

OFFICE USE ONLY:
Folio Number:
Room Number:

Conference Centre Booking Form
MUST be completed for every conference booked

Contact Name:			
Company Name:			
Credit Card	Card Type	Number	Expiry Date
Function Name:			

CONTACT DETAILS

Phone:		Fax:	
Mobile:		Email:	
Physical Address			
Postal Address:			

BOOKING DETAILS

Date of Function:	__ / __ / 200__	To	__ / __ / 200__	Total No. of Days:	
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	Start Time	Finish Time		
Day	1		No. of people:	
	2		Set-up style:	theatre / u-shape / classroom / boardroom / cabaret
	3			<i>(please circle your preference)</i>

EQUIPMENT REQUIRED (mark with an X)

Standard Whiteboard - complimentary with room					
Data Projector	Half Day	On request		Lectern	\$60.00
	Whole Day	\$300.00		Electronic Whiteboard	\$135.00
Flipchart		\$25.00		TV / Video / DVD	\$80.00
Extra Flipchart Pad		\$10.00		OHP and Screen	\$60.00
				Screen only	\$30.00

Unless otherwise stated, prices are on a per day basis and are GST inclusive.
Other equipment can be hired in on your behalf, please list anything else that you may require.

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CATERING REQUIRED (please refer to attached menu)

	Time	Menu Selection
Arrival		
Morning Tea		
Lunch		
Afternoon Tea		
Dinner		
Other		

Accommodation Required:	Yes / No	<i>(please delete one)</i>
Payment Method:	Account * / Credit Card / Cheque / Cash	<i>(please indicate your preference)</i>
Purchase Order Number:		
Cost Code:		

* Please liaise with the Kingsgate Hotel Portland, Wellington to ensure your company has an account.

Terms and Conditions

Please read through the terms and conditions carefully.

This **MUST be completed and signed for every conference booked.**

A signed copy must be returned to the Conference Co-ordinator in order to confirm your booking no later than 7 days prior to commencement of your function.

1. The client agrees to advise the Conference Co-ordinator at least 24 hours in advance of the definite number of attendees at the function (or by midday on the Friday before if the function falls on the weekend). This will constitute the minimum charge.
2. Should the booking be cancelled 10 or more working days in advance, no charge will be incurred. Under 10 days, 50% of the venue rental will be charged. Under 5 days, 50% of venue rental and 30% of food costs will be charged. Less than 24 hours – a full charge will be incurred.
3. All conference bookings must be accompanied by a valid credit card number unless prior arrangements have been made.
4. Food and beverage may not be bought into the hotel for use at any function unless specific prior approval has been given by the General Manager.
5. If a function room or rooms reserved cannot be made available to the client due to hotel operational reasons, the hotel reserves the right to substitute another room which best meets the client's needs.
6. Management reserves the right to cease any conference activities that causes disturbance to other clients.
7. Normal hours of conference facility use are 8.30am-5.00pm unless prior arrangement has been made with the Conference Co-ordinator regarding earlier/later start/finish times. Should the function extend outside agreed hours, the hotel reserves the right to charge at a rate of \$30.00 per hour or part thereof for extra usage time.
8. All equipment belonging to the clients or parties involved in the client's function is to be removed the same day as the function unless prior arrangements have been made with the Conference Co-ordinator.
9. The hotel does not accept liability for loss or damage to the client's equipment or property, or any equipment hired on behalf of the client on any part of Portland Hotel property.
10. A 10% charge will be added to the estimated cost of the conference should it be held over any public holidays.
11. All accounts are to be paid on the day of the function unless a prior credit facility has been authorised by the hotel whereby accounts are to be paid **14 days** as at the date of invoice. Payment by cheque must be made **7 days** in advance of the booking to allow time for clearance.
12. The final conference account may be adjusted for additional equipment hired, catering ordered or telephone calls made by delegates.
13. **Accommodation:** A rooming list stating arrival and departure dates of individual guests is required **14 days** prior to the arrival date, together with billing instructions for any personal expenses. If names have not been received by this date, the hotel reserves the right to release rooms. Additional reservations can be made up until time of arrival but availability cannot be guaranteed. The hotel reserves the right to charge a non arrival fee. A 24 hour cancellation fee applies.
14. Individual accommodation accounts must be settled in the agreed manner on completion of the function. In the event of this not being adhered to, the client agrees to payment of these accounts with the conference account.
15. All rates are subject to change without notice.

Print Name:			
Signed By:			
Company Name/Billing Address:			
Date:		Date of Function:	
Order Number/Cost Centre:		Voucher Nbr:	

Please fax this form to 04 473 3892 to confirm your booking.