

# Room Booking Sheet 2011



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: \_\_\_\_\_  
Name of Facilitator/Speaker \_\_\_\_\_  
Ph: \_\_\_\_\_ 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 (theatre style)</i>	\$200.00 (per room) Full day <input type="checkbox"/>	\$150.00 half day <input type="checkbox"/>	\$75.00 per hr <input type="checkbox"/>

*Please note—Pricing is per room  
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"/>

*Catered bookings incur a \$20.00 delivery charge.*

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

*A consumables fee may apply.*

*All prices are per person and exclude GST*

*If you have any other queries please don't hesitate to contact Maryanne (09-8350912)*

## NOTES:

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