

# CONFERENCE ROOM INFORMATION



Your booking at MERC includes use of our conference room and facilities. The following information has been prepared to assist you. We hope that you will find it useful.

## Facilities

Our conference room is located upstairs with a small deck offering fabulous views across Long Bay and the Hauraki Gulf. The room is bright and creates an inspiring work environment.

Seating is normally in a board room layout that will comfortably accommodate 12 people or up to 16. The tables are trestle so can easily be re-arranged into a U-shape or removed for theatre style seating. If you advise us in advance how you would like the room laid out, we will prepare it for you.

On one end wall of the conference room there is a drop down screen with state-of-the-art installed audio visual equipment including speakers and data projector. We also have an electronic whiteboard and a large screen TV with DVD facilities which are available for use free of charge. **Please note that we do not provide flipchart stands or pads.**

Other facilities include convenient washrooms and a roomy kitchenette. In the kitchenette you will find everything you need to prepare drinks and light refreshments. We provide coffee, tea and milk. There is also a table provided in the conference room for service. Should you wish to arrange outside catering, please ask us for recommendations. **Note - we do not provide catering.**

## Delivery & Collection of Hired Equipment

Hired gear and accessories may be dropped off at MERC by prior arrangement. Please contact us at least 3 weeks prior to your booking to make the necessary arrangements.

At the end of your booking, place gear to be collected neatly either in a corner of the dining room or in the corner of the hall nearest the kitchen. Please ensure that everything is grouped tidily together.

Items are to be collected from MERC no later than 9.30am on the day following your booking (or the Monday morning for Saturday evening functions) so that it is out of the way before our next group arrives.