

Room Booking Sheet 2010



Corners Soljan and Universal Drives, Henderson, AUCKLAND . P: (09) 835 0912 F: (09) 835 0918 E: courses@learningnetwork.ac.nz

Thank you for your recent enquiry to book Learning Network NZ as the venue for your forthcoming event. We would like to take this opportunity to thank you for choosing our centre to host your meeting and look forward to working with you in the future.

For further enquiries contact our Administrator, Maryanne on 09 835 0912

Contact Person: _____ Signed: _____
Organisation: _____
Title of course/meeting/event: _____
Phone: _____ Mob: _____
Fax: _____
Email: _____

BOOKING DETAILS:

Date: _____ Time: start _____ finish _____ No. Participants: _____

ROOM CAPACITY & SET-UP:

Meeting rooms (2) <i>Up to 15pax/room or 30 combined</i>	\$150.00 (per room) Full day <input type="checkbox"/>	\$100.00 half day <input type="checkbox"/>	\$50.00 per hr <input type="checkbox"/>
Seminar rooms (2) <i>Up to 40pax/room or 80 combined</i>	\$200.00 (per room) Full day <input type="checkbox"/>	\$150.00 half day <input type="checkbox"/>	\$75.00 per hr <input type="checkbox"/>

Seating can be arranged around tables or theatre style, depending on numbers.

Half days - 9am-12noon or 1pm-4pm

White boards and pens included. Data Projector and screen included. Photocopying available: POA, All pricing excludes GST

REFRESHMENTS:

Arrival coffee & tea _____	\$3.00	<input type="checkbox"/>
Morning tea (coffee, tea & biscuits) _____	\$4.00	<input type="checkbox"/>
Afternoon tea (coffee, tea & biscuits) _____	\$4.00	<input type="checkbox"/>
Coffee & tea (served with lunch) _____	\$3.00	<input type="checkbox"/>
Catered Lunch of 4 items pp _____	\$20.00	<input type="checkbox"/>

For a catered Morning Tea, Lunch or Platter selection please request a quotation.

Catered bookings incur a \$20.00 delivery charge.

A consumables fee may apply.

All prices are per person and exclude GST

NOTES:
