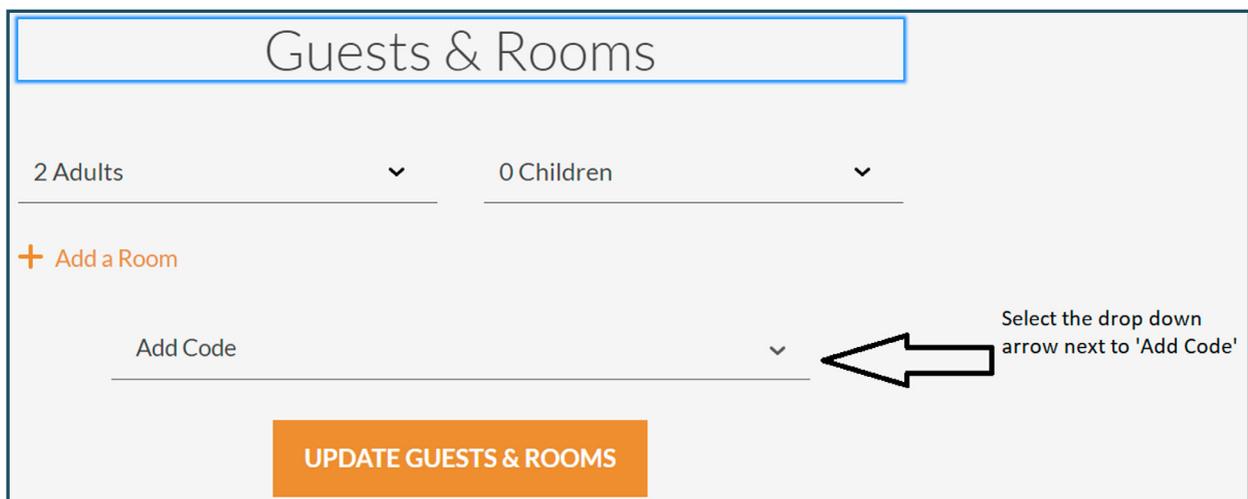


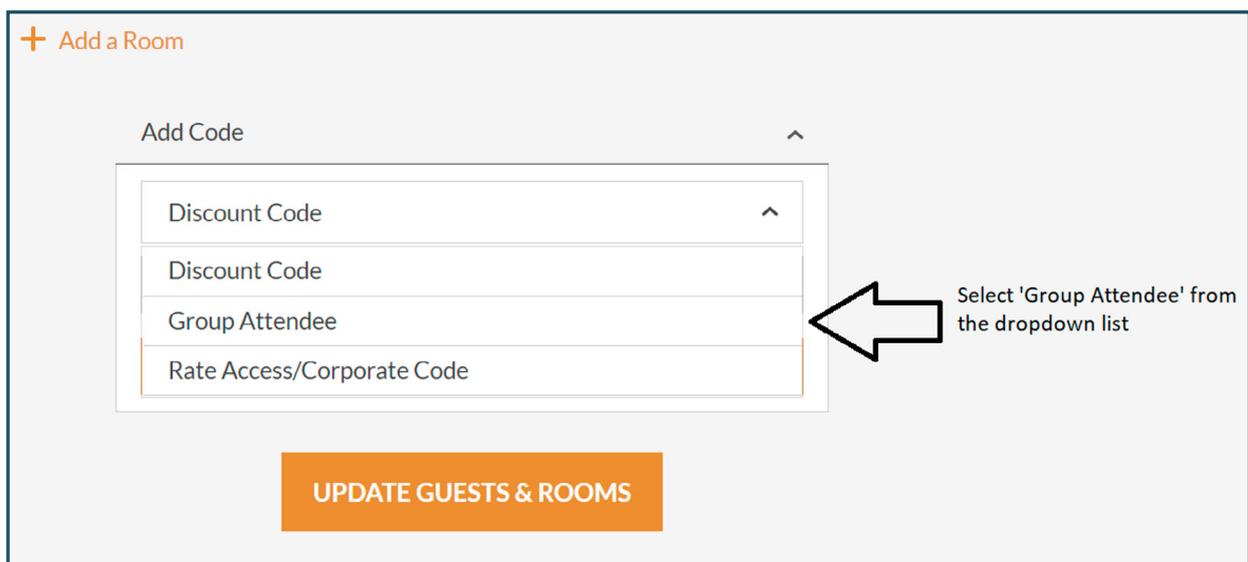
GROUP & WEDDING BOOKING PROCEDURES

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'.



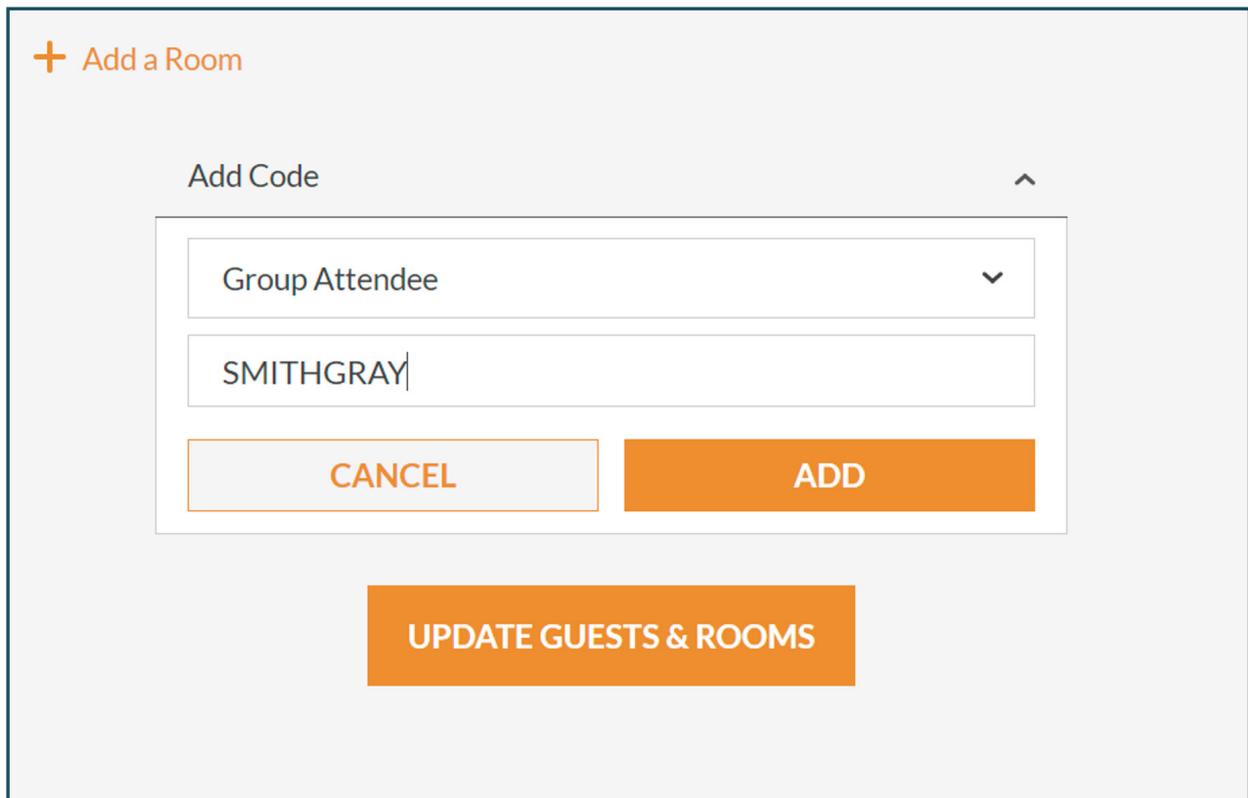
The screenshot shows the 'Guests & Rooms' section of a booking interface. At the top, there is a header 'Guests & Rooms'. Below it, there are two dropdown menus: '2 Adults' and '0 Children'. Underneath these is a '+ Add a Room' link. The main focus is on the 'Add Code' dropdown menu, which has a small downward arrow next to it. A black arrow points to this dropdown arrow with the text 'Select the drop down arrow next to 'Add Code''. At the bottom of the form is an orange button labeled 'UPDATE GUESTS & ROOMS'.

4. Select 'Group Attendee' from the dropdown list.



This screenshot shows the 'Add Code' dropdown menu expanded. The menu is titled 'Add Code' and contains four options: 'Discount Code', 'Discount Code', 'Group Attendee', and 'Rate Access/Corporate Code'. The 'Group Attendee' option is highlighted with an orange border. A black arrow points to this option with the text 'Select 'Group Attendee' from the dropdown list'. At the bottom of the form is an orange button labeled 'UPDATE GUESTS & ROOMS'.

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



+ Add a Room

Add Code

Group Attendee

SMITHGRAY

CANCEL ADD

UPDATE GUESTS & ROOMS

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