



NZPF NATIONAL OFFICE BOARDROOM BOOKING FORM

36 Brandon Street, Bayleys Building, Level 8

Please fill out the relevant details regarding your inquiry below and email to admin@nzpf.ac.nz
National Office will reply to your query to confirm your booking and discuss any further details.

Organisation Name: _____

Contact Person Name: _____

Contact Email: _____

Date of Booking: _____

Start Time of Booking: _____ End Time: _____

A member of National Office will need to be on-site to grant you access to our temporary office space on Level 10 as it is card access.

Number of People: _____

Room capacity: 20 people

Are you in need of catering? If so, please tick the relevant box.

The invoice for this will be forwarded to the Contact Person's School

- Morning Tea
- Lunch
- Not in need of catering

Anything else we should be aware of please mention
in the email you send to admin@nzpf.ac.nz with this form.

OFFICE USE ONLY

This booking has been: **APPROVED** **DECLINED** (Alternative Date Suggested)

Name: _____ Date: _____