

General Business Lounge principles:

- Space for Carlton IN Business (CIB) members/commercial partners to do private business in a safe and inclusive setting within the inner sanctum of the Carlton Football Club.
- Opportunity for members to work independently on intermittent occasions e.g. remote office area when passing by; to perform face-to-face interactions within the network e.g. CIB member to CIB member looking for opportunities to conduct business with each other; to perform face to face interactions outside of the CFC network, and; hold short term meetings within bookable meeting rooms and opportunity to have a space to conduct business around this.
- Fair use policy applies – intention for general area is for single partner/member representative to do business with up to two or three others at most at a time – so as to not overwhelm open spaces, or alternatively to meet within bookable meeting rooms with up to six or eight people, depending on which room respectively. The space is not intended to act as semi-permanent individual business co-working/satellite office and the likes of printing services are not available.
- The Business Lounge is for conducting business activities/extending business relationships: therefore, conduct is for this purpose. Dress code is minimum standard of business casual and information exchanged within the lounge is considered confidential to those involved in direct discussion.
- Unless it is coordinated by the Carlton Football Club catering department, external food is not permitted to be consumed within the Business Lounge and respect should be provided to the cleanliness and appearance of the spaces throughout usage.

Business Lounge:

- The Business Lounge is available for designated Carlton Football Club partners and CIB members (refer to access below) to use on an ad hoc basis in line with the general lounge principles above - coinciding with Carlton Football Club operational hours of 8.30am – 5pm.
- The Business Lounge has two bookable meeting rooms within it – six pax and eight pax respectively – with two additional quiet rooms for ad hoc unbookable and short-term use e.g. phone calls. The meeting rooms can be booked remotely via Carlton Football Club reception or utilising the panel on the room itself when on site. The meeting rooms are for small meetings on the basis that the partner/CIB member is in attendance: ongoing utilisation needs to be monitored by the team to ensure they are not exploited for convenience on a regular/continuous basis by certain individuals or businesses.

Accessing the Business Lounge (ad hoc usage):

- Reception will be the conduit to provide member/partner access.
- CIB members/designated partners can collect a swipe card from reception for access to the Business Lounge.
- Reception will require a list of all of CIB members and designated partner business names that are entitled to obtain access, along with the key person from each organisation who is the 'authorised user' for that business.
- The authorised user for each business is the only person who can identify themselves to reception and be granted an access pass after signing in, unless they have in advance sent

through a communication to reception identifying the business representative who will be utilising their member privileges for that occasion.

- The process for access will work as follows:
 - Access is between 8.30am – 5pm.
 - Partner/CIB member signs into Envoy (notification to be sent to generic CIB email that member has signed in for tracking purposes).
 - Reception to check partner/CIB member details as per check-in details to that of authorised listing/notified variations: this is to ensure the business/person is authorised.
 - Reception will issue a CIB Lounge access card and lanyard – the only access rights are to the Business Lounge access-controlled doors.
 - Any guests of the authorised member are required to check-in via Envoy and can accompany the authorised member in line with the general conditions of entry – however, they will need to be personally accompanied by the member.
 - If the Business Lounge Boardroom is booked out for a private booking, reception will notify the member that access is only available to the Business Lounge via the far entrance.
 - Partner/CIB Member signs out and returns the access card at the end of their visit on that day.
 - Checking out of access passes will be documented by reception: any non-return of passes will result in automatic cancellation and the member representative will be contacted for follow-up return.

CARLTON
BUSINESS
LOUNGE

- PRIVATE ROOMS
- HIGH TABLE
- CASUAL SPACE
- HOT DESKS
- TV/AV

