



AIR NEW ZEALAND  
KORU CLUB

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FROM Wellington Koru Lounge

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SUBJECT Meeting Room Request

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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

The following pages 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.

Koru members and **1 guest each**, travelling on Air New Zealand on the day of the meeting, have access to the Lounge and all facilities. Non-members and non-travelling Koru members may also use the Lounge facilities, including the buffet area, at a cost of **\$30.00 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 0604 or email [wlgkoruclub@airnz.co.nz](mailto:wlgkoruclub@airnz.co.nz)

Yours sincerely

***The team at the Air New Zealand Koru Lounge***

Wellington Airport



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**WELLINGTON KORU CLUB MEETING ROOM REQUEST**

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

**Phone:** 04 388 0604

***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	Number of AirNZ travelling guests	Number of non-travelling guests			
Company name						
Address						
Contact numbers	<b>Business:</b> _____ <b>Mobile:</b> _____ <b>Fax:</b> _____ <b>Email:</b> _____					
Arrival Time	Finish Time			Total Number of Attendees		
Equipment required	TV/DVD/Data Projection <b>Y N</b> Speaker Phone <b>Y N</b> Electronic W/Board <b>Y N</b>					
Catering	Morning tea	1	2	3	4	<b>Time required</b> _____
	Lunch	1	2	3	4	<b>Time required</b> _____
	Afternoon tea	1	2	3	4	<b>Time required</b> _____

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 \$	<b>TOTAL \$</b>
Koru member profile attached	Date	Signed	



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	<b>MORNING TEA (Min 4 people)</b>	<b>LUNCH / DINNER (Min 4 people)</b>	<b>AFTERNOON TEA (Min 4 people)</b>
	<b>\$ 10.00 + GST Per Person</b>	<b>\$18.50 + GST Per Person</b>	<b>\$10.00 + GST Per Person</b>
<b>Menu 1</b>	Bread Cases w/cheese & onion Croissant with Brie, Avocado & Tomato Danish Pastry Tea & Coffee	Lamb Brochette Mediterranean Style Lemon & Garlic Potato Salad Cheese Board Tea & Coffee	Kiwi Cookies Bread Cases filled with Ham & Sweetcorn Fresh Fruit Platter Tea & Coffee
<b>Menu 2</b>	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
<b>Menu 3</b>	Club, Pin Wheel & Roll-up 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
<b>Menu 4</b>	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 Tarts Tea & Coffee