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 E [amy@beachfronthotel.co.nz](mailto:amy@beachfronthotel.co.nz)  
 W [www.beachfronthotel.co.nz](http://www.beachfronthotel.co.nz)

## Build your own function!

Just print, fill out and fax the form below to us at 03 755 8258 or phone at 03 756 9055 to start planning your function. Our event planning staff will then contact you to confirm details and costs with you.

### STEP 1. COMPANY INFORMATION

Company Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_





Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Dates of function \_\_\_\_\_

Start time of function \_\_\_\_\_ Finish Time (approx.) \_\_\_\_\_ How many people attending? \_\_\_\_\_

Function name (used on Welcome Board) \_\_\_\_\_

### STEP 2. FUNCTION ROOM & AMENITIES

	O'Connor Room	Ocean View Restaurant
<b>Location</b>		
	Near to Reception, backs onto our public bar	Adjoining Reception, overlooking the beach
<b>Hireage Fee</b>		
Half Day - up to 5 hours	\$125	\$170 AVAILABILITY LIMITED
Full Day - over 5 hours	\$200	\$250 AVAILABILITY LIMITED
<b>Set-Up</b>		
Theatre	100	70
Cocktail	100	70
Buffet	90	60
Dinner/Dance	80	60
Banquet	100	60
Classroom	30	30
Boardroom	30	40
U-Shaped	30	40
<b>Images</b>		
	 	 

**STEP 2. FUNCTION ROOM & AMENITIES**

Please mark the room type, layout and amenities you would like for your function.

Room

- O'Connor Room
- Ocean View Restaurant—night time availability limited

Hiretimeperiod

- Half Day = up to 5 hours
- Full Day = over 5 hours

Layoutoptionpreferred

- Theatre
- Cocktail
- Buffet
- Dinner/Dance
- Banquet
- Classroom
- Boardroom
- U-Shaped

Amenitiesoptionspreferred

Please mark those required	Amenity	Cost per day*
<input type="checkbox"/>	Whiteboard	no charge
<input type="checkbox"/>	Lectern	no charge
<input type="checkbox"/>	Flip Chart	\$10
<input type="checkbox"/>	TV	\$25
<input type="checkbox"/>	Laptop	\$75
<input type="checkbox"/>	Portable Screen	\$25
<input type="checkbox"/>	Overhead Projector	\$25
<input type="checkbox"/>	Data Projector	\$105 full day \$60 half day
<input type="checkbox"/>	DVD Player	\$25
<input type="checkbox"/>	Photocopying/Scanning Assistance	as required
<input type="checkbox"/>	Free Wifi	
<input type="checkbox"/>	Conference call phones - staff will contact you to discuss options	

Any items not listed can be sourced and hired at additional charge

**STEP 3. CATERING OPTIONS**

<b>OPTIONS</b>	<b>Included</b>	<b>Cost per person per service*</b>
<b>Morning and Afternoon Tea Service</b>		
<b>Option 1</b>	Selection of teas, freshly brewed coffee	<b>\$4.00</b>
<b>Option 2</b>	Selection of teas, freshly brewed coffee and orange juice	<b>\$5.00</b>
<b>Option 3</b>	Selection of teas, freshly brewed coffee, orange juice and chefs choice off homemade slice or biscuits	<b>\$8.50</b>
<b>Option 4</b>	Selection of teas, freshly brewed coffee, orange juice, ham cheese croissant or surimi wraps	<b>\$10.00</b>
<b>Option 5</b>	Selection of teas, freshly brewed coffee, orange juice, ham cheese croissant, surimi wraps, chefs choice of homemade slice or cakes	<b>\$14.50</b>
<b>Lunch Service</b>		
<b>Option 6</b>	Selection of teas, freshly brewed coffee, orange juice and finger foods; ham and cheese croissant, poached chicken and basil pesto flutes, assorted savories, selection of cakes and slices	<b>\$20.50</b>
<b>Add</b>	Open mini pastrami bagel Smoked salmon blini Surimi wraps	<b>\$1.50pp</b> <b>\$2.50pp</b> <b>\$1.50pp</b>
<b>Option 7 Buffet Working Lunch Selection (pax)</b>	Selection of teas, freshly brewed coffee, orange juice and lunch buffet with choice of 1 hot dish, 1 salad, 1 sweet of chef choice (Minimum of 20 pax)	<b>\$29.50</b>
<b>Choices</b>	Chicken parmesan, creamy mushroom chicken drums, beef stroganoff, shepherd's pie, pork belly with gravy, sweet and sour pork, lamb navarin  All ways served with fragrant jasmine rice or roast or mashed potato	

\* Rates are valid until 31 March 2016 are in NZ dollars and include GST.

**Please mark the catering services you require for your conference.**

- Breakfast - Please contact our staff member to discuss your options for your group
- Morning tea - Option #? \_\_\_\_\_ For how many people? \_\_\_\_\_ Time? \_\_\_\_\_
- Lunch - Option #? \_\_\_\_\_ For how many people? \_\_\_\_\_ Time? \_\_\_\_\_
- Afternoon tea - Option #? \_\_\_\_\_ For how many people? \_\_\_\_\_ Time? \_\_\_\_\_

A la carte breakfast, lunch and dinner menus available upon request.

Menu is subject to change. For any allergies or dietary requirements, please advise so that necessary arrangements can be made.

<b>STEP 4 . ACCOMMODATION</b>
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- Oceanview rooms (Single/Double/Twin) with uninterrupted views of the Tasman Sea \* 30
- Driftwood Superior rooms (Single/Double/Twin) newly refurbished rooms \* 10
- Driftwood Standard rooms (Single/Double/Twin) comfortable street front rooms for the budget conscious traveler

#### **Hotel Services**

- Free car parking
- Off street parking
- Laundry service – charges apply
- Fax Secretarial Service – charges apply
- Room service – charges apply
- Super Liquor Bottle store on-site
- Public Bar
- ANZ Bank on-site (ATM available at the bank)
- Non-smoking

**Please mark the accommodation requirements you have for your conference.**

- Yes, we need accommodation. Hotel staff will contact you regarding your requirements, costs and payment process
- No, we do not need any accommodation

**Any special requests? If so, please detail here.**

## STEP 5: ACCEPTANCE OF TERMS AND CONDITIONS

Please read these terms and conditions carefully and sign and date below.

### Payment

- All rates quoted are valid until 30<sup>th</sup> June 2017, are in NZ\$ and include GST.
- A full deposit of room hire is required at time of confirmation for functions where credit has not been approved by the General Manager.
- If you have credit facilities with Beachfront Hotel Hokitika, an account will be set up for the event. The room hire will be charged to this account.
- The remaining account must be paid in full on the day of the function or the following morning. No credit facilities exist for any functions held unless there has been prior authorization to use an approved credit facility, and confirmation from the Executive Assistant Manager.
- Any additional charges incurred during your stay will be charged to the function account unless specific arrangements have been agreed upon in writing.
- Copy of the authorized person(s) credit card (front and back) is also required for security along with the ID.

### Food & Beverages

- All food that is to be consumed for any function must be supplied by the Beachfront Hotel. There can be no exceptions.
- Any beverages consumed at any function must be purchased through the Beachfront Hotel or Beachfront Hotel Super Liquor. Depending on the quantities purchased this may qualify for a discount.
- All function food is priced on an average per person consumption. For further information please contact one of our team.

### Confirmation

- Rooming lists for accommodation requirements are to be confirmed 7 days before the function.
- Menu or food requirements are to be confirmed 7 days prior to function date.
- Final numbers attending must be confirmed 7 days before function date.
- Changes after this time may incur a fee.

### CancellationPolicy

- If you require to cancel your function, you must advise us in writing. This will minimize the risk of any misunderstanding.
- Any deposits paid for room hire are **non-refundable** unless waived by General Manager.
- For group accommodation bookings, cancellations will be accepted up to 6pm, 5 days before the night of the reservation. Failure to cancel prior to this time will incur a charge equivalent to the first night's stay. If a room is not confirmed it may be sold after 6pm. Please notify reception if you will be arriving later than 6pm.
- For individual accommodation bookings, cancellations will be accepted up to 6pm, 24 hours before the night of the reservation. Failure to cancel prior to this time will incur a charge equivalent to the first night's stay. If a room is not confirmed it may be sold after 6pm. Please notify reception if you will be arriving later than 6pm.

This is a contract between the Beachfront Hotel Hokitika and ..... (The Hirer)

For the use of a Function Room for..... (Type of event)

Name of the Organiser.....

Method of payment

Credit Card (2% Surcharge applies)



Card Number .....

Expiry .....

Name of the Card .....

Security Code (CSV) .....

Card Holder's Signature .....

Invoice (Subject credit approval and prior charge back facilities)

Billing Address.....

Phone:

Email:

Fax:

Direct Credit

**Bank Account**

**Tasman View Properties**

Westpac 03-0850-0002221-00

Signed Authorized person(s) .....

Date .....