

KINGSGATE HOTEL WELLINGTON CONFERENCE PACK



**KINGSGATE
HOTEL
WELLINGTON**



When it comes to selecting the venue for your next meeting or conference,
Kingsgate Hotel Wellington have it all sorted

www.kingsgatewellington.co.nz

KEY STATISTICS

Address:

24 Hawkestone Street
PO Box 12442
Wellington New Zealand

General:

Phone: 04 473 2208
Fax: 04 473 3892
Email: conference@kingsgatewellington.co.nz
Web Site: www.kingsgatewellington.co.nz
Hotel Email: enquiries@kingsgatewellington.co.nz

Kingsgate Hotel Wellington:

Kingsgate Hotel Wellington is located in New Zealand's oldest and historic suburb of Thorndon, 500 meters north of Wellington's city centre.



This hotel has a fantastic location being in close proximity to the centre of Wellington as well as the bus, train, and ferry terminals, Parliament buildings, Botanical Gardens and has easy motorway access.

The Kingsgate Hotel Wellington is the closest hotel to the Westpac Stadium being the perfect hotel to base yourself when attending rugby and cricket events. Also close by is the Inter-island Ferry terminal and all major government departments. Our location means easy access to the motorway on/off ramps both north and southbound.

Hotel Facilities:

108 Accommodation rooms

Fully licensed, conservatory style restaurant
Lounge bar which is complete with a 42" plasma screen
Both are open 7 days
5 Meeting rooms seating from 2 to 120 delegates
Room service
24-hour reception access
Complimentary access to Bodyworks Gym
Guest laundry
Dry-cleaning 5 days (not available on Sunday or public holidays)
40 Car parks
Babysitting services
Foreign currency exchange
Photocopying, faxing and typing services



CONFERENCE FACILITIES

Conference Room Capacities:

This is the maximum capacity leaving sufficient space for a general presentation set up

Venue	Theatre	Boardroom	U-shape	Classroom	Cabaret
Room 1	20	18	15	12	16
Room 2	40	20	18	30	32
Room 3	20	10	10	12	16
Rooms 1 & 2	70	30	25	40	46
Rooms 2 & 3	70	30	20	40	46
Rooms 1, 2, 3	120	60	40	60	75
Room 4	20	20	15	16	16
Room 5	30	20	18	18	24
Room 5 ext	60	34	24	33	40
Whole Floor					

Half day rates are available on request. Prices are inclusive of GST and subject to change

Our five conference rooms have natural light, air-conditioning, sound proof interconnecting doors and new decor.

Equipment:

Conference Equipment

The first standard whiteboard is free of charge

Flip chart	\$25.00 per day
Extra flipchart pad	\$10.00 per pad
Whiteboards	Complimentary
Screen	\$30.00 per day
Overhead projector & screen	\$60.00 per day
TV/video/DVD	\$80.00 per day
Electronic whiteboard	\$135.00 per day
Data projector	\$300.00 per day
Data projector	Half day rate on request
Lectern	from \$60.00 per day



In addition to the above, any further audio/visual needs can be met through a professional local company with top quality equipment. Please notify us of your requirements, and we will provide information and prices on this for you.

Conference Facilities and Services

Within this pack are the detailed specifications and configurations for the conference rooms at Kingsgate Hotel Wellington. Optimum flexibility is offered in terms of style, seating arrangements and presentation facilities. We can even adapt the venue to suit promotional themes or events, multi-media or stage displays. An on-site Conference Co-ordinator is available as your contact for all conference and related accommodation requirements.

FOOD AND BEVERAGE

When planning your catering requirements, we offer several different options.

Morning and afternoon teas are served in the conference room for your convenience. If your needs are better met by having these intervals out of the conference room, this may be arranged for you.

We provide a working lunch in our restaurant or for those who would like to keep working through lunch this can be served into the conference room.

Conference Catering Prices

Arrival tea and coffee	from \$3.50 per person
Arrival tea, coffee and orange juice	from \$5.00 per person
Morning/afternoon tea (includes tea, coffee)	from \$6.50 per person
Function lunches	from \$21.00 per person
Cocktail option	from \$18.00 per dozen

We are happy to help you organise your special conference dinner.

Buffet menus	from \$30.00 per person
Set menus	from \$30.00 per person



Sample Conference Lunch Menu

Working Lunch Menu

Freshly prepared breads with a variety of vegetarian and assorted meat fillings:

Feel free to indicate your preference of either
Club Sandwiches
Filled Rolls
Tortilla Wraps

Three of the listed savoury items

Pizza Portions – 50% vegetarian
Warmed Artichoke and Chorizo Salad
Marinated Chicken Kebabs with dipping Sauce
Mini Quiches – 50% vegetarian
Seasonal Roasted Vegetable Platter
Fish of the Day Marinated & baked in Filo pastry
Roasted Turkish Vegetable Melt
Stuffed Chicken Medallions
Gourmet Savouries
Homemade Sausage rolls

A bowl of house salad is served with all working lunches

Sweets

A selection of freshly made slices
And Fresh Fruit will be served to complete your lunch

Tea & coffee will also be served