# EVENT VENUE

CONFERENCES • FUNCTIONS • WEDDINGS

MOUNT RICHMOND HOTEL • AUCKLAND

# Conference Info Pack

MOUNT RICHMOND
HOTEL • AUCKLAND

676 Mount Wellington Hwy, Mount Wellington, Auckland • 0800 687 424 • www.mountrichmondhotel.co.nz

JULY 2023

Vineyard Room - Classroom set-up

## Daily Delegate Rate

- Room hire
- Data projector, screen and whiteboard
- Free unlimited Wi-Fi
- Free parking
- Tea and coffee on arrival
- Morning tea
- Lunch
- Afternoon tea

*just* $85.00 *pp*

# Conference Rooms

MOUNT RICHMOND
HOTEL • AUCKLAND

Richmond Room

Brighton & Vineyard Rooms

Poolside Area

# Available Rooms For Hire

## Brighton Room

Features natural light on two opposite walls and has a high ceiling with pitched roof. Handy access to the poolside area for a change of scenery during break times. Soundproof doors can be opened between the Brighton and adjoining Vineyard room. Suitable for small conferences and private dining. Individual room control air-conditioning.

## Vineyard Room

Features natural light on two adjacent walls, high ceilings with pitched roof. The room overlooks the hotel gardens and car parking area. Handy access to the poolside area for a change of scenery during break times. Soundproof doors can be opened between the Vineyard and adjoining Brighton room. Suitable for smaller weddings, conferences/functions, private dining and cocktail parties. Individual room control air-conditioning.

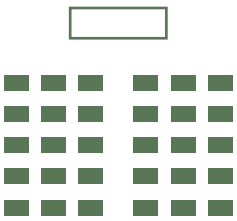
## Richmond Room

Has ground level access from the car park. Is suitable for larger conferences of up to 160 guests. Vehicle and machinery access. Plenty of natural light along entire length of the room. Separate toilet facilities and full bar facilities available. Reception area is ideal for guest welcome or registration. Directly adjacent to the hotel swimming pool area which is ideal for refreshment breaks. Perfect for product releases, exhibitions, trade displays, AGMs, Christmas functions, weddings, cocktail parties and larger conferences. Individual room control air-conditioning.

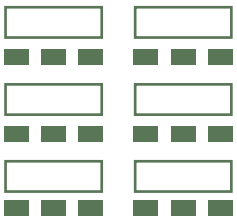
## Poolside Area

Available as a function area suitable for family functions, poolside barbeques, Christmas functions and corporate entertaining. This area is covered and adjoins the café/bar. Featuring attractive tropical landscaping, drop-down café curtains, outdoor heaters, mood lighting, and projector screen.

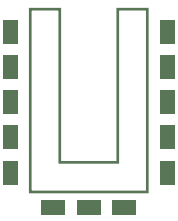
# Configurations & Capacity



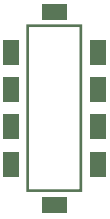
**THEATRE**



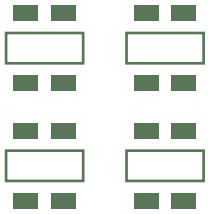
**CLASSROOM**



**U-SHAPE**



**BOARDROOM**



**CAFÉ STYLE**

| Name | Size m2 | Ceiling Height | Theatre | Classroom | U-Shape | Boardroom | Café Style |
|---|---|---|---|---|---|---|---|
| Brighton Room | 38 | 4.0m | 32 | 20 | 16 | 16 | - |
| Vineyard Room | 65.5 | 4.0m | 60 | 40 | 30 | 20 | - |
| Brighton & Vineyard | 104 | 4.0m | 80 | 52 | - | - | - |
| Richmond Room | 181 | 2.7m | 180 | 100 | 60 | - | 160 |
| Poolside Area | - | - | - | - | - | - | 80 |

# Conference Rates

MOUNT RICHMOND
HOTEL • AUCKLAND

## All Inclusive Conferences - Daily Delegate Rate

Fully catered and equipped conferences offer great value for your next corporate gathering. With inclusions of FREE parking and Wi-Fi, venue hire and set-up, and catering throughout the day, our Daily Delegate package is a popular choice.

| Equipment and Inclusions | Catering | Rate |
|---|---|---|
| • Free on-site parking<br>• Free unlimited Wi-Fi<br>• Room hire and set-up<br>• Data projector and screen<br>• Whiteboard | • Tea and coffee on arrival<br>• Iced water and mints throughout the day<br>• Morning tea with scones or muffins, tea and coffee<br>• Buffet lunch with tea and coffee<br>• Afternoon tea with cake, tea and coffee | **$85.00 pp**<br>(min. 15 people) |

## Room Hire

- Half day - 4.5 hours or less (either finishing no later than noon, or commencing noon or later).
- Full day - 4.5 hours or more

| Name | Half day | Full day |
|---|---|---|
| Brighton Room | $320 | $400 |
| Vineyard Room | $400 | $500 |
| Brighton and Vineyard | $550 | $750 |
| Richmond Room | $650 | $1000 |
| Poolside Area | - | $450 |

## Essentials

Room hire includes iced water, mints and set-up with chairs and tables. All catering and equipment hire are an additional cost. See below for commonly requested equipment, please contact us if you require anything not listed.

| Item | Cost | Item | Cost |
|---|---|---|---|
| Conference pads and pens (per person) | $6.00 | Projector and screen | $300.00 |
| Whiteboard, markers and duster | $35.00 | 32” LCD TV w/USB inputs | $100.00 |
| Flipchart pad, stand and markers | $85.00 | | |

www.mountrichmondhotel.co.nz/conferences

# Events

MOUNT RICHMOND
HOTEL • AUCKLAND

## A great location for any event

Whether you are celebrating a special occasion, such as a birthday, wedding or anniversary, or are looking to host an event, like a conference, trade show, product launch or activation, Mount Richmond Hotel offers a range of spaces that will suit your needs. We can host up to 160 guests. Our site has plenty of off-street and on-street parking, is fully licensed with on-site caterers, and has both indoor and outdoor spaces including our lovely pool area.

## On-Site features

- Free on-site parking
- Fully licensed bar
- On-site restaurant and catering
- Indoor and outdoor event spaces
- Breakout areas
- Spaces to suit 5 to 160 guests
- Event co-ordinator for all events
- Range of event equipment available
- On-site accommodation

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# Accommodation

MOUNT RICHMOND
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## For a comfortable, relaxing sleep

All rooms at Mount Richmond Hotel include free unlimited Wi-Fi, flat-screen TVs, air conditioning, tea and coffee making facilities, and a mini fridge. Conveniently located near Sylvia Park and Mount Smart Stadium, it is easy to get to Auckland Airport and the Auckland CBD from our accommodation. Available for our guests convenience are the following facilities: free on-site parking, outdoor swimming pool and spa, Poolside Restaurant & Bar (room service available), guest gymnasium.

### Studio Rooms – One Super King Bed or Two King Single Beds • 18sqm • Max. 3 x Guests

Comfortable rooms located on various floors. Enjoy a large super king bed or two king single beds. Smaller than our Executive Rooms. Renovations completed in 2017 include new bathrooms. Sleeps 2 guests; an additional bed can be added to the room for $35 per night.

### Executive Rooms – One Super King Bed • 19sqm • Max. 2 x Guests

Our finest accommodation. Spacious rooms located on the top floor with a luxurious super king bed or two king single beds. Fully renovated in 2017 including new bathrooms. Sleeps 2 guests.

### Family Suite – Sleeps up to 5 in various configurations • 34sqm • Max. 5 x Guests

Great for travelling families or close friends, our Family Suite offers two adjoining rooms with a super king or two king single beds in each room. Renovations completed in 2017 include new bathrooms. Sleeps 4 guests; an additional bed can be added for $35 to sleep 5.

## All apartments feature:

- Air conditioning
- Complimentary parking
- Daily housekeeping service
- Electronic key card access security
- Ensuite bathroom
- Free unlimited Wi-Fi
- Iron and ironing board
- LCD TVs
- Mini fridge
- Room service
- Storage cupboard
- Tea and coffee making facilities
- Work desk and telephone

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# Food and Drink

MOUNT RICHMOND
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## Delicious food from our on-site kitchen and restaurant

### Catering

Mount Richmond offers a full catering service for conference attendees via our on-site professional kitchen. Breakfast, Morning tea, lunch, afternoon tea, canapés, dinner and dessert can all be arranged with a variety of options to suit all tastes and budgets. Find out more about our catering options on the following pages.

### Poolside Restaurant & Bar

In addition to catering, guests of the hotel or visiting conference attendees are welcome to dine at our fully licensed Poolside Restaurant & Bar. With indoor and alfresco dining options next to our fresh water swimming pool, the restaurant offers hearty classic English pub-style food; fresh, full of flavour and generously portioned. Breakfast and dinner is available also, and lunch can be pre-ordered through our restaurant or at reception.

**Open 7 days a week. Breakfast: 6:30am - 9:30am weekdays, 7:00am - 10:00am weekends. Dinner: 6:00pm - 8:30pm.**

### Room Service

Our Poolside Restaurant & Bar menu is available to hotel guests delivered to their room for a small additional fee of $5. Available during usual restaurant hours.

POOLSIDE
RESTAURANT & BAR

View our latest Poolside Restaurant menu online: www.mountrichmondhotel.co.nz

# Breakfast

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| Description | Cost Per Person (+GST) |
|---|---|
| Cooked Breakfasts | from $15.00 |
| Big Breakfast | from $27.00 |

## Cooked Breakfasts

- Eggs on toast
- Bacon and eggs
- Garden waffles
- French toast
- Big breakfast
- Continental breakfast
- Eggs Benedict

### Holding a Conference?

Make sure your attendees are alert through the morning. Start your day with breakfast at our Poolside Restaurant & Bar!

www.mountrichmondhotel.co.nz/conferences

# Coffee Break

MOUNT RICHMOND
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| Description | Cost Per Person |
|---|---|
| Tea and coffee | $5.00 |
| Tea and coffee and biscuits | $8.50 |
| Tea and coffee and muffins | $10.00 |
| Tea and coffee and scones | $10.00 |
| Coffee and cake or slice (choose one of below options) | $9.00 |
| Cake or slice (choose one of below options) | $6.00 |
| Tea and coffee, scones and sandwiches | $18.00 |
| Tea and coffee, cake and fruit | $18.00 |
| Continuous tea and coffee | $10.00 |
| Carafes of orange juice | $22.00 |
| Bottled mineral water (still) | $4.00 |
| Soft drinks (cans) | $4.00 |
| Fresh fruit platter | $6.00 |

**Cake options:**

- Caramel & walnut brownie
- Chocolate brownie
- Chocolate slice
- Chocolate cake
- Red velvet cake
- Cookie caramel slice
- Caramel slice
- Banana cake
- Carrot cake

# Light Lunch

MOUNT RICHMOND
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| Description | Cost Per Person | Minimum pax |
|---|---|---|
| Choice of 3 items (min) (3 pieces per person) | $19.90 | 10 |
| Each additional item | $7.00 | 10 |
| Tea/coffee | $5.00 | 10 |
| Fresh fruit juice | $4.50 | 10 |

- Cheeseboard
- Fresh seasonal fruit platter
- Home baked mini quiches with assorted fillings
- Falafel with hummus
- Oven-baked gourmet savouries
- Whole prawn cutlets with spicy Thai chilli sauce
- Vegetable slices with guacamole and salsa dips
- Freshly baked mini croissants with assorted fillings
- Char-grilled chicken kebabs with spicy peanut sauce
- Tempura vegetables in a soy and sweet chilli sauce
- Freshly made club sandwiches with assorted fillings
- Marinated beef kebabs
- Hummus, dips and pickles served with assorted crackers
- Turkish wraps with assorted fillings

## Optional Extras

- Selection of New Zealand cheeses, dried fruits and crackers
- Baked chicken tenderloins marinated in soy, garlic and honey
- Chips, dips and nut selection
- Crumbed fish goujons with lemon slices and tartare dipping sauce
- Asian platter (mini spring rolls, won tons and samosas) with Thai chilli dipping sauce
- Korean spicy chicken
- Southern style chicken
- BLT sandwhich with pesto aioli
- Beef kofta with tzatziki

# Buffet Lunch

MOUNT RICHMOND
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| Description | Cost Per Person | Minimum pax |
|---|---|---|
| Lunch Options | $32.00 | 20 |

## Option #1

- Freshly baked selection of bread rolls
- Beef stroganoff
- Mixed leaf salad with cucumber, tomatoes and fresh herbs
- Brownie
- Seasonal fresh whole fruit
- Selections of fine leaf and herbal teas and freshly brewed coffee
- Rice

## Option #2

- Freshly baked selection of bread rolls
- Lightly crumbed boneless chicken breast with either creamy mushroom sauce
- Penne pasta with olives, feta, sundried tomatoes, baby spinach, mushrooms and olive oil
- Grilled vegetable salad served over mesclun leaves with balsamic vinaigrette
- Chocolate brownie
- Seasonal fresh fruit kebabs
- Selections of fine leaf and herbal teas and freshly brewed coffee

## Option #3

- Freshly baked selection of bread rolls
- Battered fish with lemon slices and tartare sauce
- Chips
- Garden green salad with cucumber, tomatoes, alfalfa and carrot curls
- Slice
- Platter of sliced fresh fruit
- Selections of fine leaf and herbal teas and freshly brewed coffee

## Option #4

- Freshly baked selection of bread rolls
- Flame-grilled beef meatballs with onions and spices blended to taste with BBQ sauce
- Vegetable fried rice
- Garden fresh salad with tomatoes, mustard vinaigrette
- Chocolate brownie
- Seasonal whole fruit
- Selections of fine leaf and herbal teas and freshly brewed coffee

## Option #5 (weekdays only)

- Freshly baked bread rolls
- Sliced beef with wholegrain mustard and horseradish sauce
- Creamy garlic potato bake
- Salad of baby greens, bean sprouts, feta and aioli dressing
- Slice
- Seasonal fresh whole fruit

## Optional Extras $5.00 per person, per item

- Freshly baked baps with assorted vegetarian fillings
- Club sandwiches with assorted vegetarian fillings
- Mini croissants filled with assorted vegetarian fillings

# Barbeque Buffet

MOUNT RICHMOND
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| Description | Cost Per Person | Minimum pax |
|---|---|---|
| Barbeque buffet lunch or dinner | $63.00 | 20 |

## Breads

- Selection of freshly baked bread rolls

## Seafood (choice of one seafood dish)

- Pacific oysters on ice
- Prawns sautéed in brandy cream sauce
- Green-lipped New Zealand mussels steamed in garlic, shallots, white wine and lemon juice with diced tomatoes

## Salads and Vegetables

- Potato and egg salad with creamy mayonnaise
- Tomato, cucumber and olive salad with olive oil dressing
- Hawaiian coleslaw with pineapple and coconut dressing
- Tossed mixed leaf salad served with mustard vinaigrette

Choice of one potato dish:

- Jacket potatoes with sour cream and chives
- Potato Bake

## Barbeque selections (choice of three)

- Pure pork gourmet sausages
- Chargrilled garlic infused sirloin steaks
- Pork spare ribs marinated in a spicy soy and garlic sauce
- Char-grilled chicken breast marinated in ginger, sesame oil and spring onion
- Stir fry vegetables with tofu & soya bean sauce

## Desserts

- Chocolate brownie
- Tropical fresh fruit salad
- Ice cream

## After Dinner

- Selections of fine leaf and herbal teas, and freshly brewed coffee

# Polynesian Buffet

MOUNT RICHMOND
HOTEL • AUCKLAND

| Description | Cost Per Person | Minimum pax |
|---|---|---|
| Pacific buffet lunch or dinner | $71.50 | 30 |

## Bread
- Fry breads or
- Bread rolls

## Seafoods (choose one from the following)
- Oka or Ika (marinated fish in coconut cream, lemon juice, onions and capsicum)
- Marinated raw green-lipped New Zealand mussels with coconut cream, onions, tomato and lemon juice
- Oysters

## Carvery (choose one from the following)
- Stuffed oven roasted chicken
- Roast beef with horseradish and rich gravy
- Oven roasted pork loin

## Hot Dishes (choose two from the following)
- Corned beef chop suey with seasonal vegetables
- Chow mein cooked with sautéed beef and vegetables
- Butter chicken
- Lamb flap steamed and gently simmered with onions, tomatoes and spinach

## Salads
- Coleslaw
- Tossed green salad
- Minus (Cook Island potato salad)
- Condiments and chutneys

## Vegetables & Rice (choose three from the following)
- Steamed rice
- Steamed kumara
- Taro cooked in coconut cream
- Green banana in coconut cream

## Desserts
- Trifle
- Tropical fruit salad
- Ice cream

# Drinks

MOUNT RICHMOND
HOTEL • AUCKLAND

| Description | Cost |
|---|---|
| **Beer, Wine & Spirits** | |
| House beers | $8.00 |
| Premium beers | $9.00 |
| Low alcohol beers | $10.00 |
| Low carb beers | $10.00 |
| Wines (per glass) from | $10.00 |
| Spirits from | $11.00 |
| Liqueurs | $11.00 |
| **Soft Drinks** | |
| Coke, Diet Coke, Sprite | $4.00 |
| Ginger beer | $6.00 |
| Apple juice, orange juice, pineapple juice | $4.00 |
| Redbull | $6.00 |
| **Tea and Coffee** | |
| Short Black | $4.50 |
| Long Black | $4.50 |
| Flat White | $5.00 |
| Latte | $5.00 |
| Cappuccino | $5.00 |
| Tea | $4.00 |
| Hot Chocolate | $5.00 |

# Hotel Facilities

MOUNT RICHMOND
HOTEL • AUCKLAND

## Everything you need while you're away from home...

Mount Richmond Hotel offers guests staying for a conference everything they may need while away from home. Our Poolside Restaurant & Bar is open for breakfast seven days a week and offers a wonderful continental selection, or choose from our menu of delicious breakfast meals. A catered lunch can be arranged (see our Food & Drink page) for conference attendee's and the licensed restaurant also serves a great selection of dinner and dessert items.

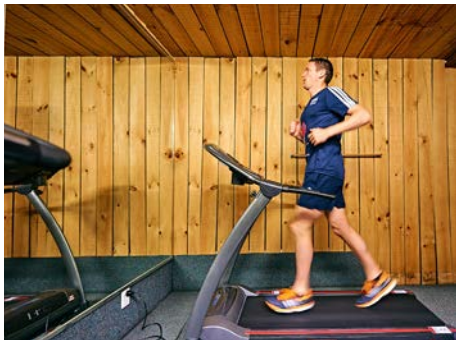
In your free time enjoy our swimming pool and private spa pool, or head across the road to Mount Richmond Domain and enjoy a walk around the mountain, or have a game of tennis using our rackets and balls.

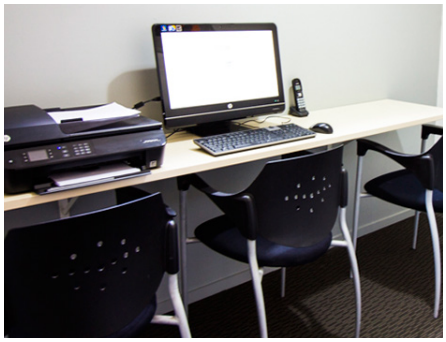
### On-site Facilities

- Conference rooms
- Free Wi-Fi
- Guest laundry
- Swimming and spa pools
- Poolside Restaurant & Bar
- Private gymnasium

### Off-site Facilities

- Tennis court
- Walking and jogging tracks
- Children's playground





www.mountrichmondhotel.co.nz/conferences

New Zealand's largest shopping centre, Sylvia Park

# Nearby Attractions

MOUNT RICHMOND
HOTEL • AUCKLAND

If you're looking for a location to host a team building or leisure activity for your company, there are a number of attractions close to Mount Richmond Hotel. From go karting to horse racing, see below a list of attractions and locations for private functions, and their proximity to Mount Richmond Hotel.

| Attractions | Distance (km) |
|---|---|
| Auckland Airport | 12 |
| Auckland City including Waiheke Island Ferry | 10 |
| Botanical Gardens, Manurewa | 9 |
| Dressmart Factory Outlet  Mall, Onehunga | 5 |
| Ellerslie Racecourse | 5 |
| Alexandra Park Raceway Expo Centre and Showgrounds | 7 |
| Extreme Indoor Go Karts, Highbrook | 6 |
| Extreme Edge Rock Climbing, Panmure | 7 |
| Highbrook Business Park | 4 |
| Lloyd Elsmore Pools and Leisure Centre | 9 |
| Megazone Laser Strike, Mt Wellington | 2 |
| Mount Smart Stadium (formerly Ericsson Stadium) | 4 |
| Mount Richmond Domain (sports fields and children's playground) | 0.1 |
| Otahuhu Tennis Club (complimentary court, racket and ball hire) | 0.15 |
| Otara Pacific Markets (every Saturday, 6am - 12 noon) | 5 |
| Paradise Ice Skating, Botany Downs | 10 |
| Rainbow's End Theme Park, Manukau | 8 |
| Sylvia Park Shopping, Cinemas & Restaurants | 2 |
| Telstra Clear Pacifica Events Centre, Manukau | 8 |
| Tenpin Bowling, Manukau | 6 |
| The Grange International Golf Course | 4 |
| Waikaraka Park Speedway | 4 |

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MOUNT RICHMOND
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# Conference Hire Terms & Conditions

**Agreement**
Mount Richmond Hotel ("the Hotel") agrees to furnish and the Client agrees to hire or consume, the services set forth, in accordance with the Terms and Conditions listed herewith.

**Confirmation/Deposit**
Confirmed bookings are established upon receipt of a $500.00 non-refundable deposit or a purchase order (in the case of approved account holders). Initial deposit is payable within seven days of the request. Should the Hotel not receive the confirmation deposit within the specified time, the Hotel reserves the right to cancel the booking. Clients agree to begin and complete their conference/function at the scheduled time outlined in their booking sheet confirmation.

**BOND**
A $500.00 bond is required for all functions. The bond will be refunded IF our staff, premises, timeframes and T&Cs are respected. If any damage occurs or hotel equipment is removed the bond will be forfeit. No alcohol is brought onto our premises. If the function occurs without incident a full refund will be issued.

**Damages/Insurance**
A $500.00 refundable bond is payable upon booking. The Hotel does not accept any responsibility for damage to, or loss of any property or merchandise left in the Hotel prior to, during or after any function. It is recommended that the Client arrange their own personal liability insurance and security, as required. Nothing is to be nailed, screwed, stapled, or adhered to any wall, door or other surface or part of the building or furniture unless prior approval has been given by the Hotel Management. The Client may use "Blue tak" providing it is all removed prior to the Client's departure. Suitable floor protection is to be used as required. In the event of any damages the Client assumes responsibility for any and all damages caused by the Client or any of the Client's guests or invitees or other persons attending the conference/function, whether in accommodation rooms reserved or in any other part of the Hotel. The Client will be responsible for the removal of all property after the conclusion of the event and any goods left in the Hotel after the conference/function without prior arrangement will be deemed abandoned.

**Guaranteed Numbers**
The Client agrees to advise the Hotel Conference Co-ordinator, the final numbers for both catering and seating, at least seven working days prior to commencement in the case of a function, and at least two working days prior to commencement in the case of a conference. These numbers will be the final confirmed numbers and will constitute the minimum charge. The Hotel will cater for an increase of up to 10% over final confirmed numbers and any difference shall be charged accordingly. No credit shall be allowed in the case where actual numbers are less than the final confirmed numbers.

**Food and Beverage**
No food or beverage of any kind will be permitted to be brought into or removed from the Hotel by the Client or any of the Client's guests or invitees without prior approval from the Hotel Management. As the Hotel regularly updates menus and wine lists according to seasonality and availability, the Hotel at its sole discretion reserves the right to substitute items of food and beverage with like product where necessary.

**Venue Changes**
In the event that a conference/function venue or accommodation room cannot be made available to the Client for any extenuating reason, the Hotel reserves the right to substitute similar or comparable conference/function venue and/or accommodation for the conference/function but must give the Client prior notification of the change.

**Prices**
Prices contained within quotations are binding on the Hotel upon receipt of the deposit required. Should the Hotel not receive the confirmation deposit within the specified time, the Hotel reserves the right to amend the pricing.

**Payment Details**
The Hotel reserves the right to request a specified non-refundable deposit prior to the conference/function and the balance in full ten working days prior to the commencement of the conference/function. Alternatively the Hotel may also request valid credit card details to be supplied to guarantee any booking. In the case of credit card details being supplied for (residential) conferences, upon supply of such, the Client authorises the charging of the specified non-refundable deposit and the charging of the balance owing upon completion of the conference/function and the charging of any cancellation fee incurred as per the accommodation and cancellation policies below.

**Accommodation**
When accommodation is required, tentative group bookings will be accepted. A guaranteed booking is established upon receipt of the specified non-refundable deposit. The number of rooms required must be confirmed seven working days prior to arrival. This will be the minimum number of rooms that will be charged. A charge equal to one night's tariff quoted will be charged for each accommodation room booked as a "No-Show fee". A guest rooming list and charging details must be provided to the Hotel seven working days prior to the arrival in the Hotel. The Hotel reserves the right to specify a longer cancellation notice period should it deem it necessary.

**Public Holidays**
The Hotel reserves the right to charge a 15% surcharge to all food, beverage, room & equipment hire on any function/conference held on a New Zealand public holiday.

**Cancellations**
All cancellations must be notified to the Hotel in writing. Should the Hotel receive notice of cancellation of less than seven days prior to the conference/function, the Client shall pay a cancellation fee equal to the entire hire cost of the venue (which may be deducted from the non-refundable deposit). Should the Hotel receive the notice of cancellation less than two days prior to the conference/function, the Client shall pay the hire cost of the venue & equipment and the full cost of any food, which has been ordered. In any event, any deposit paid is non-refundable regardless of when the cancellation notice is received. The Hotel reserves the right to specify a longer cancellation notice period such as in the case of large bookings or for any other reason the Hotel deems necessary.

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MOUNT RICHMOND
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676 Mount Wellington Hwy, Mount Wellington, Auckland • 0800-687-424 • www.mountrichmondhotel.co.nz

JULY 2023

# Application for 7-day credit facility

Company Name: .....

Trading Name (if different): .....

Limited / Partnership / Sole Trader (delete two) Incorporated Number: .....

Postal Address: .....

Street Address: .....

Phone No.: ..... Fax No.: ..... Email: .....

Contact: ..... Type of Business: .....

Date of Incorporation: ..... Registered Office of Limited Liability Co.: .....

Bank and Address: .....

Accountant: ..... Phone No.: .....

Solicitor: ..... Phone No.: .....

Name, Home Address and Phone Numbers of Directors / Partners / Proprietors:

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.....

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Trade References (Company, Address, Phone Number, Contact):

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**Terms and Conditions**

I hereby acknowledge that I shall abide by the terms of payment, which are strictly seven days from the date of invoice. It is further acknowledged that interest shall be payable on all amounts owing beyond ten days at the rate of 0.5% per week. For purposes of the Privacy Act 1993, Mount Richmond Hotel is authorised to collect from and disclose to, credit information organisations and other commercial organisations personal information about the customer, its directors and shareholders when opening and maintaining the customer's account.

Date: ..... Signature: ..... Position: .....

Name: .....

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