

The Benvenue Hotel

Event/Function Booking Form

Please complete and sign this form. Fax to us on: 03 688 4048

p 03 688 4049

e benvenue.hotel@xtra.co.nz

f 03 688 4048

DATE	NO. OF PEOPLE
Company Name	Contact Person
Address for Account	Phone: Fax:

Payment Details

Group Meals/Bar Charges to be sent to Company	YES	NO	Individuals' payment will be required
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Start Time:	Finish Time:
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Is Tea/Coffee required on arrival?	
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Breakfast / Morning Tea:	Time:
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Lunch:	Time:
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Afternoon Tea:	Time:
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Dinner / Supper	Time:
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Room Set-Up

Room Required

Conference Conservatory Lounge Bar Restaurant

Room Configuration

(Please circle)

Theatre Boardroom Classroom U-Shape Headtable

O.H. Projector Screen TV Video Whiteboard

Lecturn Flip Chart Ext Cord PC Connection

Pens & Paper Entry Table DVD Data Projector Table

Data Projector (available for hire)

Special Equipment Requirements:

May be hired.

If you are bringing your own equipment please be able to connect it yourself or we could arrange a technician (chargeable).

Room Hire:	Conference room:	\$35.00	Per Hour
	Conservatory:	\$25.00	Per Hour
	Restaurant	\$25.00	Per Hour

Please note any damage incurred on room facings/fixtures will be charged.

I/We agree that a surcharge will be incurred for any cancellations not made within 48 hours prior to function date. As may any changes to numbers, catering requirements and accommodation.

Confirmation is required by signing below and return fax to: 03 688 4048

Signature:

Name:

Signature: