



## MILLENNIUM HOTEL ROTORUA

### *Perfect* REASONS TO CONFERENCE WITH US.....

Welcome to Millennium Hotel Rotorua, Rotorua's premier hotel. Situated in the heart of the City the hotel is the perfect venue for conferencing and events, offering 227 air-conditioned stylish rooms with scenic views over Lake Rotorua, the historic Government Gardens, or the hotel's own native garden courtyard.

As a leading hotel for conventions and events, the dedicated Conference and Banquet Team pride themselves in matching your needs with the facilities and services offered by the Hotel. Featuring seven air-conditioned stand alone conference rooms, with seating for up to 350 guests, additional space is also available for trade displays.

A stylish and varied selection of menus is available to suit all occasions and out catering can be undertaken at many of the region's renowned landmarks. The Poolside Brasserie is the perfect area for a conference dinner, themed event or cocktail function all year round.

Millennium Hotel Rotorua is located just a brief stroll from the edge of beautiful, mystical Lake Rotorua and only a three minute stroll to the Energy Events Centre, Government Gardens, Rotorua Convention Centre and CBD, adjacent to the world famous Polynesian Spa, and only minutes from Rotorua's key tourist attractions and adventure activities.

Restaurant Nikau specialises in enticing and imaginative cuisine with dinner and lunch menus that showcase fresh New Zealand produce. Enjoy the intimate and relaxed atmosphere. For an alfresco, resort-style breakfast or casual lunch beside the pool, the Brasserie Poolside Restaurant is a perfect place to start the day.

Relax in Bar Zazu, a snazzy bar setting the scene for pre-dinner cocktails or quiet business socialising.

The Spa offers an extensive range of beauty, body and massage treatments by qualified therapists, together with saunas, private and communal spa pools. The Fitness Studio Gymnasium offers guests a fully equipped gymnasium with personal trainers available for those focused sessions.

MILLENNIUM HOTEL ROTORUA *Perfect* FOR YOU



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## CONFERENCE AND INCENTIVE INFORMATION

**Address:** Corner Eurera & Hinemaru streets , PO Box 1044,  
Rotorua, New Zealand

**Qualmark Rating:**



The Millennium Hotel Rotorua has been recognised as one of New Zealand's exceptional hotels with a four ½ star rating from Qualmark, New Zealand Tourism's official quality rating.

Millennium Hotel Rotorua has a Enviro-Gold rating with a strong commitment to the environment and an extensive number of measures in place that contribute towards a sustainable operation, including a number of recycling and conservation options for in-house guests that also generate valuable funding to the environmental causes supported by the Hotel.

**General:**

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Hotel Photos : [www.hotelpicsnz.com](http://www.hotelpicsnz.com)

**Location Description:**

Millennium Hotel Rotorua is centrally located overlooking mystical Lake Rotorua and just a few minutes to the City Centre, Convention Centre, shopping, adventure activities, key tourist attractions and across from the Polynesian Spa, Government Gardens and Energy Events Centre.

**Distances From Various Locations:**

Airport:	8 km
City Centre	0.2 km
Government gardens	0.2 km
Museum	0.3 km
Polynesian Spa	0.1 km
Rotorua Convention Centre	0.5 km
Rotorua Energy Events Centre	0.5 km
Hospital:	2km



## CONFERENCE ROOMS

### Rooms

Facilities cater for up to 350 delegates in air conditioned conference rooms with an extensive selection of conference equipment, sound and lighting systems.

### Mokoia Room:

The largest of our conference rooms, located off the main lobby area with a pre function area right outside its main doors. The room features a stage and a large screen for projectors.

Ideal for large conferences, trade and or a dinner venue.

### Millennium room One & Four:

Millennium One being our second largest conference room, located off the main lobby, natural lighting and can hold up to 80 people theatre style.

Millennium Four being the same size as Millennium One and located on the Fourth floor is also great for a small private dinner venue as it has its own bar located at the back of the room.

Both rooms have natural light.

### Millennium Room Two & Three:

Located off the Lobby by Millennium One both these rooms are great for the smaller numbers and also can act as break out rooms for the larger conferences. Both have natural light.

### Board Room:

Located on our 3<sup>rd</sup> Floor, a large board room table in the centre of the room suitable for board meetings for up to 12 people.

### 2201:

Board room style room ideal for small meetings and can be used as a secretarial /storage room for large conferences.

### Please Note:

All rooms come with screens

### Conference Room Specifications

Room	Theatre	Boardroom	Classroom	U Shape	Banquet
Mokoia	350	N/A	160	50	160
Boardroom	N/A	12	N/A	N/A	N/A
Millennium One	90	30	48	30	60
Millennium Two	40	20	16	14	15
Millennium Three	30	15	16	14	14
Millennium Four	80	30	40	22	55
2201	N/A	10	N/A	N/A	N/A

## EQUIPMENT

Whiteboard

Lectern Only (1.05m x .6m)

Complimentary

Sound System

Handheld Microphone

Lapel Microphone

One Flipchart (pens & paper)

Overhead Projector (ELMO HP2850P)

TV Monitor

DVD Player

Electronic Whiteboard

Projection Screen (4ft x 6ft)

Dance Floor

Stage(1.8m x 2.4m x .2m)

Portable Spotlights (on stands)

Sound System

Data Projector

Laser Pointer

Broadband Internet

## AUDIO VISUAL SUPPLIER

All other equipment requirements can be arranged through our preferred audio visual supplier, Multi Media Systems on a request basis.

## DAILY DELEGATE PACKAGES

This is an easy and cost effective solution to your meeting, training or conference get together. The Daily Delegate Package includes your plenary room hire, refreshment breaks, lunch and equipment as detailed below.

### Daily Delegate Package – Full Day Daily Delegate Package – Half Day

#### Refreshment Breaks

Morning Tea and Afternoon Tea on a Full Day Package and Morning or Afternoon Tea on a Half Day Package

#### Lunch

Selection of Conference lunches available and all conference lunches are served either as a working lunch in the room or a buffet lunch in either of our Nikau or Poolside Restaurants.

#### Plenary Room Hire

8 hours venue on a full day package and 4 hours venue on a half day package  
Seating any style with pads, pens, mints and iced water placed on clothed tables.

#### Equipment

Included in your full or half day package is a white board and flip chart. More equipment options and pricing above.

**Please Note:** Minimum numbers of 20 people apply





## **CATERING**

Restaurant Nikau specialises in enticing and imaginative cuisine with dinner and lunch menus that showcase fresh New Zealand produce. Enjoy the intimate and relaxed atmosphere. For an alfresco, resort-style breakfast or casual lunch beside the pool, the Brasserie Poolside Restaurant is a perfect place to start the day.

Relax in Bar Zazu, a snazzy bar setting the scene for pre-dinner cocktails or quiet business socialising.

A stylish and varied selection of menus is available to suit all occasions and out catering can be undertaken at many of the region's renowned landmarks ( Some of these venues are listed below on the Activities page). The Poolside Brasserie is the perfect for a group dinner, themed event or cocktail function all year round.

### **Breakfast**

Cooked Breakfast

Continental

Exclusive Breakfast in Nikau (Minimum 20 people)

### **Day Catering**

Arrival tea and coffee

Morning tea

Light working lunch

Conference buffet lunch

Afternoon tea

### **Cocktail Functions**

Cocktail Food Packages

Cocktail Beverage Package

### Dinners

Buffet Dinners

Plated set menu

Catered off-site meals - designed to suit your needs

Out Cater Fee

Dinner Beverage Packages

The above costs are quoted on a per person per day cost.

Beverage can be charged on consumption for your event or you have the option of the following beverage packages.

Our Chef and Conference Team are very flexible with menus and can create one for every occasion.





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### ACCOMMODATION

Guest rooms are decorated with warm, earthy tones and are accentuated with a slight cultural feel using woven textures and accents of rich red. High speed internet access, a practical work space and superior lighting increases functionality.

Offering 227 air-conditioned rooms over 5 levels offer guests a choice of accommodation rooms including the executive floor rooms with complimentary use of the exclusive club lounge. Choose a classic Suite, Spa room with private outdoor spa and patio, lake view room with individual balcony, city view or garden view looking on to the serene beauty of the hotel's own interior native garden.

### MILLENNIUM CLUB *Perfect* FOR THE EXECUTIVE

Offering 35 Deluxe Club Rooms, Suites and Deluxe Spa Rooms all guests have access to the Millennium Club Lounge for the duration of their stay with a hosted continental breakfast two evening drinks and canapés each day. Located on the 5th floor, the Club Lounge provides a combination of open areas and lounge space. Quality finishes include natural timbers, polished stone and rich upholstery through out. The classic contemporary look enhances the feel of this private lounge sanctuary. The Club is state of the art with plasma television and surround sound entertainment system with video and DVD. A computer is available offering the full Microsoft suite, high speed internet access and a printer. Offered throughout the lounge also are easily accessible ports with high speed internet for laptops. This can be used for a private check-in while guests enjoy exclusive bar service.



## HOTEL SERVICES

<b>Air-conditioning:</b>	All rooms and public areas are air-conditioned. Rooms have individually controlled thermostats and fan speed control.
<b>Airport transfers:</b>	Airport transfers can be arranged on request.
<b>Babysitting:</b>	By arrangement with Reception. Requires prior notice.
<b>Bathrobes:</b>	Provided in our Club Floor rooms and Suites.
<b>Bathrooms:</b>	All bathrooms have a shower over the bath (excluding 8 wheelchair access rooms). Spa rooms have an outdoor private courtyard with private spa. All rooms have complimentary; shampoo, conditioner, bath foam, tissues and shower cap.
<b>Car Parking:</b>	The Hotel has complimentary car parking.
<b>Check In/Out Time:</b>	Check in is from 2.00pm & Check-out time is 10.00am, however, should you require a later time please contact reception to ascertain room availability.
<b>Child Policy:</b>	FOC under 14 years of age if sharing with an adult.
<b>Credit Cards:</b>	The Hotel accepts the following credit cards: Bankcard, MasterCard, Visa, JCB, Diners Club and American Express.
<b>Currency Exchange:</b>	Foreign currency and travellers cheques can be exchanged 24 hours per day via the Reception Desk.
<b>Dry-cleaning:</b>	Dry-cleaning service is available 7 days a week 8am – 5.30pm. For same day service, garments must be received by 8.30am. Overnight Service collected by 6.30pm for return by 9.30am. Express service please contact reception and this will incur a 50% charge.
<b>EFTPOS:</b>	EFTPOS is available from the Reception desk.
<b>Fitness Centre:</b>	There is a fully equipped Fitness Centre on featuring a gymnasium, sauna, Pool, spa pools, shower and changing facilities with fresh towels. Children under the age of 12 years must be accompanied by an adult when using these facilities. Please see the spa staff or reception for access to these facilities. The gymnasium is un-supervised and operates daily from 6.00am through to 10.00pm.
<b>Hairdryer:</b>	There is a hair-dryer located in your room either in the wardrobe or the draw; this can be used in the power outlet in the bathroom.
<b>Iron &amp; Ironing Board:</b>	All Rooms.
<b>Massage Therapist:</b>	Appointments with fully qualified Sports Therapists and Masseurs can be arranged at the Hotel Spa. Please contact reception or the Hotel Spa for



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details and appointment times.

- Minibar:** Is available in all accommodation rooms. A charge of \$5.00 per room will apply to remove this.
- Newspaper:** The daily newspaper "The Herald" is available Monday through to Saturday. If there is a particular newspaper or publication that you would like delivered to your room please contact reception.
- Non Smoking Rooms:** All Premium Rooms, Club Rooms and Suites are non smoking. All common areas are 100% smoke free.
- Safe Deposit Boxes:** Are situated in the wardrobe in all accommodation rooms.
- Sauna:** Located in the Hotel Spa.
- Secretarial Services:** Please contact the Business Centre or Reception desk for any secretarial services you may require.
- Sightseeing:** Guests can book any sightseeing, leisure or adventure activity at Reception or through the Concierge.
- Telephone Service:** The telephone in your room features both international and local direct dial. Charges apply for all external phone calls and prices vary, please contact Reception for details. Please note that 0800, 0508 numbers and calling card connection numbers also incur a charge.
- Television:** The Hotel features an extensive television service which includes channels 1, 2 & 3, "Sky TV" is available and includes the CNN news channel, dedicated sports channel. Please contact Reception if you require any assistance.
- Tour Desk:** Can be arranged for all groups on request.

## SUSTANIBILITY

As a founding member of the Rotorua Sustainable Tourism Charter, Millennium Hotel Rotorua has been continually working towards best practice in this regard and is proud to be the first recipient of the Enviro-Gold status for accommodation in the central North Island. The recognition illustrates how the hotel's environmental vision aligns with the global consciousness as more and more people are making their accommodation decisions based on a hotel's eco-friendly operations.





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We proudly claim that Rotorua captures the best of New Zealand all in one place. Whether seeking to experience Maori culture, geothermal earth forces, spa rejuvenation, thrills and adventure, or any of the other natural assets like 16 lakes, some of the world's best mountain biking trails, fantastic trout fishing and a myriad of forest walking tracks – Rotorua delivers it all! [www.rotoruanz.com](http://www.rotoruanz.com)



## TERMS AND CONDITIONS

Terms and conditions will be provided with your confirmation. These may vary depending on the type of event being planned.

Below are some of the terms and conditions that may apply to your event;

### DEPOSIT

You may be required to provide us with a deposit to confirm your event and/or accommodation of 20% of the expected accommodation revenue. This would be required by 1 month from confirmation of one night's accommodation or a credit card number will be required by the (30 days prior to arrival) to confirm all allocated rooms. If deposit is paid by credit card the credit card fee will be added to the deposit. This deposit is refundable 100% up to 9 months before the conference arrival to the hotel.

Should you cancel your event between nine (9) and six (6) months prior to the date of the event, we shall be entitled to retain 50% of the deposit you have paid.

Should you cancel your event within six (6) months of the event, you agree that the deposit becomes non-refundable.



## FINAL NUMBER OF GUESTS/DELEGATES ATTENDING THE EVENT

You must advise us of the final numbers of guests/delegates/invitees that are attending the event no later than (7 days prior to event.) This confirmation must be provided to us by 10.00am on this day. This final number will constitute the minimum charge.

## CANCELLATIONS/AMENDMENTS

### Accommodation

Amendments may be made (and, where applicable, cancellation charges may be incurred) in accordance with the following:

Between 3 months and up to 6 months before arrival, the event can be reduced by up to 25% of Accommodation rooms remaining without incurring a charge.

Between 1 month and up to 3 months before arrival, the event can reduce by up to 10% of accommodation rooms remaining without incurring a charge.

We will charge 100% of the accommodation cost if you cancel outside the above terms and conditions.

All rooms unallocated at each of the cut-off dates in sub-clauses (c), (d) and (e) above shall be released for resale and guest reservations accepted on a first-come, first-served basis, at the event rate.

Guestroom status is required at two hundred and seventy (270), one hundred and eighty (180), ninety (90), sixty (60) and thirty (30) days before arrival.

### Food and Beverage Events

Should you need to cancel your event, whether in whole or in part, you shall advise us in writing as soon as possible.

You will not incur any cancellation charges if you cancel your event at least thirty (30) days prior to the date of the event.

Should you cancel your event between thirty (30) days and seven (7) days prior to the date of the event, we shall be entitled to retain 50% of the deposit you have paid.

Should you cancel your event less than seven (7) days prior to the date of the event, we shall be entitled to retain 100% of the deposit you have paid.

## RELOCATION

In the event that the Hotel is unable to provide rooms or facilities as per your booking(s) whether this is within or beyond the Hotel's control for whatever reason, the Hotel will make reasonable endeavour's to provide an alternative room or facilities at the closest possible alternative location, whether or not it be an HSL site and the Hotel will advise you as soon as practicable of any such alternative arrangements.

## HOTEL DAMAGES/INSURANCE

You agree and acknowledge that you shall be financially and legally responsible for any damage to our premises or equipment during the event. Such responsibility/liability extends to you, your guests and invitees, outside contractors or any other persons attending the event, whether in the room reserved or in any area or part of the hotel, prior to, during or after the event.

You shall not affix anything in any way, (whether it be nailed, screwed, stapled or otherwise adhered) to any wall, door or other surface or part of our Hotel/premises/building unless we have given you prior approval to do so. Suitable floor protection shall be used if any damage to the floor is a possibility.

Signage other than of a directional nature is not permitted in the Hotel's public areas unless we have given you prior approval for such signage.

For all exhibitions and stage set-ups produced by or involving outside contractors, your detailed written plans and power requirements must be approved by our Chief Engineer at least fourteen (14) working days prior to the event. You must provide all such plans and requirements by no later than twenty (20)



working days prior to the event and ensure that such issues as power supply, ventilation, egress in terms of fire, sound volumes etc. are addressed in such plans and requirements and meet the venue specifications. Whilst we will endeavour to meet your requirements, we do reserve the absolute right at our discretion to refuse to allow any stage and venue set ups which we believe will create a risk to or inconvenience other Hotel/venue clients.

While we will use best endeavours to take care of your property during the event, you agree that we shall not incur any liability or responsibility for injury to any person or damage to or loss of any property or any goods or merchandise left in the Hotel prior to, during or after the event however such injury, damage or loss arises. Should goods arrive at the hotel more than 7 days prior to your event the hotel reserves the right to charge storage. You shall ensure that your property is removed from the Hotel after the completion of the event. Any property, merchandise and/or goods left in the Hotel without prior arrangements having been made will be deemed to have been discarded or abandoned by you and will be removed by us. You agree that any expense we incur relating to any such items being removed or disposed of will be on-charged to and payable by you.

Should you wish your equipment or property to be insured, you are solely responsible for and shall arrange sufficient insurance cover at your expense prior to the commencement of the event. You shall also arrange for your own public/personal liability insurance cover and security, as required and, upon request, provide evidence of the currency of such insurance cover to us and/or the Hotel.

Notwithstanding the above, you are responsible for your event being conducted in an orderly manner and in full compliance with all applicable laws and Hotel/venue policy at all times.

If we believe that an event will affect the smooth running of our business, our security or reputation, we reserve the absolute right to cancel the event without incurring any liability at any time either before the date of the event or during it.

In the unlikely event that you or your guest(s) or invitee(s) becomes objectionable or causes a disturbance or a nuisance such that it interferes with other guests or the operation of our business or that of the Hotel during the event, we reserve the absolute right to have that person/persons removed from the event or our Hotel premises without incurring liability at any time during the event.

#### **FORCE MAJEURE**

Should any circumstances beyond the Hotel's reasonable control (including, but not limited to, Acts of God, war, unsafe condition, government regulations or intervention, natural disaster, civil disorder, terrorism, disease, epidemic, quarantine, extreme weather conditions, curtailment of transportation facilities, labour slowdowns or unrest (including strikes, slowdowns or unrest by Hotel employees or contractors) occur creating significant risk to the health or safety of participants to the Event or making it illegal or impossible to (i) provide, use, or travel to or from the Hotel facilities, or (ii) hold the Event, and, despite reasonable endeavours to make alternative arrangements, or where alternative arrangements cannot be made or agreed, then the Hotel may terminate this agreement without liability by written notice and Hotel will refund to Client all deposits or other monies previously paid with regard to the terminated agreement.