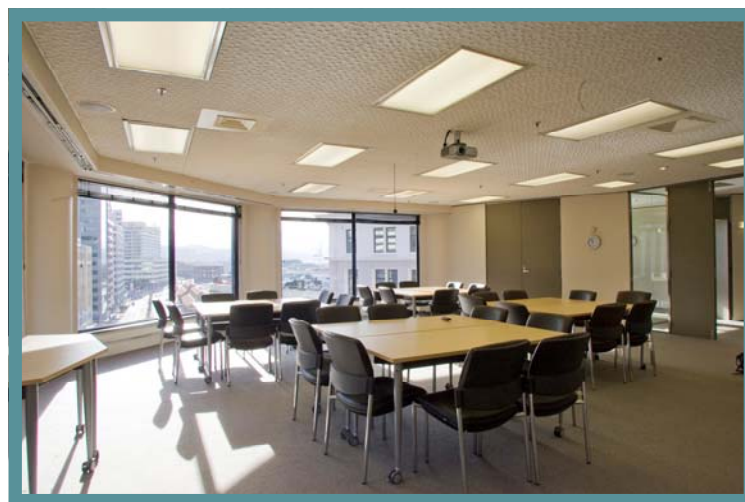


VENUE HIRE



Gas Industry Co is pleased to offer several meeting rooms for hire, conveniently located right in the heart of Wellington's CBD. We can provide seating in various configurations to accommodate 6-40 people in modern, light and spacious surroundings with state-of-the-art audio/video technology for your conference, staff training, product launch, planning day or seminar. Our meeting rooms are competitively priced and are available for 1/2 day or full-day use.

We also offer full kitchen facilities for all your catering requirements as well as complimentary tea, coffee and biscuits for morning and afternoon tea.

For all bookings / enquiries contact Kirsten West:

Tel: 04 472 1800
Address: Level 8, The Todd Building
95 Customhouse Quay
Wellington 6143
Fax: 04 472 1801
Email: info@gasindustry.co.nz
Website: www.gasindustry.co.nz



ROOMS



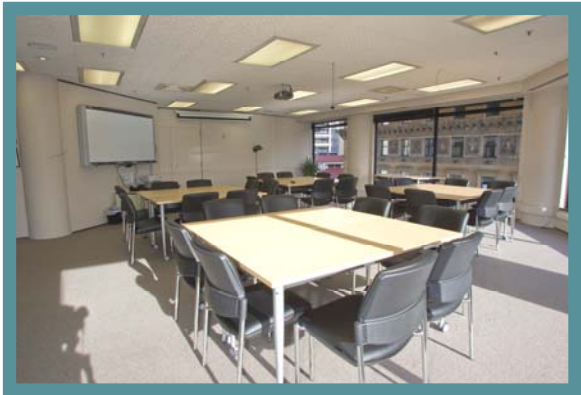
POHOKURA ROOM



AHUROA ROOM



KUPE ROOM



MAUI ROOM

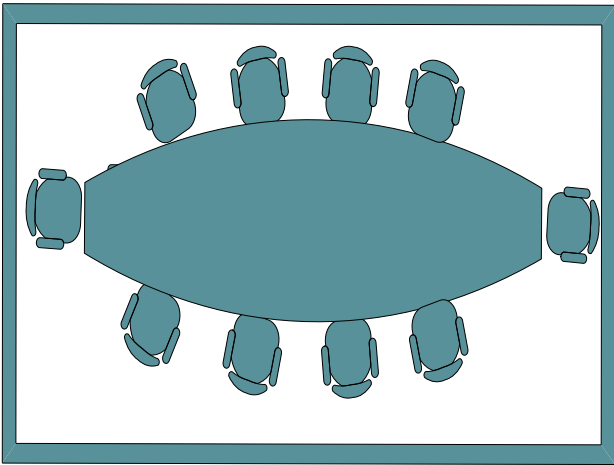


MAUI ROOM

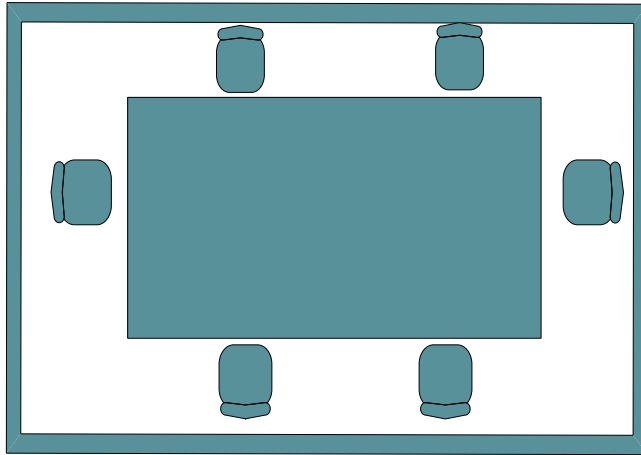


MAUI ROOM

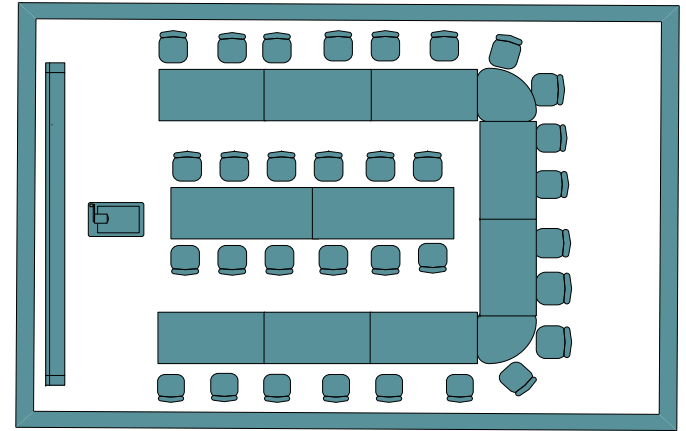
FLOOR PLANS



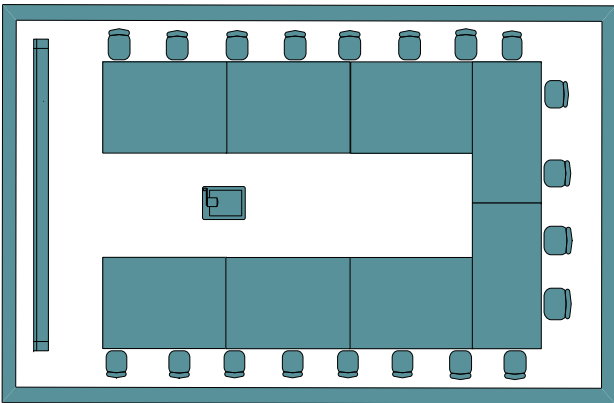
POHOKURA ROOM - 10 seats



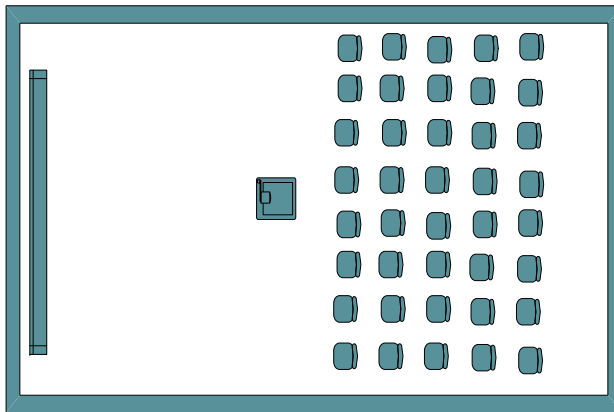
KUPE ROOM - 6 seats



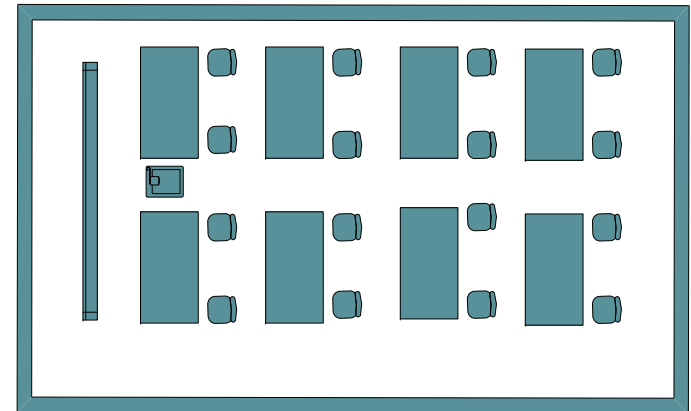
MAUI ROOM - U-shape with extension 32 seats
Ahuroa Room, adjacent to Maui Room, can be used for breakout purposes and has a refreshments area at no extra charge



MAUI ROOM - U-shape 20 seats
Ahuroa Room, adjacent to Maui Room, can be used for breakout purposes and has a refreshments area at no extra charge



MAUI ROOM - Theatre setting - 40 seats
Ahuroa Room, adjacent to Maui Room, can be used for breakout purposes and has a refreshments area at no extra charge



MAUI ROOM - 16 seats
Classroom style

ROOM HIRE COSTS

	Kupe		Pohokura		Maui (Classroom setting)		Maui (U-shape setting)		Maui (Theatre setting)	
	(Capacity 6)		(Capacity 10)		(Capacity 16)		(Capacity 20)		(Capacity 40)	
	½ Day	Full Day	½ Day	Full Day	½ Day	Full Day	½ Day	Full Day	½ Day	Full Day
Cost	\$180	\$250	\$250	\$350	\$250	\$450	\$290	\$450	\$300	\$500

Included in the room hire cost:

- Tea/coffee and biscuits for morning and afternoon tea
- Full kitchen facilities for your catering requirements
- Electronic whiteboard
- Data show projector, Polycom audio/video conference unit and sound system

AUDIO CONFERENCING

For conference calls involving one other participant only:

Landline within Wellington	\$0.29 per min
Landline within New Zealand	\$0.42 per min
Landline International	\$0.50 per min
Mobile	\$0.38 per min

For conference calls involving more than one other participant:

Landline and mobile calls	\$0.25 per min
Landline calls to 0800 number (within New Zealand)	\$0.55 per min
Mobile calls to 0800 number (within New Zealand)	\$0.70 per min
Landline and mobile calls to 0800 number (Australia and USA)	\$1.10 per min

Video conferencing (Calls to ISDN sites)

Within New Zealand (256kbps)	\$1.83 per min
Within New Zealand (284kbps)	\$2.33 per min
Australia, USA, Canada, UK, Ireland (256kbps)	\$2.03 per min
Australia, USA, Canada, UK, Ireland (384kbps)	\$2.63 per min
Hong Kong, Japan, Malaysia, Singapore, South Korea, Indonesia, The Philippines, Thailand, Austria, Belgium, Denmark, Finland, Germany, Greece, Italy, Luxembourg, The Netherlands, South Africa, Spain, Sweden, Switzerland (256kbps)	\$4.03 per min
Hong Kong, Japan, Malaysia, Singapore, South Korea, Indonesia, The Philippines, Thailand, Austria, Belgium, Denmark, Finland, Germany, Greece, Italy, Luxembourg, The Netherlands, South Africa, Spain, Sweden, Switzerland (384kbps)	\$5.63 per min
Argentina, Israel, Bermuda and rest of world (256kbps)	\$9.87 per min
Argentina, Israel, Bermuda and rest of world (384kbps)	\$14.39 per min

Calls to IP sites:

Up to 384kbps	\$1.25 per min
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Please note these are indicative prices only

TERMS AND CONDITIONS / AGREEMENT

1. All final numbers are to be advised no later than 24 hours prior to the start of the function.
2. Catering is to be provided at the hirer's expense.
3. Audio and video conferencing facilities are available at extra cost (see attached). Pricing to be advised at the time of booking. These requirements must be notified at least 24 hours prior to the start of the function in order to guarantee availability.
4. All equipment belonging to the client, or parties involved in the client's function, is to be removed by the end of the last day of the function. Gas Industry Co will not accept liability for any loss or damage to the client's equipment, property, personal effects, or any equipment hired on behalf of the client.
5. Normal hours of conference facility use are 0800hrs until 1800hrs.
6. To cancel a booking, please contact Gas Industry Co as soon as possible. In some instances, cancellation charges will apply as follows:
 - Cancellation up to seven days before your meeting/function – no charge.
 - Between six days and 24 hours (one business day) before your meeting/function – 25% of the room hire charge will be payable.
 - Less than 24 hours - full payment will be required before your meeting/function.
7. If a function room cannot be made available to the client due to operational reasons, Gas Industry Co reserves the right to substitute another room(s) which best meets the client's needs.
8. Room hire is to be paid prior to, or on the day of, the function. All other costs, including audio/video conferencing, will be invoiced with settlement due no later than 7 days following the date of invoice. Failure to settle accounts on time may mean that any future bookings cannot be guaranteed.
9. All prices are GST exclusive.
10. The final conference account may be adjusted to include disbursements ie photocopying, telephone calls or other miscellaneous requests made on the day.
11. Included in the room hire costs are:
 - Tea,/coffee and biscuits for morning and afternoon tea
 - Full kitchen facilities for your catering requirements
 - Electronic whiteboard
 - Gas Industry Co's data show projector, Polycom and sound system

I/We hereby agree to the Terms and Conditions:

For and on behalf of Gas Industry Company:

Name:

Name:

Company Name:.....

Position/Title:

Position/Title:

Signature:

Signature:

Date :

Date:

BOOKING FORM

(Please fax to Kirsten West 04 472 1801)

Company Name:

Contact Name:

Company Address:

Tel:

Mob:

Fax:

Date(s) required:

Room(s) requested:

No. of attendees:

Room set-up style:

Duration: ½ Day

(Please tick) Full Day

Audio and video conferencing requirements (please specify)

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