

OFFICE	Board Room Rental Policy
Responsibility of	Board staff members
Objectives	To ensure that the Board offers the Boardroom for external business use during normal office hours at a competitive price.
Procedures	<ol style="list-style-type: none"> 1. The Board will make the Board room facilities available to external business (public usage) at a price of \$100 for half day and \$200 for an entire day. 2. The room will only be booked from between the hours of 8:30am and 5:00pm. 3. Tea and Coffee facilities will be provided (in the Board room) and will incur a \$2 per head fee – regardless of the number of drinks provided. 4. Biscuits for tea and coffee will be the responsibility of the business using the Board room. 5. All meals will be the responsibility of the business using the Board room. 6. Water jugs and glasses will be provided by the Board. 7. The Board room shall be kept tidy and all cups, plates and utensils used placed in the dishwasher – located in the Board laboratory. 8. Photocopying is available and will be charged at a rate of 10 cents (ex GST) per black and white page. Colour copying will be charged at 30 cents (ex GST) per page. 9. The only exemption to the use of the room is for industry affiliated bodies. They are able to use the room if it does not interfere with the existing business hours operations of the Board.
Board Expectations	<ul style="list-style-type: none"> • That the Board will provide a professional facility for external use and that it will be priced according to market expectations.
Document Control	<ul style="list-style-type: none"> • Document Approved Nov 2016 • Amended to remove “wine” from industry affiliated bodies in point 9, 11th Dec 2017 and approved by the Board. • Approved Dec 2019, Nov 2020, Oct 2021, Sept 2023