto:events@cbrin.com.au)  
02 6162 1149

CBR Innovation Network Ltd [cbrin.com.au](http://cbrin.com.au)

Level 5, 1 Moore Street Canberra ACT GPO Box 596 Canberra ACT 2601  
ACN 601 492 826 ABN 90 601 492 826

# CBR Innovation Network Event & Room Booking TERMS & CONDITIONS

## CONTACT & BILLING INFO

Name	
Organisation	
Postal Address	
Email	
Phone	

## EVENT

Event title		
Date		
Time	Start:	End:
Occupancy		
External signage	A-Frame <input type="checkbox"/> Text: <input type="checkbox"/>	

## ROOM

Room	The Lab <input type="checkbox"/> Event Room <input type="checkbox"/>
Configuration	Theatre <input type="checkbox"/> Classroom <input type="checkbox"/> Workshop <input type="checkbox"/> U-Shape <input type="checkbox"/> Boardroom <input type="checkbox"/>
Equipment	Registration desk <input type="checkbox"/> Lectern <input type="checkbox"/> Stage <input type="checkbox"/> Whiteboard <input type="checkbox"/>
Other requests	

## CATERING

Tea & Coffee	Nespresso Coffee and T2 Teas	\$5.00 per person <input type="checkbox"/>
Lunch Pack 1	Rolls/Wraps, fruit and chocolate brownie.	\$22.00 per person <input type="checkbox"/>
Dietary requirements		
	I do not require catering <input type="checkbox"/> I will arrange my own catering <input type="checkbox"/>	

## AGREEMENT

I have full authority to enter into this agreement and accept the terms and conditions to hire the facilities at the CBR Innovation Network.

Name	
Position	
Date	
Signature	

Return completed form to the CBR Innovation Network or email [events@cbrin.com.au](mailto:events@cbrin.com.au).