
Park View Motor Lodge

Conference Package



Park View Motor Lodge
450 Tristram Street
Hamilton 3200

Phone: 07-838-1010
Freephone: 0800 PARKVIEW (0800-727-584)
Fax: 07-838-1080
Email: info@parkviewmotorlodge.co.nz
Web: www.parkviewmotorlodge.co.nz



Introduction

Thank you for your interest in Park View Motor Lodge as the proposed venue for your conference or your meeting. Enclosed is our conference pack as requested. Our dedicated Conference Coordinator will help you with your Conference requirements.

We provide a wide range of catering from breakfast, morning tea, lunch and cocktail food. We can also provide food for special dietary needs. Please provide us with numbers and any special requirements and we will choose from one of our suppliers to best meet your needs. If you wish to pick your own menu we can forward our menu list upon request.

We will work with you to help you tailor the menu to suit.

Our conference room offers a range of facilities:

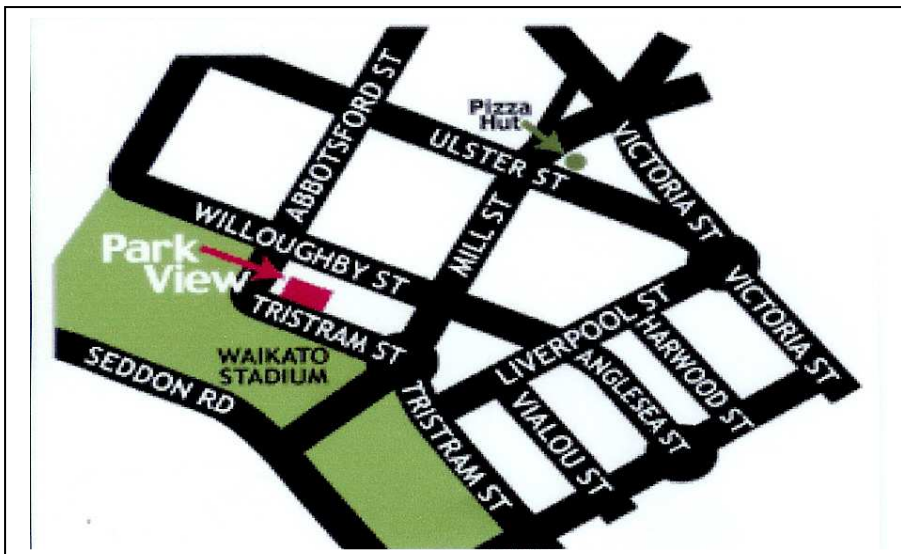
- Air-conditioning / heating
- Complementary mints and filtered water are provided
- Limited off street parking
- Full range of audio / visual equipment for hire
- Separate break-out area and use of outdoor balcony
- A selection of menus to choose from

Please fill in the Conference details form and also, sign the terms and conditions and return to Park View Motor Lodge, 450 Tristram Street, Hamilton 3200 or fax to 07 838 1080 as soon as possible.

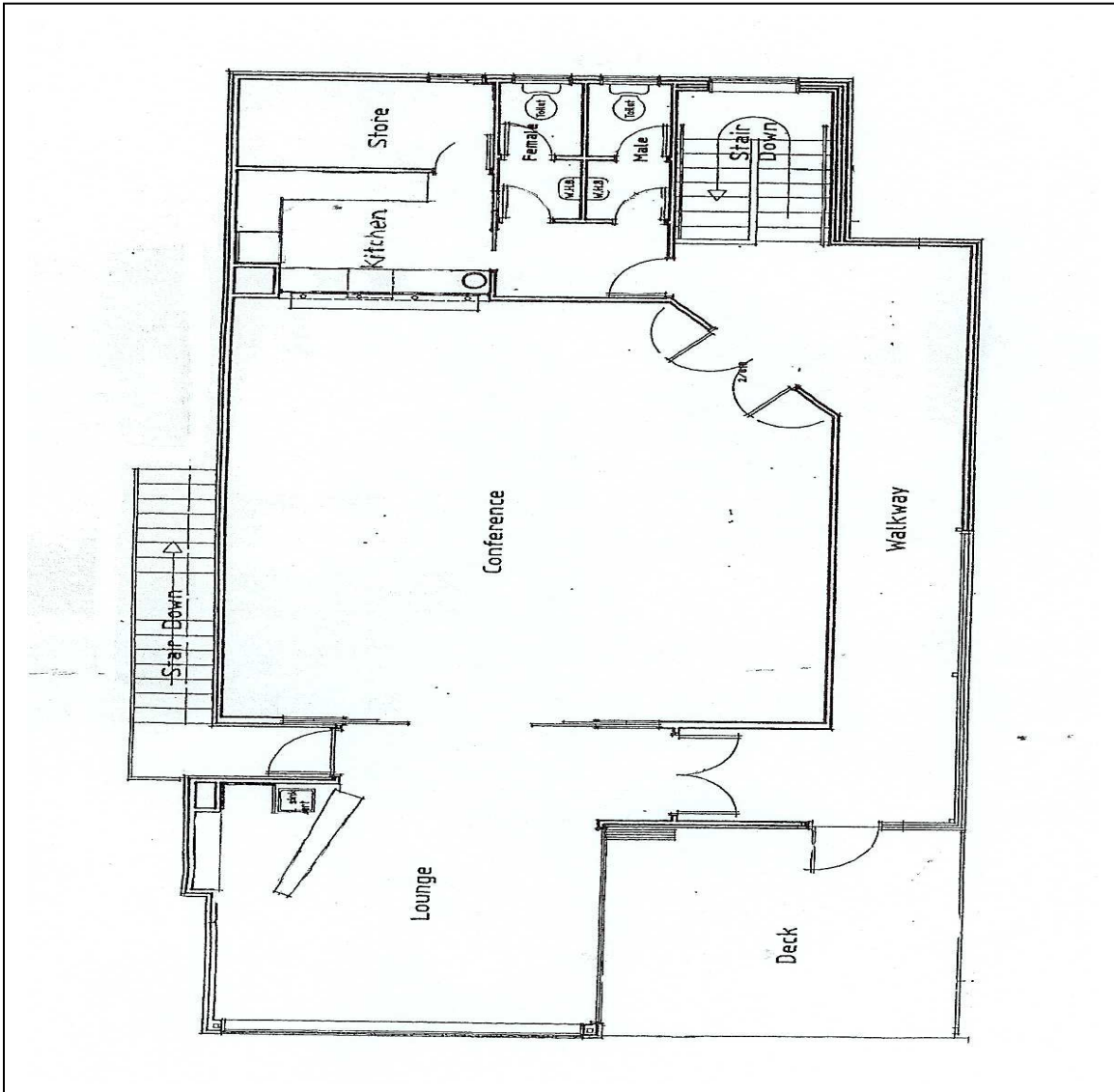
All prices are inclusive of Goods and Services Tax (GST).

All prices are correct at the time of printing but may alter without notification.

We are located at 450 Tristram Street almost on the corner of Tristram and Abbotsford Streets, opposite Gate One of the Waikato Stadium.



Conference Room Floor Plan





Conference Room Capabilities

The conference room is 90 square meters and is ideal for small to medium conferences. The setting is tranquil with plenty of natural light. Bar facilities are available.

Possible Formats Include:

Theatre Style	40 People
Classroom Style	Tables for up to 25 People
U - Shape	20 People
Boardroom Style	20 People
Cocktail Reception	50 People

Room Hire Costs:

Hire Cost *Full Day* \$250 inclusive of GST

Note: We reserve the right to change these prices without notice prior to a confirmed reservation being made.

Equipment:

Please tick the items that you require:

<input type="checkbox"/> Iced Water and Mints	No Charge
<input type="checkbox"/> Television and Video	No Charge
<input type="checkbox"/> CD Player	No Charge
<input type="checkbox"/> Whiteboard	No Charge
<input type="checkbox"/> Coffee and Tea on Arrival	\$3.00 per person
<input type="checkbox"/> Overhead Projector & Screen	\$35.00
<input type="checkbox"/> Flip Chart paper and pens	\$25.00 per full chart
<input type="checkbox"/> Electronic Whiteboard	\$40.00
<input type="checkbox"/> Data Show	\$125.00

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



Catering Options

Note: We reserve the right to change the prices stated below without notice prior to a confirmed reservation being made.

Morning and Afternoon Tea

From \$6.50 per person (depending on specific requirements)

Tea & Coffee: \$3.00 per person

Orange Juice: \$5.00 per carafe

Tea & Coffee on Arrival

\$3.00 per person

Orange Juice: \$5.00 per carafe

Lunch

From \$18.00 per person (depending on specific requirements)

Tea & Coffee: \$3.00 per person

Cocktail Food

From \$9.00 per person (depending on specific requirements)

Tea & Coffee: \$3.00 per person

Self-Catering

If you wish to supply your own catering there will be a service charge of \$1.50 p/p



Registration Form

Contact Name _____

Company Name _____

Address _____

Postal Address _____

Venue Hire _____

Order Number _____

Phone Number _____

Fax Number _____

Email _____

Date of the Conference _____

Arrival Time _____

Departure Time _____

Number Attending _____

Break Times

Breakfast _____

Tea/Coffee/on arrival _____

Morning Tea _____

Lunch _____

Afternoon Tea _____

Cocktail Food _____

Layout : Boardroom U Shape Classroom Theatre Cocktail
(please circle one)



Terms and Conditions

1. Once booking at Park View Motor Lodge, confirmation of all the details must be faxed or emailed. Failure to confirm details in writing may cause a double booking.
2. Room Booking should be supplied as soon as possible. Confirmation of the rooms must be made at least 7 days prior to the conference date.
3. Final numbers should be notified to Park View Motor Lodge at least one day prior to the event.
4. Authorisation to chargeback to a company must be received in writing from a person who is authorised to do so. Full details and an order number must be supplied or the full payment will be charged on departure.
5. Payment is due on the 20th of the month following the date of the invoice
6. Cancellations must be made 5 days prior to conference date. All bookings not cancelled by this time will have the first days hire charged and invoiced.
7. We reserve the right to change the prices stated in this Conference Package, and elsewhere on our website, without notice prior to a confirmed reservation being made.

Please sign acceptance of these terms and conditions and return to Park View Motor Lodge at 450 Tristram Street, Hamilton 3200, or email to info@parkviewmotorlodge.co.nz, or fax to 07 838 1080.

Company Name _____

Address _____

Signature _____

Date _____



Application to Charge to Company

Please fill out all the details that have an asterisk (*) beside them. If you have any questions regarding this form please do not hesitate to contact Park View Motor Lodge on 07 838 1010.

*Name of Company _____

*Accommodation required Yes No

Name of the Guests

*Address _____

*Postal Address _____

*Telephone Number _____

*Fax Number _____

*Email Address _____

Purchase Order Number Yes No

Accounts Manager _____

Accounts Managers' Number _____

Accounts Managers' Email Address _____

Please return this to Park View Motor Lodge 450 Tristram Street, Hamilton, 3200. Or fax it to 07 838 1080.