

# WEST PLAZA HOTEL

LOCATION • COMFORT • STYLE

## MEETINGS & EVENTS



Information & Bookings:



04 474 3554



[conferences@westplaza.co.nz](mailto:conferences@westplaza.co.nz)



[westplaza.co.nz](http://westplaza.co.nz)

West Plaza Hotel, 110 Wakefield Street, Wellington

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## Location, location, location...

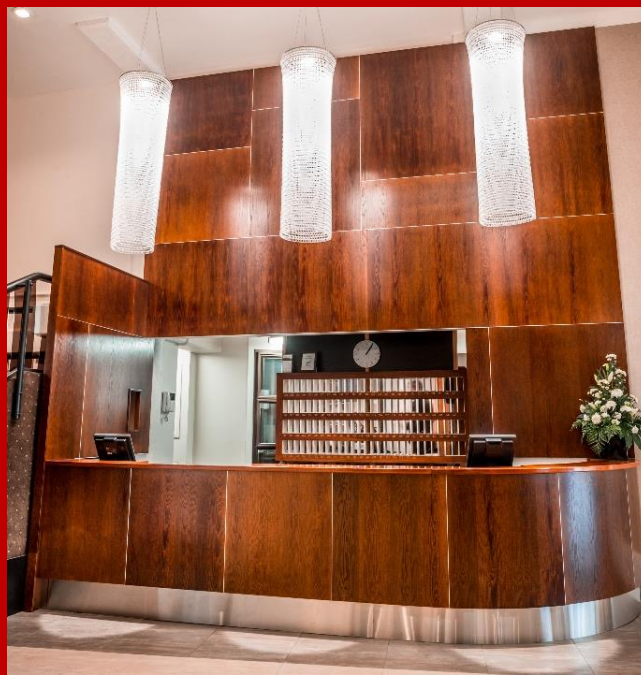
West Plaza Hotel occupies the prime position for business or pleasure in Wellington. A short commute from the airport, and within walking distance to Shed 6, TSB Arena, Te Papa, Tākina, and the Waterfront.

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 Cuba Street.

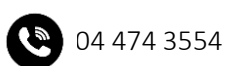
With four conference rooms we can cater for **12 – 200** people, specifically design and plan all event types and cater to all budgets. Our rooms are flexible in size, so they also make an ideal venue for seminars, workshops, smaller events and business meetings. Add to that a welcoming friendly atmosphere, a fabulous team to help with all your needs, and **102** spacious and comfortable guest rooms.



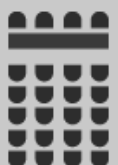


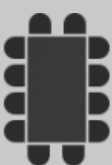
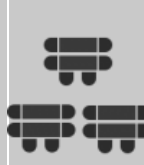


*The complete venue for your next conference!*



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Room Name	Number of attendees						
	 Theatre Style	 Classroom style	 U shape	 Boardroom	 Cabaret style	 Banquet	 Cocktail
<b>Meeting Room ONE</b> <i>7.5m x 21m</i>	120	60	30	40	60	80	-
<b>Meeting Room TWO</b> <i>7.2m x 11.4m</i>	60	24	20	26	24	40	-
<b>Meeting Room THREE</b> <i>6.1m x 7.4m</i>	N/A	N/A	N/A	15	N/A	20	-
<b>Boardroom</b> <i>4m x 8m</i>	N/A	N/A	N/A	12	N/A	N/A	N/A



#### Meeting Room ONE

Includes 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.



#### Meeting Room TWO

A great workshop/think tank room displaying a whiteboard wall and an installed data projector. This room is located on the first level of the hotel and interconnects with Meeting Room ONE.



#### Meeting Room THREE

This room is located on the ground floor and is suitable for private dining and small conferences, or as a breakout room. Please note this room is situated next to the kitchen and some noise is to be expected. The room is priced accordingly.



#### 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.

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## Standalone Conference Pricing

Indicative pricing for each of our conference rooms is listed below.

This is a flexible solution if you would prefer not to book a full day package.

An ideal option for half day conferences or events requiring minimal catering, our standalone pricing offers a streamlined approach for your meeting needs. Enjoy the convenience of booking a meeting space without the commitment of a full day delegate package, ensuring your event is both productive and cost-effective.



Room Name	Indicative Pricing
<b>Meeting Room ONE</b> <i>7.5m x 21m</i>	<i>From \$400 - \$800</i>
<b>Meeting Room TWO</b> <i>7.2m x 11.4m</i>	<i>From \$300 - \$600</i>
<b>Meeting Room THREE</b> <i>6.1m x 7.4m</i>	<i>From \$150 - \$300</i>
<b>Boardroom</b> <i>4m x 8m</i>	<i>From \$250 - \$500</i>

Catering Options	Pricing (per person)
<b>Arrival Tea &amp; Coffee</b>	<i>\$5pp</i>
<b>Morning Tea</b> <i>(Tea &amp; Coffee + 1 Food Item)</i>	<i>\$10pp</i>
<b>Working Lunch</b> <i>(Tea &amp; Coffee + Sandwiches or Wraps, Assorted Slices, Fruit)</i>	<i>\$20pp</i>
<b>Buffet Lunch</b> <i>(Tea &amp; Coffee + Options on Page 7)</i>	<i>\$35pp</i>
<b>Afternoon Tea</b> <i>(Tea &amp; Coffee + 1 Food Item)</i>	<i>\$10pp</i>

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## City Classic Package

\$65.00 per day, per person

(Minimum of 30 delegates, if less, venue room hire applies)

### Inclusions:

Wi-Fi for all delegates

Standard whiteboard & markers

Iced water & mints

Pads & pens

### On Arrival

*Freshly brewed coffee & a selection of tea.*

### Morning Tea

Please see our options to the right.

*Freshly brewed coffee & a selection of tea.*

### Lunch

Please see our buffet options to the right.

*Freshly brewed coffee & a selection of tea.*

### Afternoon Tea

Please see our options to the right.

*Freshly brewed coffee & a selection of tea.*



### Morning/Afternoon Tea Options

*Tea & coffee accompanied by **one** of the below:*

- Freshly baked muffins
- Bruschetta
- Scones (sweet or savoury)
- Club sandwiches or Filled wraps
- Petite mixed savouries
- Freshly baked cookies
- Mini filled croissants
- Danish pastries
- Fruit platter



### Buffet Lunch

*Tea & coffee accompanied by assorted slices, fruit platter and your selections from the below:*

#### One meat selection:

- Dijon mustard crusted beef
- Thai chicken curry
- Slow roast pork shoulder
- Moroccan lamb
- Beef bourguignon

#### One vegetarian option:

- Ratatouille cannelloni
- Grilled vege skewers
- Chickpea curry
- Moussaka
- Creamy spinach & butterbean casserole

#### Two salad selections:

- Curried cauliflower salad -
- Manuka honey roast vegetable salad -
- Minted Israeli couscous salad -
- Seasonal garden salad -
- Beetroot, goats cheese & walnut salad -

#### Two extras:

- Steamed vegetables -
- Roasted garlic potatoes -
- Rice -
- Kumara rosti -
- Potato rosti -



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## City Express Package

*\$50.00 per day, per person*

(Minimum of 30 delegates, if less, venue room hire applies)

Inclusions:

Wi-Fi for all delegates

Standard whiteboard & markers

Iced water & mints

Pads & pens

## Morning/Afternoon Tea Options

Tea & coffee accompanied by **one** of the below:

- Freshly baked muffins
- Bruschetta
- Scones (sweet or savoury)
- Club sandwiches or Filled wraps
- Petite mixed savouries
- Freshly baked cookies
- Mini filled croissants
- Danish pastries
- Fruit platter

## On Arrival

*Freshly brewed coffee & a selection of tea.*

## Morning Tea

Please see our options to the left.

*Freshly brewed coffee & a selection of tea.*

## Lunch

Please see our options to the left.

*Freshly brewed coffee & a selection of tea.*

## Afternoon Tea

Please see our options to the left.

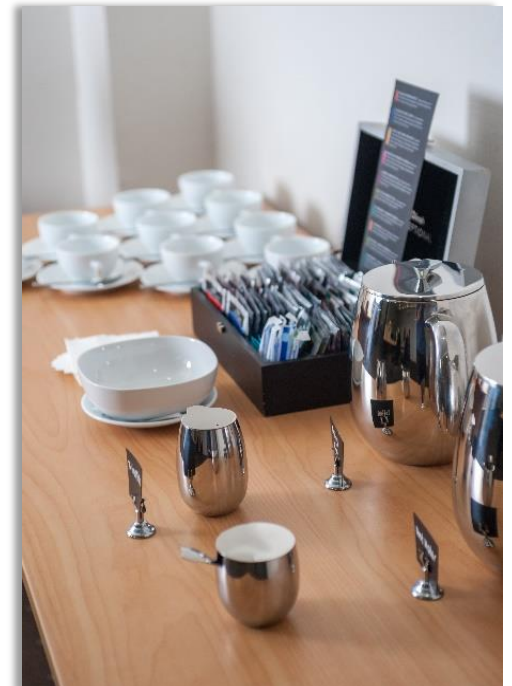
*Freshly brewed coffee & a selection of tea.*

## Working Lunch


Tea & coffee accompanied by chef's assorted club sandwiches **or** wraps, assorted slices, and two selections from the below:

**Two choices:**

- Curried cauliflower salad
- Manuka honey roast vegetable salad
- Minted Israeli couscous salad
- Seasonal garden salad
- Beetroot, goats cheese & walnut salad
- Any of the morning/afternoon tea options above



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# CONFERENCE BUFFET LUNCH MENU

\$35 per person

## MEATS

*One Selection*

### Dijon Mustard Crusted Beef

Red wine jus **GF/DF**

### Thai Chicken Curry

Vegetables **GF/DF**

### Slow Roast Pork Shoulder

Apple Ginger Compote & Gravy **GF/DF**

### Moroccan Lamb

Red wine jus & mint jelly **GF/DF**

### Beef Bourguignon

**GF/DF**

## SALADS

*Two Selections*

### Curried Cauliflower Salad

Fresh herbs, crispy garlic chips & curried mayo  
**GF/DF/V**

### Manuka Honey Roast Vege Salad

Carrot, parsnip, kumara, pumpkin, red onion,  
garlic, rosemary & thyme **GF/DF/V**

### Minted Israeli Couscous

Roasted butternut squash, zucchini & onions  
**DF/Vegan**

### Seasonal Garden Salad

Roasted peppers, tuna & oregano vinaigrette  
**GF/DF/Vegan**

### Beetroot, Goats Cheese & Walnut

**GF**

## VEGETARIAN OPTIONS

*One Selection*

### Ratatouille Cannelloni

Tomato & basil sauce, parmesan **V**

### Grilled Vege Skewers

**GF, DF, Vegan**

### Chickpea Curry

Spinach & potato **Vegan/DF/GF**

### Moussaka

**Vegan/DF/GF**

### Creamy Spinach & Butterbean Casserole

**GF, DF, Vegan**

## EXTRAS

*Two Selections*

Steamed Vegetables **V/GF/DF**

Rice

Roasted Garlic Potatoes **V/GF**

Kumara Rosti **V/GF/DF**

Potato Rosti **V**

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## Large Plates for Groups

*Select one large plate option for \$95. Each plate serves 25pax*

### Mixed Savouries

*mince & cheese pies, bacon & egg quiches, chicken sausage rolls, & beef potato top pies*

### Oriental Snacks

*spring rolls, samosas, chicken wontons, oriental sauce*

### Pizza Slices

*choose from: ham, tomato, beef, chicken, or vegetarian*

### Deep Fried Cauliflower Bites

*with spicy tomato salsa  
GF, Vegan*

### Fish Bites

*with tartare sauce*

### Meatballs

*served in a creamy beef sauce*

### Pork Belly Sliders

*apple slaw & mayo*

### Lamb Mince & Cheese Flat Bread

*spiced lamb mince, cheese, paratha*

### Antipasto Platter

*deli meats, cheese, pickled & marinated vegetables, crackers & bread*

### Dessert Platter

*assorted sweet treats*

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# Evening Functions

*Private dinners, standing cocktail events, and more...*

## Let us help with the planning!

Whether you're looking for a private room for a seated dinner with a set menu or buffet, a mix & mingle event, or any other special occasion – let our team take the hassle out of organizing. Our chefs can cater for a wide range of dietary requirements, while working within your budget.



## Please enquire for more information on our evening catering options.

*Pricing indications below:*

Buffet Dinner - \$55 per person

2-Course Set Menu - \$50 per person


3-Course Set Menu - \$60 per person

Large Platters - \$95 each (serves 25)

Grazing Platters - \$25 per person



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# Grazing Platters

*Minimum of 20 pax required – subject to availability*

## PLATTER ONE

Slow cooked brisket & horseradish pearl couscous  
Spiced pork belly fingers & Asian slaw  
Marinated artichokes & capsicum  
Grilled Spanish chorizo sausage  
Grilled eggplant & spring onion  
Sliced salami & baby pickles  
Lemon battered fish bites  
Selection of warm breads  
Marinated olives  
Trio of dips

**\$25 per person**

## VEGETARIAN PLATTER

Marinated olives  
Asian marinated tofu  
Eggplant & zucchini bake  
Lemon & thyme asparagus  
Char grilled corn & chilli salsa  
Grilled eggplant & spring onion  
Raw spaghetti vegetable salad  
Sweet potato & pumpkin frittata  
Marinated artichokes & capsicum  
Bocconcini balls with basil & olive oil  
Selection of water flatbreads & crackers  
Blue cheese dip, beetroot dip, hummus dip

**\$25 per person**

## PLATTER TWO

Chicken tandoori pieces & Singapore noodles  
Aniseed infused spareribs & corn salsa salad  
Shaved honey roast ham & cornichons  
Marinated artichokes & capsicum  
Grilled Spanish chorizo sausage  
Deep fried squid & spicy mayo  
Grilled tomato & mozzarella  
Spinach & cream cheese dip  
Feta & sundried tomato dip  
Selection of crackers

**\$28 per person**

## DESSERT PLATTER

Eton mess  
Mini coffee eclairs  
Orange & apricot slice  
White chocolate rocky road  
Cubed fruit & dipping sauce  
Raspberry vegan tofu cups  
Chocolate mousse in mini cones  
Mini cinnamon doughnuts with icing  
Watermelon tower with coconut cream  
Marshmallows, jellybeans, M&Ms & candy floss.

**\$17 per person**



## ADDITIONAL ADD ONS:

Grilled lime prawns **\$6 per person**  
Sliced striploin steak **\$4 per person**  
Sticky BBQ beef ribs **\$4 per person**  
Moroccan roast lamb leg **\$5 per person**

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# BEVERAGE LIST

## Tap Beer

Macs Gold Lager	11
Macs Three Wolves	11
Speights Gold Medal Ale	11

## Bottled Beer & Cider

Corona	12
Speights Summit Ultra	9
Steinlager Classic	10
Steinlager Pure	11
Steinlager Light	10
Steinlager Zero	10
Panhead Port Road Pilsner	14
Panhead Blacktop Oat Stout	14
Panhead Xtra Pale Ale	14
Panhead Supercharger APA	14
Heineken	11
Heineken Light	10
Heineken Zero	9
Isaac's Classic Apple Cider	10
Isaac's Crisp Low Sugar Cider	10
Rekorderlig Strawberry & Lime Cider	13

## Non Alcoholic

Juice	7
Soft Drink	6.5
Ginger Beer	7
Mac's Range	7
San Pellegrino Sparkling Mineral Water 200ml	8

## Méthode Traditionnelle

Lindauer Brut 200ml	14
Lindauer Brut 750ml	50
De Bortoli - King Valley Prosecco	47

## Chardonnay

GLASS BOTTLE

Dusky Sounds	12	55
Spade Oak	14	65
Bogle	16	75

## Sauvignon Blanc

Dusky Sounds	12	55
Wither Hills	15	70
Wither Hills - Early Light	15	70
Nga Waka	16	75

## Pinot Gris

Dusky Sounds	12	55
Wither Hills	15	70
Wither Hills - Early Light	15	70
Devils Staircase	16	75

## Aromatic

Dusky Sounds - Riesling	12	55
Loveblock - Gewurztraminer	17	80
Growers Mark - Chenin Blanc	15	70
Waipara Valley - Pinot Rose	15	70

## Red Wines

Dusky Sounds Merlot	12	55
Torea Pinot Noir	14	65
Madam Sass Pinot Noir	18	85
Grant Burge - Barossa Ink Shiraz	15	70
Grant Burge - Barossa Ink Cab Sauv	15	70