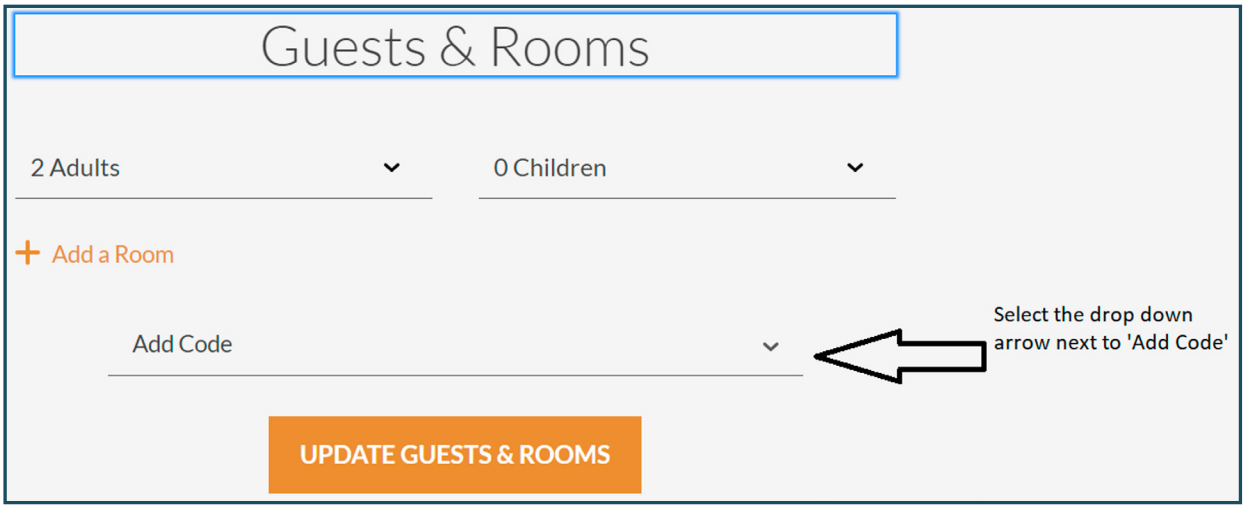
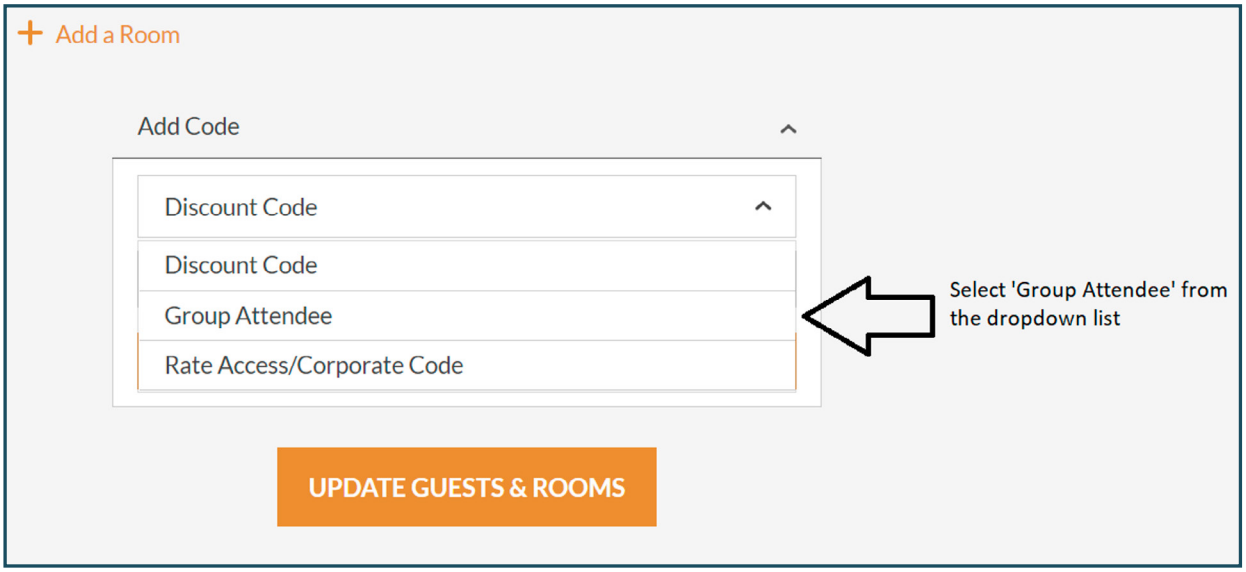
# GROUP & WEDDING BOOKING PROCEDURES

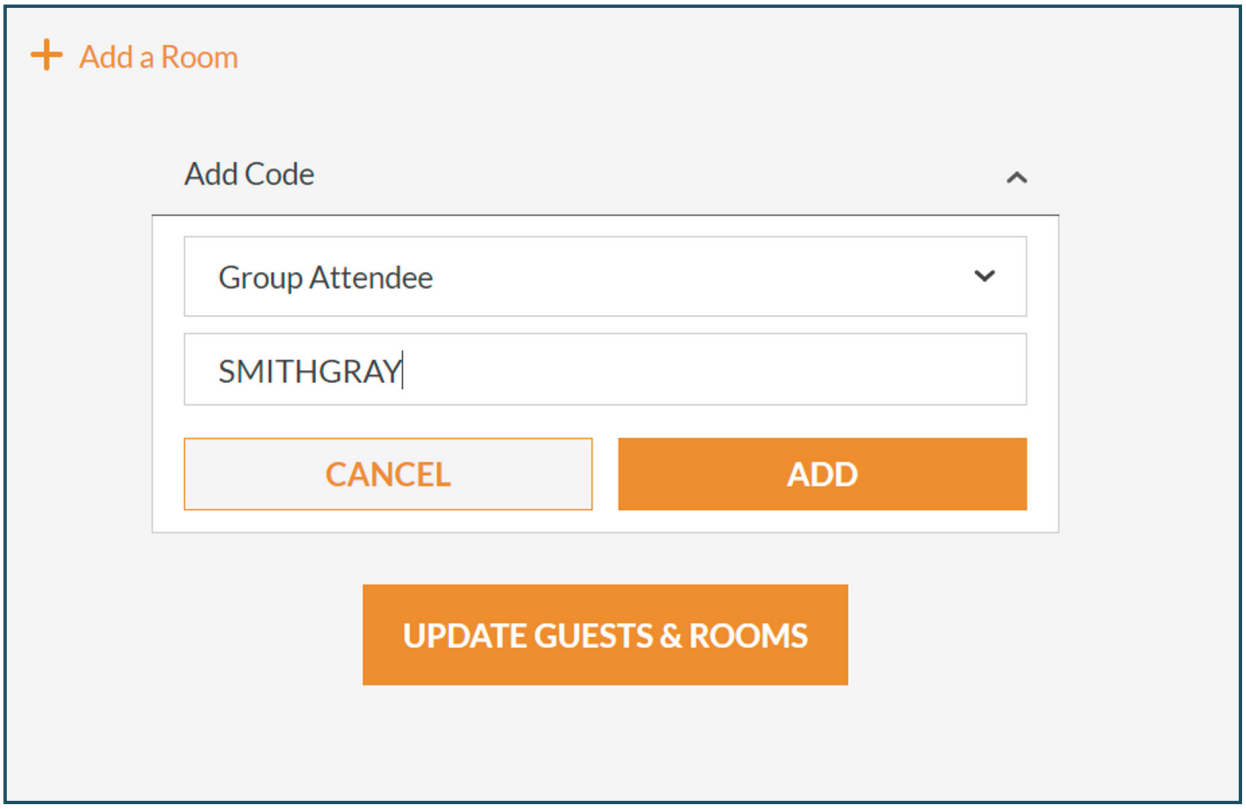
1. Go to **millbrook.co.nz**
2. Go to ‘book now’ in top right-hand corner and ‘Accommodation’.
3. Select the drop-down arrow next to ‘Add Code’.




4. Select ‘Group Attendee’ from the dropdown list.



5. Enter the code you have been provided for your event/wedding.




6. Hit 'Update Guests & Rooms'.
7. This will take you to the calendar with days available to book at the discounted rate highlighted with a rate displayed.
8. Select your arrival and departure dates.
9. Select your room type.
10. Provide required details and proceed to confirm booking.

If you need to amend or cancel your reservation, this can be done online using your unique confirmation number included in your email confirmation.

1. Go to **bookings.millbrook.co.nz/112953?confirmid=000000000&languageid=1#/guestsandrooms**
2. Enter your confirmation number and last name.
3. Proceed to amend or cancel reservation as required
   (please note, terms and conditions apply, and inventory is subject to availability).

If you require further assistance, please email our Reservations Team at **reservations@millbrook.co.nz**

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