



SUNCOURT

HOTEL & CONFERENCE CENTRE

SUNCOURT CONFERENCE RESOURCE KIT 2012 - 2013

Intro

Kia Ora and Welcome to the Suncourt Hotel and Conference Centre!

Thank you for considering Suncourt as the venue for your next conference, meeting or function. Within this pack there are the detailed specifications and configurations for our conference spaces along with information on technical services and menu ideas. We are here to assist with all your needs and as such have provided you with some sample menus and suggestions. We encourage you to contact our conference team to help design a meeting that will work for you.

We have endeavoured to provide you with a flexible venue in terms of style, seating requirements and presentation facilities. Located a mere 3 minute stroll from the CBD boutique shopping, cafes and nightlife, you truly are in the heart of everything. With stunning views over beautiful Great Lake Taupō we believe we have it all. We will do our utmost to take the stress out of making your conference a memorable one.

The information following provides basic information to assist you in your planning however please feel free to contact our Conference Team with any questions. We are more than happy to assist you.

Contact our friendly Conference Team to book your next Meeting.

FP: 0800SUNCOURT

P: 07 3788265

F: 07 3780809

E: sales@suncourt.co.nz

www.conferencinglaketaupo.co.nz

www.suncourt.co.nz

Conference Delegate Packages

Suncourt Deluxe Day Delegate Package

\$45.00 per Delegate

Minimum number of 15 delegates

- Main conference room hire and set-up
- Suncourt Hotel & Conference Centre pads and pens
- Static whiteboard and markers
- Iced water and mints
- Tea and coffee on arrival
- Morning tea with Chefs Choice Refreshment Selection
- Working Style Lunch Buffet in Chill on Northcroft
- Afternoon tea with Homemade Cookies

Suncourt Premium Day Delegate Package

\$65.00 per Delegate

Minimum number of 15 delegates

- Main conference room hire and set-up
- Suncourt Hotel & Conference Centre pads and pens
- Iced water and mints
- Static whiteboard and markers
- Data projector & screen or 42" Television & Video/DVD Player
- Sound System with a lapel or handheld microphone
- Lectern
- Tea and coffee on arrival
- Morning tea with Chefs Choice Refreshment Selection
- Mini Buffet style Lunch in Chill on Northcroft
- Afternoon tea with Homemade Cookies
- Juice with morning and afternoon tea
- Daily Newspaper for your facilitator

Your Conference Coordinator will select the most suitable venue for your function based on the number of delegates and style of set up required.

PLEASE NOTE: Break out space is extra.

Team Building

from \$35.00 per Delegate

Minimum number of 15 delegates

Select your day delegate package then add on a team building component. With a wide range of exciting and innovative activities to suit all ranges of desires, and budgets within the local area, its a great way to bring a team together. From Jet Boats to Helicopters, an Amazing Race to Orienteering , the options are endless. Ask your team for more information. We are only limited to our imagination.

We recommend using Mitch Beresford from **Team FX** or Nick Berryman from **Corporate Adventures** for all your team building requirements.



Conference Room Capacity

Room	M ²	Theatre	Classroom	Boardroom	Banquet	Cocktail
Tauhara Rooms	234	230	80	60	200	300
Tauhara 1	90	80	45	28	70	100
Tauhara 2	144	120	60	40	100	180
Motutaiko Room	111	100	50	30	80	150
Taupo Nui A Tia Suite	20	-	-	6	-	-
Nukuhau	24	-	-	12	-	-

All venue rentals include the following

- Chilled Water
- Bowl of sweets on each table
- Pads and pens on each delegate setting
- Registration desk if required
- Complimentary newspaper for facilitator
- Dedicated staff before and during your event
- Onsite parking for delegates

Tauhara Room from \$500.00 per day

The Tauhara Room is our largest conferencing space at 234 square metres, combining both Tauhara 1 and 2 this space can accommodate 230 delegates theatre style. With its own private amenities and outdoor courtyard space the Tauhara Room is a highly adaptable space with a fusion of Tudor character and contemporary design. Flooded with natural light and fully air conditioned, this space will meet the needs of most functions.

Approximate Room Size 19.5m x 12m.

Tauhara 1 from \$250.00 per day

The smaller of the Tauhara Rooms at 90 square metres, Tauhara 1 is ideal for the medium sized groups. Catering for up to 80 delegates theatre style, the space is sun drenched most of the day. Flooded in natural light combined with French doors out to the garden courtyard and fully air conditioned, this space is perfect for board meetings to private cocktails.

Approximate Room Size 7.5m x 12m.

Tauhara 2 from \$350.00 per day

At 144 square metres Tauhara 2 has its' own private amenities and boasts its own bar server area. Perfect for public meetings to private dinners, this space is not only functional but flexible to cater for all events. Opening out to the private outdoor area and fully air conditioned, Tauhara 2 is our most popular space at Suncourt Hotel.

Approximate Room Size 12m x 12m.



Taupo Nui A Tia Suite

Room hire is \$230.00 per day

The Taupo Nui a Tia Suite is an idyllic space, flooded with natural light this suite is a superb setting for a small board meeting or interview room for up to 6 delegates. This suite offers magnificent views over Great Lake Taupō. Located on the second floor of the hotel this room is quiet with total privacy.

Approximate Room Size 4.5m x 4.5m.

Motutaiko Room

From \$300.00 per day

At 111 sq metres Motutaiko is the newest addition to the Conference Centre. Natural lighting, built in Sound System & Data Projector, fully Air Conditioned, Bifold doors, access to a private outdoor deck area. Located in the heart of the Hotel.

Approximate Room Size 12m x 12m.

Nukuhau Boardroom

\$200.00 per day

Nukuhau Boardroom located on the ground floor just off reception boasts natural lighting and is a purpose built Boardroom setting for 12 delegates. Magnificent views of Lake Taupo and Tongariro National Park. Fully Air Conditioned.

Approximate Room Size 4m x 6m.



Equipment & Services Available for Hire

Check with our friendly Team for additional requirements not listed

Data Projector
Polycom Conferencing Phone
Flipcharts and markers
42" Plasma Television & DVD/Video
Projection Screen
Standard Whiteboard
Electronic Whiteboard
Over-Head Projector
Stage Area
Dance Floor
Microphone
DJ service
Lectern
PC Speakers
Technical Assistance



Refreshment Break Selection

Served in your room

Refreshment Options

- Tea & Coffee \$ 3.00
- Tea & Coffee plus one catering selection - Chef's choice \$ 7.00
- Tea & Coffee plus two items from selection - Chef's choice \$10.00
- Juice per litre \$12.00

Catering Selections

From \$4.00 per selection

- Freshly baked Sweet Muffins
- Freshly baked Savoury Muffins w/ butter
- Home baked Scones w/ jam and cream
- Savoury Scones w/ butter
- Assorted sweet Danishes, Pastries and Croissants
- Assorted Gourmet Savouries
- Sliced Fresh Seasonal Fruit skewers
- Home made Cookies
- Chocolate Brownie
- Carrot, Chocolate or Banana Cake
- Mini Rolls w/assorted fillings & mayonnaise or Pesto
- Mini Croissant filled w/ Smoked Salmon & Chive Mayo
- Club Sandwiches with assorted fillings



BUSINESS LUNCHES

Working Style Lunch \$16.50 per person

- Selection of Fresh Breads
- Cold Deli cuts, Tomato, Cucumber, Salad Mix, sliced Cheese & Cottage Cheese
- Chutneys & Dips
- Hot Savouries
- Fresh Seasonal Fruit
- Chefs choice Sweet Treat
- Tea and Coffee

Mini Buffet Style Lunch \$25.00 per person

Minimum 15 persons

- Fresh Breads
- Cold Deli cuts with Condiments
- 2 x Salads of the day
- Fresh Pasta with Smoked Chicken & Cream Parmesan Sauce
- Chutneys & Dips
- Fresh Seasonal Fruit
- Selection of Sweet Treats
- Tea & Coffee

All menus are subject to change



BBQ - PICK & MIX SELECTION

\$31.00 per person without Dessert
\$37.50 per person with Dessert
(Minimum 40 people)

Selection of Fresh Baked Breads

Salad Selection

(Choose 5 salad items)

- Mixed green salad with balsamic dressing
- Baby potatoes with mayo, gherkins, capers & mustard
- Penne Pasta Salad with char grilled vegetables, parmesan, fresh herbs & olive oil
- Beetroot salad with chives & sour cream
- Coleslaw with red onion, sultanas, peanuts & mayo
- Roast Pumpkin & Kumara Salad with pumpkin seeds & basil pesto
- Green Bean Salad with feta, tomatoes, sea salt & olive oil
- Mesclun Salad with crispy noodles, red onion & crispy bacon
- Couscous Salad with sunflower seeds, Italian parsley, sundried tomatoes & spring onion

Meat Selection

(Choose 3 meat items)

NB: All sausages made locally

- Pork, apple & sage sausages
- Chicken sausages
- Pork sausages (plain)
- Venison sausages
- Beef sausages
- Chicken thigh meat marinated in lemon & coriander
- Rump steak, marinated
- Lamb chops with fresh mixed herbs
- Prawn skewers with garlic & coriander
- Chicken Skewers with Cumin & Chilli

Condiments

(Choose 4 condiments)

Mayo, mint jelly, tomato chutney, mustard, pesto, beetroot chutney, pumpkin & cumin chutney, tomato sauce

Dessert Selection

(Choose 2 Dessert items)

- Fresh fruit platter with grapes
- Aged Cheddar with crackers & dried fruit platter
- Pavlova Roulade with Cream & Passion fruit
- Chocolate Brownie
- Vanilla Ice Cream
- Chocolate Log
- Profiteroles
- Carrot Cake
- Banana Cake

All menus are subject to change



DINNER BUFFET Menu A

\$50.00 per person
(Minimum 20 people)

To Start

- Freshly Baked Breads and Dips

Salad Selection

- Mixed Green Salad with Balsamic Dressing
- Green Beans, Cherry Tomatoes and Feta Salad
- Orzo & Char Grilled Vegetable Salad with Olive Oil & Parmesan

Cold Meat & Seafood

- Smoked Chicken with Melon, Coriander & Lime dressing
- Squid & Chilli Prawns with Red Onion, Cucumber and Lemon Vinaigrette

Hot Selection

- Beef Madras Curry with Raita
- Steamed Rice with Cumin & Coriander
- Baby Roasted Potatoes with rosemary and garlic butter
- Steamed Seasonal Vegetables

Carvery

- Honey Glazed Ham on the Bone
- Baked Sirloin with Mustard and Herbs
- Condiments & Beef Jus

Dessert

- Profiteroles with Cream and Chocolate
- Lemon Tart
- Hot Apple Strudel with Cinnamon Cream
- Seasonal Fruit Platter
- Chocolate Brownie

All menus are subject to change

DINNER BUFFET Menu B

\$40.00 per person
(Minimum 20 people)

To Start

- Freshly Baked Breads with Butter

Cold Selection

- Mixed Green Salad with Balsamic Dressing
- Penne Pasta with Spring Onions, Olives, Sundried Tomatoes, Parmesan & Mayonnaise
- Tomato, Red Onion, Basil, Feta Cheese and Olive Oil
- Fresh Mussel & Squid Salad with Chilli & Coriander

Hot Selection

- Roast Aged Beef of Rump with Mustard
- Chicken Drums roasted with Onions, Mushrooms and white wine tarragon sauce
- Spicy meat balls in a rich tomato sauce
- Roasted Baby Potatoes with Butter & Parsley
- Soft Noodles
- Steamed Seasonal Vegetables
- Condiments

Dessert

- Hot Apple Pie and Cream
- Chocolate Brownie
- Lemon Tart
- Vanilla Ice Cream

All menus are subject to change



APERITIF MENU PLATTERS

New Zealand Cheese Selection **\$100.00**
New Zealand Cheese Selection served with Dried Fruits,
Chutney, Char grilled Bread and Crackers

Antipasto Platter **\$100.00**
Cured Meats, Salami & Chicken with Pickles, Chutneys,
Sundried Tomatoes, Olives & Char Grilled Bread

Seafood Hot & Cold Selection **\$100.00**
Mussels, Scallops, Salmon, Squid and Prawns with Vinaigrette
& Dipping Sauces with Char Grilled Bread

Asian Style Platter **\$100.00**
Selection on mini Samosa, Spring Rolls, Pork & Spicy Vegetable Wontons,
Salt & Pepper Squid, Crab Sticks w/ Dipping Sauces

All Platters serve 10 - 15 persons

Cocktail Menus

(\$3.50 per item, per person, Minimum 4 items per person)
(Minimum of 10 Guests)

Cold Canapés

- Rare Beef on Crostini with Horseraddish Sauce
- Smoked Chicken, Pear & Walnut cups
- Smoked Salmon & Cucumber Boats
- Mini Crepes w/ Cottage Cheese, Chives & Sundried Tomatoes
- Prawn Cutlet w/ Wasabi Mayonnaise
- Sushi with Assorted fillings
- Chilled Scallop on Crostini with Tomato Salsa
- Verkerks Beer Sticks with Mustard

Hot Canapés

- ½ Shell Mussels with Tomato & Cheese
- Chicken Satay Skewers
- Spicy Pork Meat Balls & Tomato Dip
- Prawn Twisters & Dill Mayonnaise
- Mussel Fritters with Sour Cream & Lemon
- Mini Quiches Assorted
- Spicy Vegetable Wontons with Hoisin Sauce
- Baby Potatoes filled with Bacon, Corn & Sour Cream

All Menus are subject to change

Accommodation Rates

15 x Double Studio Lakes

Double Studio Lake units consist of a queen bed. These units are situated in the front block with views and are either on the ground or first floor. These rooms include ensuite, tea & coffee making facilities, SKY TV, air conditioning and heat pump. One unit is user friendly for disabled persons

Tariff: NZ\$155.00 single/double only

20 x Twin Studio Lakes

Twin Studio Lake units consist of a double & single bed (in the same room). These units are situated in the front blocks with views and are either on the ground or first floor. These rooms include ensuite, tea & coffee making facilities, SKY TV, air conditioning and heat pump.

Tariff: NZ\$155.00 single/twin/double plus \$20.00 each extra person.

4 x One Bedroom Lake

One Bedroom Lake units consists of a queen bed in the lounge, with a king split in the bedroom. These units are situated in the front block with views and are either on the ground or first floor. These rooms include ensuite, tea & coffee making facilities, SKY TV, air conditioning and heat pump.

Tariff: NZ\$185.00 single/double plus \$20.00 each extra person.

1 x Taupo Nui A Tia Suite

The Two Bedroom Lake unit consists of a queen bed in one bedroom, two single beds in the second bedroom plus a separate lounge. This unit is situated in the front block on the first floor with views. This room includes ensuite, tea & coffee making facilities, microwave, SKY TV, air conditioning and heat pump.

Tariff: NZ\$235.00 single/double plus \$20.00 each extra person.

6 x One Bedroom Garden

One Bedroom Garden units consists of a queen bed in the bedroom, with a king split in the lounge area. These units have recently been refurbished and are situated by the Pool & BBQ area with garden views. These rooms include ensuite, tea & coffee making facilities, SKY TV, air conditioning and heat pump.

Tariff: NZ\$165.00 single/double plus \$20.00 each extra person.

2 x Two Bedroom Garden

Two Bedroom Garden units consists of a queen bed in one bedroom, two single beds in the second bedroom plus a separate lounge. These units have recently been refurbished and are situated by the Pool & BBQ area with garden views. These rooms include ensuite, tea & coffee making facilities, SKY TV, air conditioning and heat pump.

Tariff: NZ\$185.00 single/double plus \$20.00 each extra person.

3 x Two Bedroom Family Units

Two Bedroom Family Units consist of a queen bed in one bedroom, two single beds in the second bedroom and a double pullout sofa-bed in the lounge area. Private amenities. Kitchen facilities consist of stove top and microwave. SKY TV & telephone. These units are an older style and also have air conditioning units and Heat pump.

Tariff: NZ\$165.00 single/double plus \$20.00 each extra person.

1 x Three Bedroom Family Units

This unit has three separate bedrooms, one King, one Queen and two singles plus a separate lounge. This unit has recently been upgraded & refurbished and is situated by the Pool & BBQ area. This room includes ensuite, Kitchenette, SKY TV, air conditioning and heat pump.

Tariff: NZ\$185.00 single/double plus \$20.00 each extra person.

Conditions

- Children 3 years and under are free of charge.
- Children's cot hire - \$10.00 per night. Subject to availability.
- All tariffs include GST.



Terms and Conditions

1. Confirmation of bookings must be received in writing. Bookings will be held on a first option basis however, should another client request this space we will contact you to ask for immediate confirmation. Failure to confirm booking may result in facilities being allocated to other groups.
 2. In the event an organiser wishes to cancel a conference booking, failure to advise Suncourt of the cancellation in writing at least ten (10) days prior to the booking will result in the organiser incurring a cancellation fee of 20 percent of the quoted cost of the booking. This fee will be at the discretion of Hotel Management.
 3. Rooming lists for all accommodation held for conferences must be supplied as soon as possible. Confirmation of rooms must be made in writing and at least fourteen (14) days prior to conference date. Failure to supply names with rooms booked will result in rooms being released to other parties for patronage.
 4. Conference organiser(s) must confirm conference numbers in writing at least fourteen (14) days before conference. Final numbers will be accepted until 48 hours prior. Charges will be based on this number, or the final number attending - whichever is greater.
 5. Credit facilities may be available upon completion and approval of Suncourt Hotel's credit application form prior to the event. Authorisation to charge back to a Company must be received in writing from a person authorised to do so. Unless credit terms have been arranged full or remaining payment is required immediately following the event. A seven (7) day invoice may be arranged, if secured with a valid credit card. This will be required to guarantee payment of any outstanding amounts.
 6. The provision of credit facilities shall be at the sole discretion of Suncourt Hotel Ltd. Suncourt reserves the right to advise reasons for refusal of credit. A copy of Suncourt Hotel Ltd's full terms and conditions are included with all credit applications.
 7. Suncourt Hotel advises conference organisers that it has the sole right to supply all food, beverage and other refreshments at the facility. The client shall not bring or allow to be brought onto the facility any food, beverage or other refreshment. Licensing and food safety regulations prevent the removal of any food/beverage from hotel property. In the event of a breach of these conditions, Suncourt Hotel may terminate the function without prejudice. All costs and charges remain payable by the client.
 8. Organiser(s) will be responsible to ensure orderly behaviour of their guests at all times. Suncourt Hotel reserves the right to intervene and eject any objectionable/intoxicated person from events without liability. The Hotel accepts this responsibility with guidelines set by the Sale of Liquor Act. All Bars will close and entertainment cease by Midnight.
- Please Note: We are responsible hosts in the service of alcohol. It is against the law to allow guests to become intoxicated.**
9. The Hotel reserves the right to adjust any event setup to ensure compliance for fire and/or health and safety codes.
 10. Unless instructed in writing, the client will be liable for all charges relating to and incurred by the event or their organiser/agents.
 11. By booking and holding the event at Suncourt Hotel you are deemed to have read and accepted all the above terms and conditions.

