

BAY PLAZA HOTEL

CITY STYLE ▪ HARBOUR VIEWS



CONFERENCE PACK

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Welcome to Bay Plaza Hotel

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

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

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

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

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

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

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

MENU 1

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

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

***All prices are inclusive of GST**

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Conference Lunches – *Minimum of 10 people required*

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

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

\$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

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

\$41.00 per person

Soup of the day with fresh bread rolls

or

Beetroot, feta and apple and walnut salad

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

Hot apple crumble with custard

or

Fresh fruit salad with vanilla ice cream

Freshly brewed coffee & a tea selection

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		Glass	Bottle
Champagne			
Piper Heidsieck	<i>Champagne, France</i>		\$95.00
Method Traditionelle			
Deutz	<i>Marlborough, NZ</i>		\$53.00
Te Hana Sparkling Reserve Cuvee			\$39.00
Lindaeur Brut 200ml			\$12.00
Chardonnay			
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
Sauvignon Blanc			
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
Aromatics			
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
Red Wines			
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

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 20th of the month following the date of invoice.