


WEST PLAZA HOTEL

LOCATION • COMFORT • STYLE

MEETINGS & EVENTS



Information & Bookings:

 04 474 3554

 conferences@westplaza.co.nz

 westplaza.co.nz

West Plaza Hotel, 110 Wakefield Street, Wellington

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Location, location, location...

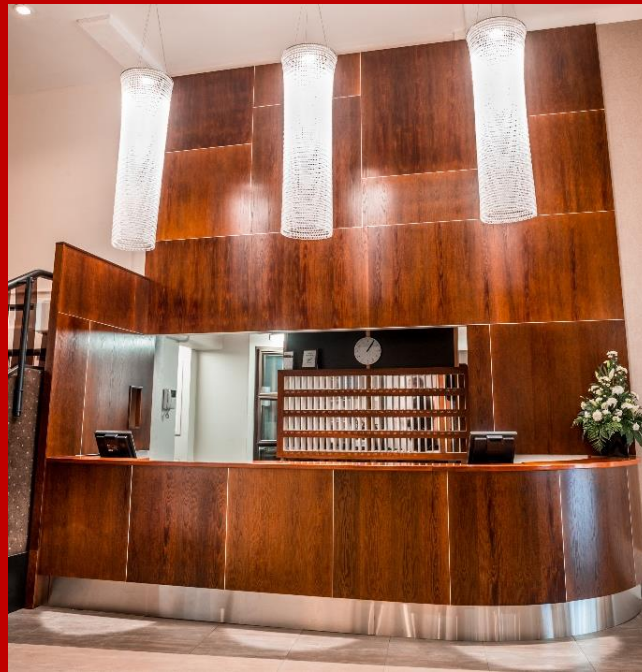
West Plaza Hotel occupies the prime position for business or pleasure in Wellington. A short commute from the airport, and within walking distance to Shed 6, TSB Arena, Te Papa, Tākina, and the Waterfront.

We're in easy walking distance of the major government departments, commercial offices, the premium shopping of Lambton Quay and the entertainment zones of Courtenay Place and Cuba Street.

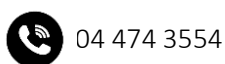
With four conference rooms we can cater for **12 – 200** people, specifically design and plan all event types and cater to all budgets. Our rooms are flexible in size, so they also make an ideal venue for seminars, workshops, smaller events and business meetings. Add to that a welcoming friendly atmosphere, a fabulous team to help with all your needs, and **102** spacious and comfortable guest rooms.




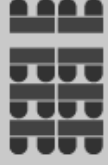


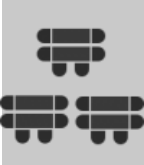
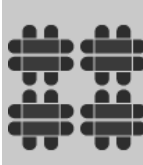

The complete venue for your next conference!



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Room Name	Number of attendees						
							
	Theatre Style	Classroom style	U shape	Boardroom	Cabaret style	Banquet	Cocktail
Meeting Room ONE <i>7.5m x 21m</i>	120	60	30	40	60	80	-
Meeting Room TWO <i>7.2m x 11.4m</i>	60	24	20	26	24	40	-
Meeting Room THREE <i>6.1m x 7.4m</i>	N/A	N/A	N/A	15	N/A	20	-
Boardroom <i>4m x 8m</i>	N/A	N/A	N/A	12	N/A	N/A	N/A



Meeting Room ONE

Includes data projectors with dual or separate screens displayed onto whiteboards so additional notes can be made. This room is located on the first level of the hotel, interconnects with Meeting Room TWO and has natural lighting.



Meeting Room TWO

A great workshop/think tank room displaying a whiteboard wall and an installed data projector. This room is located on the first level of the hotel and interconnects with Meeting Room ONE.



Meeting Room THREE


This room is located on the ground floor and is suitable for private dining and small conferences, or as a breakout room. Please note this room is situated next to the kitchen and some noise is to be expected. The room is priced accordingly.




WPH Boardroom

Enjoy executive office chairs and a 55-inch TV screen for your presentation. This room is located on the first level of the hotel.

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Standalone Conference Pricing

Indicative pricing for each of our conference rooms is listed below.

This is a flexible solution if you would prefer not to book a full day package.


An ideal option for half day conferences or events requiring minimal catering, our standalone pricing offers a streamlined approach for your meeting needs. Enjoy the convenience of booking a meeting space without the commitment of a full day delegate package, ensuring your event is both productive and cost-effective.



Room Name	Indicative Pricing
Meeting Room ONE <i>7.5m x 21m</i>	<i>From \$400 - \$800</i>
Meeting Room TWO <i>7.2m x 11.4m</i>	<i>From \$300 - \$600</i>
Meeting Room THREE <i>6.1m x 7.4m</i>	<i>From \$150 - \$300</i>
Boardroom <i>4m x 8m</i>	<i>From \$250 - \$500</i>

Catering Options	Pricing (per person)
Arrival Tea & Coffee	<i>\$5pp</i>
Morning Tea <i>(Tea & Coffee + 1 Food Item)</i>	<i>\$10pp</i>
Working Lunch <i>(Tea & Coffee + Sandwiches or Wraps, Assorted Slices, Fruit)</i>	<i>\$20pp</i>
Buffet Lunch <i>(Tea & Coffee + Options on Page 7)</i>	<i>\$35pp</i>
Afternoon Tea <i>(Tea & Coffee + 1 Food Item)</i>	<i>\$10pp</i>

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City Classic Package

\$65.00 per day, per person

(Minimum of 30 delegates, if less, venue room hire applies)

Inclusions:

Wi-Fi for all delegates

Standard whiteboard & markers

Iced water & mints

Pads & pens

On Arrival

Freshly brewed coffee & a selection of tea.

Morning Tea

Please see our options to the right.

Freshly brewed coffee & a selection of tea.

Lunch

Please see our buffet options to the right.

Freshly brewed coffee & a selection of tea.

Afternoon Tea

Please see our options to the right.

Freshly brewed coffee & a selection of tea.



Morning/Afternoon Tea Options

Tea & coffee accompanied by **one** of the below:

- Freshly baked muffins
- Bruschetta
- Scones (sweet or savoury)
- Club sandwiches or Filled wraps
- Petite mixed savouries
- Freshly baked cookies
- Mini filled croissants
- Danish pastries
- Fruit platter

Buffet Lunch

Tea & coffee accompanied by assorted slices, fruit platter and your selections from the below:

One meat selection:

- Dijon mustard crusted beef
- Thai chicken curry
- Slow roast pork shoulder
- Moroccan lamb
- Beef bourguignon

One vegetarian option:

- Ratatouille cannelloni
- Grilled vege skewers
- Chickpea curry
- Moussaka
- Creamy spinach & butterbean casserole

Two salad selections:


- Curried cauliflower salad
- Manuka honey roast vegetable salad
- Minted Israeli couscous salad
- Seasonal garden salad
- Beetroot, goats cheese & walnut salad

Two extras:

- Steamed vegetables
- Roasted garlic potatoes
- Rice
- Kumara rosti
- Potato rosti



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City Express Package

\$50.00 per day, per person
(Minimum of 30 delegates, if less, venue room hire applies)

Inclusions:

- Wi-Fi for all delegates
- Standard whiteboard & markers
- Iced water & mints
- Pads & pens

On Arrival

Freshly brewed coffee & a selection of tea.

Morning Tea

Please see our options to the left.
Freshly brewed coffee & a selection of tea.

Lunch

Please see our options to the left.
Freshly brewed coffee & a selection of tea.

Afternoon Tea

Please see our options to the left.
Freshly brewed coffee & a selection of tea.

Morning/Afternoon Tea Options

Tea & coffee accompanied by **one** of the below:

- Freshly baked muffins
- Bruschetta
- Scones (sweet or savoury)
- Club sandwiches or Filled wraps
- Petite mixed savouries
- Freshly baked cookies
- Mini filled croissants
- Danish pastries
- Fruit platter

Working Lunch


Tea & coffee accompanied by chef's assorted club sandwiches **or** wraps, assorted slices, and two selections from the below:

Two choices:

- Curried cauliflower salad
- Manuka honey roast vegetable salad
- Minted Israeli couscous salad
- Seasonal garden salad
- Beetroot, goats cheese & walnut salad
- Any of the morning/afternoon tea options above



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CONFERENCE BUFFET LUNCH MENU

\$35 per person

MEATS

One Selection

Dijon Mustard Crusted Beef

Red wine jus GF/DF

Thai Chicken Curry

Vegetables GF/DF

Slow Roast Pork Shoulder

Apple Ginger Compote & Gravy GF/DF

Moroccan Lamb

Beef Bourguignon

GF/DF

SALADS

Two Selections

Curried Cauliflower Salad

Fresh herbs, crispy garlic chips & curried mayo GF/DF/V

Manuka Honey Roast Vege Salad

Carrot, parsnip, kumara, pumpkin, red onion, garlic, rosemary & thyme GF/DF/V

Minted Israeli Couscous

Roasted butternut squash, zucchini & onions DF/Vegan

Seasonal Garden Salad

GF/DF/Vegan

Beetroot, Goats Cheese & Walnut

GF

VEGETARIAN OPTIONS

One Selection

Ratatouille Cannelloni

Tomato & basil sauce, parmesan V

Grilled Vege Skewers

GF, DF, Vegan

Chickpea Curry

Spinach & potato Vegan/DF/GF

Moussaka

Vegan/DF/GF

Creamy Spinach & Butterbean Casserole

GF, DF, Vegan

EXTRAS

Two Selections

Steamed Vegetables *V/GF/DF*

Rice

Roasted Garlic Potatoes *V/GF*

Kumara Rosti *V/GF/DF*

Potato Rosti *V*

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Large Plates for Groups

Select one large plate option for \$95. Each plate serves 25pax

Mixed Savouries

mince & cheese pies, bacon & egg quiches, chicken sausage rolls, & beef potato top pies

Oriental Snacks

spring rolls, samosas, chicken wontons, oriental sauce

Pizza Slices

choose from: ham, tomato, beef, chicken, or vegetarian

Deep Fried Cauliflower Bites

*with spicy tomato salsa
GF, Vegan*

Fish Bites

with tartare sauce

Meatballs

served in a creamy beef sauce

Pork Belly Sliders

apple slaw & mayo

Lamb Mince & Cheese Flat Bread

spiced lamb mince, cheese, paratha

Antipasto Platter

deli meats, cheese, pickled & marinated vegetables, crackers & bread

Dessert Platter

assorted sweet treats

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Evening Functions

Private dinners, standing cocktail events, and more...

Let us help with the planning!

Whether you're looking for a private room for a seated dinner with a set menu or buffet, a mix & mingle event, or any other special occasion – let our team take the hassle out of organizing.

Our chefs can cater for a wide range of dietary requirements, while working within your budget.



Please enquire for more information on our evening catering options.

Pricing indications below:

Buffet Dinner - \$55 per person

2-Course Set Menu - \$50 per person


3-Course Set Menu - \$65 per person

Large Platters - \$95 each (serves 25)

Grazing Platters - \$25 per person



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Grazing Platters

Minimum of 20 pax required – subject to availability

PLATTER ONE

Slow cooked brisket & horseradish pearl couscous
Spiced pork belly fingers & Asian slaw
Marinated artichokes & capsicum
Grilled Spanish chorizo sausage
Grilled eggplant & spring onion
Sliced salami & baby pickles
Lemon battered fish bites
Selection of warm breads
Marinated olives
Trio of dips

\$25 per person

VEGETARIAN PLATTER

Marinated olives
Asian marinated tofu
Eggplant & zucchini bake
Lemon & thyme asparagus
Char grilled corn & chilli salsa
Grilled eggplant & spring onion
Raw spaghetti vegetable salad
Sweet potato & pumpkin frittata
Marinated artichokes & capsicum
Bocconcini balls with basil & olive oil
Selection of water flatbreads & crackers
Blue cheese dip, beetroot dip, hummus dip

\$25 per person

PLATTER TWO

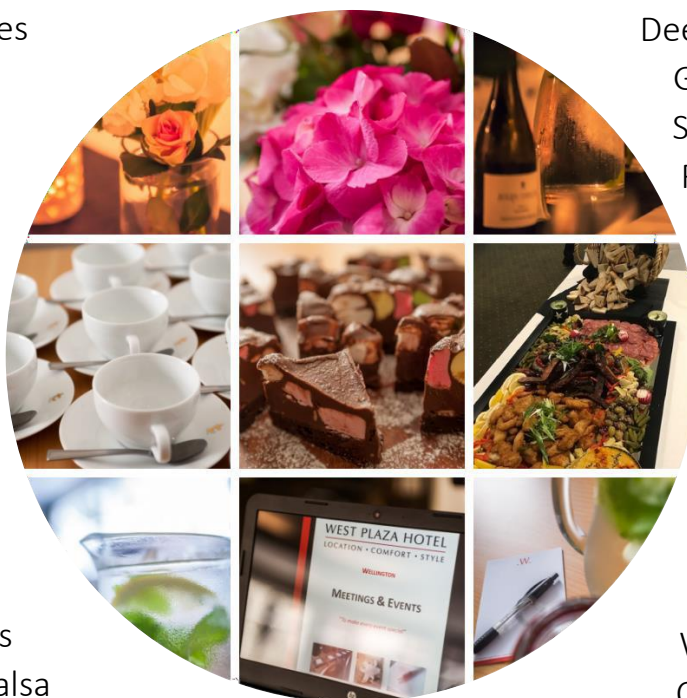
Chicken tandoori pieces & Singapore noodles
Aniseed infused spareribs & corn salsa salad
Shaved honey roast ham & cornichons
Marinated artichokes & capsicum
Grilled Spanish chorizo sausage
Deep fried squid & spicy mayo
Grilled tomato & mozzarella
Spinach & cream cheese dip
Feta & sundried tomato dip
Selection of crackers

\$28 per person

DESSERT PLATTER

Eton mess
Mini coffee eclairs
Orange & apricot slice
White chocolate rocky road
Cubed fruit & dipping sauce
Raspberry vegan tofu cups
Chocolate mousse in mini cones
Mini cinnamon doughnuts with icing
Watermelon tower with coconut cream
Marshmallows, jellybeans, M&Ms & candy floss.


\$17 per person



ADDITIONAL ADD ONS:

Grilled lime prawns **\$6 per person**
Sliced striploin steak **\$4 per person**
Sticky BBQ beef ribs **\$4 per person**
Moroccan roast lamb leg **\$5 per person**

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BEVERAGE LIST

Tap Beer

Macs Gold Lager	\$11
Macs Three Wolves	\$11
Speights Gold Medal Ale	\$11

Bottled Beer & Cider

Corona	\$12
Speights Summit Ultra	\$9
Speights Summit Zero	\$9
Panhead Port Road Pilsner	\$14
Panhead Blacktop Oat Stout	\$14
Panhead Quickchange Xtra Pale Ale	\$14
Panhead Supercharger APA	\$14
Heineken	\$12
Heineken Light	\$11
Morningcider	\$13
Morningcider 0%	\$11

Non Alcoholic

Juice	\$7
Soft Drink	\$6
Bundaberg Range	\$7
San Pellegrino Sparkling Mineral Water 200ml	\$8

Selection of Tea & Coffee available

Champagne/Méthode

Lindauer Brut 200ml <i>New Zealand</i>	\$14
The Maker 'The Jewel Brut' <i>France</i>	\$55
De Bortoli - King Valley Prosecco 200ml <i>Australia</i>	\$15
Piper Heidsieck NV Brut <i>France</i>	\$105

White Wine

GLASS BOTTLE

The Maker 'Knighthood' Chardonnay <i>New Zealand - Gisborne</i>	\$12	\$55
Odyssey Chardonnay <i>New Zealand - Gisborne</i>	\$14	\$65
Odyssey Reserve Iliad Chardonnay <i>New Zealand - Gisborne</i>	\$17	\$80
Lake Chalice 'The Falcon' Chardonnay <i>New Zealand - Marlborough</i>	\$15	\$70
The Maker 'Fleur De Lis' Sauvignon Blanc <i>New Zealand - Marlborough</i>	\$12	\$55
Matawhero Sauvignon Blanc <i>New Zealand - Gisborne</i>	\$14	\$65
Jules Taylor Sauvignon Blanc <i>New Zealand - Marlborough</i>	\$15	\$70
The Maker 'Divinity Cross' Pinot Gris <i>New Zealand - Marlborough</i>	\$12	\$55
Devil's Staircase Pinot Gris <i>New Zealand - Otago</i>	\$14	\$65

Rosé

Rockburn 'Stolen Kiss' Rosé <i>New Zealand - Otago</i>	\$15	\$70
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Red Wine

The Maker 'Kings Key' Merlot <i>New Zealand - Gisborne</i>	\$12	\$55
Akarua Pinot Rouge <i>New Zealand - Otago</i>	\$15	\$70
Crimson Peak Pinot Noir <i>New Zealand - Otago</i>	\$17	\$80
Saving Grace Pinot Noir <i>New Zealand - Waipara Valley</i>	\$14	\$65
Pasqua Le Collezioni Montepulciano <i>Italy</i>	\$13	\$60
Pask Gimblett Gravels Cabernet Merlot Malbec <i>New Zealand - Hawkes Bay</i>	\$15	\$70
Katnook Estate Cabernet Sauvignon <i>Australia - Coonawarra</i>	\$14	\$65
Grant Burge Miamba Shiraz <i>Australia - Barossa</i>	\$14	\$65