

# The Meeting Rooms Booking Form

Please complete all applicable areas (grey boxes) of this form and email back to [info@themeetingrooms.co.nz](mailto:info@themeetingrooms.co.nz)

## Room Bookings Section

I would like to	<input type="checkbox"/> make a booking	<input type="checkbox"/> get a quote
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**Please Note:** All bookings are subject to the Terms of Trade outlined at the end of this document.

**Booking Hint:** Use multiple copies of this form if your booking spans multiple days that require differing session times.

Room Booking Details			
Organisations legal (billing) name			
Date(s) Required List non-contiguous days separated with a comma and ranges with a hyphen e.g. 01/04/2013, 3-5/04/2013 which shows a booking for Mon, Wed, Thu & Fri			
Session required  Note: Sessions spanning morning & afternoon slots are a Full Day.  Example: 10am - 2pm = Full Day	<b>Normal Session Slots</b>		<b>Start Time</b>
	<input type="checkbox"/> Morning (8am – 12:15pm)	Starting	
	<input type="checkbox"/> Afternoon (12:45 – 5pm)	Starting	
	<input type="checkbox"/> Full day (8am – 5pm)	Starting	
	<b>Custom Session</b>		<b>Times</b>
<input type="checkbox"/> Other* (please specify):		Starting	
*NOTE: custom session times falling outside the normal session slot boundaries will incur additional charges of \$50 + gst per hour or part thereof.		Ending	
Room requested (if known – see website)	<input type="checkbox"/> Interview Rm <input type="checkbox"/> Medium Rm	<input type="checkbox"/> Small Rm <input type="checkbox"/> Large Rm	<input type="checkbox"/> Boardroom <input type="checkbox"/> Conference Rm
No. of Attendees	No. of Attendees (excl presenters)	No. of Presenters	
Preferred Room Layout Note: Room capacity is subject to room layout. For room layout details please visit <a href="http://themeetingrooms.co.nz/rooms">themeetingrooms.co.nz/rooms</a>	<input type="checkbox"/> U Shape <input type="checkbox"/> Cabaret <input type="checkbox"/> Boardroom <input type="checkbox"/> Theatre (a room reconfiguration fee of \$50 + gst applies) <input type="checkbox"/> Other (please explain below)		
Name of function (for welcome signs)			
Reason for function (briefly)			
Booking contact's name (if differs from above)			
Booking contact's phone number			
Booking contact's email address			
Person of contact attending the event			
Additional Information / Notes			

**Please note:**

- To avoid additional charges from session overruns please communicate the session slot times booked to presenters, the nominated on-site contact, or other attendees in charge of the event and the importance of adhering to the boundaries set therein.
- The Meeting Rooms reserves the right to reassign bookings to equivalent rooms at no additional cost to the customer.
- Session overruns will be subject to additional charges. For full details please refer to the Session Overrun Procedures outlined in the Terms of Trade section of this document.

**All bookings are subject to a cancellation policy outlined in the Terms of Trade section in this document**

## Catering Bookings Section

**Please note:** The Meeting Rooms is a catered premises. Only food provided by The Meeting Rooms may be consumed on premises unless otherwise agreed. Unarranged consumption of food will incur additional charges. Consumption of food is prohibited in certain areas whereby signage to this effect must be adhered to and consumption limited to the areas provided.

Catering Details			
<b>We require catering?</b>	Yes <input type="checkbox"/> (please enquire re pricing or visit website)	Maybe <input type="checkbox"/> (please provide a quote)	Not at all <input type="checkbox"/> (skip to next section)
<b>Number of people catering for</b>			
<b>Catering requirements</b>	<b>Catered Item</b> (Each item below priced individually)	<b>Time Required</b>	
	<input type="checkbox"/> Tea and instant coffee (all day self service)	(starting)	
	<input type="checkbox"/> Morning tea (food only)		
	<input type="checkbox"/> Lunch (food only)		
	<input type="checkbox"/> Afternoon tea (food only)		
	<input type="checkbox"/> Other (please specify in field below)		
<b>Allergy Considerations</b>	<b>Allergy Type</b>	<b><u>No. of People with Allergy</u></b>	
	Gluten		
	Wheat (allergic to wheat but not necessarily gluten)		
	Dairy		
	Soy		
	Fructose		
	Egg		
	Sugar		
	Tomato		
	Vegetarian		
	Vegan		
	Shellfish		
	Nuts		
	Sesame seeds		
	Other – Specify:		
	Other – Specify:		
	Multiple allergies: e.g. Individuals who are dairy & gluten free (please provide details in notes field below)		
<b>Extra info / notes / comments</b>			

**Please note:** It is important the break times indicated above are strictly adhered to. Any variation to these times will result in diminished service delivery and/or cold food and beverages. It is therefore recommended these times and the importance of their adherence be conveyed to instructors / presenters.

All bookings are subject to a cancellation policy outlined later in this document.

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## Payment Details Section

Payment Details	
Your purchase order / reference number(s)	
Your billing address	
Email invoice (provide email address if want invoice emailed)	
Other info / instructions / notes	

## Terms of Trade Acceptance

<b>You are authorised to make this booking, understand and accept the Terms of Trade outlined at the end of this document.</b>	<input type="checkbox"/> Yes, I understand and accept the Terms of Trade. Please proceed with this booking / quote as requested.
Your name (person filling out this form)	
Date (dd-mm-yyyy e.g. 10-06-2014)	

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### Next Steps

1. Upon return of this form the price of the requested services will be confirmed
2. You'll then need to accept the price.
3. We'll send you an invoice for the deposit required to confirm your requested booking.

**NOTE:** Confirmation is based on receipt of the deposit which is defined as receipt of funds in The Meeting Rooms bank account i.e. deposit promises have been realised, cheques have cleared and credit card transactions have been accepted.

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The Meeting Rooms  
ATCANZ Training Centre  
10 De Havilland Way  
Christchurch Airport

Phone 0800 836 834  
03 741 1867  
Email [info@themeetingrooms.co.nz](mailto:info@themeetingrooms.co.nz)

[www.themeetingrooms.co.nz](http://www.themeetingrooms.co.nz)

# Terms of Trade

## Session Terms

### 1. Standard Session Slots

- a) Generally rooms can only be used and must be vacated within the booked session slot

Standard Session Slots	Half Day Slots		Full Day Slot
Monday - Friday	Morning	8:00 - 12:15	8:00 - 17:00
	Afternoon	12:45 - 17:00	

- b) Bookings spanning intersession boundaries will be charged at the full day rate. There is no 'part' session pricing.

### 2. Standard Session Variations

Session variations are approved bookings requiring variation to sessions slots where such variations fall outside of normal operating hours.

- a) Normal operating hours are 8:00 am - 5:00 pm weekdays.
- b) Rooms are charged in session slots as outlined in the Standard Session Slots table.
- c) All variations are subject to the approval of The Meeting Rooms.
- d) Approved variations will incur an additional charge for every hour or part thereof falling outside normal operating hours as follows:
- i. For the conference room, \$100+gst per hour
  - ii. For all other rooms, \$50+gst per hour
- e) Unapproved variations are addressed by the Session Overrun Procedures.
- f) Weekend bookings are subject to a minimum whole day hire of \$695+gst day. For multiple simultaneous room bookings, please call to negotiate. All weekend bookings will be available at the discretion of The Meeting Rooms.

**Please call when requirements fall outside standard operating hours.**

### 3. Session Overrun Procedures

Session overruns are when venue occupation persists beyond the booked session slot.

- a) Where a session overrun encroaches into the next session slot, the normal charge for the next slot will be added to the invoice.
- b) Additional charges will also be applied to session overruns at the rates stipulated in Session Terms 2(d).
- c) In the interests of a smooth and uninterrupted event, if the next session slot is vacant, no notification, reminder or warning will be given for session overruns or the additional costs associated therewith.
- d) If the session overrun exceeds our standard operating hours by an hour, the session will be interrupted and options regarding any continuation thereof presented at the discretion of The Meeting Rooms.
- e) As a matter of necessity, if there is another booking following your session and room occupation persists beyond your booked session slot, the session will be interrupted and a request for the immediate vacation of the room given.
- f) **Please note:** If room occupation persists into the next booked session slot, and after the presenter, nominated on-site contact or general attendees have been asked to vacate the room, the lost revenue and incurred expenses as a matter of necessity or consequence to The Meeting Rooms in order to fulfill or inability to fulfill its contractual obligations to the succeeding booker, will be passed onto the individual or organisation responsible for the offending booking.

Such expenses could be quite substantial and include, but are not limited to, lost revenue, alternate venue costs, catering costs, accommodation and travel costs for all attendees.

**To avoid additional charges, differences in expectations, or potentially embarrassing interruptions, please communicate the booked session boundaries and the importance thereof, to presenters and/or your nominated on-site contact.**

### Booking Terms

- Once the booking details and price have been agreed a 50% deposit is required for booking confirmation.
- Without booking confirmation the room(s) are tentatively booked only.  
A tentative booking means the room will still be available for booking by other customers but you will be given a phone call to confirm your booking first. Booking confirmation will need to be given that is satisfactory to The Meeting Rooms within 2 hours of the first contact attempt or the room will be released to the competing booker.
- All contents of this document including those 'Please Note' and similar boxes form part of the booking terms and conditions whereby **additional charges and/or diminished experience/service delivery will likely be incurred** when requirements/recommendations are not adhered to.
- All bookings are subject to the **cancellation policy** outlined below.

### Catering Terms

- The Meeting Rooms is a catered premises.
- Only food provided by The Meeting Rooms may be consumed on premises unless otherwise agreed, where if agreed, an additional charge or \$5 + gst per head will apply for cleanup costs.
- Unarranged consumption of food on premises will result in the above additional per head charge.
- Consumption of food is prohibited in certain areas whereby signage to this effect must be adhered to and consumption limited to the areas provided. Any expenses incurred as a result of ignoring the designated areas will be on charged.

### Payment Terms

- Payment of the account balance by eftpos or credit card (Mastercard or Visa) is due on the day of service; or
- To pre-approved customers payment by direct credit required within 30 days of the invoice date.
- Outstanding account balances will be subject to an administrative fee of 5% per month or part thereof.
- Debt collection will commence at 30 days from the invoice due date. Any costs incurred in this collection will be added to the bill.
- All prices exclude GST unless otherwise specified.

### Cancellation Policy

The booking fee and deposit are comprised of two components; room hire and catering.  
Fee and deposit references below are with respect to these individual components.

No. of days cancellation notice given from booking start date	Penalty (the greater of that applicable)	
	Room Hire	Catering
≥ 31+	Full refund	Not Applicable
< 31	Deposit forfeited	Not Applicable
< 15	100% of booking fee charged i.e. deposit forfeited and charge for remaining 50% of room hire issued.	Not Applicable
< 5	100% of booking fee i.e. deposit forfeited and charge for remaining 50% of room hire issued.	Charged for 100% of catering. (We will endeavor to avoid / minimise this charge when possible)

**Nothing on the website or in this form constitutes an offer but is merely an 'invitation to treat'. The Meeting Rooms reserves the discretionary right of refusal for completed booking forms and offers by any other method due to insufficient capacity, insufficient availability or any other reason at all. A completed booking form is an offer that once accepted by The Meeting Rooms becomes a contractual agreement.**