



## MEETINGS, CONFERENCES AND SPECIAL EVENTS KIT 2010

Mercure Wellington

### SECTION 1

HOTEL OVERVIEW

### SECTION 2

CONFERENCE ROOMS & CAPACITIES

### SECTION 3

DAY CONFERENCE PACKAGES

### SECTION 4

ADDITIONAL INFORMATION

## INDEX

Mercure Wellington's 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 on-site staffs are renowned for their excellent service and pride themselves on making every event both successful and enjoyable.

### **SECTION 1**      **HOTEL LOCATION**

### **SECTION 2**      **CONFERENCE ROOMS & CAPACITIES**

Conference Room Capacities  
Room Hire  
Layout Style  
Floor Plans

### **SECTION 3**      **DAY CONFERENCE PACKAGE**

Day delegate packages  
Individual costs  
Audio visual equipment

### **SECTION 4**      **ADDITIONAL INFORMATION**

Accommodation and facilities  
Contact details

## HOTEL LOCATION

### MERCURE WELLINGTON

Mercure Wellington is located on the Terrace with beautiful panoramic views over the city and harbour. The hotel is just a short taxi ride or a nice stroll through the city to Cuba Street with its funky boutiques, cafes, restaurants, shops and Wellington's iconic attractions such as Te Papa National Museum, Parliament, Cable Car and Westpac Stadium.

The hotel has seven Executives suites, 28 Superiors rooms and 76 Mercure rooms. Mercure Wellington's facilities include Brasserie 345, Lobby Bar, Business Centre, Car Parking (charges apply) and complimentary access to our Indoor Heated Pool, Gymnasium and Sauna.

Brasserie 345 boasts a diverse menu of modern New Zealand cuisine which is available from 6pm to 10pm daily. The restaurant offers a delicious Full Buffet Breakfast which is available from 6.30am to 10am weekdays and 6.30am to 10.30 am weekends. If you feel like breakfast in bed, a quiet night in or midnight feast, then the hotel also has 24 hour room service to cater to your needs.

Mercure Wellington also features pedestrian access to Watson Street which means you don't have to walk the steep hill and can take the nice little short cut on your adventures into Wellington city. If you are looking for an ideal holiday destination with your family or friends, then we are the perfect place for you to stay and explore.

Mercure Wellington has seven spacious conference rooms; all are pillarless, air conditioned, enjoy natural light and have windows that open; perfect for providing a comfortable atmosphere. Ample car parking is available on the conference floor and the dedicated conference team will tailor packages to ensure that the event runs successfully.



## 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

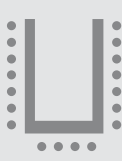
[www.mercuremeetings.co.nz](http://www.mercuremeetings.co.nz)



## CONFERENCE ROOMS AND CAPACITIES

### CONFERENCE ROOM CAPACITIES

room name	area m <sup>2</sup>	u-shape	boardroom	classroom	theatre	banquet	cafe style	cocktail
Kent	90	24	24	27	60	40	28	75
Devon	90	30	30	30	70	50	28	85
Kent & Devon	180	60	60	75	160	120	70	150
Regency	60	20	24	28	55	40	28	70
Avon	45	12	14	12	30	16	14	20
Sussex	45	12	14	12	30	16	14	14
Avon & Sussex	90	30	28	30	80	40	35	40
Ascot	12.25	-	6	-	10	-	-	6
Boardroom	40	12	14	12	30	10	14	15



U-Shape



Boardroom



Classroom



Theatre



Banquet



Cafe Style

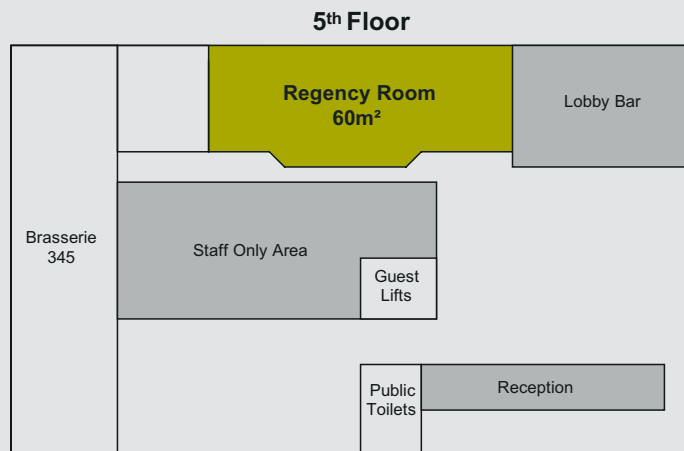
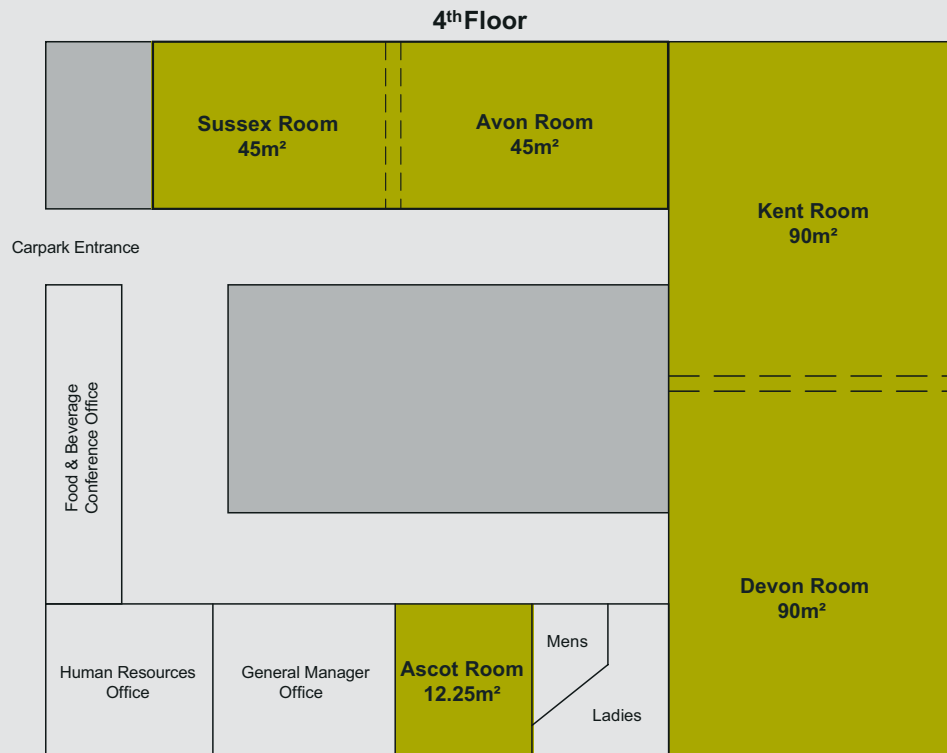
### ROOM HIRE

room name	Half Day Hire \$	Full Day Hire \$
Kent	500	700
Devon	500	700
Kent & Devon	800	1200
Regency	350	500
Avon	300	400
Sussex	300	400
Avon & Sussex	600	800
Ascot	100	150
Boardroom	100	150

Conference Room Hire is included in the "Conference Day Package Rate".

## CONFERENCE ROOMS AND CAPACITIES

### FLOOR PLANS



## DAY CONFERENCE PACKAGE

— FROM \$49 PER PERSON



### MERCURE DAY DELEGATE PACKAGE \$50.00

per delegate per day. Minimum 15 people.

- Conference room hire and set up (breakout rooms are additional)
- Mercure pens, pads, iced water and mints
- Flipchart, whiteboard and pull-down screen
- Freshly brewed coffee and selection of herbal teas on arrival
- Freshly brewed coffee and selection of herbal teas with the daily chef's selection
- A superb daily buffet lunch in the restaurant
- Freshly brewed coffee and selection of herbal teas with the daily chef's selection
- Complimentary car park for the facilitator on the day
- Facilitators Survival Kit

### PREMIUM DAY DELEGATE PACKAGE \$56.00

per delegate per day. Minimum 15 people.

- Conference room hire and set up (breakout rooms are additional)
- Mercure pens, pads, iced water and mints
- Flipchart, whiteboard and pull-down screen
- Freshly brewed coffee and selection of herbal teas on arrival
- Fresh Orange juice on arrival
- Freshly brewed coffee and selection of herbal teas with the daily chef's selection and a gourmet fruit bowl for your morning break
- A superb daily buffet lunch in the restaurant
- Freshly brewed coffee and selection of herbal teas with the daily chef's selection and a gourmet fruit bowl for your afternoon break
- Complimentary car park for the facilitator on the day
- 2000 lumen portable Data projector
- Facilitators Survival Kit

## DAY CONFERENCE PACKAGE

— FROM \$49 PER PERSON

### EXECUTIVE DELEGATE PACKAGE \$64.00

per delegate per day. Minimum 15 people.

- Conference room hire and set up with an executive folio containing a Mercure A4 pad and pen (breakout rooms are additional)
- Bottled water and mints
- Flipchart, whiteboard and pull-down screen
- 2000 lumen portable data projector
- TV/VCR/DVD
- Freshly brewed coffee and selection of herbal teas on arrival
- Orange juice on arrival
- Gourmet fresh fruit basket on arrival
- Freshly brewed coffee and selection of herbal teas with the daily chef's selection and a gourmet fruit bowl for your morning break
- A superb daily buffet lunch in the restaurant
- Freshly brewed coffee and selection of herbal teas with the daily chef's selection and a gourmet fruit bowl for your afternoon break
- Wireless or broadband internet (500MB usage)
- Complimentary car park for the facilitator on the day
- Facilitators Survival Kit

### DELEGATE PACKAGE UPGRADES

**\$3.50** per delegate for one extra selection

**\$7.50** per delegate for two extra selections

**\$9.50** per delegate for three extra selections

- Chocolate Bar
- Muesli Bar
- Orange juice by carafe
- Mini ice-cream
- Fresh fruit basket
- Energy drink
- Bottled water
- Soft drink by carafe
- Organic bottled juice

If you would like information about our menu selection, please contact our Conference manager by email [h1991-sb01@accor.com](mailto:h1991-sb01@accor.com) or telephone to 04 802 3872.

## INDIVIDUAL CHARGES



### MORNING TEA/ COFFEE BREAKS

#### Tea and Coffee

- Freshly brewed coffee and selection of teas \$3.60 pp
- Freshly brewed coffee and selection of teas throughout the day \$11.00 pp

#### Morning/Afternoon Tea

- one chef's selection \$7.50 pp
- two chef's selection \$10.50 pp

#### Working Lunch \$26.00 pp

- Served in the conference room

#### Buffet Lunch \$29.00 pp

- Served in the restaurant

#### Drinks

- |                         |                |                |
|-------------------------|----------------|----------------|
| • Soft drink            | bottled \$3.60 | Carafe \$8.50  |
| • Orange juice          | bottled \$3.60 | Carafe \$10.50 |
| • Mineral water         | bottled \$4.00 |                |
| • Organic bottled juice | bottled \$5.50 |                |
| • Energy drink          | bottled \$4.00 |                |

## AUDIO VISUAL EQUIPMENT

## AUDIO VISUAL AND STAGING SERVICES

All conference rooms come complete with complimentary iced water, wrapped mints, Mercure conference pens and pads. We are happy to supply a quotation for any other equipment requirements you might have.

The following equipment is available for hire:

Whiteboard, flipchart and pull-down screen	Complimentary with package
Static whiteboard	\$50.00
Flipchart with pad	\$40.00
Flipchart pad	\$15.00
Pull-down screen	\$30.00
Electronic whiteboard	\$150.00
Overhead projector	\$60.00
Data projector	\$300.00
Data projector half day	\$200.00
TV	\$85.00
VCR	\$60.00
DVD player	\$65.00
CD player	\$50.00
All microphones *	\$85.00
PA system for up to 120 people *	\$200.00
Lectern	\$75.00

\* Subject to setup and pack down cost

## INTERNET PACKAGES

1000 MB usage	\$75.00 per day
500 MB usage	\$50.00 per day
250 MB usage	\$30.00 per day
100 MB usage	\$20.00 per day

## ADDITIONAL INFORMATION



### ACCOMMODATION & FACILITIES

Mercure Wellington offers 111 well appointed accommodation rooms. All rooms have ensuite bathrooms, minibar, tea and coffee making facilities, work desk, Sky TV and broadband internet. Superior rooms offer a panoramic view over Wellington City, while Executive Suites have a separate living area with extra amenities including i-pod dock, microwave and bathrobes.

In house guests have access to 24 hour reception and room service, car parking (\$18.00 per night), laundry and dry cleaning, business centre and complimentary access to our Indoor Heated Pool, Gymnasium and Sauna.

### HOTEL FACILITIES

- 24hour reception
- Hotel restaurant and bar
- Wireless broadband internet available through the hotel
- Complimentary tea and coffee making facilities
- Iron and ironing board
- Hairdryer
- Sky TV
- Laundry and dry cleaning facilities
- Guest laundry on site
- Non smoking rooms
- Heated pool, gym and sauna

### CAR PARKING FACILITIES FOR CONFERENCE DELEGATES

Ample car parking available onsite \$10.00 per day. Guests please report to reception on arrival to prepay and display parking ticket in window. We provide complimentary car parking for facilitator on the day.

## ADDITIONAL INFORMATION

### Mercure Wellington

345 The Terrace  
Wellington 6011  
New Zealand

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