

Karstens computer rooms



www.computerrooms.com.au

Facilities Guide

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118 Queen Street Melbourne VIC 3000
Tel (03) 8601 2712 Fax (03) 8601 2711

Corporate Overview

Welcome to Karstens, the newest state-of-the-art computer and training facility in Melbourne. Founded and managed by Hendrik Karsten who has over 25 years experience in managing restaurants and function centres, Karstens affords you and your organisation the absolute best in ambience, amenities and service. Hendrik's in-depth understanding of both the hospitality and corporate sectors ensures that the individual needs of every patron and the importance of your event is thoroughly understood and meticulously catered for. This, combined with the latest equipment and superbly appointed computer training rooms, makes Karstens Computer Rooms the best possible choice.

Our large breakout area with comfortable chairs, complimentary freshly brewed espresso coffee and tea, is perfect for your morning, afternoon tea and lunch breaks. Karstens Computer Rooms is conveniently located in the heritage listed ACA building at 118 Queen Street Melbourne.

At Karstens we are customer focused, an attribute which has led to our outstanding reputation within the business community. Contact us for an obligation-free proposal and to arrange a site inspection.

What we do best

- Provide spacious and beautifully appointed computer rooms and breakout areas.
- On-site technicians and complete catering services.
- Provide conference, meeting rooms and accommodation to supplement computer room hire.

Our services include

- Computer rooms set for 8, 12, 14 and 20 participants
- Flexible computer-boardroom networks
- Latest equipment
- Custom-made ergonomic desks and chairs
- Strong technical support team
- Spacious breakout area
- Complimentary freshly brewed espresso coffee and a selection of teas
- Quality crockery and cutlery, special dietary requirements catered for
- Natural light in all rooms
- Photocopy, telephone, fax access complimentary for low volume usage
- Numerous hardware, software, audiovisual and catering options available to make your event a success.



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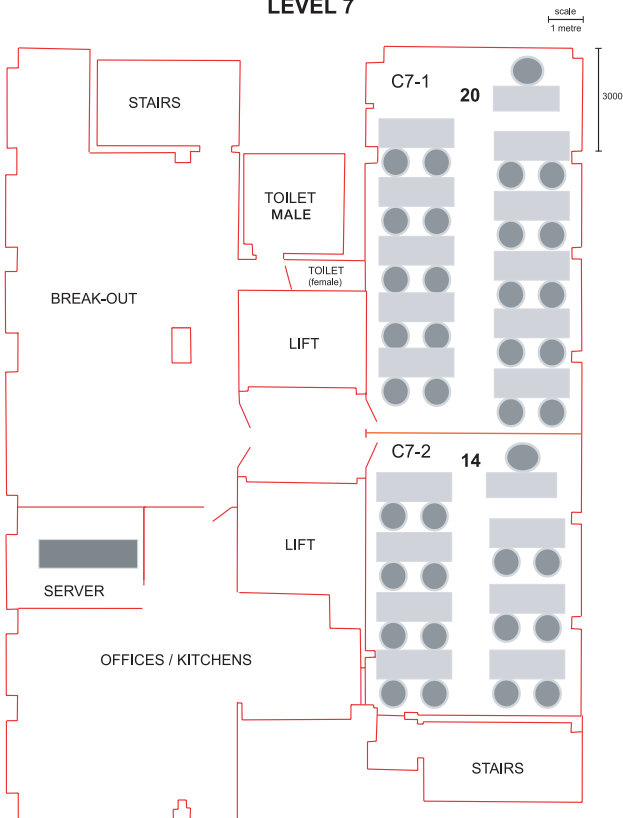

Computer Rooms

Floor plans

LEVEL 6

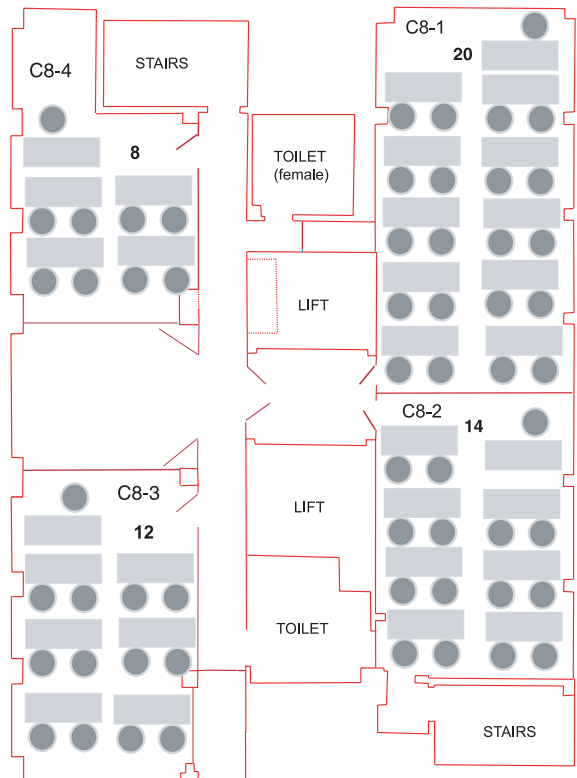


LEVEL 7



Little Collins Street

LEVEL 8

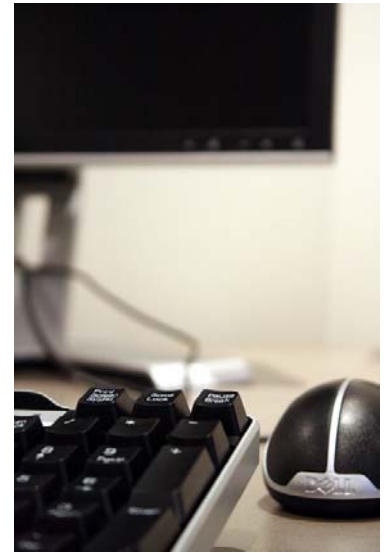


Computer Specifications

Our standard computer configuration is;

- Dell - Intel Core 2 Duo 2.4GHz (2MB cache, 800 MHz FSB)
- 4GB DDR2 RAM
- 250 GB SATA (7200) Hard Drive
- Dedicated 256MB Graphics Card
- 22" LCD ultrasharp monitors
- DVD +/- r/w Dual Layer
- Multi Card Reader
- Microsoft XP or Vista Business, MS Office 2007
- All desks equipped with 22inch shared viewing monitors

Our technical staff can image and configure most software and access permissions to suit your requirements. Whether you require a secure network, remote access, intel supported O/S loads, and client-trainer monitoring software, we can assist.



Complimentary Services & Facilities

Included in room hire cost

- Free whiteboard and markers
- Continuous teas and coffee
- Free wireless access from all breakout areas
- All rooms setup with manuals & equipment as per booking request
- Administrative and onsite technical support
- Fully air-conditioned rooms
- Photocopy, telephone, fax access for low volume usage



Computer Room Pricing

Room capacity refers to number of participants;
one additional trainer/presenter desk is included in the pricing.

Room Capacity*	8	12	14	20
Price (GST inc)	\$1200	\$1450	\$1610	\$1980

Options

Audiovisual & peripheral devices

- Laptop(s)
- Printer/Scanner/Storage Server
- DVD
- Mini hifi system CD,USB
- Mini DVD Digital Camera includes tripod
- Electronic Whiteboard
- Conference Phone
- Clicker for PowerPoint
- Flip Chart & Paper
- A4 Overhead projector
- External Storage
- Portable printer (new inks)
- Additional printer ink cartridges

	1/2 Day	Day	2 Days	3 - 5 Days
LCD Data Projector	\$120	\$190	\$350	\$450
Dell Notebook	\$73	\$124	\$197	\$270
DVD / Video Player	\$29	\$48	\$77	\$106
Mini hifi system CD, USB	\$30	\$45	\$60	\$75
Mini DVD Digital Camera includes tripod	\$110	\$170	\$280	\$390
Cordless/Lapel Microphone	\$96	\$138	\$210	\$295
Electronic Whiteboard	\$110	\$166	\$275	\$375
Conference Phone	\$95	\$150	\$245	\$340
Clicker for PowerPoint	\$14	\$20	\$34	\$48
Flip Chart & Paper	\$29	\$39	\$68	\$97
Extra paper (50 sheet)	\$20			
A4 Overhead projector	\$36	\$48	\$80	\$112
Photocopying	20c per copy			
Internet "Hub" (per room)	\$75	\$125		
Audio Visual Technician	\$70 per hour			

Additional Services

Karstens is an experienced provider of hospitality services, all of which can be incorporated into your computer room booking. These include;

Karstens at CQ - conference rooms

Our conference centre Karstens at CQ is the fastest growing dedicated conference centre in the Melbourne CBD. Karstens at CQ offers affordable, state-of-the-art conference and training rooms for groups of 4 to 600 people. Comfortable modern surroundings, an abundance of natural light, individualized air-conditioning, soundproofing and quality audiovisual technology.

Karstens Mediation Rooms

Our Mediation and Arbitration rooms are located on Level 3 of 118 Queens Street; fully equip with all necessary facilities and services and vbreakout rooms options.

CQ functions - large group functions & events

An exciting space able to accommodate functions up to 1200 guests (cocktail). Beautifully renovated with the latest PA and audio visual equipment CQ functions is your choice for larger conferences or events.

Blue Diamond Club - nightclub and venue

A meeting place for people to come together to drink, talk, relax, and to be entertained in a sophisticated lounge environment. Located on the 15th floor of 123 Queen St, it has breathtaking views over Melbourne.

Lanai Restaurant - lunch and dinners

With décor designed around the Japanese garden in the court yard with waterfall and tropical plants, and balcony views over Queen Street; Lanai is open for lunch, dinner and drinks till late.

CQ Bar - socialising & cocktails

The CQ bar is located on the elevated ground floor and commands great views over Little Collins and Queen Streets. The relaxed atmosphere and the numerous beers on tap make it the ultimate bar to unwind.

CitiClub Hotel - fully serviced hotel

Newly refurbished 71 room hotel boasting high speed internet access, cable TV, ample work space, parking, fitness room, sauna and squash courts. **Karstens** will gladly make all the necessary arrangements should you require accommodation with your training.

Catering

We provide a variety of catering options for your computer training, we know that your participants are looking forward to the breaks and we make sure that it is worth looking forward to!

Karstens Computer Rooms has its own break-out area with espresso machines for the coffee connoisseur. These self serve machines provide individual espresso coffee with the option of hot skinny or hot full cream milk. For the tea drinker there is a large selection of Twinning teas.

Our Package

All room hire inclusive of coffee and tea.

Our full day catering package is \$34.90 per person;

Morning tea:

A selection of Danishes, mini croissants and mini muffins (\$6.50 per person)

Lunch:

Gourmet baguettes with a variety of fillings (¼ is vegetarian), fruit & cheese platter and juices (\$21.90 per person)

Afternoon tea:

Selection of cakes and slices (\$6.50 per person)

For multiple conference days we ensure that different items are served for lunch, such as;

- **Sushi - Wraps - Open Sandwiches - Mini Rolls**
- **Party Pies, Sausage Rolls and Vegetarian Pastries - Focaccias**

All catering is served at the following times, unless pre-arranged:

07.30-09.00	Arrival coffee/tea
10.30-11.30	Morning tea
12.30-02.00	Lunch
02.30-04.00	Afternoon tea

Other options;

Fruit platter \$3.50 per person

Breakfast \$16.50 per person, a selection of Danishes, sweet & savoury muffins, mini croissants, warm egg and bacon mini quiches, fruit platter, orange juice and coffee/tea

Mini magnums \$3.50 per person

A selection of yoghurts \$3.50 per person

After conference drinks \$15.00 per person (1st hour)

(light and heavy beer, sparkling, white and red wine, soft drinks and orange juice)

After conference cocktail option 1 \$22.90 per person; a choice of 3 cold and 4 hot canapés from our cocktail menu

After conference cocktail option 2 \$17.90 per person; cold selection of pates, cheeses and dips, hot selection of mini quiches, sausage rolls and party pies.

After conference cocktail option 3 \$4.50 per person; a selection of chips and cashew nuts.



Booking Request Form

Also see our online form at www.computerrooms.com.au

DETAILS

Company Name:
Street/Number:
City/Postcode:
Contact Person:
Contact Phone:
Contact Mobile:
Email:

Account Details

Contact Name:
Phone:
Email:

Event Signage/Name:
Start date: End Date:
Start time: Finish time:
Number attending: (excluding presenter/trainer)

OPTIONS

- | | |
|--|---|
| <input type="checkbox"/> Data projector | <input type="checkbox"/> Flip Chart |
| <input type="checkbox"/> Laptop | <input type="checkbox"/> Multifunction (print) server |
| <input type="checkbox"/> Conference phone | <input type="checkbox"/> Printer |
| <input type="checkbox"/> Clicker for PowerPoint | <input type="checkbox"/> Printer/Scanner |
| <input type="checkbox"/> Mini DVD Digital Camera | <input type="checkbox"/> Music system/CD player |
| <input type="checkbox"/> Electronic whiteboard | <input type="checkbox"/> External Storage |

Other:

CATERING

- Please quote including Standard Catering Package
 Please contact us to discuss other catering options

SIGN & FAX

Signed:

Print:

Date:

Terms & Conditions

1. Tentative Bookings - Will be held for a period of 7 days from the date of quotation unless other arrangements have been made.
2. Confirmation - A booking is deemed confirmed when the 'booking detail sheet' has been signed, dated and returned.
3. Deposit - A 50% deposit payable upon confirmation of any booking.
4. Cancellation - Notified in writing 60 days prior to the date no charges will apply. Written notification received 60-31 days prior will be invoiced for costs incurred or 25% of quote (whichever is greater). Written notification received 30-15 days prior will be invoiced for costs incurred or 50% of quote (whichever is greater). Functions cancelled less than 14 days prior to the date will be invoiced the full quoted cost.
5. Final Details – Final participant number, menus, beverage arrangements, audio visual requirements, room set-ups, starting and finishing times must be confirmed 2 days prior to the event.
6. Vacating of Rooms - The organiser agrees to vacate the designated venue space at the scheduled times agreed upon.
7. Room Numbers – the number of participants must not exceed published and recommended room numbers.
8. Payment - All accounts are to be paid at the conclusion of the event unless alternative arrangements have been made with Karstens by way of credit facility. All approved credit arrangements require full payment within seven (7) days after conclusion of the event . Payments not received within 30 days will incur a 2% monthly interest charge.
9. Prices - Will be confirmed by email as detailed in the 'booking detail sheet'.
10. Security - Management will not accept responsibility for the loss or damage to equipment or merchandise left on the premises prior to, during, or after the function. Our manager will be pleased to discuss storage arrangements with you.
11. Compliance - Clients will be responsible to ensure the orderly behaviour of their participants and guests, Management reserves the right to intervene where it sees fit.
12. Damages - Clients will assume responsibility for any and all damages caused by any participant and their guests or any other person attending the event.
13. External Caterers - Clients are not permitted to bring in their own catering or beverages.
14. Substitute Rooms - Management reserves the right to assign another room for the function in the event the room originally designated for such function is not available or inappropriate in the opinion of Management.
15. Displays and signage - Nothing is to be nailed, screwed or adhered in any way to any wall, door or other part of the building unless prior written permission is granted by Management.
16. Excessive noise and disruptive behaviour - Clients must not create excessive noise or disruptive behaviour which Management deems inappropriate. Clients must inform management of any potential issue at the time of booking, failure to comply may result in immediate cancellation of the event.
17. Deliveries – Equipment or documents delivered prior to the booking date must be directed to the attention of the Operations Manager with the function name and date clearly stated. Equipment or documentation delivered prior to the start of the function cannot be stored unless prior arrangements have been made. All deliveries should be made to Level 3, 118 Queen Street between 8 am – 5 pm Monday to Friday.
18. Circumstances beyond the control of Karstens – Should Karstens be unable to provide for your event due to circumstances beyond our control, Management is not responsible for any costs, damages, loss of data or expenses that you may suffer or incur.
19. Items not collected – Any items that have not been collected after the function will be disposed of within 14 days.
20. Clients are responsible for:-
 - (a) all required software, including drivers not supplied by Karstens Computer Rooms.
 - (b) supplying any 'required software' at least 14 days prior to the booking date.
 - (c) obtaining all relevant software licences, current at the time of the event or booking, and
 - (d) reviewing and approving your supplied software running on Karstens premises at least 10 days prior to the booking date.

Contact & Location

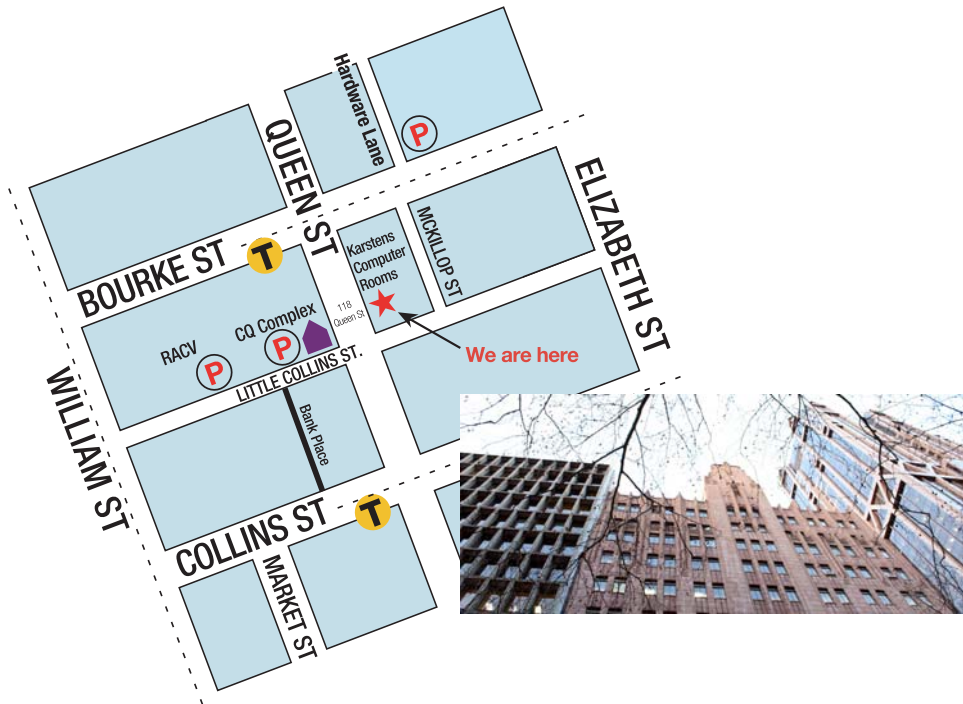
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e. info@computerrooms.com.au

w. www.computerrooms.com.au



Parking

An underground car park is located across the road at the CQ building (113 Queen Street) entrance is from Little Collins Street. Hourly or daily rate applies. The carpark is managed by Secure Parking. Tel (03) 9613 0000

Tram

Numerous trams connect to the city, trams 31,109 and 112 travel along Collins Street, the closest tram stop is on the corner of Queen and Collins Street. Trams 86, 95 and 112 travel along Bourke Street, the closest tram stop is on the corner of Bourke and Queen Street. For more information visit www.metlinkmelbourne.com.au

Train

Catch any service into the city, the closest station to 118 Queen Street is Flinders Street Station. Take the Flinders Street exit and turn right into Elizabeth Street. Walk along Elizabeth Street, cross Collins Street and turn left into Little Collins Street. For more information visit www.metlinkmelbourne.com.au

Interstate and Regional Trains

Disembark at Southern Cross Station and take tram 86, 95 or 112 along Bourke Street. The closest tram stop is on the corner of Bourke and Queen Street. For more information visit www.vline.com.au