



2010 CONFERENCE PACKAGES

an ideal
place to
meet

... with great facilities

Travelodge Wellington
2 - 6 Gilmer Terrace
Wellington

PO Box 5688
Wellington, New Zealand

P (+644) 4999 911
F (+644) 4999 912
conf.twlg@travelodge.co.nz



Travelodge
Wellington

0800 101 100

book online for our best online rates guaranteed
www.travelodge.co.nz

CONTENTS

Hotel Highlights	3
Travelodge Venue Capacity.....	4
Day Delegate Packages	5
Lunch Options	6
Break Options.....	7
Audiovisual & Equipment Hire.....	8
Buffet Breakfast Selections	9
Sundowners.....	10
Beverage Packages.....	11
Buffet Lunch / Dinner	12
Dinner Menu Options.....	13
Event Terms & Conditions	14

HOTEL HIGHLIGHTS

Travelodge Wellington is situated in the town centre, just a short stroll to lively cafes, shops and the beautiful Wellington Harbour.

The hotel offers spacious rooms with a cozy restaurant to enjoy breakfast to start your day. We are proud to be able to offer a conference venue that is conveniently located close to the Wellington business district.

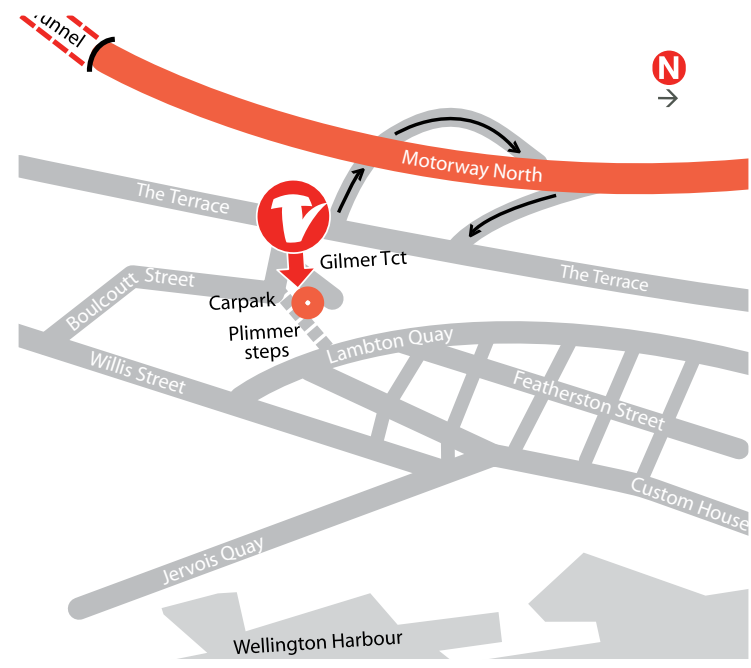
The hotel boasts 132 well appointed guest rooms that are equipped with broadband internet, work desk, tea & coffee making facilities, fridge and iron & ironing board. The restaurant located on level 6, offers a buffet breakfast daily and dinner. Room service is also available for evening meals. Hotel facilities include a gymnasium, internet kiosk, car parking, dry cleaning and wireless connection in specified areas for guest use. Nestled between rolling green hills and a stunning harbour, Wellington offers a boutique city experience. Widely regarded as the arts & culture capital, it is home to the National Museum of New Zealand, Te Papa Tongarewa.

Our 4 conference rooms cater for functions ranging from 5 to 100 delegates and all run alongside each other. All 4 of the conference rooms are clean, contemporary and have solid walls and are well insulated to provide quiet and private meeting spaces. We have basic Audio Visual equipment on site for those last minute inclusions. All of our conference rooms have several hot points as well as wireless internet access, providing excellent versatility in each space. Travelodge Wellington offers fully equipped meeting facilities and the ability to accommodate and cater for functions of up to 80 delegates.

The Travelodge Wellington has an experienced kitchen team who has developed tantalising menu options that can be tailored to suit guests' requirements. Our chef works alongside our dedicated conference

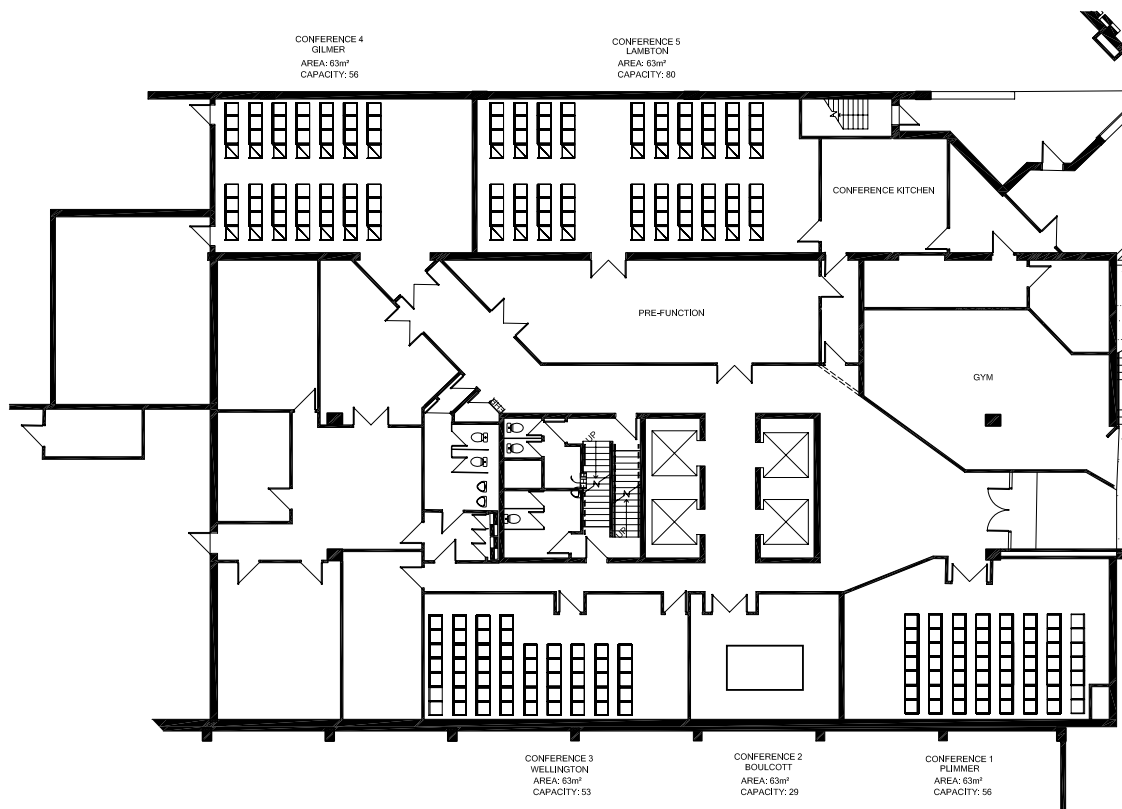
professional to ensure your event at the Travelodge Wellington is a success!

Please find following our current Conference Kit which provides information on the venue, catering options and equipment hire. Please note that all menus are samples only and can be tailored to suit dietary requirements.



TRAVELODGE VENUE CAPACITY

Room Name	Height m	Area sq m	Theatre	Classroom	Full Round	Boardroom	U-Shape	½ day room hire	Full day room hire
Plimmer	2.4	58	60	35	45	30	24	\$200	\$350
Boulcott	2.4	23	-	-	-	10	-	\$150	\$250
Wellington	2.4	43	40	30	40	23	20	\$200	\$350
Gilmer	2.4	57	50	35	45	25	20	\$200	\$350
Lambton	2.4	80	100	70	70	45	40	\$270	\$510
Lambton Pre-function	2.4	40	-	-	-	-	-		



DAY DELEGATE PACKAGES

\$50.00 per person

If numbers fall below 15 guests, a room hire fee will apply

Includes:

conference room hire, note pads, pens, iced water + mints, whiteboard, screen, professional conference coordinator service + conference aid kit

Arrival Tea/Coffee

freshly brewed coffee + specialty tea's

Morning Munchies

freshly brewed coffee + specialty tea's with a choice of one of the following:

- Delicious danish pastries
- Freshly baked muffins
- Sumptuous hot scones with jam & cream
- Indulgent chocolate brownies
- Mini ham & cheese croissants
- Home style cookies
- Mini friands
- Fruit skewers
- Bircher muesli & yoghurt cups
- Fruit dippers with yoghurt
- Selection of vegetable sticks with dip

Lunch

your choice from our lunch buffet menu, served in our restaurant or served in your room with freshly brewed coffee, specialty teas & orange juice

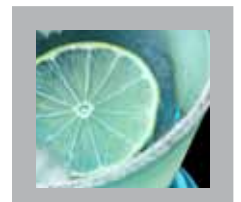
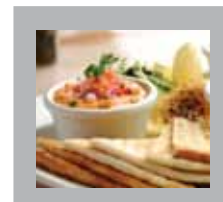
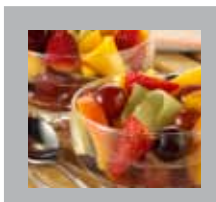
Afternoon Delights

freshly brewed coffee + specialty tea's with a choice of one of the following:

- Delicious danish pastries
- Freshly baked muffins
- Sumptuous hot scones with jam & cream
- Indulgent chocolate brownies
- Mini ham & cheese croissants
- Home style cookies
- Mini friands
- Fruit skewers
- Bircher muesli & yoghurt cups
- Fruit dippers with yoghurt
- Selection of vegetable sticks with dip

Non-Delegate Prices

- morning munchies @ \$7 per person
- lunch @ \$25 per person
- afternoon delights @ \$7 per person



LUNCH CHOOSE YOUR OPTIONS

Just to break up the day. Chose four items from our working lunches menu to have in our restaurant .

NOT MUCH TIME? STAY IN YOUR CONFERENCE ROOM

Your choice from our working lunch menu please select 4 of the following options

(v) = vegetarian

Sandwiches/ Wraps

- Club sandwiches with assorted fillings
- Toasted baguette with roast beef, lettuce, cheese and tomato
- French stick layered with roasted chicken, tomato & rocket garlic mayo
- Mini Bagels with assorted fillings or vegetarian options
- Ham and cheese filled Croissants
- Beef with roasted vegetables, salad greens & hummus wrap.
- Tomato, cheese, lettuce, cucumber & hummus wrap. (v)
- Chicken Caesar salad wrap with bacon and croutons.
- Turkish bread sandwich with a selection of cold meats and or vegetarian options

Salads

- Thai beef and vegetable noodle salad with coriander dressing
- Caesar salad finished with smoked chicken
- Mesclun salad with balsamic dressing (v)
- Traditional Greek Salad (v)
- Roasted baby potatoes, bacon lardons and red onion salad
- Roasted curried Pumpkin salad with Yoghurt and coriander dressing (v)
- Fresh fruit salad (v)

Hots

- Selection of mini pies and savouries with tomato compote
- Smoked salmon and dill mini quiche
- Selection of vegetarian samosas and spring rolls with sweet chilli sauce (v)
- Beef kebab skewers with a satay peanut dressing
- Chicken kebab skewers with a satay peanut dressing
- Roasted vegetable kebabs (v)
- Mushroom, courgette & seasoned herbs quiche (v)
- Sundried tomato, Olive, feta, potato, onion, & capsicum frittata (v)
- Seasoned potato wedges with sour cream and sweet chilli (v)
- Crumbed Hoki fish bites with tartar sauce

Sweets

- Kebabs of Fresh fruit finished with chocolate sauce
- Chunky fresh fruit platter
- Sliced fruit platter
- Whole seasonal fruit bowl
- Chocolate log
- Brownies
- Slice
- Banana cake
- Cake of the day
- Cheesecake of the day



TRAVELODGE BREAK OPTIONS

Barista coffee at your beck & call - \$3.50

- Pre-order from a great range of espresso options; lattes, flat whites, cappuccino's, hot chocolates & chai's
- Our conference crew member will supply a quick and easy order form for your convenience

Liven up your break - \$10 extra pe person per break

Sweet Tooth

- Chocolates
- Chocolate & caramel milkshakes
- Hot chocolate & chai tea

Energize

- Banana cake
- Organic juices
- V Can

Red Eye Recovery

- Bacon & egg panini
- Tomato Juice
- Berocca

Cool Me Down

- Selection of ice-cream
- Strawberry & banana smoothies
- Ice blocks

Organics

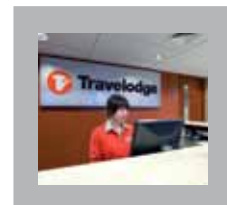
- Organic yoghurt
- Protein & health bars
- Dried fruit & trail mix
- Organic juices



AUDIOVISUAL & EQUIPMENT HIRE

	Per Day Price
Fixed Screen	Complimentary
Standard Whiteboard	Complimentary
Overhead Projector	\$50.00
CD Player	\$40.00
DVD/VCR Player	\$50.00
Flip Chart with markers/paper	\$25.00
Lecturn and Microphone	\$100.00
Lapel Microphone	\$100.00
Microphone (cordless)	\$80.00
Data Projector	\$300.00
Stage (1200x2500 sections)	\$60.00 per section
Parquetry Dance Floor	\$350.00
Wireless or Broadband Internet (per user)	\$50.00
Standard Speaker Phone (teleconferencing – internal)	\$30.00
DI Box (audio conversion from any laptop to our in-house AV system)	\$50.00
 Additional Audio Visual Equipment and or/ External Hire	
Data Projector	\$250.00
Overhead Projector	\$70.00
Electronic Whiteboard	Price on request
Standard Whiteboard (includes markers & dusters)	\$45.00
DVD/VCR Player	\$55.00
Teleconference Unit	Price on request
Partitions (1800x200 each)	Price on request
 Technical Assistance	
Assistance with Function set up and system checks	Price on request

*Please note a delivery charge of \$44.00 may apply, and externally hired equipment prices are subject to change



BUFFET BREAKFAST SELECTIONS

Continental Buffet Breakfast @ \$19.00pp

- Chilled fruit juices, milk and filtered water
- Fresh sliced fruit
- Fruit salad
- Cereals
- Assorted bread (white and wholemeal)
- Danish pastries & croissants
- Selected preserves (honey, vegemite, marmalade and jam)
- Yoghurts (low fat available)
- Freshly brewed tea and coffee

Deluxe Buffet Breakfast @ \$23.00pp

Beverages

- 3 Types of fruit juices
- Full cream and skim milk
- Iced water
- Freshly brewed tea and coffee

Cold Starters

- Fresh sliced fruits
- Yoghurt
- Selection of cereals (including toasted muesli)
- White and wholemeal bread
- Selected preserves (honey, vegemite, marmalade and jam)
- Danish pastries
- Croissants

Hot Buffet

- Scrambled eggs
- Breakfast sausages
- Crispy bacon
- Hash brown
- Mushroom sauce

** Half day room hire charge is applicable if separate room required for breakfast



SUNDOWNERS

Colds

- Mini corn fritters topped with sour cream and salsa
- Crostini with pesto and olive tapenade
- Sushi selection with wasabi and soy sauce
- Mini brushetta topped with feta and tomato and drizzled with balsamic reduction
- Smoked salmon tartlet with cream cheese
- Pate with balsamic reduction on toasted French stick
- Seared roast beef with wholegrain mustard on mini toast
- Vegetable crudités with dipping sauce
- Smoked chicken with brie and cranberry served on crostini
- Chefs choice

Hots

- Calamari rings with tartar dipping sauce
- Crumbed prawn culets with sweet chilli sauce
- Baked pastries filled with spinach and feta, spicy lamb and chicken and chutney
- Cajun chicken wings
- Thai fish cakes with sweet chilli sauce
- Mini pizzas with a selection of toppings
- Selection of savouries with tomato compote
- Hoki bites served with tartar dipping sauce
- Selection of samosas and spring rolls with sweet chilli sauce
- Beef mini kebabs with satay sauce
- Chef choice

\$12 pp 3 pieces per person
includes your selection of 2 cold + 1 hot items

\$16 pp 5 pieces per person
includes your selection of 3 cold + 2 hot items

\$21 pp 7 pieces per person
includes your selection of 4 cold + 3 hot items

Extras @ \$7 per person

- Cheeseboard & seasonal fresh fruit platter
- Antipasto platter



BEVERAGE PACKAGES

Standard

1 hour duration	\$21 pp
2 hour duration	\$25 pp
3 hour duration	\$31 pp
4 hour duration	\$36 pp

Premium

1 hour duration	\$25 pp
2 hour duration	\$32 pp
3 hour duration	\$37 pp
4 hour duration	\$41 pp

After 4 hours, beverages are charged on consumption



BUFFET LUNCH / DINNER @ \$40.00PP

(MINIMUM 20 PEOPLE)

Select 1 soup / 3 mains / 3 sides / 3 desserts/ juice, tea & coffee

Soup

- Leek and potato soup
- Mediterranean tomato soup

Mains

- Lamb shanks in gravy
- Roast beef with a red wine jus
- Oven baked fish of the day served with wilted greens
- Stir fry beef with asian vegetables served on egg noodles
- Roasted rosemary chicken
- Pork with apple sauce
- Butter chicken curry
- Vegetarian curry in a korma sauce
- Beef lasagna
- Vegetarian lasagna

Sides

- Sun dried tomato and olive pasta
- Baked jacket potatoes
- Green mixed leaf salad
- Roasted root vegetables
- Greek salad with olives and feta
- Potato salad with bacon pieces
- Gourmet potatoes covered in a garlic glaze

Dessert

- Raspberry cheesecake served with fresh cream
- Cheese platter with seasonal fresh fruits
- Sticky date pudding with butterscotch sauce
- Chocolate mud cake

Beverages

- Orange juice
- Tea / coffee
- Water



DINNER MENU OPTIONS

(MINIMUM 5 PEOPLE)

3 Course Set Menu \$40.00pp - entree & select 1 of each of the main course and dessert below.

Freshly brewed coffee and a selection of teas are included

Entrée

Enjoy one platter of Bruschetta with roma tomatoes, feta & cracked pepper drizzled with olive oil and one platter of herb and roasted garlic bread per table

Main Course

- Choice of one of the following
- Oven baked fish of the day wrapped in banana leaf, placed on a bed of saffron rice and broccolini
- Chicken supreme with slow roasted balsamic tomatoes on a herb orzo pasta
- Rib eye served medium rear – 200grams
- Served with mustard seeded mash potato, green beans and a rich red wine jus

Dessert

Enjoy one platter of New Zealand made cheeses and cracker selection per table and your choice of one of the following:

- Raspberry cheese cake with white chocolate served with fresh cream
- Sticky date pudding with butterscotch sauce and ice cream
- Chocolate mud cake



EVENT TERMS & CONDITIONS

CONFIRMATION

Confirmation of a booking must be made in writing with signed Terms & Conditions within seven (7) days of the original reservation. A 10% deposit is to be paid within fourteen (14) days. Otherwise the Management of the Hotel reserve the right to cancel the tentative booking and allocate the venue to another client.

PAYMENT

All function accounts are to be paid in full, two (2) days minimum prior to the function unless alternative arrangements have been made with the Hotel Credit Manager. All approved credit arrangements require full payment within five working (5) days after the function.

Please note that for all credit card transactions, a surcharge of 1.5% applies. Guests may choose to change their method of payment on check-out to cash or EFTPOS as these methods do not attract this fee.

NON PERFORMANCE OF CONTRACT

In the event of a confirmed function not taking place the client shall upon demand of the Hotel pay a fee based on a percentage of the estimated cost of the function.

Notification of 60+ days of the function deposit will be held for next confirmed event
(must be within 6 months)

Notification within 30 days or more of the function date 10% of the estimated cost

Notification 14-30 days prior 50% of the estimated cost

Notification less than 14 days 100% of the estimated cost

FINAL ATTENDANCE

A guaranteed number of guests attending functions is required two (2) working days prior to the event. Charges for any changes after this time will be rendered accordingly.

FINAL DETAILS

To ensure your requirements are met it is necessary to receive details of your function schedule and menu selection seven (7) days prior to your function. This will include details such as floor-plans and designs for exhibition & display space.

COMMENCEMENT AND VACATING OF ROOMS

The Client agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event that the conference should go beyond agreed finishing time we reserve the right to charge whatever additional costs are reasonably incurred to ensure the smooth operation of that function.

SET UP AND DELIVERY OF EQUIPMENT

Clients are responsible for costs involved in ensuring set up and break down time on all function space. All deliveries to the Hotel must be advised & agreed upon with the Banquet Co-ordinator and sent no earlier than 48hours prior to the function and must be marked with the name of the function. Whilst every effort will be made to assist in movement of goods from the loading bay to the function room, assistance will be offered on the basis of staff available at that time. The Hotel does not have storage facilities other than rooms booked by the client. Goods left in the Hotel without prior arrangement will be deemed abandoned and disgarded by the hotel.

CONSUMPTION

No food or beverage of any kind will be permitted to be brought into the Hotel for consumption at the function by the client or any of the client's guests, invitee's or persons attending the function. We practice Responsible Service of Alcohol at all times and reserve the right to refuse service of alcohol to any person.

DISPLAYS AND SIGNAGE

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in Hotel public areas is to be kept to a minimum and must be approved by the Hotel. Any special effect requests will be viewed on a one off basis. You must obtain prior written permission of the hotel to use the hotel name and/or logo in print, audiovisual display and/or such other multimedia display. All proposed artwork, which consists of the hotel name and/or logo must be approved in writing by the hotel.

ROOM ALLOCATION

The Hotel reserves the right to assign another room for the organised function in the event the room originally allocated for such function shall be unavailable (due to unforeseen circumstances) or inappropriate in the opinion of the Hotel, such substitution shall be deemed as full performance under this contract.

COMPLIANCE

It is understood that the client will conduct their function in an orderly manner in full compliance with the Hotel Management and with all applicable laws. This will include, however not be limited to – maintaining reasonable noise levels, adhering to the OH&S regulations of the relevant state, etc.

DAMAGES

Clients are financially responsible for any damage sustained to the Hotel by the Client, Client’s guests, invitees or other persons attending the function, whether in the room reserved or any area or part of the Hotel. This can include however is not limited to extra cleaning charges, cost to repair damaged furniture etc.

RESPONSIBILITY

The Hotel will not accept any responsibility for damage or loss of merchandise left in the Hotel prior, during or after the function. Clients should arrange their own insurance and/or security.

SECURITY

The Hotel reserves the right to exclude or eject any or all objectionable persons from the function on the Hotel premises without liability.

LIABILITY

If the Hotel has reason to believe that a function will affect the smooth running of the Hotel business, its security or reputation, it reserves the right to cancel the function without liability.

BASIS OF AGREEMENT

The Client agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event that the conference should go beyond agreed finishing time we reserve the right to charge whatever additional costs are reasonably incurred to ensure the smooth operation of that function.

ACCEPTED BY THE CLIENT:

Name of Company / Function

.....

Conference Sales

Signature of Responsible Party

.....

.....

Date:

Date:

.....

.....