

Booking confirmation subject to the change of traffic light setting to  
**Orange** on 4th April



# MEETING ROOM BOOKING REQUEST FORM

Please email completed form to [meetings@queenstownairport.co.nz](mailto:meetings@queenstownairport.co.nz)

<b>CONTACT DETAILS</b>	
Company:	
Contact name:	
Contact number:	
Email address:	

<b>MEETING ROOM – All prices exclude GST</b>			
Date(s) Required:		Number of delegates:	
From (am/pm):		To (am/pm):	
ROOM TYPE (please tick the box)		HALF DAY (Up to 4 hours)	FULL DAY (4+ hours)
<input type="checkbox"/>	Mount Aspiring (3-4 seats)	\$60	\$100
<input type="checkbox"/>	Ben Lomond (6-8 seats)	\$120	\$260
<input type="checkbox"/>	Coronet Peak (25 seats)	\$150	\$276

<b>PAYMENT DETAILS – CREDIT CARD AUTHORISATION</b>			
Card Type:	<input type="checkbox"/> Master Card	<input type="checkbox"/> Visa Card	<input type="checkbox"/> American Express
Cardholder Name:			
Card Number:			
Expiration Date (mm/yy):		CSV:	
I, _____, authorise <b>Queenstown Airport</b> to charge my credit card for the confirmed amount of \$ _____ on _____ (date – the meeting date).			
Customer Signature		Date	

### **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>