



Milton House

Meeting & Event Space



WELCOME

Dear Attendees,

It is with great pleasure that we welcome you to Milton House, a distinguished heritage-listed property nestled in the heart of Brisbane. Steeped in history and architectural elegance, Milton House stands as a testament to Brisbane's rich cultural heritage and serves as a premier venue for your event.

Originally built in 1849, Milton House has been meticulously preserved to showcase its Georgian-era charm and timeless beauty. From its ornate façade to its meticulously crafted interiors, every corner of Milton House exudes a sense of grandeur and sophistication, offering a captivating backdrop for your gathering.

As you step inside Milton House, you will be transported to a bygone era, where intricate woodwork, and period furnishings beckon you to explore its storied past. Your event takes place amidst this historical backdrop, providing a unique blend of tradition and modernity that promises to inspire and delight

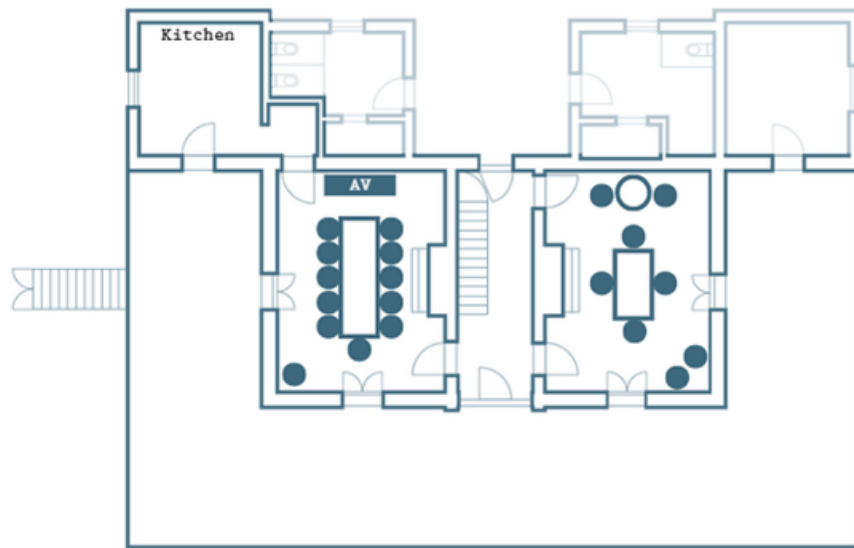
Throughout your time at Milton House, we encourage you to immerse yourself in its rich heritage, take in the architectural marvels that surround you, and savour the unique ambiance that only a venue of this calibre can offer. Whether you're here to engage in thought-provoking discussions, forge new connections, or simply bask in the beauty of this iconic landmark, we trust that your experience at Milton House will be nothing short of extraordinary.

On behalf of Shayher Group and JLL (Building Management), we extend our warmest welcome and invite you to make the most of your time at Milton House. May your event be filled with memorable moments, enriching conversations, and a deep appreciation for the timeless allure of this historic gem.

Welcome to Milton House, where history meets hospitality, and where every moment is infused with the magic of yesteryear.

Warm regards,
Kings Row Building Management Team

MEETING ROOM - GROUND FLOOR



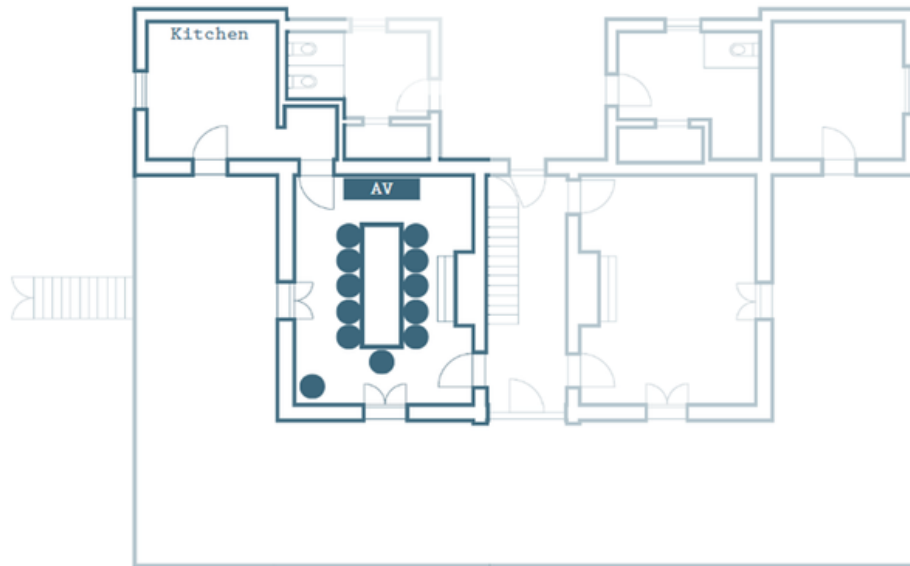
The entire Ground Floor of Milton House can be booked for events.

The Dining Room accommodates meetings for up to 12 guests seated. The Dining Room serves as a breakout space for morning tea, lunch, and afternoon tea, with a capacity of 6 guests seated and up to 20 guests standing.

Access to the veranda and lawns of Milton House is available upon request. Additionally, deck chairs (10 available), bean bags (5 available), and picnic blankets (6 available) can be set up in this area.

MEETING ROOMS

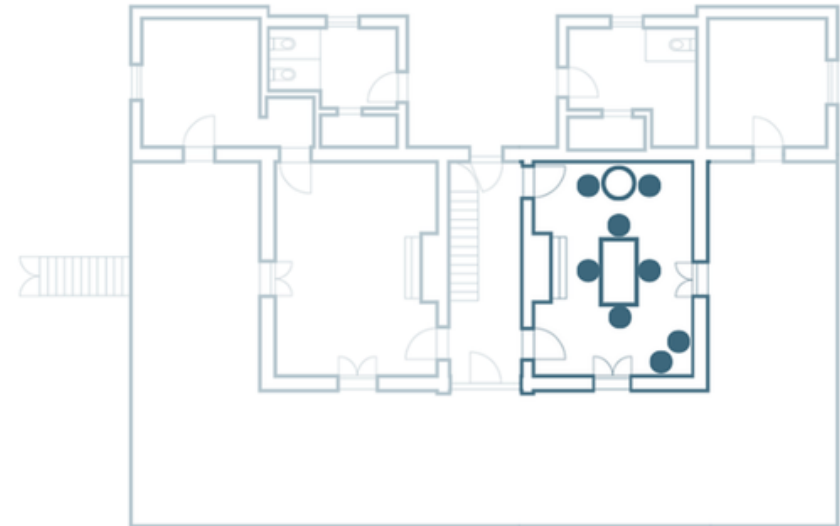
THE DINING ROOM



The Dining Room can be booked as a meeting room equipped for video conferencing, accommodating up to 12 guests seated.

Facilities include: WiFi access, a 75" Samsung Smart LED TV, a Logitech MeetUp Conference Cam, a Logitech MeetUp Microphone, a Logitech Wireless Keyboard and Mouse, a Lenovo Pro Dock, and a 6-way power board.

THE DRAWING ROOM



The Drawing Room can be booked as a casual meeting or breakout space, accommodating up to 6 guests seated or 20 standing.

Facilities include: Wi-Fi access, 6 tub chairs, 2 occasional chairs, and a 1.8m x 1.2m pine table.

MEETING ROOMS

THE DINING ROOM



THE DRAWING ROOM



RATES AND CHARGES



STANDARD RATES

Meeting Room	Dining Room	Drawing Room	Ground Floor
Capacity	12 pax	6 pax	18 pax
Hourly	\$120	\$100	\$200
Half Day (5 hrs)	\$300	\$250	\$500
Full Day (10 hrs)	\$730	\$530	\$930

Figures quoted are exclusive of GST.

- A cleaning fee of \$130.00 plus GST applies to full-day bookings only and is included in the table above.
- Security requirements and associated fees will vary based on booking times.
- All costs will be charged to the Licensee through the Tenant Lease Account.

For large group events and weekend bookings, please contact Kings Row Building Management: Pam.Nell@jll.com and Mitchell.Busby@jll.com

HOW TO BOOK

You can book a space at Milton House via the Kings Row Website (<https://www.kingsrowoffices.com.au/>)

First, please familiarise yourself with the Milton House User Guide. The User Guide is your go to for all the information you will need to enjoy the beautiful spaces available at Milton House. Should you have any questions after perusing the user guide, please reach out to the Building Management team.

The Kings Row Website is home to the Milton House booking page (<https://www.kingsrowoffices.com.au/miltonhousebookings/>)

On the Milton House booking page you can follow the form prompts to complete your booking. The form will collect all relevant information from you regarding your booking. Please note that all information provided via the booking platform is kept confidential. In the process of customizing your booking you will confirm the following ; The room or rooms you would like exclusive use of at Milton House, the date and time of your meeting or event, along with the duration of your booking (this will determine your total cost - please refer to the rates and charges page), and your details including your company.

The booking process consists of four main steps:

- Create Booking:** Selecting the room. Options include THE DINING ROOM (12 people seated), THE DRAWING ROOM (5 people seated), and THE GROUND FLOOR (18 people seated).
- Date & Time:** Selecting the date (November 2024) and time (1h (\$200.00)). A calendar view shows the selected date (November 13, 2024) and time slot (11:30 AM).
- Your Information:** Providing personal details (Name, Email, Phone) and company information (Company Name, Company Address).
- Confirmation:** Confirming the booking and receiving a confirmation email. The confirmation includes the date (November 13, 2024), time (11:30 AM), service (THE GROUND FLOOR (18 people seated)), employee (Building Management), and payment (\$200.00 - On site).

Please note that the total cost of your booking will be charged to the Lease Account of your workplace.

Any special requirements must be communicated to the Building Management Team at least 48 hours before your booking date and time. You will receive an automated confirmation email upon successful completion of your booking, followed by a reminder email with day-of instructions and relevant information 24 hours prior to your booking.