

Room Booking Form

Booking Process Summary

1. Please complete all applicable areas of this form and email it back to info@themeetingrooms.co.nz
2. We will confirm the price.
3. An invoice for the deposit required to confirm the booking will be issued upon price acceptance.

All bookings are subject to the cancellation policy outlined in our terms of trade

I would like to	<input type="checkbox"/> make a booking	<input type="checkbox"/> get a quote
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Organisation legal (billing) name		
Date(s) Required (e.g. 01 – 03/04/2022)		
Session Required	Standard Session Times	Specify Start Time
Note: Sessions spanning morning & afternoon slots are a Full Day. (e.g. 10am - 2pm = Full Day) Custom session times falling outside the normal session slot boundaries may incur additional charges	<input type="checkbox"/> Morning (8am – 12:15pm)	Starting
	<input type="checkbox"/> Afternoon (12:45 – 5pm)	Starting
	<input type="checkbox"/> Full day (8am – 5pm)	Starting
	Custom Session	
	<input type="checkbox"/> Other (please specify)	Starting Ending
Room size requested	<input type="checkbox"/> Interview <input type="checkbox"/> Small <input type="checkbox"/> Boardroom <input type="checkbox"/> Large <input type="checkbox"/> Conference	
No. of attendees (for room setting purpose)	No. of presenters :	No. Of attendees :
Preferred room layout Note: Room capacity is subject to room layout. For room layout details please visit themeetingrooms.co.nz/rooms	<input type="checkbox"/> U Shape <input type="checkbox"/> Boardroom <input type="checkbox"/> Classroom <input type="checkbox"/> Herringbone <input type="checkbox"/> Cabaret <input type="checkbox"/> Theatre (room reconfiguration fee of \$50 applies) <input type="checkbox"/> Other (please specify) :	
Name of function (for welcome signs)		
Person responsible for this booking	Name	Phone
	Email	
Contact person attending the event	Name	Phone
	Email	
Additional Information / Notes		

Payment Details

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

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Catering Details		Note: This is a catered premises. Self-catering by arrangement only.			
Is catering required?	<input type="checkbox"/> YES		<input type="checkbox"/> NO		<input type="checkbox"/> TBC
No. of people catering for	(presenters and attendees)				
Catering Requirements	Bottomless Tea & Coffee		Half day		Full day
	Morning tea Time Required: <input type="checkbox"/>		Lunch Time Required: <input type="checkbox"/>		Afternoon tea Time Required: <input type="checkbox"/>
	<input type="checkbox"/> Other (please specify)				

Please list all people with special dietary requirements and select all applicable categories each of them should avoid.

Person's Name	Gluten	Coeliac	Vegetarian	Vegan	Nuts	Sesame Seeds	Diary	Shellfish	Eggs	Nightshades	Other
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have selected 'other' for anyone listed above, please clarify below

Person's Name	Other Dietary Requirements

Please note: Keto diets cannot be accommodated

Please note: \$5 p/person p/meal break surcharge fee applies for special dietary requirements

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Terms of Trade

Session Terms

1) Standard Session Slots

- a) Rooms must be used and vacated within the booked session slot.

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

- b) Bookings spanning the session 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 session slots outside normal operating hours boundaries.

- Normal operating hours are 8:00 am - 5:00 pm weekdays.
- Rooms are charged in session slots as outlined in the Standard Session Slots table.
- All variations are subject to the approval of The Meeting Rooms.
- Approved variations will incur an additional charge of \$50 for every hour or part thereof falling outside normal operating hours.
- Unapproved variations are addressed by the Session Overrun Procedures.
- Weekend bookings are subject to a minimum room hire fee of \$300 within normal operating hours and will be available at the discretion of The Meeting Rooms.

Please call for requirements falling outside normal operating hours.

3) Session Overrun Procedures

- Session overruns are when room occupation persists beyond the booked session slot.
- Where a session overrun encroaches into the next session slot the normal charge for the next slot will be added to the invoice.
- Additional charges will also be applied to session overruns at a casual rate of \$50 for every hour or part thereof falling outside normal operating hours.
- Please Note:** 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.
- 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.
- 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.
- Please Note:** If room occupation persists into the next booked slot, and after the presenter, on-site contact or other general attendees have been asked to vacate the room, the lost revenue and incurred expenses as a matter of necessity or consequence by The Meeting Rooms in order to fulfil or inability to fulfil 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, or differences in expectations, please communicate the booked session boundaries and the importance thereof to presenters and/or your nominated on-site contact.

4) Booking Terms

- The receipt of a 50% deposit is required for booking confirmation.
- Receipt of the deposit is defined as the receipt of funds in The Meeting Rooms bank account i.e. deposit promises have been realised, and credit card transactions have been accepted.
- 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.
- The Meeting Rooms reserves the right to reassign bookings to equivalent or larger rooms at no additional cost to the customer.
- All bookings are subject to our cancellation policy

5) Payment Terms

- Payment of the account balance by credit card (Mastercard or Visa) is due on the day of service; or
- To approved customers payment by direct credit required within 30 days of the invoice date.
- Outstanding account balances will be subject to a 5% penalty per month, or part thereof, on overdue balances whereby a month is defined as 30 days.
- 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.

6) Cancellation Policy

- Cancellation notice is defined by the number of days from the booking start date. A day is 24 hours from the time of cancellation notification.
- The booking fee and deposit are comprised of two components; room hire and catering. Fee and deposit references below are with respect to the individual components.

Cancellation Notice (days)	Room Hire	Catering
≥ 31+	Full refund	Full refund
< 31	Deposit forfeited	Full refund
< 15	100% of booking fee charged i.e. deposit forfeited and charge for remaining 50% of room hire issued.	Full refund
< 5	100% of booking fee charged 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)

Terms Acceptance

I am authorised to make this booking and understand and accept the terms of trade outlined herein

Date: _____ / _____ / _____

Your Name: _____

Signature: _____