



Conference & Event Pack...



Organising a Conference or an Event is an Art...

At Copthorne Hotel & Resort Solway Park Wairarapa we make it easy.

With 24 acres of landscaped grounds, nestled amongst lush farmland and award-winning vineyards, what better way to combine business with pleasure or celebrate your event with us?

We have an enormous range of exciting activities and superb facilities, making Copthorne Hotel & Resort Solway Park Wairarapa a much sought-after conference and event destination.

With easy road and rail (and air) access from our capital city Wellington, and equally simple links to other major North Island centres, we have the ideal location to 'get away from it all' with your delegates.

Our resort has seven function rooms with the capacity to seat up to 500 people. We offer a variety of packages covering every aspect of your conference or event. Marquees can even be erected in the grounds for large outdoor exhibitions and product launches. We can organise facilitators, speakers, teambuilding activities on our high-ropes courses, partner programmes, door-to-door transport, spectacular laser lighting effects and adventure packages – whatever you require, our team of experienced experts are here to take the worry out of your planning.

You will find our service impeccable and your conference or event will be organised immaculately down to the smallest detail.

We look forward to being able to personalise a conference or an event that will exceed your expectations.

Kind regards,

Jerry Crump
General Manager



Our Services...

We arrange Conferences and Events around your needs...

We strive to create a conference or an event that suits you personally. We rarely do the same presentation twice. We can make your conference or event as individual as you require. Ask our experienced Conference and Events Organisers how we can make yours special to you.

We offer a comprehensive range of services including:

- Our Event spaces are highly flexible and we can advise on how best to maximise the rooms and facilities we offer
- Providing the best options of accommodation for your team and of course a full rooming list
- Comprehensive catering arrangements and full consultation regarding our locally focussed menus and a wonderful beverage list including excellent Wairarapa wines
- We can arrange branding of your company or event logo on T.Shirts, Caps, Note Paper, Place Mats, Pens, Refreshment Boxes etc
- Recommend and arrange the hire of local entertainment, photographers, flower arrangements and any other services you require
- Arranging local tours and leisure activities. These could be a laid-back wine tour or a more adventurous rafting trip
- Detailed accounts at the end of your conference or event
- And of course we'll be with you all the way during your conference or event, offering help and advice. With our experienced team you are in very capable hands.

Please note that all our prices are inclusive of Goods and Service Tax (GST) unless we have stated otherwise. We aim to provide a totally inclusive package. All prices are correct at the time of printing, but can be subject to change without prior notice.



Overview...

Nestled in the lush Wairarapa Valley...

Copthorne Hotel & Resort Solway Park Wairarapa is set in 24 acres of landscaped grounds and gardens on the outskirts of the Wairarapa's only city.

Travel Distances

- from Wellington Airport we are 100km by road
- from Palmerston North Airport we are 100km by road
- from the Wellington Ferry Terminal we are 90km by road
- from the Solway Railway Station (Masterton) we are 500m by road
- from the centre of Masterton City we are 3km by road

Accommodation

- 63 Standard Rooms
- 23 Superior Rooms
- 5 Junior Suites
- 11 Executive Suites / Apartments

Facilities for guests with disabilities, inter-connecting rooms, rooms with cooking facilities, direct dial telephone, tea-making and coffee-making facilities, ironing facilities, hairdryers, mini bars, wireless broadband, electric blankets and Sky TV channels available in all rooms.

Restaurants & Bars

- The Grill at Solway Park – the taste of the Wairarapa. For à la carte, set menus and banquets featuring a superb selection of Wairarapa and New Zealand Classic Wine Trail wines.
- Café Solway for blackboard menu and outdoor dining
- Cobb and Co family restaurant
- Homestead Tavern
- Liquor Plus bottlestore
- In-room dining

Services and Facilities

- 24-Hour Reception
- 24-Hour Room Service
- Dry-cleaning service & guest laundry facilities
- Business Centre - fax/photocopying service, internet access and secretarial services, Telecom wireless hotspots
- Outdoor lido pool / Indoor heated pool
- Two spa pools
- Squash, tennis, petanque & volleyball courts
- Fully equipped mini-gymnasium
- Unlimited free onsite parking
- Babysitting service on call
- Wake-up call
- Wheelchair access
- Daily newspaper available on request
- Games room with pool table, air hockey and games for adults and kids
- 10-bay golf driving range, the only one of its kind in the region

PLUS: The ultimate team-building tools: use our confidence and high-ropes courses and let us arrange fully-trained facilitators for you.



Our Complex...

A Complex to Cater to all Conference and Event Requirements...

Conference and Banquets Facilities

- Seven Conference Rooms
- State-of-the-art audio-visual equipment
- Wireless Broadband available in all conference rooms
- Conferencing / dining capacity up to 500 pax

Our Complex




COPTHORNE
HOTEL & RESORT
 SOLWAY PARK, WAIRARAPA
 High Street, PO Box 453, Masterton 5840
 reservations@solway.co.nz
 www.solway.co.nz 0800 SOLWAY


COPTHORNE
HOTEL & RESORT
 SOLWAY PARK, WAIRARAPA



Room Capacities and Rates...

Room Capacities

Rooms	Theatre Style	Classroom Style	U Shape	Board Room	Banquet Style	Room Dimensions LxWxH mtr
Solway I	100	75	40	30	80	11 x 8 x 2.6
Solway II	150	75	40	30	100	14 x 7.2 x 3.8
Solway III	150	75	40	40	100	15 x 11 x 2.6
Solway III & IV	350	200	-	-	300	30 x 20 x 2.6
Solway IV	150	75	40	30	100	15 x 9 x 2.6
Solway V	20	14	12	12	30	6.9 x 6.2 x 2.5
Solway VI	15	12	-	10	20	6.6 x 4.6 x 2.3
Solway I & II & III						
The Boardroom	20	14	10	10	15	6.6 x 4.6 x 2.3
Lobby Exhibition Area	-	-	-	-	-	10 x 8 x varies

Room Hire Rates

Rooms	Full Day	Half Day
	7am to 6pm	7am to 12 / 1pm to 6pm / 6pm onwards
Solway I	\$500.00	\$300.00
Solway II	\$500.00	\$300.00
Solway III	\$500.00	\$300.00
Solway III & IV	\$1,200.00	\$700.00
Solway IV	\$500.00	\$300.00
Solway V	\$350.00	\$250.00
Solway VI	\$350.00	\$250.00
Solway I & II & III		
The Boardroom	\$250.00	\$150.00
Lobby Exhibition Area	\$1,500.00	\$800.00





COPTHORNE
HOTEL & RESORT
SOLWAY PARK, WAIRARAPA



Equipment Hire...

We have what you need for a Successful Conference or Event...

We have a wide range of equipment available for your use. If there is anything else that you require, please mention it to one of our team and we will arrange for it to be available to you.

Equipment

A selection of confectionary, iced water and cordials are included complimentary in your room hire.

The following conferencing equipment is also provided free of charge: one whiteboard with markers, one flipchart with markers, set of stationery and pen for each delegate, one overhead projector plus screen and one lectern.

Additional Equipment

TV and VCR	\$100.00
CD Player facility	\$100.00
Microphones, Lectern, Hand-held, Lapel	\$100.00
Electronic Whiteboard	\$100.00
Data Projector	\$250.00
DVD Player facility	\$100.00

Internet access

All our Conference Rooms have Telecom wireless hotspot internet access.

Meet our Team Dedicated to your Conference's or Event's Success...

Jacqui Hoar

Conference Manager

Jacqui is the on-site contact within the Sales Team and produces individual quotes for your requirements. She co-ordinates your conference or day meeting to make sure everything goes smoothly and prides herself on the ability to ensure everything goes exactly to plan.

Please call Jacqui on +(06) 370 0505

Wendy Donnelly

Weddings & Events Co-ordinator

With many years' experience in creating wonderful events, Wendy has a vast repertoire of ideas, hints, themes and room setups. She will be with you every step of the way as you create the perfect event.

Please call Wendy on +(06) 370 0500 ext. 8890



Additional Extras...

Making the difference between Great and Exceptional...

Sometimes it's the extra special touches that will have your team talking about your conference or event for years to come....

Themed Conference Dinners

Put the WOW factor into your dinner with a special theme to complement your conference or event - Medieval, Oscar Nights, Western Hoedowns, Star Trek, Out of Africa, Oktoberfest, Hawaiian Luau, Night at the Opera, M*A*S*H, Halloween, Arabian Nights, Kiwi Bush, and colour themes. The possibilities are endless. Our team can give you some great ideas.

Guest Speakers

Impress your delegates with a special guest to act as MC, Motivator, Comic or a special attraction. We have an extensive list of contacts with whom we have worked before and highly recommend. Ask us for our advice and suggestions to add that extra buzz.

Conference and Event Gifts

Let your team take home something to remember your conference or event. Mini Rugby Balls, Pot Plants, Squeeze Balls, Photo Clips or maybe their own Rubber Ducky! We have a wonderful list of products that will suit any conference or event.

Lighting Effects

Lighting effects can transform the room into anything you want it to be! Here's an example: Lights and props create a black hole with a flashing light way back in the distance. Go through and the room is shrouded in colour with a huge mural on the wall with spacemen coming out of a crashed space ship. The crashed spaceship is on the floor with lights flashing and sirens sounding. It looks stunning and can be altered to any theme you require.

Off-site Food for Function Requirements

As well as supplying superb catering, we can also source:

- Table Linen
- Crockery
- Cutlery
- Glass wear
- Candle and table Centre pieces

We are committed to Customer Service...

"On behalf of ABB, I write to express our sincere thanks to you and your team who run this hotel. We were greeted with warmth and enthusiasm...were treated to a fantastic range of very high quality foods...the all round service I experienced at the hotel was nothing short of the best overall hotel service consistency I have encountered in New Zealand for some time"

Brent Rees

Sales and Marketing Manager, ABB



Team Building...

Team Building...

McLeods Adventures

Take control of your quad bike and follow qualified and experienced guides on an all-weather adventure of a lifetime. Enjoy a real Kiwi experience exploring a working sheep and beef farm. No experience needed, full training given.

Luke Paardekooper

Professionally providing development training and corporate event management services that consistently exceed customer expectations.

Footprints

Professional conference planning and management / creative entertainment / stunning theme events / memorable presentations / dynamic guest speakers and partner participation...like you wouldn't expect! Definitely different & definitely fun.

Team Tactix

Lasersport, Pulse Ranger, Team Development Activities, Fun and Adventure, and stress free events. A unique range of fun activities, adventure, personal, team and social events, all done on site at Copthorne Hotel & Resort Solway Park Wairarapa.



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SOLWAY PARK, WAIRARAPA



Outdoor Experiences...

Add an Outdoor experience to your Conference or Event...

The Wairarapa has a contemporary style of country life that provides a diverse experience for lovers of world class wine, gourmet food, astonishing wildlife, abundant fishing, awesome adventures, and natural beauty....

Riverleigh Lodge Horse Trekking

Catering for all needs, personalised lessons to suit, and treks alongside the beautiful Atiwhakatu stream, or over farmland with river crossings and spectacular hilltop views – just awesome!

Wine Tours

Visit the local Vineyards either around Masterton Gladstone area or at Martinborough. You may wish to do a half day or a full day, both are possible

Information on Picnic Sites

We can make you up a scrumptious Picnic lunch and provide maps to the popular spots around, please discuss your requirements with the Functions Co-ordinator.

Take a trip to Castlepoint or Riversdale

Wairarapa's top Beaches - both just an hour from the Hotel. Take a Picnic Lunch prepared by our Chefs.

Drive South to the Pinnacles, Seal Colony and Palliser Lighthouse

An hour and a half on good roads takes you to the rugged southern tip of the Wairarapa. Make this a day trip and enjoy the scenery. Take a picnic Basket prepared by our Chefs.

Or take your pick from a huge range of other unique Wairarapa activities:

- Fishing Charters
- Lavender Farms
- Patuna Chasm Walkway
- Cultural Tours
- Fell Locomotive Museum
- Aratoi Museum
- Ballooning
- Day Spa
- Wine & Olive Trails
- Bush / Coastal Walks & Tramping
- Cavelands Glow Worm Caves
- Paua World
- Parkvale Mushroom Farm Tour
- Tui Brewery Tour
- Puzzlewood
- Schoc Chocolates
- Wall Climbing
- Antique Shopping
- Hau Nui Wind farm
- Saratoga Dairy Goats and Cheese
- Martinborough Brewing Company
- Stonehenge Aotearoa
- Putangarua Pinnacles Walk
- Mainly Military Museum
- Kahutara Taxidermy Gallery
- Shear Discovery Museum
- Jet Boating
- Cape Palliser Lighthouse
- Golf Courses
- Pukaha Mount Bruce
- Helicopter Rides
- Diving Tours
- Kayak Hire
- Martinborough Wine Centre
- Whitewater Rafting





Menus....

Dine in Style with our Extensive Range of Menus...

We can offer you the widest selection of local, national and international cuisine with an extensive range of local ingredients prepared by our Executive Chef and his team.

Our team is flexible and committed to making your conference or event a success. Just contact us and we will be happy to discuss any special arrangements you need. Our chef can design a menu to your exact requirements.

Dining options available to you at Copthorne Hotel & Resort Solway Park Wairarapa:

Finger Foods

A variety of finger food selections to suit your occasion

Banquets Options

Breakfast, lunch and dinner menus exactly tailored to your group's requirements

Dining in The Grill at Solway Park

The taste of the Wairarapa - a wide selection of local, national and international cuisine

Set Menu Options

Designed to suit small to large groups

BBQ Options

A great dining alternative for your conference or event, at a specially designed poolside BBQ location.

Café Solway

Café-style blackboard menu with indoor and outdoor dining

Cobb & Co

New Zealand's favourite family restaurant, located on-site and available for group bookings of all sizes.

In-room dining

For those times when you prefer a less-formalised schedule, our 24-hour 'In-Room Dining' option will satisfy the most demanding attendee.



Terms and Conditions...

The following terms and conditions have been set in place for the protection of all parties involved to avoid any misunderstanding.

1.0 FINAL NUMBERS:

1.1 The numbers expected to attend the conference or event must be advised ten (10) working days prior to the commencement of the conference or event, with final confirmation no later than Two (2) working days prior to the conference or event. This final number will constitute the minimum charge.

2.0 CONFIRMATION:

2.1 To secure a conference or event reservation with Copthorne Hotel & Resort Solway Park Wairarapa, please return to us a signed conference proposal and terms and conditions as acceptance of the proposal.

3.0 FINAL PAYMENT:

3.1 For conferences or events, final payment will be due on departure by credit card or bank cheque unless prior credit facilities have been approved by the Manager of Copthorne Hotel & Resort Solway Park Wairarapa.

3.2 It is understood that in instances where prior credit facilities have not been arranged with Copthorne Hotel & Resort Solway Park Wairarapa and where the Client's guests or invitees have incurred additional charges such as meals, laundry, telephone 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.

3.4 Payment of accounts is required by the 20th of the month following the date of invoice/s. If this requirement is not met, we reserve the right to assign this account to debt collectors and that the debtor acknowledges liability for all recovery costs incurred by ourselves and our debt collection agency should such action be deemed necessary.

4.0 CANCELLATION:

4.1 Conferences or events including accommodation and food and beverage may be cancelled in writing up to 30 days prior to the conference or event commencement without penalty to the client.

4.2 For cancellations between 30 days and 14 days prior to the conference or event, 15% of the total estimated revenue for the conference or event may be charged.

4.3 For cancellations between 14 days and 7 days prior to the conference or event, 25% of the total estimated revenue for the conference or event may be charged.

4.4 For cancellations less than 7 days prior to the conference or event, 50% of the total estimated revenue for the conference or event charged.

4.5 All cancellations must be received by the Copthorne Hotel & Resort Solway Park Wairarapa in writing.

5.0 FOOD & BEVERAGE:

5.1 Copthorne Hotel & Resort Solway Park Wairarapa reserves the right to discontinue the supply of liquor at any time, pursuant to the Sale of Liquor Act.

5.2 Without the prior written consent of the General Manager of Copthorne Hotel & Resort Solway Park Wairarapa, no food or beverage items of any kind will be permitted to be brought in or taken out of the Hotel.

5.3 The Hotel shall make a reasonable charge for the service and corkage of any food or beverage permitted to be brought into the conference or event.

5.4 The Function Organizer agrees to be individually responsible to inform their guests of this policy and to appropriately police the conduct of their guests while on the Premises. Guests in violation of this agreement may be asked to leave the Premises immediately. The Hotel reserves the right to refuse service to anyone.





Terms and Conditions Cont...

6.0 HOTEL DAMAGES/INSURANCE:

- 6.1 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 conference or event.
- 6.2 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 General Manager. Suitable floor protection is to be used as required. Signage in Hotel public areas is to be kept to a minimum and must be approved by the General Manager.
- 6.3 For all exhibitions and stage set-ups produced by outside contractors, plans and power requirements must be approved by the General Manager Copthorne Hotel & Resort Solway Park Wairarapa prior to the conference or event.
- 6.4 Copthorne Hotel & Resort Solway Park Wairarapa 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 conference or event.
- 6.5 The Client will be responsible for the removal of the property after the conclusion of the conference or event and any goods left in the Hotel after the function without prior arrangements will be deemed abandoned.
- 6.6 The Client must arrange their own personal liability insurance and security, as required.
- 6.7 The Client should conduct their conference or event in an orderly manner, in full compliance with all applicable laws at a minimum disruption to other guests of the Hotel.
- 6.8 If the Hotel has reason to believe that a conference or event will affect the smooth running of the Hotel's business, its security or reputation, the Hotel reserves the right to cancel the conference or event without liability at any time either before commencement of the conference or event or during it.
- 6.9 Copthorne Hotel & Resort Solway Park Wairarapa reserves the right to exclude or remove any objectionable persons from the function or Hotel premises without liability at any time during the conference or event.

7.0 ENTERTAINERS:

- 7.1 Any form of entertainment must be discussed with and approved by the General Manager.
- 7.2 Accommodation, food and beverage services for entertainers, photographers, etc are not provided. Where a client stipulates such a requirement an additional charge will be applicable. Confirmation is required two working days prior to the conference or event.

8.0 PRICING POLICY:

- 8.1 A service charge may be applicable for each additional hour a conference or event continues after the agreed finish time based on the number of confirmed attendees.
- 8.2 Every endeavour will be made to maintain prices as quoted, although prices are based on current costs and may be subject to change without notice to meet increases as they arise.
- 8.3 The prices in this conference or event pack are valid until 31 March 2008.

9.0 FORCE MAJEUR:

- 9.1 Where matters beyond the reasonable control of Copthorne Hotel & Resort Solway Park Wairarapa impairs or prevents the Hotel being able to perform its obligations under the conference and event contract, the Client releases Copthorne Hotel & Resort Solway Park Wairarapa from any liability or loss incidental or consequential to such matters.

Signed as acceptance of Conference and Event Proposal and Terms and Conditions

Signature

Name

Date