



# Mediation & Meeting Room Hire

For more information or if you have any questions please contact:

[mcs@lawsocietysa.asn.au](mailto:mcs@lawsocietysa.asn.au)

(08)8229 0200

# Room Overview

	View	Teams/Zoom	Screen
Room 1	✓	✓	55 inch
Room 2		Teams / Zoom available via a laptop set up	
Room 3	✓	✓	55 inch
Room 4	✓		
Room 5	✓		
Room 6	✓		
Room 7	✓	✓	105 inch
Boardroom		✓	2 x 80 inch

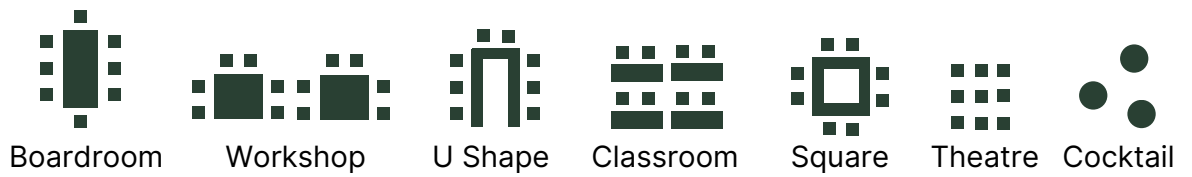
Our Meeting Room Hours are available to hire: 9am – 5pm, Monday to Friday.  
After hours charged at a rate of \$50 per room, per half hour or part thereof.  
Invoices for all room hire charges will be sent out once the booking has concluded.

All meeting rooms include:

- Access to catering and the Members Lounge area
- Wi-Fi
- All day refreshments of water, tea, coffee machine, mints & biscuits.
- Adjustable air-conditioning & lighting.
- Printer/ copier, white board, flipcharts, lectern, microphones, presentation clicker on request



# Room Set up



	Boardroom	Workshop	U Shape	Classroom	Square	Theatre	Cocktail
Room 1	10	8					
Room 2	4						
Room 3	16	14					
Room 4	16	14	12	10	16	12	12
Room 5	16	14	12	10	16	10	10
Room 6	16	14	12	10	16	10	10
Room 7	Presenters Table						
Rooms 4 & 5	24	18	20	18	20	30	40
Rooms 4-7	40	56	30	32	64	80	120
Boardroom	18	16					

Please note meeting room 2 and the Boardroom do not have access to natural light



# Pricing

Room Prices for:

	Up to 2 Hours		Up to 4 Hours (half day)		Full Day (9am - 5pm)	
	Member	Non Member	Member	Non Member	Member	Non Member
<b>Room 1</b>	Complimentary	\$300	\$250	\$500	\$400	\$650
<b>Room 2</b>	Complimentary	\$150	Complimentary	\$250	Complimentary	\$350
<b>Room 3</b>	Complimentary	\$300	\$250	\$500	\$400	\$650
<b>Room 4</b>	Complimentary	\$300	\$250	\$500	\$400	\$650
<b>Room 5</b>	Complimentary	\$300	\$250	\$500	\$400	\$650
<b>Room 6</b>	Complimentary	\$300	\$250	\$500	\$400	\$650
<b>Room 7</b>	Complimentary	\$300	\$250	\$500	\$400	\$650
<b>Boardroom</b>	Complimentary	\$300	\$250	\$500	\$400	\$650
<b>Office 1</b>	Complimentary	\$150	Complimentary	\$250	Complimentary	\$350
<b>Office 2</b>	Complimentary	\$150	Complimentary	\$250	Complimentary	\$350

Mediation / Multi Room Packages: Includes 1 Complimentary Mediator Room (Room 2 or Office Space):

	Up to 4 Hours (half day)		Full Day (9am - 5pm)	
	Member	Non Member	Member	Non Member
<b>3 Rooms</b>	\$550	\$1000	\$900	\$1500
<b>4 Rooms</b>	\$650	\$1200	\$1050	\$1700
<b>5 Rooms</b>	\$800	\$1400	\$1200	\$1900

Conference Packages (Meeting Rooms 4-7):

	Up to 2 Hours		Up to 4 Hours (half day)		Up to 6 Hours		Full Day (9am - 5pm)	
	Member	Non Member	Member	Non Member	Member	Non Member	Member	Non Member
<b>25 People or Less</b>	\$200	\$350	\$450	\$700	\$650	\$800	\$800	\$1000
<b>25 - 50 People</b>	\$320	\$500	\$650	\$1000	\$850	\$1000	\$1100	\$1500
<b>50 - 100 People</b>	\$420	\$625	\$850	\$1250	\$1050	\$1500	\$1400	\$2000



# Floor plan

## Legend:



Emergency Exit



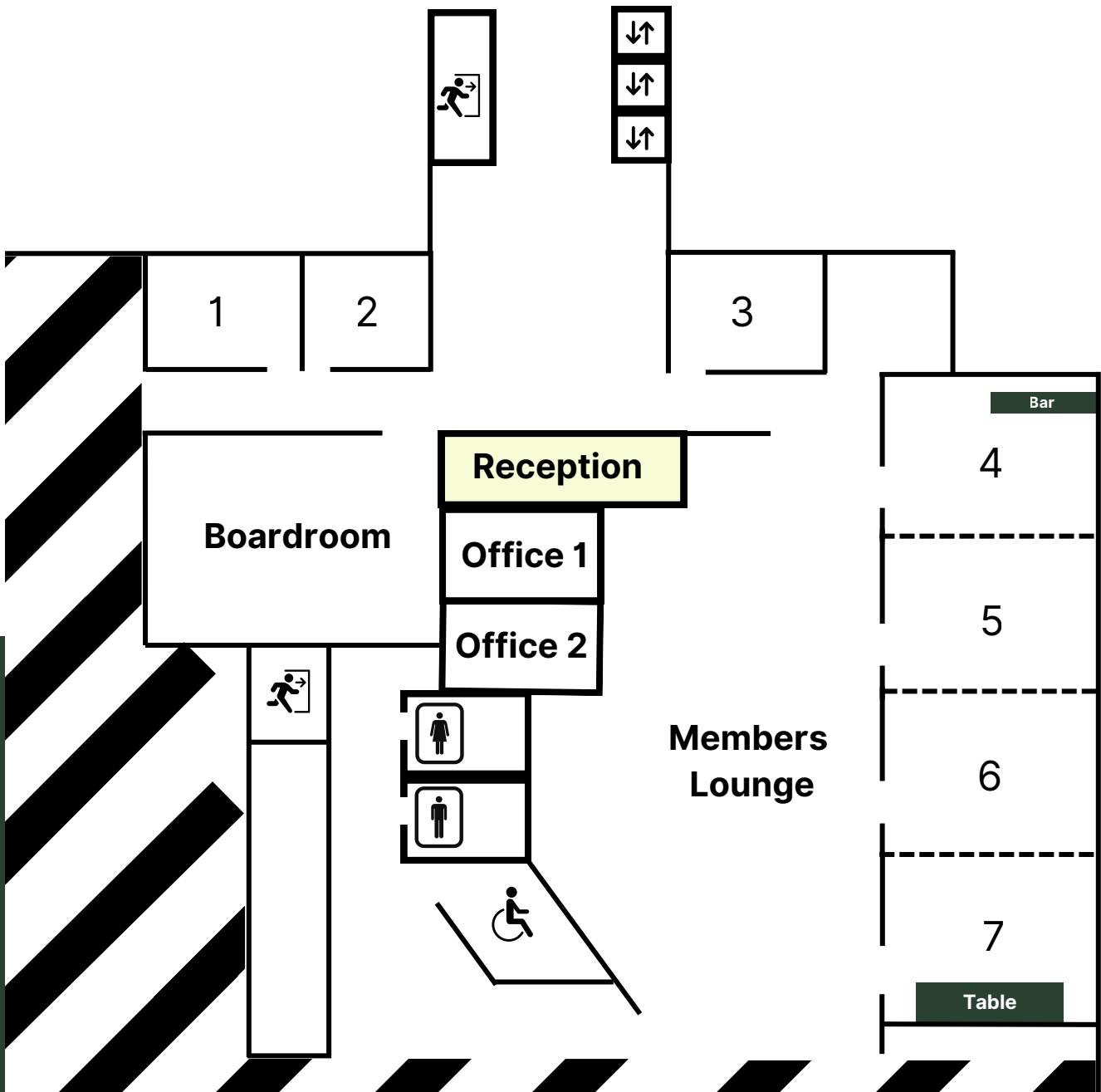
Movable Wall



Elevators



Toilet

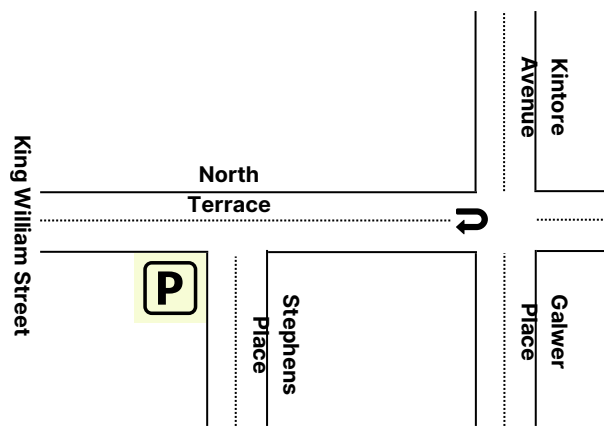


# Parking

The Law Society is located on North Terrace in the Myer Centre building. The Myer Centre car park is open at the following times:

- 5:00am to Midnight Monday to Friday
- 5:00am to Midnight Saturday
- 8:00am to Midnight Sunday

Located via Stephens Place off North Terrace, you can access the car park from either direction. There is direct access to the office tower via the lifts on car park Level 1 (C1) or Level 2 (C2).



Please see the the following link for more information, pricing and contact details:

[Myer Centre Car Park](#)



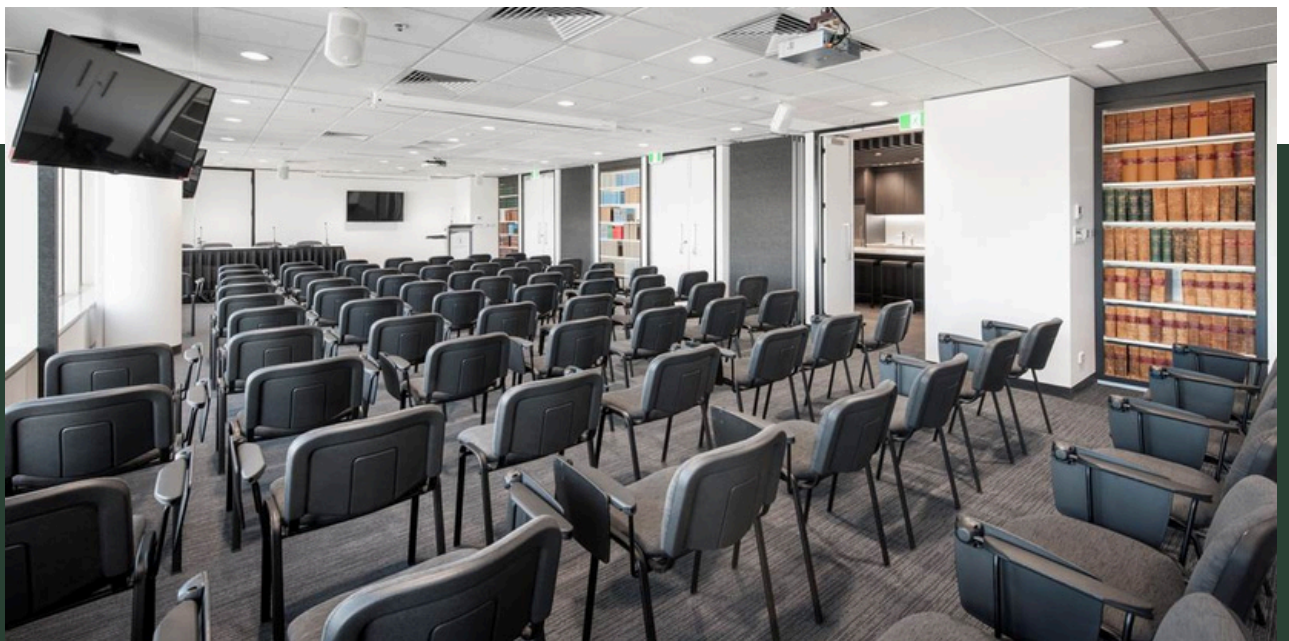
# Catering

The Law Society allows outside catering of the client's choice however, we are happy to organise it for you if you wish. Our usual providers are:

- [Hello Sarnie](#)
- [Corporate Platters](#)
- [Simply Decadent](#)
- [Let them eat](#)
- [Bakery on O'Connell](#)
- [Cargo Catering](#)
- [Taylor & Holmes](#)
- [Menu - Roll'd Vietnamese](#)
- [Menu - Bolla Milano](#)
- [Bottega Bandito - Cafe and Delicatessen](#)

We are able to provide all the crockery, napkins & serving platters. We also have an oven and fridge on-site to keep food at its desired temperature.

1. Please note that the Society does have a bar for drink service if desired.
2. The Law Society of South Australia does **not** have a liquor license, if you intend to serve alcoholic drinks at your event, please ensure you obtain (if applicable) the required liquor license.
3. Please click the following the link for more information  
<https://www.sa.gov.au/topics/business-and-trade/liquor/apply/short-term>





**The Law Society**  
OF SOUTH AUSTRALIA

# Room Hire Request Form

**TITLE:**

**FIRST NAME:**

**SURNAME:**

**ORGANISATION:**

**EMAIL:**  **PHONE:**

**DATE/S OF ROOM HIRE:**

**START TIME:**  **END TIME:**

**NUMBER OF ATTENDEES:**  **PURPOSE:**

**EXTRA INFORMATION:**

- AV:**
- LECTERN
  - MICROPHONE
  - SCREEN
  - LAPTOP
  - WHITE BOARD
  - VIDEO CONFERENCING
  - PRESENTATION CLICKER

- CATERING:**
- YES
  - NO

