

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

Contact details:

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:

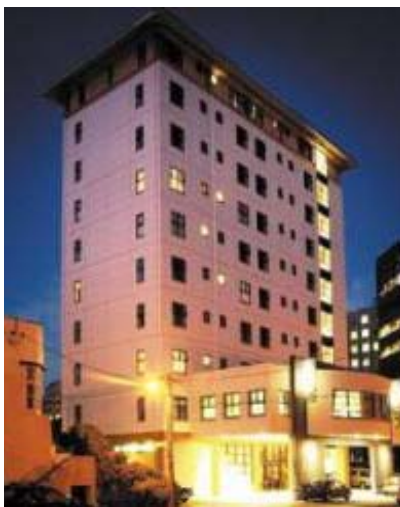


Kingsgate Hotel Wellington is located in the heart of Wellington's Government Precinct. Nothing is better than being accommodated by a hotel which has everything at your feet. When staying at Kingsgate Hotel Wellington the bus, train and ferry terminals, Parliament Buildings, Lambton Quay, and Botanical Gardens are all on your door stop.

Being the closest hotel to Westpac Stadium it is the best location for all your Sporting, Concert and Major Events.

Kingsgate Hotel Wellington prides itself in providing excellent facilities, all rooms are light comfortable, fresh and immaculate. With the back drop of Wellington's famous beautiful hills choose between panoramic views of the Harbour, City Skyline or over look New Zealand's oldest and historic suburb Thorndon Kingsgate Hotel Wellington is perfect both the business and leisure traveler.

Hotel Facilities:



108 Accommodation rooms
Fully licensed, conservatory style restaurant
Lounge bar which is complete with a 42" plasma screen
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 – charges apply
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	70
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
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	\$250.00 per day
Data projector	Half day rate on request
Lectern	\$70.00 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 a variety of 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	\$3.50 per person
Arrival tea, coffee and orange juice	\$5.00 per person
Morning/afternoon tea (includes tea, coffee)	\$8.50 per person
Function lunches	\$21.50 per person
Cocktail option	from \$18.00 per dozen

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

Buffet menus	from \$38.00 per person
Set menus	from \$38.00 per person

Conference Menus

Refreshment Options – for both morning and afternoon tea

Sweet Selections

Muffins:

- Chocolate Chip and Mixed Berry muffins
- Blueberry and Apple muffins
- Triple Chocolate muffins
- Apricot & Cream Cheese Muffins

Biscuits:

- Shortbread
- Anzac biscuits
- Chocolate and Walnut biscuits
- Afghans





Other Sweet Options...

- Iced Cupcakes
- Muesli Slice
- Apple Spice and Walnut loaf with yoghurt
- Selection of freshly baked Danish pastries
- Seasonal fresh fruit platter

Savoury Selections

- Scones with Jam and cream
- Spinach & Feta Scones with butter
- Date Scones
- Sundried Tomato and Bacon Scones
- Savoury muffins / Scones (Ham, cheese and caramelised onion)
- Homemade Sausage Rolls
- Mini Mince pies
- Pork, Pear and blue cheese Mini Pies
- Crostini with assorted toppings
- Mini ham and cheese filled croissants



Working Lunch Menu – Sample

Menu One:

- Club sandwiches with assorted fillings
- Satay chicken skewers
- Roasted vegetable salad with balsamic and pine nuts
- Tossed green salad with feta and olives
- Mediterranean orzo salad
- Caramel and walnut brownie
- Fresh fruit platter

Tea & coffee will also be served

Orange juice an optional extra @ \$9.00 per carafe

Please note all prices are based on a per person basis and are inclusive of GST