

# BAY PLAZA HOTEL

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CITY STYLE ▪ HARBOUR VIEWS



## CONFERENCE PACK

40 – 44 Oriental Parade, Wellington  
p 04 385 7799, e [reservations@bayplaza.co.nz](mailto:reservations@bayplaza.co.nz)  
[www.bayplaza.co.nz](http://www.bayplaza.co.nz)

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## Welcome to Bay Plaza Hotel

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Located on Wellington's exclusive Oriental Parade, the Bay Plaza Hotel offers affordable accommodation with stunning views in central Wellington. Close to the airport, rail and ferry terminals, and a short walk to the vibrant Wellington waterfront, national museum Te Papa, top shops, and the city's best bars, restaurants and cafes. We are within walking distance to Wellington's CBD and the many conference and event centres in Wellington city.

We have two on site conference rooms and can cater for up to 55 attendees. Whether you require a boardroom for an intimate meeting or a venue for a training seminar, Bay Plaza Hotel can help! We offer catered refreshments and delicious meals served by our friendly and professional conference team in either your function room or the restaurant and bar.

We have 76 spacious and comfortable accommodation rooms, combining modern fittings and furnishings with the most interesting of the hotel's original architecture. Guest facilities include on site car parking, an in-house restaurant and bar, 24 hour room service, 24 hour reception, and flat rate wireless broadband access throughout the hotel.

## Convention & Function Area

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	BOARDROOM	U-SHAPE	THEATRE	CLASSROOM	COCKTAILS
<b>Boardroom</b> <b>Room 205</b> \$290.00	10	N/A	N/A	N/A	N/A
<b>Room 44</b> <b>Ground Floor</b> \$230.00 per day	15	25	55	35	80

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**Boardroom:** 307 Square feet, 29 square metres, 2.74 metres high

**Room 44:** 753 square feet, 70 square metres, 2.59 metres high

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## Convention Equipment Hire

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### Complimentary items available with room hire:

Lectern  
Staging  
Blackboard  
Whiteboard

### Items available for hire:

Overhead projector	\$50.00
Flipchart pad (stand complimentary)	\$15.00
Data projector – Full Day	\$285.00
Electronic Whiteboard (Landscape)	\$150.00

*All equipment hire is on a daily basis. More specific equipment items are available, please enquire for rates.*

**\*All prices are inclusive of GST**

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## Conference Breakfasts

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### **CONTINENTAL BREAKFAST**

**\$20.00 per person**

Selection of chilled fruit juices  
Variety of cereals  
Fresh fruit  
Fruit compote  
Fresh fruit yoghurt  
Toast with a variety of condiments  
Freshly brewed coffee & a selection of teas

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### **COOKED BREAKFAST**

**\$22.00 per person**

Selection of chilled fruit juices  
Scrambled eggs  
Mushrooms  
Sausages  
Bacon  
Tomatoes  
Hash Browns  
Toast with a variety of condiments  
Freshly brewed coffee & a selection of teas

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### **FULL COOKED BREAKFAST**

**\$26.00 per person**

A combination of both cooked and continental breakfasts

**Additional items can be added for \$1.00 per person, per item**

Porridge  
Fruit muffins  
Danish pastries  
Croissants

***Breakfast can be served in your conference room or in our Restaurant. Breakfasts can also be served in our Restaurant.***

**\*All prices are inclusive of GST**

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## Morning & Afternoon Tea Selection

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### MENU 1

Freshly brewed coffee & a selection of teas \$4.50pp

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### MENU 2

Freshly brewed coffee & a selection of teas. Your choice of one item below \$7.50pp

Assorted biscuits

Blueberry or chocolate chip muffins

Plain or fruit scones with jam and fresh cream

Sticky cinnamon buns

Banana or carrot cake

Chocolate Brownie

Club Sandwiches

Savoury pastry bites

Mince and cheese savouries

Mini bacon and egg pies

Vegetarian pastry bites

Additional items (per item) \$3.00pp

Orange juice \$3.00pp

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## Conference Lunches – *Minimum of 10 people required*

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### **FINGER FOOD LUNCH**

**\$23.00 per person**

Club sandwiches  
Curried lamb savouries  
Beer battered fish goujons  
Chicken satays  
Vegetable & feta quiches  
Fresh fruit platter  
Freshly brewed coffee and a selection of teas

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### **FORKED LUNCH MENU**

**\$23.00 per person**

*Please note: We cannot always guarantee availability of this menu, please enquire with your conference coordinator as to the availability of the forked lunch)*

Your choice of one of each of the following:

#### **Salads**

Tossed salad  
Carrot, cucumber and yoghurt salad  
Coleslaw  
Iceberg & spring onion salad

#### **Main**

Beef Lasagne and spaghetti in Italian tomato sauce (vegetarian)  
Butter chicken and steamed rice  
Sweet & sour pork and fried rice  
Freshly beer battered fish and French fries

#### **Breads**

Focaccia bread  
Naan bread  
Garlic bread  
Bread rolls

Fresh fruit platter  
Freshly brewed coffee and a selection of teas

#### **Dessert option available for additional \$3.00 per person**

Fruit tartlets, éclair, chocolate fudge cake, lemon meringue tartlets, apple strudel, fruit salad or platter

Mineral water or orange juice available for an additional \$3.00 per person

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## Cocktail Menu

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### **\$4.50 per person, per item**

Club sandwiches  
Duck liver pate with sweet & sour onions  
Crispy prawn cutlets with lemon aioli  
Grilled haloumi crostinis with watermelon  
Cocktail beef burgers  
Smoked salmon, cream cheese bagels  
Beef, rocket and bernaïse pizza  
Satay chicken rice paper wraps  
Beer battered fish and potato sticks  
Curry lamb savouries

### **Example 1: \$13.50 per person**

Club sandwiches  
Crispy prawn cutlets with lemon aioli  
Beef, rocket and béarnaise pizza

### **Example 2: \$18.00 per person**

Duck liver pate with sweet & sour onions  
Grilled Haloumi crostinis with watermelon  
Satay chicken rice paper wraps  
Cocktail beef burgers

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## Sample Buffet Menu

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**Minimum 25 people**

**\$41.00 per person**

Soup of the day with fresh bread rolls

### **HOT ENTREES**

Lamb curry with steamed rice

Beer battered fish

### **SEAFOOD**

Salmon and fish pate with mini toast

Mussels with tomato vinaigrette

Shrimps and cocktail sauce

### **CHICKEN**

Asian marinated drumsticks

### **SALADS**

Tomato, cucumber and basil

Caesar style salad

Green bean, mint and chickpea

### **CARVERY**

Roasted beef rump with horseradish cream

Roasted pork loin with apple sauce

### **VEGES**

Roast potatoes

Vegetable medley

### **DESSERT**

Passionfruit pavlova, chocolate éclairs

Apple crumble, creamy baked cheesecake and fresh fruit salad

### **TEA AND COFFEE**

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## Sample Set Menu

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**\$41.00 per person**

Soup of the day with fresh bread rolls

*or*

Beetroot, feta and apple and walnut salad

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Roast beef sirloin with crispy onions and a red wine jus

*or*

Baked chicken breast with tomato and basil cream sauce

*or*

Pan fried fresh fish with lemon hollandaise sauce

***All mains served with potatoes and vegetable medley***

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Hot apple crumble with custard

*or*

Fresh fruit salad with vanilla ice cream

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Freshly brewed coffee & a tea selection

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		<b>Glass</b>	<b>Bottle</b>
<b>Champagne</b>			
Piper Heidsieck	<i>Champagne, France</i>		\$95.00
<b>Method Traditionelle</b>			
Deutz	<i>Marlborough, NZ</i>		\$53.00
Te Hana Sparkling Reserve Cuvee			\$39.00
Lindaeur Brut 200ml			\$12.00
<b>Chardonnay</b>			
The Nest	Marlborough, NZ	\$10.00	\$45.00
Brookfield's	Hawke's Bay, NZ	\$9.00	\$39.00
Trinity Hill	Hawke's Bay, NZ	\$8.50	\$37.00
The Maker	Gisborne, NZ	\$8.00	\$34.00
<b>Sauvignon Blanc</b>			
Redoubt Hill	Motueka Valley, NZ	\$10.50	\$50.00
Ti Point	Marlborough, NZ	\$9.50	\$44.00
Mahi	Marlborough, NZ	\$9.00	\$39.00
Dusky Sounds	Marlborough, NZ	\$8.50	\$37.00
The Maker	Marlborough, NZ	\$8.00	\$34.00
<b>Aromatics</b>			
Darling Gewürztraminer	Marlborough, NZ	\$9.50	\$45.00
Mount Edward Riesling	Central Otago, NZ	\$9.00	\$40.00
The Ned Pinot Gris	Marlborough, NZ	\$8.50	\$38.00
The Maker Pinot Gris	Marlborough, NZ	\$8.00	\$34.00
<b>Red Wines</b>			
Olssens Nipple Hill Pinot Noir	Central Otago, NZ	\$10.50	\$49.00
Torea Oyster Catcher Pinot Noir	Marlborough, NZ	\$9.50	\$42.00
St Hallett Shiraz Grenache	Barossa, Australia	\$9.00	\$39.00
Shot In The Dark Shiraz	Australia	\$8.50	\$38.00
Trinity Hill 'The Trinity'	Hawke's Bay, NZ	\$8.50	\$37.00
The Maker Petit Pinot Noir	Marlborough/Gisborne, NZ	\$8.00	\$34.00

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## Terms & Conditions

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### **Prices:**

All prices quoted are inclusive of GST of 15%, valid from 1 October 2010.

### **Confirmation:**

The Bay Plaza Hotel will hold a tentative booking for a maximum of 3 working days. Confirmation of a tentative booking must be made within 7 days and a signed copy of the terms and conditions received. The hotel reserves the right to release the booking after this date without further notice.

### **Cancellation:**

All cancellations must be received in writing and the following conditions will apply:

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

For cancellations between 15 days and 7 days prior to the commencement of the event, 25% of the total estimated revenue for the conference may be charged.

For cancellations less than 7 working days prior to the commencement of the event, 50% of the total estimated revenue for the conference may be charged.

### **Damages/Insurance:**

The Hotel does not accept any responsibility for damage to, or loss of any property or merchandise left in the Hotel prior to, during or after any function. Special attention should be given to valuable portable equipment such as laptops and data projectors.

In the event of any damages the Client assumes responsibility for any and all damages caused by the Client or any of the Client's guests or invitees or other persons attending the function, whether in accommodation rooms reserved or in any other part of the Hotel.

The Client will be responsible for the removal of all property after the conclusion of the event and any goods left in the Hotel after the function without prior arrangement will be deemed abandoned.

### **Catering:**

Final menu choices and function details are required at least 7 working days prior to your event. Final numbers for catering are to be confirmed 48 hours (2 working days) prior to the function date. Your account will be charged for this amount as a minimum.

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**Food and Beverage:**

The client shall not bring on to the hotel premise any food, liquor or other refreshments. In the event of a breach of this provision the Manager may terminate the function without effect on the hotel's rights to all costs and charges otherwise payable by the client.

**Non Smoking:**

Please note all conference rooms, accommodation rooms and public areas within the Hotel are Smoke Free.

**Conduct of the Function:**

The client is not permitted to exceed any noise levels, which in the opinion of the Hotel, may disturb other guests of the Hotel, or disrupt the normal operations of the Hotel.

**Final Payment:**

All accounts are to be settled upon departure unless prior arrangement has been made for credit facilities. For clients with approved credit facilities, payment is required by the 20<sup>th</sup> of the month following the date of invoice.