



WILLIS ROOM

The Willis Room is located in the Whitehorse Civic Centre and features a separate entrance for bookings held outside business hours. It is a medium-sized meeting room ideally suited for workshops, training sessions, seminars, body corporate meetings and small product displays.

Catering can either be arranged or a small kitchenette with coffee and tea making facilities is available for use.

“We have been very happy with the Willis room for some years. The staff have always been helpful.”

— Melbourne Audio Club

Included in the room hire:

- room set to your requirements
- function supervisor to open and close the room
- use of standard Willis Room audio visual equipment, including:
 - large wall mounted projection screen
 - audio system (available on request)
 - standard whiteboard
 - lectern and microphone
 - projector trolley for clients providing their own data projector
 - TV/DVD player
 - A fixed data projector is available to hire for an additional fee

Room Capacity	Room
Theatre Style	60-80
Workshop Style	40
U-Shape	32
Classroom	32
Boardroom	30

2016 Standard Room Hire Rates *	Inc GST
Meeting (up to 4 hours)	\$342
Full day (up to 9 hours)	\$535
Day & Evening (up to 15 hours)	\$640

*Registered non-profit organisations will receive a 20% discount off the standard room hire rate



WHITEHORSE
CENTRE

whitehorsecentre.com.au

MEETINGS & FUNCTIONS

BOOKINGS AND FURTHER INFORMATION

Whitehorse Centre Functions

EMAIL: functions@whitehorse.vic.gov.au

PHONE: 9262 6590