



2011 CONFERENCE PACKAGES

an ideal
place to
meet

... with great facilities

Travelodge Wellington
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Wellington

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Travelodge
Wellington

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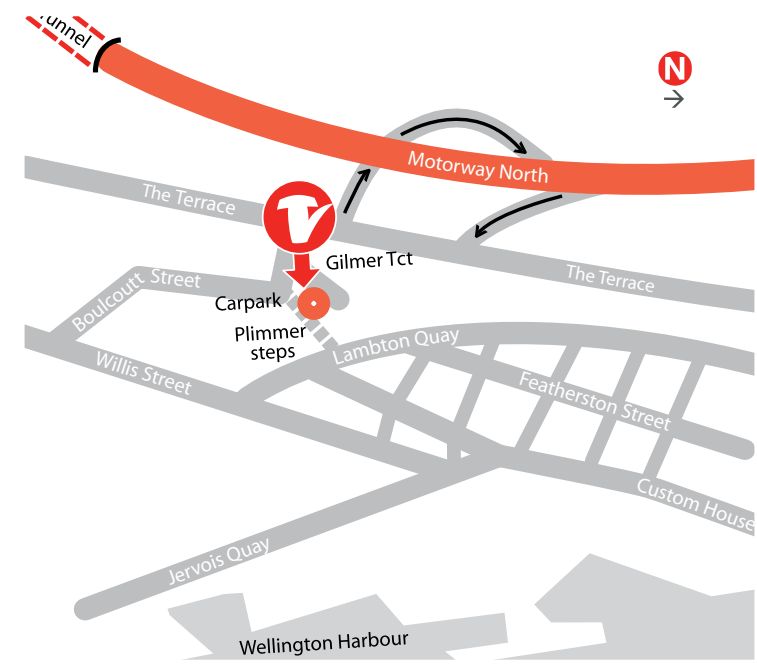
Travelodge Wellington is situated in the town centre, just a short stroll to lively cafes, shops and the beautiful Wellington Harbour.

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.

The hotel boasts 132 well appointed and spacious 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 dinner and a full buffet breakfast to start your day. Roomservice 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.

We are proud to be able to offer a conference venue that is conveniently located close to the Wellington business district. Our 5 conference rooms cater for functions ranging from 5 to 100 delegates. All 5 of the conference rooms are clean, contemporary and have solid well insulated walls to provide quiet and private meeting spaces. We have 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 100 delegates.

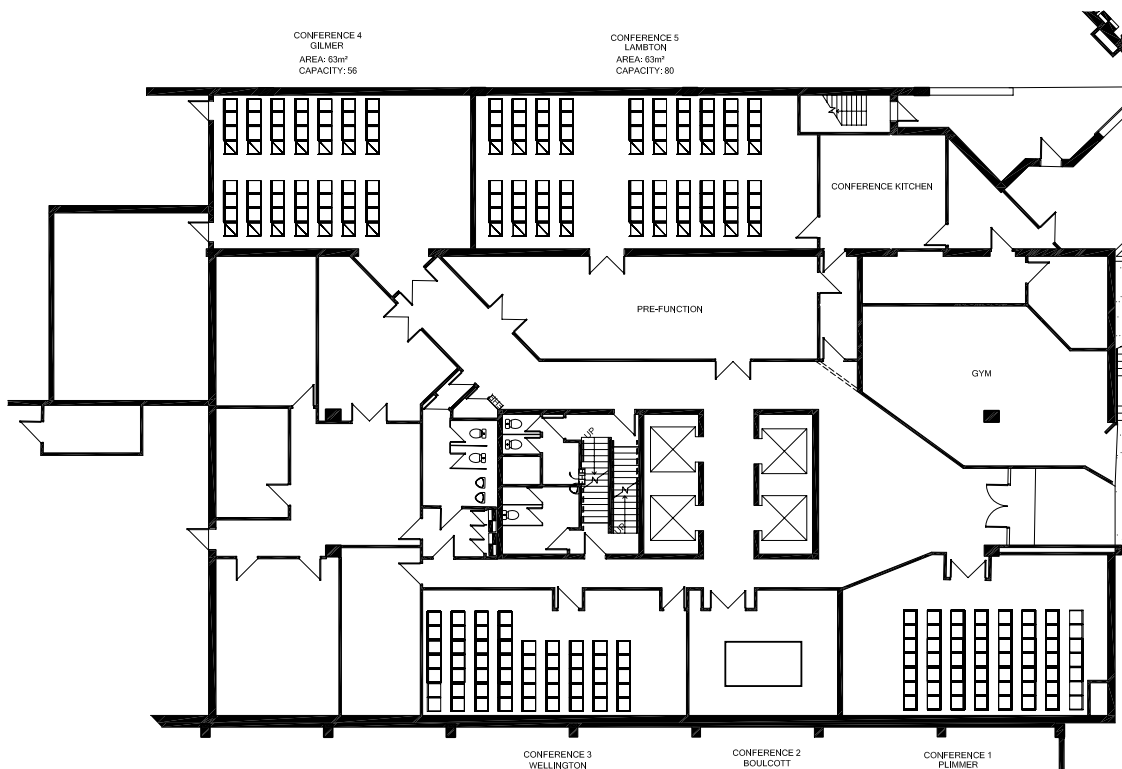
The Travelodge Wellington has an experienced kitchen team who has developed tantalising menu options that can be tailored to suit specific requirements. Our chef works alongside our dedicated conference professional to ensure your event at the Travelodge Wellington is a success!



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

Style	Plimmer (58 sqm)	Boulcott (23 sqm)	Wellington (43 sqm)	Gilmer (57 sqm)	Lambton (80 sqm)	Lampton Pre-function area (40sqm)
Theatre	60	-	40	50	100	-
Classroom	35	-	30	35	70	-
Full Round	45	-	40	45	70	-
Boardroom	30	10	23	25	45	-
U-Shape	25	-	20	20	40	-



TRAVELODGE ROOM HIRE

Style	Plimmer (58 sqm)	Boulcott (23 sqm)	Wellington (43 sqm)	Gilmer (57 sqm)	Lambton (80 sqm)	Lambton Pre-function (40 sqm)
Half Day	\$200	\$150	\$185	\$200	\$270	
Full Day	\$350	\$250	\$285	\$350	\$510	



DAY DELEGATE PACKAGES

Standard Day Delegate Package @ \$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
- standard whiteboard and wall mounted screen
- arrival Tea and Coffee
- morning tea with freshly brewed coffee and specialty teas and 1 item of food
- lunch – your choice of four items from our working lunch menu served in our restaurant or served in your room with freshly brewed coffee, specialty teas & orange juice
- afternoon Tea with freshly brewed coffee and specialty teas and 1 item of food

PLEASE NOTE:

Please select your catering choices from the working lunch menu below

Premium Day Delegate Package @ \$60.00 per person

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

Includes:

- conference room hire
- note pads, pens, iced water + mints
- standard whiteboard, wall mounted screen and flipchart
- arrival Tea and Coffee
- morning tea with freshly brewed coffee and specialty teas and 1 item of food
- lunch your choice of two mains, two sides and two dessert selections from our buffet menu served in our restaurant or served in your room with freshly brewed coffee, specialty teas & orange juice.
- afternoon Tea with freshly brewed coffee and specialty teas and 1 item of food
- complimentary carpark for the facilitator
- complimentary Dominion Post

PLEASE NOTE:

Please select your catering choices from the Hot Lunch/Dinner on page 14



LUNCH CHOOSE YOUR OPTIONS

Lunch @ \$25.00 per person - your choice of four items from our working lunch menu served in our restaurant or served in your room with freshly brewed coffee, specialty teas & orange juice

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

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

Top up your Lunch break with a selection of cold beverages

Can of V \$3.00 per person

Can of Soft drink \$3.00 per person,

selection of coke, diet coke and sprite



TRAVELODGE BREAK OPTIONS

Barista coffee at your beck & call - \$4.00

- 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 per 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



BREAKS

Arrival Tea/Coffee @ \$3.50 per person
freshly brewed coffee + specialty tea's

Morning Munchies @ \$7.00 per person
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
- Muesli & yoghurt cups
- Fruit dippers with yoghurt
- Selection of vegetable sticks with dip

Afternoon Delights @ \$7.00 per person

- 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
- Muesli & yoghurt cups
- Fruit dippers with yoghurt
- Selection of vegetable sticks with dip

Top up your morning or afternoon tea break with a selection of Cold beverages

- Can of V \$3.00 per person
- Can of Soft Drink \$3.00 per person, selection of coke, diet coke and sprite
- Glass of Fruit Juice \$3.00 per person, selection of orange juice, pineapple juice and apple juice

Barista coffee at your beck & call - \$4.00

Pre-order from a great range of espresso options;
lattes, flat whites, cappuccino's, hot chocolates & chai's

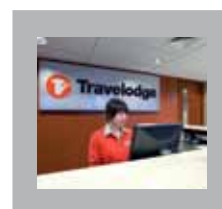
Our conference crew member will supply a quick and easy order form for your convenience



AUDIOVISUAL & EQUIPMENT HIRE

		Per Day Price
Fixed Screen (Lambton and Gilmer only)		Complimentary
Pull up 80 inch Screen		\$40.00
Data Projector	Half day	\$175.00
	Full day	\$250.00
Flipchart (markers & pad included)		\$25.00
Additional Flipchart Pads		\$15.00
Whiteboard (duster and pens included)		\$46.00
Electronic Whiteboard (duster and pens included)		\$110.00
Power Point Presentation Clicker		\$15.00
DVD Player		\$57.50
32 inch LCD TV		\$172.00
32 inch LCD TV & DVD Combo		\$218.50
Lapel Microphone		\$9.00
Table Microphone		\$34.50
Hand Held Wireless Microphone		\$69.00
Lectern Microphone		\$34.00
Lectern & Microphone Combo		\$103.50
Lectern		\$69.00
Laptop		\$138.00
Laptop Speakers		\$20.00
Small PA system (up to 100pax)		\$172.50
CD player		\$46.00
Professional CD player		\$57.50
Teleconference Unit		\$100.00
Stage (100x100x30cm)		Price on Request
Dance Floor		Price on Request
Wireless Broadband per user		\$30.00
Wireless Broadband multiple user		\$180.00

*Please note a delivery charge of \$45.00 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

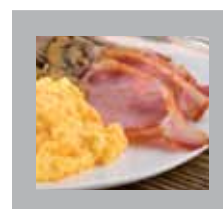
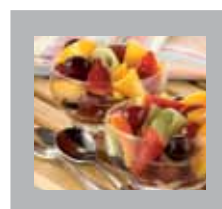
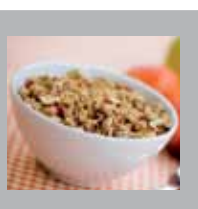
Cold Starters

- 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

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



SUNDOWNERS

Option 1 - \$12.00 per person, Choose 1 hot and 2 cold (3 pieces per person)

Option 2 - \$16.00 per person, Choose 2 hot and 3 cold (5 pieces per person)

Option 3 - \$21.00 per person, Choose 3 hot and 4 cold (7 pieces per person)

Additional pieces – \$4.00 per piece

Colds

- Mini corn fritters topped with sour cream and salsa
- Crostini with pesto and olive tapenade
- Sushi selection with wasabi and soy sauce
- Mini bruschetta 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 crudité's 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

Extras @ \$7 per person

- Cheeseboard & seasonal fresh fruit platter
- Antipasto platter

Platters – Just an example

- Cheese and Crackers Platter
\$20.00 serves 7 people
- Antipasto Platter
\$20.00 serves 7 people
- Breads and dips Platter
\$20.00 serves 7 people



BEVERAGE PACKAGES

Standard

Beverage as specified below will be served to your guests for your selected time period:

- House Chardonnay
- House Sauvignon Blanc
- House Pinot Noir
- Speight's
- Macs Gold
- Fruit Juice
- Soft Drink

1	hour duration	\$22 pp
2	hour duration	\$26 pp
3	hour duration	\$32 pp
4	hour duration	\$37 pp

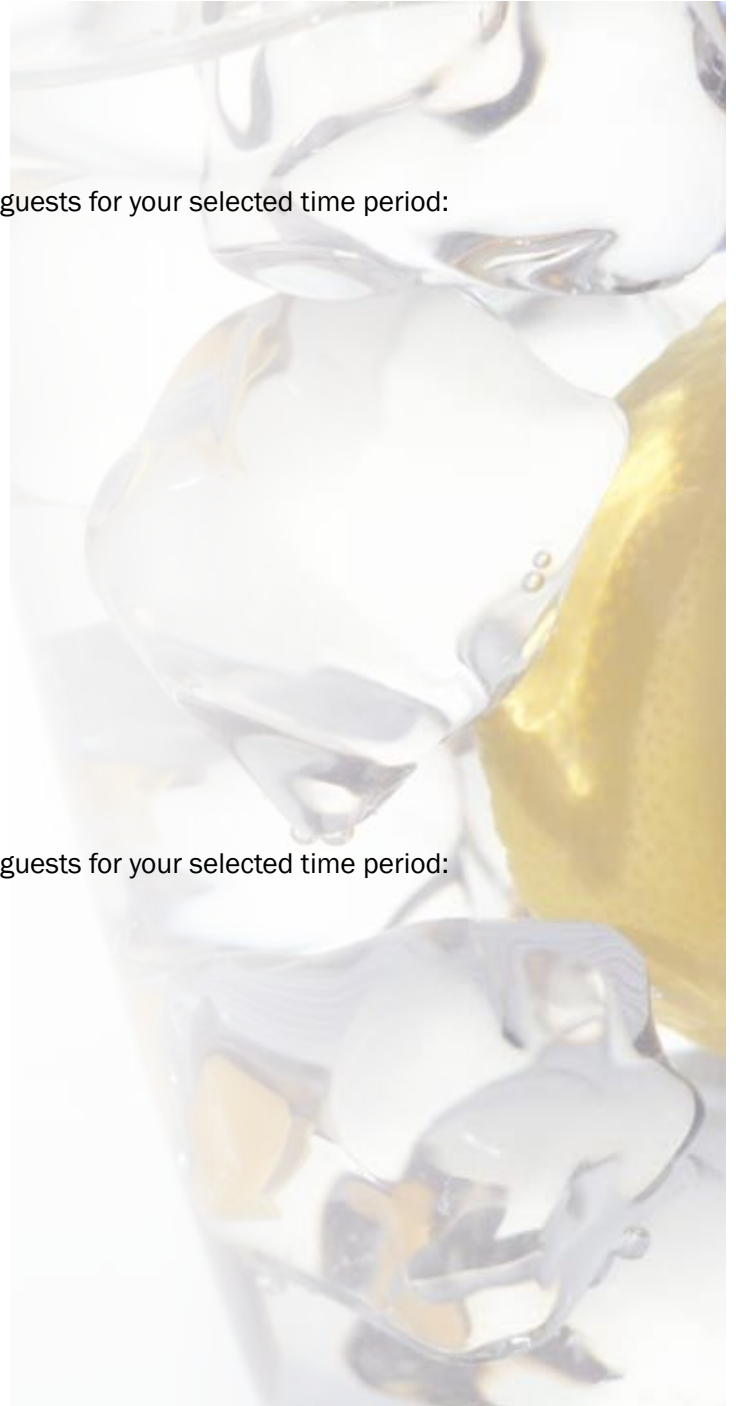
Premium

Beverage as specified below will be served to your guests for your selected time period:

- Premium Chardonnay
- Premium Sauvignon Blanc
- Premium Pinot Noir
- Speight's
- Macs Gold
- Macs Lights
- Steinlager Pure
- Fruit Juice
- Soft Drink

1	hour duration	\$26 pp
2	hour duration	\$33 pp
3	hour duration	\$38 pp
4	hour duration	\$42 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
- 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 \$50.00pp - 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

Your 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 rare – 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 discarded 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:

.....

.....