

MEETING ROOM BOOKING REQUEST FORM

AIRPORT COMMUNITIES USE ONLY



Please email completed form to meetings@queenstownairport.co.nz

CONTACT DETAILS	
Company:	
Contact name:	
Contact number:	
Email address:	

MEETING ROOM – All prices exclude GST (Industry rates for members of the Queenstown & Wanaka Airport Communities – 40% discount off the standard price)				
Date(s) Required:		Number of delegates:		
From (am/pm):		To (am/pm):		
ROOM TYPE (please tick the box)	MEET & GREET (Up to 2 hours)	HALF DAY (Up to 4 hours)	FULL DAY (4+ hours)	
<input type="checkbox"/> Mount Aspiring (3-4 seats)	Free	\$36	\$60	
<input type="checkbox"/> Ben Lomond (6-8 seats)	Free	\$72	\$156	
<input type="checkbox"/> Coronet Peak (25 seats)	Free	\$90	\$165	

BILLING DETAILS	
Invoice to be send to:	
Purchase Order / Order Number (if required):	
<hr/>	
Customer Signature	Date

QAC USE	
Confirmed Date:	Confirmed By:

MEETING ROOM USAGE TERMS & CONDITIONS

On arrival at the terminal, come to The Base, Queenstown Airport's corporate offices, located opposite baggage claim 1.

Dial the Office Manager number from the telephone at the front door. You will be signed in and receive a security pass for the meeting room. This pass must be returned at the end of your meeting.

- The room must be returned to the same state received.
- The kitchenette includes tea and coffee facilities.
- All rubbish, glasses, plates and cutlery must be cleared at the end of your booking. If this is not done, a cleaning fee of \$100 + GST will be incurred.
- Free Wi-Fi is available – select QAC_Guest and enter the password stated on the white board.
- If the whiteboard is used, it must be wiped clean, and if the TV is used it must be turned off at the end of the day.
- All IT equipment must remain in the room. A fee of \$500 + GST will be incurred if any equipment is missing at the end of your booking.
- We reserve the right to charge 10% of your booking as cancellation fee, if you cancel within 24 hours.

For more information, visit our website: <https://www.queenstownairport.co.nz/meeting-room-hire>