

The Conference Centre



The Conference Centre is committed to providing you with top quality service to fulfil all your conferencing needs. Whether you're organising a video conference for just yourself, a 50 person board meeting or a cocktail function with 200 delegates, one of our 14 rooms will be perfect for you. We offer an environmentally conscious venue with a four-star Qualmark rating and our dedicated team are ready to make your experience with us stress free.

The Conference Centre, Ground Floor, Wright Stephenson House, 585 Great South Road, Penrose
Phone 09 525 0420, Fax 09 526 5176,
Take a virtual tour at: www.conferencecentre.co.nz

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Location Information

**585 Great South Road
PENROSE**

Phone (09) 525 0420

Driving Directions

From Auckland city South Bound

1. Take the Ellerslie Penrose off-ramp (SH1)
2. Go right around the round-a-bout and turn left at the Caltex Station
3. Remain in left hand lane over the rail bridge
4. Follow Great South Road down for 1.6kms
5. The Conference Centre is your first driveway on right after Penrose Road traffic lights

From State Highway One North Bound

1. Take the Mount Wellington off-ramp and turn left
2. At the first set of lights, turn right into Sylvia Park Road
3. At the end of this road turn right onto Great South Road
4. 585 is past the third set of lights



Parking

Free of Charge and subject to availability

Parking is situated on level 2 (roof top) behind The Conference Centre, and is clearly sign posted. If the grate is closed please press the button and a staff member will open it for you.

Alternative Transport

The Conference Centre is committed to sustainable conferencing so please consider one of the following

Train: Penrose stop is 2 minutes walk







Bus: Closest Stop is 862 Great South Road

www.maxx.co.nz

Carpool: from your office or your area

Conference Rooms & Rates

Our rooms can be set up in one of a number of styles to suit your requirement:

	West Room	Terrace Room	Central Room	South Room	Garden Room	North/East/Rural Room	Meeting Room	Boardroom 1, 2(a) & 2(b)	Interview Room 1, 2 & 3
Cocktail	250	150	80	45	45	30	30	15	-
 Theatre	200	120	60	40	30	20	25	12	-
 Classroom	100	65	40	30	24	14	12	-	-
 Round Tables	120	70	35	30	20	20	20	4	5
 Oval Tables	100	80	50	40	20	20	16	8	-
 U-shape	40	30	25	20	18	16	15	8	-
 Boardroom	25	24	18	14	16	14	12	6	-
Video Conferencing	150	-	-	-	-	12	-	8	4
Minimum Delegates	30	24	20	15	12	-	-	-	-
Room Size	19.2x 11.0m	13.2x 11.3m	14.2x 7.7m	16.0x 6.0m	13.5x 10.0m	8.0x 4.8m	7.2x 5.0m	8.3x 5.0m	2.0x 2.3m
Natural Light	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Yes
Full Day	\$800	\$650	\$550	\$475	\$500	\$350	\$350	\$180	\$120
Breakout	\$1,000	\$900	\$800	\$700	\$750	\$450	\$350	\$180	\$120









Conference Rooms – Ground Floor

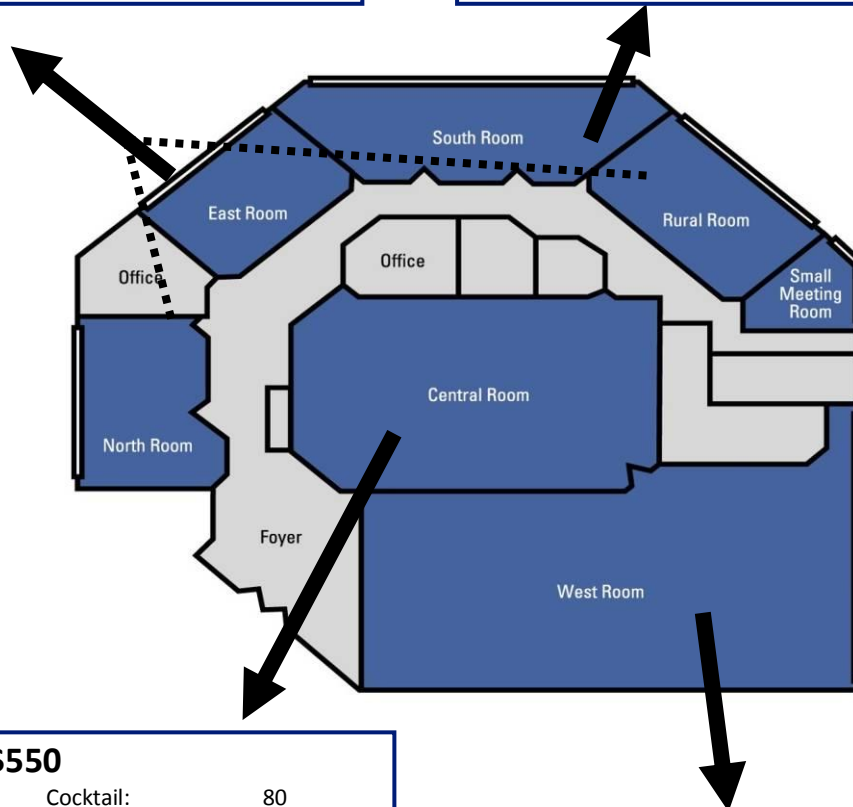
The Conference Centre offers a wide variety of rooms to suit all your requirements.

Full day: \$350			
Theatre:	20	Cocktail:	30
Classroom:	14	Video Conferencing:	12
Round Tables:	20	Minimum Delegates:	-
Oval Tables:	20	Room Size:	8.0 x 4.8m
U-Shape:	16	Natural Light:	Yes
Boardroom:	14	Breakout:	\$450

Full day: \$475			
Theatre:	40	Cocktail:	45
Classroom:	30	Video Conferencing:	-
Round Tables:	30	Minimum Delegates:	15
Oval Tables:	40	Room Size:	16.0 x 6.0m
U-Shape:	20	Natural Light:	Yes
Boardroom:	14	Breakout:	\$700

Room Styles

-  Theatre
-  Classroom
-  Round Tables
-  Oval Tables
-  U-Shape
-  Boardroom



Full day: \$550			
Theatre:	60	Cocktail:	80
Classroom:	40	Video Conferencing:	-
Round Tables:	35	Minimum Delegates:	20
Oval Tables:	50	Room Size:	14.2 x 7.7m
U-Shape:	25	Natural Light:	No
Boardroom:	18	Breakout:	\$800

Full day: \$800			
Theatre:	200	Cocktail:	250
Classroom:	100	Video Conferencing:	150
Round Tables:	120	Minimum Delegates:	30
Oval Tables:	100	Room Size:	19.2 x 11m
U-Shape:	40	Natural Light:	Yes
Boardroom:	25	Breakout:	\$1000

NB – numbers represent amount of people able to be accommodated in each room style

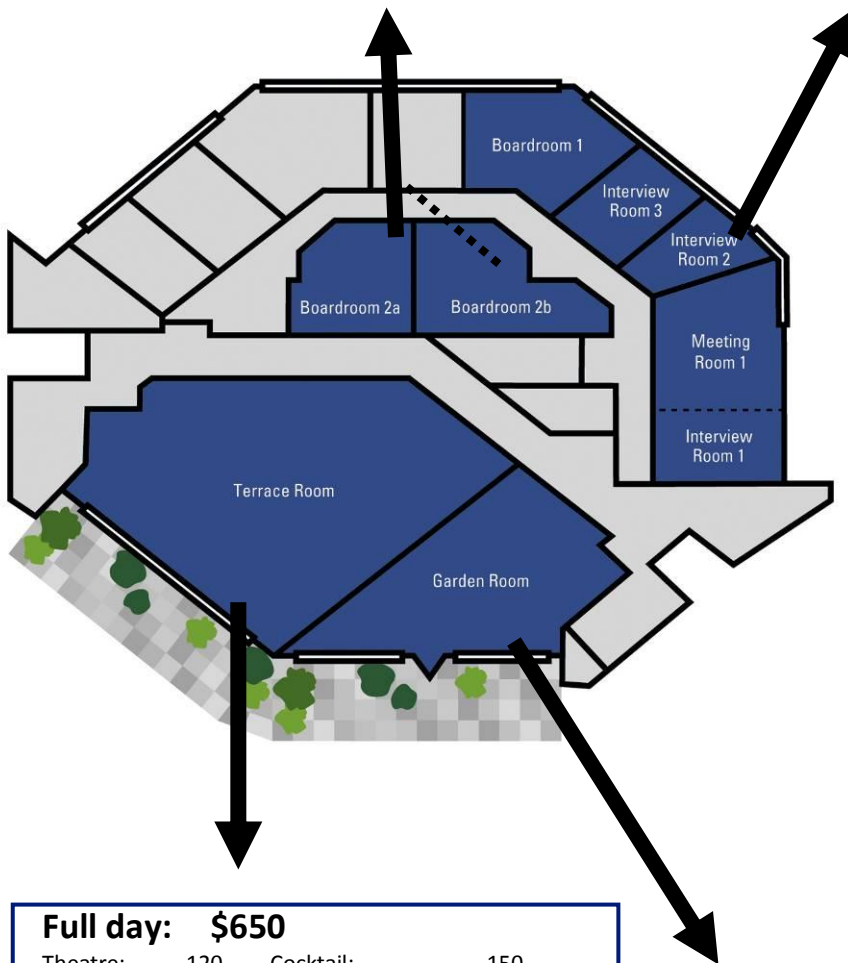
Conference Rooms – Second Floor

Full day: \$180







Theatre:	12	Cocktail:	15
Classroom:	-	Video Conferencing:	8
Round Tables:	4	Minimum Delegates:-	
Oval Tables:	8	Room Size:	8.3 x 5.0m
U-Shape:	8	Natural Light:	Yes/No
Boardroom:	6	Breakout:	\$180

Full day: \$120

Theatre:	-	Cocktail:	-
Classroom:	-	Video Conferencing:	4
Round Tables:	5	Minimum Delegates:	-
Oval Tables:	-	Room Size:	2.0 x 2.3m
U-Shape:	-	Natural Light:	Yes
Boardroom:	-	Breakout:	\$120



Room Styles

-  Theatre
-  Classroom
-  Round Tables
-  Oval Tables
-  U-Shape
-  Boardroom

Full day: \$650

Theatre:	120	Cocktail:	150
Classroom:	65	Video Conferencing:	-
Round Tables:	70	Minimum Delegates:	24
Oval Tables:	80	Room Size:	13.2 x 11.3m
U-Shape:	30	Natural Light:	Yes
Boardroom:	24	Breakout:	\$900

Full day: \$500

Theatre:	30	Cocktail:	45
Classroom:	24	Video Conferencing:	-
Round Tables:	20	Minimum Delegates:	12
Oval Tables:	20	Room Size:	13.5 x 10m
U-Shape:	18	Natural Light:	Yes
Boardroom:	16	Breakout:	\$750

Equipment Hire

Audio conference phone	\$ 50.00
CD player & tape deck	\$ 50.00
Data projector – plasma	\$ 250.00
DVD & video player	\$ 90.00
Electronic whiteboard (includes pens and paper)	\$ 95.00
Flip chart (includes pens, easel and paper)	\$ 35.00
Screen	\$ 50.00
Internet connection	\$ 50.00
Laptop	\$ 120.00
Microphone (West & Terrace Room)	\$ 50.00
Overhead projector	\$ 50.00
Remote mouse	\$ 40.00
Slide projector	\$ 75.00

Additional Services

Additional room setup	\$ 40.00
Car parking	Complimentary
Lectern	Complimentary
Pads & pens	Complimentary (Day 1)
Photocopying, fax & email	P.O.A
Stage	\$ 100.00
Water & mints	Complimentary
After hours charge (if conference exceeds allotted time by 1 hour)	\$ 50.00 per hour

NB – all hire charges are priced per day

Video Conferencing

Our video conference equipment is capable of running a **384K bonded call**, for 1-200 people. Please call 09 525 0420 for a quote for your next video conference.

Standard Charges

Video conferencing bureau (equipment)	\$ 240.00 per hour
After hours staff charges	\$ 110.00 per hour

Other Charges

Line charges	P.O.A
Finding fee	P.O.A
Bridging & IT support if required	\$ 100.00 per hour

Menus

Breakfast

The Small Appetite **\$ 14.95 per person**

Blueberry & banana muffins

Bacon & egg wraps

OR two items (one Sweet & one Savoury) from The Good Start Menu

The Good Start **\$ 17.95 per person**

Select (one Sweet and two Savoury from below):

- **Sweet**
 - Raspberry & vanilla pancakes with maple syrup
 - Breakfast muffin (flavour changes daily)
- **Savoury**
 - Croissant filled with ham, cheese & pineapple
 - Potato Pancakes topped with sour cream, smoked salmon & caper
 - Bacon and egg wraps
 - Croissants filled with grilled bacon, egg, cheese & chutney
 - Croissant filled with basil pesto, tomato & Swiss cheese

The Big Breakkie **\$ 25.95 per person**

Rolled grilled bacon & mini sausages

Grilled tomato with fresh herbs

Creamy scrambled eggs

Rosemary, garlic and potato hash brown

Selection of toast and spreads

Optional Extras

Orange juice

\$15.00 per jug

Fruit platter

\$ 5.00 per person

Fruit kebab

\$ 5.00 per person

Assorted cereals

\$ 2.50 per person

Assorted yoghurt

\$ 2.50 per person

All breakfast menus include freshly brewed coffee, decaffeinated coffee, tea and herbal infusions.

Coffee Breaks

The Quick Break **\$ 3.95 per person**
Includes freshly brewed coffee, decaffeinated coffee, tea and herbal infusions

If you need more than just coffee then try one of our coffee break menus with a snack:

The Healthy Break **\$ 8.95 per person**
Energy slice
Carafe of orange juice
Selection of Whole Fruit

The Hunger Buster **\$ 8.95 per person**
Bakery item – eg. blueberry muffin
Savoury item – eg. vegetable samosa

The Original Coffee Break **\$ 6.95 per person**
Bakery item or savoury item

Sweet Surprise Break **\$ 6.50 per person**
Chef's selection (slice or biscuits or loaf)

Cakes **\$ 30.00 each (serves 8-12)**
\$ 35.00 each (serves 12-18)
\$ 45.00 each (serves 18-24)

Choose any of our selection and we'll make it in a size which suits you:

- Banana & Caramel
- Lemon Dream
- Rocky Road
- Carrot & Pineapple
- Passion fruit Layers
- Chocolate Allsorts
- Coffee Pecan
- Chocolate
- Sunrise Orange

Optional Extras

Assorted mini chocolate bars	\$ 0.60 each
NZ made ice-cream	\$ 3.50 each
"Be natural" muesli bars	\$ 2.00 each
Orange juice	\$ 15.00 per jug
Soft drinks	\$ 3.50 each

Lunch Options

Our lunch menus are constantly changing to allow for the season and our Chef's creativity, we will tell you about any variations when you're booking.

Menu One/Two - Working Lunch (Sample Menu)

\$ 25.95 per person

Two Main Items

- Wraps filled with seasonal salads, vegetables & meats
- Prawn kebab served with sweet chilli sauce

Two Pastry Items

- Roasted pumpkin & feta filo parcel served with chutney
- Selection of homemade savouries

Includes

Freshly brewed coffee, decaffeinated coffee, tea and herbal infusions

Your choice of a Seasonal Fruit Platter or Decadence Platter of sweet items

Optional Extras

Assorted mini chocolate bars

\$ 0.60 each

NZ made ice-cream

\$ 3.50 each

"Be natural" muesli bars

\$ 2.00 each

Orange juice

\$ 15.00 per jug

Soft drinks

\$ 3.50 each

Lunch Options

Menu Three - Soup

\$ 18.95 per person

Soup of the Day

For example:

- Seasonal vegetable
- Roasted pumpkin
- Minestrone

Includes

Freshly brewed coffee, decaffeinated coffee, tea and herbal infusions

Fresh warm bread roll

Your choice of a Seasonal Fruit Platter or Decadence Platter of sweet items

Menu Four - Hot Lunch Option (select one)

\$25.95 per person

Chicken Florentine

Layers of chicken, spinach, roasted tomato & light mustard cheese sauce

Beef Lasagne

Traditional favourite; layers of meat, pasta & homemade sauce

Stuffed and Rolled Chicken Breast

Chicken breast stuffed & rolled with spinach & feta

Homemade Shepherd's Pie

Old fashioned favourite with seasoned fresh herbs & potato topping

Macaroni Cheese

Made the traditional way with bacon, egg and béchamel sauce

Kofta Meatball Curry

Mild curry, served with rice

Homemade Curry

Mild Thai Peanut & Spinach Curry

Filo Parcels

Layered vegetable parcels with selection of seasonal vegetables served in filo with roasted pepper sauce

Includes

Freshly brewed coffee, decaffeinated coffee, tea and herbal infusions

Fresh breads

Garden Leaf Salad with dressing on the side

NB – If more than 20 people are attending your conference then you may choose two options

Lunch Options

Menu Five - Individual Platters (select one)

\$25.95 per person

Ploughman's Platter

Make your own sandwich from choice of cheese, ham off the bone, chicken breast, salad, chutney & pesto

Vegetarian Platter

Fresh salad, hummus, dukkah, olive oil & crostini, among other premium items from the chef's selection daily

Antipasto Platter

Loaded with breads, olives, oils, spreads, meats & gourmet cheeses

Gluten Free Platter

Chicken breast, leaf green salad, roasted vegetables, boiled egg & fresh tomato

Includes

Freshly brewed coffee, decaffeinated coffee, tea and herbal infusions

Fresh breads

Optional Extras

\$5.00 per person per item

Fruit platter

Fruit kebab

Sushi platter

Chicken drumstick

Decadence Platter of sweet items

Cocktail Functions

Choose from our delicious range of cocktail items to compliment the drinks packages featured on the next page.

Choice of any 4 items	\$ 15.95 per person
Choice of any 6 items	\$ 23.50 per person
Choice of any 8 items	\$ 31.95 per person

Hot Items

- a. Pumpkin & feta filo parcels with sweet fruit chutney
- b. Bruschetta topped with sundried tomato tapenade, mushrooms & red pepper
- c. Smoked salmon and spinach fritters with aioli
- d. Shrimp and dill gourmet tarts
- e. Petite bacon and egg tarts
- f. Spring rolls with sweet chilli sauce
- g. Chicken kebabs with peanut sauce
- h. Roast vegetable tarts
- i. Mini potato pancakes topped with sour cream, bacon & tomato
- j. Mushroom & feta tarts
- k. Prawn cutlets served with aioli
- l. Zucchini & feta fritters served with a tomato chilli jam
- m. Herbed sausage rolls with classic tomato sauce
- n. Tandoori chicken kebabs with mango chutney
- o. Pesto leg ham tarts with three cheeses
- p. Almond, pumpkin, blue vein filo tarts
- q. Petite gourmet savoury mince homemade pie

Cold Items

- r. Pastrami on rye with cream cheese and gherkin
- s. Eye fillet on rye with caramelised onions
- t. Petite classic ham salad pinwheel
- u. Petite club sandwich mixture
- v. Bilinis topped with sour cream and smoked salmon
- w. Sushi platter with wasabi, light soy and pickled ginger
- x. Prawn rice paper rolls with coriander

Platters

Quality New Zealand cheese platter	\$12.00 per person
Antipasto platter	\$12.00 per person
Fresh fruit platter	\$5.00 per person

Beverage Selections

All drinks packages are charged on consumption. Please ask Conference Centre Staff for accolades and recommendations on complementing food and drinks packages.

After Work Drinks

\$29.95 per bottle

Villa Maria Private Bin Chardonnay 2007

Villa Maria Private Bin Marlborough Sauvignon Blanc 2008

Villa Maria Private Bin Merlot Cabernet 2007

The Tasters Selection

\$38.95 per bottle

Peregrine Central Otago Chardonnay

Vidal Estate Hawkes Bay Sauvignon Blanc 2008

Villa Maria Cellar Selection Merlot Cabernet Hawkes Bay 2006

Villa Maria Cellar Selection Pinot Gris Marlborough 2007

The Connoisseurs Selection

\$44.95 per bottle

Esk Valley Black Label Hawkes Bay Chardonnay 2007

Palliser Estate Martinborough Sauvignon Blanc

Esk Valley Hawkes Bay Merlot 2007

Villa Maria Private Bin Pinot Noir Marlborough 2007

Package Inclusions

All wine packages include

Soft drinks

\$ 3.50 per bottle

Ginger beer

\$ 3.50 per bottle

Orange juice

\$ 15.00 per jug

Beer

\$ 6.50 per bottle

Additional Extras

Morton Estate Premium Brut (Marlborough)

\$ 35.95 per bottle

Sparkling mineral water

\$ 4.95 per bottle

Sparkling grape juice

\$ 5.95 per glass

Terms and Conditions

Booking

- A client may make an enquiry by phone but the client must **confirm** in writing by returning a signed booking event order (BEO).
- If an alternative enquiry is made for the same period, the original client will be given 48 hours in which to confirm the enquiry booking. The Conference Centre will then confirm acceptance of the enquiry booking or otherwise to the client. The Conference Centre reserves the right to decline any provisional booking or part thereof.
- On confirmation of a booking a non-refundable deposit is paid. The deposit will be 50% of total bill or equivalent room hire charges, whichever is greater. If deposit is not received, The Conference Centre reserves the right to cancel the booking and allocate the venue to another client. Credit card facilities are available.

Cancellation or Variation of numbers

- Any cancellation, postponement or partial cancellation should be in writing.
- Any confirmed booking cancelled the deposit is forfeited.
- Any confirmed booking cancelled less than 5 working days prior to function, the client is liable for full function costs including room hire, food, beverages, equipment and staff.

Variation by The Conference Centre

- In the event that a designated room cannot be made available, The Conference Centre reserves the right to substitute comparable facilities and where possible will give the client prior written notification of the substitution.

Use of the facilities

- It is agreed that the function will commence at the scheduled time and that the function room allocated will be vacated at the nominated time. In cases where a function should go beyond the agreed finishing time and if the following client is inconvenienced, we reserve the right to charge whatever costs are reasonably incurred to ensure the smooth operation of the following function.
- If the function exceeds its scheduled time, as per the signed booking event order, by more than one (1) hour, then the client will be liable to pay an afterhours charge of fifty dollars (\$50) per hour for a minimum of four (4) hours.
- The Conference Centre reserves the right to enforce minimum numbers in conference rooms as per the conference pack. Where a client does not meet the minimum delegate numbers, they may be moved to a smaller room. If a smaller room is not available, the client is liable to pay breakout rate of the room hire.
- A function 'without catering' is defined as any function without one main meal included i.e. breakfast, lunch, dinner or cocktail food. These functions are then charged at the breakout room rate.

Terms and Conditions

Food and beverage

- No food or beverage of any kind is permitted to be brought into or removed from The Conference Centre by the client or any of the client's guests.
- The Conference Centre is fully licensed – therefore under the Sale of Liquor Act BYO alcohol is not permitted.
- Final numbers must be confirmed on a signed BEO **no later** than 10.00am, three (3) working days prior to the date of the function.

Charges and payments

- The final invoice will be based on the numbers submitted by the client on the BEO or on the actual numbers attending, whichever is the greater figure.
- At conclusion of the function, a final invoice will be issued and payment is required on receipt
- Credit card facilities are available.
- The Conference Centre reserves the right to increase prices without notification.
- The client is liable for the cost of recovery of debt.

Damages

- The client shall make good at its cost any damage that is done to The Conference Centre by the client or any person for whom the client is responsible.
- The client shall keep The Conference Centre clean and tidy at all times when used by the client.
- The client shall not cause a nuisance to The Conference Centre or other users of the centre.
- The client will be responsible for the removal of all property or merchandise after the conclusion of the function and any goods left in The Conference Centre after the function without prior arrangement will be deemed abandoned.
- The Conference Centre will not accept any responsibility for any damage to or loss of property or merchandise left in the building prior to, during or after any function. It is recommended that the Client arrange their own personal liability insurance and security, as required.
- The Conference Centre accepts no liability for cars parked in its designated parking area or surrounds.
- Cars parked in any car park other than those designated as The Conference Centre's, will be towed away and retrieved at the owner's expense.

Publicity

- The client may not use The Conference Centre logo without The Conference Centre's prior written permission.