

*Cophorne Hotel Auckland, Anzac Avenue  
150 Anzac Avenue  
Auckland*

*Welcome, Kia Ora, and Hello from the conference team at Cophorne Hotel Anzac Avenue. Thank you for your consideration of our conference facilities as a potential venue for your upcoming event.*

*Cophorne Hotel Anzac Avenue has four air-conditioned conference venues with natural lighting. We can accommodate all types of functions from training seminars, workshops and board meetings through to product launches and banquet dinners. We have a selection of menus available or we can design catering to suit your requirements.*

*All standard equipment is available and we can access the latest in audio-visual technology on request. We offer a fax and photocopying service and can arrange full secretarial facilities.*

*We can offer your participants accommodation; including standard or premium, twin or double rooms as well as premium suites with a detailed rooming list.*

*We take pride in our work so that we can ensure that our service standards successfully meet your expectations.*

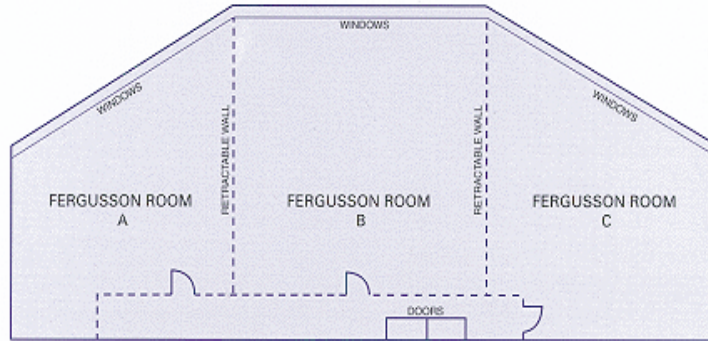
*Please do not hesitate to make an appointment to view the facilities and discuss your requirements, as we are always pleased to assist with all aspects of your function planning.*

*Kind Regards,*

*Richard Breed  
Food & Beverage Manager  
Cophorne Hotel Anzac Avenue*

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## FERGUSSON CENTRE



Room Name	Fergusson A	Fergusson B	Fergusson C	Fergusson ABC
Ceiling Height	2.75m	2.75m	2.75m	2.75m
Square Metres	36	43	41	135
Theatre Style	20	40	40	100
Classroom Style	10	20	20	60
U-Shape	10	16	16	40
Boardroom Style	12	20	20	50
Banquet Style	10	30	20	60
Cocktail Style	40	40	40	120

persons per room

persons per  
room

persons per  
room

persons per  
room

*Fergusson A, B or C*      \$225.00 per day

*Fergusson A and B*      \$300.00 per day

*Fergusson A, B and C*      \$400.00 per day

*All prices are inclusive of goods and services tax (GST)  
Cophorne Hotel Auckland, Anzac Avenue*

## CONFERENCE EQUIPMENT

*All conferences include the following standard equipment -*

- Complimentary Mints
- Iced water
- Writing materials
- One Whiteboard
- One Flipchart

*We have the following equipment available at all times -*

- Data-projector @ \$200 per day (multi-day rates by arrangement)
- Extra Whiteboards @ \$25.00 per day
- Extra Flipcharts @ \$15.00 per day
- Overhead Projector and Screen @ \$50.00 per day
- Television/DVD/Video @ \$75.00 per day

*The following items can be easily arranged, should you require them -*

- Slide Projector and Screen
- Data Projector and Screen
- Electronic Whiteboard
- Laser Pointer
- SMART board
- Sound system
- Microphone
- Recording systems

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## BREAKFAST OPTIONS

The Fergusson Centre is a great venue for hosting “breakfast meetings”; we can also provide breakfast in our recently renovated Zoe’s restaurant, with its modern style and flare.

Choose from the following options, all breakfasts include an assortment of fresh fruit juices and freshly brewed tea and coffee -

- **Continental Buffet Breakfast**

*A selection of chilled fruit compotes, natural & fruit yoghurts and both fresh & preserved fruits. Your choice of cereals, nuts and dried fruit with milk. A selection of fresh croissants, danish pastries and white & wholemeal toast with marmalade, honey and jams. A platter of meats & cheeses.*

- **Cooked Buffet Breakfast**

*Your selection from the continental buffet and your choice of scrambled eggs, grilled bacon, grilled sausages, hashbrowns, grilled tomatoes and mushrooms.*

- **A la Carte Breakfast**

*Your selection of a wonderful array of dishes to order off our ‘A la Carte’ breakfast menu.*

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## LIGHT LUNCH MENU

@ \$22.00 per person

Choose four of the following savoury items -

- *Filled Croissants*
- *Smoked Chicken Rolls*
- *Dim Sim*
- *Marinated Chicken Nibbles*
- *Squid Rings*
- *Selection of Cheese & Crackers*
- *Vegetarian Nuggets*
- *Crispy Delight*
- *Crumbed Prawns*
- *Assorted Sushi*
- *Mini pies & Quiches*
- *Pizza (vegetarian option)*
- *Cocktail Spring rolls*
- *Chicken Kebabs in Plum Sauce*

Choose one of the following -

- *Freshly Made Mixed Sandwiches*
- *Filled Panini*

All light lunches include the following -

- *Fresh fruit platter*
- *Tea and coffee*
- *Fresh Orange Juice*
- *A selection of Sauces and Dips*

***Add a hot dish from the Working Lunch Menu for only \$2.00 extra***

***If you require special catering for vegetarian or vegan delegates please let us know.***

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## WORKING LUNCH

@ \$24.00 per person

Choose one of the following cold dishes -

- *Green leaf salad*
- *Pasta salad*
- *Potato salad*
- *Mediterranean*

Choose one of the following hot dishes -

- *Roast chicken with mushroom sauce*
- *Beef stroganoff*
- *Stir-fried vegetables*
- *Lamb Irish stew*
- *Stir-fried beef with ginger & spring onion*
- *Beef goulash*
- *Chicken chasseur*
- *Sweet and sour pork*
- *fish n chips*

*Rice accompanies all hot dishes. Additional dishes are \$2.50 per person per dish.*

All working lunches include the following -

- *Selection of fresh breads*
- *Fresh fruit platter*
- *Cold meat selection*
- *Tea and coffee*

***If you require special catering for vegetarian or vegan delegates please let us know.***

*All prices are inclusive of goods and services tax (GST)*

***LOCAL STYLE • GLOBAL CONFIDENCE***

Cophorne Hotel Auckland, Anzac Avenue

## COFFEE AND TEA INTERLUDES

*These Tea and Coffee menus may be taken as a break or be available in the conference room throughout the day.*

### **Menu I**

*Registration Tea and Coffee.*

\$4.00 per person

### **Menu II**

*Freshly brewed Coffee and assorted flavoured Teas with Scones, jam and cream.*

\$6.00 per person

### **Menu III**

*Freshly brewed Coffee and assorted flavoured Teas with Danish Pastries or Doughnuts.*

\$6.00 per person

### **Menu IV**

*Freshly brewed Coffee and assorted flavoured Teas with freshly baked Biscuits.*

\$6.00 per person

### **Menu V**

*Freshly brewed Coffee and assorted flavoured Teas with Muffins.*

\$6.00 per person

### **Menu VI**

*Freshly brewed Coffee and assorted flavoured Teas with a selection of fresh Fruits and Cake.*

\$7.50 per person

***We can also provide items such as Orange juice, Canapés, Savouries or Cheese and Crackers, just ask and we will endeavour to provide.***

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Cophorne Hotel Auckland, Anzac Avenue

**LOCAL STYLE • GLOBAL CONFIDENCE**

## AFTER FIVE MENU

**This menu is designed to allow you to  
choose the variation that suit your needs.**

4 items (two from each selection)	<b>\$10.00 per person</b>
6 Items (three from each selection)	<b>\$12.00 per person</b>
8 Items (four from each selection)	<b>\$14.00 per person</b>
Additional Items	<b>\$1.50 per person</b>

### *HOT SELECTION*

<i>Marinated chicken wings</i>	<i>Miniature quiches</i>
<i>Cocktail spring rolls</i>	<i>Seafood bites</i>
<i>Vegetarian nuggets</i>	<i>Mini samosa</i>
<i>Prawn cutlets</i>	<i>Crispy chicken kebabs with plum sauce</i>
<i>Bacon &amp; Prune wraps</i>	<i>Sesame fish fingers with honey chilli dip</i>

### *COLD SELECTION*

<i>Sushi</i>	<i>Smokes salmon parcels</i>
<i>Fruit Kebabs</i>	<i>Smoked chicken rolls</i>
<i>Mixed club sandwiches</i>	<i>Filled croissants</i>
<i>Selection of bread &amp; dips</i>	<i>Selection of NZ cheeses &amp; crackers</i>

*All prices inclusive goods and services tax (GST)*

**LOCAL STYLE • GLOBAL CONFIDENCE**

## DINNER OPTIONS

The Fergusson centre is a great venue for holding large buffet dinners; we can also provide dinner in our recently renovated Zoe's restaurant, with its modern style and flare.

We offer three alternative styles of evening service, however we are more than happy to discuss any suggestion you may have or special request you may require for your function. Choose from the following options -

- **A la Carte Dinner**

*Choose from our current menu, suitable for groups of up to 20 people served in Zoe's Bar & Brasserie.*

- **Individual Set Menu Dinner**

*We will design a menu to your specifications, suitable for groups of up to 50 people.*

- **Buffet Dinner**

*For groups of 30 or more people, a variety of buffet menus are available.*

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## BEVERAGE LIST

We are able to tailor to your specific requirements, so as to meet your individual and group needs.

### Beers

- |   |                   |        |   |                        |        |
|---|-------------------|--------|---|------------------------|--------|
| • | <i>Lion Red</i>   | \$5.50 | • | <i>DB Export Gold</i>  | \$5.50 |
| • | <i>Heineken</i>   | \$6.00 | • | <i>Mac's Selection</i> | \$6.00 |
| • | <i>Steinlager</i> | \$6.00 | • | <i>Corona</i>          | \$7.00 |

### Wines

- |   |   |         |
|---|---|---------|
| • | <i>Lindauer Special Reserve – Methode Traditionelle</i>           | \$38.00 |
| • | <i>Settlers Hill Chardonnay, Sauvignon Blanc, Cabernet Merlot</i> | \$29.50 |
| • | <i>Montana Classic Chardonnay, Sauvignon Blanc, Pinot Noir</i>    | \$37.00 |

***This is just a selection from our vast range. If you wish to choose from our Menu, please just ask for a copy.***

### Non Alcoholic Beverages

- |   |  |        |
|---|--|--------|
| • | <i>Orange, Tomato, Grapefruit or Pineapple Juice per Jug</i> | \$8.00 |
| • | <i>Soft Drink per Jug</i>                                    | \$5.00 |
| • | <i>Sparkling Mineral Water per 500ml bottle</i>              | \$5.50 |

### Spirits and Liqueurs

*We have a vast range of Spirits and Liqueurs available to suit any occasion, be it a formal dinner or just relaxing in the house bar.*

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## ATTRACTIONS

Auckland is a city buzzing with new and exciting things to do. Here at Copthorne Anzac Ave we are situated right in the middle of it all.

You'll find a number of attractions in the Auckland area to suit every taste and personality. From the Auckland museum to bungy jumping, there's no limit to what you can do!

### **AJ Hackett Bungy**

If you want a thrill try the new Harbour Bridge Bungy jump. Feel your blood start to pump as you plunge off one of Auckland's most prominent landmarks.

Call 0800 GO BUNGY

Web-site: [www.ajhackett.com](http://www.ajhackett.com)

### **Auckland Bridge Climb**

The Auckland Bridge Climb is great for couples or groups. Put on the equipment, have a briefing, then your ready to climb the small walkway and explore the 6000 tonne Harbour Bridge.

Phone: 0800 GO CLIMB

Web-site: [www.ajhackett.com](http://www.ajhackett.com)

### **Dolphin Explorer**

Ever wanted to swim with the Dolphins? Well here's your chance. With Dolphin Explorer you have the opportunity to swim with dolphins, see Whales and explore the wonderful Hauraki Gulf. Boats leave from across the road in Viaduct Quay, arrangements can be made through the Hotel or by contacting the below details.

Phone: (09) 3576032

Email: [AucklandDolphins@xtra.co.nz](mailto:AucklandDolphins@xtra.co.nz)

Website: [www.dolphinexplorer.com](http://www.dolphinexplorer.com)

### **Kelly Tarlton's Underwater World**

Kelly Tarlton's has both an amazing Underwater World to view but also a magnificent Antarctic Encounter. With the chance to see both Penguins and Sharks in the same place you'll find this to be a great experience and one to tell your friends about.

Phone: (09) 5280603

Email: [ktinfo@kellytarltons.co.nz](mailto:ktinfo@kellytarltons.co.nz)

Website: [www.kellytarltons.co.nz](http://www.kellytarltons.co.nz)

### **SkyCity Casino**

With the SkyCity Casino in walking distance of the hotel, you'll be able to enjoy a night of fun and excitement as you place your chips and roll the dice into a world of poker machines, blackjack and roulette.

Ask at reception for directions to the Casino, less than a 10-minute walk

Auckland has a number of other attractions to see such as:

Thermal pools, Rainbow's End Fun Park, markets, the museum, charter sailing and fishing, and the Auckland Zoo, not to mention the Shopping! Just talk with one of our friendly staff to find out more about these and many more.

## **SCHEDULE OF REQUIREMENTS**

### **Upon confirmation of the booking:**

- The Confirmation Agreement must be returned to the Hotel along with any changes to the details.

### **Tuesday of the week prior to the start of the conference:**

- The catering and equipment requirements must be confirmed. After this time it may not be possible to alter the items selected.
- All payment details must be forwarded to the Hotel.

### **5 days prior to the first guest arriving at the hotel:**

- The rooming list for those delegates staying, must be forwarded to the Hotel.

### **48 hours prior to the start of the conference:**

- The exact number of attendees must be confirmed. After this time the number of delegates held on file will be catered and charged for.

# **ENJOY YOUR CONFERENCE!**

## SCHEDULE A

### CDL HOSPITALITY MANAGEMENT SERVICES LTD (CHMS)

#### **CONFERENCE & BANQUETING TERMS & CONDITIONS**

##### **1.0 FINAL NUMBERS:**

- 1.1 The numbers expected to attend the event must be advised seven (7) working days prior to the commencement of the event, with the final confirmation no later than 10am two working days prior to the event. This number will constitute the minimum charge.

##### **2.0 FUNCTION ROOM HIRE:**

- 2.1 It is agreed that the event will commence at the scheduled time and that the function room allocated will be vacated at the nominated time. The Hotel reserves the right to apply a charge for each additional hour exceeding the agreed specified time.
- 2.2 In the event that a designated room cannot be made available, the Hotel reserves the right to substitute comparable facilities and where possible will give the Client prior notification of the substitution.
- 2.3 Room hire charges, if applicable, are subject to the period required, number of guests in attendance and overall catering requirements.

##### **3.0 CONFIRMATION:**

- 3.1 Confirmation of a booking must be made by way of this signed contract by the Client within 14 days of the original reservation otherwise the Management of the Hotel reserves the right to cancel the booking and allocate the venue to another client.

##### **4.0 DEPOSIT:**

- 4.1 To secure a Conference reservations with the Hotel, a minimum deposit of \$500.00 or 20% of the estimated function cost (whichever is the greater) may be required at the time of confirmation.
- 4.2 To secure a Wedding or Stand-alone Banquet reservation with the Hotel, a minimum non-refundable deposit of \$500.00 is payable at the time of reservation and a further payment of 50% of the estimated function cost is required at three (3) months prior to the function.
- 4.3 The Hotel reserves the right to vary the deposit amount.

##### **5.0 FINAL PAYMENT:**

- 5.1 For Conferences, final payment will be due on departure by credit card or bank cheque unless prior credit facilities have been approved by the Credit Manager of CHMS.
- 5.2 For Weddings and Stand-alone Banquets, final payment of all known expenditure will be due in full seven (7) days prior to the function and the balance payable at the conclusion of the event, prior to departure.
- 5.3 It is understood that in instances where prior credit facilities have not been arranged with CHMS and where the Client's guests or invitees have incurred additional charges such as meal, laundry, toll charges and liquor, these accounts must be settled on departure. If these charges are not paid by the individual concerned, they must be settled by the Client as part of the final account.

##### **6.0 CANCELLATION:**

- 6.1 Food and beverage functions may be cancelled in writing up to 30 days prior to the function commencement without penalty to the client.
- 6.2 For cancellations between 30 days and 14 days prior to the function, 50% of the deposit may be retained.
- 6.3 For cancellations between 14 days and 7 days prior to the function, the deposit may be non-refundable.
- 6.4 For cancellations less than 7 days prior to the function, a fee of 50% of the estimated total revenue may be charged.
- 6.5 All cancellations must be received by the Hotel in writing.

**7.0 FOOD & BEVERAGE**

- 7.1 The Hotel will not allow food and/or beverage of any kind onto the premises for consumption or any other purpose, for the Client or the Client's guests or invitees, unless prior arrangements have been made with the Hotel Management.
- 7.2 If specified, liquor in excess of the amount specified will not be supplied until an authorisation is signed by the Client or a duly authorised representative present at the event.
- 7.3 The Hotel reserves the right to discontinue the supply of liquor at any time, pursuant to the Sale of Liquor Act and Maori Community Development Act 1962.

**8.0 ACCOMMODATION:**

- 8.1 In the event that rooms are reserved in conjunction with a food and beverage booking, a completed room list will be required 30 working days prior to the commencement of the function.
- 8.2 The Hotel reserves the right to charge a cancellation fee of one night's accommodation for any rooms cancelled less than 30 days prior to arrival or any rooms subsequently unoccupied.

**9.0 HOTEL DAMAGES/INSURANCE:**

- 9.1 The Client is financially responsible for any damage, breakage or pilferage sustained to the Hotel Premises or Equipment by the Client, the Client's guests, invitees, outside contractors or other persons attending the function, whether in the room reserved or any area or part of the Hotel, prior to, during or after the event.
- 9.2 Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building unless prior approval has been given by the Hotel Management. Suitable floor protection is to be used as required. Signage in Hotel public area is to be kept to a minimum and must be approved by the Hotel Management.
- 9.3 For all exhibitions and stage set-ups produced by outside contractors, plans and power requirements must be approved by the Hotel's Chief Engineer a minimum of fourteen days prior to the event.
- 9.4 The Hotel will take all necessary care of the Client's property but will take no responsibility for damage to or loss of property or merchandise left in the Hotel prior to, during or after the function.
- 9.5 The Client will be responsible for the removal of the property after the conclusion of the event and any goods left in the Hotel after the function without prior arrangements will be deemed abandoned.
- 9.6 The Client must arrange their own personal liability insurance and security, as required.
- 9.7 The Client should conduct their function in an orderly manner, in full compliance with all applicable laws at a minimum disruption to other guests of the Hotel.
- 9.8 If the Hotel has reason to believe that a function will affect the smooth running of the Hotel's business, its security or reputation, it reserves the right to cancel the function without liability at any time either before commencement of the function or during it.
- 9.9 The Hotel reserves the right to exclude or remove any objectionable persons from the function or Hotel premises without liability at any time during the function.

**10.0 PRICING POLICY:**

- 10.1 Goods and Services Tax is included in the quoted rates, unless stated otherwise. GST is subject to alteration without notice.
- 10.2 A service charge may be applicable for each additional hour a function continues after midnight based on the number of confirmed attendees. Likewise, a surcharge may apply for Food & Beverage functions of 25 guests or less.
- 10.3 Every endeavour will be made to maintain prices as quoted however prices are based on current costs and may be subject to change without notice to meet increases as they arise.

**11.0 AGENCY:**

- 11.1 Where the Organiser is not the Client, the Organiser warrants that it has the authority to enter into this Agreement on behalf of the Client.

**12.0 ASSIGNMENT:**

- 12.1 The Client may not assign its rights under this Agreement without the written consent of CHMS.

**13.0 DISPUTE AND APPLICABLE LAW:**

- 13.1 This Agreement is made in New Zealand and its construction, validity and performance is determined under New Zealand law.

**14.0 ENTIRE AGREEMENT:**

14.1 The terms and conditions set out in this Agreement contain the entire Agreement as concluded between the parties.

**15.0 FORCE MAJEUR:**

15.1 Where matters beyond the reasonable control of CHMS impairs or prevents CHMS being able to perform its obligations under the event contract, the Client releases CHMS from any liability or loss incidental or consequential to such matters.

**16.0 COMPLIANCE WITH STATUTES AND REGULATIONS:**

16.1 The Client shall observe all relevant statement, regulations, ordinances and by-laws relating to their activity.

**17.0 VARIATION:**

17.1 Any variation, amendment or modification of these terms and conditions shall only be binding where committed to in writing and executed by the parties.