



Final Numbers Form

One Centre

Regardless of whether you are self-catering or not, please return this form to the Stay KCC office no later than 7 days prior to your stay.

Please note: what is recorded on this form will be the minimum payable for your stay.

Name of Group:		
Contact Person (during stay):		Contact No:
Arrival Date:	Arrival Time:	First Meal:
Departure Date:	Departure Time:	Last Meal:

Overnight Guests

These numbers will be used for invoicing and catering purposes. If we are catering for your group, our catering staff will keep a record of how many guests are served per meal to make sure they align with what we are provided.

	Male	Female
Under 3 year olds		
Child (3-12 yrs)		
Adults/High school (13yrs & over)		
TOTAL		

Day Visitors

Please indicate the number of extra guests for any meals even if you are self-catering (please contact us for the day visitor rate if not already provided).

	Total People	Breakfast	M/Tea	Lunch	A/Tea	Dinner	Supper
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

Standard Meal Times

Breakfast	8.00am
Morning tea	10.00am
Lunch	12.30pm
Afternoon tea	4.00pm
Dinner	6.00pm
Supper	8.30pm

Please indicate any changes to meal times required

Please list any meals that you would like packed for your group

Please note StayKCC is a nut free site.

Equipment

Please tick which of the following available equipment you will require during your stay

Data projector (\$50 hire fee)

BBQ

Urn

Whiteboard

Sports equipment

Linen (\$15 per person)

TV & DVD player

Portable cot

High chair