

**CONFERENCE / FUNCTION ROOM
MEETING ROOM
HIRE FORM**

Organisation: _____

Contact Name: _____

Address: _____

Phone _____ Fax _____

Email _____ Mobile: _____

CONFERENCE / FUNCTION ROOM

Rates (GST Excl)

Full Day 8.00am - 5.00pm \$200.00 per day

Half Day 8.00am – 12.00pm or 1.00 pm to 5.00 pm \$120.00 per session

Other times by arrangement.

Capacity:

100 people theatre style

60 people classic style

Equipment available:

TouchScreen Whiteboard with laptop

Sound System

DVD / Video

Free Standing Whiteboard

CANCELLATION:

Cancellations made less than one week prior to booking will be charged at a rate of 50% of the room hire rate.

PARKING

All vehicles of attendees at Conference Room Functions, must be parked in the top car park, at street level.

DECK AREA

The deck area and outdoor furniture on it do not form part of the Conference Room.

CATERING

We have a selection of menus to choose from for Morning Teas and Light Lunches.

All prices are per person and include GST.

You may however decide to use outside catering services, however we then do not supply crockery for this. Our kitchen facilities at Hospice are not available for any use if outside catering is used either.

HOSPICE SOUTH AUCKLAND BOOKING FORM

Room Information:

Date	Room Required	Seating Style	No of Attendees	Full Day / Half Day	Time		Equipment Required			
	CF = Conference Room MR – Meeting Room	CF Room Only Theatre Classic					Conference Room Only IAWB = Interactive White Board SS = Sound System, DVD = DVD Tick equipment Required Below			
					From	To	IAWB	Laptop	DVD	SS

Refreshments – Tea / Coffee / Water

Cost: \$1.00 per person per cup

Date	Pre Start		Morning Tea		Lunch		Afternoon Tea		Other	
	Number of Attendees	Time Required	Number of Attendees	Time Required	Number of Attendees	Time Required	Time Required	Number of Attendees	Time Required	Number of Attendees

Catering Available on Request.

**140 Charles Prevost Drive
Manurewa, Manukau 2243**

**Phone 09 640-0025
Fax 09 268-8270**

OFFICE USE ONLY

CHARGE FORM

<i>Date</i>	<i>Room Hire</i>	<i>Tea/Coffee</i> <i>(See below)</i>	<i>Catering</i>	<i>Other</i>

Refreshments – Tea / Coffee / Water

Cost: \$1.00 per person per break

Date	Pre Start		Morning Tea		Lunch		Afternoon Tea		Other	
	Number of Attendees	Cost	Number of Attendees	Cost	Number of Attendees	Cost	Time Required	Cost	Time Required	Cost

Date Invoiced:

Invoiced by:

CATERING BOOKING SHEET

BOOKED BY:		TEL NO:	
CONTACT:		EXT:	
CONTACTS E MAIL:			
TYPE OF FUNCTION:			
MENU REQUIRMENTS:			
DATE:		No of Persons:	
VENUE:			
TIME:			
SERVICE REQUIREMENTS:			
FOOD: YES		NO	
BAR: YES		NO	
TEA/COFFEE: YES		NO	
FLOWERS: YES		NO	
EQUIPMENT:			
CROCKERY			
CUTLERY			
LINEN			
GLASSES			
SEATING REQUIRMENTS:			
STAFFING:			
FUNCTION CHARGE:			
FOOD			
BEVERAGES			
LABOUR			
HIRING			
FLOWERS			
TOTAL \$	\$	-	