



Made-to-measure meetings

Because when did one size ever fit all?





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With all of our experience of organising successful meetings and conferences we know one thing for sure, two are never the same.

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**Travelodge
Hotels**

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Hotel Highlights

Travelodge Wellington is situated in the town centre, just a short stroll to lively cafes, shops and the beautiful Wellington Harbour.

The hotel offers 132 spacious guests rooms with a restaurant, conference rooms, gymnasium, internet kiosk, car parking, dry cleaning and wireless connection in specified areas for guest use.

Nestled between rolling green hills and a stunning harbour, Wellington offers a boutique city experience. Widely regarded as the arts and culture capital, it is home to the National Museum of New Zealand, Te Papa Tongarewa.

Our conference rooms cater for functions ranging from 5 to 100 delegates and all run alongside each other. All 5 of the conference rooms provide quiet and private meeting spaces. We have basic Audio Visual equipment on site and all of our conference rooms have several hot point and wireless internet access, providing excellent versatility.

Travelodge Wellington has an experienced kitchen team who has developed tantalising menu options that can be tailored to suit guests' requirements. Our chef works alongside our dedicated conference professional to ensure your event is a success.

Travelodge Wellington

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travelodge.co.nz

 **Travelodge
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Venue Capacity

Room	Area (sqm)	Theatre	Classroom	Full Round	Boardroom	U-Style
Plimmer	58	60	35	45	30	25
Boulcott	23	–	–	–	10	–
Wellington	43	40	20	30	23	20
Gilmer	57	50	35	40	23	20
Lambton	80	100	70	60	35	40

Room Hire

	Half day	Full day
Plimmer	\$240	\$375
Boulcott	\$150	\$250
Wellington	\$185	\$275
Gilmer	\$220	\$350
Lambton & Lambton Pre-Function	\$350	\$550



Audio Visual & Equipment Hire

Equipment		Per day price
Fixed Screen (Lambton and Gilmer only)		Complimentary
Pull up 80-inch Screen		\$75
Data Projector	Half day	\$250
	Full day	\$320
Flip Chart with Markers and Pad		\$110
Additional Flip Chart Pads		\$25
Whiteboard with Duster and Pens		\$135
Electronic Whiteboard with Duster and Pens		\$210
Powerpoint Presentation Clicker		\$45
DVD Player		\$175
32-inch LCD TV		\$200
32-inch LCD TV and DVD Combo		\$350
Lapel Microphone		\$80
Table Microphone		\$40
Handheld Wireless Microphone		\$80
Lectern Microphone		\$40
Lectern and Microphone Combo		\$115
Lectern		\$100
Laptop		\$175
Laptop Speakers		\$75
Small PA system (up to 100pax)		\$280
CD Player		\$50
Professional CD Player (Laptop is used)		\$170
Teleconference Unit		\$180
Stage (100x100x30cm)		\$145 per panel
Dance Floor		Price on request
Wireless Internet		Complimentary

Please note a delivery charge of \$45 may apply, and externally hired equipment prices are subject to change.



Day Delegate Packages

\$65* per person

Standard Inclusions

Conference room hire, note pads, pens, iced water, mints, whiteboard, screen, professional conference coordinator service, conference kit

Arrival Tea/Coffee

Freshly brewed coffee and specialty teas

Morning Munchies

Freshly brewed coffee and specialty teas with your pick of one of the following:

- Delicious danish pastries
- Freshly baked muffins
- Hot scones with jam and cream
- Indulgent chocolate brownies
- Mini ham and cheese croissants
- Home style cookies
- Fruit skewers
- Savoury pinwheel scones
- Banana bread ricotta and honey
- Lamingtons
- Yoghurt with fresh berries (served in individual glass)
- Sliced fruit platter and health bars combo

Lunch

Your pick from our lunch buffet menu, served in our restaurant or in your room with freshly brewed coffee, specialty teas and orange juice

*If numbers fall below 20 guests for Plimmer and Gilmer (minimum 30 guests for Lambton), a room hire fee will apply.

Afternoon Delights

Freshly brewed coffee and specialty teas with your pick of one of the following:

- Delicious danish pastries
- Hot scones with jam and cream
- Indulgent chocolate brownies
- Mini ham and cheese croissants
- Home style cookies
- Mini friands
- Fruit tart
- Freshly baked muffins
- Mini homemade sausage roll
- Selection of slices
- Selection of cakes
- Afghan cookies
- Pinwheel scones (sweet or savoury)

Gluten free

- Mini friands
- Pavlova with mango colis
- Meringue
- Fruit skewers
- Chocolate brownie
- Slices
- Chef's choices

Non-delegate Prices

Morning Munchies	\$17.50 per person
Lunch	\$43.50 per person
Afternoon Delights	\$17.50 per person

Buffet Breakfast Selections

Continental Buffet Breakfast \$25 per person

- Chilled fruit juices, milk and filtered water
- Fresh sliced fruit
- Fruit salad
- Cereals
- Assorted bread (white and whole meal)
- Danish pastries and croissants
- Selected preserves (honey, vegemite, marmalade and jam)
- Yoghurts (low fat available)
- Freshly brewed tea and coffee

Deluxe Buffet Breakfast \$30 per person

Beverages

- 3 types of fruit juices
- Full cream and skim milk
- Iced water
- Freshly brewed tea and coffee

Cold Starters

- Fresh sliced fruits
- Yoghurt
- Selection of cereals (including toasted muesli)
- White and whole meal bread
- Selected preserves (honey, vegemite, marmalade and jam)
- Danish pastries
- Croissants

Hot Buffet

- Scrambled eggs
- Breakfast sausages
- Crispy bacon
- Hash brown
- Mushrooms

Half day room hire charge is applicable if separate room required for breakfast



Lunch Options

Option 1

Please select 4 of the following options:

Gourmet Sandwiches

Served on a selection of turkish/baguette/sliced freyes

Please choose three of the fillings below:

- Chicken, lettuce, tomato and mayo
- Ham and salad
- Tuna and mayo
- Roasted beef and salad with seeded mustard and mayo
- Egg, grated carrot and tomato
- Roasted vegetables with seeded mustard and mayo
- Gourmet wraps
- Dijon marinated chicken breast with salad and tomato
- Soya and ginger beef slice with cos lettuce and tomato
- Roasted vegetable with hummus

Pita Pocket Filling

- Chicken
- Roasted vegetable with basil pesto
- Chunky tuna flakes with mayo and sweet chilli

Salads

- Thai beef and vegetable noodle salad with Thai dressing
- Classic Caesar salad
- Garden salad (v)
- Traditional Greek salad (v)
- Potato salad
- Roasted curried pumpkin salad with yoghurt and coriander dressing (v)

(v) = vegetarian (gf) = gluten free

Hots

- Selection of mini pies and savouries with homemade tomato chutney
- Quiche (Lorraine or vegetarian)
- Selection of vegetarian samosas and spring rolls with sweet chilli sauce (v)
- Kebabs (beef, chicken or vegetarian)
- Quesadillas (chicken or vegetarian)
- Assortment of mini pies and sausage rolls
- Moroccan seasonings chicken wings
- Cajun chicken nibbles

Sweets

- Fresh fruit platter
- Cheesecake of the day
- Trifle



Lunch Options

Option 2

Select two fork dishes from the following hot buffet menu

- Bolognese bake
- Mac and cheese (bacon optional)
- Pasta primavera (vegetarian)

Fish

- Oven-baked Hoki fillet choice of Cajun seasoning/ lemon pepper/Moroccan seasoning

Served with roasted vegetable

- Honey soy teriyaki chicken served with steamed rice

Curry Selection

- Butter chicken
- Vegetable
- Traditional island style chicken
- Beef rogan josh
- Thai chicken

Asian Selection

All served with rice or noodles

- Chilli and garlic prawns
- Stir fry chicken
- Stir fry fish

Accompanied by two of the following menu:

- Kebabs (beef, chicken or vegetarian) served with raita
- Quiches (Lorraine or vegetable)
- Quesadillas (chicken or vegetable)
- Assortment of mini pies and sausage roll
- Mix of samosas and spring roll with sweet chilli sauce
- Chicken satay skewer
- Moroccan seasonings chicken wings
- Cajun chicken nibbles

(v) = vegetarian (gf) = gluten free

Salads

- Thai beef and vegetable noodle salad
- Classic Caesar salad
- Garden salad (v)
- Traditional Greek salad (v)
- Potato salad
- Roasted curried pumpkin salad with yoghurt and coriander dressing (v)

Value Lunch Package

\$20 per person

Served with freshly brewed coffee, specially teas and orange juice

Please select one of the following options:

Make your own hotdogs

- Hotdog buns
- Sausages (beef or bratwurst)
- Sautéed onions
- Grated cheese
- Tomato ketchup and mustard

Assortment of sandwiches served on sliced freyas

- Chicken, lettuce tomato and mayo
- Ham and salad
- Tuna, grated carrot and mayo
- Roasted beef and salad with seeded mustard and mayo
- Egg, grated carrot, salad
- Roasted vegetable with basil pesto

Mix of gourmet pies and sausage roll

- Served with side salad, tomato ketchup and bbq sauce
- Pies (beef, chicken or vegetable)
- Chicken nibbles (honey soy, Moroccan or peri peri)

Buffet Dinner

\$65* per person

Select 1 soup / 3 mains / 3 sides / 3 desserts / served with juice, tea and coffee

Soup

- Leek and potato soup
- Mediterranean tomato soup
- Pumpkin soup
- Seafood chowder

Cavery

- Honey and glazed ham

Mains

- Lamb shanks in gravy
- Mustard roast beef with caramelised onion gravy
- Oven baked fish of the day served with wilted greens
- Stir fry beef with asian vegetables served on egg noodles
- Roasted rosemary and thyme chicken
- Roasted pork with apple sauce
- Butter chicken curry or Thai chicken curry
- Vegetarian curry in a korma sauce
- Beef lasagna
- Vegetarian lasagna

Sides

- Sun dried tomato and olive pasta
- Sautéed potatoes
- Green mixed leaf salad
- Roasted root vegetables
- Greek salad with olives and feta
- Potato salad with spring onion and crispy bacon
- Gourmet potatoes with garlic and rosemary

*Minimum 40 people

Dessert

- Raspberry cheesecake served with fresh cream
- Cheese platter with seasonal fresh fruits
- Sticky date pudding with butterscotch sauce
- Chocolate brownie truffle
- Market fresh fruit salad

Beverages

- Orange juice
- Tea or coffee
- Water



Dinner Menu Options

Three Course Set Menu \$65 per person

Entree, one of each of the main courses and dessert

Entrée

Enjoy one platter of bruschetta with roma tomatoes, feta and cracked pepper drizzled with olive oil and one platter of herb and roasted garlic bread per table

Main

Select one of the following:

- Oven baked fish of the day wrapped in banana leaf, placed on a bed of saffron rice and broccolini
- Chicken supreme with slow roasted balsamic tomatoes on a herb orzo pasta
- Rib eye served medium rare – 200grams, served with mustard seeded mash potato, green beans and a rich red wine jus

Dessert

Enjoy one platter of New Zealand made cheeses and cracker selection per table and your pick of one of the following:

- Raspberry cheese cake with white chocolate served with fresh cream
- Sticky date pudding with butterscotch sauce and ice cream
- Chocolate mud cake

*Minimum 25 people



Break Options

Barista Coffee

\$5

Pre-order from a great range of espresso options, lattes, flat whites, cappuccinos, hot chocolates and chais

Our conference crew member will supply a quick and easy order form for your convenience

Liven Up Your Break

\$10 extra pp/break

Sweet Tooth

- Chocolates
- Chocolate and caramel milkshakes
- Hot chocolate and chai tea

Energize

- Banana cake
- Organic juices
- V Can

Red eye recovery

- Bacon and egg panini
- Tomato Juice
- Berocca

Cool me down

- Selection of ice cream
- Strawberry and banana smoothies
- Ice blocks

Organics

- Organic yoghurt
- Protein and health bars
- Dried fruit and trail mix
- Organic juices





Sundowners

Cold Options

- Mini corn fritters topped with sour cream and salsa
- Crostini with pesto and olive tapenade
- Mini bruschetta topped with feta and tomato and drizzled with balsamic reduction
- Smoked salmon tartlet with cream cheese
- Tandoori chicken vol au vent
- Seared roast beef with wholegrain mustard on mini toast
- Vegetable crudités with dipping sauce
- Smoked chicken with brie and cranberry served on crostini
- Chef's choice

Hot Options

- Calamari rings with tartar dipping sauce
- Crumbed prawn culets with sweet chilli sauce
- Baked pastries filled with spinach and feta, spicy lamb and chicken and chutney
- Cajun chicken nibbles
- Lamb meat balls with mint yoghurt
- Chicken lollipop
- Selection of savouries with tomato chutney
- Hoki bites served with tartar dipping sauce
- Selection of samosas and spring rolls with sweet chilli sauce
- Beef mini kebabs with raita
- Chicken satay
- Chef's choice

4 pieces per person includes your selection of 2 cold and 1 hot items

\$16.50 per person

6 pieces per person includes your selection of 3 cold and 2 hot items

\$21 per person

8 pieces per person includes your selection of 4 cold and 3 hot items

\$25.50 per person

Cheeseboard and seasonal fresh fruit platter or antipasto platter

Extras \$8 per person

Beverage Packages

Standard Beverage Package

1 hour	\$30 per person
2 hours	\$40 per person

Premium Beverage Package

1 hour	\$35 per person
2 hours	\$45 per person

After 2 hours, beverages are charged on consumption.



Booking Terms & Conditions

1. Confirmation

Your booking is not confirmed until a full copy of the event agreement is completed and returned to the hotel and acknowledgment of receipt and processing has been issued from the hotel. Customers have up to five (5) working days from the issuing of an event agreement to complete this process, after this time, event agreements are null and void. Once confirmation is received the booking is subject to full terms and conditions. Management of the Hotel reserves the right to cancel the booking and allocate the venue to another client if the deposit is not received within the specified time frame.

2. Payment

DEPOSIT – All function accounts require a 10% deposit to be paid within five (5) working days of the booking date. The deposit amount will be deducted from the final account. **FINAL PAYMENT** – Payment can be made by credit card, bank transfer or by pre-approved TFE Hotels Credit Arrangements. Please note that for all credit card transactions, a surcharge of 1.5% applies. Accommodation guests may choose to change their method of payment on check-out to cash or EFTPOS as these methods do not attract this fee. All prices quoted are inclusive of Goods and Services Tax. **CREDIT CARD** – Bookings that select credit card as their payment method will have full prepayment taken for the event two (2) working days prior to the event commencing. **BANK TRANSFER** – Bookings that select bank transfer as their payment method will require a credit card on file and full payment will be due by bank transfer five (5) working days prior. It is required that remittance is sent to the Hotel for all payments made by bank transfer. Any additional payments required after final bank transfer will be processed to the credit card on file. **CHEQUE** – Bookings that select cheque as their payment method will require a credit card on file and full payment will be due by bank transfer ten (10) working days prior. It is required that email notification is sent to the Hotel once cheque payment is sent. Any additional payments required after final bank transfer will be processed to the credit card on file. **TFE HOTEL CREDIT FACILITY** – Bookings that have pre-approved TFE Hotel Credit Arrangements are required to pay a 10% deposit on confirmation of booking. All approved credit arrangements require full payment as per your approved application after the function. Events that exceed a total cost of \$5000 are required to ensure that no more than \$5000 is outstanding at the conclusion of the event date. Payment process must be approved by the hotel.

3. Non Performance Of Contract

In the event of a confirmed function not taking place the client shall upon demand of the Hotel pay a fee based on a percentage of the estimated cost of the function. If an event is confirmed and then changes dates, it is treated as a cancellation.

Notification 60+ calendar days prior to function date

10% of total expected cost will apply

Notification 30 – 59 calendar days or more prior to function date

25% of the expected cost will apply

Notification 14 – 29 calendar days prior to function date

50% of the expected cost will apply

Notification less than 14 calendar days prior to function date

100% of the expected cost will apply

4. Final Details

To ensure your requirements are met it is necessary to receive details in writing of your function schedule and menu selection seven (7) working days prior to your event. This will include details such as floor-plans and designs for exhibition and display space. A guaranteed number of guests attending is required a minimum of three (3) full working days prior to the event commencing. It is the responsibility of the client to contact the hotel regarding final numbers. Should a guarantee number not be received, the minimum number of attendees as indicated on the event contract will be taken as final. The above quoted rate has been calculated on your current food and beverage requirements. If the number of delegates changes drastically, please understand that we will need to re-quote on room hire and your food and beverage requirements.

5. Commencement And Vacating Of Rooms

The client agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event that a function should go beyond agreed finishing time we reserve the right to charge additional costs reasonably incurred to ensure the smooth operation of that function. Should the room be allocated subsequently for any reason, the hotel reserves the right to vacate your function from the room.

6. Set Up And Delivery Of Equipment

Clients are responsible for costs involved in ensuring set up and break down time on all function space. All deliveries to the Hotel must be advised in writing and agreed upon with the Hotel. Deliveries should be sent no earlier than 48 hours prior to the function and must be marked with the name and date of the function. Whilst every effort will be made to assist in movement of goods from the loading bay to the function room, assistance will be offered on the basis of staff available at that time. The Hotel does not have storage facilities other than rooms booked by the client. The hotel will take all due care, but accepts no responsibility for the damage or loss of merchandise left in the hotel prior, during or after events. All items must be removed immediately following the conclusion of the event. Goods left in the Hotel without prior arrangement will be deemed abandoned and therefore will be discarded by the hotel.

7. AV Requirements

The Hotel uses an in-house AV company to supply all AV requirements. Data Projectors and Laptops can be supplied by the client if you choose however all other AV equipment is to be supplied by the Hotel. Approval in writing must be sought from the Hotel if another AV company is to be used.

8. Consumption

Clients are not permitted to supply their own food of any kind. Beverages, if supplied by a sponsor or client, will incur a corkage fee. Under no circumstances will the hotel allow any event to bring in food or beverage to the hotel without prior written permission from the Hotel's General Manager. We practice Responsible Service of Alcohol at all times and reserve the right to refuse service of alcohol to any person.

9. Displays And Signage

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in Hotel public areas is to be kept to a minimum and must be approved by the Hotel. Any special effect requests will be viewed on a one off basis. You must obtain prior written permission of the hotel to use the hotel name and/or logo in print, audio visual display and/or such other multimedia display. All proposed artwork, which consists of the hotel name and/or logo must be approved in writing by the Hotel.

10. Room Allocation

The Hotel reserves the right to assign another room for the organised function in the event the room originally allocated for such function shall be unavailable (due to unforeseen circumstances) or inappropriate in the opinion of the Hotel, such substitution shall be deemed as full performance under this contract.

11. Compliance

It is understood that the client will conduct their function in an orderly manner in full compliance with the Hotel Management and with all applicable laws. This will include, however not be limited to – maintaining reasonable noise levels, adhering to the OH&S regulations of the relevant state, etc.

12. Damages

Clients are financially responsible for any damage sustained to the Hotel by the Client, Client's guests, invitees or other persons attending the function, whether in the room reserved or any area or part of the Hotel. This can include, however is not limited to, extra cleaning charges, cost to repair damaged furniture etc.

13. Responsibility

The Hotel will not accept any responsibility for damage or loss of merchandise left in the Hotel prior, during or after the function. Clients should arrange their own insurance and/or security if required.

14. Security

The Hotel reserves the right to exclude or eject any or all objectionable persons from the function on the Hotel premises without liability. Security guards may be required for functions and this is to be determined by Management of the Hotel's discretion. Security will be organised by the Hotel and must be paid by the client. The Hotel is intent on ensuring the safety of both function and hotel guests. If the Hotel has reason to believe that a function will affect the smooth running of the Hotel business, its security or reputation, it reserves the right to cancel the function without liability.

15. Basis Of Agreement

Performance of this agreement is contingent upon the ability of the Hotel to complete same, and is subject to labour troubles, disputes, strikes or picketing, accidents, government (federal, state or local) requisitions; restrictions upon travel, transportation, food, beverages, or supplies; equipment failure, and other causes, whether enumerated herein or not, which are beyond the control of the Hotel, in no event shall the Hotel be liable for the loss of profit or consequential damages, whether based on breach of contract, warranty, or otherwise. In no event shall the Hotel's liability be in excess of the total amount of the food and beverage contracted hereto.

16. Accommodation Block – Cancellation Policy

All reservations or cancellations must be advised in writing. The following penalties will apply as per the release schedule:

30 days prior to arrival	100% of remaining rooms can be cancelled without charges.
Within 15 days to arrival	50% of remaining block can be cancelled without charges.
14 – 0 days to arrival	Full charges will be incurred.

All reservations must be accompanied by a valid credit card. If bank transfer is the nominated method of payment, this is due ten (10) working days prior to check-in.

Accepted By The Client

Name of company: _____

Name of responsible party: _____

Signature of responsible party: _____ Date: _____