



WILLESTON
CONFERENCE CENTRE

CONFERENCE PACK



2018

Willeston Conference Centre

Level 11, 15 Willeston Street. PO Box 11714, Manners St, Wellington,
NZ P: +64 4 473 0524 E: info@willeston.co.nz

www.willeston.co.nz



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Kia Ora

Welcome to the Willeston Conference Centre – Premium conferencing & events venue in Wellington CBD. We have more than 9 years of experience in the corporate hospitality business providing a professional, client-focused, flexible and reliable service. We deliver high quality conferences and meetings that suit specific clients' requirements. Willeston Conference Centre is one of the foremost conference venues in Wellington.

Willeston Conference Centre is the perfect venue for any business meeting, training seminar, interview or event—featuring pillar-free rooms with natural light, fabulous views of Wellington harbour and city surroundings, a fantastic location right in the heart of Wellington's CBD. With six conference rooms available, Willeston has the ability to seat small intimate meetings with two people to medium-sized conferences with the ability to seat up to eighty-five people theatre-style. We are fully equipped with Audio Visual and offer full catering services. Our dining room area is a perfect place for after work evening cocktail functions.

We have well established processes and procedures in place and have a proven track record of satisfying and meeting the requirements of all our clients. Our on-site conference team provides dedicated event management and administrative services to guarantee quality control and the smooth delivery of your conference. Contact us to discuss your conference needs today. We look forward to working with you.

LOCATION



100%
New Zealand
Owned & Operated



ROOM HIRE RATES

ROOM	FULL DAY HIRE	HALF DAY HIRE	PER HOUR HIRE
(1) Pohutukawa	\$630.00	\$430.00	\$120.00
(2) Monarch	\$630.00	\$430.00	\$120.00
(3) Tussock	\$525.00	\$380.00	\$100.00
(4) Kauri	\$525.00	\$380.00	\$100.00
(5) Parkview	\$395.00	\$280.00	\$80.00
(6) Mt Aspiring	\$295.00	\$180.00	\$60.00
(7) Dining Room	-	-	\$90.00

All room hire prices are GST exclusive and are at subject to change.

Our room hire prices include complimentary:

- Wireless Internet
- Static Whiteboard with markers
- Pens, A5 Writing Pads, Water & Mints
- Samsung 65" Smart UHD TV Screen (Complimentary with Tussock or Kauri room hire)

Per hour room hire rates include all of above

We have special discounted rates for GOVT departments & Non-Profit Organizations

(Discounts apply to full day room bookings only)

Exclusive discounted rates available for bulk or long-term bookings

Audio & Video Conferencing facility available in all the rooms

All our rooms are fitted with their own individually controlled air conditioning units.

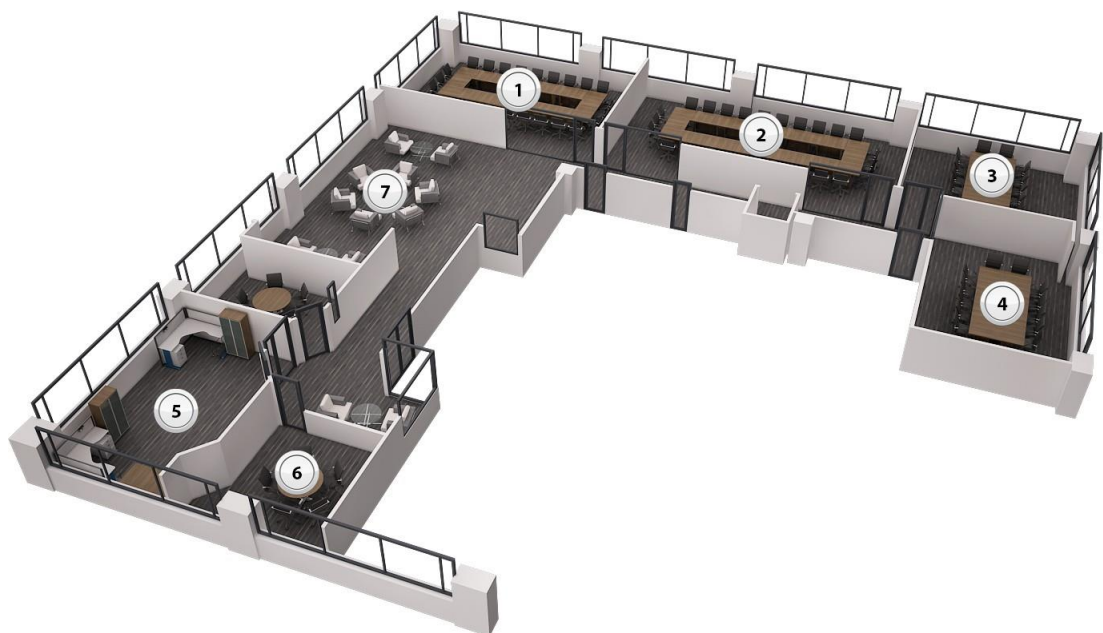
Hire our dining room for evening events



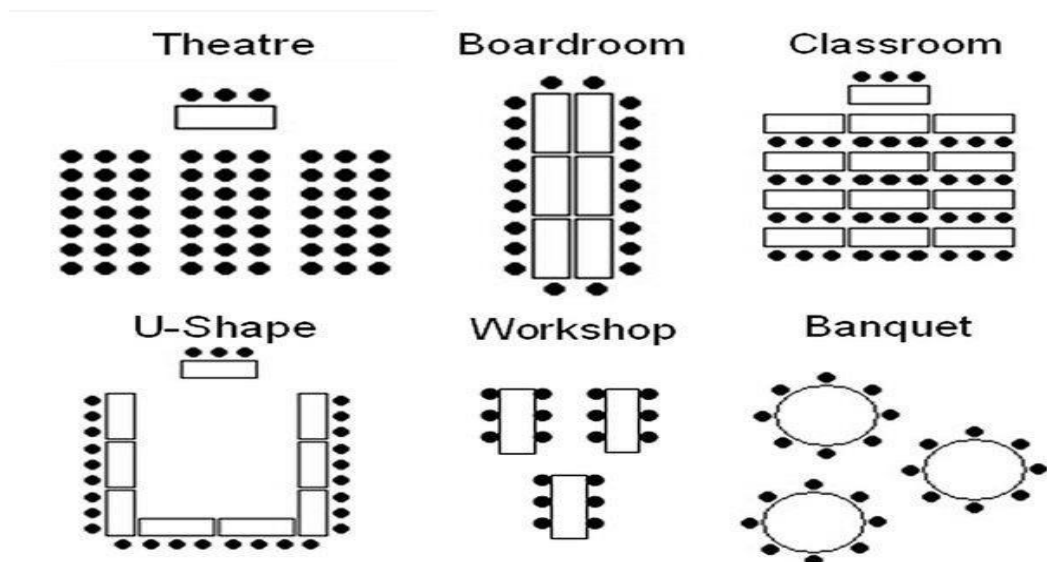
ROOM SIZE AND CAPACITY

ROOM	BOARD	WORKSHOP	THEATRE	SIZE
(1) Pohutukawa	24	25	55	50m2
(2) Monarch	30	42	80	60m2
(3) Tussock	16	15	35	34m2
(4) Kauri	16	20	35	31m2
(5) Parkview	12	10	20	24m2
(6) Mt Aspiring	8	8	N/A	16m2
(7) Dining Room	N/A	N/A	N/A	

FLOOR PLAN



ROOM SET UP STYLES



EQUIPMENT HIRE

Willeston Conference Centre provides a range of audio-visual equipment for hire with both full day and half day rates available on most of our equipment rentals. Contact Willeston Conference Centre to discuss your complete AV solution, from the initial concept right through to the execution.

EQUIPMENT	FULL DAY	HALF DAY	NOTES
High Speed Wireless Internet	-	-	Complimentary
Static Whiteboard	-	-	Complimentary
Wall Mounted Screen	-	-	Complimentary
Data Projector 3300 Lumens	\$180.00	\$100.00	Ceiling speakers included
Data Projector 5500 Lumens	\$250.00	\$180.00	Ceiling speakers included
Flip chart stand with pad	\$37.00	-	
Flip chart pad	\$25.00	-	
Colour Electronic Whiteboard	\$130.00	\$80.00	
Polycom Audio Conferencing Unit	\$149.00	-	Free calling within NZ
Polycom bluetooth speaker phone	\$49.00	-	Free calling within NZ
Video Conferencing Services	\$249.00	-	More charges may apply
Wireless PA Sound System (small)	\$199.00	-	
Wireless PA Sound System (medium)	\$299.00	-	
Note Book Laptop	\$99.00	-	
Wireless Bluetooth Speaker	\$49.00	-	
Lectern with wireless sound system	\$250.00	-	
Lectern	\$75.00	-	

All equipment pricing is GST exclusive and is subject to change.

Please let us know of additional services or equipment you need.

AV Equipment packages are available on request.

Please note a delivery fee may apply, please contact us for more details.



BREAKFAST, MORNING & AFTERNOON TEA MENU

Prices

1 item selected from the below menu with freshly brewed coffee and specialty teas for \$7.50 per guest

2 items selected from the below menu with freshly brewed coffee and specialty teas for \$10.50 per guest

Please note all pricing excludes GST

Savoury Items

House made sausage rolls with tomato relish

Moroccan lamb sausage rolls with harissa yoghurt

Spinach, bacon, roasted asparagus and cream cheese savory slice

Curried vegetable empanada dusted in dukkah with lemon yoghurt (v)

Spanish chorizo wrapped in pesto parmesan pastry with tomato relish

Vol au vents filled with shredded chicken, red capsicum and spring onion in ranch dressing

Creamy Cajun prawn risotto balls

Mini croissant filled with ham, cheese & fresh tomato salsa

Mini croissant filled with avocado & caper, dill, egg salad (v)

Mini poppy seed bagel filled with leg ham, fresh tomato and honey cinnamon cream cheese

Finger sandwiches (2pp) (df)

Spinach, ham, roasted mixed peppers and cheese frittata with tomato chilli dip (gf)

Cherry tomato, ricotta and basil individual mini quiches (v)

Seared chorizo, sundried tomato and cheese muffins with butter on the side

Spinach and feta muffins with butter on the side (v)

Herb and cheese scones with butter on the side (v)

Ham and cheese pinwheel scones

Bacon, cheddar and courgette loaf with butter on the side

Sweet Items

Creamy chia pots layered with oats & cashew cream topped with raspberry compote (gf) (v)

Assorted mini French Danish pastries (2pp) (v)

Mini Beignets with assorted fillings – chocolate hazelnut – red fruits – apple – caramel (2pp) (v)

Cookies of the day (v)

Plain seasonal fruit skewers (gf) (df) (v)

Fruit skewers drizzled in dark chocolate & dusted with crushed pistachios (gf) (df)

Apple streusel muffins with butter on the side

Blueberry, lemon and cream cheese muffins with butter on the side

Cinnamon scrolls with cream cheese frosting

Spiced peach scones with Chantilly cream

Individual mango loaf with passionfruit glaze

Raspberry and coconut friands (gf) (v)

Strawberry and cream cupcakes

Individual dark chocolate and orange tarts

Mocha slice

Fresh Seasonal Fruit Platters

Small \$25.00 serves 5 guests

Medium \$45.00 serves 10 guests

Large \$65.00 serves 15 guests

Please note: All dietary requirements are available on request & may come at an additional cost.



CAFÉ TO YOU – LIGHT LUNCH MENU

4 items selected from the below menu with freshly brewed coffee and specialty teas for \$22.50 per guest

5 items selected from the below menu with freshly brewed coffee and specialty teas for \$25.50 per guest

6 items selected from the below menu with freshly brewed coffee and specialty teas for \$28.50 per guest

Chef's choice - 3 items \$19.50 (bread savoury and sweet)

Please note all pricing excludes GST

Sandwiches, Rolls & Wrap Selection

Semmel roll with leg of ham with wholegrain Mustard mayo, mixed leaf, cheese & tomato

Ficelle with pulled beef brisket in Chinese 5 spice served with lettuce mix, mung bean sprout, pickled cucumber, mayo

Rustic roll with herbed chicken - aioli, rocket, avocado & brie

Brioche bun with pork bahn mi roast char sui pork, coriander, cucumber, pickled carrots, daikon, jalapeno, mayo

Bretzel baguette with roasted asparagus, cream cheese, rocket, sauté onion & sprouts (v)

Spinach tortilla with tomato, cucumber, avocado, cheese, aioli, & mixed leaf (v)

Chef choice selection of club sandwiches (including vegetarian) (2pp) (df)

Salads

Thyme roasted chicken salad with baby spinach, walnut, orange & feta with blueberry vinaigrette (gf)

Roasted potato, pumpkin, rocket, tomato and feta salad with house honey mustard dressing (v) (gf)

Japanese panko pork with seasoned Japanese rice, white cabbage slaw, tonkatsu dressing (df)

Salads continued ...

Asian sprout salad with mung beans, alfalfa, sango sprouts, julienne red capsicum, grated carrot & beetroot with snow pea shoots & mixed salad, lime soy sesame dressing (v) (gf) (df)

Paleo salad with grated carrots, julienne green apple, mixed lettuce, kale & cashew with house red wine vinaigrette (df) (gf) (v)

Pies, Quiche & Frittata

Cherry tomato, ricotta & basil individual mini quiche (v)

Bacon, spring onion and cheese individual mini quiche

Roasted cauliflower, spinach, roasted red pepper and parmesan quiche wedge (v)

Beetroot, almond, feta and chive individual mini quiche (v)

Beef brisket and Guinness slow braised pies topped with cheddar

Creamy chicken, bacon and mushroom pies

Sundried tomato, spring onion, egg and cheese pies (v)

Spinach, ham, roasted mixed peppers and cheese frittata with tomato chilli dip (gf)

Potato, breakfast sausage, roasted asparagus and parmesan frittata with tomato relish (gf)

Spinach, broccoli, braised mushroom and cream cheese frittata with green tomato chutney (v) (gf)

Please note: All dietary requirements are available on request & may come at an additional cost.



CAFÉ TO YOU – LIGHT LUNCH MENU CONTINUED

Prices

4 items selected from the below menu with freshly brewed coffee and specialty teas for \$22.50 per guest

5 items selected from the below menu with freshly brewed coffee and specialty teas for \$25.50 per guest

6 items selected from the below menu with freshly brewed coffee and specialty teas for \$28.50 per guest

Chef's choice - 3 items \$19.50 (bread savoury and sweet)

Please note all pricing excludes GST

Other Favourites

Chef choice selection of club sandwiches
(including vegetarian) (2pp) (df)

House made assorted sushi served with
soy sauce, wasabi and pickled ginger
(including vegetarian) (2pp) (gf) (df) (v)

Moroccan lamb sausage rolls with harissa
yoghurt

Curried vegetable empanada dusted in dukkah
with lemon yoghurt (v)

Vol au vents filled with shredded chicken, red
capsicum and spring onion in ranch dressing

Creamy Cajun prawn risotto balls

Spanish chorizo wrapped in pesto parmesan
pastry with tomato relish

Bao Bun filled with panko sesame chicken
goujons, slaw and sriracha mayo

Beef and red pepper skewers rolled in Thai
chilli jam with tomato chilli dip (gf) (df)

Rice paper rolls filled with hoisin pork mince,
pickled red cabbage, cucumber and rocket
with Asian dip (df)

Pickled red cabbage, grated carrot, avocado
and mango rice papers with lime soy sesame
dip (gf) (vegan)

Spring roll with Swede, cabbage, beans and
carrot sauteed in mushroom sauce with
sesame soy dipping sauce (vegan)

Sweets

Plain seasonal fruit skewers (gf) (df) (v)

Fruit skewers drizzled in dark chocolate and dusted with
crusted pistachios (gf) (df) (v)

Cookies of the day

Individual mango loaf with passionfruit glaze

Apricot turnover

Raspberry and coconut friands (gf)

Strawberry and cream cupcakes

Individual dark chocolate and orange tarts

Blondie brownie with glace cherries and toasted
almonds

Louise slice

Mocha Slice

Eclairs filled with sweet cream topped with white
chocolate and freeze-dried cherries

Fresh Seasonal Fruit Platters

Small \$25.00 serves 5 guests

Medium \$45.00 serves 10 guests

Large \$65.00 serves 15 guests

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PLATTERS

La Fromagerie

Selection of New Zealand cheese, fruit chutney, dried fruits, grapes, celery sticks, cheese biscuits

Small \$60.00 serves 5 -7 guests

Medium \$100.00 serves 10 -12 guests

Large \$130.00 serves 15 -18 guests

The Deli Counter

Marinated olives, pickles, marinated char veggies, selection of deli cuts, sourdough bread, relishes and chutneys

Small \$50.00 serves 5 -7 guests

Medium \$85.00 serves 10 -12 guests

Large \$115.00 serves 15 -18 guests

Rustic stone

Artisan breads, marinated olives, hummus, relishes, char grilled vegetables

\$70.00 - Serves 8-10 guests

Sushi Stop

Hand rolled sushi with soy sauce, wasabi, and pickled ginger (including vegetarian)

\$110.00 - 60 Pieces

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OTHER SERVICES

Catering and other services including after hours

Tea and coffee all day only	\$12.00 per guest
Bowl of fruit	\$40.00
Carafe of orange juice	\$9.00
Beer by the bottle	\$5.00
Wine by the glass	\$6.50 per glass

Administration

Photocopying and Printing:

Single sided A4 Reg/Colour	\$0.20/\$0.30
Double sided A4 Reg/ Col	\$0.30/\$.040

All pricing is GST exclusive

PARKING

Wellingtons' central business district has a range of parking options details from on street parking to parking buildings. Some parking details are listed below otherwise please feel free to contact the Willeston Conference Centre for more information on local parking - 04 473 0524

On Street Parking

Hourly parking fees in Wellingtons' central business district are approximately \$4.50 per hour.

OnStreetparking hours

Monday to Thursday	8am – 6pm
Friday	8am – 8pm

Wilson Parking Buildings 04 473 2293 or www.wilsonparking.co.nz

There is a Wilson car parking building opposite the conference centre with early bird parking at \$20.00 per day (arrive before 9.30am)

AFTER HOURS CONFERENCES

Conferences are booked from 8.30am until 5.30pm daily unless otherwise requested. Any conference which continues beyond 5.30pm will need to be by arrangement only and may attract a surcharge.

For all after-hour functions please discuss your requirements with our helpful conference staff.

We are pleased to supply all catering needs including alcohol for your event, however please note our lifts are locked for access at 6.00pm nightly and access would need to be arranged for after hours functions.





WILLESTON
CONFERENCE CENTRE

TERMS AND CONDITIONS

Confirmation of booking:

A confirmation of booking will be sent direct to you once your details have been confirmed. When you receive this please check over the details carefully to ensure they match your requirements. Please contact the conference centre as soon as possible if there are any changes.

Final numbers:

The expected number of attendees must be advised at least 5 days prior to the commencement of the event with final confirmation no later than 24 hours prior to the event. If the number of attendees exceeds the final number given within 24 hours, we will do our best to accommodate them.

Final payment:

All conference accounts are to be paid within 20 days after the commencement of the event unless a prior arrangement has been made with the Conference Coordinator.

Cancellations to bookings:

- If a cancellation is made 14 or more working days prior to the event, no charges will be incurred.
- If a cancellation is made up to 14 working days prior to the event, 50% of the venue hire cost will be charged.
- If a cancellation is made up to 7 working days prior to the event 50% of the venue hire and 50% of the catering and equipment hire costs will be charged.
- If a cancellation is made less than 48 hours prior to the event, 50% of the venue hire cost, and 100% of the catering and equipment hire costs will be charged.
- Cancellation within 24 hours prior to the event or no show on the day will incur 100% of the venue hire, catering and equipment hire charges.
- All cancellations must be received by The Willeston Conference Centre in writing or by email.

Hours of operation:

Normal hours of operation for the Willeston Conference Centre are 8.30am to 5.30pm, Monday to Friday except for public holidays. Hours negotiated outside these times will incur an additional charge.

Property and equipment:

The Willeston Conference Centre will take necessary care of, but does not accept any liability for loss or damage to the client's equipment or property whilst using the venue.

Catering:

We have preferred supplier agreements in place with our preferred catering companies. Please allow at least 48 hours prior to your conference to order catering. For orders placed within 48 hours of your event we reserve the right to order "Chefs choice" for your catering.

