

Conferences, it's what we do!



INTRODUCTION

Thank you for the opportunity to introduce the Brentwood Hotel as your ideal venue for hosting your forthcoming event.
Our conference team and Duty Managers will ensure your next event will be a success and look forward to working with you.



OUR HOTEL

The Brentwood Hotel specialises in conferencing – its what we do. With eight flexible conference rooms, complimentary airport transfers, plus our experienced staff – you can rest assured your conference will be well taken care of.



ACCOMMODATION

The Brentwood hotel offers 116 rooms – standard, superior, executive suite and an apartment. All in a range of bedding configurations to suit.



FACILITIES

- Aqua restaurant and bar
- 8 conference rooms
- BBQ area – with outdoor breakout areas
- Courtyard spaces
- Swimming pool
- Poolside dining
- Ground level property



FEATURES

- Complimentary airport shuttles
- Complimentary car parking
- Conference rooms all on ground level for easy access
- Conference staff and Duty Managers available all day
- All conference rooms have natural light
- Adjacent parking allows easy access to rooms
- Air conditioned conference rooms with individual heating and cooling options
- Wireless broadband throughout the hotel



CONTACT DETAILS

16-20 Kemp Street, Kilbirnie
PO Box 14045, Wellington
04 920 0400 Fax 04 920 0401
0508 BRENTWOOD (0508 2736896)
reservations@brentwoodhotel.co.nz
conferences@brentwoodhotel.co.nz
www.brentwoodhotel.co.nz



Conferences, it's what we do!



KAURI ROOM

The Kauri room is a diverse multi-functional conference room which can be used as one conference room, or divided into four separate rooms, Kauri 1, 2, 3 and 4

- With the entire Kauri Room open, Kauri 4 converts to a subtle stage area
- There are no pillars in the Kauri Room
- 15 litres of fresh air every second (the New Zealand standard is 8)
- European designed Hupe soundproof doors. Hermetically sealed; they are rated down to 46 decibels
- There is an average 10 power points per Kauri room. Three phase power is also available



KAURI 1

- Ability to extend in conjunction with Kauri 2
- Ideal for board meetings or focus groups
- Great location in the hotel
- Easy access for delegates
- 3 entry and exit points
- Direct entry to the bar area



KAURI 2

- Ability to extend in conjunction with Kauri 1 or 3
- Ideal for small exhibition space, seminars or workshops
- Wall to ceiling natural light
- Overlooking swimming pool and outdoor area
- Suitable for dinners and evening functions
- Soundproof fold away doors



KAURI 3

- Ability to extend in conjunction with Kauri 1, 2 or 4
- Ideal for trainings, seminars, workshops
- Wall to ceiling natural light
- Overlooking swimming pool and outdoor area
- Suitable for dinners and evening functions
- Soundproof fold away doors



KAURI 4

- Subtle stage – as floor is slightly raised from Kauri 3
- Ideal for executive meetings, interviews, or smaller meetings
- Suitable as facilitators room or Green room
- Ideal storage or Breakout room
- Self contained with restroom
- Kitchen/Storeroom connected with room





Conferences, it's what we do!

The Kauri Room is a diverse multi-functional conference room that divides into four separate rooms. This flexibility allows varying spaces that are combinations of Kauri 1 - 4, or Kauri 2 + 3, or Kauri 3 + 4.



KAURI ROOM



KAURI 1 AND BAR



KAURI 2+1 AND BAR



KAURI 3 +2 +1 AND BAR



KAURI 4 +3 +2 +1 AND BAR



TAWA AND ANNEX



Our people are the difference

Conferences, it's what we do!



TAWA ROOM

This room is one of our most popular rooms as it is located opposite reception and is close to our restaurant and bar area – close proximity to all breakout areas.

- Ideal venue for private dinners or cocktail functions
- Appropriate for large tradeshow displays or product launches
- Own bar facilities for private function, or can be used as a store room
- Large built in screen for data show projection



TOTARA ROOM

This is our newest, most highly specified conference room with easy access to outside breakout areas.

- Ideal for small dinners of up to 30 people
- Built in sound system, data projector and electrically operated screen
- Wall to ceiling natural light
- Great central location



RIMU ROOM

This room is centrally located next to the restaurant and bar.

- Ideal venue for small dinners and meetings
- Access to outdoor area located next to room
- Whiteboard mounted on the wall for maximizing space
- Self contained with restroom
- It is suited to a medium size group for training



RATA ROOM

This room is popular as a small conference venue as it is located in a quiet but very central area in the hotel.

- Ideal venue for training sessions and executive meetings
- Large glass doors opening to tables beside the pool for relaxing breakout areas
- Whiteboard mounted on the wall for maximizing space
- Self contained with restroom and kitchen



MATAI ROOM

This room is ideal as a small conference venue and isolated in a quiet area of the hotel.

- Ideal for executive board meetings, interviews or seminars
- Whiteboard mounted on the wall for maximizing space
- Self contained with restroom
- Kitchen and storage space



Conferences, it's what we do!



ROOM CAPACITIES
Maximum number
of guests

Conference Room	Area Sq.	Theatre Style	Board Room	Class Room	U shape	Workshop	Cocktail Function
Kauri Room	321	400	N/A	180	80	230	460 – 500
Kauri 1	90	85	25 – 30	28	25 – 30	50	100 – 120
Kauri 2	90	85	25 – 30	32	25 – 30	50	100 – 120
Kauri 3	85	85	25 – 30	32	25 – 30	50	100 – 120
Kauri 4	51	35	12	16	16	N/A	20 – 30
Tawa Room	110	80 – 100	40	55	35	60	100 – 120
Totara Room	60	50	20	18	22	35 – 40	40
Rimu Room	60	50	24	18	22	35 – 40	40
Rata Room	48	30	16	12	16	20	40
Matai Room	35	20	14	12	12	N/A	N/A



EQUIPMENT HIRE

We offer a full range of Audio Visual equipment for your conference. Please contact us for a complete price list.



Conferences, it's what we do!



**CONTINENTAL
BREAKFAST**
\$18.00

- | | | |
|----------------------|---------------------|-----------------------|
| Fresh fruit platter | Danish pastries | Selection of teas |
| Selection of cereals | Croissants | Freshly brewed coffee |
| Burcher muesli | Toast and preserves | |
| Yoghurt | Fruit juices | |

**COOKED
BREAKFAST**
\$23.00

- | | | |
|----------------|----------------------|--|
| Scrambled eggs | Fresh fruit platter | Toast and preserves |
| Poached eggs | Selection of cereals | Fruit juices |
| Sausages | Burcher muesli | Selection of teas and
freshly brewed coffee |
| Bacon | Yoghurt | |
| Hash browns | Danish pastries | |
| Baked beans | Croissants | |

REFRESHMENTS
\$3.80
\$5.00

- Coffee or tea
- Coffee or tea with freshly baked cookies



Coffee or tea with your choice of any **one** item

\$7.00

Coffee or tea with your choice of any **two** items

\$9.50

- Freshly baked scones served with preserves & cream
- Home baked muffins with butter
- Lamingtons and soft cream
- Preserved fruit shortcake
- Caramel slice
- Assorted cakes
- Mini cinnamon rolls
- Meat savouries
- Finger sandwiches



ALSO AVAILABLE
\$13.00
\$2.50
\$2.00
\$16.50
\$4.00
\$4.00

- Orange juice – per jug
- Fruit platter (sliced fruit) – per person
- Fruit bowl (whole fruit) – per person
- Continuous coffee and tea – per pot
- Energy drink
- Magnum ice cream

SPECIALITY BREAKS
\$10.50

Fresh and healthy

- Fresh fruit skewers with mango yoghurt dip
- Muesli bar
- Dried fruit and roasted nuts
- Orange juice
- Coffee or tea with freshly baked cookies

\$11.50

Energy break

- V energy drink
- Cadbury chocolate bar
- Banana fritters

All prices are on a per person basis



SAMPLE CONFERENCE MENUS

PLEASE NOTE – THESE ARE SAMPLE MENUS ONLY AND CHANGE DAILY

PLEASE ADVISE US OF ANY SPECIAL DIETARY NEEDS

LUNCH 1 \$23.00 PER PERSON (PRICING INCLUDES GST)

- Club sandwiches with assorted fillings
- Roast beef ciabatta rolls with onion marmalade
- Vegetable samosas on tomato compote
- Spiced chicken with mango chutney
- Potato and herb salad
- Tossed salad
- Basket of fresh fruit
- Tea and Coffee

LUNCH 2 \$25.00 PER PERSON (PRICING INCLUDES GST)

- Fresh pide loaf filled with assorted meat or vegetarian fillings
- Pork belly with apple gnocchi
- Roasted vegetables with feta and coriander
- Smoked salmon and spinach cream penne pasta
- Tossed garden salad
- Mixed bean salad
- Basket of whole fruit
- Sweet slice/cake
- Tea and Coffee

ADDITIONAL HOT DISH \$2.00 per person **ADDITIONAL SALAD \$1.00** per person

BUFFET DINNER 1
MINIMUM 25 PEOPLE

DINNER \$40.00 PER PERSON (PRICING INCLUDES GST)

- Chefs' daily soup creation with a selection of fine breads
- Antipasto platter of chilled meats, cheese, and condiments
- Roasted loin of pork with apple sauce
- Baked Chicken on herb roasted pumpkin with saffron sauce
- Fresh fish on wok tossed julienne vegetable, watercress froth
- Sundried tomato and olive pasta in a roasted tomato sauce
- Rosemary buttered gourmet potatoes
- Steamed garden vegetable selection
- Choice of three chefs' salads
- An array of cheesecake, gateaux, and pavlova from our pastry kitchen
- Delicious hot dessert "Chefs Choice"
- Tea and Coffee



Conferences, it's what we do!



BUFFET DINNER 2
MINIMUM 25 PEOPLE

DINNER \$47.00 PER PERSON (PRICING INCLUDES GST)

- Chefs' daily soup creation with fine breads
- Cold poached salmon with shrimp cocktail
- Continental meat and antipasto platter

- Roast leg of New Zealand lamb with mint jelly
- Cajun Chicken with gnocchi and tomato compote
- Oven baked fresh fish with a fennel, shallot, and caper noisette
- Thai green vegetable curry with jasmine rice and coriander yoghurt
- Sauté potatoes with smoked paprika
- Seasonal stir fry vegetables
- Selection of four fresh garden salads and dressing (Chefs choice)

- Warm chocolate pudding
- Fresh fruit platter
- Selection of gateaux
- Selection of Kapiti Cheese
- Tea and Coffee



BUFFET DINNER 3
MINIMUM 25 PEOPLE

DINNER \$53.00 PER PERSON (PRICING INCLUDES GST)

- Chefs' daily soup creation with fine breads
- Platter of fresh and smoked seafood with condiments
- Antipasto selection of chilled meats and cheeses

- Mustard crusted roast sirloin of beef
- Roasted loin of pork with apple sauce
- Lemon chicken on spinach with a vanilla buerre blanc
- Fresh fish on mash with cherry tomato salsa
- Grilled eggplant on a risotto cake with halloumi and pesto
- Herb roasted gourmet potatoes
- Steamed vegetables with garlic butter
- Selection of seasonal garden salads and dressings (Chefs choice)

- Fresh fruit salad and soft cream
- Individual mini pavlova with strawberries
- Selection of tarts and gateaux
- Selection of Kapiti cheese
- Tea and Coffee



Conferences, it's what we do!



SET DINNER MENU 1

\$43.00
(GST INC)

Chefs' daily soup creation with gourmet bread

Sirloin steak on a basil mash, sautéed onions and mushrooms, red wine jus

OR

Herb grilled fish fillet with a warm kumara salad, lime and coriander vinaigrette

*Vegetables or salad served to table.

Rich chocolate mud and mousse cake smothered with chocolate sauce

Freshly brewed Tea and Coffee



OPTION 2

\$43.00
(GST INC)

Smoked bacon and spinach salad with cherry tomato salsa and aioli

Oven baked chicken breast on a pesto mash, ratatouille, and a tomato jus

OR

Roasted lamb shoulder with vegetable selection, roasted garlic, and rosemary jus

*Vegetables or salad served to table.

Glazed lemon tart with vanilla mascarpone

Freshly brewed Tea and Coffee



SET DINNER MENU 2

\$46.00
(GST INC)

Bacon and spinach salad with cherry tomato salsa and aioli

OR

Sautéed prawns with an avocado, snow pea and rocket salad, balsamic reduction

Sirloin steak on a basil mash, roasted tomato, sautéed onions and mushrooms, red wine jus

OR

Smoked fillet of salmon on noodles with lemongrass, coconut and sweet chilli sauce

*Vegetables or salad served to table.

Rich chocolate mud and mousse cake smothered with chocolate sauce

OR

Raspberry and white chocolate cheesecake with a berry coulis

Freshly brewed Tea and Coffee



Our people are the difference