Booking Form

Stairs Function Centre & Brewery

Function Date: _____

Contact Name : _____
(at function) _____

Cell No: _____

Your Order No: _____
(if applicable)

Room Label: _____

Client: _____

Contact: _____

Billing Address: _____

_____

_____

_____

Your Phone No: _____

Your Fax No: _____

Your Cell No: _____

Breaks

Times

_____ ☐ Continuous Tea, Coffee and Orange Juice — Set Up Time: _____

_____ ☐ Starter Tea, Coffee and Orange Juice — Start Time: _____

_____ ☐ Morning ☐ 1 or ☐ 2 Items ☐ Healthy Option — Finish Time: _____ Approximate

_____ ☐ Lunch ☐ Light ☐ Standard Business ☐ Healthy Business — Numbers Attending: _____

Please note any special dietary needs i.e Gluten Free etc ☐ _____

Times

_____ ☐ Afternoon ☐ 1 or ☐ 2 Items ☐ Healthy Option

_____ ☐ Bar Open

_____ ☐ Bar Finger Food ☐ Price Option - See Menu

Equipment Required (please tick boxes)

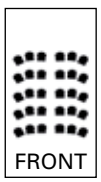
☐ Flip Chart ☐ Overhead Projector ☐ TV Video ☐ Phone Line in Room

☐ Whiteboard ☐ Data Projector ☐ Sound System ☐ Photocopying

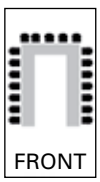
☐ Electronic Whiteboard ☐ Laptop Computer ☐ DVD ☐ Transparencies

☐ Screen - no charge ☐ External Laptop Speakers ☐ Other _____

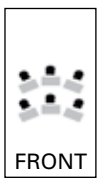
Room Set - Up



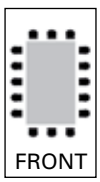
Theatre Style ☐



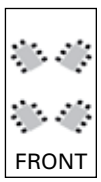
"U" Shape ☐



Class Room ☐



Board Meeting ☐



Group Workshop ☐

OTHER
Draw Plan ☐

Extra Details: _____

_____

_____

Please enter details and fax to us, thank you. Fax: 03 216 7075 Ph: 03 216 9079. Email: stairs.centre@xtra.co.nz