

# Hotel Armitage & Conference Centre



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# HOTEL ARMITAGE

Thank you for considering *Hotel Armitage* as a venue for your conference.

Enclosed is a summary of our accommodation, conference facilities and catering options that can be tailor made to suit your requirements.

Our attention to detail with conferences will ensure all of your requirements are met, so your time here at the *Armitage* is comfortable for you and your guests.

Should you require any further information please don't hesitate to contact me.

I look forward to hearing from you.

Kind regards

Kerry deVries  
Conference Manager  
*Hotel Armitage*  
Tauranga



*Hotel Armitage reserves the right to move venues/rooms where practicable or necessary in consultation with organisers. Cancellation of conference facilities must be received within 6 weeks of due date to avoid a 50% late cancellation fee. Cancellations within 7 days of due date require a 100% venue hire cancellation fee. Prices are subject to change without notice*



## **Conference Facilities**

Washington Room .....up to 180 pax  
Domain Room .....up to 70 pax  
Washington/Domain Combined.....up to 250 pax  
Harbourview Room.....up to 80 pax  
Poolside Room.....up to 100 pax

**Numbers are based on Theatre Style set up.**

**COMPLIMENTARY CARPARKING**

## **Restaurants and Bars**

Gallery Restaurant.....60 pax A La Carte  
Poolside Room.....100 pax Banquet  
Washington/Domain Room.....200 pax Banquet  
Harbourview Room.....60 pax Banquet  
Clipper Bar, Clipper Lounge and Gallery Bar

## **Accommodation – Prices on application**

**SPECIAL Conference Rates apply**

38 x Twin Room (Double Bed + Single Bed)	2 x 1 Bedroom Suite
37 x Double Room (Queen Bed)	1 x Premium Suite
2 x 3 Bedroom Apartments	

## **Hotel Armitage Features**

Individually Air Conditioned Rooms	Spa baths
Outdoor Tepid Swimming Pool	Outdoor Spa Pool
Guest Gymnasium	Guest Laundry
Same Day Dry Cleaning Service	24 Hour Reception
Room Service	Mini Bars in Room
Iron/board in Room	Hairdryer in Room

**Situated only 5 minutes stroll from the beautiful and sophisticated city centre, 10 minutes drive from the airport and the most magnificent beaches in the country, Mount Maunganui.**

All prices include GST

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## **Conference Room Rates**

	Full Day	Part Day
Washington Room	\$350.00	\$250.00
Domain Room	\$350.00	\$250.00
Washington/Domain Combined	\$750.00	\$350.00
Harbourview Room	\$350.00	\$250.00
Poolside Room	\$350.00	\$250.00

\*A surcharge may apply for any extraordinary seating requirements/late changes

## **Equipment Hireage**

Conference calling – Polycom Speaker System now available

Data Projector	\$100.00	Sound system	\$100.00
Polycom Phone	\$ 50.00	Screen Only	\$ 15.00
Stage (portable)	\$ 50.00	Whiteboard/markers	\$ 15.00
Flipchart/paper	\$ 20.00	T.V. & DVD or Video	\$ 50.00
Electronic Whiteboard	\$ 75.00	Microphone Lecturn	\$ 20.00

VIDEO CONFERENCING AVAILABLE ON REQUEST – P.O.A.

Equipment booked and not required on the day will incur a booking fee.  
Any changes made to the room setting 48 hours prior to the event may incur a charge.

## **Conference Room Dimensions**

Washington Room	16.5m L x 11.3m W x 2.50m H
Domain Room	16.5m L x 7.3m W x 2.5m H
Washington/Domain	19.5m x 18.6m x 2.5m H
Harbourview Room	15.0m x 11.0m
Portable Stage	2.4m x 1.8m

If you'd like to view any of our rooms please feel free to call and make

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an appointment to do so.

**All prices include GST, all rooms subject to availability**

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## Cocktails

### Finger Food Platters

**\$12**

Breads with hummus and home made pate  
Chicken satay with peanut sauce  
Ricotta and asparagus tartlets  
Savoury mini muffins with salmon and sour cream

**\$14**

Rye bread with chili bacon dip  
Mini baked potato with blue cheese  
Chicken filo parcels  
Salmon and ricotta tartlets  
Mini beef satay with hot mango dip

**\$16**

Breads with hummus and home made pate  
Stuffed garlic mushrooms with prosciutto  
Mini chicken satay with peanut sauce  
Mini baked potato with blue cheese  
Skewered prawns with lemon ginger sauce  
Spinach and ricotta tartlets

**All options served with fresh brewed coffee and selection of teas.**

#### **Additional add-ons \$3.00 per person per item**

Mini club sandwiches  
Asparagus rolls  
Chicken, apricot and cream cheese rolls  
Marinated chicken wings  
½ Shell mussels with blue cheese

Cheese and crackers  
Fresh fruit platter

**\*A surcharge may apply for any special dietary requirements**

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## **Light Refreshments**

### **Morning & Afternoon Teas – per person**

Selection of <b>teas</b> and freshly brewed <b>coffee</b>	\$3.50
Selection of <b>teas</b> , freshly brewed <b>coffee</b> & <b>orange juice</b>	\$4.50
Selection of <b>teas</b> , freshly brewed <b>coffee</b> & <b>biscuits</b>	\$5.00
Selection of <b>teas</b> , freshly brewed <b>coffee</b> & your choice of: (one of the following)	
<b>Muffins, Scones, Sandwiches or Cake</b>	\$6.00

### **Finger Food/Lunch Selection – per person**

Selection of cheese, fruit and crackers	\$3.00
Crudités platter (vegetable sticks) and dip	\$3.00
Assorted canapés	\$3.00
Club sandwiches	\$3.00
Asparagus rolls	\$3.00
Chicken, apricot and cream cheese rolls	\$3.00
Home made pate with toast fingers and crackers	\$3.00
Fruit platter	\$3.00
Smoked salmon and cream cheese bagels	\$3.00
Warm spiced chicken wraps	\$3.00
Savouries	\$3.00
Sausage rolls	\$3.00
Marinated chicken wings	\$3.00
Mini croissants with ham and cheddar	\$3.00
Fresh fish goujons	\$3.00
Cheese and onion quiches	\$3.00
Mini spring rolls	\$3.00
Fresh home made scones, muffins, cookies or cake	\$3.00

**\*A surcharge may apply for any special dietary requirements**

Please select from choices above to suit your menu and budget.

Prices subject to change without notice.

**All prices include GST**



## **Lunch Menu**

**\$19** per person

### **Kiwi Time Lunch**

Platter of sliced fresh baked breads  
Terrine of Kumara and ginger soup  
Apricot and ginger backed ham on the bone  
Selection of 3 salads  
Chef's choice of potato dish  
Pavlova and whipped cream  
Tea and coffee

Served in our Poolside Room

or

outside around the pool by arrangement  
- conditions and weather permitting



CONFERENCE BOOKING SHEET

Client/company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Postal Address: \_\_\_\_\_ DDI Phone Number: \_\_\_\_\_

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Payment type or Credit Card: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ On the Day Contact: \_\_\_\_\_

**Venue/Room set up**

Room Name: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Date of event: \_\_\_\_\_

Start Time: \_\_\_\_\_ am/pm Finish Time: \_\_\_\_\_ am/pm

Number of Attendees: \_\_\_\_\_ Number of Trainer/s: \_\_\_\_\_

Room Set Up: Theatre Classroom U Shape Clusters Boardroom  
**Please circle one**

Registration Table Display Table/s \_\_\_\_\_

All rooms set with Head table and a Presenters table

**Equipment Required:** Screen Whiteboard Dataprojector Flipchart/s

Lapel Cordless Lecturn OHP  
 Microphone Microphone Mircrophone

Total Cost of Equipment : \$ \_\_\_\_\_ refer to conference pack Other type \_\_\_\_\_

**Catering**  
*Please indicate requirements*

Arrival Tea/Coffee	Morning Tea	Lunch	Afternoon Tea
Time: _____	Time: _____	Time: _____	Time: _____

Cost per person

\$

\$

\$

Please see catering selections in Conference Pack.