



Conference Pack

Welcome



CBD location

Ventura Inn & Suites Hamilton is conveniently located in the south end of Hamilton's central business district, handy to local businesses and amenities.

We offer a dedicated conference room seating up to 70 people theatre style. The room is fully air-conditioned and features natural light and uninterrupted views. We are easy to find - just off Anglesea Street - and guests can take advantage of our ample free onsite car parking.

Choose from a variety of catering options including our popular working lunch menus, or customise a menu to suit. Delegates can relax in our lobby café seating area or outdoor courtyard during breaks.

If you require accommodation for delegates, we have a choice of 50 studio rooms or suites with separate bedrooms and kitchen facilities. Our reception team is available 24-hours a day to ensure your stay is enjoyable and hassle-free.

Contact Us

If you have any further requirements or queries, please feel free to contact our Conference Co-ordinator during working hours. We can provide a detailed quote to your specific requirements.

23 Clarence St, Hamilton
Phone: (07) 838 0110
Fax: (07) 838 0120
Email: hamilton@venturainns.co.nz
Website: www.venturainns.co.nz

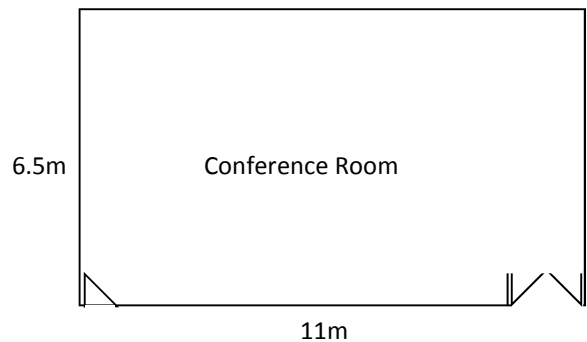
We look forward to hosting your next function at Ventura Inn & Suites Hamilton!

Room Hire

Setup:	Capacity:
Theatre	70
Classroom	32
U Shape	32

Room Height:	3m
Area (sq m)	66m ²

Room Hire: \$130.00 per day
Includes chilled water and mints.
(Does not include arrival filter coffee & herbal tea selection)



Theatre Style



U-Shape



Classroom

Equipment Hire

Standard Whiteboard (600 x 900mm)	\$30.00
Flipchart, Paper & Pens	\$20.00
Additional Paper	\$10.00 per pad
Individual Lined Pads & Pens	\$4.00 pp
Electronic Whiteboard	\$95.00
TV & Video (22 inch)	\$95.00
Screen only	\$20.00
OHP & Screen	\$70.00
Data Projector & Screen	\$120.00
PA System w/ Cordless Microphone	Please enquire
Audio Conferencing Unit	Please enquire

Other equipment is available on request - please contact us for a quote.

Conference Catering

Morning, Afternoon Tea & Supper Options

Filter Coffee, Tea Selection (Including Herbal)	\$3.00 pp
<i>Add:</i>	
Giant Cookie Selection	\$1.00 pp
Selection of Assorted Sweet/Fruit Muffins	\$2.00 pp
Large Deluxe Style Muffins (blueberry & white chocolate, chocolate delight, gold rush, lime crunch, gourmet toffee apple)	\$2.50 pp
Selection of Assorted Savouries (x 2pp)	\$2.50 pp
Assorted Club Sandwiches (large)	\$3.50 pp
Scones - the traditional way with Jam & Cream	\$3.50 pp
Seasonal Fresh Fruit Platter	\$4.00 pp
 Freshly Squeezed Orange Juice	 \$5.00 per carafe
Selection of Soft Drinks (cans)	\$2.00 pp

Please note: above prices are based on one item per person (except where shown); please add extra items as required.

Working Lunches

Choose from the following popular menu options or create your own personalised lunch menu to suit your individual needs:

Option 1: Light Lunch **\$17.00 pp**

Gourmet Sandwich
Fresh Fruit Kebabs
Chicken Kebabs
Mini Assorted Cakes / Slices
Tea / Coffee

Option 2: Working Lunch **\$19.50 pp**

Bagels - Selection of ham, chicken & roast beef w/ salad filling
Fresh Fruit Tarts
Mini Quiches or Bacon & Egg Slice
Smoked Chicken & Cranberry Pinwheels
Fresh Fruit Kebabs
Tea / Coffee

continued...

Conference Catering Cont.

Option 3: Create your Own Menu

Bagels - Selection of ham, chicken & roast beef w/ salad filling	\$5.50
Gourmet Sandwich	\$6.50
Fresh Filled Croissant	\$5.50
Assorted Club Sandwiches	\$3.50
Chicken Kebabs	\$2.80
Fresh Fruit Kebabs	\$2.80
Smoked Chicken & Cranberry Pinwheels	\$2.80
Hot Chicken & Apricot Turnover	\$3.50
Petite Herb Scone w/ Cream Cheese and Smoked Chicken <u>or</u> Salmon	\$3.00
Canapes with Assorted Toppings	\$3.00
Fiolettes with Assorted Toppings	\$3.50
Hot Spring Rolls w/ Dipping Sauces (2 per serve)	\$2.00
Hot Samosas w/ Dipping Sauces (2 per serve)	\$2.00
Deep Fried Wontons w/ Dipping Sauces (2 per serve)	\$2.00
Selection of Assorted Savouries (2 per serve)	\$2.50
Mini Quiches <u>or</u> Bacon & Egg Slice	\$2.80
Fish Gougons w/ Dipping Sauce (2 per serve)	\$2.20
Sushi (1 per serve)	\$2.60
Mini Assorted Cakes / Slices	\$2.20
Fresh Fruit Tarts	\$3.20
Filter Coffee, Tea Selection (Including Herbal)	\$3.00

Please note: above prices are based on one item per person (except where shown); please add extra items as required.

Platters

Hot Savoury Platter

\$8.50 pp

A selection of Hot Savouries, Samosas & Spring Rolls w/ Dipping Sauces

Cheeseboard

\$7.50 pp

A selection of Cheeses, Grapes, Sliced Pepperoni, w/ a Mediterranean & a Pesto Basil Dip and a selection of Crackers

Bread & Dip Platter

\$7.50 pp

A selection of Hummus, Guacamole, Salsa, Chilli Philly & Pesto Dips w/Toasted Pita, Crostini, Tzatziki & Savoury Cheddar Sticks

Further Info

Catering Policy

All catering requirements for in-house functions must be organised through Ventura Inn & Suites Hamilton. We do not allow catering to be brought onto the premises from an outside source or caterer. However, as we are not a licensed venue you may bring & serve your own alcohol. We can arrange hireage of glassware etc if required.

Booking & Cancellation Policy

To ensure confirmation of your booking and enable our Conference Staff to give the best service possible at all times we require:

- Upon booking a particular date, a copy of our Confirmation Sheet to be completed, signed and returned by fax a minimum of 7 working days prior to the date required
- Catering & Equipment requirements to be finalised a minimum of 2 working days prior to the date required.

Due to the conference room being booked on a regular basis, flexibility is not always possible. However we will endeavor to cater for any last minute changes or increases in numbers attending as best we can.

If for some reason you need to cancel your date booked with us, please notify these details in writing (email or fax) a minimum of 10 working days prior to the date required. This enables us to re-book the room if possible. If the room is cancelled within the 10 day period and we are not able to re-sell the date, the \$130.00 Room Hire will be charged as normal.

Payment Policy

Payment can be made by Cash, Credit Card, Eftpos or Direct Credit. For approved account holders full payment is required by the 20th of the month following invoice. Any costs incurred in the collection of overdue accounts will be the responsibility of the debtor.

Accommodation & Facilities

Room Amenities

50 Rooms:

32 Studio Rooms; 8 Deluxe Studios; 8 Standard Suites; 2 Deluxe Suites
Rooms are all internal/lift access with keycard security locks
24-hour Reception

All rooms feature:

- Air-conditioning
- 32" LCD TVs with SKY & Freeview
- Tea & Coffee Making Facilities
- Fridge
- Alarm Clock / Radio
- Telephone
- Hairdryer
- Work Desk & Wireless Internet



Room Rates:

<i>Standard Studio</i>	Queen Bed + Single Bed \$115.00 for 2 people, extra person \$10.00 (max 4 people in room)
<i>Deluxe Studio</i>	King Bed + Spa Bath \$125.00 for 2 people, extra person on rollaway \$20.00 (max 3 people in room)
<i>Standard Suite</i>	King Bed in separate bedroom, sofa bed in lounge, kitchenette with microwave \$139.00 for 2 people, extra person(s) on Sofa Bed \$20.00, extra person in rollaway \$20.00 (max 5 people in room)
<i>Deluxe Suite</i>	King Bed in separate bedroom, pull out sofa in lounge, full kitchen facilities with oven/cooktop and microwave; Spa bath \$149.00 for 2 people, extra person(s) on Sofa Bed \$20.00 (max 4 people in room)

Rollaways subject to availability.

All Rates Include:

- Complimentary continental buffet breakfast
- Free local telephone calls
- Daily newspaper in lobby
- Free car parking

Guest Facilities

- Outdoor Swimming Pool
- Fitness Room
- Guest Laundry
- Soft Drink & Snack Vending Machine
- Restaurant Chargebacks to variety of local restaurants

