

MEETING ROOMS BOOKING FORM

The Marlborough Airport Meeting Rooms are on the mezzanine level with views over the airport apron to the Wither Hills. There are 2 rooms with seating for 10 to 20 set up in Board Room style with IT for laptop or apple device to a TV screen on the wall.

Coffee and snacks are available for you to order and pay for at the Airport CPR Cafe. Alternatively if you require a catered coffee break or lunch please contact CPR on deb@cprcoffee.co.nz.

Catered meetings require a minimum of 48 hours notice.

Meeting Room 1 – seats up to 10

Cost:

Up to 4 hours \$120.00 plus GST
 Over 4 hours \$180.00 plus GST

Meeting Room 2 - seats up to 20

Cost:

Up to 4 hours \$200.00 plus GST
 Over 4 hours \$350.00 plus GST

Please complete the following information to secure your booking:

Meeting Room (Please tick)	Meeting Room 1 <input type="checkbox"/>
	Meeting Room 2 <input type="checkbox"/>
Contact name of person making booking:	
Contact email address:	
Contact phone number:	
Name of company or person to be invoiced:	
Address line 1:	
Address line 2:	
Address line 3:	
Postcode:	
Email address for invoices:	
Date of booking:	
Start time:	
Finish time:	
Number attending:	

Please note bookings are payable in advance on receipt of an invoice. Payment can only be made on-line.

If you have any queries please email Steve Holtum: steve.holtum@marlboroughairport.co.nz or phone (03) 572 8652.