



## KINGSGATE HOTEL

TE ANAU

Thank you for your interest in Kingsgate Hotel Te Anau as the proposed venue for your next Conference or Meeting. Please find following our Conference Pack as requested.

On each of the following pages we have detailed basic information on our Conference facilities. Included is a selection of morning, afternoon tea and luncheon menus for your consideration. Please advise if you require further details on Dinner and Banqueting menus. All menus are samples only and can be tailored to suit your budget or dietary needs.

Our professional consultants will work closely with you, ensuring all of your requirements are met. They will also assist in co-ordinating accommodation and refreshment requirements to complement your schedule. Remember - we thrive on challenges and will do everything to ensure your event is a totally successful and memorable one.

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## Conference Facilities and Services

Within this pack are the detailed specifications and configurations for the Conference rooms at Kingsgate Hotel Te Anau. Optimum flexibility is offered in terms of style, seating arrangements and presentation facilities. We can even adapt the venue to suit promotional themes or events - multimedia, or stage displays.

Among the conference services we offer:

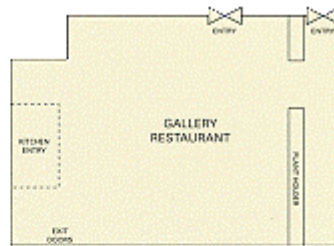
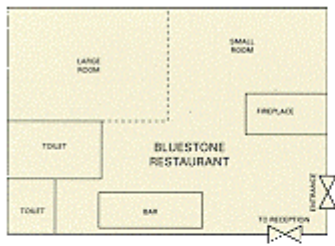
- Advice and booking of leisure activities
- Allocation of accommodation and provision of a full rooming list
- Assistance in planning and design of registration forms, etc
- Detailed accounts at the end of your event
- Assistance with catering arrangements including menu compilation and beverage selection which best suit your requirements
- Recommendation and hire of local entertainment, photographers, florist etc
- Venue Planning
- Support from the Conference team

*All prices are inclusive of Goods and Service Tax (GST) unless otherwise stated.  
All prices are correct at the time of printing but may alter without notification.*

## Location Map



## Conference Room Floor Plans



## Conference Room Capacities

<b>Venue</b>	<b>The Gallery</b>	<b>Small Bluestone</b>	<b>Large Bluestone</b>	<b>Whole Bluestone</b>	<b>Room 228</b>
<b>Theatre style</b>	100	20	50	80	10
<b>Classroom style</b>	40	12	20	40	8
<b>U shape</b>	30	12	20	40	10
<b>Boardroom style</b>	30	12	20	N/A	10
<b>Banquet style</b>	80	30	50	120	N/A
<b>Cocktail style</b>	120	45	65	120	N/A
<b>Area Sq Mtr</b>	90.16	37	67	104	10

## Room Hire Costs

### The Gallery

Full Day Hire Charge	\$120
Half Day Hire Charge	\$75

### Small Bluestone

Full Day Hire Charge	\$60
Half Day Hire Charge	\$35

### Large Bluestone

Full Day Hire Charge	\$75
Half Day Hire Charge	\$40

### Whole Bluestone

Full Day Hire Charge	\$120
Half Day Hire Charge	\$75

### Room 228

Full Day Hire Charge	\$55
Half Day Hire Charge	\$30

## **Equipment Hire Costs**

### **Standard Equipment Supplied Free of Charge**

First Whiteboard, Pens, Duster  
Iced Water & Mints  
Pads & Pens  
First Flipchart  
Lectern

### **Standard Equipment**

Overhead Projector & Screen	\$60.00 per day
TV/Video	\$60.00 per day
Extra Flip Charts	\$15.00 each

### **Additional Equipment**

Additional equipment can be priced on request.  
Please advise us of your requirements.

Slide projector  
Hand Held or Lapel Microphones  
Electronic Whiteboard  
Plasma Monitor 42"  
Data Show  
CD Player  
Fixed Microphone

### **Additional Services**

Secretarial Services  
Transparencies  
Photocopies  
IT Support  
Faxes

## **Menu Selections**

When planning your catering requirements, we offer several different options.

For those who would like to keep working through lunch we can offer a working lunch served into the conference room.

Our Executive Chef will prepare a "Chefs Selection" menu using the fresh seasonal produce and including any favourites or preferences you may request. The menus will vary daily for conferences extending over two days or more.

All Dietary requirements can be met. Please notify us of your requirements when confirming numbers.

## **Breakfast Menus**

### **Light Breakfast**

Toast or Croissants - served at your table  
Tea or Coffee - freshly brewed - served at your table

(\$6.90 per person including GST)

### **Continental Breakfast Buffet**

Juices - orange, grapefruit, and tomato  
Stewed fruit – apricots, peaches, plums and pears  
Fresh fruit - fruit of the season  
Yoghurt – fruit and natural  
Danish pastries and croissants  
Toast - white or wholemeal served at your table  
Tea or Coffee - freshly brewed - served at your table

(\$13.90 per person including GST)

### **Hearty Breakfast**

Please help yourself to the Continental Breakfast  
Buffet and enjoy our hot selection of:

Eggs  
Sausages  
Hash browns  
Bacon  
Tomatoes  
Baked Beans

(\$19.90 per person including GST)

## **Morning and Afternoon Tea**

(All prices charged per person)

### **Upon Arrival**

Tea & Coffee	\$3.00
Tea, Coffee & Juice	\$4.00

### **Selection One**

Tea & Coffee, Selection of biscuits	\$4.50
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### **Selection Two**

Tea & Coffee, Selection of biscuits and muffins	\$5.50
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### **Selection Three**

Tea & Coffee, Selection of biscuits and scones	\$5.50
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### **Selection Four**

Tea & Coffee, Selection of biscuits and Danish pastries	\$5.50
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### **Selection Five**

Tea & Coffee, Selection of biscuits, cheese & crackers	\$6.50
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- Juice (Orange, Grapefruit, Tomato) can be added to any selection at a cost of \$1.00 per person
- Fresh fruit can be added to any selection at a cost of \$1.50 per person

## **Lunch Menus**

### **Menu A**

Home-made Pizza  
French Bread and Home-made Rolls  
Delicatessen Style Antipasto selection of Meats, Pickles & Olives  
Two garden fresh salads  
Fresh fruit platter  
Tea, Coffee & Juice  
(\$15.50 per person)

### **Menu B**

Filled Croissants with Bacon & Cheese  
Home-made Quiche  
Three garden fresh salads  
Savoury muffins  
Fresh fruit platter  
Tea, Coffee & Juice  
(\$15.50 per person)

### **Menu C**

Marinated chicken platter  
French bread and home-made rolls  
Delicatessen style Antipasto selection of Meats, Pickles & Olives  
Bananas wrapped in bacon with mango chutney  
Three garden fresh salads  
Fresh fruit platter  
Selection of cheese and crackers  
Tea, Coffee & Juice  
(\$18.50 per person)

**Menu D**

Bread selection

Sausages, lamb chops, kebabs and marinated steak from the barbecue

Three garden fresh salads

Baked potatoes

Fresh fruit platter

Selection of cheese and crackers

Home-made pavlova

Tea, Coffee & Juice

(\$20.50 per person)

## **Dinner Menus**

### **Buffet Menu 1**

Home-made soup with bread rolls  
Chicken Chasseur with Savoury Rice

Your choice of two Roasts (Lamb, Pork, or Beef)  
Roast Potatoes  
Fresh seasonal vegetables  
A selection of garden fresh Salads and Condiments

Home-made Pavlova  
Fresh Fruit Salad  
Chocolate Mousse

Tea & Coffee

(\$25.00 per person)

A minimum of 30 people is required  
Should your number be below 30 we have a selection of set menu  
options for your consideration

## **Buffet Menu 2**

Home-made Seafood Chowder with bread rolls  
Chicken and Mushroom Fettuccine in a Cheese Sauce

Your choice of two Roasts (Lamb, Pork or Beef)

Roast Potatoes  
Fresh Seasonal Vegetables  
Selection of garden fresh salads

Black Forest Gateaux  
Chocolate Profiteroles  
Home-made Cheesecake  
Fresh Fruit Salad

Tea & Coffee

(\$30.00 per person)

A minimum of 30 people is required  
Should your number be below 30 we have a selection of set menu  
options for your consideration

### **Buffet Menu 3**

Seafood Medley & Coconut Cream Dressing

Chicken Curry with Rice Pilaf

Your choice of two Roasts (Glazed Ham, Beef or Lamb)

Roast Potatoes

Fresh Seasonal Vegetables

Selection of garden fresh salads

Vanilla Meringue nest filled with Seasonal Berries

Profiterol Pyramid

Fresh fruit salad

Cheese and Cracker selection

Tea & Coffee

(\$35.00 per person)

A minimum of 30 people is required

Should your number be below 30 we have a selection of set menu  
options for your consideration

## **Cocktail Selection**

### **Option One**

(Select four of the following for \$9.95 per person)

Tomato and Camembert on Crackers

Smoked Salmon and Caviar on Rye

Assorted Cocktail Sandwiches

Chicken and Mushroom Bouchees

Ham and Smoked Chicken Croquettes

Assorted Canapés

New Zealand Cheese and Pickle Selection

Assorted Satays

Fish Goujons with Tartare Sauce

Asparagus Rolls

Wontons with Sweet and Sour Sauce

Deep Fried Squid Rings

**Option Two**

(Select six of the following for \$13.95 per person)

Tomato and Camembert on Crackers

Smoked Salmon and Caviar on Rye

Cracked Pepper Pate on mini toast

Assorted Cocktail Sandwiches

Chicken and Mushroom Bouchees

Ham and Chicken Croquettes

Fish Goujons and Tartare Sauce

Assorted Canapés

Marinated Chicken Nibbles

New Zealand Cheese and Pickle Selection

Assorted Satays

Shrimp Croquette with mild Mustard

Asparagus Rolls

Wontons with Sweet and Sour Sauce

Deep Fried Squid Rings

Mini Samosas with Spicy Fruit Chutney

Prunes wrapped in Bacon

### **Option Three**

(Select nine of the following for \$19.95 per person)

Tomato and Camembert on Crackers

Smoked Salmon and Caviar on Rye

Cracked Black Pepper Pate on mini toast

Chicken with Herb Mayonnaise on French Bread

Assorted Cocktail Sandwiches

Chicken and Mushroom Bouchees

Ham and Chicken Croquettes

Fish Goujons and Tartare Sauce

Fruit Kebabs with hot caramel Sauce

Marinated Chicken Nibbles

New Zealand Cheese and Pickle Selection

Assorted Satays

Shrimp Croquette

Banana and Bacon Kebab

Savoury Tartlets

Mussels wrapped in Bacon

Asparagus Rolls

Wontons with Sweet and Sour Sauce

Deep Fried Squid Rings

Mini Samosas with Spicy Fruit Chutney

## **Kingsgate Hotel Te Anau Seminars/ Day Meetings**

### **Daily Delegates Package**

(\$37.50 per delegate)  
inclusive of gst

Your Daily Delegates Package includes

Room Hire  
Iced Water  
Mints  
Morning Tea  
Lunch  
Afternoon Tea  
Whiteboard  
Quiet Rooms  
Natural Lighting  
Blackout Curtains  
Service from the Heart

We at Quality Hotel Te Anau  
recognize that your meeting has its own special requirements  
and your room set up is an integral part of those needs.

We have a variety of rooms that can be set in the following styles

**Theatre**  
**Classroom**  
**U Shape**  
**Boardroom**  
**Banquet**

Accompanied by a wide range of equipment and facilities including

**Internet access**  
**Flipcharts**  
**Overhead Projectors**  
**Screens**  
**Lecterns**  
**TV and VCRs**

And the expertise to ensure all is operating to your satisfaction.

## Beverage Selections

### Sparkling Wines

	<i>Glass</i>	<i>Bottle</i>
<b>Deutz Marlborough Cuvee</b> <i>A sophisticated premium methode traditionnelle that is a true rival to French Champagne</i>		\$47.00
<b>Lindauer Brut</b> <i>An internationally acclaimed New Zealand methode traditionnelle with rich fruit flavours making it a popular choice for all occasions.</i>	\$6.00	\$28.00
<b>Bernadino Spumante</b> <i>A classic spumante-style sparkling wine with light fruity flavours</i>		\$18.00

### White Wines

<b>Timara Chardonnay</b> <i>Aromas of tropical fruit and hints of oak add to the subtleties of the wine.</i>	\$5.50	\$23.00
<b>Montana Gisborne Chardonnay</b> <i>Mouth-watering tropical fruit flavours are enhanced with soft hints of oak.</i>	\$7.00	\$29.00
<b>Saints Chardonnay</b> <i>Barrel-fermented and matured to create a rich, flavoursome, fruit-driven wine with grapefruit and ripe tropical fruit flavours complemented by nutty, creamy oak characters.</i>	\$8.50	\$33.50
<b>Stoneleigh Vineyards Marlborough Chardonnay</b> <i>A rich, full-bodied and elegant Chardonnay which combines subtle nectarine, peach and chestnut flavours with a delicious hint of oaky nuttiness.</i>		\$35.00
<b>Church Road Chardonnay</b> <i>An elegant, barrique-fermented Chardonnay with ripe stone fruit characteristics enhanced by toasty oak sweetness and subtle layers of complexity.</i>	\$10.50	\$42.00
<b>Timara Sauvignon Blanc</b> <i>A fresh and engaging dry white wine. Full and fruity with hints of ripe tropical fruit and a crisp aftertaste.</i>	\$5.50	\$23.00
<b>Montana Marlborough Sauvignon Blanc</b> <i>Crisp, fresh and bursting with intense fruit flavours.</i>	\$8.00	\$32.50
<b>Longridge Sauvignon Blanc</b> <i>This wine exhibits appealing, fresh aromas of nectarines, honey dew melons and passionfruit. The palate is packed with tropical pineapple and zingy, ripe citrus flavours, coupled with a memorable crisp and leafy Sauvignon lift.</i>		\$30.50
<b>Montana Gisborne Semillon</b> <i>A crisp, dry wine with distinctive lemon, lime and pineapple flavours and a touch of oak.</i>	\$7.00	\$28.50

**Corbans White Label Muller Thurgau** \$20.50  
*Full and fruity with a pleasant, soft finish in a medium style.*

**Timara Riesling** \$5.50 \$23.00  
*This New Zealand Riesling exhibits lovely lime and citrus aromas and has a fresh, crisp finish.*

**Corbans Pinot Gris** \$28.00  
*A lovely, soft, full-flavoured wine with an attractive bouquet of pears and tropical fruit flavours.*

### Red Wines

**Timara Cabernet Sauvignon Merlot** \$5.50 \$23.00  
*A dry, medium-bodied red wine with spicy berry flavour, soft tannins and a smooth finish.*

**Babich Pinotage Cabernet** \$27.00  
*A soft and supple red made from two thirds Pinotage and one third Cabernet Franc. It features raspberry plum flavours, with slightly spicy oak.*

**Montana Cabernet Sauvignon Merlot** \$8.00 \$32.50  
*A rich, full-flavoured red wine with elegant oak.*

**Longridge Merlot Cabernet** \$30.00  
*A rich, smooth and warm wine displaying appealing aromas of plums and blackcurrants combined with toasty oak.*

**Saints Cabernet Sauvignon Merlot** \$8.50 \$34.00  
*Big, rich and ripe, this intensely coloured red wine has strong blackcurrant and blackberry fruit characters integrated with attractive toasty oak.*

**Church Road Cabernet Sauvignon Merlot** \$10.50 \$42.00  
*A rich, complex Cabernet Sauvignon Merlot which displays lively berry fruit aromas complemented by spicy French oak flavours and firm-grained tannins.*

**C J Pask Roy's Hill Cabernet Merlot** \$33.00  
*Intense fresh berry flavours and spice aromas complemented by subtle oak.*

**Murray Ridge Shiraz Cabernet** \$6.00 \$24.00  
*Mouth-filling flavours of warm chocolate and cedarwood are followed by rich berry fruit flavours that combine to give a soft, lingering finish.*

**Robard & Butler Cabernet Sauvignon** \$6.00 \$25.00  
*Dry red with velvety solid tannin structure.*

**Montana Marlborough Pinot Noir** \$8.00 \$32.00  
*Seductive aromas of ripe, glossy-red cherries, succulent and toasty oak.*

**Tatachilla Partners Cabernet Shiraz** \$36.00  
*Rich blackberry and plum fruit flavours dominate in this outstanding South Australian red wine.*

## From the Bar

### Beer

New Zealand Standard Beer (inc. DB, Lion, Steinlager)	\$4.00
New Zealand Premium Beer	\$5.00
Light Beer	\$3.50

### Spirits

Gin/ Brandy/ Rum/ Vodka	Single \$3.50	Double \$6.00
Scotch/ Bourbon/ Bacardi	Single \$3.50	Double \$6.00
Premium spirits		Double \$9.00

Liqueurs	\$6.00
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### Non alcoholic drinks

Assorted Fruit Juices and Soft Drinks	\$2.50
Mineral Water	\$3.00

We also boast a wide range of Ports, Sherries and Cocktails.

## Leisure Activities

During your conference experience with us, any time that you feel like relaxing and enjoying some of the excellent leisure activities which Te Anau has to offer – we are able to provide all prices and process all bookings and arrangements for you. Please find listed below some leisure activities for your enjoyment – please note that special prices have been organised for you for all of these activities.

You choose one or more of these activities:

- Fishing
- Scenic walking
- Trap shooting / Small bore rifle shooting
- Outdoor lawn bowls
- Outdoor cricket
- Scenic flights
- Helicopter flights
- Float plane & jet boat combined experience
- Mini golf
- Horse trekking
- Golf
- Boat cruises on Milford, Doubtful sounds and Lakes Manapouri and Te Anau
- Glow worm caves



To add a new dimension to your conference or meeting, let us customise your programme with a leisure activity.

Our team can advise and book half day, full day, evening, or short activities to personalise your conference.

We would definitely recommend that you take advantage of one or more of these exciting activities – it's great team building.

## **Your Personalised Checklist**

Have you arranged everything? Is there anything you may have forgotten? To ensure you have all that is required to effectively co-ordinate your event Kingsgate Hotel Te Anau has prepared the following Events Checklist.

### Conference Room Requirement

- Capacity

### Specifications

- Power Source
- Lighting
- Heating
- Black-out facilities
- Microphone
- Floor plans
- Location
- Availability
- Access Time

### Room Set-up

- Theatre Style
- Classroom Style
- Boardroom Style
- U-Shape

### Technical Support

- Required Equipment
- Costs
- Back-up Equipment
- Personal Support
- Familiarisation of Equipment

### The "Extra Touch"

- Pillow Gifts
- Welcome Letter
- Welcome Gifts
- Suite for VIP's
- Surprise Trips/Excursions

### Catering Requirements

- Breakfast
- Morning Tea
- Working Lunch
- Afternoon Tea
- Pre-Dinner Drinks
- Cocktails
- Dinner
- Mini Bars
- Menu Selections
- Costs
- Times
- Pax Numbers

### Accommodation Requirements

- Number of Rooms

### Type of Rooms

- Single
- Twin
- Arrival & Departure Dates
- List of Attendee Names
- Early Arrivals
- Guests Staying On

### Special Rooms

- Disabled
- Suite
- Interconnecting/Family
- Smoking/ Non-smoking

### Additional

- Hotel Transfers
- Transport
- Theme Dinners
- Out Catering

If this list encourages any ideas or questions please do not hesitate to contact the Conference Manager who will be more than happy to assist.

## Conference Requirement Fast-Fax Form

**TO:** Kingsgate Hotel Te Anau  
20 Lakefront Drive  
PO Box 133  
Te Anau

**FROM:**  
Postal Address

Contact:  
Phone 03 249 7421  
Fax 03 249 8037  
Email teanau@kingsgatehotels.co.nz

Contact Name:  
Phone:  
Fax:  
Email:

### Function Type:

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Conference | <input type="checkbox"/> Workshop |
| <input type="checkbox"/> Seminar    | <input type="checkbox"/> Training |
| <input type="checkbox"/> Other      |                                   |

### Function Date/s:

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### Numbers:

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(including presenter/s)

### Room Required:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> The Gallery | <input type="checkbox"/> Small Bluestone |
| <input type="checkbox"/> Room 228    | <input type="checkbox"/> Large Bluestone |
|                                      | <input type="checkbox"/> Whole Bluestone |

### Room Layout

- |   |  |
|---|--|
| <input type="checkbox"/> Theatre              | <input type="checkbox"/> Classroom               |
| <input type="checkbox"/> U-shape: with tables | <input type="checkbox"/> U-shape: Without tables |
| <input type="checkbox"/> Other                |  |

### Times

Arrival \_\_\_\_\_  
Breakfast \_\_\_\_\_  
Morning Tea \_\_\_\_\_  
Lunch \_\_\_\_\_  
Afternoon Tea \_\_\_\_\_  
Drinks/nibbles \_\_\_\_\_  
Dinner \_\_\_\_\_

### Catering Required

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |

### Equipment

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> Whiteboard | <input type="checkbox"/> Electronic Whiteboard |
| <input type="checkbox"/> OHP/Screen | <input type="checkbox"/> Slide projector       |
| <input type="checkbox"/> TV/Video   | <input type="checkbox"/> Other _____           |

**Notes** \_\_\_\_\_

**SCHEDULE A**  
**HOSPITALITY SERVICES LTD**  
**CONFERENCE & BANQUET TERMS & CONDITIONS**

**1.0 FINAL NUMBERS:**

1.1 The numbers expected to attend the event must be advised seven (7) working days prior to the commencement of the event, with final confirmation no later than 10am two working days prior to the event. This number will constitute the minimum charge.

**2.0 FUNCTION ROOM HIRE:**

2.1 It is agreed that the event will commence at the scheduled time and that the function room allocated will be vacated at the nominated time. The Hotel reserves the right to apply a charge for each additional hour exceeding the agreed specified time.

2.2 In the event that a designated room cannot be made available, the Hotel reserves the right to substitute comparable facilities and where possible will give the Client prior notification of the substitution.

2.3 Room hire charges, if applicable, are subject to the period required, number of guests in attendance and overall catering requirements.

**3.0 CONFIRMATION:**

3.1 Confirmation of a booking must be made by way of this signed contract by the Client within 14 days of the original reservation otherwise the Management of the Hotel reserves the right to cancel the booking and allocate the venue to another client.

**4.0 DEPOSIT:**

4.1 To secure a Conference reservation with the Hotel, a minimum deposit of \$500.00 or 20% of the estimated function cost (which ever is the greater) may be required at the time of confirmation.

4.2 To secure a Wedding or Stand-alone Banquet reservation with the Hotel, a minimum non-refundable deposit of \$500.00 is payable at the time of reservation and a further payment of 50% of the estimated function cost is required at three months (3) prior to the function.

4.3 The Hotel reserves the right to vary the deposit amount.

**5.0 FINAL PAYMENT:**

5.1 For Conferences, final payment will be due on departure by credit card or bank cheque unless prior credit facilities have been approved by the Credit Manager of HSL.

5.2 For Weddings and Stand-alone Banquets, final payment of all known expenditure will be due in full 7 days prior to the function and the balance payable at the conclusion of the event, prior to departure.

5.3 It is understood that in instances where prior credit facilities have not been arranged with HSL and where the Client's guests or invitees have incurred additional charges such as meals, laundry, toll charges and liquor, these accounts must be settled on departure. If these charges are not paid by the individual concerned, they must be settled by the Client as part of the final account.

**6.0 CANCELLATION:**

6.1 Food and beverage functions may be cancelled in writing up to 30 days prior to the function commencement without penalty to the client.

6.2 For cancellations between 30 days and 14 days prior to the function, 50% of the deposit may be retained.

6.3 For cancellations between 14 days and 7 days prior to the function, the deposit may be non-refundable.

6.4 For cancellations less than 7 days prior to the function, a fee of 50% of the estimated total revenue may be charged.

6.5 All cancellations must be received by the Hotel in writing.

**7.0 FOOD & BEVERAGE:**

- 7.1 The Hotel will not allow food and/or beverage of any kind onto the premises for consumption or any other purpose, for the Client or the Client's guests or invitees, unless prior arrangements have been made with the Hotel Management.
- 7.2 If specified, liquor in excess of the amount specified will not be supplied until an authorisation is signed by the Client or a duly authorised representative present at the event.
- 7.3 The Hotel reserves the right to discontinue the supply of liquor at any time, pursuant to the Sale of Liquor Act and Maori Community Development Act 1962.

**8.0 ACCOMMODATION:**

- 8.1 In the event that rooms are reserved in conjunction with a food and beverage booking, a completed room list will be required 30 working days prior to the commencement of the function.
- 8.2 The Hotel reserves the right to charge a cancellation fee of one night's accommodation for any rooms cancelled less than 30 days prior to arrival or any rooms subsequently unoccupied.

**9.0 HOTEL DAMAGES/INSURANCE:**

- 9.1 The Client is financially responsible for any damage, breakage or pilferage sustained to the Hotel Premises or Equipment by the Client, the Client's guests, invitees, outside contractors or other persons attending the function, whether in the room reserved or any area or part of the Hotel, prior to, during or after the event.
- 9.2 Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building unless prior approval has been given by the Hotel Management. Suitable floor protection is to be used as required. Signage in Hotel public areas is to be kept to a minimum and must be approved by the Hotel Management.
- 9.3 For all exhibitions and stage set-ups produced by outside contractors, plans and power requirements must be approved by the Hotel's Chief Engineer a minimum of fourteen days prior to the event.
- 9.4 The Hotel will take all necessary care of the Client's property but will take no responsibility for damage to or loss of property or merchandise left in the Hotel prior to, during or after the function.
- 9.5 The Client will be responsible for the removal of the property after the conclusion of the event and any goods left in the Hotel after the function without prior arrangements will be deemed abandoned.
- 9.6 The Client must arrange their own personal liability insurance and security, as required.
- 9.7 The Client should conduct their function in an orderly manner, in full compliance with all applicable laws at a minimum disruption to other guests of the Hotel.
- 9.8 If the Hotel has reason to believe that a function will affect the smooth running of the Hotel's business, its security or reputation, it reserves the right to cancel the function without liability at any time either before commencement of the function or during it.
- 9.9 The Hotel reserves the right to exclude or remove any objectionable persons from the function or Hotel premises without liability at any time during the function.

**10.0 PRICING POLICY:**

- 10.1 Goods & Services Tax is included in the quoted rates, unless stated otherwise. GST is subject to alteration without notice.
- 10.2 A service charge may be applicable for each additional hour a function continues after midnight based on the number of confirmed attendees. Likewise, a surcharge may apply for Food & Beverage functions of 25 guests or less.
- 10.3 Every endeavour will be made to maintain prices as quoted however prices are based on current costs and may be subject to change without notice to meet increases as they arise.

**11.0 AGENCY:**

- 11.1 Where the Organiser is not the Client, the Organiser warrants that it has the authority to enter into this Agreement on behalf of the Client.

**12.0 ASSIGNMENT:**

12.1 The Client may not assign its rights under this Agreement without the written consent of HSL.

**13.0 DISPUTE AND APPLICABLE LAW:**

13.1 This Agreement is made in New Zealand & its construction, validity & performance is determined under New Zealand law.

**14.0 ENTIRE AGREEMENT:**

14.1 The terms and conditions set out in this Agreement contain the entire Agreement as concluded between the parties.

**15.0 FORCE MAJEUR:**

15.1 Where matters beyond the reasonable control of HSL impairs or prevents HSL being able to perform its obligations under the event contract, the Client releases HSL from any liability or loss incidental or consequential to such matters.

**16.0 COMPLIANCE WITH STATUTES AND REGULATIONS:**

16.1 The Client shall observe all relevant statute, regulations, ordinances and by-laws relating to their activity.

**17.0 VARIATION:**

17.1 Any variation, amendment or modification of these terms and conditions shall only be binding where committed to in writing and executed by the parties.

**AGREEMENT**

made on this \_\_\_\_\_ day of \_\_\_\_\_ 200

**BETWEEN** Hospitality Services Limited a duly incorporated  
company in Auckland (“HSL”) **AND** \_\_\_\_\_ of  
\_\_\_\_\_ (“Client”)

**RECITALS:**

A.HSL is in the business of providing Conference, Banquet and Accommodation facilities to the Client.

B.The Client wishes to engage HSL to provide certain of these facilities for the Client.

C.The parties now wish to record the terms and conditions of that engagement.

**IT IS AGREED THAT:**

- 1.The terms and conditions of the engagement are attached as Schedule A.
- 2.The fee schedule is at Schedule B (quotation/confirmation letter).

**SIGNED FOR AND ON BEHALF OF:**

Hospitality Services Ltd	In the presence of:
_____	_____
Director	
_____	_____
Director/Secretary	

**SIGNED FOR AND ON BEHALF OF:**  
( \_\_\_\_\_ )

_____	_____
Director	
_____	_____
Director/Secretary	