

Room Hire



st michael's

CENTRE

COLLINS • STREET • MELBOURNE

st michaels

CENTRE

MEETING • CONFERENCE • EDUCATIONAL

Situated at the top end of Collins Street, in the very heart of the city, St Michael's meeting and conference rooms offer corporate-style facilities, convenience and affordability.

With seven rooms to choose from, our facilities can accommodate meetings for as few as 4-6, or functions/training sessions for as many as 150-200 attendees.

Located across three levels of office space and featuring lift, kitchen, and disabled access to each level, St Michael's is certain to have a room to suit.

For bookings and rates please contact the St Michael's Office on (03) 9654 5120 or reception@stmichaels.org.au



Boardroom (Acacia)
Seats 12-16

120 Collins St, Melbourne
P: 9654 5120
F: 9650 3863
E: office@stmichaels.org.au
W: www.stmichaels.org.au

st michaels

From formal corporate
settings to
relaxed meetings.



Camellia
Seats approx 25



Grevillea/Jacaranda (as combined room)
Seats 60-80

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Each Room can be set to
your needs



Kurrajong
Seats 25 - 30



Waratah
Seats 60-80

Main Hall Seats 150-200



Equipment available

- Whiteboard
- Overhead projector
- Data projector
- Screen
- TV & VCR
- Lectern
- PA/Microphone
- Kitchen access
- Female & Male toilets each level
- Disabled toilets

Call (03) 9654 5120

Email: reception@stmichaels.org.au

Terms and conditions:

We require a minimum hiring time of two hours during business hours and three hours after business hours. If kitchen facilities are used then they must be left in a reasonably clean manner or a cleaning fee will apply. Accounts are to be settled in 14 days.

Cancellations Policy.

Cancellations need to be made within the time frame listed below otherwise cancellation fees apply

- 48 hour notice to cancel hourly bookings otherwise one hour of the room booking will apply.
- 1 weeks notice to cancel whole day bookings otherwise 70 % of room hire will apply.
- 1 month's notice to block bookings otherwise 80 % of room hire will apply.

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