



CUMBERLAND COLLEGE

Room & Catering Reservation

University Department Name _____

Name of Conference / Seminar _____

Expected Number Attending _____ Please provide indication of expected numbers. This can be confirmed closer to the booking date.

Internal Charge Code

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External Organisation Name _____

Please state clearly the purpose for your Seminar / Workshop / Meeting

Billing / Mailing Address

Contact Details

Contact Person Name _____

Email _____

Telephone _____ Cell _____ Fax _____

Room Hire Tariffs

Room	Capacity	Hourly	Half Day	Full Day
			8.30 am to 12.00pm or 1.00pm to 4.30pm	8.30 am to 4.30pm
Green Room (Refer below for set-up options)	30 - 40	\$60.00	\$140.00	\$250.00
Castle Lounge (Refer below for set-up options)	30 - 40	\$60.00	\$140.00	\$250.00
Floor 4 Study Room (Standard set-up)	25	\$40.00	\$90.00	\$175.00
Cumberland Lounge (Standard set-up)	20	\$40.00	\$90.00	\$175.00
Cumberland Music Room (Standard set-up)	12	\$30.00	\$60.00	\$110.00
Main Dining Room (Ideal for functions)	100 - 250	\$95.00	\$175.00	\$325.00

Reservation Date(s)

Date From: Date To:

Time From: Time To:

Total Time: Hours Half Day Full Day

Note: Conference rooms must be vacated by 4.30pm during term time to allow sufficient time for rooms to be set-up for evening tutorials. This is not negotiable.

Please return to: Cumberland College, PO Box 56, Dunedin 9156 or fax 03 479 5571

Select Room Type(s)

- Green Room
- Castle Lounge
- Floor 4 Study Room
- Cumberland Lounge
- Cumberland Music Room
- Main Common Room

Green Room and Castle Lounge Room Set-up

- Theatre Style
- Groups
- U-Shaped
- Other (specify)

Please note any additional room set-up requirements here:

Equipment

- Overhead Projector Projection Equipment Electronic Whiteboard
- Whiteboard Computer – Power Point Presentation Other – please state:

Terms & Conditions**Payment**

Internal Departments: A journal will be processed during the same period the hire occurred.

External Organisations: Payment terms are strictly the 20th of the month following date of invoice.

Cancellations

- If cancelled with less than two (2) days notice the client is liable for 100% of room hire and 50% of catering charges.
- If cancelled between seven (7) and two (2) days notice the client is liable for 50% of room hire.
- If cancelled after the reservation has been confirmed and prior to seven (7) days of the event the client is liable for 25% of room hire.

Food and Beverages

- *No food or beverages may be brought onto the premises*, with the exception of alcoholic beverages by prior arrangement.
- Final catering, numbers and advice of special dietary needs must be provided at least seven (7) days prior to the reservation.

Smoking

Cumberland College has smoke-free buildings and grounds. All smoking should be done in the area adjacent to the college. Please ask staff for directions.

Miscellaneous**Room Hire Time Frames**

- Cumberland College seminar and study rooms are available for hire during term time weekdays only from 8.30am to 4.30pm, except for the period leading into examinations. The rooms are dedicated for our residents as quiet study areas during this time. Please contact the College for available dates.
- Seminar and study rooms at the College are available for hire at any time from 10 November to 15 February (excluding 20 December to 10 January) by arrangement.

Disclaimer: The Management and staff of Cumberland College accept no responsibility for any personal injury, property loss or damage from any cause while you are on Cumberland College premises. Cumberland College reserves the right to alter prices or cancel bookings due to unforeseen circumstances beyond our control.

I agree to the terms and conditions:

Authorised Signatory

Date

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Catering Options & Prices

Please select Catering Options & indicate the time required:

BEVERAGES			Time(s) Required
<input type="radio"/> Tea/Coffee Only	T/C	\$3.50 pp	
<input type="radio"/> Tea, Coffee, Baked Product	T/C/BP	\$4.50 pp	
<input type="radio"/> Tea, Coffee, BP, OJ	T/C/BP/OJ	\$5.00 pp	
<input type="radio"/> Orange Juice (per carafe = 5 glasses)	OJ	\$8.50	

FINGER FOODS		Time Required
<input type="radio"/> Any FOUR options	\$16.50pp	
<input type="radio"/> Additional Items/Options	\$4.00pp	

Tick FOUR options:

- | | |
|--|---|
| <input type="radio"/> Savouries (Mixed) | <input type="radio"/> Chicken Wings with Honey Soy & BBQ sauce |
| <input type="radio"/> Falafel (V) | <input type="radio"/> Pizza Portions |
| <input type="radio"/> Kirami Fish Bites | <input type="radio"/> Samosa |
| <input type="radio"/> Mini Spring Rolls with Dipping Sauce | <input type="radio"/> Prawn Filos |
| <input type="radio"/> Sandwiches with combination fillings (incl. V) | <input type="radio"/> Hummus – Tapenade with Pita Bread Dippers |
| <input type="radio"/> Baton Vegetables with Dips, Sour Cream & Pesto | |

WORKING LUNCHEON		Time Required
<input type="radio"/> Any FOUR options	\$16.50pp	
<input type="radio"/> Additional Items/Options	\$4.00pp	

Tick FOUR options:

- | | |
|--|--|
| <input type="radio"/> Tarts: Bacon & Egg and Asparagus, Mushroom, Roast Pumpkin & Feta | <input type="radio"/> Savoury Scones with Relishes |
| <input type="radio"/> Chicken Tenders | <input type="radio"/> Bread Selection with Spreads, Dips, Pesto & Hummus |
| <input type="radio"/> Sushi with Dipping Sauce & Pickled Ginger | <input type="radio"/> Kiri Fish with Tartare Sauce |
| <input type="radio"/> Croissants & Bagels with mixed fillings (incl. V) | <input type="radio"/> Toasted Chicken & Cranberry Paninis |

FUNCTION / BUFFET STYLE LUNCHEONS		Time Required
<input type="radio"/> Standard Buffet (subject to College lunch)	\$17.50pp	
<input type="radio"/> Standard Buffet with Soup & Breads	\$18.50pp	
<input type="radio"/> Hearty Soup & Breads Only	\$9.50pp	

Please Note: The standard buffet menu is in line with the College Lunch service and may vary

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|--|---|
| <input type="bullet"/> Hot Dish of the Day | <input type="bullet"/> Bread Selection |
| <input type="bullet"/> Cold Meat Selection with Pickles & Condiments | <input type="bullet"/> Baked Product of the Day |
| <input type="bullet"/> Salad Selection x 3 with Dressings & Sauces | <input type="bullet"/> Fruit Basket |

ADDITIONAL EXTRAS		Time Required
<input type="radio"/> Fruit Platter	\$4.25pp	
<input type="radio"/> Platter of Cheese & Crudites	\$5.50pp	

Special Dietary Needs/Requirements

Cumberland College can cater to the special dietary needs of your participants. Please advise us as early as possible if any of your participants have special requirements e.g. vegetarian, gluten free, peanut allergy etc.

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