

Build your own function!

Just print, fill out and fax the form below to us at 03 755 8258 or phone Leanne Holland at 03 756 9055 to start planning your function. Our event planning staff will then contact you to confirm details and costs with you.

STEP 1. COMPANY INFORMATION

Company Name _____

Phone Number _____ Email _____









Address _____

Contact Person _____ Dates of function _____

Start time of function _____ Finish Time (approx) _____ How many people attending? _____

Function name (used on Welcome Board) _____

STEP 2. FUNCTION ROOM & AMENITIES

	O'Connor Room	Observation Lounge	Tasman Boardroom	Ocean View Restaurant
Location				
	Near to Reception, backs onto our public bar	Top floor of the Ocean View Wing overlooking the beach	Ocean View Wing overlooking the beach	Adjoining Reception, overlooking the beach
Hireage Fee				
Half Day - up to 5 hours	\$125	\$90	\$80	\$150 AVAILABILITY LIMITED
Full Day - over 5 hours	\$200	\$165	\$155	\$225 AVAILABILITY LIMITED
Set-Up				
Theatre	100	20	-	70
Cocktail	100	20	-	70
Buffet	90	-	-	60
Dinner/Dance	80	-	-	60
Banquet	100	-	-	60
Classroom	30	12	-	30
Boardroom	30	16	10	40
U-Shaped	30	12	-	40
Images				
				

* Rates are valid 1 April 10 until 31 March 12 are in NZ dollars and include GST.

STEP 2. FUNCTION ROOM & AMENITIES

Please mark the room type, layout and amenities you would like for your function.

Room

- O'Connor Room
- Observation Lounge
- Tasman Boardroom (boardroom style only)
- Ocean View Restaurant—night time availability limited

Hire time period

- Half Day = up to 5 hours
- Full Day = over 5 hours

Layout option preferred

- Theatre
- Cocktail
- Buffet
- Dinner/Dance
- Banquet
- Classroom
- Boardroom
- U-Shaped

Amenities options preferred

Please mark those required	Amenity	Cost per day*
<input type="checkbox"/>	Whiteboard	no charge
<input type="checkbox"/>	Lectern	no charge
<input type="checkbox"/>	Flip Chart	\$10
<input type="checkbox"/>	TV	\$25
<input type="checkbox"/>	Portable Screen	\$25
<input type="checkbox"/>	Overhead Projector	\$25
<input type="checkbox"/>	Data Projector	\$150
<input type="checkbox"/>	DVD Player	\$25
<input type="checkbox"/>	Photocopying/Scanning Assistance	as required
<input type="checkbox"/>	Wireless Broadband	available
<input type="checkbox"/>	Plug-in Broadband	\$10
<input type="checkbox"/>	Conference call phones - staff will contact you to discuss options	

* Rates are valid 1 April 10 until 31 March 12 are in NZ dollars and include GST.

STEP 3. CATERING OPTIONS

OPTIONS	Included	Cost per person per service*
Morning and Afternoon Tea Service		
Option 1	Selection of teas, freshly brewed coffee	\$5
Option 2	Selection of teas, freshly brewed coffee and orange juice	\$5.50
Option 3	Selection of teas, freshly brewed coffee, orange juice and homemade biscuits	\$8.50
Option 4	Selection of teas, freshly brewed coffee, orange juice with muffins and biscuits	\$11
Option 5	Selection of teas, freshly brewed coffee, orange juice and sandwiches	\$10
Option 6	Sandwiches and savouries	\$12
Option 7	Selection of teas, freshly brewed coffee, orange juice, sandwiches and savouries	\$14.50
Option 8	Selection of teas, freshly brewed coffee, orange juice with scones, strawberry jam and vanilla scented cream or fruit muffins	\$9.50
Lunch Service		
Option 9	Selection of teas, freshly brewed coffee, orange juice and lunch buffet with choice of 2 hot dishes, 1 salad, 1 sweet of chef choice	\$23.50
Option 10	Selection of teas, freshly brewed coffee, orange juice and finger foods including sandwiches, savouries and sweets	\$16

* Rates are valid 1 April 10 until 31 March 12 are in NZ dollars and include GST.

Please mark the catering services you require for your conference.

- Breakfast - staff will contact you to discuss options for your group
- Morning tea - Option #? _____ For how many people? _____ What time? _____
- Lunch - Option #? _____ For how many people? _____ What time? _____
- Afternoon tea - Option #? _____ For how many people? _____ What time? _____
- Dinner - staff will contact you to discuss options for your group

A la carte breakfast, lunch and dinner menus available upon request. Menu is subject to change.

Are there any allergies or dietary concerns we should be aware of? If so, please detail them here.

STEP 4. ACCOMMODATION CHOICES

Hotel Services

- * Off street, free parking
- * Laundry service - fee required
- * Fax Service - fee required
- * Room service - fee required
- * Broadband internet kiosk at Reception - fee required

Please mark the accommodation requirements you have for your conference.

- Yes, we need accommodation. Hotel staff will contact you regarding your requirements, costs and payment process
- No, we do not need any accommodation

Any special requests? If so, please detail here.

STEP 5: ACCEPTANCE OF TERMS AND CONDITIONS

Please read these terms and conditions carefully and sign and date below.

Payment

- All rates quoted are valid from 1 April 11 until 31 March 12, are in NZ\$ and include GST.
- A 20% deposit of all fees may be required at time of confirmation for functions where credit has not been approved by the Food & Beverage Manager.
- The remaining account must be paid in full on the day of the function or the following morning. No credit facilities exist for any functions held unless there has been previous discussion, arrangement, and confirmation from the Food & Beverage Manager.
- Any additional charges incurred during your stay will be charged to the function account unless specific arrangements have been agreed upon in writing.

Food, Beverages

- All food that is to be consumed for any function must be supplied by the Beachfront Hotel. There can be no exceptions.
- Any beverages consumed at any function must be purchased through the Beachfront Hotel or Beachfront Hotel Super Liquor. Depending on the quantities purchased this may qualify for a discount.

Confirmation of Numbers

- Rooming lists for accommodation requirements are to be confirmed 7 days before the function.
- Menu or food requirements are to be confirmed 7 days prior to function date.
- Numbers attending must be confirmed 2 days before function date. Changes after this time may incur a fee.

Cancellation Policy

- Any deposits paid for food and/or hire charge are **non refundable**.
- For group accommodation bookings, cancellations will be accepted up to 6pm, 5 days before the night of the reservation. Failure to cancel prior to this time will incur a charge equivalent to the first night's stay. If a room is not confirmed it may be sold after 6pm. Please notify reception if you will be arriving later than 6pm.
- For individual accommodation bookings, cancellations will be accepted up to 6pm, 24 hours before the night of the reservation. Failure to cancel prior to this time will incur a charge equivalent to the first night's stay. If a room is not confirmed it may be sold after 6pm. Please notify reception if you will be arriving later than 6pm.

This is a contract between the Beachfront Hotel and..... (The Hirer)

For the use of a Function Room for (Type of event)

Function Organiser.....

Who is responsible for paying the account?.....

Method of payment :Paid in full at completion of functionInvoice (subject to credit approval)

Billing address

Phone..... Fax Email

Signed..... Date.....
on behalf of Hirer

Signed..... Date.....