

## CONFERENCE and TRAINING ROOMS HIRE

The Italian Cultural Institute's conference room and meeting rooms/classrooms provide effective venues for a wide range of presentations, seminars, meetings and lectures. The appealing New York loft style, soft lighting, timber floors and warm ambience of the Institute's premises make them a comfortable environment where to hold your function.

### Conference room

The conference room is approx. 100 m<sup>2</sup> in size, can accommodate up to 100 seated guests and is fitted with the following technical equipment:

- BenQ MH680 video projector + 100" motorised screen
- Crestron Cresnet II MS Amplifier
- Lectrum L100 rostrum with PA system
- Kawai KG 3N baby grand piano with stool
- LG combo DVD / VHS player
- Panasonic CD player
- Tables of various sizes
- Chairs

### Meeting rooms / classrooms

The 5 meeting rooms / classrooms can accommodate up to 15 people and are fitted with the following equipment:

- LED Televisions
- PCs and laptops
- DVD and CD/mp3 players
- Whiteboards
- Tables and chairs

The Italian Cultural Institute also has a fully equipped kitchen that can be used for catering purposes. However, no plates, glasses or cutlery are provided.

## Conditions of use

- To book the conference room or any of the other spaces the hirer will have to pay a 30% deposit. The balance will be paid soon after the event has taken place. If the event is cancelled, the hirer will have to give at least one week notice. If no sufficient notice is given, the Institute reserves the right to withhold the deposit. A 10% will be charged in any case to cover the Institute's administrative costs.
- The hirer is responsible for the setting up (including moving chairs, tables etc.) of the spaces before the event as well as for moving the items back at the end of the event.
- The hirer will have to apply all possible care while using the space, the furniture and the equipment provided.

Level 4,  
125 York Street,  
Sydney NSW 2000  
Australia

Postal address:  
P.O. Box Q1924,  
QVB NSW 1230  
Australia

T: +61 2 9261 1780  
F: +61 2 9262 9333

E: [iicsydney@esteri.it](mailto:iicsydney@esteri.it)  
W: [www.iicsydney.esteri.it](http://www.iicsydney.esteri.it)



- The hirer is responsible for any breakages or damage caused to the venue, equipment, fixtures or furniture.

To discuss any further details, including additional conditions and fees, please contact the Institute on:

Tel.: 02 9261 1780

Email: [iicsydney@esteri.it](mailto:iicsydney@esteri.it)

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## HIRER DETAILS

Name of organization: \_\_\_\_\_

Event/activity coordinator: \_\_\_\_\_

Phone (daytime): \_\_\_\_\_ (mob.) \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email: \_\_\_\_\_

## EVENT/ACTIVITY DETAILS

Event/activity title: \_\_\_\_\_

Type of event/activity: \_\_\_\_\_

Requested date/s (please give a second choice if you can): \_\_\_\_\_

Starting time: \_\_\_\_\_ Closing time: \_\_\_\_\_

Expected number of guests/attendees: \_\_\_\_\_

Please provide a brief description of event/activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Sydney,

On behalf of the **ISTITUTE**

On behalf of the **HIRER**

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