

Encounter Kaikoura Conference Venue Booking Form

Please complete this form and email us using the button below.
You can print this form and return it to us if you prefer.

Contact Details

Name	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>

Booking Details

Date of Booking	<input type="text"/>		
<input type="checkbox"/> Hourly Hire \$40	<input type="checkbox"/> Half Day \$130		
<input type="checkbox"/> Full Day \$260	<input type="checkbox"/> After Hours +\$80		
Start Time	<input type="text"/>	End Time	<input type="text"/>
Number of Attendees	<input type="text"/>		
Room Set up	<input type="checkbox"/> Board Room style (20 guests)		
	<input type="checkbox"/> Theatre style (35 guests)		
Do you require digital projector & screen, whiteboard?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

Community Group Meetings

We can offer the meeting room at a reduced fee for events that positively contribute to our community. Please complete the form setting out your community group information and return for approval.

NOTE: there is a mandatory charge (\$40) to use the room to help cover costs.

Please provide details of your Community Event:

Catering Details

Morning OR Afternoon Tea

Number of attendees Time required for service

Number of orders

Tea/ Kona Coffee – including a selection of Herbal Teas
\$4.50pp
(Only available to groups of 6 persons or more)

Biscuit \$3.50ea
 Afghan OR Chocolate Chip OR GF Option

Muffin \$6.50ea
 Savoury OR Sweet OR GF Option

Scone \$6.50ea
 Savoury OR Sweet

Lunch

Number of attendees Time required for service

\$5.00 per option

Number of orders

Fish Goujons with Tartare Sauce

Mixed Sandwiches (Vegetarian & vegan options available)

Homemade Mini Sausage Rolls (Two per person)

Homemade Mini Pies (One per person)

Meat OR Vegetarian

Arancini Rice Balls (Two per person, Vegetarian)

Mini Filos (One per serving)

Salmon OR Vegetarian

Fresh Fruit Platter (Gluten free & vegetarian)

Mini Falafels (2 per person, Vegetarian, vegan & gluten free)

Frittata (Gluten free & vegetarian)

Spring Rolls (4 per person, Vegetarian)

Samosa (4 per person, Vegetarian)

Fries with Tomato Sauce (Gluten free)
(Not available for off-site catering)

Sweet Bites. A selection of bite size sweet slices
(Two per serving. Gluten free & vegan options available)

PLEASE NOTE: If catering is off-site a \$12 delivery fee will apply.

Dietary Requirements:

Please state any specific dietary requirements.



96 Esplanade, Kaikōura, New Zealand
Phone (03) 319 6777
Email cafeadmin@dolphin.co.nz
encounterkaikoura.co.nz