



## 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) \$200.00 (Half Day - up to 4 hours) \_\_\_\_\_

B) \$320.00 (All day - up to 8 hours) \_\_\_\_\_

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

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

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

2. **Coffee and Snacks (white house only) Minimum 10 Pax** (Please tick the following options as needs.)

Morning/Afternoon Tea & Coffee: \$4.50

Morning/Afternoon Tea & Coffee with 2 mini muffins per/person: \$8.50

Morning/Afternoon Tea & Coffee with 2 mini biscuits per/person: \$8.50

Morning/Afternoon Tea & Coffee with 2 club sandwiches per/person: \$9.50

Total: \_\_\_\_\_

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

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

4. **Meals: Lunch & Dinner Menu upon request**

5. **Carpark rate: \$10.00 per/day** Number of cars: \_\_\_\_\_

6. **Date and Time:**

Date	PAX	Tea & Coffee on Arrival Time	Morning Teatime	Lunch Time	Afternoon Teatime	Dinner Time

ALL PRICES ARE GST INCLUSIVE