

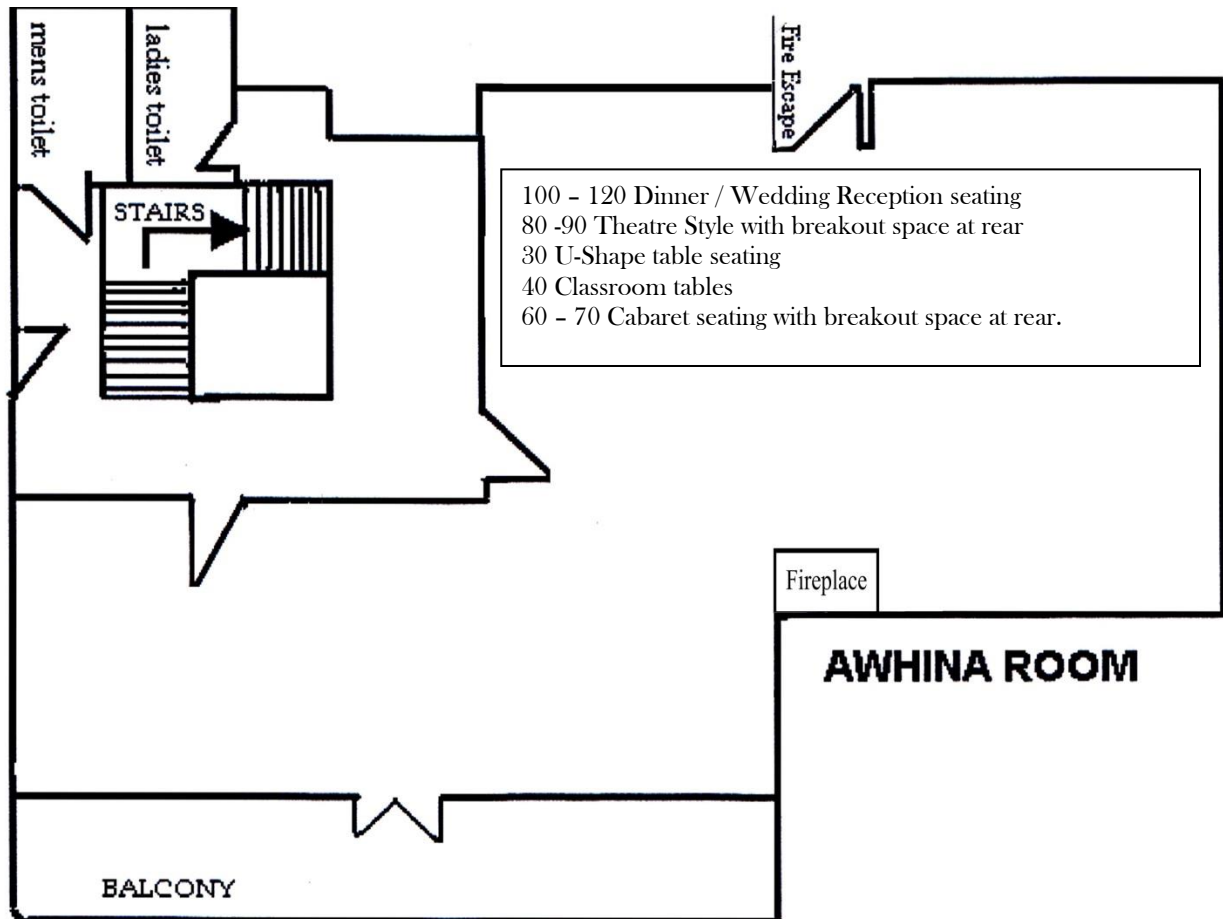
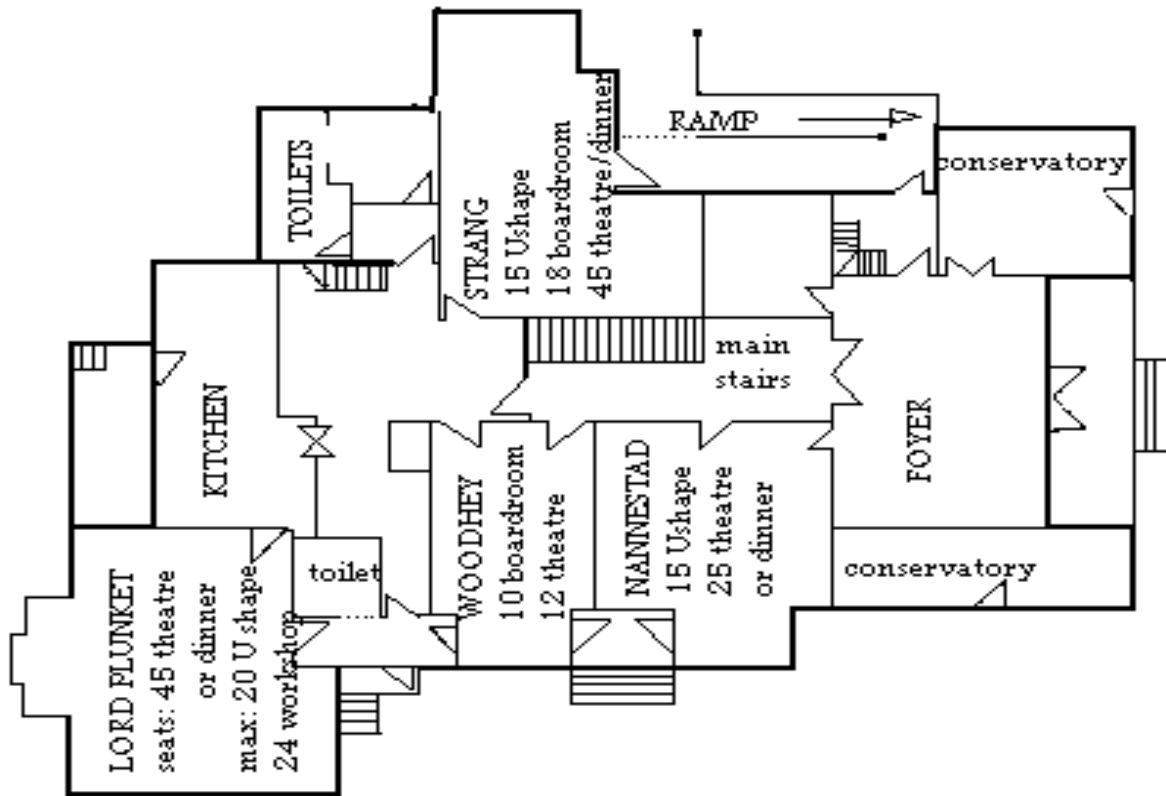
## CACCIA BIRCH HOUSE - Conference Rates

### Prices Effective 1st August 2015 and GST INCLUSIVE

(rates may be altered from time to time without notice)

	4 hrs	8 hrs
<b>1 <u>Conference &amp; Meeting Room Hire</u></b>		
Awhina	\$ 130.00	\$ 170.00
* Guest (small breakout - upstairs)	\$ 70.00	\$ 95.00
Lord Plunket	\$ 100.00	\$ 135.00
* Woodhey	\$ 80.00	\$ 105.00
Nannestad (with small breakout room attached)	\$ 100.00	\$ 135.00
Strang	\$ 100.00	\$ 130.00
* Conservatory (small breakout)	\$ 65.00	\$ 90.00
* CoachHouse Lounge	\$ 75.00	\$ 100.00
CoachHouse Building	\$ 125.00	\$ 170.00
Kitchen Hire (chattles list available)	\$ 130.00	\$ 170.00
* Additional 'small' breakout rooms may packaged at a discounted rate		
* <b><i>Smaller rooms may be hired on a \$20 hourly rate for up to 6 people</i></b>		
<b>2 <u>Function Hire Rates</u></b>		
a Awhina & Kitchen		\$75 / hour
b All Rooms downstairs (NOT including Foyer / conservatory)		\$95 / hour
c Whole House		\$160 / hour
<i>minimum 5 hour hire applies.</i>		
<b>3 <u>Wedding and Event Hire</u></b>		
Full Complex - Includes Gardens		\$160 / hour
<i>Our minimum 5 hour hire period applies.</i>		
<b>4 <u>Catering Options</u></b>		
a Select from the inhouse menus available for all conference catering		
b Hire the kitchen and bring your own caterer /staff or DIY.	\$ 130.00	\$ 170.00
<i>It is a requirement to hire the kitchen when bringing any food onsite.</i>		
c A basic hot water urn facility provided to the room (conditions apply)		
<b>5 <u>Conference Equipment Hire (per day)</u></b>		
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)		
<i>Other equipment can be hired via outside contractor or bring in your own</i>		
<b><u>Please note:</u></b> When hiring the rooms, only those hired are available for your use.		
Please check whether your course facilitator requires additional room space for breakout group work.		
Using rooms not hired may incur an additional cost.		
<b>Cancellation of confirmed bookings 2 weeks prior may incur 50% charge</b>		
<b>Cancellations within one week prior will incur full room rate penalties</b>		
<b>Alternative postponement dates taken in lieu. (Within 2 month period)</b>		

**www.caccia-birch.co.nz - 06 3575363**



**Caccia Birch House**Web: [www.caccia-birch.co.nz](http://www.caccia-birch.co.nz)Email: [bookings@caccia-birch.co.nz](mailto:bookings@caccia-birch.co.nz)

Phone: (06) 357 5363

Fax: (06) 354 8265

I WISH TO MAKE THE BOOKING AS FOLLOWS:

Person or Organisation Applying:

Name/s:

Address:

Phone Home:

Business:

Cell:

Email:

Purpose for which venue is required:

Rooms and facilities required:

Date Required:

Time Required:

start:

Finish:

Conference Equipment (if required):

Estimated Numbers Attending:

Caterers Name or In-House Caterer:

Bar Service /Staff (name/s):

Name of Liaison Person on the day:

Additional Requirements:

Refundable Kitchen Bond of \$100:

Date Paid:

I acknowledge that this Application will not be confirmed unless the required deposit is  
paid or, if a business, - an order number provided.

I understand that I am to liaise with the Manager to discuss and provide the detailed  
arrangements at least 48 hours prior to the event:

Signed:

Date:

Signed:

Date:

Please return to:

Caccia Birch Trust Board

130 Te Awe Awe Street, Palmerston North 4410

Phone: (06) 357 5363

Fax: (06) 354 8265

Email: [bookings@caccia-birch.co.nz](mailto:bookings@caccia-birch.co.nz) OR [manager@caccia-birch.co.nz](mailto:manager@caccia-birch.co.nz)

