

# 2010

## Conference Pack



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## Conference centre options

Thank you for your interest in Best Western Hygate Motor Lodge & Conference Centre for your next conference or meeting. Our dedicated host will be able to assist you with all your conference requirements.

We have two rooms available depending on the numbers of delegates and individual requirements. Full catering service is provided and special dietary requirements can be catered for by prior arrangement. There is ample free daytime on site parking available. Both rooms are ground floor and have large vehicle access to the door. Wheelchair access is also available to both rooms. We also have a variety of accommodation options available for your facilitator or delegates, please enquire about our special conference packages.

### Mt Pirongia View Room

Our main conference room can cater for up to 40 people in theatre style being ideal for small to medium sized conferences, board meetings and trade shows. The room is approximately 80<sup>2</sup>m and features new large air-conditioning/heat pump, large screen for data show, two bathrooms (one with access facilities), full kitchen, water filter and outdoor area for break times.

#### Room Setup:



**Theatre Style: Max 40**



**U Shape: Max 22**



### Room 12

Our small meeting room is ideal for small meetings, interviews and trade shows. Suitable for up to 6 delegates seated at tables. Room features air-conditioning/heat-pump, tea & coffee making facilities & kitchenette.

This room also features a separate bedroom for the conference organiser wanting to stay the night while running the trade show or business meeting.



## Hireage Rates

Conference room hire is in 4 hour blocks: 8am – 12pm, 1pm – 5pm and 6pm – 10pm.

### Rates: (up to 25 persons)

- 8am – 12pm \$100.00
- 1pm - 5pm \$100.00
- 6pm – 10pm \$100.00
- 8am – 5pm \$185.00
- 1pm – 10pm \$185.00
- 8am – 10pm \$250.00

### Rates include:

- Room hire
- Water filter
- Mints
- Coffee & selection of teas
- White board & pens
- Screen for data show
- TV & DVD

### Full catering available (see menu for options)

- Morning tea from \$5.75 per person
- Lunch from \$16.50 per person
- Afternoon Tea from \$5.75 per person
- After 5 from \$8.50 per person
- Orange Juice \$5.50 per carafe

### Other equipment available:

- A1 flip chart \$20.00
- Data projector \$POA
- A6 Note pad & pen \$2.00 per person



## Conference Menu

### Morning Tea:

*One Item \$5.75, Two Items \$7.75, Three Items \$9.75*

Freshly Baked Muffins  
Selection of Cakes and Slices  
Scones, Savoury or Sweet  
Mixed Savouries  
Fresh Fruit Platter

### Lunch:

*Five Items \$16.50, Six Items \$18.50, Seven Items \$20.00*

Mixed Platter of Open Sandwiches  
Soup of the Day and Rolls  
Mixed Savouries  
Freshly Baked Lasagne  
Green Salad  
Chicken Kebabs  
Savoury Vegetable Quiche  
Freshly Baked Bacon & Egg Pie  
Freshly Baked Muffins  
Fresh Fruit Platter  
Selection of Cakes & Slices

### Afternoon Tea:

*One Item \$5.75, Two Items \$7.75, Three Items \$9.75*

Freshly Baked Muffins  
Mixed Savouries  
Fresh Fruit Platter  
Selection of Cakes and Slices

### After 5 Menu:

Antipasto Platter: \$12.00

Selection of roasted marinated vegetables, olives, artichokes, cheese, sliced meats, dips and crostini.

Cheeseboard: \$10.00

A selection of Kapiti Cheeses and grapes with a selection of crackers

Breads and Spreads Platter: \$8.50

A selection of hummus, pesto, dukkah spices and oil with pita breads, crostini and grissini sticks



BOOKING DETAILS:			FUNCTION SHEET DAY 1		
Date					
Venue					
Company					
Function Name					
Signage					
CONTACT INFORMATION:					
Contact on day					
Contacts Mobile					
Coordinator Contact					
Coordinator Phone					
Email					
FUNCTION ROOM:					
Access from		Start Time		Finish Time	
# Participants			# Facilitators		
ROOM LAYOUT:					
Theatre		Interview		Presenters table	
Boardroom		Classroom		Registration table	
U Shape		Cabaret		Display table	
Horseshoe (U shape, no tables)		Other			
EQUIPMENT:					
Whiteboard & Pens		Data Projector			
Flipchart stand & Pens		DVD Player/TV			
Flipchart pads (# required)		CD Player			
Other					
CATERING:					
	Time	Menu	# attending	Budget/Price	
On Arrival					
Morning Tea					
Lunch					
Afternoon Tea					
Special dietary Requirements					
ACCOMMODATION ALLOTMENT REQUEST:					
Hotel Option 1			Hotel Option 2		
# Rooms		Date In		Date Out	
# Rooms		Date In		Date Out	
** All rooming lists must be advised 10 days prior to arrival.					
NOTES:					



BOOKING DETAILS:			FUNCTION SHEET DAY 2		
Date					
Venue					
Company					
Function Name					
Signage					
CONTACT INFORMATION:					
Contact on day					
Contacts Mobile					
Coordinator Contact					
Coordinator Phone					
Email					
FUNCTION ROOM:					
Access from		Start Time		Finish Time	
# Participants			# Facilitators		
ROOM LAYOUT:					
Theatre		Interview		Presenters table	
Boardroom		Classroom		Registration table	
U Shape		Cabaret		Display table	
Horseshoe (U shape, no tables)		Other			
EQUIPMENT:					
Whiteboard & Pens		Data Projector			
Flipchart stand & Pens		DVD Player/TV			
Flipchart pads (# required)		CD Player			
Other					
CATERING:					
	Time	Menu		# attending	Budget/Price
On Arrival					
Morning Tea					
Lunch					
Afternoon Tea					
Special dietary Requirements					
ACCOMMODATION ALLOTMENT REQUEST:					
Hotel Option 1		Hotel Option 2			
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NOTES:					