



MEETING ROOMS

Room Hire Rates and Capacities

AMINZ has well appointed, fully serviced rooms available for hire for arbitrations, mediations, facilitations, meetings and seminars.

Suite features include:

- Privacy and confidentiality assured
- Office support facilities (telephone, facsimile, photocopying)
- Visual aids available upon request
- Convenient CBD location
- Proximity to off-street parking buildings
- Kitchen facilities
- Catering available upon request
- Proximity to restaurants and coffee shops

	Seating	Members Only Daily Rate	Members Only ½ Day Rate 4 hours max	Non-Members Daily Rate	Non- Members ½ Day Rate
Boardroom	8	\$185	\$110	\$225	\$150

The above prices are per day, including GST



BOARD ROOM

Catering Menu and Equipment Hire Rates

Catering Menu

Morning & Afternoon Teas

Tea or Plunger Coffee	\$3.50 pp
Long Black, Flat White, or Latte	\$4.75 pp
Orange Juice	\$3.50 pp

Tea or Plunger Coffee and selection of one of the following:

A. Scones (savoury or sweet)	
B. Home-made Muffins with Butter (savoury or sweet)	
C. Selection of Home-made Biscuits	
D. Selection of Club Sandwiches	\$7.50 pp

***Lunch can be provided upon request. P.O.A.**

***We are happy to provide for any special dietary requirements on request.**

The above prices are per person, including GST

Equipment Hire

Whiteboard	\$25.00
Flipchart (per pad, with stand)	\$25.00
Stenographer/Transcription Service	P.O.A.
Audio & Video Conferencing Equipment	P.O.A.
Projector	\$200.00

The above prices are per item per day, including GST

Arbitrators' and Mediators' Institute of New Zealand Inc.

Sir Ian McKay-Bill Draper AMINZ Suite, Level 3, 276 Lambton Quay, P O Box 1477, Wellington 6140, New Zealand
Tel: 64 4 499 9384 : Fax: 64 4 499 9387 : email: membership@aminz.org.nz



AMINZ MEETING ROOM Booking Request

Company/Hirer Details			
Name:		Contact Person:	
Tel:	Fax:	Email:	
Billing Address:			
Date of Hire:			
From: / / to / / (inclusive)		Total number of days required:	
Or please detail dates required			
Time Required: from am/pm to am/pm			
Rooms Required:			
Board Room			
Board Room and Breakout Room			
Equipment Required:			
Catering Required:		Number	Time Required
Coffee & Tea			am/pm
Morning Tea			am/pm
Lunch			am/pm
Afternoon Tea			am/pm
Signage Required:			
Special Requirements:			

Please complete the above details along with the **Terms & Conditions of Hire** (attached) and return by email, membership@aminz.org.nz or post to AMINZ, PO Box 1477, Wellington 6140

HEARING ROOMS

Terms and Conditions of Hire

1. The person who accepts these terms and conditions will be liable to AMINZ for the complete performance of these terms and conditions.
2. A minimum deposit of 33% of the total estimated cost of the room hire is required at the time of confirmation. AMINZ reserves the right to cancel the booking and allocate the venue to another client if the deposit has not been received within 7 days of making the reservation.
3. Charges for catering, facsimile, photocopying, telephone and visual aids are additional.
4. For periods of continual room hire up to 10 days, accounts will be invoiced at the conclusion of the hire period. For periods of continual room hire in excess of 10 days, accounts will be invoiced at two weekly intervals.
5. When catering is required, confirmation of final numbers attending must be made 48 hours prior to the event. Charges will be based on guaranteed numbers or final head count, whichever is greater.
6. When visual aids are required, three working day's notice of requirements must be made.
7. The client is responsible for any damage or loss to the property, caused by attendees. AMINZ will not accept any responsibility for the loss or damage to any equipment, merchandise or personal effects left on the premises prior to, during or after the event.
8. Payment of accounts is required 7 days from the date of invoice.
9. All cancellations of bookings must be made in writing.
10. Refund Policy:
 - (a) If notice of cancellation of more than 14 days is given, a full refund of the deposit will be made.
 - (b) If notice of cancellation of between 5 and 14 days is given, a refund of 50% of the deposit will be made.
 - (c) No refund will be made in respect of cancellations with less than 5 days notice.
 - (d) Should a booking be cancelled with less than 48 hours notice prior to the function date, the organiser will forfeit all monies paid, and will be charged room hire and the full cost of catering (if any).
11. AMINZ will make every possible effort to maintain its prices, but its prices are subject to change, without notice, at AMINZ's discretion. Where possible any such changes would be notified to the client prior to the commencement of the hire period.

Please sign below as acceptance of these terms and conditions:

Name of Client: _____

Client's Signature: _____

Company Name: _____

Date: _____

Booking Date: _____

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