**LOTUS ROOM**

WORKSHOP | CONFERENCE | SEMINAR | YOGA | MEDITATION |POP UP SHOP

**Size of the Room**

4.5m x 4.5m= 20.25m2

 **Attributes**

* Suits up to Thirty (30) attendees
* Separate reception/foyer space
* Natural light
* Carpet floor
* Air conditioning heating and cooling
* Music player
* Free WIFI access
* 30 chairs available
* Up to 4 trestle tables available
* Access to kitchen and bathroom facilities

 **Configuration**

The Lotus Room can be configured to allow for the following options….

* Comfortably fit 12 yoga matts
* 30 people seated theatre style
* U table with 15 chairs seated around
* Up to four tables with chairs seated around

**Availability & Pricing**

|  |  |  |
| --- | --- | --- |
| **Timeslots** | **Price for Professional Members** | **Price for General Public** |
| 08.30am – 11.30am | $60 | $120 |
| 11.30am – 2.30pm | $60 | $120 |
| 3.00pm – 6.00pm  | $60 | $120 |
| From 6pm | $60 | $120 |
| Full Day 9 – 5pm | $125 | $250 |

*…. Please let us know if you have more specific requirements.*

**Did You Know We Also Have Consulting and Treatment Rooms & Office Space For Rent?**

**Parking and Transport Details**

* Free parking for instructor/facilitator
* Parking for attendees (15) or across road, first hour free
* Easy access to public transport – 600m to train and bus station

**Kitchen Information**

The following catering equipment will be made available….

* Access to oven and cooktop for heating of food
* Water jugs
* 30 x mugs and water glasses
* Hot tea facilities – kettle and a variety of herbal teas, milk & sugar
* Fridge
* 3 serving trays

 **How to View the Room**

* To book a viewing of the room, please email….

 rowenahateley@westnet.com.au

 **Booking the Room**

* To book the room please call Rowena on 0403 897 081 This form is currently available from Reception during office hours Mon | Tues | Wed, 9am – 1pm, or by emailing rowenahateley@westnet.com.au and requesting the form.

 **Payment**

* Upon acceptance and approval of a confirmation form, you will be emailed an invoice requesting full payment of the booking.
* This fee is not refundable but we will allow transfers should you wish to change the date.

**Exclusions**

Please be advised that booking of the Lotus Room does not include the following….

* Meet & Greet for clients
* Eftpos/payment services for clients
* Appointment bookings for clients
* Someone making tea & coffee for clients
* Coffee not provided
* Disposable catering supplies ie paper plates, napkins and cutlery