

Build your own function!

Just print, fill out and email the form below to us or phone to start planning your function. Our friendly 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

	Conference Room	Oceanview Restaurant
	Near to Reception with Bar Facilities	Overlooking the beach & Tasman Sea
Half Day - up to 5 hours	\$125	\$195 AVAILABILITY LIMITED
Full Day - over 5 hours	\$150	\$350 AVAILABILITY LIMITED
Theatre	60	70
Cocktail	60	70
Buffet	60	70
Banquet	60	70
Classroom	32	32
Boardroom	16	32
U-Shaped	16	32
Images	 	 

STEP 2. FUNCTION ROOM & AMENITIES

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

Room

- Conference Room
- Ocean View Restaurant— availability limited

Hire Time Period

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

Layout Option Preferred

- Theatre
- Cocktail
- Buffet
- 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	\$15
<input type="checkbox"/>	TV – 75" (Fixed)	No charge
<input type="checkbox"/>	Barco ClickShare (Wireless device)	\$25
<input type="checkbox"/>	Portable Projector	\$25
<input type="checkbox"/>	Portable Screen	\$25
<input type="checkbox"/>	Photocopying/Scanning Assistance	as required
<input type="checkbox"/>	Conference Phone	\$25
<input type="checkbox"/>	Free Wifi	

Any items not listed can be sourced and hired at additional charge

STEP 3. CATERING OPTIONS

OPTIONS	Included	Cost per person per service*
	Morning and afternoon Tea Services	
Option 1	Selection of teas, freshly brewed	\$5.00
Option 2	Selection of teas, freshly brewed coffee and orange or apple juice	\$7.00
Option 3	Selection of teas, freshly brewed coffee, orange or apple juice and chef's choice off homemade scone or muffin	\$9.00
Option 4	Selection of teas, freshly brewed coffee, juice, warm ham cheese croissant with mayonnaise and fruit kebab	\$14.00
	Lunch Services	
Option 5	Classic Club Sandwiches served with mini savories, seasoned potato wedges and chicken nibbles	\$16.00
Option 6	Classic Club Sandwiches, Baguette sandwiches, mini savories, seasoned potato wedges and chicken nibbles with Garden salad, vegetarian wrap, samosa, spring rolls, fish bites and fries	\$18.50
Option 7	Plated food Chefs special of the day Minimum of 10pax	\$19.50

*Rates are valid until **30th April 2021** are in NZ dollars and include GST.

Please mark the catering services you require for your conference.

- Breakfast - Please contact our staff member to discuss your options for your group**
- Morning tea - Option #? For how many people? Time?**
- Lunch - Option #? For how many people? Time?**
- Afternoon tea - Option #? For how many people? Time?**

STEP 4 . ACCOMMODATION

- Oceanview rooms (Single/Double/Twin) with uninterrupted views of the Tasman Sea * 30
- Penthouse (King) * 1
- Driftwood Rooms (Single/Double/Twin) street front * 34

Hotel Services

- Free car parking
- Off street parking
- Guest Laundry – Coin Operated
- Fax Secretarial Service – charges apply
- Room service – charges apply
- Super Liquor Bottle store, on-site
- ATM available on site (Next to Reception)
- Non-smoking

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 until 31st March 2020, are in NZ\$ and include GST.
- A full deposit of room hire is required at time of confirmation for functions where credit has not been approved by the General Manager.
- If you have credit facilities with Beachfront Hotel Hokitika, an account will be set up for the event. The room hire will be charged to this account.
- 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 prior authorization to use an approved credit facility, and confirmation from the General Manager.
- Any additional charges incurred during your stay will be charged to the function account unless specific arrangements have been agreed upon in writing.
- Copy of the authorized person(s) credit card (front and back) is also required for security along with the ID.

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.
- All function food is priced on an average per person consumption. For further information please contact one of our team members.

Confirmation

- 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.
- Final numbers attending must be confirmed 7 days before function date.
- Changes after this time may incur a fee.

CancellationPolicy

- If you require to cancel your function, you must advise us in writing. This will minimize the risk of any misunderstanding.
- Any deposits paid for room hire are **non-refundable** unless waived by General Manager.
- For group accommodation bookings, cancellations will be accepted up to 6pm, 30 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, 48 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 Hokitika and (The Hirer)

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

Name of the Organiser.....

Method of payment

- Credit Card (2% Surcharge applies)



Card Number

Expiry

Name of the Card

Security Code (CSV)

Card Holder's Signature

- Invoice (Subject credit approval and prior charge back facilities)

- Billing Address:

Phone:

Email:

Fax:

- Direct Credit

Tasman View Properties Bank Account

Westpac 03-0850-0002221-00

Signed Authorized person(s)

Date