



# PAVILIONS HOTEL CHRISTCHURCH

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# CONFERENCE PACK

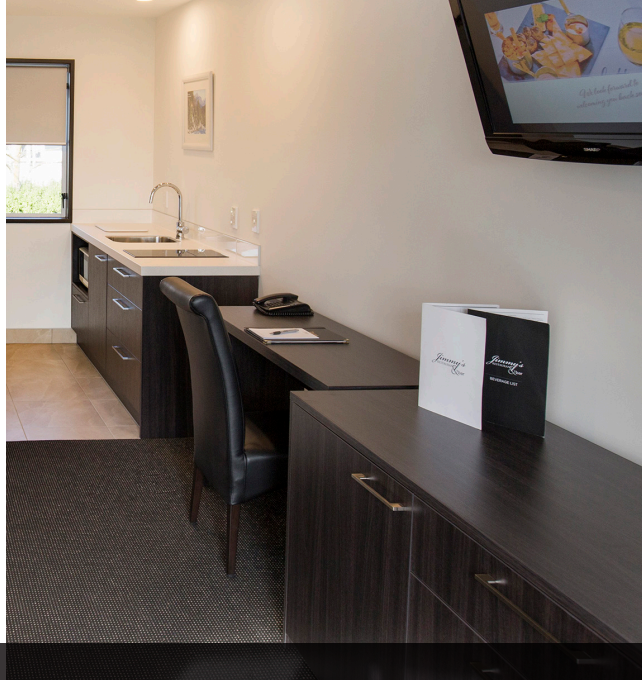
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## GUEST ROOMS AND FACILITIES

Created with flexibility in mind, the hotel encompasses a range of ninety-one rooms, suites, apartments and cottages across independent wings which can be booked exclusively for wedding parties, tour groups and conferences.

The room choices offer a range of kitchen facilities providing the option of self catering as well as all the comforts of home - hairdryer, ironing board and iron, soft cotton bed linen, premium satellite channels plus much more. Leisure facilities include the pool, spa, sauna and fitness centre and for the corporate traveller, meeting rooms, business centre and secretarial services are on hand.

### At Your Service

24 hour Reception and Room Service | Reverse cycle heat/air-conditioning | Concierge services  
50+ premium SKY channels | Dry-cleaning and laundry service | Complimentary newspaper

### Hotel Amenities

Fully licensed Restaurant and Bar | Fitness centre | Sauna | Complimentary Fibre Wi-Fi  
Spa and Outdoor swimming pool | Complimentary on-site parking for cars, vans and buses  
Guest Laundry | Business centre | Safes in rooms | Multilingual staff



## MEETINGS, EVENTS AND CONFERENCES

Pavilions Hotel Christchurch has a number of meeting rooms, outlets and semi private spaces available for all occasions. We have an experienced and dedicated events team trained to cater to your individual requirements.

### CONFERENCE ROOM AMENITIES

All Complimentary in our Webb, Terrace, Courtyard and Bar areas.



- Blackout curtains
- Pillarless throughout
- Note pads and pens
- Teleconferencing
- Clothing rails
- Chilled water



- Unlimited Fibre Wi-Fi
- Controlled lighting
- Lectern
- Flipcharts
- Whiteboard and markers
- Openable windows



- Fully air conditioned  
- heated
- Ceiling mounted projector  
and screen
- \* Zoom meeting facilities  
in Terrace Room
- Natural light

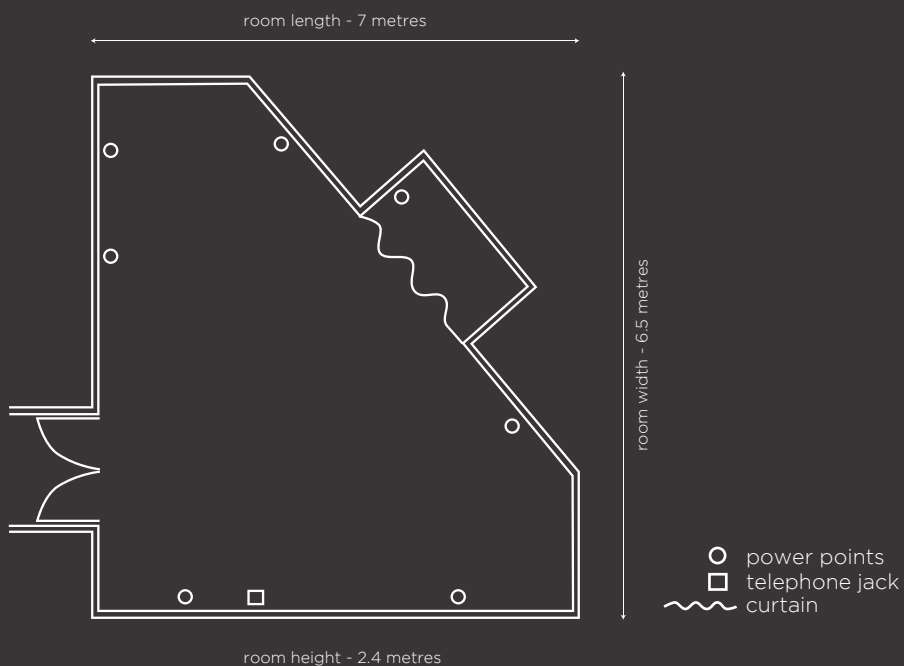
Additional equipment is available. Simply let us know your requirements and we will prepare a quotation for you.



2.

## THE WEBB ROOM

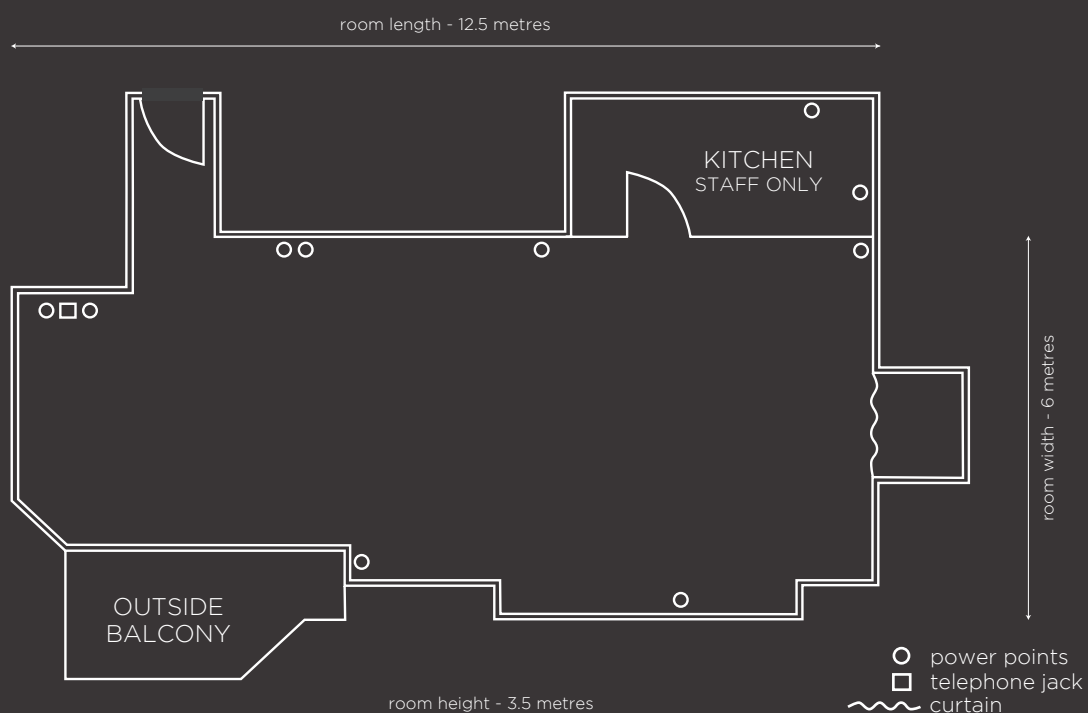
Located on the first floor (no lift available), the Webb Room is the smallest of our three conference areas. Measuring 23sq metres or 247.5sq feet, this room is able to hold a maximum of 20 people in various seating arrangements and 25 people standing in a reception style capacity.





## THE TERRACE ROOM

Located on the first floor (no lift available), the Terrace Room is the largest of our three conference areas. Measuring 75sq metres or 807sq feet, this room is able to hold a maximum of 50 people in various seating arrangements and 60 people standing in a reception style capacity.



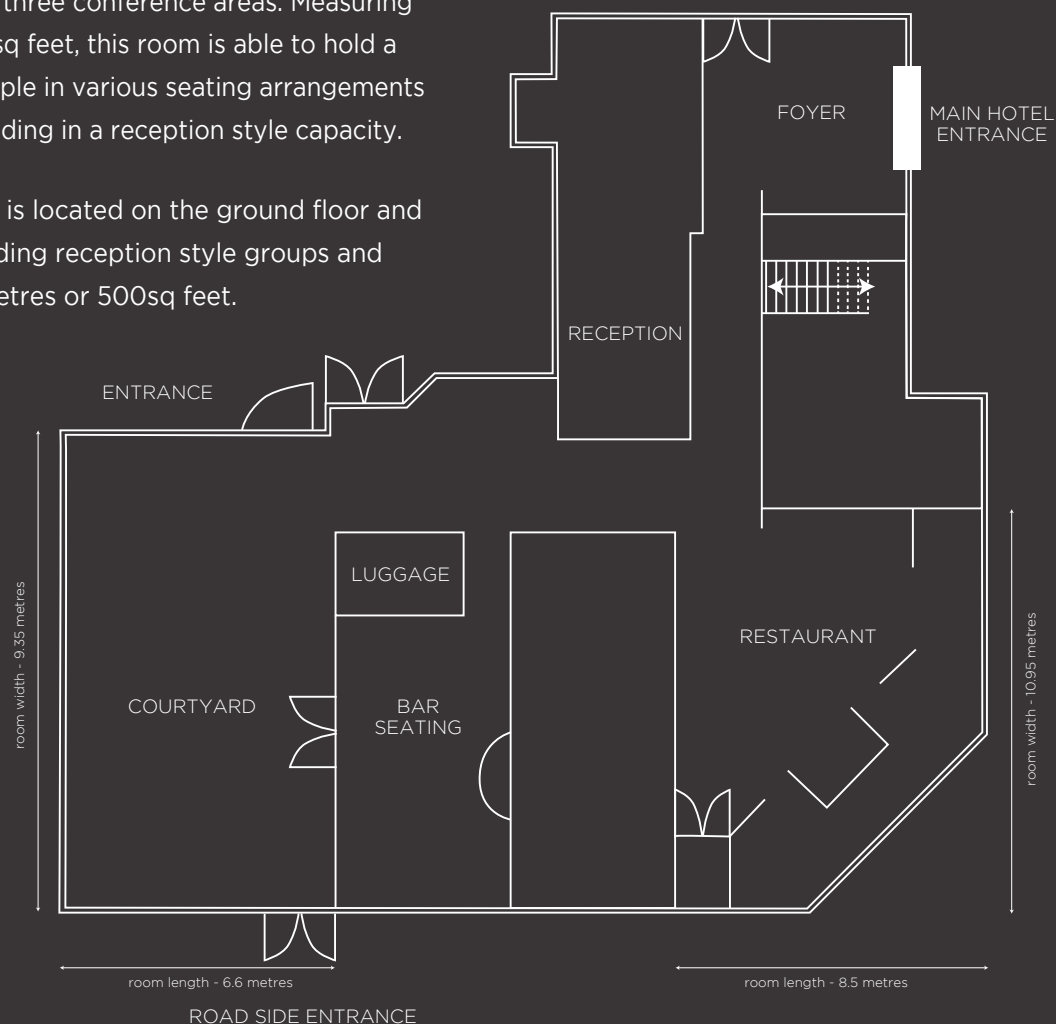




## COURTYARD AND BAR AREA

Located on the ground floor, the Courtyard and Bar is the more relaxed of our three conference areas. Measuring 62sq metres or 667sq feet, this room is able to hold a maximum of 50 people in various seating arrangements and 100 people standing in a reception style capacity.








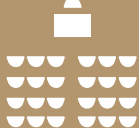

Jimmy's Restaurant is located on the ground floor and is available for standing reception style groups and measures 46.5sq metres or 500sq feet.



CAPABILITIES AND DIMENSIONS

	WEBB	TERRACE
Room hire per day	\$350.00	\$550.00
When 10 rooms or more are booked per night	FREE	FREE

Please enquire for the cost to hire Jimmy's Courtyard and/or Restaurant.

 <p>RECEPTION</p> <p>Webb : 30 max Terrace : 60 max Courtyard : 120 max Restaurant : 60 max</p>	 <p>BOARDROOM STYLE</p> <p>Webb : 12 max Terrace : 30 max Courtyard : 40 max Restaurant : N/A</p>	 <p>HOLLOW SQUARE</p> <p>Webb : 12 max Terrace : 25 max Courtyard : 25 max Restaurant : N/A</p>
 <p>U SHAPE</p> <p>Webb : 12 max Terrace : 30 max Courtyard : 40 max Restaurant : N/A</p>	 <p>U SHAPE WITH TOP TABLE</p> <p>Webb : 12 max Terrace : 30 max Courtyard : 40 max Restaurant : N/A</p>	 <p>CLASSROOM STYLE #1</p> <p>Webb : 12 max Terrace : 34 max Courtyard : 50 max Restaurant : N/A</p>
 <p>CLASSROOM STYLE #2</p> <p>Webb : 12 max Terrace : 30 max Courtyard : 30 max Restaurant : N/A</p>	 <p>THEATRE STYLE #1</p> <p>Webb : 20 max Terrace : 50 max Courtyard : 60 max Restaurant : N/A</p>	 <p>THEATRE STYLE #2</p> <p>Webb : 20 max Terrace : 50 max Courtyard : 60 max Restaurant : N/A</p>



## DAILY DELEGATES PACKAGE

This package is suited best and only available to groups of 12 or more people.

\$70.00pp incl GST - minimum of 12 guests

### Package includes

Data projector, screen and all equipment.  
Notepads, pens, mints, ice water,  
WIFI and parking.

**Arrival** - Selection of teas and freshly brewed coffee.

**Morning tea** - Chef's food choice, selection of teas and freshly brewed coffee.

**Lunch** - Chef's food choice of working buffet lunch.

**Afternoon tea** - Chef's food choice, selection of teas and freshly brewed coffee.

### Working Lunch

Minimum of 12 guests    \$31.00 pp

Working Lunch as buffet style.

#### Choose from:

**1 x Salad selection    1 x Main selection**

**1 x Light selection    1 x Sweet selection**

Add any item \$8.00 each per person.



## SMALL CONFERENCES

For smaller conferences or functions of 12 people or less, the Snack Menu and Tea Breaks menus are available. Room charges will apply and all complimentary conference equipment on page 2 (Conference Room Amenities) is included.

## TEA BREAK OPTIONS

### Tea Break

Brewed coffee and a selection of teas \$5.50 pp

Add one food item \$6.50 each per person.

### Savoury Selections

Club sandwiches (V & GF)

Filled croissants with ham, tomato and brie cheese

Basil pesto and cream cheese pinwheels

Mini quiches

Housemade cheese scones with butter

### Sweet Selections

Housemade muffins

Scones with preserves and  
freshly whipped cream (GF & DF)

Friand (GF)

Brownies and freshly whipped cream

Carrot cake with cream cheese icing

Housemade slice





## LUNCH OPTIONS

### Salad Selection

Pumpkin and charred red onion salad with toasted pine nuts

Kiwi coleslaw

Tossed green salad with julienne of vegetables and balsamic dressing

### Light Selection

Thai chicken sausage rolls

Assorted savouries with house chutney

Mini quiches

Filled croissants with ham, tomato and brie cheese

### Main Selection

Tortilla wraps with Tuscan chicken, cream cheese, red onion, salad greens

BLT - bacon, lettuce and tomato on fresh focaccia loaf

Ploughmans sandwiches

Housemade bacon and egg pie

Seasonal vegetable frittata with tomato relish (V, DF & GF)

Roast vegetable filo (GF, DF & VG)

Moroccan chicken with cous cous mint and yoghurt dressing (GF)

### Sweet Selection

Brownies with whipped cream (GF)

Friand (GF)

Carrot cake with cream cheese icing

Housemade slices

Fresh seasonal fruit platter served with yoghurt





# CONFERENCE REQUEST FORM



Today's date: \_\_\_\_\_ Company name: \_\_\_\_\_

Your name: \_\_\_\_\_ Onsite contact: \_\_\_\_\_

Conference date: \_\_\_\_\_ No of days: \_\_\_\_\_ No of people attending: \_\_\_\_\_

Room requested: WEBB ROOM ☐ TERRACE ROOM ☐ JIMMY'S COURTYARD ☐  
Time required: Morning ☐ Afternoon ☐ Full Day ☐ Start time \_\_\_\_\_ Finish time \_\_\_\_\_

Room setup required: Reception ☐ Boardroom Style ☐ Hollow Square ☐  
U Shape ☐ U Shape with top table ☐ Classroom Style #1 ☐  
Classroom Style #2 ☐ Theatre Style #1 ☐ Theatre Style #2 ☐

Equipment required: Clothing rails ☐ Whiteboard and pens ☐ Data projector and screen ☐  
Lectern ☐ Flipcharts ☐ Other ☐  
Specify \_\_\_\_\_

Catering required: Tea and Coffee to be served on arrival ☐ \_\_\_\_\_ am/pm  
Morning Tea ☐ Lunch ☐ Afternoon Tea ☐ Other ☐

Time required: \_\_\_\_\_ am \_\_\_\_\_ am/pm \_\_\_\_\_ pm \_\_\_\_\_ am/pm

Other please explain: \_\_\_\_\_

Accommodation required: YES ☐ NO ☐ Check in date: \_\_\_\_\_ Check out date: \_\_\_\_\_

Number of rooms required: \_\_\_\_\_

## PAYMENT DUE ON DEPARTURE

Purchase Order Number # \_\_\_\_\_

Company Name \_\_\_\_\_

Account Type VISA ☐ MASTERCARD ☐ AMEX ☐ DINERS ☐

Cardholder Name \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_ CVV \_\_\_\_\_

( 3 digits on the back of VISA/MC/DINERS , 4 digits on the front of AMEX )

Signature \_\_\_\_\_ Date \_\_\_\_\_

# THANK YOU

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FOR CONSIDERING US!



Pavilions Hotel Christchurch is not only a hotel, but a glimpse into the history of New Zealand through the lens of the Horncastle family who own and operate the 4-star property. With artefacts and pieces of “Kiwiana” on display throughout the site, collected over three generations from the North and South Islands, the Horncastle’s have curated a hotel that offers relaxing accommodation, personable and attentive service, delicious regional fare and cultural immersion. Offering a dynamic social hub where guests and visitors can work, relax, socialise and dine, at the Pavilions Hotel Christchurch you’ll be welcomed like family and remembered as friends.

Debbie Horncastle  
General Manager