

Build your own function!

Just print, fill out and email the form below to us at aman.dhillon@thewestport.co.nz or phone at 03 789 7889 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

Location	Conference Room	Restaurant
	Access through the Restaurant & Bar	Access through the Reception (Subject to Availability)
Hire Fee		
Half Day - up to 5 hours	\$50.00	\$150
Full Day - over 5 hours	\$100.00	\$250
Set-Up		
Theatre	65-70	80-90
Cocktail	80-85	250-300
Buffet	-	80-90
Dinner/Dance	-	80-90
Banquet	-	70-80
Classroom	30	50
Boardroom	14	30
U-Shaped	12	28

* Rates are valid 1st July 2018 until 31st March 2019 are in NZ dollars and include GST.

STEP 2. FUNCTION ROOM & AMENITIES

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

Room

- Conference Room
- Restaurant
(night time availability limited)

Hire time period

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

Layout option preferred

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

Amenities options preferred

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"/>	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"/>	Wireless Broadband	Free WiFi

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

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STEP 3. CATERING OPTIONS

OPTIONS	Included	Cost per person per service*
Morning and Afternoon Tea Service		
Option 1	Selection of teas, freshly brewed coffee	\$4.00
Option 2	Selection of teas, freshly brewed coffee and orange juice	\$5.00
Option 3	Selection of teas, freshly brewed coffee, orange juice and homemade biscuits	\$8.50
Option 4	Selection of teas, freshly brewed coffee, orange juice with scones, jam and vanilla scented cream	\$10.00
Option 5	Selection of teas, freshly brewed coffee, orange juice, sandwiches and savouries	\$14.50
Lunch Service		
Option 6	Selection of teas, freshly brewed coffee, orange juice and finger foods including sandwiches, savouries and sweets	\$17.50
Option 7	Selection of teas, freshly brewed coffee, orange juice and lunch buffet with choice of 2 hot dishes, 1 salad, 1 sweet of chef choice	\$25.50

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Please mark the catering services you require for your conference.

- Breakfast - staff will contact you to discuss options for your group
- Morning tea - Option #? _____ For how many people? _____ What time? _____
- Lunch - Option #? _____ For how many people? _____ What time? _____
- Afternoon tea - Option #? _____ For how many people? _____ What time? _____
- Dinner - staff will contact you to discuss options for your group

A la carte breakfast, lunch and dinner menus available upon request. Menu is subject to change.

Are there any allergies or dietary concerns we should be aware of? If so, please detail them here.

STEP 4. ACCOMMODATION CHOICES

Hotel Services

- * Off street, free parking
- * Laundry service - free of charge
- * Fax Service - fee required
- * Room service - fee required
- * Wireless Internet – free of charge

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 1st July 2018 until 31st March 2019 are in NZ dollars 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 Westport Motor Hotel, 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 General Manager.
- Any additional charges incurred during your stay will be charged to the function account unless specific arrangements have been agreed upon in writing.

Food & Beverages

- All food that is to be consumed for any function must be supplied by the Westport Motor Hotel. There can be no exceptions!!
- Any beverages consumed at any function must be purchased through the Westport Motor Hotel or Liquorland. 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.

Cancellation Policy

- 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 Westport Motor Hotel and..... (The Hirer) for the use of a Function Room for (Type of event)

Function Organizer.....

Who is responsible for paying the account?.....

Method of payment :Paid in full at completion of functionInvoice (subject to credit approval)

If you wish choose to pay by credit card please fill the section below:

Credit Card Number.....

Expiry Date.....

Cardholder's Name.....

Security Code (CSV).....

Cardholder's Signature.....

