

# Recreation Centre Meeting Room

## Venue Information Pack

# MEETING ROOM

The meeting room is located inside the Shark Bay Recreation Centre. It is equipped for meetings and presentations, with a whiteboard, TV, and HDMI capacity.



## EQUIPMENT

### INCLUDED IN HIRE

- Kitchen facilities – includes fridge, oven, stove, microwave, urn and crockery
- 12 x tables
- 22 x Executive swivel chairs
- 35 x Folding chairs
- TV with HDMI cord (instructions are provided upon hire)
- Whiteboard and markers
- Small fridge (located in meeting room)

### NOT INCLUDED IN HIRE

- Tea/coffee/milk/catering
- Laptop (if using projector)

### ADDITIONAL EQUIPMENT FOR HIRE

Some additional equipment is available upon request.

## OVERVIEW

### ADDRESS

Francis Street, Denham

### MAXIMUM CAPACITY

50 seated

### TOILETS

Toilets are located within the Recreation Centre

### AIR CONDITIONING

Yes

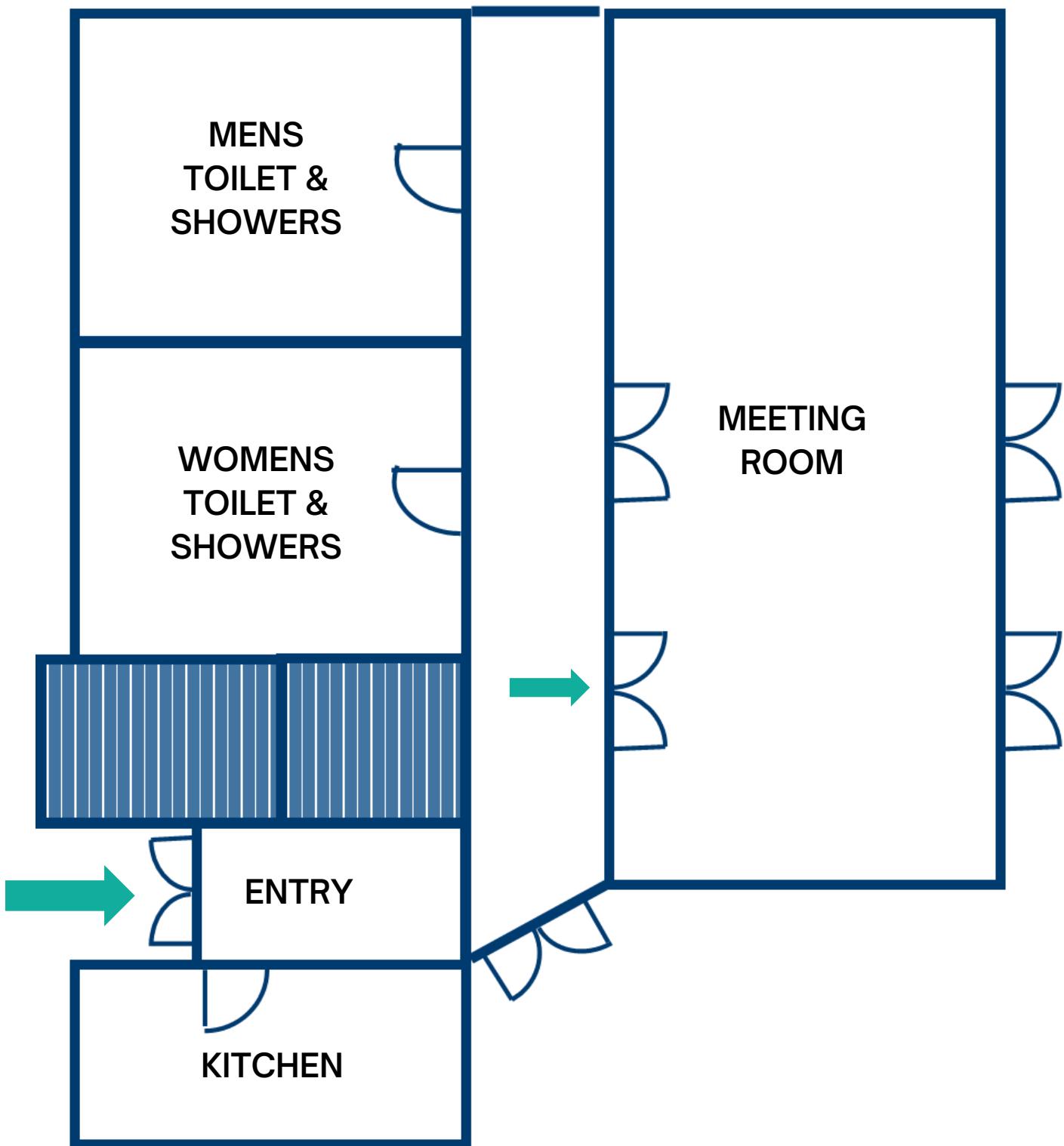
### ACCESS & INCLUSION

Wheelchair accessible building with ACROD parking available





## VENUE MAP





## LIGHTS

Lights for the room are located to the left as you enter the room. The switch is slightly obstructed by the blinds (as detailed in the image below)



## ACCESS TO REMOTE AND HDMI

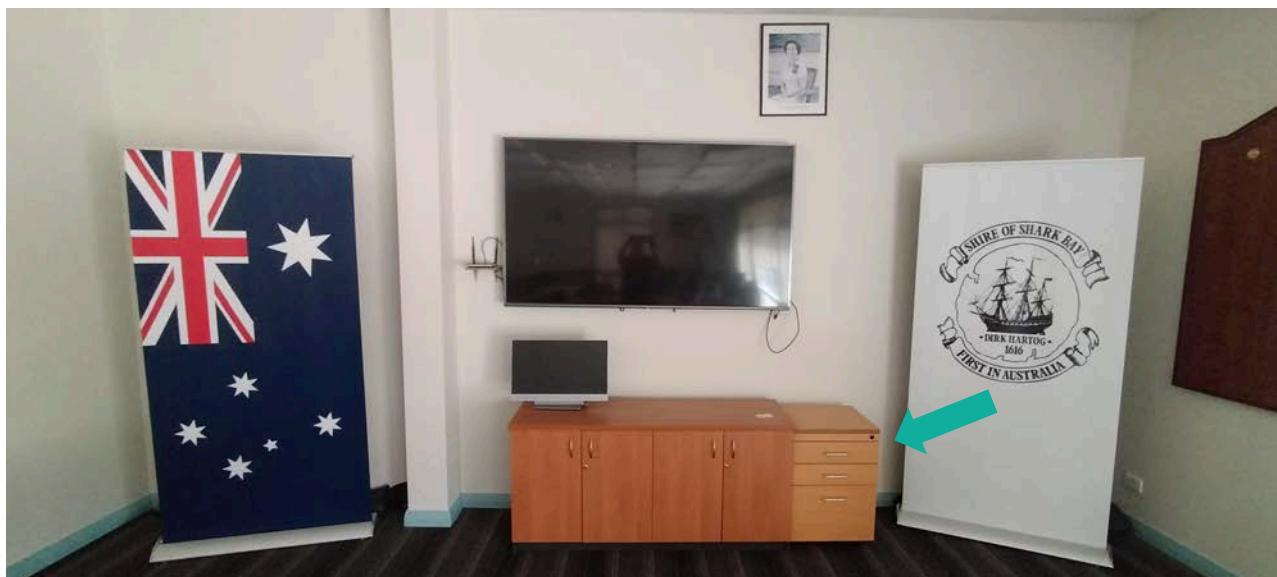
The TV Remote and HDMI Cable are in a locked drawer. To access this you will need to retrieve the key from the lock box located to the right of the entry door.





## TELEVISION REMOTE AND HDMI

TV Remote, HDMI cord and power board are kept in the top drawer to the right of the credenza underneath the Television



PLEASE ENSURE YOU RETURN THESE ITEMS TO THE DRAWER AFTER USE, LOCK IT AND PUT THE KEY BACK INTO THE LOCKBOX. ONCE YOU HAVE CLOSED THE LOCKBOX, PLEASE SCRAMBLE THE NUMBERS TO ENSURE THIS STAYS LOCKED.