



MEETING ROOM POLICY

At Lilburn Workspace we aim to ensure you enjoy the facilities we have to offer. With this in mind, we have compiled the following guidelines for your reference.

- The meeting room is available for either full or half-day bookings. A full day booking allows you to utilise the facilities between the hours of 8.30am to 5.00pm. Half-day bookings are available between 8.30am to 12.30pm or 1.00pm to 5.00pm. We ask you to observe these times as best you can. Should you need to extend your use of the room beyond these hours, please let us know as soon as possible and we will discuss what options are available.
- A 50% deposit is required to confirm a booking. This deposit is non-refundable should you cancel the booking less than 48 hours prior to the scheduled start date.
- The meeting room (including the deck) is available for your exclusive use during your booking. The remainder of the premises are for the use of the tenants, with the exception of the bathroom facilities which are shared.
- Lilburn Workspace is a shared small business workspace. For your own privacy, and that of our tenants, we ask you to keep the doors to the meeting room closed during your use.
- The off-street parking at Lilburn Workspace is for the use of the tenants. There is ample, unrestricted parking available in the street outside the building. The exception to this is the disabled carpark, which is adjacent to the front entrance of the building.
- We can provide a range of catering services to meet your needs, and these services are available to all meeting room users. Unfortunately, we are not able to accommodate self-catering.
- Should you have any requirements which seem to fall outside these guidelines, please do not hesitate to discuss the matter with us – we will do our best to accommodate your needs.