



University College: Conference Room & Catering Reservation External

Name of Conference / Seminar:

Expected number attending: *Please provide an indication of expected numbers.
This can be confirmed closer to the reservation date.*

External Organisation Name:

Please state clearly the purpose of your
Seminar/Workshop/Meeting:

Billing/Mailing Address:

Contact Details:

Contact person name:

Email:

Telephone: Mobile:

Room Hire Tariffs

Room	Capacity	Half Day	Whole Day	Select Room/s ✓
Mark Parker Seminar Room	50 – 75	\$185	\$275	
Library	Max 15	\$115	\$175	
Reading Room	Max 15	\$115	\$175	
Kowhai Room	30	\$150	\$230	
Tui Room	14	\$115	\$175	
Main Common Room	100	\$270	\$405	

Zoom: The Mark Parker Seminar Room has Zoom facilities.

Reservation Date(s):

Date from: Date to:

Time from: Time to:

Total Hours:

Note: Most conference rooms must be vacated by 4:30 pm during term time to allow sufficient time for the rooms to be set up for evening tutorials. The library may be kept set up for a second day for an overnight room lock up fee of \$30.

Seminar Room set-up	Select set-up ✓
Theatre Style	
Groups	
U-shaped	
Other (Specify):	

Please note any additional room set-up requirements here:

Equipment: ☒

Overhead projector: ☐ Desktop PC – power point presentation: ☐

Whiteboard: ☐ Other (Specify):

Zoom (Mark Parker Room): ☐ _____

Terms & Conditions

Payment

Internal Departments; A journal will be processed during the same period the hire occurred.

External organisations: Payment terms are strictly the 20th of the month following date of invoice.

Food & Beverages

- No food or beverages may be brought on to the premises.
- Final catering numbers and advice of special dietary needs must be provided no later than two (2) days prior to the reservation.

Smoking

University College is a smoke-free building and grounds in accordance with the University's smoke free policy.

Room hire time frames

- University College seminar and study rooms are available for hire during term time weekdays only from 8:30 am to 4:30 pm except for the period leading up to and including the examinations. The rooms are dedicated for our residents as quiet study areas during this time. Please contact the College for available dates.

Cancellations

- If cancelled with less than 2 days notice the client is liable for 100% of room hire and 50% of catering charges.
- If cancelled with between 2 and 7 days notice the client is liable for 50% of room hire.
- If cancelled with more than 7 days notice the client is liable for 25% of room hire.
- No changes to bookings can be processed 24 hours before the event.

Disclaimer: The management and staff of University College accept no responsibility for any personal injury, property loss or damage from any cause while you are on University College premises. University College reserves the right to alter prices or cancel bookings due to unforeseen circumstances beyond our control.

I agree to the above Terms & Conditions:

Authorised Signatory

Date

Catering Options & Prices *(all prices are GST exclusive)*

Please select catering options & indicate the time required:

BEVERAGES		Time(s) required	
• Tea/Coffee only	\$4.00 pp		
• Tea/Coffee, orange juice	\$5.00 pp		
• Tea/Coffee, baked product	\$7.00 pp		
• Tea/Coffee, baked product, orange juice	\$7.50 pp		
• Orange Juice 1L	\$7.00 ea		

FINGER FOOD		Time required	
• Any FOUR options	\$19.00 pp		
• Additional items/options	\$5.00 pp		

✓ Four options:

☐ Savouries (mixed)	☐ Chicken wings with honey soy & BBQ sauce
☐ Falafel* (V)	☐ Pizza portions
☐ Kiri fish bites	☐ Samosa
☐ Mini spring rolls with dipping sauce	☐ Prawn filo
☐ Sandwiches with combination fillings (incl. V)	☐ Hummus** (V) Tapenade***
☐ Baton vegetables with dips, sour cream & pesto	with pita bread dippers

WORKING LUNCHEON		Time required	
• Any FOUR options (Incl. T/C/Iced water)	\$21.00 pp		
• Additional items/options	\$5.00 pp		

✓ Four options:

☐ Tarts: Bacon & egg and asparagus, mushroom, roast pumpkin & feta	☐ Savoury scones with relishes
☐ Chicken tenders	☐ Bread selection with spreads, dips, pesto & hummus
☐ Sushi with dipping sauce & pickled ginger	☐ Kiri fish bites with Tartare sauce
☐ Croissants OR bagels with mixed fillings (incl.V)	☐ Toasted chicken & cranberry paninis

FUNCTION / BUFFET STYLE LUNCHEONS		Time required	
• Standard buffet (subject to College lunch)	\$22.00 pp		
• Standard buffet with soup & breads	\$23.00 pp		
• Hearty soup & breads only (Winter only)	\$11.00 pp		

Please note: The standard buffet menu is in line with the College lunch service including beverages and may vary:

- Hot dish of the day
- Cold meat selection with pickles & condiments
- Salad selection x 3 with dressings & sauces
- Bread selection
- Baked product of the day
- Fruit basket

FUNCTION / BUFFET STYLE DINNER		Time required	
• Standard buffet (subject to College dinner)	\$22.00 pp		

Please note: The standard buffet menu is in line with the College dinner service including beverages and may vary.

ADDITIONAL EXTRAS		Time required	
Fruit Platter	\$4.00 pp		
Platter of cheese & crudité	\$5.50 pp		

SPECIAL DIETARY NEEDS / REQUIREMENTS

University College can cater to the **special needs** of your participants. Please advise us as early as possible if any of your participants have special requirements. e.g. vegetarian, gluten free, peanut allergy etc.

Falafel: a deep-fried ball of ground chickpeas seasoned with onions & spices (vegetarian) **Hummus: Mashed chickpeas, tahini, oil, lemon juice & garlic (vegetarian) *Tapenade; olive paste made from pureed black olives, capers and anchovies.*