



CONFERENCE DETAILS

To help give you a quality conference, please fill out our conference requirements and fax this back to us for a quote.

Event and meeting requirements (max 60 pax depending on setup required)

Options: Boardroom / Classroom / Theatre / U Shape (please circle preferred option)

Contact Name:

Postal Address:

Phone Number:

Fax Number:

Email:

Order Number:

Charge Account Details:

Facilitator:

Conference/Meeting date:

Arrival Time:

Departure Time:

Number Attending:

Break Times: Morning Tea:

Lunch:

Afternoon Tea:

Equipment supplied: **DVD/Video, Laptop, Digital Projector & Screen, Whiteboard/markers**

Breakout room extra requirement (**must be vacated by 5pm**): Yes/No

Please advise if you require any accommodation or information on activities available in Kaikoura and we will provide you with further details.

115 Beach Road, Kaikoura
Phone: +64-3-319 5743 • Fax: +64-3-319 6343
E-Mail: stay@lobsterinn.co.nz Web: www.lobsterinn.co.nz
Reservations: 0800 LOBSTER (562 783)



I confirm I have read the terms and conditions of hire including the cancellation policy. I understand this form is a request for information and pricing and is not confirmation of the booking.

Signed:

Date:

Name:

Position:

Please fax your completed request back to +64 3 319 6343. We will contact you with a proposal for your review and approval to confirm the booking.

Terms & Conditions

1. Written confirmation of conference booking must be received via email, facsimile or post. Failure to confirm booking may result in facilities being allocated to other function groups.
2. Rooming lists for all rooms held for conference must be supplied as soon as possible. Confirmation of rooms must be made in writing and must be made 14 days prior to the conference date. Failure to supply names with rooms booked will result in rooms being released to other parties for patronage. If insufficient rooms are available at time of booking, Lobster Inn will endeavour to find the best alternative lodgings if required but will not be responsible for any variance in pricing.
3. Conference organizers must confirm conference numbers in writing at least 7 days before conference. In the event the number of persons catered for is greater than the number in attendance, the conference organizers will be invoiced for the number of attendees confirmed prior to the conference.
4. Authorisation to charge back to a Company must be received in writing from a person authorized to do so. Full details and a purchase order must be supplied to allow charge-back otherwise delegates and or conference organizer will be charged for full payment of all charges on departure.
5. All payments required to be made by the organizer must be paid without deduction and payment shall not be withheld or deferred on account of any claim, counter-claim or set off.
6. Full details of any queries in connection with any invoice must be notified in writing to the Lobster Inn before the 15th of the month following the date of invoice. If no written queries are received regarding the invoice, the invoice shall be deemed to be accepted as correct.
7. In the event of payment not being received by the 20th of the month following date of invoice, Lobster Inn may immediately withdraw credit and require prepayment for any future reservations.
8. Invoices unpaid by the due date will attract a 5 (five) percent surcharge each month beyond the due date they remain unpaid. If collection costs are incurred these will be passed onto the organization for payment.
9. No persons attending the conference may be permitted to bring food or beverage into the conference venue/s without the authorization of the conference manager.
10. Cancellation of the conference booking must be received 14 days prior to the conference date. Cancellation after this time will result in a cancellation fee of 20% of the quoted cost of the booking.

Initial acceptance: _____

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