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Property brief

Concierge Travel Group Pty Limited

27 June 2018



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Property brief

Wednesday, 27 June 2018

Dear Agent,

Re: Concierge Travel Group Pty Limited – office requirement – Sydney

Tenant Representation Services Pty Limited (TRS) has been appointed as Tenant Advocate by Concierge Travel Group Pty Limited to search and secure office accommodation for their Sydney based operations.

Client request

Concierge Travel Group Pty Limited has strictly requested that any parties in the design or construction industry who wish to potentially participate in this project are to contact TRS directly.

Any party failing to comply with Concierge Travel Group Pty Limited's instruction will not be provided with an opportunity.

Property brief

There are seven sections to the Property Brief:

1. Existing Property Details
2. About Concierge Travel Group Pty Limited
3. Property Requirement
4. Agent's Procedures
5. Consultant's Fees
6. Submission Procedures
7. Key Contact

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Existing property details

Concierge Travel Group Pty Limited currently occupies:

- Property : 332 Kent Street
- Area (Sqm) : 668Sqm NLA
- Level(s) : 3 & 4
- Lease Expiry : 12/01/2019
- Option Period : 5 Years

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Property brief

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About our client

Concierge Travel Group is a progressive, established, and highly connected full service travel company. We encompass six unique brands, employ 40 people, offer hundreds of years of industry experience, and arrange business and leisure trips to all seven continents.

Our leading brands are Concierge Business Travel, Concierge Traveller and Alquemie, as well as niche brands – Points Bank, Freighter Expeditions and Elegant Resorts and Villas.



Concierge Travel Group was founded in 1979 with a dream to deliver outstanding travel arrangements, customised offerings, and personalised services to both leisure and business travellers. Establishing and building relationships with each of our customers and industry partners drives our continued success and growth.

For further information please refer to their website:

www.conciergetravelgroup.com.au



Property brief

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Property requirements

Our client's property requirements are set out as follows;

- **Area** Approximately 450 to 600 Sqm NLA (subject to space planning).
- **Grade** A/B
- **Location** Sydney CBD & Fringe
- **Amenities** Retail and Cafes in close proximity
- **IT** Standard provisions
- **Expansion** Right of first refusal over adjacent / contiguous space would be advantageous.
- **Lease Start** 13 January 2019
- **Lease Term** Minimum Five (5) years plus Five (5) year option
- **Lease Type** Direct Leases, Sub-Leases and Assignments will be considered provided the required term is met.
- **Signage** Will Consider
- **Configuration** Preference for a single floor. High quality fitted out options considered – please supply a floor plan or photos to support your nomination.
- **Public Transport** Good public transport within close proximity to site
- **Car Parking** Please advise numbers & costs
- **Security** Quality provisions
- **Access for fit out** Three months prior to Lease Start



Property brief

4 Agent's procedures

Agents submitting property details must have valid instructions from the respective building owners. Any Agency disputes that arise from duplicate submissions will be referred to the landlord for resolution.

5 Consultant's fees

Concierge Travel Group Pty Limited will pay TRS directly.

6 Submission procedures

TRS would request that proposals that meet with our client's requirements be submitted by **Close of Business on Monday, 9 July 2018** to secure inspection timing. Submissions should be emailed to nominations@tenantrep.com.au and contain the following as a minimum:

- Building and address / building owner
 - A brief description of the building and size of the premises
 - Availability date and brief financial parameters
 - The nature of the Agency appointment
-

7 Contact

Mark Lockwood
02 8243 6701
nominations@tenantrep.com.au

We look forward to receiving your submissions and appreciate your co-operation towards a successful solution for our client.

Yours sincerely

Mark McGrath MRICS
Tenant Representation Services Pty Ltd