

conference
and meeting
venue





Training room



Board room

The Inclusion Melbourne conference and meeting venue is a modern facility suitable for a wide range of training, business and community group uses that is located close to Melbourne's CBD.

Since 1950, Inclusion Melbourne has supported people with intellectual disability and their families and carers. When you use our venue, you will be helping Inclusion Melbourne achieve its vision of a more inclusive society.

The Inclusion Melbourne conference and meeting venue has two meeting rooms, the largest of which can accommodate up to 50 people. Our venue and facilities are ideal for small to medium sized events such as training workshops, meetings and seminars.

Both rooms are modern, fresh and welcoming and provide a choice that suits a wide variety of functions and sizes.

venue features

- Videoconferencing
- Interactive whiteboards
- Large screen projection
- Wheelchair accessible
- Flipcharts
- Sound system & DVD
- Close to public transport
- Internet
- Teleconferencing*
- Laser pointer
- BBQ*
- Kitchenette facilities

conditions of use

- Clients are welcome to rearrange the room to alternative styles, providing the room is returned to original Boardroom Style.
- A cleaning fee may apply if the room is not left in a satisfactory standard.
- Access outside advertised time is possible subject to negotiation.
- Hire fees are calculated in 30 minute increments.
- A \$100 bond will be applied to all bookings.
- Five business days notice required for cancellations otherwise a 30% cancellation fee will apply.

room capacity

| | Classroom | U-shape | Boardroom | Theatre |
|---------------|-----------|---------|-----------|---------|
| Training room | 24 | 20 | 22 | 50 |
| Board room | — | — | 20 | — |

rates 1 Jan 2015 – 31 Dec 2015. Prices are GST free. There is a 30% discount for not for profit organisations.

| Hourly rate (9am–5pm) | Hourly rate (5pm–10pm) | Daily rate (9am–5pm) |
|-----------------------|------------------------|----------------------|
| \$45.00 per hour | \$50.00 per hour | \$350.00 |

* Additional charge



accessibility

The building is fully accessible.

travelling by car

Conveniently located just 7km from the city centre.
There is no car parking available on site, only street parking.

travelling by train

You can catch the Cranbourne, Frankston or Pakenham lines to get to Armadale train station.

Depending on the time of day, only some trains will stop at Armadale train station.

travelling by tram

There are two trams that you can catch.

Route 6 : Melbourne University – Glen Iris

Route 5 : Melbourne University – Malvern



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