

## Training and Interview Rooms

**Do you have the need for a room to greet clients?**

**Or**

**A larger area to train or meet with employees?**

**Then the Clarence Business Centre is for you!**

The CBC has two Meeting Rooms designed to cater for different group sizes and working styles. These rooms are equipped with speakerphone and broadband facilities, white board, data projector and screen can be arranged at very reasonable fees. Filtered water, self-serve tea and real coffee are available in our fully equipped kitchen or tea and coffee can be served into the meeting rooms at a small fee. Catering can be arranged to meet your requirements.

Your clients will be greeted at the Reception area and their arrival announced to you.

We have for your convenience full range of secretarial services which include:

- ❖ Photo copying
- ❖ Faxing
- ❖ Scanning
- ❖ Emailing
- ❖ Typing
- ❖ Answering calls
- ❖ Transferring calls
- ❖ Printing

These services are available to you at scheduled fees

**Features of the meeting rooms include:**

- ❖ Air Conditioning
- ❖ CBD location
- ❖ Reception services
- ❖ TV/DVD available
- ❖ Overhead projector available
- ❖ Projector Screen
- ❖ Whiteboards
- ❖ Tea and Coffee available
- ❖ Chilled water
- ❖ Catering

Call us today and book a room for your next meeting on 02 6642 9700