



AIR NEW ZEALAND
KORU CLUB

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 people	\$200.00 + gst	\$300.00 + gst

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



AIR NEW ZEALAND
KORU CLUB

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	<i>Business:</i> _____ <i>Mobile:</i> _____ <i>Fax:</i> _____ <i>Email:</i> _____
Arrival Time	_____
Finish Time	_____
Number Of Guests	_____
Equipment required	TV/DVD/Data Projection Y N Speaker Phone Y N Electronic W/Board Y N
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 Eures
Invoice details	Room \$	Additional \$	TOTAL \$
Koru member profile attached	Date	Signed	



AIR NEW ZEALAND
KORU CLUB

	MORNING TEA	LUNCH / DINNER	AFTERNOON TEA
	<i>\$ 10.00 + GST Per Person</i>	<i>\$18.50 + GST Per Person</i>	<i>\$10.00 + GST Per Person</i>
Menu 1	Bread Cases w/cheese & onion Croissant with Brie, Avocado & Tomato Danish Pastry Tea & Coffee	Lamb Brochette Mediterranean Lemon & Garlic Potato Salad Cheese Board Tea & Coffee	Kiwi Cookies Bread Cases with Ham & Sweetcorn Fresh Fruit Platter Tea & Coffee
Menu 2	Finger Sandwich Selection Ham, Cheese & Onion Frittata Fruit Muffin Tea & Coffee	Winter Herb & Mustard Chicken Kebab Roast Vegetable Salad w/fennel seed Frangipane Tart Tea & Coffee	Chocolate Brownie Savoury Scone with Cream & Jam Fruit Kebabs with Chocolate Ganache Tea & Coffee
Menu 3	Club, Pin Wheel & Roll Sandwich Selection Scone with Jam & Cream Ginger & Raisin Slice Tea & Coffee	Minestrone Soup Chilli Corn Fritters with Avocado Salsa Aubergine Parmegiano French Fruit Tart Tea & Coffee	Ham or Vegetarian Savoury Muffin Mini Croissant with Avocado, Brie And Tomato Relish Lemon Meringue Pie Tea & Coffee
Menu 4	Gourmet Sweet Muffin Croissant filled with Bacon, Egg & Hollandaise Fresh Fruit Platter Tea & Coffee	Chef's Selection of filled Ciabatta Winter Hot Pot Beef Pie Black Cherry & Rhubarb Brownie Tea & Coffee	Assorted Sushi with Pickled Ginger & Wasabi Cheese Platter Fresh Fruit & Custard Tarts Tea & Coffee