



MEETINGS, CONFERENCES AND SPECIAL EVENT KIT 2010

Mercure Wellington Willis Street

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Mercure Wellington Willis Street has a team of experienced conference and event sales executives take the hassle out of arranging any type of function. From planning to delivery, all aspects are covered leaving the organiser to focus on the task of putting together a memorable event. The dedicated staff on-site are renowned for their excellent service and pride themselves on making every event both successful and enjoyable.

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HOTEL OVERVIEW

LOCATION

Mercure Wellington Willis Street is located in the heart of Cuba Quarter in Wellington and is a short walk to all of Wellington's iconic attractions plus the famous café and boutique precinct of Cuba Street. The Hotel offers comfort, convenience and all the amenities expected from a 3.5 star hotel.

For a relaxing and comfortable experience, simply enjoy the services and facilities that Mercure Wellington Willis Street has to offer.

CONFERENCE FACILITIES

Mercure Wellington Willis Street offers the flexibility of both large and small meeting facilities with one of Wellington's largest ballrooms. The hotel houses a dedicated conference centre encompassing five conference rooms catering for up to 400 delegates theatre style, all featuring a pillarless environment with natural light.

All this, plus a friendly team at your service, makes Mercure Wellington Willis Street an ideal choice for your next meeting and residential conference.

FOOD & BEVERAGE

Dish, our in house restaurant, is open for buffet breakfast and à la carte dinner. Experience contemporary New Zealand cuisine, seating up to 100 guests. We also have a lobby bar perfect for cocktails before hitting a night on the town or a quiet night cap before bed.



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 ROOMS AND CAPACITIES

CONFERENCE ROOM CAPACITIES

room name	area m ²	u-shape	boardroom	classroom	theatre	banquet
Victoria	300	60	60	160	400	200
Willis	96	30	30	50	100	70
Webb	77	20	20	25	50	40
Abel Smith	43	15	15	20	40	25
Cuba	20	8	8	-	-	-

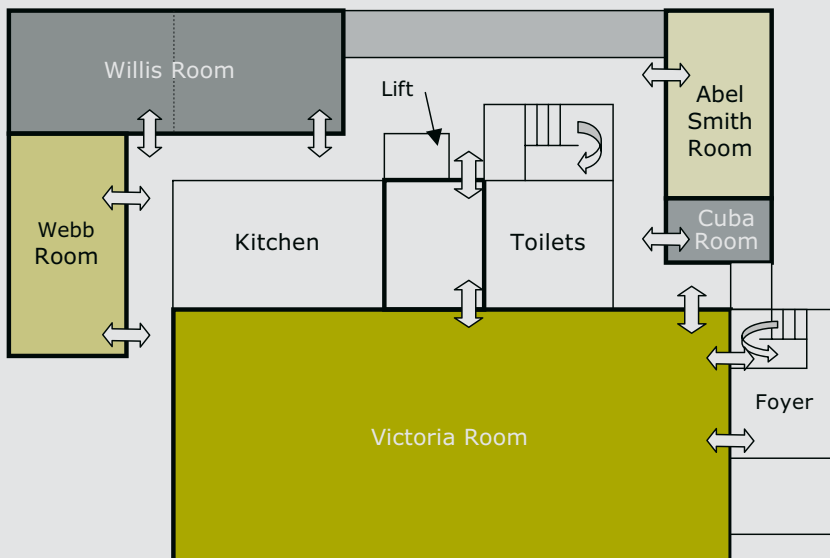
ROOM HIRE

room name	Half Day Hire	Full Day Hire
Victoria	price on request	price on request
Willis	360	600
Webb	300	375
Abel Smith	225	375
Cuba	105	175

All prices are based on per room per day.

FLOOR PLANS

All our conference rooms are situated entirely on the first floor of the Mercure Wellington Willis Street.



DAY CONFERENCE PACKAGES

— FROM \$45 PER PERSON

STANDARD DAY DELEGATE PACKAGE \$45.00

per delegate per day. Minimum of 10 people.

- Main conference room hire and set-up
- Mercure conference pens and pads
- Static whiteboard, flipchart and screen
- Morning tea with chef's selection of healthy, savoury and sweet options
- Superb buffet lunch in the restaurant
- Afternoon tea with cookies
- Iced water and wrapped mints
- Daily newspaper for the facilitator

PREMIUM DAY DELEGATE PACKAGE \$50.00

per delegate per day. Minimum of 10 people.

- Main conference room hire and set-up
- Mercure conference pens and pads
- Static whiteboard, flipchart and screen
- Freshly brewed arrival tea and coffee
- Fresh whole fruit throughout the day
- Morning tea with chef's selection of healthy, savoury and sweet options
- Superb buffet lunch in the restaurant
- Afternoon tea with cookies
- Mercure reviver break
- Iced water and wrapped mints
- Daily newspaper for the facilitator
- Complimentary car parks for facilitator

- **UPGRADE** - add a fresh fruit bowl for \$2.50 per delegate
- **UPGRADE** - choose an extra option for morning or afternoon tea for just \$3.00 per delegate.
- **UPGRADE** - add a cheese platter to your day delegate package for an extra \$5.00 per person.
- **UPGRADE** - add croissants and a fresh fruit bowl on arrival for an extra \$5.50 per person

DAY CONFERENCE PACKAGES

— FROM \$55 PER PERSON

EXECUTIVE DAY DELEGATE PACKAGE \$58.00

per delegate per day. Minimum of 15 people.

- Main conference room hire and set-up
- Mercure conference pens and pads
- Static whiteboard, flipchart and screen
- Freshly brewed arrival tea and coffee
- Croissants on arrival and fresh whole fruit throughout the day
- Morning tea with chef's selection of healthy, savoury and sweet options
- Superb buffet lunch in the restaurant
- Afternoon tea with cookies
- Mercure reviver break
- Iced Water and wrapped mints
- Daily newspaper for the facilitator
- Complimentary car parks for facilitator
- Complimentary photocopies
- Complimentary internet connection (up to 1000MB per day)

INDIVIDUAL COSTS

- Tea and coffee on arrival \$3.50 per person
- Morning tea (one item) \$6.75 per person
- Morning tea (two items) \$9.75 per person
- Working lunch (served in the conference rooms) \$20.00 per person
- Buffet lunch (served in the restaurant) \$26.00 per person
- Afternoon tea (one item) \$6.75 per person
- Afternoon tea (two items) \$9.75 per person
- Orange juice (per one litre carafe) \$10.00 per carafe

All prices are based on per item per day

- On request we are happy to provide complimentary deli platters in our W Lounge at the end of day one of your conference for group's conferencing two days or more.

AUDIO VISUAL EQUIPMENT

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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	\$35.00
Electronic whiteboard	\$112.50
Flipchart easel & pad	\$35.00
Flipchart pad	\$11.25
Overhead projector	\$45.00
29" television and video	\$75.00
CD Player	\$45.00
Laptop computer	\$168.75
Data projector half day (2000 lumen)	\$165.00
Data projector full day (2000 lumen)	\$275.00
Data projector half day (4000 lumen)	\$250.00
Data projector full day (4000 lumen)	\$500.00
6ft tripod screen	\$40.00
10ft x 7ft screen	\$120.00
Handheld microphone	\$67.50
Lapel microphone	\$67.50
Table microphone	\$40.00
Lectern	\$67.50
Lectern microphone	\$40.00
PA system up to 120 people	\$168.75
PA system 120-200 people	\$215.00
On site technician (per hour)	\$61.88

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.

INTERNET PACKAGES

100MB	\$25
250MB	\$35
500MB	\$45
1000MB	\$60
2000MB	\$110

Internet packages last up to 18 hours or until the data is used up.
One package can be used on multiple computers

ACCOMMODATION & FACILITIES



ACCOMMODATION

Mercure Wellington Willis Street offers a variety of modern accommodation rooms. All rooms have ensuite bathrooms, minibar, tea and coffee making facilities, satellite television and high-speed internet access.

In house guests also have access to 24 hour reception, room service, fitness centre, gymnasium, sauna, swimming pool, laundry and dry-cleaning facilities as well as on-site complimentary car parking.

HOTEL FACILITIES

- 24 hour reception
- Hotel restaurant and bar
- Wireless broadband internet available throughout the hotel
- Complimentary tea / coffee making facilities
- Iron and ironing board
- Hairdryer
- Sky TV
- Laundry and dry-cleaning facilities
- Guest laundry on-site
- Non smoking rooms
- Sauna
- Gymnasium
- Indoor heated lap pool

CONTACT DETAILS

Mercure Wellington Willis Street

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Wellington, New Zealand

Freecall 1 800 633 948

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