



www.qld.ipaa.org.au

the ROOMS

Brisbane CBD
Level 9
ING Building
100 Edward St
Brisbane

SCREEN

IPAA Queensland has modern, spacious rooms available for hire in the heart of the Brisbane CBD located at Level 9, ING Building 100 Edward St, Brisbane.



ROOMS AND CAPACITY

J. D. Story Room

Size – 78m²

Theatre style – 70 people

Workshop* style – 30 people

Irene Longman Room

Size – 68m²

Theatre style – 50 people

Workshop* style – 20 people

Combined J. D. Story Room and Irene Longman Room

Size – 146m²

Cocktail style – 170 people

Theatre style – 120 people

Workshop# style – 50 people

Sir Robert Garran Room

Size – 16m²

Theatre style – 10 people

Boardroom style – 10 people

Pre-function and Meal Break Area

Size - 57m²

Cocktail – 40 people (standing)

Cabaret – 20 people (seated)

COMPLIMENTARY EQUIPMENT

The following equipment is available for all venue and room hire at no extra cost (subject to availability). Please specify the list of equipment you require at time of booking.

- Tables
- Chairs
- Lectern with microphone*
- Electronic whiteboard
- Whiteboard pens
- Overhead projector
- Desktop computer*
- DVD and VCR player
- CD player*
- Data projector
- Large projection screen
- Flip chart
- Pens and paper

* J. D. Story and Irene Longman Room only.

If you hire the Sir Robert Garran Room you are required to bring your own laptop.

Workshop style – 4 per table



TIMES AND COSTS

Full day and half day hire options are available for our rooms during the week. We do not take bookings on Saturdays or Sundays.

Full Day

Bookings more than four hours.

Half Day

Bookings between 8:00am-12:00pm and 12:30pm-4:30pm

The following rates include all of the complimentary equipment (specified on page 2) and include GST.

Please note: If your half day booking exceeds four hours, the full day rate will apply.

J. D. Story Room

Full Day Rate \$880.00

Half Day Rate \$605.00

Irene Longman Room

Full Day Rate \$770.00

Half Day Rate \$495.00

Combined J. D. Story Room and Irene Longman Room

Full Day Rate \$1,045.00

Half Day Rate \$715.00

Sir Robert Garran Room

Full Day Rate \$330.00

Half Day Rate \$165.00

Pre-function and Meal Break Area

Available complimentary with all J.D. Story Room and Irene Longman Room bookings, this area may be used for small breakout groups or for meal breaks. The area has bench seating plus tables and chairs to seat up to 20 people. This area is not available with Sir Robert Garran Room bookings.

To include this in your booking, simply complete our Booking Form and fax back to IPAA Queensland on 07 3228 2888.

BOOKING CONDITIONS ADDITIONAL CHARGES

We encourage you to book as soon as possible to ensure the room is available for your event or meeting*. Verbal bookings cannot be accepted.

* Subject to availability

A deposit of 50% of full room hire costs is required to secure your booking.

A confirmation email and tax invoice will be sent to your nominated contact within 48 hours of receipt of your Booking Form.

Full payment must be received at least five working days prior to the date of your event or meeting. If payment is not received, your booking may be cancelled.

Payment of any residual amount (e.g. additional catering numbers) is required within five working days after your event or meeting.

Monday to Friday

If your room hire begins before 8:30am or ends after 4:30pm, additional charges of \$160.00 per hour will apply. For evening events and functions, you must have vacated the premises by 9:00pm at the latest.

Please note: The above additional charges cover the cost of air-conditioning, cleaning and the need for staff to be onsite for the duration of your room hire.

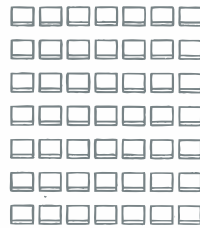
ROOM LAYOUT OPTIONS

You are responsible for notifying us of your desired room layout when submitting your Booking Form.

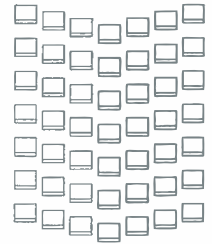
IPAA Queensland will configure the room to suit your requirements at no charge, provided your specified layout is one of the following options.

If you have another layout requirement other than those specified, it will attract a charge of \$50.00 per room hire.

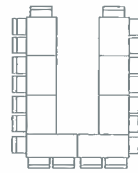
Theatre Style



Crescent Style



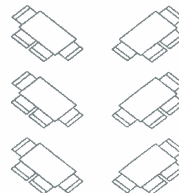
Boardroom Style



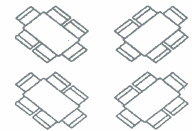
Classroom Style



Workshop Style



Workgroup Style





SERVICES AVAILABLE

CATERING SERVICE

Beverages

All room hire includes complimentary continuous tea and coffee facilities and chilled filtered water.

Meals

We provide delicious catering, offering a wide range of modern and traditional meal options. Our menus cater for breakfasts, morning and afternoon teas, seminars, training and boardroom luncheons, whether it be formal or informal.

Full Day Package

\$35.00 per person (includes morning tea, lunch and afternoon tea).

Half Day Package

\$15.00 per person (includes morning tea OR afternoon tea).

When booking catering, if you or your guests have any special dietary needs (e.g. allergy, gluten / dairy intolerance, vegetarian, vegan, kosher, diabetic, halal etc) please indicate these needs on your Booking Form.

REGISTRATION SERVICE

IPAA Queensland offers a comprehensive online registration management service which is available with all room and venue hires. More detailed information is available by contacting IPAA Queensland on 07 3228 2800.

PARKING

There is limited street parking available on Mary Street, however there are many paid car parking facilities in Brisbane city. Please note that IPAA Queensland staff are unable to negotiate parking or reserve parking bays on your behalf.

If you need to load and unload equipment for your room hire, there is a loading bay in the Mary Street side of the ING Building. Parking in this bay is on a short-term basis only and is strictly monitored by the building owners.



PRINTING SERVICE

Internal

Basic printing is available upon request. There is a charge of \$0.55 per single-sided A4 sheet and \$1.10 per single-sided A3 sheet for black and white printing and \$2.20 per single-sided A4 sheet for colour printing.

Please note: That printing can be assured from standard MS Office software, however if you require other software please confirm its availability at time of booking.

External

To ensure we deliver a highly professional service to you, IPAA Queensland prefers to use external printers. We can provide a quote for your printing utilising some of the best printers and most economical rates around. Simply ask us at time of booking.

PHOTOCOPYING SERVICE

An in-house photocopier is also available to you on request. The following charges are GST inclusive:

- A4 black and white - \$0.55 per single-sided sheet
- A3 black and white - \$1.10 per single-sided sheet
- A4 full colour - \$1.65 per single-sided sheet
- A3 full colour - \$2.20 per single-sided sheet

GRAPHIC DESIGN SERVICE

A professional graphic design service is also available to all room hire bookings at \$90/per hr. External printing and photocopying costs apply on top of this service.

INTERNET

Wireless internet access is available at the following rates:

Full Day	\$66.00
Half Day	\$38.50

CANCELLATIONS

Due to the high demand for our facilities, we require any cancellations to be confirmed at least five working days prior to the scheduled date of your booking. Cancellations inside five days will attract a cancellation fee of 50% of your total booking amount.

IPAA Queensland staff will contact your nominated representative approximately one week before the scheduled date of your event to reconfirm all arrangements.

CONTACT US

If you have any questions on any of the above, please don't hesitate to contact our Venue Coordinator Lorrén Greaver on:

Email:
roomhire@qld.ipaa.org.au
Direct:
07 3228 2801
Office:
07 3228 2800
Fax:
07 3228 2888
Web:
www.qld.ipaa.org.au



the ROOMS
Floor Plan



- Garran Room
- J.D. Story Room
- Irene Longman Room

CONTACT INFORMATION

Contact Name

Position

Organisation

Postal Address

Suburb

Postcode

Phone

Fax

Mobile

Email

SERVICES

CATERING

Duration/ Break	Cost (per head)	Number	Total
Full Day	\$35.00	x _____	= \$
Half Day	\$15.00	x _____	= \$
Breakfast	\$15.00	x _____	= \$
Morning Tea	\$15.00	x _____	= \$
Lunch	\$15.00	x _____	= \$
Afternoon Tea	\$15.00	x _____	= \$

Please list special dietary requirements

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PRINTING

Yes No

REGISTRATION

Yes No

PHOTOCOPYING

Yes No

WIRELESS INTERNET

Yes No

GRAPHIC DESIGN

Yes No

EQUIPMENT

(All of the below is provided complimentary)

Tables and chairs Overhead projector

Lectern and microphone DVD player

Flip chart Data projector

Whiteboard pens Computer

Electronic whiteboard

DATE PREFERENCES

While every effort will be made to accommodate your request preferential dates cannot be guaranteed.

Date	Day	Start Time	Finish Time
/ /		am/pm	am/pm
/ /		am/pm	am/pm
/ /		am/pm	am/pm

ROOM HIRE INFORMATION

(See page 4 for more information on the ROOMS layout)

Number of Attendees

J.D. STORY ROOM

Room Layout	Capacity (approx.)	Full Day	Half Day
		\$880.00	\$605.00
Theatre Style	70 people	<input type="checkbox"/>	<input type="checkbox"/>
Crescent Style	70 people	<input type="checkbox"/>	<input type="checkbox"/>
Workshop Style	30 people	<input type="checkbox"/>	<input type="checkbox"/>
Workgroup Style	40 people	<input type="checkbox"/>	<input type="checkbox"/>
Boardroom Style	20 people	<input type="checkbox"/>	<input type="checkbox"/>
Classroom Style	24 people	<input type="checkbox"/>	<input type="checkbox"/>

IRENE LONGMAN ROOM

Room Layout	Capacity (approx.)	Full Day	Half Day
		\$770.00	\$495.00
Theatre Style	50 people	<input type="checkbox"/>	<input type="checkbox"/>
Crescent Style	50 people	<input type="checkbox"/>	<input type="checkbox"/>
Workshop Style	20 people	<input type="checkbox"/>	<input type="checkbox"/>
Workgroup Style	32 people	<input type="checkbox"/>	<input type="checkbox"/>
Boardroom Style	18 people	<input type="checkbox"/>	<input type="checkbox"/>
Classroom Style	16 people	<input type="checkbox"/>	<input type="checkbox"/>

COMBINED J.D. STORY AND IRENE LONGMAN ROOM

Room Layout	Capacity (approx.)	Full Day	Half Day
		\$1,045.00	\$715.00
Theatre Style	120 people	<input type="checkbox"/>	<input type="checkbox"/>
Crescent Style	120 people	<input type="checkbox"/>	<input type="checkbox"/>
Workshop Style	50 people	<input type="checkbox"/>	<input type="checkbox"/>
Workgroup Style	95 people	<input type="checkbox"/>	<input type="checkbox"/>
Boardroom Style	50 people	<input type="checkbox"/>	<input type="checkbox"/>
Classroom Style	50 people	<input type="checkbox"/>	<input type="checkbox"/>
Cocktail Style	170 people	<input type="checkbox"/>	<input type="checkbox"/>

SIR ROBERT GARRAN ROOM

Room Layout	Capacity (approx.)	Full Day	Half Day
		\$330.00	\$165.00
Theatre Style	12 people	<input type="checkbox"/>	<input type="checkbox"/>
Boardroom Style	10 people	<input type="checkbox"/>	<input type="checkbox"/>

PRE-FUNCTION AND BREAK MEAL AREA

Room Layout	Capacity (approx.)	Full Day	Half Day
Cocktail	40 people	<input type="checkbox"/>	<input type="checkbox"/>
Cabaret	20 people	<input type="checkbox"/>	<input type="checkbox"/>