



# AIR NEW ZEALAND

## WELLINGTON KORU CLUB MEETING ROOM REQUEST

**Fax:** 04 388 0402 **Phone:** 04 388 0601  
**Email:** wlgkoruclub@airnz.co.nz

***Please Note: Once all details are received by the Koru Lounge, your requirements will be confirmed***

Date booking required	Day: _____	Date: _____
Koru Member's Name	_____	
Koru Membership Number	_____	
Company name	_____	
Address	_____	
Contact numbers	<b>Business:</b> _____ <b>Home:</b> _____ <b>Mobile:</b> _____ <b>Fax:</b> _____	
Arrival Time	_____	
Finish Time	_____	
Number Of Guests	_____	
Equipment required	TV <b>Y N</b> Overhead Projector <b>Y N</b> VIDEO <b>Y N</b> Speaker Phone <b>Y N</b> Electronic W/Board <b>Y N</b> Data show projector <b>Y N</b>	
Catering	Morning tea	1   2   3   4 <i>Time required</i> _____
	Lunch	1   2   3   4 <i>Time required</i> _____
	Afternoon tea	1   2   3   4 <i>Time required</i> _____

I agree that room hire and catering will be charged at the full rate by invoice unless cancellation is notified to the Wellington Koru Lounge 24 hours before the booking.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Office use only:**

Details confirmed	Date	Signed	
Catering advised (copy to caterer)	Date	Signed	Signed Euresst
Invoice details	Room \$	Additional \$	<b>TOTAL \$</b>
Koru member profile attached	Date	Signed	



## AIR NEW ZEALAND

TO	FACSIMILE NO		
COMPANY			
FROM	Wellington Koru Lounge	DATE	
NUMBER OF PAGES INCLUDING COVERSHEET			
SUBJECT	Meeting Room Request		

Thank you for your enquiry regarding the meeting room in the Koru lounge.

The room details are as follows:

ROOM	CAPACITY	COST	
		Less than 4 hours	4 hours to 1 day
Meeting Room	10 –12 people	\$150.00	\$250.00

Attached are the catering menus and a checklist to note your choices.  
To ensure your catering requirements are met we require 48 hours advance notice.

Complimentary coffee, tea and orange juice is provided. Non-members may also use the buffet area of the lounge at a cost of \$25.00 person.

***To obtain confirmation of your meeting room request, and where appropriate, catering and equipment needs, please fax your form to 04 388 0402.***

An invoice will be sent to you directly after the meeting date.

If we may be of any further assistance, please contact one of our staff in the Koru Lounge on 04 388 0853

Yours sincerely

Lounge Concierge  
Air New Zealand Koru Lounge  
Wellington



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	<b>MORNING TEA</b>	<b>LUNCH / DINNER</b>	<b>AFTERNOON TEA</b>
	<b>\$ 9.00 + GST Per Person</b>	<b>\$17.00 + GST Per Person</b>	<b>\$8.50 + GST Per Person</b>
<b>Menu 1</b>	Petit Quiche - Ham, cheese & onion Croissant with Brie, Avocado & Tomato Danish Pastry Tea & Coffee	Lamb Putanesca - Lamb with Capers, Olives, Rosemary Salad of Spinach, Olives & Sundried Tomatoes Cheese Board Tea & Coffee	Kiwi Cookies Smoked Salmon, Thyme & Brie quiche Fresh Fruit Platter Tea & Coffee
<b>Menu 2</b>	Home -made Corned Beef Hash Field Mushrooms Sauteed with Onion & Garlic Fruit Muffin Tea & Coffee	Teriyaki Chicken with Miso Winter Vegetable Salad Japanese Rice Cake Apple Crumble Tea & Coffee	Chocolate Brownie Savoury Scone Fruit Chunks with Yoghurt Tea & Coffee
<b>Menu 3</b>	Club, Pin Wheel & Roll-up sandwich selection Scone with jam & cream Ginger & Raisin Slice Tea & Coffee	Minestrone Soup Balsamic Mushroom, Sundried Tomato, Courgette & Feta Salad Fresh Fruit & Custard Tart Tea & Coffee	Ham or Vegetarian Savoury Muffin Mini Croissant with Mushroom, Rocket & Semi-dried Tomato Lemon Meringue Pie Tea & Coffee
<b>Menu 4</b>	Gourmet Sweet Muffin Croissant filled with Bacon, Egg & Onion Marmalade Fresh Fruit Platter Tea & Coffee	Chef's selection of filled Ciabatta Beef, Red wine & Mushroom Ragout Sticky Date Pudding Tea & Coffee	Assorted Sushi with pickled Ginger & Wasabi Cheese Platter Fresh Fruit & Custard Tarts Tea & Coffee