

## BOOKING CHECKLIST

To ensure your event is a success, please print out this form, complete it and send by post to the address above. An online version is available at <http://www.blackrockhouse.nz/booking-checklist.html>. If you have any queries, please do not hesitate to phone us to discuss.

**Date of event:** \_\_\_\_\_

**Event organiser/contact:** \_\_\_\_\_

**Company name:** \_\_\_\_\_

**Expected arrival time:** \_\_\_\_\_

**Expected departure time:** \_\_\_\_\_

**Number of attendees:** \_\_\_\_\_

**Billing address/contact:** \_\_\_\_\_

### Equipment Required

- Standard whiteboard**
- Flipchart**
- Electronic whiteboard** (hireage can be arranged – POA)
- 30-inch TV screen**
- Trestle table/s**
- Other** (please provide details) \_\_\_\_\_

### Meeting Space Options

- Meeting space** (boardroom table configuration)
- Display space** (separate to meeting room)
- Breakout area/s** (please provide details of what is required) \_\_\_\_\_

### Additional Services

- Catering** (see over)
- Professional secretarial service**  
(additional charge of \$57.50 per hour – please indicate start/finish time and type of support required)
- Gift baskets for attendees**  
(tailored to suit your budget – please discuss your requirements with us)
- Use of kayaks**  
(wearing of supplied life jackets compulsory)

## Catering

**Coffee/Tea on arrival** (complimentary):

Number of people: \_\_\_\_\_

**Morning Tea** (\$8 per person):

Number of people: \_\_\_\_\_

Time: \_\_\_\_\_

Choose one freshly home-baked morning tea option:

Scones     Biscuits     Slice

**Picnic Box Co. Lunch** (\$25/person)\*:

Time: \_\_\_\_\_

Roast Chicken Picnic Box

Number of people: \_\_\_\_\_

Classic Picnic Box

Number of people: \_\_\_\_\_

*\*Visit our website Catering page for other lunch options*

**Afternoon Tea** (\$8 per person):

Number of people: \_\_\_\_\_

Time: \_\_\_\_\_

### ADDITIONAL

**Cheese platter** (market price provided on confirmation)

Number of people: \_\_\_\_\_

A selection of market cheese according to your taste, with quince paste, crackers, walnuts and grapes

*Otakiri sparkling water is always available and charged according to consumption @ \$6 per 750ml bottle*

*Coffee, tea & organic fruit drinks also available on request to embellish above options @ \$4 per serve*

### SPECIAL DIETARY REQUIREMENTS

Please indicate the number of people for each dietary requirement:

Vegetarian \_\_\_\_\_ Gluten Free \_\_\_\_\_ Dairy Free \_\_\_\_\_ Nut Free \_\_\_\_\_ Other (please specify) \_\_\_\_\_

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**Where did you hear about us?**  Google search     Word of mouth     Directory listing     Facebook

Other (please specify) \_\_\_\_\_

I have read and understood the Terms and Conditions online at [www.blackrockhouse.nz/terms-and-conditions.html](http://www.blackrockhouse.nz/terms-and-conditions.html)