

WEST PLAZA HOTEL – MEETINGS & EVENTS



City MEETINGS

Information & Bookings: p 04 474 3554, conferences@westplaza.co.nz
www.westplaza.co.nz 110 Wakefield Street, Wellington

WEST PLAZA HOTEL – MEETINGS & EVENTS

Location, location, location. West Plaza Hotel occupies the prime position for business or pleasure in Wellington. Close to the airport, Shed 6, TSB arena, the waterfront and Te Papa. We're in easy walking distance of the major government departments, commercial offices, the premium shopping of Lambton Quay and the entertainment zones of Courtenay Place and the Cuba Quarter.

With four specifically designed conference rooms we can cater for 12 - 230 people, we can specifically design and plan all event types and cater to all budgets. Our rooms are flexible in size, so they also make an ideal venue for seminars, workshops, smaller events and business meetings. Add to that a welcoming friendly atmosphere, a fabulous team to help with all your needs and 102 spacious and comfortable guest rooms.

The complete venue for your next conference



	Cabaret	Boardroom	U-Shape	Theatre	Classroom	Banquet	Cocktails
Meeting Room ONE 7.5m x 21 m	90	40	30	180	80	150	200
Meeting Room TWO 7.2m x 11.4m	30	26	20	80	36	50	120
WPH Boardroom 4m x 8m	N/A	12	N/A	N/A	N/A	N/A	N/A
Meeting Room THREE 6.1m x 7.4m	N/A	22	18	30	18	30	50

Numbers shown are the maximum number of guests to each room

Meeting Room ONE - Enjoy state of the art data projectors with dual or separate screens displayed onto whiteboards so additional notes can be made. This room is located on the first level of the hotel, interconnects with meeting room two and has natural lighting.

Height - 2.4m (8ft) at ends of room & 4m (13ft) middle of room

Meeting Room TWO - A great workshop/think tank room displaying a whiteboard wall, funky presenter stools and an installed data projector. This room is located on the first level of the hotel and interconnects with meeting room one.

WPH Boardroom - Enjoy executive office chairs and a 55-inch TV screen for your presentation. This room is located on the first level of the hotel.

Meeting Room Three - This room is located on the ground floor and is suitable for private dining and small conferences. Please note that this room is situated next to the kitchen and some noise should be expected. The room has been

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City Express Package

\$38.00 per day, per person

Inclusions:

Wi-Fi for all delegates
Standard whiteboard & markers
Iced Water & Minties
Pads & Pens

(Minimum of 20 delegates, if less venue room hire applies)

On Arrival

Freshly brewed coffee & a selection of teas

Morning Tea

Chef's choice - Freshly baked muffins with butter (V)
Freshly brewed coffee & a selection of teas

Lunch

Selection of club sandwiches and filled wraps
Platter of mixed savouries with tomato ketchup
Sweet treat

Freshly brewed coffee & a selection of teas

(add a fresh fruit platter for only \$3 pp)

Afternoon Tea

Warm freshly baked biscuits (V)
Freshly brewed coffee & a selection of teas



City Classic Package

\$46.00 per day, per person

Inclusions:

Wi-Fi for all delegates
Data Projector & Screen
Standard whiteboard & markers
Iced Water & Minties
Pads & Pens

(Minimum of 20 delegates, if less venue room hire applies)

On Arrival

Freshly brewed coffee & a selection of teas

Morning Tea

Plum & Coconut friands (V, GF)
Freshly brewed coffee & a selection of teas

Lunch

Turkish bread with butter (V)
Greens with radishes, snow peas & dressing (V, GF, DF)
Pumpkin, feta & pine nut couscous salad (V)
Wild rice, mixed nuts, apricot & basil pesto salad (V)
Panko crumbed chicken tenders with smoked paprika mayo
Broccoli & brie tart with pesto (V)
Chocolate mousse & mandarin tarts (V)
Fresh fruit platter (V, GF, DF)
Freshly brewed coffee & a selection of teas

Afternoon Tea

Cappuccino Slice
Freshly brewed coffee & a selection of teas

See Pages 5 & 6 -

More options available to create your own menu

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City Deluxe Package

\$51.00 per day, per person

Inclusions:

Wi-Fi for all delegates
Data Projector & Screen
1 Car park for the presenter
Standard whiteboard & markers
Iced Water & Minties
Pads & Pens

(Minimum of 20 delegates, if less venue room hire applies)

On Arrival

Freshly brewed coffee & a selection of teas

Morning Tea

Warm ham, cheese & tomato croissants
Freshly brewed coffee & a selection of teas

Lunch

Cucumber & carrot ribbons, red onion, coriander & chat masala salad (V, GF, DF)
Mesclun salad & herb vinaigrette (V, GF, DF)
Chefs curry of the day (Medium spice TBA)
Crushed potatoes, spinach & peas in a creamy tomato sauce (GF)
Steamed jasmine rice (V, GF, DF)
Poppadum's & yoghurt raita (V)
Individual carrot cakes with cream cheese frosting (V)
Seasonal fresh fruit platter (V, GF, DF)
Freshly brewed coffee & a selection of teas

Afternoon Tea

Homemade lemon citrus tarts (V)
Freshly brewed coffee & a selection of teas

See Mix & Match -

More options available below for you to create your own menu

Happy Hour & Platters

Finish your day at City Bar:

5.00pm – 6.00pm \$6.50 House wine and tap beers

Platters

Salami and / or ham pizza slices \$25.00, serves 10
Oriental platter with sweet chilli sauce \$25.00, serves 10
Breads and homemade dips \$35.00, serves 10 (V)
Fresh assorted vegetable crudities platter with homemade dips - \$25.00, serves 10 (V, DF, GF)

Under 10 people for Lunch

How about a pre-plated lunch?

Homemade beef or vegetable lasagne with a crisp green salad \$15.00 per person

Classic Caesar salad with chicken breast, soft boiled egg, croutons, parmesan bacon and dressing (no anchovies)
\$18.00 per person

Bacon, chicken and salad toasted club with aioli and curly fries \$18.00 per person

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Mix & Match

Morning & Afternoon Tea - Selection of teas & freshly brewed coffee & any 1 of the following items \$7 per person / Extra items \$3.00 per person

Beef sausage rolls with poppy seeds & tomato relish

Breakfast frittata (bacon, sausage, mushroom & tomato)

Ham & Cheese pinwheels

Platters of mini pies and quiches with tomato chutney

Club sandwiches with assorted fillings, including vegetarian

Corn fritters with sour cream & salsa (GF)

Glazed ham, Swiss cheese & mustard mayonnaise filled croissants

Selection of freshly baked biscuits (V)

Friends: Raspberry/ Rhubarb & ginger/ Peach & cinnamon/ Pear & almond/ Feijoa with crème fraiche

Slices: Classic rocky road / Ginger crunch / Chocolate pecan brownie / Coconut supreme / Cappuccino Slice / Chocolate caramel slice

Scones: Cheese & spring onion scones with butter (V)/*Bacon with a parmesan crust/ Blackberry with freshly whipped cream/ Lemonade scones with strawberry jam/ Tomato and spinach*

Muffins: Coffee muffins (V)/ Apple & cinnamon/ Double coconut crunch/ Cream cheese chocolate peanut butter/ Almond Poppyseed/ French Toast muffin

Devonshire scones with mixed berry jam & whipped cream (V)

Red velvet cupcakes (V)

Fruit kebabs with toasted coconut yoghurt (V, GF)



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LUNCH MENU SELECTION

Select 1 of the following menus for your City Classic Package.
Or select 1 lunch menu separately for \$26 per person.
Each menu comes with a selection of teas & freshly brewed coffee.

Menu 1

5 Grain bread with butter (V)
Greens with cherry tomato, cucumber & dressing (GF, DF, V)
Spiced roasted carrot and cos salad with homemade yogurt (GF, V)
Gourmet potato & radish salad with fresh thyme crème fraiche (V)
Moroccan chicken kebabs with cucumber riata
Corn fritter with shaved parmesan (GF, V)
Lemon citrus tarts (V)
Fresh fruit platter (GF, DF, V)

Menu 2

Warm bread rolls with butter
Greens with witlof and fresh herbs & dressing (GF, DF, V)
Cauliflower & toasted sesame seed salad (V)
Cucumber, tomato & red onion salad with a creamy dill dressing (V)
Beef Lasagne
Greek Style Parcel - spinach, feta, & tomato chutney (V)
Vanilla cream puff profiterole with passionfruit glaze (V)
Fresh fruit platter (GF, DF, V)

Menu 3

Turkish bread with butter
Greens with cherry tomato, cucumber & dressing (GF, DF, V)
Beetroot, walnut & spinach salad topped with pomegranate (GF, DF, V)
Pearly barley & brussels sprout salad with an orange Dijon dressing (DF, V)
Spicy meatball skewers with tomato basil sauce
Veggie frittata topped with fresh basil, black olive & cherry tomato (GF, V)
Chocolate pecan brownie with strawberry coconut yogurt (GF)
Fresh fruit platter (GF, DF, V)

Menu 4

5 grain bread with butter
Greens with radishes, snow peas & dressing (GF, DF, V)
Apple, rocket & sundried tomato salad (GF, DF, V)
Red quinoa & butternut salad with lemon olive oil (GF, DF, V)
Tempura fish fillets with a ginger sesame dressing (GF)
Mushroom and red pepper puff pastry with fruit chutney (V)
Individual chocolate & berry tarts (GF)
Fresh fruit platter (GF, DF, V)

*More gluten free, dairy free, and vegan options available on request

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BUFFET MENU SELECTION

2 Choices from each section with no carvery \$41.50 per person

2 Choices from each section plus carvery \$54 per person

Section 1 - **Entrée** *includes dinner rolls with sea salted butter*

Soup of the day - made using fresh seasonal vegetables (V, GF)

Antipasto platter - deli meats with pickled & marinated vegetables (GF, DF)

Classic prawn cocktail with iceberg, prawns, lemon wedge & cocktail dressing (GF, DF)

Mushroom and brie stuffed Yorkshire puddings

Lime, chilli salmon and cream fraiche on fresh cucumber (GF, DF)

Section 2 - **Salads** *includes a mesclun salad with herb dressing*

Pasta shells with peppers, black olives, sundried tomato pesto & parmesan

Beetroot & orange salad with a balsamic glaze (V, GF, DF)

Citrus Quinoa with pumpkin & cranberry (V, GF, DF)

Classic cream coleslaw (V, GF, DF)

Gourmet potato salad, spring onions & wholegrain mustard mayonnaise (V, GF, DF)

Spinach, barley & mushroom (V, GF, DF)

Apple, pomegranate & watercress (V, GF, DF)

Section 3 - **Hot Selection** *includes seasonal vegetables with either steamed jasmine rice or baby potatoes with garlic & rosemary*

Chicken Teriyaki & garnished with grilled pineapple (DF)

Mushrooms and pan-fried chicken breast in a creamy chive sauce (GF)

Grilled maple, Dijon & chilli chicken

Butter chicken- marinated roasted chicken thighs, creamy tomato sauce & spices (GF)

Pan fried seasonal market fish with tomatoes, basil & olive (GF)

Osso Bucco lamb – slow cooked in white wine, tomato and spices

Lamb Rogan Josh - diced lamb, onions, yogurt, garlic, ginger & aromatic spices (GF)

Pork belly slow braised and served with plum sauce (GF)

Thai beef curry (GF)

Vegetable lasagne with ratatouille & parmesan béchamel (V)

Spinach and 3 cheese cannelloni pasta (V)



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Section 4 - Carvery

Glazed ham on the bone with Dijon & wholegrain mustards (GF, DF)

Sumac roasted Angus beef with rich gravy (DF)

Thyme & garlic stuffed & roasted leg of lamb with minted gravy (GF)

Section 5 - Desserts

all served with bowls of freshly whipped vanilla cream and mixed berry compote

Blueberry & toasted almond tart (V)

Kiwi pavlova topped with classic summer fruits & passionfruit glaze (V, GF)

Baked New York cheesecake, vanilla biscuit crumb base with fresh berries & lemon zest

Traditional lemon meringue pie (V)

Black forest gateau

Milk & dark chocolate torte drizzled with white chocolate (GF)



Canapés

Sweet chilli prawn skewers. (GF, DF)

Smoked salmon & crème fraîche on cucumber slices. (GF)

Crumbed calamari with citrus mayonnaise

Pork belly spoon with apple slaw (GF, DF)

BBQ pulled pork & slaw - petit burgers

Lamb loin strips with roasted red pepper sauce with dukkha (GF, DF)

Beef & caramelised onion with tomato chutney on bruschetta

Yorkshire pud, rare roast beef & horseradish

Spicy jerk chicken with mango & peach chutney on a tostada (DF)

Chicken sticks with Peri Peri sauce or capsicum apricot chutney (GF)

Lavosh sesame crackers with a warm spinach & feta dip (V)

Watermelon, feta, basil & pink peppercorn spoon (V, GF)

Cherry tomato & caramelised onion baked pastry with shaved parmesan (V)

Asparagus, goats cheese & mint tart with preserved lemon mayonnaise (V)

Sweets

Vanilla profiterole cream puffs

Cinnamon & sugar mini donuts

Petit cappuccino eclairs

Individual pavlovas with whipped cream with fresh berries

Mini citrus lemon tarts

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Beverage List

Bottled Beers

Steinlager Pure	\$9.00
Steinlager Classic	\$9.00
Steinlager Tokyo Dry	\$9.00
Steinlager Mid**	\$8.00
Mac's Three Wolves	\$8.00
Mac's Mid Vicious**	\$8.00
Corona	\$9.00
Becks	\$9.00
Speights Mid Ale**	\$8.00
Stella Artois	\$9.00
Panhead Port Road Pilsner	\$10.00
Panhead Blacktop Oat Stout	\$10.00
Panhead Super Charger	\$10.00
Panhead Xtra Pale Ale	\$10.00

**Mid strength range of beverages

Bottled Cider

Isaacs Apple	\$8.00
Isaacs Pear	\$8.00

Spirits

Single Spirit	\$5.00
Double Spirit	\$9.00

White Wines

	<u>Bottle</u>
Peter Yealands Sparkling - Methode Traditionelle	\$42.00
Lake Chalice The Haast - Chardonnay	\$48.00
Nautilus - Sauvignon Blanc	\$50.00
Wither Hills Early Light 9.5% - Sauvignon Blanc	\$45.00
The Ned Pinot - Pinot Gris	\$48.00
Dusky Sounds - Chardonnay; Sauvignon Blanc; Pinot Gris, Riesling	\$35.00

Red Wines

Kate Radburnd - Pinot Noir	\$52.00
Torea Oyster Catcher - Pinot Noir	\$48.00
Earthworks - Shiraz	\$48.00

*Most wines are available by the glass

Non Alcoholic Drinks

	<u>Glass</u>
Juice	\$5.00
Soft Drink	\$4.00
Schweppes Ginger Beer	\$6.00
Schweppes Spicy Ginger Beer	\$6.00
Diet Ginger Beer	\$6.00
Diet Lemon Lime & Bitters	\$6.00
Macs Green Apple	\$5.00
Macs Lemon Crush	\$5.00
Sparkling Mineral Water	\$5.50

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