

# TERRACE CONFERENCE CENTRE

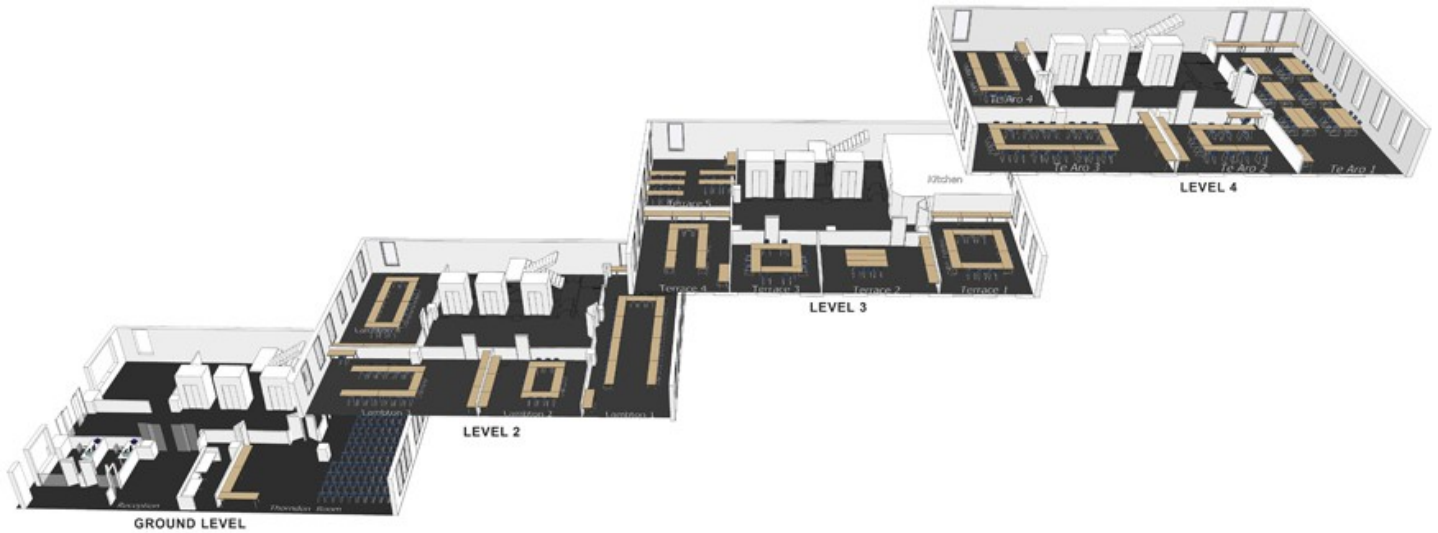
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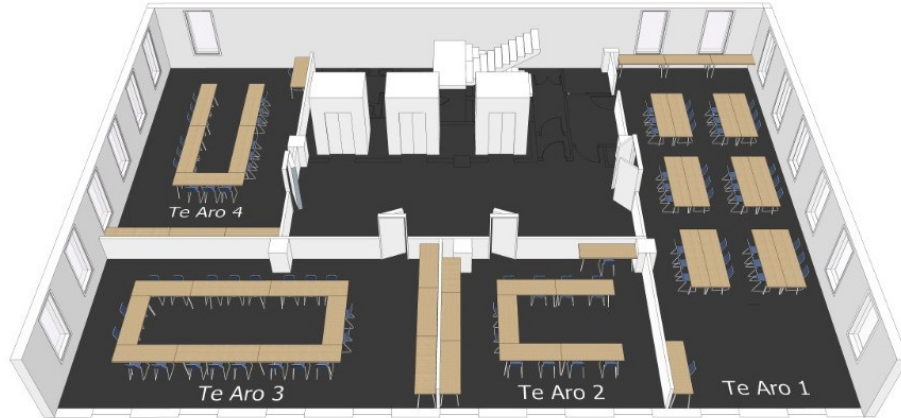
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# Rooms

Our Wellington conference centre contains 14 rooms, which are spread over four consecutive levels. Every room includes natural light, high quality sound insulation, client-controlled air conditioning and wireless ultra fast broadband. We have rooms suitable as conference rooms, meeting rooms, training rooms, board rooms and seminar rooms.



# Level 4



## Te Aro 1

Full Day **\$750.00**

Half Day **\$525.00**

Our largest conference centre rooms on levels 2 and 4, these are ideal for larger seminars and conferences. Popular with training providers these rooms ensure plenty of space to get creative.

## Te Aro 2

Full Day **\$425.00**

Half Day **\$295.00**

A smaller conference room option, these rooms can be used as meetings rooms for up to 12 people although they are more commonly utilised as a break-out or catering room.

## Te Aro 3 & 4

Full Day **\$585.00**

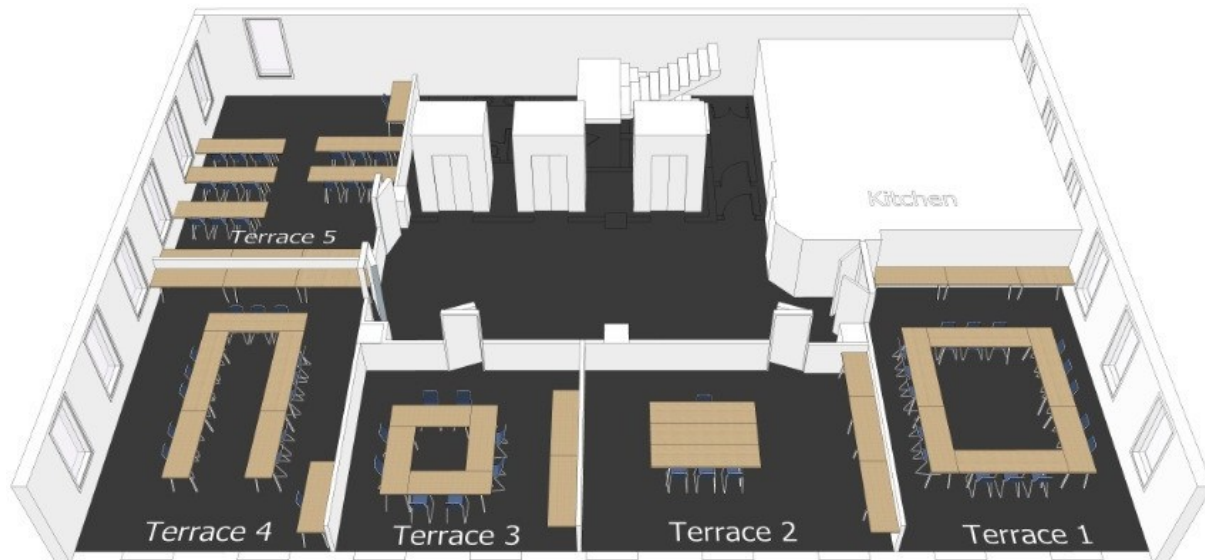
Half Day **\$420.00**

Still spacious, these conference rooms are ideal for large meetings and are typically used in boardroom style. Popular with a diverse range of clients, they are always in demand at the conference centre.

Capacity	Boardroom	U-shape	Classroom	Café	Theatre
Room 1	40	34	42	49	50
Room 2	12	9	10	9	20
Room 3	20	18	21	25	50
Room 4	20	18	21	19	50

NB: All above prices are exclusive of GST and valid until 31 December 2020.

## Level 3



### Terrace 1, 4 & 5

Full Day **\$475.00**

Half Day **\$330.00**

These meeting rooms are ideal for a more intimate meeting. They are large enough to seat 25 people in theatre style or provide a cosy Boardroom setting.

### Terrace 2

Full Day **\$395.00**

Half Day **\$275.00**

This room holds a maximum of 10 in a boardroom style or can be used as a break-out room. It is also ideal for interviews.

### Terrace 3

Full Day **\$330.00**

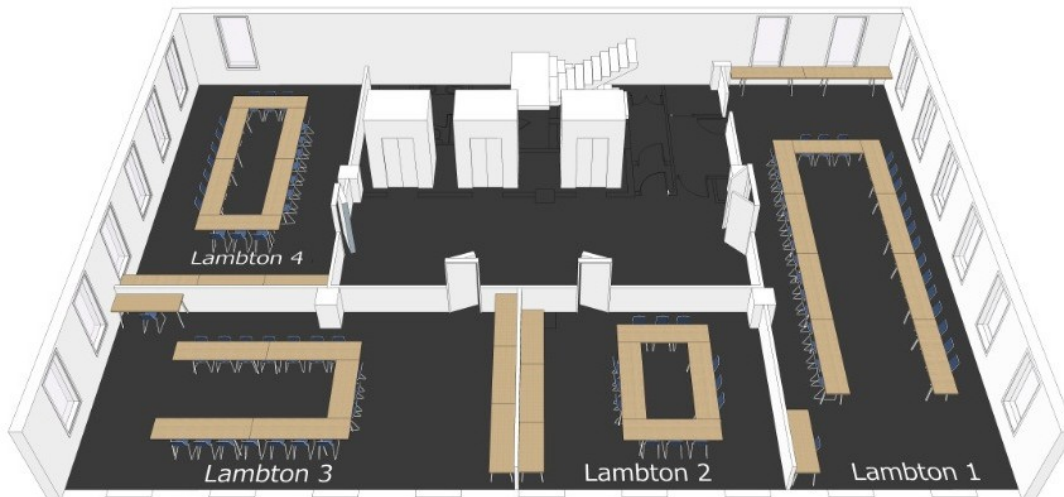
Half Day **\$220.00**

This is our smallest room in the conference centre, but it is still suitable for up to 8 people boardroom style.

Capacity	Boardroom	U-shape	Classroom	Café	Theatre
Room 1, 4 & 5	16	14	16	17	25
Room 2	10	9	9	9	20
Room 3	8	8	6	7	n/a

NB: All above prices are exclusive of GST and valid until 31 December 2020.

## Level 2



### Lambton 1

Full Day **\$750.00**

Half Day **\$525.00**

Our largest rooms in the conference centre on levels 2 and 4, these are ideal for larger seminars and conferences. Popular with training providers these rooms ensure plenty of space to get creative.

### Lambton 2

Full Day **\$425.00**

Half Day **\$295.00**

A smaller option, these rooms can be used for meetings of up to 12 people although they are more commonly utilised as a break-out or catering room.

### Lambton 3 & 4

Full Day **\$585.00**

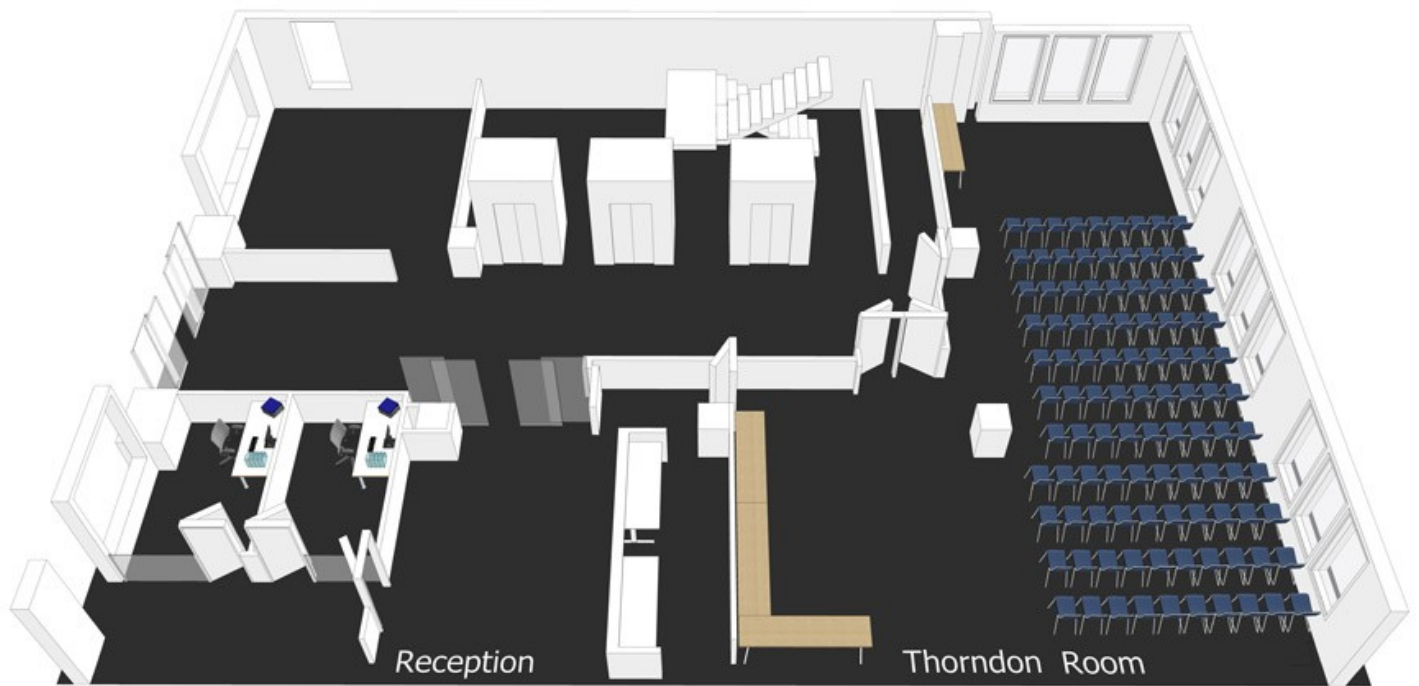
Half Day **\$420.00**

Still spacious, these conference rooms are ideal for large meetings and are typically used in boardroom style. Popular with a diverse range of clients, they are always in demand at the conference centre.

Capacity	Boardroom	U-shape	Classroom	Café	Theatre
Room 1	40	34	42	49	50
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Room 4	20	18	21	19	50

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# Ground Floor



## Thorndon Room

Full Day **\$875.00**

Half Day **\$635.00**

This is the premium room of the conference centre for larger theatre style bookings.

Capacity	Boardroom	U-shape	Classroom	Cabaret	Theatre
Room 1	40	34	43	55	100

NB: All above prices are exclusive of GST and valid until 31 December 2020.

# Catering



We've catered Wellington conferences and events for many years now, so we understand how important good food is. The standard of the food helps set the tone, and it's the thing that people always remember afterwards.

Serving high quality food is a point of pride at our Wellington conference centre. Our highly qualified chefs use the best ingredients when preparing for your conference, and we offer a wide range of catering options to suit your needs.

Should you have any special dietary requirements, simply let us know in advance and we'll endeavor to accommodate them.

Below is a list of the catering packages that we provide.

## Starter

Tea & coffee (served on arrival) **\$4.50** per person

## Breakfast

Tea, coffee and the following items **\$18.50** per person

- Fresh fruit
- Yogurt, a mixture of fruit flavours
- Muesli
- Danishes, a mixture of sweet and fruit danishes
- Croissants filled with ham, cheese and tomato, lightly toasted

## Morning & Afternoon Teas

Chef's choice

**\$8.75** per person

Tea, coffee and Chef's choice of one of the following:

- Sweet or savoury muffins (with butter)
- Sweet or savoury scones (with butter)
- Assorted petit cake, slice or biscuits

Your choice

**\$11.50** per person

Tea, coffee and your choice of one of the following examples:

- Freshly baked fruit scones with conserve and cream
- Chocolate brownie fudge slice
- Club sandwiches with assorted fillings
- Selection of petit savouries and mini quiches
- Freshly baked cake of your choice (minimum 8 persons per cake)
- Cheeseboard, seasonal fruit and crackers



## Light Lunch

Menu Changes Daily (Sample Menu)

**\$20.00** per person

- Selection of assorted club sandwiches
- Malaysian chicken kebabs
- Pumpkin, spinach & feta filo parcels
- Garden green salad tossed with honey mustard dressing
- Date apricot and walnut slice
- Seasonal fruit platter
- Tea and coffee

## Finger Food Buffet

Menu Changes Daily (Sample Menu)

**\$26.50** per person

- Mini filled rolls with assorted fillings
- Pan fried chicken tenderloins served with plum, lemon and chilli glaze
- Mushroom and sundried tomato vol-au-vents
- Asparagus, bacon and gruyere wraps
- Garden green salad tossed with honey mustard dressing
- Carrot, apple and celery slaw
- Raspberry almond chocolate slice
- Seasonal fruit platter
- Tea and coffee

## Fork Buffet

Menu Changes Daily (Sample Menu)

**\$34.50** per person (min 20 people)

- Selection of freshly baked breads
- Roasted sirloin or beef served with stuffed button mushrooms and red wine jus
- Spinach and pumpkin penne tossed in a red onion and basil pesto sauce
- Goujons or fresh fish served with tartare sauce and lemon
- Stir-fried rice vegetable pilaf with roasted cashews
- Garden fresh green salad with balsamic vinaigrette
- Roast kumara and capsicum salad with honey and chili dressing
- Frangipani torte and raspberry coulis
- Seasonal fruit platter
- Tea and coffee

## Extras

Standard orange juice (1 litre carafe)

**\$12.75**

## Dietary Requirements Surcharge

Vegan, Gluten free or Lactose free

Add **\$4.00** per person

## Cocktails

Please select any four items from the following cocktail menu **\$17.50** per person

- Smoked salmon blinis
- Mini muffins & cream cheese
- Bier stick, cumin Gouda crostini
- Melon & prosciutto on rye
- Smoked eel tomato & coriander pesto mini toast
- Blue cheese and pear crostini
- Smoked chicken, cranberry & Brie crostini

Add any additional items at **\$3.95** per person

Alternatively, choose one of the following items at **\$6.25** per person

- Cheeseboard, crackers and seasonal fruit
- Selection of petit savouries and mini quiches
- Assorted club sandwiches

Wine **\$38.00** per bottle

- Sauvignon Blanc
- Chardonnay
- Merlot

Beer **\$8.50** per bottle

- Heineken

If alcohol is served, it is our policy to also serve orange juice **\$12.75** per jug.

Please note, we only charge for what is opened.

NB: All above prices are exclusive of GST and valid until 31 December 2020.

## Delegate Package (Minimum 20 people)

Our package includes the following - **\$72.00** per person

### Room Hire

- Appropriate room size for number of delegates
- Pad, pens, mints and iced water on the tables

### Catering

- Arrival tea and coffee
- Morning tea – Chef's choice
- Finger food lunch
- Afternoon tea – Chef's choice

### Equipment

- Static Whiteboard
- Screen

NB: All above prices are exclusive of GST and valid until 31 December 2020.

# Equipment Rates

In this technological age, we know how important it is for our clients to have access to cutting edge conferencing equipment. We guarantee quality equipment at competitive rates.

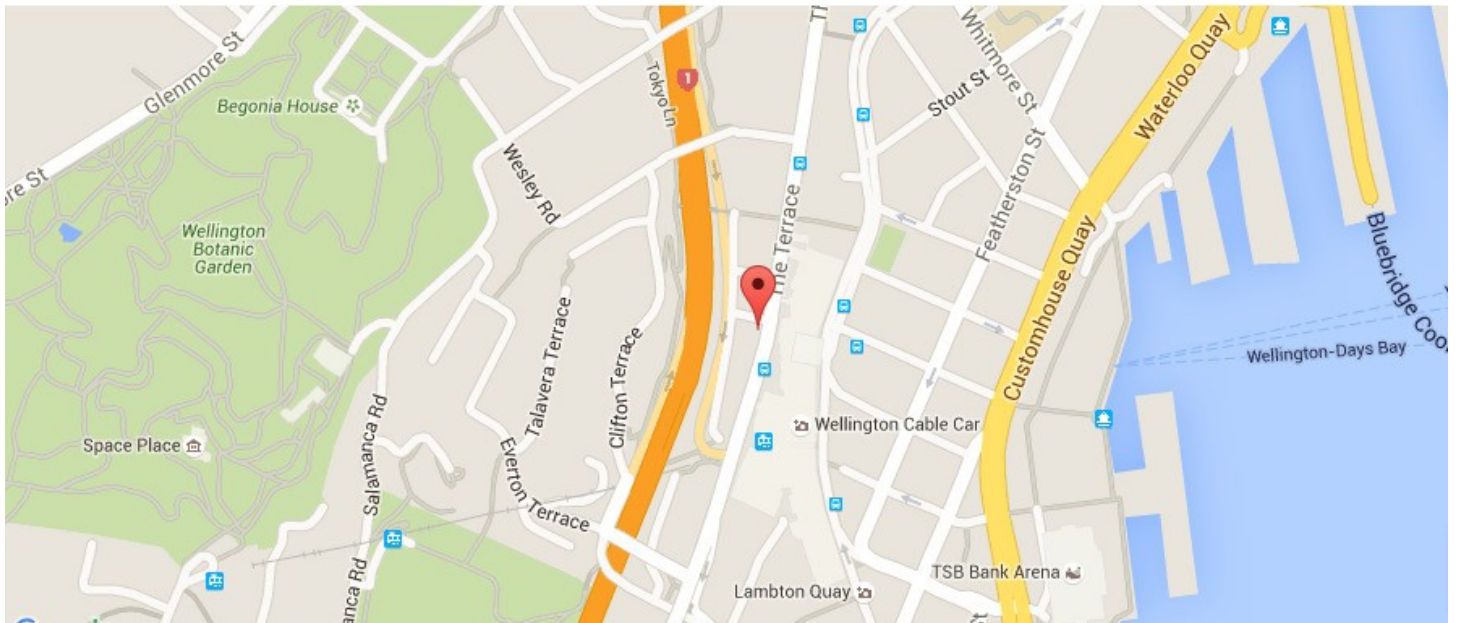
<b>Static Whiteboard (one per room)</b>	<b>Complimentary</b>
Static whiteboard (additional)	\$38.50
Electronic (2 screen) whiteboard	\$125.00
Screen only	\$30.00
Flipchart (with stand)	\$44.00
Additional flipchart pad	\$32.00
Data projector	\$260.00
Laptop computer	\$175.00
Video Conferencing Unit	\$375.00
Polycom	\$175.00
Wireless Internet	\$30.00

If you require any other equipment we can hire it on your behalf. A quotation of cost for any equipment hired in can be supplied through reception.

NB: All above prices are exclusive of GST and valid until 31 December 2020.

## Location

We are conveniently located in Terrace Conference Centre House 114 The Terrace, in the heart of Wellington's CBD.



## Carparking

The Clifton street carpark is located directly behind our building.

# Terms and Conditions

1. Final numbers are to be advised no later than 24 hours prior to the start of the function. This will constitute the minimum number charged for catering purposes.
2. Food and beverage may not be brought into the Centre. Where possible, we will endeavor to accommodate persons with special dietary requirements. However, the Centre accepts no responsibility should person(s) become ill from eating food, which may be harmful to themselves. Overall requirements for food and beverage (i.e. type of food, estimated number of persons) is required no later than the Thursday preceding the seminar date. Final numbers are to be made no later than 24 hours prior to the start of the seminar.
3. Should the booking be cancelled more than 15 working days in advance, no charge will be incurred. **Cancellation fees within 15 days of booking are as follows: 15 to 10 days in advance, 50% of venue hire. 10 days in advance, 100% of the venue hire. Catering cancellation fees are as follows: 5 or less days in advance, 30% of the food costs and food cancelled on the day incurs a 100% charge. Deposits (when requested) are charged at 50% of the venue rental and 50% of the estimated food costs.**
4. If a function room cannot be made available to the client due to operational reasons, the Centre reserves the right to substitute another room(s) which best meets the client's needs.
5. Normal hours of conference facility use are 8.00am until 6.00pm. **Should the function extend outside of the agreed hours, the Centre reserves the right to charge \$50.00 per hour for pre-arranged time extensions and \$100.00 per hour for un-arranged time extensions or part thereof, plus GST.**
6. Half day rate hours are 8am – 12pm and 1pm – 5pm if you exceed these hours, clause 5 above will apply.
7. Equipment requirements must be made at least 24 hours prior to the start of the function in order to guarantee availability.
8. All equipment belonging to the clients or parties involved in the client's function is to be removed the same day as the function. The Centre does not accept liability for loss or damage to the client's equipment, property, personal effects, or any equipment hired on behalf of the client.
9. All Accounts are to be paid on the day of the function unless a prior credit facility has been authorised. **Payment is to be made by the 20<sup>th</sup> of the month following the date of invoice.** Failure to do so may mean that future bookings cannot be guaranteed. The final conference account may be adjusted for additional equipment hired, catering ordered, photocopying, telephone calls or other miscellaneous requests made on the day.