

WEST PLAZA HOTEL

LOCATION • COMFORT • STYLE

CONFERENCE PACK



Information & Bookings:

westplaza.co.nz | conferences@westplaza.co.nz | 04 473 1440

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.

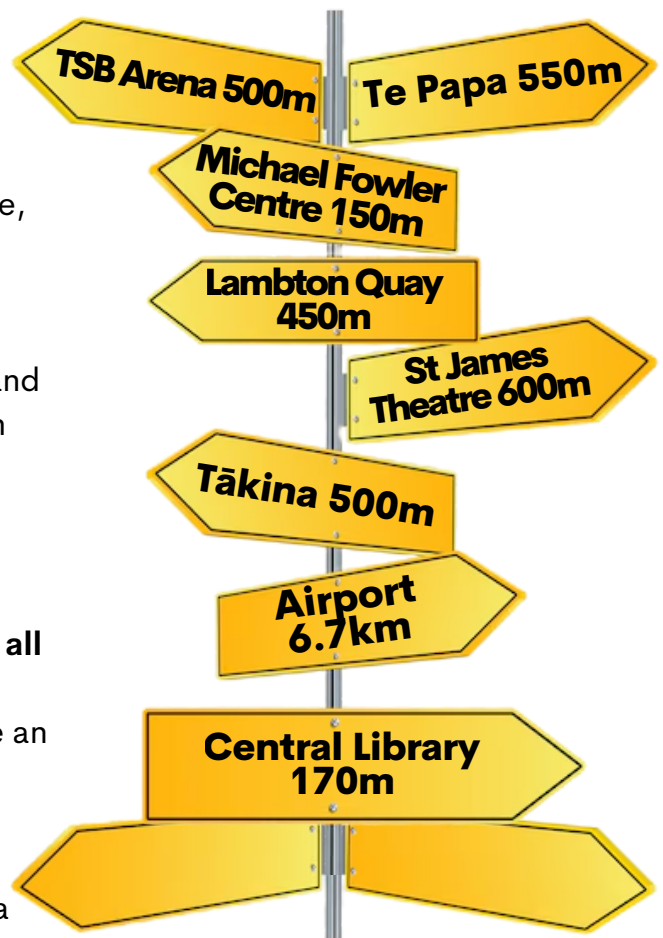
A short commute from the airport, and within walking distance to TSB Arena, Te Papa, Tākina, Michael Fowler Centre, St James Theatre, and the Wellington Waterfront.

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

With four conference rooms we can **cater for 12 -150 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.**



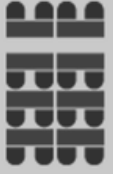
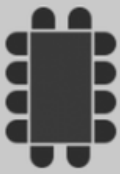
The complete venue for your next conference!



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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>	150	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.

Pricing from: \$400 - \$800 per day



Meeting Room TWO

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

Pricing from: \$300 - \$600 per day



Meeting Room THREE

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

Pricing from: \$150 - \$300 per day



WPH Boardroom

Enjoy an executive boardroom style space with a 55" TV screen for presentation. This room is located on the first level of the hotel.

Pricing from: \$250 - \$500 per day

**Wireless speakers, handheld microphones, and lapel microphones are available for hire.
Please enquire about hire fees for your event.**

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CONFERENCE MENU OPTIONS

All conference meals are served alongside a tea & coffee station

Standalone pricing:

Morning/Afternoon Tea \$10 per person

Working Lunch \$20 per person

Hot Buffet Lunch \$35 per person

See our Day Delegate Packages for full day options.

Morning & Afternoon Tea Options \$10pp:

Mini Savouries

mince pies, potato top pies, bacon & egg savouries, sausage rolls

Yoghurt Pots *berry compote, toasted granola (V, GF)*

Assorted Danish Pastries

Freshly Baked Muffins

Freshly Baked Scones *served with butter*

cheese, date & orange (served with whipped cream & jam), bacon & cheese, chilli cheese, spinach & cheese

Coconut Chia Pudding Pots (VG, GF)

Seasonal Fresh Fruit Platter (VG, GF)

Garden Vegetable Frittata *served with tomato relish (V, GF)*

Working Lunch \$20pp:

Your Choice of Sandwiches, Filled Wraps & Salads

Served with a fresh fruit platter & assorted sweet slices

(Selections can be found on page #6)

Hot Buffet Lunch \$35pp:

Your Choice of Meat, Vegetarian Option, Salads & Sides

Served with a fresh fruit platter & assorted sweet slices

(Selections can be found on page #7)

Add Soup & Bread Rolls to Any Meal \$10pp:

Your Choice of Soup Served with Warm Bread Rolls & Butter

(Selections can be found on page #8)

Dietaries: V = Vegetarian, VG = Vegan, GF = Gluten Free, DF= Dairy Free

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CITY CLASSIC PACKAGE

\$65 per day, per person

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

Inclusions:

Room hire
Wi-Fi for all delegates
Standard whiteboard & markers
Iced water & mints/lollies
Pads & pens

On Arrival

Freshly brewed coffee & selection of teas

Morning Tea

Freshly brewed coffee & selection of teas
1 food item *(additional item + \$5pp)*

Buffet Lunch

Freshly brewed coffee & selection of teas
Buffet selections
Fresh fruit platter & assorted slices

Afternoon Tea

Freshly brewed coffee & selection of teas
1 food item *(additional item + \$5pp)*



CITY EXPRESS PACKAGE

\$50 per day, per person

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

Inclusions:

Room hire
Wi-Fi for all delegates
Standard whiteboard & markers
Iced water & mints/lollies
Pads & pens

On Arrival

Freshly brewed coffee & selection of teas

Morning Tea

Freshly brewed coffee & selection of teas
1 food item *(additional item + \$5pp)*

Working Lunch

Freshly brewed coffee & selection of teas
Sandwiches, filled wraps & salads
Fresh fruit platter & assorted sweet slices

Afternoon Tea

Freshly brewed coffee & selection of teas
1 food item *(additional item + \$5pp)*

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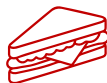
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WORKING LUNCH MENU

Served alongside a tea & coffee station, fruit platter, & assorted sweet slices.



Sandwich Options (Select 1):

Brie & Caramelised Onion Panini *brie cheese, caramelised onions, mixed greens (V)*

Ham, Swiss Cheese & Tomato Sandwich *mayo*

Falafel & Hummus Sandwich *falafel, cucumber, tomato, pickled red onion (VG)*

Chicken & Berry Panini *roast chicken, berry sauce, mixed greens*



Wrap Options (Select 1):

Tandoori Chicken *tandoori spiced chicken, mixed greens, tomato relish, mint yoghurt*

Grilled Vegetable & Pesto *capsicum, courgette, carrot, mixed greens (VG, DF)*

Smoked Chicken & Mango *mango, cucumber, mesclun, cream cheese*

Moroccan Chickpea *roasted seasonal veges, hummus, mixed greens (VG)*



Salad Options (Seasonal Garden Salad Included)

Seasonal Garden Salad *mesclun, cucumber, cherry tomatoes, carrots, red onion, lemon vinaigrette (VG, GF)*

(Select 1):

Caesar Salad *cos lettuce, croutons, parmesan, bacon bits, caesar dressing*

Beetroot & Mandarin Salad *beetroot, mandarin, feta, citrus vinaigrette (V, GF)*

Manuka Honey Roasted Vege Salad *carrot, kumara, pumpkin, purple potatoes, thyme (V, GF, DF)*

Moroccan Carrot Salad *roasted carrots, raisins, mint, toasted almonds, cumin orange dressing (VG, GF, DF)*

Creamy Baby Potato Salad *mayo mustard, chives (VG, GF)*

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BUFFET LUNCH MENU

Served alongside a tea & coffee station, fruit platter, & assorted sweet slices.

Main (Select 1):

- Mustard Crusted Roast Beef** *red wine jus (GF)*
- Beef Stroganoff** *braised beef, dijon mustard, cream, chives (GF)*
- Thai Chicken Curry (GF, DF)**
- Chicken Thigh** *creamy parmesan sauce (GF)*
- Italian Herb Roasted Chicken Thigh** *gravy (GF, DF)*
- Roast Pork Belly** *apple ginger compote (GF, DF)*
- Slow-Roasted Lamb Shoulder** *red wine jus (GF, DF)*

Vegetarian Main (Select 1):

- Traditional Vegetable Moussaka (V)**
- Creamy Mushroom Penne Bake (V)**
- Cauliflower Cheese Bake (V, GF)**
- Coconut, Chickpea & Spinach Casserole (VG, GF)**

Sides (Select 2):

- Steamed Seasonal Vegetables (VG, GF)**
- Rosemary & Garlic Roasted Gourmet Potatoes (VG, GF)**
- Jasmine Rice (VG, GF)**
- Green Beans Almondine (V)**
- Creamy Mashed Potato (DF option available)**
- Buttered Sweetcorn** *chives (V, GF)*
- Parmesan Polenta Chips (V, GF)**

Salad Options (Seasonal Garden Salad Included)

Seasonal Garden Salad *mesclun, cucumber, cherry tomatoes, carrots, red onion, lemon vinaigrette (VG)*

(Select 1):

- Caesar Salad** *cos lettuce, croutons, parmesan, bacon bits, caesar dressing*
- Beetroot & Mandarin Salad** *beetroot, mandarin, feta, citrus vinaigrette (V, GF)*
- Manuka Honey Roasted Vege Salad** *carrot, kumara, pumpkin, purple potatoes, thyme (VG, GF)*
- Moroccan Carrot Salad** *roasted carrots, raisins, mint, toasted almonds, cumin orange dressing (VG, GF)*
- Creamy Baby Potato Salad** *mayo mustard, chives (V, GF)*

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LARGE SHARING PLATTERS

Each platter serves approx. 25 pax

\$95 per platter

Loaded Golden Fries

*Bacon bits, mozzarella,
aioli*

Teriyaki Chicken Sliders

*Cabbage slaw,
mayo*

Mixed Savouries

*Mince pies, potato top
pies, bacon & egg
savouries, sausage rolls*

Oriental Snacks

*Spring rolls, samosas,
wontons,
sweet chilli sauce*

Nacho Sharing Tray

*Tortilla crisps, beans, salsa,
guacamole, sour cream*

Crispy Cauliflower Bites

*Buffalo sauce,
barbecue sauce, aioli*

Beer Battered Fish Bites

Tartare sauce

ADD SOUP TO ANY MEAL

Served with Warm Bread Rolls & Butter

+ \$10 per person

Cream of Mushroom

V, GF

Tomato & Basil

V, GF, DF

Broccoli & Cheddar

V, GF

Kumara & Carrot

VG, GF

Chicken & Sweetcorn

GF, DF

French Onion

VG, GF

Roasted Pumpkin & Coconut

VG, GF

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EVENING FUNCTIONS

Private dinners, standing cocktails 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 organising.

Our chef's 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 approx. 25)



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