

CACCIA BIRCH HOUSE - Conference Rates**PRICES GST INCLUSIVE - 1st October 2019***(rates may be altered from time to time without notice)*

	4 hrs	8 hrs
1 <u>Conference & Meeting Room Hire</u>		
Awhina	\$ 145.00	\$ 185.00
* Guest (small breakout - upstairs)	\$ 85.00	\$ 105.00
Lord Plunket	\$ 110.00	\$ 145.00
* Woodhey	\$ 100.00	\$ 115.00
Nannestad (with small breakout room attached)	\$ 110.00	\$ 145.00
Strang	\$ 110.00	\$ 145.00
* Conservatory (small breakout)	\$ 75.00	\$ 100.00
* CoachHouse Lounge	\$ 105.00	\$ 135.00
CoachHouse Building	\$ 155.00	\$ 205.00
Kitchen Hire (includes crockery, cutlery & glassware etc)	\$ 145.00	\$ 185.00

* **Additional 'small' breakout rooms may packaged at a discounted rate**

* ***Smaller rooms may be hired on a \$25 hourly rate for up to 6 people on weekdays***

2 Function Hire Rates

a Awhina & Kitchen	\$95 / hour
b All Rooms downstairs (NOT including Foyer /1 conservatory)	\$105 / hour
c Whole House	\$180 / hour

minimum 5 hour hire applies.

3 Wedding and Event Hire

Full Complex - Includes Gardens **\$180 per hour**
A minimum of 5 hours hire period applies and discounted rates on weekend hire available.

4 Catering Options

a Select from the inhouse menus available for all conference & function catering	POA
b Hire the kitchen & chattles and bring your own caterer or DIY.	\$ 145.00 \$ 185.00

It is a requirement to hire the kitchen when bringing any food on site.

5 Conference Equipment Hire (per day)

Data Projector, Screen & multibox power	\$ 60.00
Lecturn with speaker system & light.	\$ 50.00
50" Plasma TV & DVD (and cords for laptop use)	\$ 60.00
Projection screens & cords	\$ 10.00
Whiteboard & pens	\$ 15.00
Flipchart paper pads & Pens & Stand	\$ 30.00
Flipchart Stand	\$ 5.00
Electronic Whiteboard & Pens	\$ 35.00
Photocopying & Fax (plus tolls) - (B/W or Colour)	.20c / .50c
Free WiFi available (daily limit)	

Other equipment can be hire in via outside contractor or bring in your own

Please Note:

When hiring the rooms, only those hired are available for your use.

Additional rooms used, will be charged to the clients booking.

Cancellation Policy:

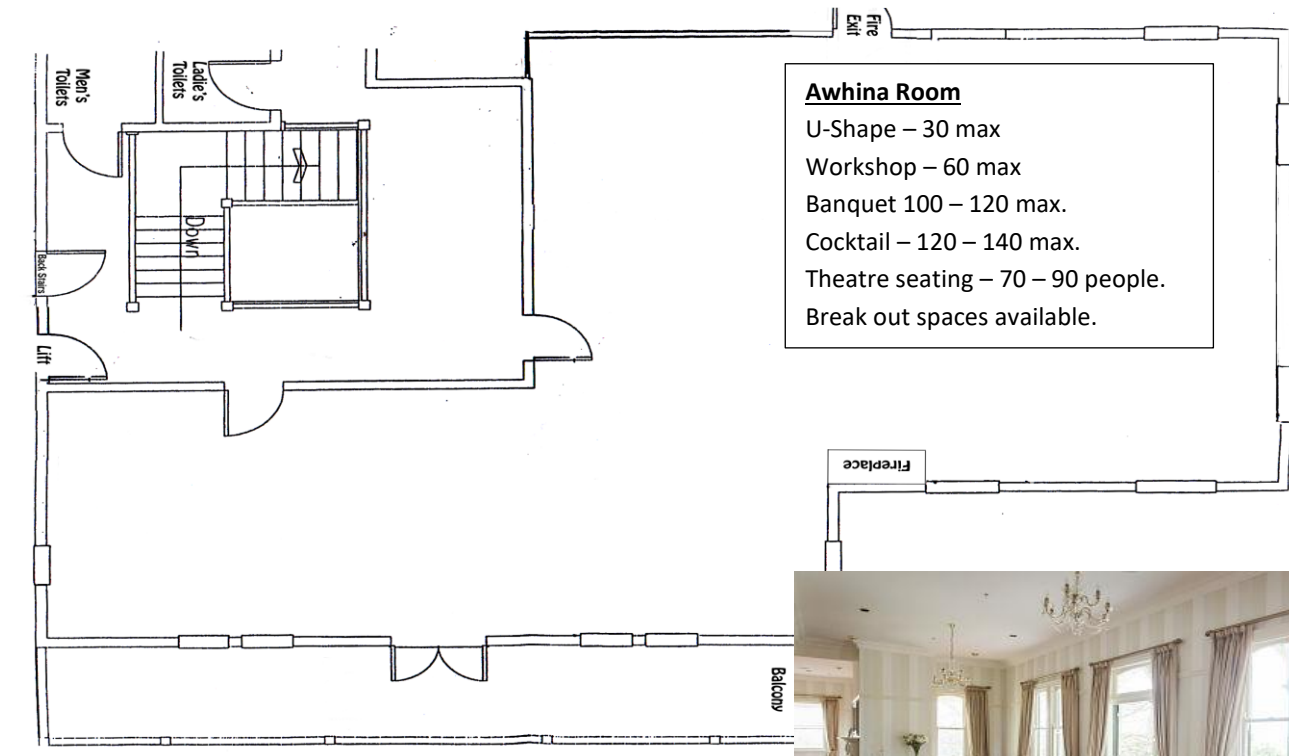
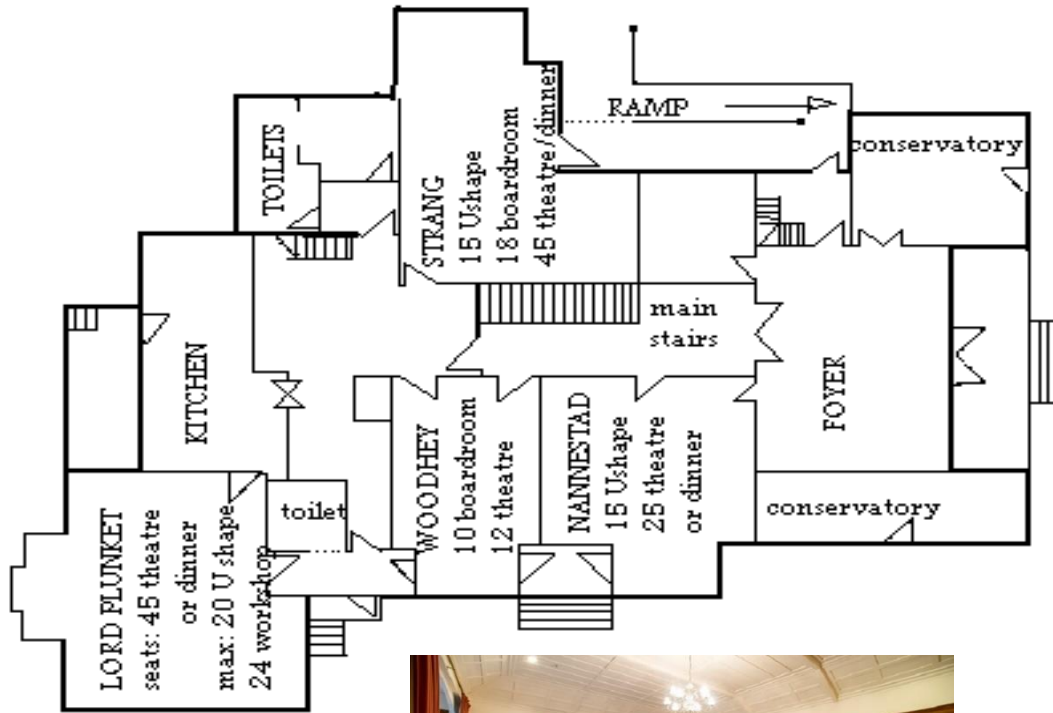
- 1 Cancellations within 7 days of date booked will incur 100% of room rate.
- 2 Cancellation of bookings 2 weeks prior will incur a 50% charge of room rate
- 3 Cancellation of "whole house" bookings will incur a minimum \$400 cancellation fee.

Payment Terms:

For Meetings: Accounts are emailed at month end with payment due 20th of the month following.

For Function Hire: Deposits are required.

The invoice contains the Trust's bank details for internet banking.



Awhina Room
 U-Shape – 30 max
 Workshop – 60 max
 Banquet 100 – 120 max.
 Cocktail – 120 – 140 max.
 Theatre seating – 70 – 90 people.
 Break out spaces available.



Caccia Birch House

Web: www.caccia-birch.co.nz
Bookings Email: manager@caccia-birch.co.nz
Phone: (06) 357 5363
Fax: (06) 354 8265

I WISH TO MAKE THE BOOKING AS FOLLOWS:

Person or Organisation Applying:				
1	Name/s:			
2	Address:			
3	Phone Home:	Business:	Cell:	
4	Email:			
5	Purpose for which venue is required:			
6	Rooms and facilities required:			
7	Date Required:	Time Required: start:	Finish:	
8	Conference Equipment (if required):			
9	Estimated Numbers Attending:			
10	Caterers Name or In-House Caterer:			
11	Bar Service /Hire Staff. (if required)			
12	Name of Your Liaison Person on day:			
13	Additional Requirements:			
14	Refundable Kitchen Bond (if required)	Date Paid:		
15	I acknowledge that this Application will not be confirmed unless the required 50% deposit is paid or, if a business, - an order number may be provided.			
	Caccia Birch Trust Banking details provided on booking invoice.			
16	I understand that I am to liaise with the Manager to discuss and provide the detailed arrangements at least 1 week prior to the event:			
17	Signed:	Date		
	Signed:	Date		
	Please return to:			
	Caccia Birch Trust Board		Email: manager@caccia-birch.co.nz	
	130 Te Awe Awe Street, Palmerston North 4410			
	Phone: (06) 357 5363			
	Fax: (06) 354 8265			