

# BAY PLAZA HOTEL

CITY STYLE ▪ HARBOUR VIEWS



# Conference Pack

40 Oriental Parade, Wellington  
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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:

Flipchart pad (stand complimentary)	\$15.00
Data projector – Quote provided on request	
Electronic Whiteboard (Landscape) - Quote provided on request	

***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

#### **\$24.00 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

#### **\$26.00 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

#### **\$29.00 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

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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 \$8.00pp

Assorted club sandwiches

Blueberry muffins

Chocolate brownie

Carrot cake

Mini bacon and egg pies

Scones with jam and cream

Beef savouries

Lemon tarts

Additional items (per item) \$3.00pp

Orange juice \$3.00pp

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

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## Conference Lunches

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### **Finger Food Lunch \$26.00 per person (Minimum of 10 people required)**

#### **Menu 1**

Thai fish cakes with sweet & sour sauce  
Pumpkin, feta and spinach tarts  
Sticky chicken nibbles  
Herb salad rice paper wraps with soy dipping sauce  
Ham cheese rocket and mustard rolls  
Tossed salad & seasonal fruit platter  
Choice of a sweet slice

*Tea selection and freshly brewed Coffee*

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### **Finger Food Lunch \$28.00 per person (Minimum of 10 people required)**

#### **Menu 2**

Corn fritters with beetroot hummus dip  
Smoked salmon, cream cheese and spinach croissants  
Vegetable samosas with yoghurt dip  
Beef koftas with tomato chilli jam  
Chicken Caesar salad wraps  
Tossed salad & seasonal fruit platter  
Choice of a sweet slice

*Tea selection and freshly brewed Coffee*

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## **FORKED LUNCH MENU**

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**\$28.00 per person (Minimum 20 pax)**

***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

Beetroot, pumpkin, spinach and feta with raspberry dressing

Apple, walnut and cabbage slaw

Caesar style salad, cos, bacon, parmesan, and garlic croutons with aioli

### **Main**

Beef lasagne and pumpkin and tomato ravioli (vegetarian)

Butter chicken and steamed rice

Sweet & sour pork and fried rice

Freshly beer battered fish and French fries

### **Breads**

Roti 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**

Cake - chocolate, banana or carrot

Custard squares

Slices - a choice of caramel, fudge or fruit

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  
Chicken liver pate & cranberry jelly crostini's  
Prawn spring rolls with sweet & sour sauce  
Mini beef sliders  
Smoked salmon cream cheese mousse on blinis  
Panko crusted prawns with sriracha mayo  
Beef koftas with pomegranate molasses and tahini yoghurt sauce  
Pea & ham croquettes with aioli  
Pumpkin, feta & spinach tarts  
Crispy mushroom risotto balls  
Fish cakes  
Chicken camembert & cranberry tarts  
Feta, peppadew, artichoke & olive crostini's  
Smoked chicken salad rice paper wraps with soy dipping sauce

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

Pumpkin, feta & spinach tarts  
Smoked chicken salad rice paper wraps with soy dipping sauce  
Fish cakes

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

Chicken liver pate & cranberry jelly crostini's  
Crispy mushroom risotto balls  
Mini beef sliders  
Smoked salmon cream cheese mousse on blinis

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## Sample Buffet Menu

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**Minimum 25 people \$45.00 per person - With seafood platter \$48.00 per person**

Soup of the day with fresh bread rolls

### **HOT ENTREES**

Chicken curry with poppadum's

Freshly battered fish

### **SALADS**

Cabbage, apple & walnut with pomegranate dressing

Cos lettuce, bacon and parmesan with aioli

Tomato, cucumber with carrots & seeds

Beetroot, pumpkin, spinach & feta with raspberry dressing

### **CARVERY**

Roasted beef sirloin with gravy & horseradish cream

Roasted pork loin with apple sauce

### **VEGETABLES**

Roast potatoes

Vegetable medley

### **DESSERT**

Passionfruit pavlova, chocolate brownie, apple crumble & custard

Tiramisu & whipped cream,

Fresh fruit salad

### **TEA AND COFFEE**

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## Sample Set Menu

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### **Option 1: \$41.00 per person**

Bread rolls

Cream of tomato soup

*or*

Beetroot, feta and apple and walnut salad with a raspberry dressing

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Peppered roast beef sirloin with red wine jus & Yorkshire puddings

*or*

Roasted free range chicken breast wrapped in bacon with mushroom and marsala cream sauce

*or*

Pan fried fresh fish with saffron & chive butter sauce

*or*

Mushroom, pumpkin & brie filo parcel with cranberry relish

***All mains served with potato gratin with roasted pumpkin and broccoli***

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Chocolate brownie with salted caramel ice-cream

*or*

Apple and almond crumble with custard & fig and honey ice-cream

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Freshly brewed coffee & a tea selection

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## Sample Set Menu

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### **Option 1: \$50.00 per person**

Bread rolls

Curry pumpkin Soup

*or*

Prawn, avocado and orange salad with harissa mayo

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Tomato & red wine braised lamb shanks

*or*

Kumara, pumpkin, spinach & apricot tagine with cous cous

*or*

Caramelised pork loin roast with an apple chutney

*or*

Harissa baked salmon fillet with yoghurt tahini sauce

***All mains served with chive mashed potato & vegetable stir-fry***

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Passionfruit meringue roulade with black current coconut gelato

*or*

Steamed orange pudding with Grand Marnier custard

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Freshly brewed coffee & a tea selection

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		<b>Glass</b>	<b>Bottle</b>
<u>Champagne</u>			
Piper Heidsieck	<i>Reims, France</i>		\$105.00
<u>Methode Traditionelle</u>			
Daniel le Brun No. 1	<i>Marlborough, NZ</i>		\$58.00
Lindauer Brut 200ml	<i>Gisborne, NZ</i>		\$13.00
<u>Chardonnay</u>			
Duck Hunter	<i>Gisborne, NZ</i>	\$11.00	\$52.00
Lake Chalice The Haast	<i>Marlborough, NZ</i>	\$10.00	\$45.00
Dusky Sounds	<i>Gisborne, NZ</i>	\$8.00	\$35.00
<u>Sauvignon Blanc</u>			
Jules Taylor	<i>Marlborough, NZ</i>	\$11.00	\$48.00
Nautilus	<i>Marlborough, NZ</i>	10.50	\$48.00
Wither Hills Early Light 9.5%	<i>Marlborough, NZ</i>	\$9.50	\$45.00
Three Paddles	<i>Martinborough, NZ</i>	\$9.00	\$40.00
Dusky Sounds	<i>Waipara Valley, NZ</i>	\$8.00	\$35.00
<u>Pinot Gris</u>			
The Ned Pinot Gris	<i>Marlborough, NZ</i>	\$9.50	\$42.00
Farmers Market Pinot Gris	<i>Marlborough, NZ</i>	\$8.50	\$38.00
Dusky Sounds Pinot Gris	<i>South Island, NZ</i>	\$8.00	\$35.00
<u>Aromatics</u>			
CJ Pask Viognier	<i>Hawkes Bay, NZ</i>	\$10.00	\$45.00
Palliser Estate Rose	<i>Martinborough, NZ</i>	\$9.00	\$42.00
Dusky Sounds Riesling	<i>Waipara Valley, NZ</i>	\$8.00	\$35.00
<u>Red Wines</u>			
Akarua Reserve Pinot Noir	<i>Central Otago, NZ</i>	\$13.00	\$60.00
Angus The Bull Cab/Sav	<i>Central Victoria, Aust</i>		\$45.00
Kate Radburnd Pinot Noir	<i>Martinborough, NZ</i>		\$45.00
Torea Oyster Catcher Pinot Noir	<i>Marlborough, NZ</i>	\$9.50	\$42.00
Brookfields Syrah	<i>Hawke's Bay, NZ</i>	\$9.50	\$42.00
Earthworks Shiraz	<i>Barossa, Australia</i>	\$9.00	\$39.00
Dusky Sounds Merlot	<i>South Australia, Aust</i>	\$8.00	\$35.00

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## Terms & Conditions

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### **Prices:**

All prices quoted are inclusive of GST currently of 15%

### **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.