Booking Form



Meetings & Seminars

Name of Organiser: Email: Contact Number/s Signage: Contact Person During Event: Mobile Number: Date of Booking: I'me: Set Up I'me: Set Up I'me: Arrival Number of Guests: I'me: Finish I'me: Vacate Invoicing Details ROOM ACORN	Today's Date: / /			
Contact Number/s Signage: Contact Person During Event: Mobile Number: Date of Booking: Time: Set Up Number of Guests: Time: Arrival Minimum Maximum Time: Finish Time: Finish Time: Vacate Invoicing Details ROOM ACORN Half Day Full Day Evening OAK Half Day Full Day Evening FERN Half Day Full Day Evening FERN Half Day Full Day Evening FOM SET UP Theatre Classroom Boardroom Cocktail Banquet U-Shape LINEN (Please note a surcharge applies) Classroom Boardroom Head Reg Other TABLES Head Registration Other CATERING (Please note a 20% surcharge applies for a non-catered event) MENU TYPE Expected Numbers Menu Price Time Breakfast Morning Tea Lunch Afternoon Tea Platters Cocktail BEVERAGES (If not included in menu) Expected Numbers Time Tea/Coffee Orange Juice Cocktail Package-1 hour Cocktail Package-2 hours Cash Bar	Name of Organiser:			
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Head Registration Other CATERING (Please note a 20% surcharge applies for a non-catered event) MENU TYPE Expected Numbers Menu Price Time Breakfast	Classroom Boardroom Hea	ad Reg	Other	
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Morning Tea Lunch Afternoon Tea Platters Cocktail BEVERAGES (If not included in menu) Tea/Coffee Orange Juice Cocktail Package-1 hour Cocktail Package-2 hours Cash Bar	MENU TYPE	Expected Numbers	Menu Price	Time
Lunch Afternoon Tea Platters Cocktail BEVERAGES (If not included in menu) Expected Numbers Time Tea/Coffee Orange Juice Cocktail Package-1 hour Cocktail Package-2 hours Cash Bar	Breakfast			
Afternoon Tea Platters Cocktail BEVERAGES (If not included in menu) Expected Numbers Time Tea/Coffee Orange Juice Cocktail Package-1 hour Cocktail Package-2 hours Cash Bar	Morning Tea			
Platters Cocktail BEVERAGES (If not included in menu) Expected Numbers Time Tea/Coffee Orange Juice Cocktail Package-1 hour Cocktail Package-2 hours Cash Bar	Lunch			
Cocktail BEVERAGES (If not included in menu) Expected Numbers Time Tea/Coffee Orange Juice Cocktail Package-1 hour Cocktail Package-2 hours Cash Bar	Afternoon Tea			
BEVERAGES (If not included in menu) Tea/Coffee Orange Juice Cocktail Package-1 hour Cocktail Package-2 hours Cash Bar	Platters			
Tea/Coffee Orange Juice Cocktail Package-1 hour Cocktail Package-2 hours Cash Bar	Cocktail			
Tea/Coffee Orange Juice Cocktail Package-1 hour Cocktail Package-2 hours Cash Bar	BEVERAGES (If not included in menu)	Expected Numbers	Time	
Orange Juice Cocktail Package-1 hour Cocktail Package-2 hours Cash Bar	Tea/Coffee			
Cocktail Package-1 hour Cocktail Package-2 hours Cash Bar				
Cocktail Package-2 hours Cash Bar				
Cash Bar	_			
IAB	TAB			
Time Bar Open: Time Bar Closed:	Time Bar Open	Time Bar Closed		

Booking Form



Meetings & Seminars [CONTINUED]

WATER				
A self catering water cooler and disposable cups	s are provided.			
Water on tables (Please indicate if you require th	this).			
DIETARY REQUIREMENTS	Number			
Vegetarian				
Gluten free				
Dairy Free				
Nut Free				
Vegan				
Other:				
AV EQUIPMENT				
Screen - Pull up (Acorn only)	FOC			
Whiteboard	FOC			
Lectern	FOC			
Multi-box	FOC			
Extension Cord	FOC			
Flipchart Paper, Pens & Easel	Half Day Full Day			
Data Projector	Half Day Full Day			
Screen - Pull down 8ft x 6ft (Fern/Oak only)	Half Day Full Day			
Speakers/Sound (Fern/Oak only)	Half Day Full Day			
Mic-Wired (Fern/Oak only)	Half Day Full Day			
Mic-Lapel (Fern/Oak only)	Half Day Full Day			
Mic-Cordless Hand Held (Fern/Oak only)	Half Day Full Day			
Wireless Internet	Half Day Full Day			
TECHNICAL ASSISTANCE REQUIRED (The function	on manager will set up basic AV requirements free of charge)			
Set Up only (Hourly rate applies)				
Set Up and Troubleshooting during event (Hourly rate applies)				
Any other requirements or services				
To confirm your booking please fill in your require The Atrium by email: events@victoriafoods.co.nz	rements where applicable, sign below and return to z			
I acknowledge the above information to be corre	ect and agree to the Terms and Conditions.			
Name: Signed:	: Date:/			