BNZ Partners Centres
How to: Book a Partners Centre space

Quick reference guide

Introduction	BNZ customers can book a space at a Partners Centre as long as they follow our **Terms of Use**. Bookings can be made up to 28 days in advance.
Before you begin	Each of our Partners Centre rooms are named after a location unique to the Partners Centre's local community. For example: our **BNZ Auckland City Partners Centre** has a room named **Waitemata**. The **maximum number** of attendees and length of time that a room is bookable for is listed as part of the bookable service. For example: • **Waitemata (8 pax) 1 hour** • **Waitemata (8 pax) 4 hours** • **Waitemata (8 pax) 8 hours** If you no longer need the space, please cancel your booking at least 2 hours in advance, so that others can use the service.
Booking portal locations	Access to each Partners Centres booking portal are shown on **bnz.co.nz/bookaspace** or on each **Partners Centre location**
Step 1	Select the Partners Centre you'd like to book from.
Step 2	Click on **Book a space** to access the booking portal. **Auckland City Partners Centre** ⏱ Hours:**Closed** until 8:30am Monday 2nd May ⌄ 📍 Level 8, Deloitte Tower, 80 Queen St, Auckland 📅 **Book a space**
Step 3	To view the full list of rooms available, select **Show more services**. Viaduct (2 pax) 4 hours ○ Viaduct (2 pax) 8 hours ○ Teleconference phone and work desk Read more Teleconference phone and work desk Read more 4 hours 8 hours Show more services

| Step 4 | Select the space that best suits your needs | Waitemata (8 pax) 4 hours ✓ |
| | • You can select **Read more** to see a full list of facilities for each space. | Presentation screen, whiteboard, video conf... Read more
4 hours 🌐 |

Step 5	Scroll down the page and select the date and time you would like to book the space.	20 January
	• Ignore **Select Staff**.	📅 DATE ⏱ TIME
	• If a date or time does not appear, this means the service is already booked.	< > January 2022 9:30 A.M. 10:00 A.M. 10:30 A.M.
		Mo Tu We Th Fr Sa Su 11:00 A.M. 11:30 A.M. 12:00 P.M.
		1 2 12:30 P.M. 1:00 P.M.
		3 4 5 6 7 8 9
		10 11 12 13 14 15 16
		17 18 19 20 21 22 23
		24 25 26 27 28 29 30
		31
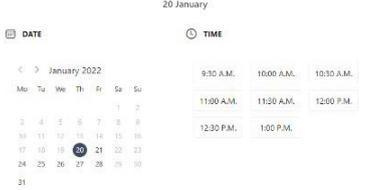
Step 6	Add your business details to book the service and select **Book.**	👤 ADD YOUR DETAILS
		Name
		Harry Potter
		Email
		hp@gmail.com
		👤 PROVIDE ADDITIONAL INFORMATION
		Are you current customer of BNZ?
		Yes
		Business name
		Wizard Ltd
		Business phone number
		021 123 4567
		☑ Agree to follow the Terms of Use.
		[Book]
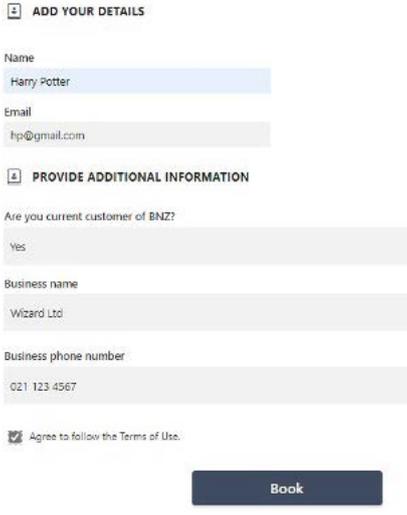
Step 7	Follow the security prompt to secure the booking. A verification code will be sent to the business email you entered.	Verify your email
		hp@gmail.com
		Please enter the verification code that has been sent to your email address.
		_ _ _ _ _ _
		Go back Send me the code again [Continue]
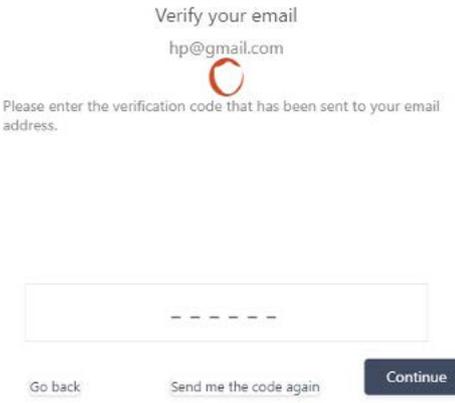
| Step 8 | Booking is confirmed. You will receive email confirmation. This will include your booking details and how to reschedule or cancel the booking if needed. | |

Tip

Avoid using Internet Explorer web browser. Microsoft Edge, Firefox, and/or Google Chrome work well.