

Encounter Kaikoura Conference Venue Booking Form

Please complete this form and email us using the button below.
You can print this form and return it to us if you prefer.

Contact Details

Name	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>

Booking Details

Date of Booking	<input type="text"/>		
<input type="checkbox"/> Hourly Hire	<input type="checkbox"/> Half Day		
<input type="checkbox"/> Full Day	<input type="checkbox"/> After Hours +\$65		
Start Time	<input type="text"/>	End Time	<input type="text"/>
Number of Attendees	<input type="text"/>		
Room Set up	<input type="checkbox"/> Board Room style (U shape, 20 guests)	<input type="checkbox"/> Theatre style (40 guests)	
Do you require digital projector & screen, whiteboard?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

Deposit information

A deposit of 50% of the room hire fee is payable on confirmation of the booking. This will be deducted from the final total charge. An invoice will be forwarded to you for payment.
Payment in full for the event is required two weeks prior. An invoice will be forwarded to you for payment.

Cancellation

In the event of cancellation, a full refund will be paid if the cancellation is notified to us in writing, outside two weeks of the event being held.

Community Group Meetings

We can offer the meeting room at a reduced fee for events that positively contribute to our community. Please complete the form setting out your community group information and return for approval.

NOTE: there is a mandatory charge (\$35) to use the room to help cover costs.

Please provide details of your Community Event:

EMAIL

PRINT

encounter...
Kaikoura

96 Esplanade, Kaikoura, New Zealand
Phone (03) 319 6777
Email cafeadmin@dolphin.co.nz
encounterkaikoura.co.nz

Catering Details

Morning OR Afternoon Tea

Number of attendees Time required for service

Tea/ Kona Coffee - including a selection of Herbal Teas
(Only available to groups of 6 persons or more)

Orange Juice OR Apple Juice

Biscuit - Homemade Afghan OR Chocolate Chip biscuit

Muffin - Savoury OR Sweet

Scone - Savoury OR Sweet

Lunch

Number of attendees Time required for service

\$4.50 per option

Fish Goujons w Homemade Tartare Sauce

Mixed Club Sandwiches (Vegetarian, vegan & gluten free options available)

Homemade Mini Sausage Rolls (Two per person)

Homemade Mini Pies (One per person)

Steak & Cheese OR Cauliflower & Cheese OR

Seafood

Arancini Rice Balls w Sun-Dried Tomato & Parmesan (Vegetarian)

Mini Filos (Two per serving)

Salmon OR Spinach & Feta

Fresh Fruit Platter (Gluten free & vegetarian)

Mini Falafels topped with Spinach & Mushrooms (Gluten free, vegan & vegetarian)

Frittata (Gluten free & vegetarian)

Salads:

Seasonal Green Salad OR

Raw Beetroot & Carrot Salad w Sultanas, Seed & Mint Dressing OR

Quinoa Salad w Seasonal Roast Vegetables (All gluten free, vegetarian & vegan)

Fries w Tomato Sauce (Gluten free)
(Not available for off-site catering)

Wedges w Sour Cream & Sweet Chilli Sauce
(Not available for off-site catering)

Sweet Bites. A selection of bite size sweet slices
(Two per serving. Gluten free & vegan options available)

PLEASE NOTE: If catering is off-site a \$10 delivery fee will apply.

Dietary Requirements:

Please state any specific dietary requirements.