



HOTEL COACHMAN

◇ unwind ◇ indulge ◇ inspire



**HOTEL COACHMAN
PALMERSTON NORTH**

CONFERENCE INFORMATION PLANNING GUIDE

Thank you for considering Hotel Coachman for your Conference / Event. The information supplied in this pack is a guideline and is designed to assist you with your planning.

Hotel Coachman offers Conference Organisers the choice of 4 conference rooms that can cater for up to 250 people cocktail style. The superb conference facilities combined with high quality conference equipment and the expertise of the Conference Management Team make Hotel Coachman the ideal venue for your next conference or event.

The following pages have detailed information on our Conference facilities, equipment and related charges. There is also a selection of menus for your consideration. Our menus are designed so that they can be tailored to suit your budget or dietary needs and can be discussed with the Conference Manager.

Our professional conference manager, Deborah Fuller will work closely with you, ensuring all of your requirements are met. She will also assist in you in coordinating not only your conference but your accommodation, AV and refreshment requirements to complement your event.

All prices quoted in this information pack are inclusive of GST.

Deborah is available to meet and discuss any queries or further requirements that you may have.

We look forward to welcoming you and your event to Hotel Coachman.

VENUE INFORMATION

ROOM STATISTICS

CONFERENCE ROOM	ROOM AREA (M2)	CEILING HEIGHT (M)	BOARDROOM STYLE	THEATRE STYLE	CLASSROOM STYLE	BANQUET STYLE	COCKTAIL STYLE	U-SHAPE STYLE
HUNTERVILLE ROOM	128	2.57	25	150	60	100	200	40
HUNTERVILLE BAR	24	2.57	-	-	-	-	100	-
McKELVIE ROOM	45	2.57	20	50	20	50	70	25
LA PATIO CLUB ROOM	24	2.57	12	20	12	20	50	12
LA PATIO CAFÉ	117	2.57	-	-	-	-	100	-
HUNTERVILLE & LA PATIO CLUB	152	2.57	-	200	75	150	250	-
GREEN ROOM	80	2.40	25	75	25	60	100	30

ROOM HIRE CHARGES

CONFERENCE DAY ROOM	DESCRIPTION	COST PER (INCL GST)
HUNTERVILLE ROOM	This is our largest individual conference room. Located in the centre of the Hotel, this room offers the option of breaking out into the Hunterville Bar, the Rose Garden or La Patio Club Room. Such a versatile area makes this room one of our most popular choices.	\$375.00
MCKELVIE ROOM	Ideal as a confidential meeting room, an exclusive corporate or private function venue. Offers superb natural lighting and relaxing rose garden views.	\$300.00
HUNTERVILLE BAR	Suitable for use as a breakout area for a large conference, or enjoy a drink or two in the evening with friends or fellow guests around the open fire with an atmosphere similar to a warm retreat.	\$250.00
LA PATIO CLUB ROOM	Often used to help accommodate large conferences as it has the option of joining with the Hunterville Room. This room is also perfect for an off site board meeting, small workshops or a breakout area for a conference.	\$150.00
GREEN ROOM	Located away from the road, on the garden side of the Hotel's second floor. This room is a uniquely decorated conference venue that offers wonderful natural lighting and an abundance of set up options. With two alcoves in the room, it is often used for workshops and exhibitions with product displays.	\$250.00



AUDIO VISUAL

At Hotel Coachman, your conference room hire includes the standard in house equipment of flip chart stand and paper, screen, lectern, whiteboard and pens.

All prices quoted below are on a per day basis and include GST.

AUDIO VISUAL EQUIPMENT	COST FULL DAY
Sony Data Projector	\$175.00
Overhead Projector	\$ 25.00
9 Ft X 8 Ft Fold screen (with drops)	\$POA
Electronic Whiteboard	\$ 95.00
Carousel Slide Projector (with infra red remote)	\$ 25.00
40" Flat Screen TV & Video	\$ 85.00
Sharp DVD Player	\$ 25.00
Toa Cordless Lapel Microphone	\$ 65.00
Toa Cordless Hand Held Microphone	\$ 65.00
6 Pieces of Stage Dimensions 1800 length x 900 width x 500 height	\$ 50.00
Dance Floor Dimensions 8m length x 3 m width	\$ N/C
Long Conference Table Dimensions 1800 length x 750 width	\$ N/C
Round Table Dimensions 1.5 Diameter	\$ N/C

ALL AUDIO VISUAL PRICES INCLUDE GST
(Audio Visual rates are subject to change)

Half-day equipment hire rates and hourly Technician rates are available upon request.

CONFERENCE DAY DELEGATE PACKAGE

Minimum of 15 Delegates
\$55.00 including GST per person

Package includes the following:

- Arrival Tea and Coffee
- Morning and Afternoon Tea
- Finger food Lunch (5 selections)
- Screen
- Whiteboard and Markers
- Flipchart and Paper
- TV and DVD
- Iced Water and Mints
- Notepads and Pens
- Conference Room Hire
- Conference Co-ordination Service

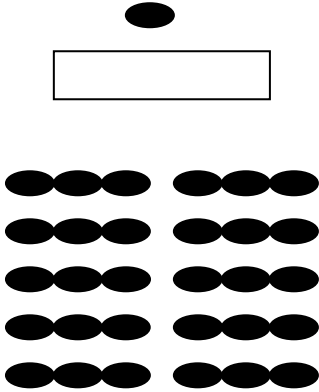
For conferences that are for more than one day, the finger food lunch, morning and afternoon teas will vary each day.



ROOM SETTING CONFIGURATIONS:

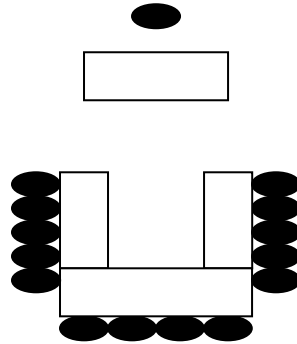
The following room configurations are designed to assist you choose your preferred conference setting; however please feel free to discuss alternative options with our conference team.

THEATRE STYLE



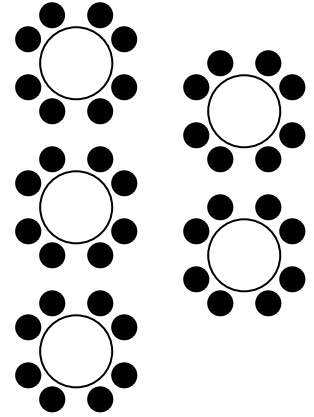
Row of chairs only, facing the front of the room with a centre aisle or two aisles if requested. Head table for presenters at the front of the room.

U-SHAPE



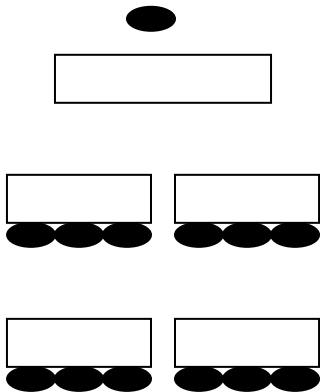
Tables with chairs arrange in a "U" shape opening, facing the front of the room. Head table for presenters at the front of the room.

BANQUET



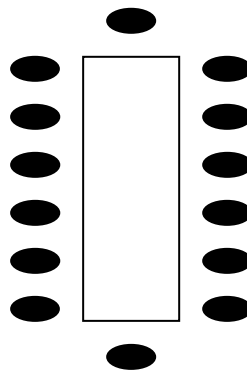
Round tables of 8 people. This is an ideal setting for dinners and weddings.

CLASSROOM



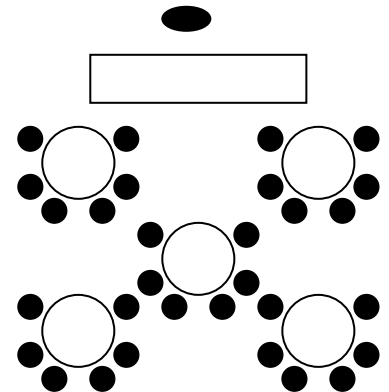
Tables set up in rows. With chairs on one side; facing the front with a central aisle and a head table at the front of the room for the presenters.

BOARDROOM



A large boardroom table; surrounded by chairs. This setting is perfect for working groups.

CABARET



Round tables set only half way round, affording all delegates a clear view of the front of the room. Head table at the front of the room for presenters.

ADDITIONAL INFORMATION

ACCOMMODATION:

(Detailed information included in this pack)

Studio motel rooms	22
Studio hotel rooms	30
Superior motel rooms	6
Deluxe hotel rooms	10
Executive hotel suites	2

PRINTING:

- Photocopies \$0.30 per page

FACSIMILE:

- Local
 - First page \$3.00
 - Following pages \$1.00 each
- National
 - First page \$3.00
 - Following pages \$1.00 each
- International
 - First page \$6.00
 - Following pages \$2.00 each

INTERNET:

Broadband Wireless access to the internet is available free of charge in guest rooms and business centre.

TELEPHONE CALLS:

Local calls charged at minimum charge of \$0.90 per minute and \$0.15 every minute thereafter. All calls may be placed through the operator and charged to your room or company conference account.

REFRESHMENT BREAKS

Continuous Tea Coffee

Standard Freshly Brewed Coffee
4 Hours \$5.00pp / 8 Hours \$10.00pp

Mini Break

\$2.50pp
Standard Freshly Brewed Filtered Coffee & Specialty Teas

Standard Break

\$6.50 pp

Standard Freshly Brewed Coffee & Specialty Teas served with Home made Cookies

Deluxe Break

\$7.50 pp

Standard Freshly Brewed Coffee & Specialty Teas
served with your choice of one of the following:

Petite filled Croissants with Ham & Cheese or Charred Vegetables & Pesto

Fruit Muffins or Savoury Muffins

Freshly baked Scones with Jam & Cream

Selection of Individual cakes and Slices

Sliced Seasonal Fruit platter

Selection of Danish pastries

Chocolate Brownie

BREAKFAST

Continental Breakfast Buffet

\$17.50 pp (minimum 15 people)

Selection of Chilled Fruit Juices
Fresh Seasonal Fruit Platters
Assortment of Flavoured Yoghurts
Hot Toast with Assorted Spreads
A Baker's Basket of Croissants
Danish Pastries & Assorted Muffins
Selection of Cereals
Preserved Fruit
Freshly Brewed Coffee & Tea
A range of Herbal Teas available

Full Buffet

\$22.50 pp (minimum 25 people)

A Continental Buffet plus:
Potato Nuggets
Pancakes & maple syrup
Grilled Bacon
Breakfast Sausages
Roast Mushrooms
Eggs cooked to order
Grilled Tomatoes
Freshly Brewed Coffee & Tea
A range of Herbal Teas available

Breakfast Platters

\$15.00 pp (minimum 15 people)

On The Table
Sliced Seasonal Fruit
A Baker's Basket of Blueberry Muffins
Danish Pastries
Croissants filled with Ham and Swiss Cheese
Orange Juice
Standard Freshly Brewed Tea and Coffee
A range of Herbal Teas available

LUNCH

Finger Food

\$20.50pp 5 items / \$22.50pp 7 items

Gourmet wraps:

Smoked chicken, bacon and avocado, lettuce, cucumber & tomato
Roast lamb rump, mint yogurt, lettuce, tomato & cucumber
Herbed cream, feta and prawn
Vegetarian, fresh salad, swiss cheese with garlic aioli and relish **V**

Cocktail Club Sandwiches / Bread Rolls / Croissants

Including: ham, roast beef, lettuce, tomato and cucumber
Croissant filled with ham swiss cheese and tomato
Vegetarian option available **V**
Gluten Free option available **GF**

Bruschetta

Sliced ciabatta with a sweet olive tapenade

Mini Blinis

Herbed cream cheese topped with smoked salmon and lemon pepper

Gluten Free

Chef's Platter of the Day

Hot Selection

Selection of mini meat pies
Vegetarian mini Quiche **V**
Prawn skewers marinated in a Cajun, garlic chilli marinade with a sweet chilli dip **GF**
Baked cocktail beef satay kebabs with peanut satay sauce **GF**
Cajun fried chicken nibbles
Creamy bacon & mushroom vol au vents
Tomato, red pepper & fresh herbs and feta vol au vents **V**
Smoked salmon & caper vol au vents
Corn Fritter, bacon, tomato & swiss cheese **GF**
Crumbed hoki fish bites & tartare sauce
Vegetable samosas with chilli sauce **V**
Mini vegetable spring rolls with chilli sauce **V**
Pork wontons with chilli sauce **V**

Sweet selection

Apricot Slice
Chocolate brownie
Carrot cake
Caramel slice
Citrus Slice **GF**
Fresh seasonal fruit kebabs **V**



PLATTERS

Mediterranean Platter V

\$2.00pp (minimum 15 people)

Tortilla Chips, Corn Chips, Pita Bites
Pretzels, Nuts, Salsa and Avocado Dip

Asian Tasting Platter

\$2.00pp (minimum 15 people)

Samosas, Spring Rolls, Chicken Curry Bite & Wontons
Served with Sweet Chilli Dipping Sauce

Anti-Pasto Platter

\$3.50pp (minimum 15 people)

Parma Ham, Chorizo Sausage, Olives, Artichokes,
Feta, Roast Peppers, Smoked Salmon,
Crispy Italian breads and Dips

Fruit & Cheese Platter V

\$3.50pp (minimum 15 people)

Selection of New Zealand Cheeses, Tropical Fresh Fruit,
Crackers and Fruit Chutney

***V** = Vegetarian



COCKTAIL RECEPTIONS

Cocktail Menu

\$2.50 pp per item
(Minimum of 15 people)

Cold Canapés

Baby Beetroot and Goats Cheese V
Cajun Lamb with Cumin Yoghurt
Duck Meat with Poached Pear and Blue Cheese
Chilli Corn Salsa and Chorizo Filo Quiche
Roast Pepper and Feta Filo Basket V

Sushi

Salmon & Egg Sushi GF
Tuna & Crabmeat Sushi GF
Chicken & Capsicum GF
Egg, Capsicum & Cucumber GF / V

Hot Selection

Tempura Fish Bites with Remoularde Sauce
Petite Salmon Fish Cakes with Tomato Relish
Crispy Fried Calamari with Spicy Mustard Sauce
Mushroom and Havarti Cheese Poms Poms
Tempura Vegetable Nori Roll V

Our cocktail reception menus are intended as light refreshment only. These menus are served for a period of one & a half hours. They are not designed as a substitution for a meal.

*V = Vegetarian

*GF = Gluten Free



DINNER

Buffet Dinner

\$49 per person
(Minimum 35 people)

Gourmet bread & spread platters

Cold Selection

Rigatoni pasta with roast peppers, spinach, basil pesto & parmesan V
Green beans, potato & salmon with lime dressing GF
Mixed leafy greens with toasted seeds & citrus dressing GF
kalamata olives, feta cheese, tomato, cucumber, red onion, & balsamic dressing GF

Hot selection

Lemon & thyme roast chicken supreme GF
Grilled fresh fish fillets with spinach & vinaigrette salsa GF
Steamed baby potatoes with mint sauce GF / V
Steamed summer vegetables with olive oil infused with lime GF / V

Carvery

Honey glazed champagne ham on the bone GF

Desserts

Baked pear & blueberry tart V
Coffee & bayleys cheesecake V
Chocolate torte V
Fresh fruit salad GF / V

*GF = Gluten Free

*V = Vegetarian

Buffet Dinner

\$55 per person
(Minimum 35 people)

Gourmet bread & spread platters

Cold Selection

Rigatoni pasta with roast peppers, spinach, basil pesto & parmesan V
Green beans, potato & salmon with lime dressing GF
Mixed leafy greens with toasted seeds & citrus dressing GF
kalamata olives, feta cheese, tomato, cucumber, red onion, & balsamic dressing GF

Antipasto Selection

Marinated green lip mussels & calamari, garlic tiger prawns, chorizo sausage, grilled vegetables, olives, feta, artichokes, smoked salmon & Parma ham, crispy ciabata

Hot selection

Lemon & thyme roast chicken supreme GF
Grilled fresh fish fillets with spinach & vinaigrette salsa GF
Steamed baby potatoes with mint sauce GF / V
Steamed summer vegetables with olive oil infused with lime GF /V

Carvery

Honey glazed champagne ham on the bone GF

Desserts

Baked pear & blueberry tart V
Coffee & bayleys cheesecake V
Chocolate torte V
Raspberry & white chocolate roularde V
Fresh fruit salad V

*GF = Gluten Free

*V = Vegetarian

Buffet Dinner

\$60 per person
(Minimum 35 people)

Gourmet bread & spread platters

Cold selection

Rigatoni pasta with roast peppers, spinach, basil pesto & parmesan V
Green beans, potato & salmon with lime dressing GF
Mixed leafy greens with toasted seeds & citrus dressing GF
Caesar with crispy bacon, egg, croutons and parmesan cheese
kalamata olives, feta cheese, tomato, cucumber, red onion, & balsamic dressing GF

Antipasto Selection

Marinated green lip mussels & calamari, garlic tiger prawns, chorizo sausage, grilled vegetables, olives, feta, artichokes, smoked salmon & Parma ham, crispy ciabata

Hot selection

Lemon & thyme roast chicken supreme GF
Grilled fresh fish fillets with spinach & vinaigrette salsa GF
Spinach & feta tortellini with fresh tomato sauce & parmesan V
Steamed baby potatoes with mint sauce GF / V
Steamed summer vegetables with olive oil infused with lime V

Carvery

Mustard roast scotch fillet with pinot jus GF
Honey Glazed ham on the bone GF

Desserts

Baked pear & blueberry tart V
Coffee & bayleys cheesecake V
Chocolate torte V
Raspberry & white chocolate roularde V
Chocolate profiterole tower V
Fresh fruit salad V

*GF = Gluten Free

*V = Vegetarian

Standard 3 Course Set Menu
\$55.00 pp (Minimum of 15 people)

Entree

Soup of the day

Served with a piece of toasted garlic and herb ciabatta

Or

Chilled Lamb Salad

Curly endive, pickled beet, feta mousse, almond wafer and a pink peppercorn drizzle

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Main

Angus Pure Beef Fillet

Roast garlic and herb potato puree, wilted spinach, baby onions and beef jus

Or

Pork Fillet

Encrusted with macadamia, sage and thyme crumb, served on roast garlic and herb potato puree, sautéed fennel and savoy cabbage with a cider infused jus

Dessert

Lemon Curd and Raspberry Cheesecake

Accompanied with chocolate and hazelnut biscuits

Tea and Coffee

*** Vegetarian Option available upon request**

CONFERENCE BEVERAGE MENU

Coachman Special	Glass	Bottle
The Maker Chardonnay Fruit rather than oak. Fresh tropical fruit flavours and a soft finish	7.00	33.00
The Maker Sauvignon Blanc Lively mouth filling Sauvignon, fresh and fruity	7.00	33.00
The Maker Pinot Gris Fruity with hints of ginger and pear with a soft spicy finish	7.00	33.00
The Maker Merlot Soft and easy drinking full of plum and spice flavours	7.00	33.00
The Maker Petite Pinot Full of red fruit & cherry flavours With a firm & bright finish	7.00	33.00
Champagne & Methode Traditionelle		Bottle
Veuve Clicquot Stunning icon of the Champagne world		140.00
De Bortoli Brut Fresh and fruity with a creamy finish		30.00
Deutz 200ml Classic New Zealand bubbly		17.50
Lindauer Brut 200ml		9.50
Lindauer Sauvignon Blanc 200ml		9.50
Lindauer Fraise 200ml		9.50
Chardonnay		Glass
Pencarrow Citrus flavours with good palate weight and a crisp finish	8.00	38.00
Trinity Hill Lightly oaked with a citrus fruit bouquet and Grapefruit and peach characters on the palate	8.50	45.00

Sauvignon Blanc	Glass	Bottle
Pencarrow	8.00	38.00
Lively and fresh with great fruit flavours and a crisp finish		
Woven-stone	7.50	37.00
Rich, elegant and full flavoured		
Terrace Heights Estate	8.50	39.00
Classic, fresh, zingy and full flavoured		
Aromatics	Glass	Bottle
Riverby Riesling	8.00	37.00
Medium style with citrus and apple flavours And a lingering finish		
Terrace Heights Pinot Gris	8.00	39.00
Creamy and rich with a hint of sweetness and Spice		
Mills Reef Reserve Viognier	9.50	49.00
Concentrated fruit flavours with sliver of Sweetness & a lingering apricot finish		
Cabernet Blends	Glass	Bottle
Alpha Domus Merlot Cabernet	8.00	40.00
An inviting aroma of plum, prune and ripe red berries. Maturation in oak barriques contributes vanillin, licorice and savoury notes		
Lake Challice Merlot	8.50	41.00
Ripe and fruity, lovely soft easy drinking merlot		
Mount Riley Merlot Marbec	8.00	39.00
Rich fruit & concentrated lingering flavours. Robust hearty red		
Pinot Noir	Glass	Bottle
Blind Trail	9.50	49.00
Central Otago spicy fruit and a long soft finish		
Shiraz	Glass	Bottle
Evenwood Barossa	8.50	38.00
Smooth full bodied South Australian Shiraz		
D'Arenberg Stump Jump	8.00	37.50
Classic South Australian blend, lovely drinking. Recommended with red meat		
Trinty Hill Syrah	8.50	41.00
Deep coloured & full of pepper & plum flavours		
Dessert Wine	Glass	Bottle
Beach House Late Harvest	7.50	37.00
Luscious dessert wine with stone fruit flavours & A hint of honeysuckle		

New Zealand Beer

Monteiths Summer	7.50
Monteiths Golden	7.50
Monteiths Original	7.50
Monteiths Black	7.50
Monteiths Celtic	7.50
Monteiths Pilsner	7.50
Monteiths NZ Lager	7.50
Monteiths Radler	7.50
Heineken	7.50
Heineken Large	13.50
Steinlager Pure	7.50
DB Draught	6.50
Tui	6.50

Cider

Monteiths Crushed Apple	7.50
Monteiths Pear	7.50

Tap Beer

Export 33	7.00
Export Gold	7.00
Tiger	7.00
Monteiths Original	7.00
Tui	7.00

Imported Beer

Stella Artois	7.50
Sol	7.50
Peroni	7.50

Light Beer

Amstel Light	7.00
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Ports & Sherry

Wolf Blass Tawny	4.00
Galway Pipe	7.00
Taylors 10 Year Old Tawny Port	10.00

Non Alcoholic

Coke	4.00
Diet Coke	4.00
Sprite	4.00
Lemon Lime & Bitters	4.50
Ginger Beer	4.50
Lift Plus	4.50
Fruit Juice	4.00
Antipodes Sparkling Water 500ml	6.00

Accommodation

MOTEL STUDIO ROOMS:

All Studio rooms are equipped with a queen size bed or a king size bed; many have an additional single bed in the room. All have sky TV, tea and coffee making facilities; cooking rooms are available. There is an ensuite with a shower only. There are two smoking rooms available in the motel.

Sleeps: 1- 3 people

HOTEL STUDIO ROOMS:

These Studio rooms are equipped with a queen size bed, and some with a single bed or a double bed in the room. All have sky TV, mini bar, tea and coffee making facilities. There is an ensuite with a shower over a bath. All hotel rooms are non-smoking.

Sleeps: 1 – 3 people

MOTEL FAMILY SUITES:

These rooms are designed to sleep people in the bedroom and the lounge. The small kitchenette is attached to the lounge. There is an ensuite with a shower only or a shower over a spa bath. All these rooms are non-smoking.

Sleeps: 1 – 4 people

HOTEL DELUXE ROOMS: BRAND NEW ROOMS :

These air-conditioned rooms are on our top floor; equipped with a king size bed and many have a double fold out couch in the room. All have sky, flat screen TV's, mini bar, tea and coffee making facilities. Luxury ensuite with either a shower over a spa bath or an extra large shower, these rooms are themed beautifully with comfort in mind. All rooms are non-smoking.

Sleeps: 1 – 3 people

HOTEL EXECUTIVE SUITES:

Both suites are air-conditioned and hold a queen size bed in the bedroom; they have a divan in the lounge. All have tea and coffee making facilities. There is an ensuite with a shower over a twin spa bath. These rooms are non-smoking rooms.

Sleeps: 1 – 2 people



HOTEL COACHMAN

CONFERENCE TERMS & CONDITIONS

TENTATIVE BOOKING

Hotel Coachman will tentatively reserve your venue for a maximum of 7 days, after which written confirmation and deposit is not received, we reserve the right to release your booking.

CONFIRMATION AND DEPOSIT

Confirmation of your booking must be received in writing, along with a signed copy of your contract and deposit. Once confirmation is received the price quoted when booked will remain. All deposits are non-refundable.

FINAL PAYMENT

Final payment representing the total cost less the deposit is due on arrival or an account will be posted out on conclusion of the event if an approved Credit Application has been agreed and received. Final payment is due fourteen (14) days after the conclusion of the event.

ATTENDANCE NUMBERS

Final attendance numbers must be notified five (5) working days prior to the function arrival. Any reduction in attendance numbers subsequent to notification of final numbers will be subject to charging at the full contract amount.

PUBLIC HOLIDAYS

Hotel Coachman will place a surcharge of 15% on all functions held on a public holiday.

CANCELLATION

We would be disappointed if your event was to be cancelled. However, we realise circumstances occasionally make this necessary. If the Event is cancelled, the following conditions will apply:-

NOTICE OF MORE THAN 60 DAYS

Your deposit (if paid) will be refunded provided that the booked space is subsequently re-booked.

NOTICE OF 60 - 30 DAYS

50% of your deposit (if paid) will be refunded, provided that the booked space is subsequently re-booked

NOTICE OF 30 DAYS OR LESS

Due to the cost incurred, at this stage, unfortunately no refund can be made. A further cancellation fee equal to 20% of the total value of the event, will be made at the discretion of the General Manager of Hotel Coachman Palmerston North apply and will be payable immediately upon request by the General Manager. Hotel Coachman is not responsible for the cancellation of the event due to any reason beyond its reasonable control including industrial dispute.

NOTICE OF 5 DAYS OR LESS

In the event of a cancellation made within 5 working days of the event, full room hire will be charged along with 100% of food & beverage items

CHANGE OF DATE

We understand that you may need to change the date of your function we will attempt to fit in with any changes of date where space is available. Your deposit will be rolled over for the new dates. If the requested dates are not within 30 days of the original dates booked, then the change will be treated as a **cancellation** (see cancellation terms & conditions).

PREVENTING DAMAGE

The patron is financially responsible and agrees to indemnify Hotel Coachman Palmerston North for all damage sustained to the Hotel and its grounds during and event as an action of invitees and or guests of the organiser. This also applies to any damage caused during the event staying overnight in the Hotel

Although accidents often happen, damage to our function rooms can easily be prevented by good communication between your organiser and our team when arranging posters and displays. If necessary, repair or replacement charges may be passed on. No staples, sticky or masking tape, glues, pins, or velcro on our walls.



ACCOMMODATION BOOKINGS

For accommodation bookings of more than 5 rooms, one night’s accommodation per room is required 14 days before the event. A rooming list is also required 14 days before the event. If the one night’s accommodation is not received, or the rooming list is not received, Hotel Coachman Palmerston North reserves the right to release the rooms that are held.

ACCOMMODATION PAYMENT POLICY

Where credit approval has been granted by the hotel to a company/organisation, that company/organisations written authorisation will be accepted and full payment is required 30 days following receipt of the hotel’s invoice. In the event the company/organisation has not guaranteed all charges Hotel Coachman Palmerston North will request a credit card imprint or cash deposit in lieu of that authorisation.

INSURANCE

Hotel Coachman Palmerston North takes all care with the security and protection of property and guests, we are unable to accept any responsibility for damage or loss of property left in the Hotel prior, during, or after an event, as the case may be. We recommend patrons arrange their own insurance.

ROOM ASSIGNMENT

If the room or rooms reserved herein cannot be made available to the Patron for causes beyond the control of Hotel Coachman, the Hotel reserves the right to substitute similar or comparable accommodation for the event, which substitute shall be deemed by the Patron as full performance of the Hotels obligations under the agreement. This applies to Accommodation, Meeting and Banquet Rooms. Please note that conference space reserved during the days is subjected to reletting for the evening functions, unless alternate arrangements have been made.

EXTENDED HOURS

We would be most pleased if you stay longer than midnight, however this increases our costs. Therefore there may be a charge of \$100.00 per half hour if a function continues past midnight. A surcharge of \$2.50 per person is applicable on Public holidays.

CONDUCT OF EVENT

The Patron agrees to begin its event at the scheduled time and agrees to have guests, invitees and other persons vacate the designated event space at the closing hour indicated. If the hotel has reason to believe that the event or any part of it will affect the smooth running of the Hotel business, its security or reputation, Hotel Coachman reserves the right to cancel the event or any part of it at the discretion of the General Manager and without notice or liability. The event shall be conducted in all respects in an orderly and lawful manner and in accordance with the conditions attached to the Hotels Licences granted pursuant to the Liquor Act 1982. The Hotel reserves the right to terminate the event immediately in the case of any costs, damages or expenses whatsoever arising from such termination. The hotel reserves the right to exclude or remove any and all undesirable persons from the Hotels premises without liability.

I acknowledge and accept the above policies and would like to confirm my booking. This will form my contract with Hotel Coachman.

Contact Name: _____ **Date of Function:** _____

Company Name: _____

Address: _____

Email: _____ **Telephone:** _____

Signature: _____ **Date:** _____

