

Mercure MEETINGS



MEETINGS, CONFERENCES AND SPECIAL EVENT KIT 2010

Mercure Auckland Windsor

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Welcome to Mercure Auckland Windsor featuring a dedicated function room catering for your conference and meetings needs.

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HOTEL LOCATION

MERCURE AUCKLAND WINDSOR

Location, location, location, this boutique-style hotel is located in the heart of Auckland's CBD, plus a myriad of attractions, restaurants, shopping and activities are right at your doorstep.

Mercure Auckland Windsor has easy motorway access and Viaduct Harbour, Britomart transport centre, Ferry terminals and the Airport Shuttle bus stop are all within easy walking distance from the hotel.

Mercure Auckland Windsor offers a variety of modern accommodation rooms. All rooms have ensuite bathrooms, mini bar, tea and coffee making facilities, Sky TV, opening windows and high-speed internet access. Most rooms feature kitchenette facilities for added convenience, ideal for long terms guests

In house guests also have access to 24 hour reception, room service, fitness room and spa, laundry and dry-cleaning facilities as well as offsite undercover valet car parking. For your convenience. Vault Breakfast Restaurant and Bar located on the ground floor offers you a choice of continental or full buffet breakfast.

Mercure Auckland Windsor features one conference room catering for up to 30 delegates. Our team knows what it takes to make your conference run smoothly, and can help you tailor a package specifically to suit your needs. The staff are also there to assist you with all your last-minute administrative needs, including photocopying, printing and faxing.

All this, plus a friendly team at your service, makes Mercure Auckland Windsor an ideal choice for your next meeting and residential conference. If you are looking for distinctive accommodation with character, history and a convenient location, look no further than Mercure Auckland Windsor.



MERCURE MEETING COMMITMENTS

At Mercure we look after everything, even the environment, as all Mercure Meetings are Carbon Neutral. We also care about conference delegates and provide deliciously healthy food to keep everyone energised for longer. Plus our meetings expertise means that your meetings are always a success.

Mercure hotels are located in all major centres around New Zealand with a range of conference facilities to suit all requirements.

CARBON NEUTRAL MEETINGS

- Your Mercure meeting will be Carbon Neutral
- We offset the greenhouse gases produced during the meeting by funding efficient energy sources through the Carbon Reduction Institute
- We will fund the cost of the offsets and do not pass them on to you
- Our hotels follow Accor's global environmental charter with 65 priority actions identified to reduce energy and water consumption and improve waste management and recycling

PROFESSIONAL AND PERSONAL SERVICE

- You have a single point of contact – with dedicated meetings staff to take care of all aspects of your booking
- We respond to your enquiry the very same day
- We tailor a solution to suit your requirements
- We provide instant contact should you need assistance during your meeting

TECHNOLOGY

- Conference rooms with High Speed Internet access
- Professional AV equipment that works
- Phones provided in each room for instant contact to meetings staff

MEETINGS FACILITIES

- Well equipped meeting rooms with flexible configurations to suit all requirements – from small meetings to larger events

DELICIOUS AND HEALTHY FOOD

- Our menus and conference room refreshments are designed to be both indulgent and healthy
- Healthy food = healthy minds, so we keep this in mind to ensure the most positive outcomes for your meetings

www.mercuremeetings.co.nz



CONFERENCE ROOM AND CAPACITIES

CONFERENCE ROOM CAPACITIES

ROOM NAME	AREA M ²	U-SHAPE	BOARDROOM	THEATRE
WINDSOR ROOM	35	16	20	30

ROOM HIRE

ROOM NAME	HALF DAY HIRE	FULL DAY HIRE
WINDSOR ROOM	180	280

All prices are based on per room per day.

OUR CONFERENCE ROOM OFFERS THE FOLLOWING FEATURES:

Room with individually controlled air conditioning

Manager on Duty available 24 hours

Ceiling height of three metres

Telephone lines with internet connection for ISP account holders

Broadband internet connection

WiFi in Windsor room, Vault Breakfast Restaurant and Bar and hotel lobby

Conference area 6.7m x 5.7m

DAY CONFERENCE PACKAGE

— FROM \$50 PER PERSON

STANDARD DAY DELEGATE PACKAGE \$50.00

per delegate per day, minimum 10 delegates

- Conference room hire and set-up
- Mercure conference pens and pads
- Static whiteboard, flipchart and screen
- Morning tea with freshly brewed coffee and a selection of teas with a seasonal fruit plate and Danish pastry selection
- Buffet lunch in Vault Breakfast Restaurant and Bar including starters, mains and desserts.
- Afternoon tea with freshly brewed coffee and a selection of teas with a sweet cake selection
- Iced water and wrapped mints
- Daily newspaper for the facilitator

Menu options are available. Details available through your Conference Coordinator.



AUDIO VISUAL EQUIPMENT

AUDIO VISUAL EQUIPMENT

All conference rooms come complete with complimentary iced water, wrapped mints, Mercure conference pads and pens.

The following equipment is available for hire.

Static whiteboard	\$45.00
Electronic whiteboard	\$135.00
Flipchart easel	\$40.00
Overhead projector	\$60.00
Television and video unit	\$145.00
Video only	\$50.00
CD player	\$60.00
Laptop computer	\$160.00
Data projector	\$320.00
Laser pointer	\$20.00
Overhead projector	\$60.00
Slide projector	\$60.00
PA system with microphone	from \$255.00

All prices are based on per item per day and are subject to change without notice.

We are happy to supply a quotation for any other equipment requirements you may have.

BREAKFAST**BUFFET BREAKFAST**
served in Vault Breakfast Restaurant and Bar**\$20.00 PER PERSON**

minimum 10 delegates

- Chilled fruit juices
- A selection of cereals
- Freshly baked croissants and Danish pastries with preserves
- Assortment of fruit and plain yoghurt
- Fruit compote and fresh fruit slices
- Cheese and continental cold cuts
- Creamy scrambled eggs
- Crispy bacon
- Breakfast sausages
- Grilled tomatoes
- Hash browns
- Mushrooms
- Selection of breads
- Baked beans
- Freshly brewed coffee and a selection of teas

COFFEE BREAKS

COFFEE BREAK OPTIONS

Freshly brewed coffee and a selection of teas	\$4.00 per person
Fresh fruit juice	\$15.00 per carafe
Bottled mineral water	\$6.50 per bottle

Freshly brewed coffee and a selection of teas with:

Two of the below items \$8.00 per person

Home baked cookies

Selection of sweet mini muffins

Sweet Danish pastries

Seasonal sliced fruit

Savoury Danish pastries

Selection of savoury mini muffins

LUNCH BREAKS

MENU OPTION 1 \$24.50 PER PERSON

minimum 10 delegates

Mains

Freshly made club sandwiches, with one selection from the following:

- Ham and cheese
- Smoked chicken and cucumber
- Beef and tomato

- Smoked chicken lasagne
- Bread rolls

Dessert

- Classic strawberry cheesecake
- Selection of seasonal freshly sliced fruits
- Served with tea, coffee and orange juice

MENU OPTION 2 \$24.50 PER PERSON

minimum 10 delegates

Starters

- Spring cous cous salad
- Fusilli salad with feta, salami and fresh herbs (served warm)

Mains

Freshly made club sandwiches, with one selection from the following:

- Ham and cheese
- Smoked chicken and cucumber
- Beef and tomato

- Traditional beef lasagne
- Bread rolls

Dessert

- Carrot cake with cream cheese icing
- Selection of seasonal freshly sliced fruits
- Served with tea, coffee and orange juice

LUNCH BREAKS

MENU OPTION 3 \$24.50 PER PERSON

minimum 10 delegates

Starters

Chickpea, tomato and crispy bacon salad

Fusilli salad with feta, salami and fresh herbs (served warm)

Mains

Freshly made club sandwiches, with one selection from the following:

Ham and cheese

Smoked chicken and cucumber

Beef and tomato

Potato and curried chicken nibbles served with steamed coconut flavoured rice

Bread rolls

Dessert

Passionfruit cheesecake

Selection of seasonal freshly sliced fruits

Served with tea, coffee and orange juice

Note: Vegetarian options are available. Details are available through your Conference Coordinator



ACCOMMODATION & FACILITIES



Mercure Auckland Windsor offers 79 accommodation rooms comprising of different room types. Deluxe kitchenette rooms offer kitchenette facilities, and all rooms are equipped with all the facilities you would expect from an international hotel.

Standard Room (Queen / Single Single)

Perfect for your overnight delegates

Deluxe Kitchenette Room (Queen / Double Double)

Kitchenette facilities, perfect for your delegates that choose to dine in their room for added convenience

Junior Suite (Queen)

Great for facilitators who need that extra working space.

Room facilities include:

Broadband internet access with working desks

Sky television

Individual air conditioning

Mini bars

Iron and ironing board

Hair Dryer

Complimentary tea and coffee making facilities

Hotel facilities include:

24-hour reception

Room services

Dry cleaning, laundry service, guest laundry

Non-smoking floors available

Fitness room, spa and sauna

WiFi in public areas

Valet car parking for in-house delegates at \$20.00 per day
(car parks need to be pre-arranged)

CONTACT DETAILS

Mercure Auckland Windsor

58 – 60 Queen Street
Auckland, New Zealand

Telephone +64 9 309 9979
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Email to the Conference Coordinator
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