



## Conference Reservation Form

1. Date: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Company Name: \_\_\_\_\_

Booked by: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

Rates (Please tick one): **White House**

A) \$180.00 (Half day - up to 4 hours) \_\_\_\_\_

B) \$280.00 (All day - up to 8 hours) \_\_\_\_\_

**Restaurant Area** \$120.00(up to 2 hours&24PAX) \_\_\_\_\_

Number of People: \_\_\_\_\_

Table Style: \_\_\_\_\_

Equipment Hire: White Board / Others: \_\_\_\_\_

2. **Coffee and Snacks(white house only)**

a) Tea/ (Filter Coffee) Only (\$3.0 per person) \_\_\_\_\_

b) Tea/ (Filter Coffee) with Muffins (\$6.50 per person) \_\_\_\_\_

c) Tea/ (Filter Coffee) with Biscuits (\$5.90 per person) \_\_\_\_\_

3. **Policy For BYO(white house only)**

a) Strictly no alcohol and drinks brought by own from outside.

b) \$ 5.00 per person charged if foods brought by own from outside.

5. **Meals: Buffet Menu upon request.**

4. **Date and Time:**

Date	PAX	Morning Tea	Lunch	Afternoon Tea	Dinner

All PRICES ARE GST INCLUSIVE