



Wild at Heart

Wellington Airport
Conference Centre

Welcome to the Wellington Airport Conference Centre

Save time and avoid the hassle of travelling into and out of the CBD with Wellington Airport's Conference Centre.

With spectacular views out over the terminal, the run way and through to Lyall Bay, Wellington Airport Conference Centre offers the most conveniently located conference and meeting rooms. All this, right in the heart of the airport.

Our staff are highly service orientated and are ready to accommodate your every need.

Choose from a variety of rooms to suit all your business requirements. Rooms can cater for 2 people through to 100 people with a variety of room configurations available. The Office and Argosy rooms are perfect for smaller meetings and interviews while the Executive Boardroom, our most premium product, is suitable for more formal meetings.

Excellent catering options, free wireless internet throughout the terminal as well as AV equipment for hire to meet all your conferencing requirements – we even offer half day room rates.



Contact Details

Level 2, Main Terminal
Wellington International Airport
PO Box 14175, Wellington 6241
Ph: (04) 385 5199
Fax: (04) 385 5190
confcent@wellingtonairport.co.nz

www.wellingtonairport.co.nz





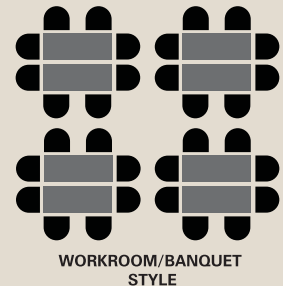
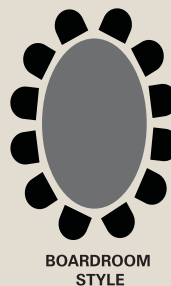
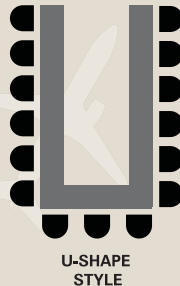
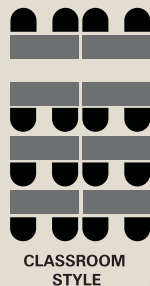
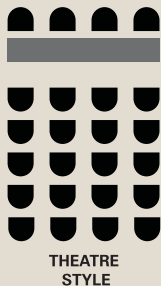
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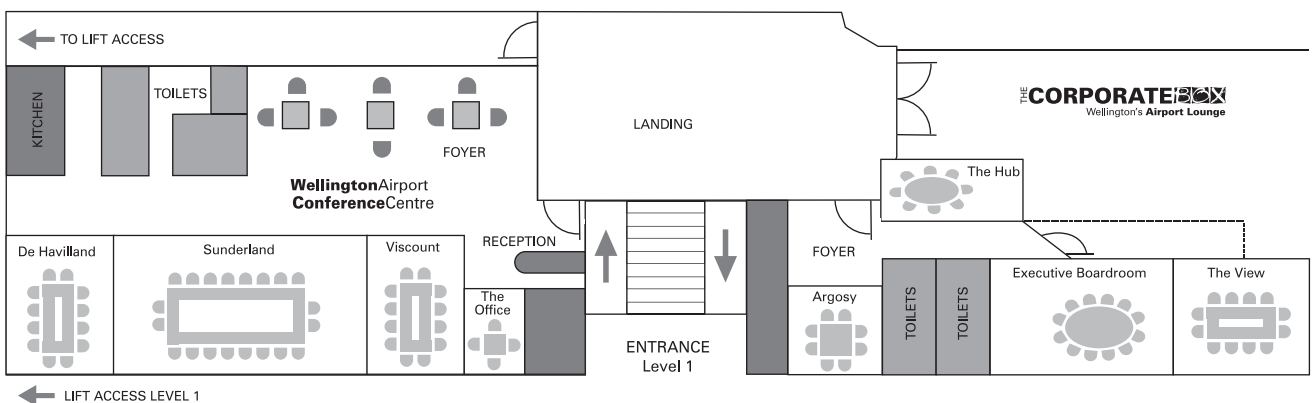
RATE CARD

ROOM	SIZE IN m ²	CAPACITY BOARDROOM	CAPACITY THEATRE	CAPACITY CLASSROOM	CAPACITY U-SHAPE	FULL DAY RATES		HALF DAY RATES	
						BASIC	PADS, PENS & MINTS	BASIC	PADS, PENS & MINTS
The Office	10	5	-	-	-	\$100+GST	\$120+GST	\$60+GST	\$80+GST
The Argosy	12	8	-	-	-	\$120+GST	\$145+GST	\$70+GST	\$95+GST
The Hub	18	8	-	-	-	\$160+GST	\$190+GST	\$100+GST	\$130+GST
The View	30	12	-	-	-	\$250+GST	\$280+GST	\$150+GST	\$180+GST
The Viscount	40	20	28	16	16	\$270+GST	\$310+GST	\$160+GST	\$200+GST
Executive Boardroom	54	12	-	-	-	\$350+GST	\$385+GST	\$210+GST	\$245+GST
The DeHavilland	56	20	30	16	16	\$280+GST	\$320+GST	\$170+GST	\$210+GST
The Sunderland	88	28	40	24	26	\$420+GST	\$470+GST	\$260+GST	\$310+GST
Sunderland+Viscount	128	40	68	36	36	\$530+GST	\$600+GST	\$380+GST	\$450+GST
DeHavilland+Sunderland	144	42	80	40	40	\$550+GST	\$600+GST	\$390+GST	\$440+GST
DeHavilland+Sunderland+Viscount	184	52	120	48	50	\$800+GST	\$900+GST	\$420+GST	\$520+GST

SEATING STYLES



CONFERENCE CENTRE FLOOR PLAN



We also offer discounted airport car parking and discounted entry to The Corporate Box, Wellington's Airport Lounge to all conference centre delegates with any room hire. Just enquire with our Conference Centre Manager when you arrange a booking.

Information on getting to the airport, car parking and other transport options (including rental cars, taxi/shuttle hire, and the Airport Flyer bus) is available on our website www.wellingtonairport.co.nz

www.wellingtonairport.co.nz



CONFERENCE CATERING PACKAGES

Package 1: Coffee/Tea on Arrival + Morning Tea + Working Lunch + Afternoon Tea	\$34 per person
Package 2: Morning Tea + Working Lunch + Afternoon Tea	\$33 per person
Package 3: Coffee/Tea on Arrival + Morning or Afternoon Tea + Working Lunch	\$30 per person

COFFEE/TEA on arrival \$3 per person

MORNING / AFTERNOON TEA \$8 per person

Freshly brewed coffee and specialty teas with your choice of one item below:
(extra item \$3 per person)

- Freshly baked sweet & savoury muffins
- Assorted Danish pastries
- Scones with jam & cream and savoury scones
- Sausage Rolls with tomato compote
- Assorted mini gourmet savoury pies
- Assorted sweet slices
- Assorted cookies

WORKING LUNCH \$21 per person

Freshly brewed coffee and specialty teas with your choice of menu below:

Option 1

- Assorted gourmet sandwiches
- Spicy cocktail chicken nibbles
- Seasonal fresh fruit platter
- Chocolate cake

Option 2

- Assorted filled pita wraps
- Vegetarian spring rolls & pork won tons with sauces
- Seasonal fresh fruit platter
- Banana cake

Option 3

- Assorted toasted Turkish bread sandwiches
- Bacon & egg pie
- Seasonal fresh fruit platter
- Chocolate brownie

Plus select any two Chef's salads from below:

- Greek salad
- Garden salad
- Roasted beetroot, carrot, sunflower seed with citrus dressing
- Char grilled sweet corn, roasted capsicum, rocket & hummus dressing
- Creamy German potato salad with seeded mustard & bacon
- Pumpkin, feta, pasta and walnut salad
- Streaky bacon, egg & roasted pumpkin seeds

Upgrade your Working Lunch

Add to any of the Working Lunch options from the list below:

\$6.00* per item
per person

*Minimum 10 persons

- Pumpkin soup with freshly baked rolls
- Ratatouille and steamed rice (v)
- Satay chicken with steamed rice
- Penne pasta with Bolognese or Napolitana (v) or Carbonara sauce
- Thai green chicken curry with steamed rice (gf)
- Butter chicken with steamed rice (gf)
- Continental cold meat platter with pesto, aioli, spicy tomato dip & Vienna bread
- Asian style steamed fish with shiitake mushrooms, ginger & spring onions (gf)
- Platter of NZ cheeses, grapes & crackers



Please contact us if you wish to discuss other menu options or special requirements
EFFECTIVE 1 JANUARY 2011. All prices exclude GST.

Wellington Airport Conference Centre Contact Details

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Ph: (04) 385 5199 Fax: (04) 385 5190



CATERING ORDER Function Date Room

ON ARRIVAL Time Numbers

Order

MORNING TEA Time Numbers

Order

LUNCH Time Numbers

Order

AFTERNOON TEA Time Numbers

Order

DIETARY REQUIREMENTS Numbers

Order

EXTRA COMMENTS

Please ask our Conference Centre Manager for our current equipment hire price list.

EQUIPMENT ORDER

Note: Every room comes with a mono electronic whiteboard, excluding the Hub and the Office. If an electronic whiteboard is required in either of these rooms, let us know before your booking and we can arrange to have one set-up in the room for you.

- | | | | |
|---|---|--|--------------------------------------|
| <input type="checkbox"/> Projector | <input type="checkbox"/> Screen | <input type="checkbox"/> Laptop | <input type="checkbox"/> PC Speakers |
| <input type="checkbox"/> Teleconference Phone | <input type="checkbox"/> Flipchart | <input type="checkbox"/> OHP | <input type="checkbox"/> Lectern |
| <input type="checkbox"/> TV/DVD/VCR Combo | | | |
| <input type="checkbox"/> Microphone
(specify type) | <input type="checkbox"/> Lapel Wireless | <input type="checkbox"/> Handheld Wireless | |
| | <input type="checkbox"/> Lectern | <input type="checkbox"/> Table | |

Other equipment