



**HAMILTON AIRPORT
MOTOR INN
AND CONFERENCE CENTRE**

**Conference Centre
Facilities & Prices**

Adjacent to the Terminal Building

Airport Road, RD 2

Hamilton

Phone: +64 7 843 8412

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Email: conferences@airportinn.co.nz

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**Meet
Somewhere
that's
Going
Places**

Room Hire

Room	Theatre	Classroom/ Banquet	Area Sq M	Height	Rate
Hudson I	100	50	100	3.3m	\$200
Hudson II	100	50	100	3.3m	\$200
Hudson I & II	200	120	200	3.3m	\$360
Harvard Boardroom	-	12	35	3m	\$140
Meeting Room	-	4	12	3m	\$120
Whole Facility					\$550

Room hire includes complimentary standard size whiteboard and whiteboard pens (approximately A1 size), iced water, & wrapped mints.

All rooms are air conditioned with natural lighting, and uninterrupted views.

Equipment Hire

Additional Standard Whiteboard	\$ 20
Flipchart Stand, Paper & Pens	\$ 20
Additional Paper(per pad)	\$ 10
Electronic Whiteboard	\$150
Screen for Projector	FOC
TV / Video / DVD	\$ 80
OHP	\$ 60
CD Stereo System	\$ 50
Data Projector	\$220
PA System with Cordless Microphone	
- Stand <u>or</u> Lapel	\$185

Additional equipment is available on request – please enquire

Tea & Coffee on Arrival

\$3.00p/p

Morning & Afternoon Tea

\$6.00 per delegate one choice

\$8.00 per delegate two choices

\$11.00 per delegate three choices

\$14.00 per delegate four choices

Choose from the following

which includes

Freshly brewed coffee and tea

Homemade biscuits

Mini quiche

Sweet Muffins

Savoury muffins

Homemade slice

Cinnamon oysters

Scones with jam and freshly whipped cream

Cheese scones

Asparagus rolls

Variety of bread cases filled with smoked fish, bacon and mushroom or sweet corn

Selection of Danish pastries

Homemade cake selection

Fresh Orange Juice

\$12.00 per litre

Working Lunches

Working Lunch ① \$20.00

Variety of Club Sandwiches

Asparagus Rolls

Quiche

Homemade Savouries

Variety of Cake

Tea and Coffee

Working Lunch ② \$22.00

Filled Croissants Meat and Veg

Tortilla wraps filled with fish/meat/poultry and seasonal salad

Homemade Pizza on ciabatta bread

Selection Lamb Beef and chicken Satays with peanut sauce

Fruit Kebabs

Tea and Coffee

Conference Catering cont...

Working Lunch ☺ \$25.00

Tortilla wraps filled with fish/meat/poultry and seasonal salad
Smoked fish parcels
Selection Lamb Beef and chicken Satays with peanut sauce
Greek salad
Potato Salad
Fresh Fruit Salad
Truffles
Tea and Coffee

Hot Option \$23.50

Tortilla wraps filled with fish/meat/poultry and seasonal salad
Penne pasta with seasonal vege and homemade tomato sauce
Corn and Herb Fritters
Greek Salad
Chicken Salad
Carrot cake
Fruit Kebabs

Lunch Additional Selections

\$3.00 per person per choice

Kransky Sausages
Minute steaks
Meat Kebabs Chicken or beef
Mussel fritters
Egg Mayonaise Salad
Corn Salad
Baby minted potatoes
Pasta salad
Chicken Drumsticks
Coleslaw

Selection of slices
Truffles
Profiteroles
Fresh Fruit salad
Fruit Kebabs

BBQ Option

\$22.00 per person

Lamb Chops
Vegetable Kebabs
Mesculin Salad
Sober noodle Salad
Kransky Sausages
Pavlova
Tea and Coffee

Conference Catering cont...

Dinner Buffet

\$45.00 per person

Cream of pumpkin soup with a hint of ginger
served with bread roll

Cold dishes

Assorted cold meats- beef ham salami
Selection of seafood's- shrimps, whole prawns, green lipped mussels
Green leaf salad
Greek salad
Potato salad

Hot dishes

Penne pasta with bacon and mushroom
Fish of the day with a caper and lemon sauce
Herb marinated chicken breast with a tomato and olive sauce
Beef stir fried with hoisin sauce and seasonal vegetables
Seasonal vegetables
New potatoes steamed served with butter and fresh mint

Carvery

Pork or Lamb
Served with accompaniments

Dessert

Pavlova with cream and fresh fruit
Selection of cheesecakes chocolate and tiramisu
New Zealand Cheese selection accompanied by crackers and nuts
Freshly brewed tea and coffee

Set Menu ①

\$40.00 per person

Soup of the day
Prepared fresh daily

Fish of the Day
Fresh fish prepared daily by our chef
or

Sirloin Steak
Served medium rare

Both mains served with seasonal vegetables or salad

Cheesecake of the day
Freshly brewed tea and coffee

Conference Catering cont...

Set Menu ②

\$45.00 per person

Soup of the day
prepared fresh daily
or

Chicken Caesar Salad
Tenderloins, croutons, anchovies, garlic aioli and shaved parmesan

Fish of the day
Fresh fish prepared daily by our chef
or

Pork Fillet
On braised red cabbage apples watercress salad and drizzled with mustard jus

All mains served with steamed seasonal vegetables

Chocolate Mousse
Silky smooth chocolate mousse on a moist sponge base
or

Cheesecake of the day
Made fresh daily

Freshly brewed tea and coffee

Set Menu ③

\$49.50 per person

Entrees

Soup of the day
or

Chicken Caesar salad
or
Ricotta and Spinach Tortellini

Main Courses

Fish of the day
or

Chicken Breast
or
Sirloin Steak

*All prices include GST. Prices subject to change without notice.
Updated March 2010*

All mains served with seasonal steamed vegetables

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Desserts

Chocolate Mousse

or

Cheesecake of the day

or

New Zealand Cheeseboard

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Freshly brewed tea and coffee

Set Menu ④

Alternative Drop Menu

\$43.00 per person

An innovative way to serve a set menu is to provide an alternative drop menu as follows:
A selection is made of two choices of each course off the set menus above and guests are given alternatively each choice, each course. The guests can prefer to swap with another should they want.

Secretarial Services

Photocopying		20c per page
Facsimile	Receiving	20c per page
	Sending – National	\$1 first page 50c per add/page
	Sending – International	\$2 first page 50c per add/page
Word processing		\$12 per hour

Accommodation

Please note that not all rooms may be available due to prior bookings. These rates are corporate rates.

All rooms feature:

- Sky Digital TV
- Tea & Coffee making facilities
- Refrigerator
- Alarm clock / radio
- Writing desk
- Hairdryer
- Iron / ironing board
- Electric blankets
- En suite bathroom with shower over bath
- Wireless broadband internet

31 Standard Studios \$99.00

Sleeps 3 guests (\$15.00 per extra guest with rollaway – maximum 4 guests)

- Queen bed & single bed in same room

20 Executive Studios \$115.00

Sleeps 3 guests

- Queen bed & single bed in same room
- Air conditioning
- Spa bath with shower over

4 One Bedroom Apartments \$125.00

Sleeps 4 guests

- Queen bed & single bed in bedroom, pull out sofa bed in lounge
- Kitchenette with microwave & hot plates

3 Two Bedroom Apartments \$140.00

Sleeps 6 guests (\$15.00 per extra guest after 4 guests)

- Full kitchen facilities with fridge/freezer
- Queen bed in main bedroom, 2 x single beds in 2nd bedroom, pull out sofa bed in lounge

3 Access Studios \$99.00

Sleeps 3 guests

- Queen bed & single bed in same room
- Non slip / flat shower base
- Wheelchair accessible

Guest Services

Breakfast

Served daily in Hudson's Restaurant
Continental \$14.00 *or*
Full Cooked \$19.00
From 6am daily

Services Available

24 hour Reception
Wake Up Calls
Room Service
Clerical Services
Wireless broadband internet access

Other Facilities include

Hudson's Restaurant & Bar
Garden Bar with Petanque court
Guest Laundry
Swimming Pool
Gym
Sauna
Tennis Court
Conference Rooms

Business Terms & Conditions

Please take a moment to review our standard terms and conditions of booking:

Confirmation and Deposit

Confirmation in writing, together with a deposit is required within 14 days of making your booking. The deposit is based on the quoted cost of the function and will be advised at the time of booking. Management of the Motor Inn reserve the right to cancel any booking which has not been confirmed within 14 days of a tentative booking.

Management of the Motor Inn also reserve the right to decline any booking which may affect the smooth running of the Motor Inn, its security or reputation.

Cancellation

If the booking is cancelled one month prior to the date of the function, the deposit will be refunded in full. If cancelled between one month and 14 days of the date of the function, 50% of the deposit will be withheld. Where a booking is cancelled less than 14 days prior to the date of the function, the full deposit will be withheld.

Guaranteed Number of Guests

A guaranteed minimum number of guests attending the function must be advised two working days prior to the date of the function. This is the number that will be catered for and charged for. Increases may be accepted after this time where reasonable notice to Management is given.

Hireage

Unless otherwise quoted or arranged, Room Hire and Equipment Hire costs will be charged as per our current price list. Note that prices include GST and are subject to change without notice.

Payment

A method of payment must be established prior to the function being held. Where credit is approved, the balance of payment is due by the 20th of the following month.

Insurance & Damage

Organisers are responsible for any damage sustained to equipment or premises by the Organiser, Organiser's guests, invitees, outside contractors or any other person attending the function, in any area of the Motor Inn prior to, during or after the function.

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building unless approved by Management. All signage in public areas and foyers must be approved by Management.

The Hamilton Airport Motor Inn will take every care but no responsibility for the loss or damage of property prior to, during or after the function. We advise organisers to take out their own insurance if necessary.

Alcohol

Unless authorised by the Management of the Motor Inn, no liquor may be brought in to the Motor Inn premises for the purposes of consumption.