

DIGITAL HOTEL COMPENDIUM

WEST PLAZA HOTEL
LOCATION • COMFORT • STYLE



100% KIWI
LOCALLY OWNED &
OPERATED



Welcome to the West Plaza Hotel!

We trust your stay with us is a pleasant one.
Following you will find information about the hotel & its surroundings. If we have omitted any details or you would prefer a physical copy of our compendium delivered to your room, please feel free to contact our friendly reception team by dialling '0' from the phone located in your room.

We are a completely non-smoking hotel; this also includes the use of E-cigarettes.
There are areas at the rear of the hotel for smoking.
A \$250 charge will apply for smoking in the room.

Contents

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LOCATION

110 Wakefield Street, Wellington 6011

West Plaza Hotel is centrally located, right next to the Wellington Civic Centre and close to all major commercial, cultural, and sporting facilities.

Postal: PO BOX 11648, Wellington 6011
Phone: +64 4 473 1440
Freephone: 0800 731 444 (Within NZ only)
Email: reservations@westplaza.co.nz
Website: westplaza.co.nz

TRANSPORT

Taxis can be arranged at reception, either in person or by dialling ‘0’. We have set rates available with Wellington Combined Taxi (04 384 444) to the following locations:

From Wellington Airport to the Hotel - NZD\$40.00
(Please use reference **APWP**)

To get to the following destinations from the hotel, please quote **pin number 55555** or collect a card from reception.

Wellington Airport – NZD\$40.00 (7km, 20 minutes by road)
Ferry Terminal – NZD\$20.00 (4km, 10 minutes by road)

All times by road are subject to traffic conditions.
Wellington Combined Taxi charge a 15% merchant fee for EFTPOS or Credit. Cash avoids this fee.

TELEPHONE DIRECTORY

Reception/Wake Up Call	0
Outside Line	1
STD/ISD	1, STD/ISD code
Collect Calls	0
City Dining & Bar – Restaurant	256
Room Service	255
Room to Room	Room number
Housekeeping	265
Reservations	249
Conferences	554
Sales & Marketing	552

Direct dial to hotel – 04 473 1440 (followed by extension number i.e.: your room number)

Refer to the phone for further options or dial ‘0’ at any time for assistance.

Please note that the use of a calling card to access a local number will result in a call charge.

UNLIMITED INTERNET ACCESS

To access the internet, connect your device to the ‘West Plaza’ network. When you first attempt to connect to a website, you should be brought to a login page. There is a box called ‘Complimentary’ you can log in using the password **Bookdirect** (case sensitive). If you are not prompted with a login page, typing ‘192.168.22.1’ into your web browser should bring you to this page. If that does not work and you have multiple web browsers (i.e. Firefox, Chrome) please try each one. If you are still unable to connect, please do not hesitate to contact reception by dialling ‘0’.

FOOD & BEVERAGE

City Dining & Bar is situated on the ground floor of the hotel, please see below the hours of service. Our menus can be found from page 11 of this compendium.

Breakfast	6.30AM – 9.30AM weekdays 6.30AM – 10.00AM weekends
Dinner	5.30PM – 9.30PM
Bar	Open at 4.00PM Happy hour 4-6PM

MENUS

(Click below to jump straight to a menu)

[Breakfast Menu](#)

[A La Carte Menu](#)

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[Beverage List](#)

[All Day, All Night Menu](#)

A hotel evacuation plan can be found by the door in your room, please make sure you have familiarised yourself with your nearest fire exit. Our staff members are trained to respond to any emergency situation.

Fire – Evacuate & Assemble.

If you hear a continuous fire alarm, immediately leave the building via your nearest safe exit.
Assemble at the closest designated assembly point.

If you locate a fire, remain calm and follow the steps below:

- Immediately leave the area
- Dial 111 from your mobile, or 1111 from the in-room telephone, for Emergency Services
- Tell the operator:
 - the nature of the problem, e.g. fire, smoke, heat, sparks etc.
 - the exact location of the problem e.g. room number 224
 - your name, and location
 - once letting Emergency Services know, please inform reception if you have not done so already.

Do not enter the building again until instructed to do so.

Earthquake – Drop, Cover & Hold.



Move no more than a few steps, **drop** to the ground, take **cover & hold** on.
Please do not evacuate (unless instructed to do so.)
Wait for the shaking to stop, and then follow any instructions given by staff and safety wardens.

In an emergency, please **DO NOT** use the elevators, or phone reception as we may need the line for emergency calls.

If you may need assistance in an emergency, please let reception know so we can make sure you are looked after & safe.

More about Earthquake Safety can be found [here](#).

Remember:

- If you may need assistance in an emergency, please let reception know so we can make sure you are looked after & safe.
- In an emergency, please **DO NOT** use the elevators, or phone reception as we may need the line for emergency calls.
- Walk at all times and remain calm. Please follow the instructions of staff and safety wardens. Our staff are trained in our Emergency Management Procedures.

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ADAPTERS
We have a limited selection of adapters available from reception. We put a charge of \$30 onto your account & then once it is returned, we remove the charge from your account.

BAGGAGE SERVICE
For portering & baggage services, please dial '0'.

BANKS
Most banks operate branches on Manners Street & Willis Street. Most banks are no longer buying or selling foreign cash.

BAR
City Dining & Bar is situated on the ground floor and is open from 4PM daily. Happy Hour is served from 4PM – 6PM.

BREAKFAST
Breakfast is served at City Dining & Bar on the ground floor every morning from 7.00AM.

BUSINESS SERVICES
Photocopying is available 24/7 from reception. 20c per page. Black & white only.

CHECK-OUT TIME
Our check-out time is 10.00AM. Bags can be stored in our baggage storeroom at reception.

CREDIT CARDS
The following credit cards are accepted:
- American Express - Diners Club - Mastercard
- Farmlands/CRT - JCB - Union Pay
- Visa

DENTIST OR DOCTOR
Please contact reception by dialling '0'.

FRESH MILK
Dial '0' to have a jug of blue or trim milk delivered to your room.

DRY-CLEANING
Please contact reception by dialling '0' should you have any dry-cleaning needs. For same day service this needs to be arranged prior to 8am on the day. Please bring your items down to reception. Not available on public holidays or weekends.

DO NOT DISTURB
Please place your 'Privacy Please' sign on the outside of your room door to ensure that your privacy is upheld. Please note, fresh towels etc will be left outside your door with this option.

If you place your 'No Service Today' sign on the outside of your room door, no service will be completed.

FANS & HEATERS
A bladeless heating and cooling purifier fan is found in your room. For instructions on how to operate the heater, please [click here](#). A fan is also located by the wardrobe. Please dial '0' with any questions.

HAIRDRYERS
Located in the wardrobe of your room. Where a hairdryer is not present, please contact reception by dialling '0' to have one delivered.

HOUSEKEEPING SERVICES
Our housekeeping team provide daily servicing between 7.30am – 2pm. If you do not wish for your room to be serviced, please let us know by dialling '0' for reception, or using the appropriate side of the door hanger.

INFORMATION & LOCAL ATTRACTIONS
The Wellington i-SITE Information Centre is located opposite the hotel at 111 Wakefield Street. Tours & sightseeing can be booked here.

IRONING FACILITIES
Located in the wardrobe of your room. Where an iron or ironing board is not present, please contact reception by dialling '0' to have one delivered.

MEETING ROOMS
We have four meeting rooms available at the hotel. Our Conference Coordinator will be pleased to discuss your requirements. Dial 552.

PARKING
Limited guest parking is available at a cost of \$25 per day. The hotel accepts no liability for loss or damage.

ELECTRIC VEHICLE CHARGER
Electric Vehicle Charging is available onsite at a fixed cost of \$15 for an overnight charge. Please enquire at reception.

POST OFFICE
Located on Manners Street (a short walk through Lombard Lane at the back entrance of the hotel). Letters may be left at reception for posting. Standard postal charges apply.

ROOM SERVICE
Our menus are located from page 11 of this compendium. The breakfast and dinner menus are available during applicable restaurant hours.
A fee of NZD\$4.00 will apply for room service orders. Dial '255' to place an order.

SECURITY
Please make use of the safety deposit facilities available at reception. We are unable to accept responsibility for any valuables left in your room.
The doors to the lobby are locked each night and will require you to use your accommodation key card for access.

TOILETRIES
A selection of toiletries are available for purchase from reception.

URGENT PHARMACY
17 Adelaide Road, Newtown
Phone: 04 385 8810
Hours 9.00AM – 9.00PM Monday to Friday
8.00AM – 9.00PM Weekends

VOLTAGE
New Zealand current is 240 volts. A dual razor only socket is located in the bathroom.

WAKEUP CALLS
Contact reception by dialling '0' to arrange a wake-up call. Your bedside clock radio also has an alarm which can be set.

OTHER SERVICES CLOSE TO THE HOTEL

LIBRARY

Te Awe Library 29 Brandon Street

CINEMAS

The Embassy 10 Kent Terrace
Light House Cinema 29 Wigan Street

HAIRDRESSERS

Buoy Salon & Spa 100 Willis Street, Ph: 04 472 3430

CONVENIENCE STORE & POST OFFICE

Night & Day Store 49 Manners Street

We are here!



CLICK THE IMAGE TO BE TAKEN TO AN ENLARGED, DIGITAL VERSION OF THE MAP.

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WEST PLAZA HOTEL

LOCATION ▪ COMFORT ▪ STYLE

Health & Safety Policy Statement

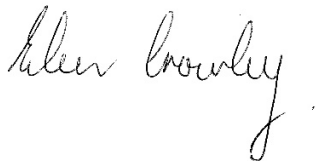
At West Plaza Hotel the health, safety and welfare of all employees and visitors is of equal importance to all other operational considerations. The employer, supervisors and employees work together to create a safe working environment and ensure compliance with the Health and Safety at Work Act 2015 (HSWA).

The employer and employee are responsible for:

- Providing a day-to-day safe and healthy working environment, including equipment, materials, systems of work and implementing and support safe work practices
- Providing ways for workers to be fully trained, informed and involved in health and safety issues
- Ensuring all safe work procedures are followed and kept up to date
- Reporting and investigating accidents and incidents, and maintain records relating to the health and safety of staff.

We expect contractors, visitors, and guests to:

- Comply with safety instructions while in our workplace.
- Ensure they do not wilfully place at risk the health and safety of any person, including themselves, while on the property.
- When applicable please report any concerns regarding Health and Safety to the Manager on Duty.
- Appropriate attire must be worn in public areas of the hotel, this includes shoes in the Restaurant and Bar areas.
- Due to Health and Safety, we reserve the right to deny access to our Restaurant and Bar if guests are not wearing shoes, and/or inappropriate attire (such as if they were shirtless).



Eileen Crowley
General Manager

Policy reviewed on: 08 / 04 / 2024

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WEST PLAZA HOTEL

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Dear Guest,

Earthquake Safety

As you may be aware, New Zealand lies on the boundary of the Pacific and Australian tectonic plates. This means that each year there are a significant number of quakes that are big enough to be felt. Your safety is of utmost importance in the event of an earthquake – so please take a moment to read the following recommendations.

If you are inside the building:

- Move no more than a few steps to then drop, cover and hold. Cover your head, neck, and your entire body if possible, under a sturdy table or desk. If there is no shelter nearby, get down near an interior wall (or next to low-lying furniture that will not fall on you), and cover your head and neck with your arms and hands. Be aware of objects that may start to fall around you.
- Do not evacuate or leave your room – hold on to your shelter (or your position to protect your head and neck) until the shaking stops.
- Do not use the elevators!
- Keep Calm – The hotel is built to a very new Earthquake specification.

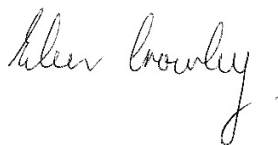
When the earthquake stops:

- Use the fire stairs and proceed to the lobby.
- Keep away from exposed electrical wires and other hazards.
- Advise staff of trapped or missing people.

We have an up to date Local Government Emergency Action Guide located at reception. All our staff are fully trained in this manual and will help you during this event. We will try to answer all your questions, in reality we will know as much as you, until we have contacted authorities or vice versa.

To get information in a crisis is difficult, telephone lines are congested, the best medium is portable radio which we have.

Please be patient, we will let you know what the current situation is as soon as we know it.



Eileen Crowley
General Manager

WEST PLAZA HOTEL

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In Room Environmental Policy

Hotels and the environment in the past tend to have had conflicting interests. We take for granted the normal luxuries of a hotel – endless hot water, clean linen and towel changes daily, large numbers of electric lights burning constantly, however we realise these are no longer responsible environmental actions

West Plaza Hotel has taken the following initiatives to help minimise the environmental impact:

- Recycling of paper (including newspapers), cardboard, plastics, polystyrene and glass
- Our frying oil from the kitchen is being converted into bio diesel
- We are using as many energy efficiency light bulbs where possible within the hotel
- All our guest amenities are biodegradable, paraben free and not tested on animals. Soaps are formulated from vegetable-based ingredients and liquids from high quality biodegradable ingredients and organic extracts.
- Our Dream green pillows are made from recycled plastic bottles. The Dream green initiative is a sponsor of Keep New Zealand Beautiful.
- We use biodegradable bags in our rooms for dry cleaning and to collect your rubbish. Our house keeping department also sorts out the plastics, newspapers, glass etc for recycling
- Recycling bins are located on the ground floor foyer and level one foyer for guest use.
- On request, paper straws are served in City Bar and Dining.
- City Dining and room service no longer use plastic single serve spreads and condiments.

HOW YOU CAN HELP US

To help the Hotel better manage its responsible environmental actions you can help us in the following ways:

- Hang your towels up if you don't wish for these to be changed daily
- Switch off the lights and electrical appliances in your room when the room is not in use
- Put next to your rubbish bin in your room any recycling that we can help you with
- Please let us know if you would prefer to not have your sheets changed while staying.

Thank you for helping us to do our part towards committing to an environmentally responsible society and for helping us reduce our carbon footprint











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Bladeless Heating & Cooling Purifier Fan Operation

Please do not hesitate to contact reception by dialling '0' if you require any assistance.



Remote Functions

-  **Power On/Off**
-  **Fan Mode**
-  **Heater mode**
-  **Change Mode**
Normal, Sleep, Natural, Boost
-  **Oscillation On/Off**
-  **Set Timer**
-  **UV-C Sterilisation On/Off**
-  **Increase/Decrease Temp**
Only in heater mode
-  **Mute Remote Sounds**
-  **Increase/Decrease Fan Speed**

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BREAKFAST MENU

PLEASE DIAL '255' FOR ROOM SERVICE, \$4 FEE APPLIES

AVAILABLE 6.30AM - 9.30AM WEEKDAYS

AVAILABLE 6.30AM - 10.00AM WEEKENDS

BEVERAGES

Barista Coffee 5

Flat white, latte, cappuccino, mocha, long black, short black

Hot Chocolate 5

Tea 4

Juice 5

Smoothie 7

SOMETHING SMALL

Granola 15

Coconut chia pudding, fruit salad, syrup, granola mix

GF*, V, Ve

Fruit Salad 7

V

Scone, Muffin or Pastry 5

V subject to availability

A LA CARTE

Toast & Spreads 14

Choose from:

White bread or multigrain

Marmite, peanut butter, jam, honey, or marmalade

Filter coffee or tea, and chilled juice

V, GF*

Eggs Benedict 22

English muffin, eggs, wilted spinach, orange glazed ham & hollandaise

GF*

Eggs Royale 23

English muffin, eggs, wilted spinach, smoked salmon & hollandaise

GF*

Omelette 21

3 egg omelette with your choice of ham, mushroom, cheese & tomato, with a hashbrown

GF*, DF*, V*

Baked Eggs 18

Butter beans, neapolitan sauce, eggs, toasted ciabatta

GF*, DF, V

Bacon & Egg Bap 18

Bacon, fried egg, aioli, lettuce

GF*, DF*, V*

Pancakes 17

Fluffy pancakes, bacon, maple syrup, berry compote, whipped cream

V*

Big Breakfast 32

Choose from:

White bread or multigrain

Eggs (cooked to your liking), bacon, sausage, tomato, mushroom, spinach, hashbrown, baked beans

Filter coffee or tea, and chilled juice

GF*

STARTER

Salt & Pepper Calamari \$18

Spicy sriracha mayo, greens & lemon

GF/DF

Satay Chicken Skewers \$18.5

Chicken marinated in satay sauce, greens
minted yoghurt

GF

Garlic Bread \$15

Garlic & herb butter, parmesan

V

Soup of the Day \$16

Vegetarian & non-vegetarian option
Please ask your server
GF bread available

★

Crispy Cauliflower Bites \$16

Greek yoghurt, honey mustard sauce
Vegan, DF option available

GF/V ★

MAIN COURSE

Caesar Salad \$20

Grilled chicken, crispy bacon, 6-minute egg,
croutons, parmesan, baby cos, Caesar dressing
GF, DF option available

★

Sumac Rubbed Pork Belly \$33

Steamed seasonal greens, potato gratin,
apple ginger compote, red wine jus

GF

Baked Salmon \$42

Salmon & spinach wrapped in filo pastry, rosemary
truffle mash, seasonal greens, mustard & dill sauce
DF option available

★

Wagyu Beef Burger \$30

Wagyu beef, mustard mayo, lettuce, pickles,
bacon & swiss cheese in a brioche bun,
served with fries *GF option available*

★

Black Bean Burger \$28

Black bean patty, roasted portobello
mushroom, swiss cheese, tomato relish,
lettuce, tomato, served with fries
GF, Vegan option available

V ★

Lamb Shank \$40

Slow roast lamb shank, creamy kumara rosemary
mash, charred Brussels sprouts

GF

Chicken Roulade \$35

Chicken breast stuffed with spinach, ricotta, bell
peppers, served with seasonal greens & red wine
jus, your choice of potato gratin, rosemary truffle
mash, **or** fries

GF

Hearty Beef Sausages \$28

Grilled sausages & portobello mushrooms,
rosemary truffle mash, bacon, green peas &
red wine jus *DF option available*

GF ★

THE CITY GRILL

Eye Fillet 200g \$43

GF/DF

Scotch Fillet 220g \$42

GF/DF

Sirloin Steak 220g \$42

GF/DF

All grill items are served with your choice of:

Salad **or** vegetables | Potato gratin, mash, **or** fries
Creamy mushroom sauce, chimichurri, **or** red wine jus

SIDES & SHARING

Steamed Vegetables \$13

GF/DF/VEGAN

Charred Brussels Sprouts \$10 | \$15 GF/DF ★

sliced apple, bacon, honey mustard
Vegetarian option available

Seasonal Side Salad \$10

GF/DF/VEGAN

Potato Gratin \$10 | \$15

GF/V

DESSERT

Spiced Rhubarb & Orange Pudding \$15

Rum & raisin ice cream

Pecan Chocolate Brownie \$15

Chocolate ice cream
DF, Vegan option available

GF ★

Trio of Ice Creams \$10

DF, Vegan option available

GF ★

Warm Apple Crumble Pie \$18

Vanilla custard, salted caramel fudge ice
cream

Fried Banana Split \$18

Battered banana, trio of ice creams,
strawberry sauce

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BAR MENU

Fries \$12

Tomato sauce, garlic aioli **GF, DF**

Garlic Bread \$15

Garlic & herb butter, parmesan **V**

Seasoned Potato Wedges \$12

Sweet chilli & sour cream **V**

Upgrade to loaded for \$5 - cheese, bacon, sweet chilli & sour cream **V*, DF***

Salt & Pepper Calamari \$18

Spicy sriracha mayo, greens & lemon **GF, DF**

Satay Chicken Skewers \$18.5

Chicken marinated in satay sauce, greens, minted yoghurt **GF**

Crispy Pork Belly \$18

Apple slaw **GF, DF**

Antipasto Platter \$20

A selection of 2 cheeses & charcuterie meats, dried fruits, dips, crackers & warm bread **GF*, V***

**AVAILABLE 4PM - 9.30PM
AFTER THIS, PLEASE ENQUIRE
ABOUT OUR LATE NIGHT MENU**

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DINING & BAR

BEVERAGE LIST

Tap Beer

Macs Gold Lager	\$11
Epic Pale Ale	\$11
Speights Gold Medal Ale	\$11

Bottled Beer & Cider

Corona	\$12
Corona Cero 0%	\$9
Speights Summit Ultra	\$9
Panhead Port Road Pilsner	\$14
Panhead Blacktop Oat Stout	\$14
Panhead Quickchange Xtra Pale Ale	\$14
Panhead Supercharger APA	\$14
Heineken	\$12
Monteith's Golden Light	\$11
Morningcider	\$13
Morningcider 0%	\$11

Non Alcoholic

Juice	\$7
Soft Drink	\$6
Bundaberg Range	\$7
San Pellegrino Sparkling Mineral Water 200ml	\$8

Selection of Tea & Coffee available

Champagne/Méthode

Lindauer Brut 200ml	\$14
<i>New Zealand</i>	
The Maker 'The Jewel Brut'	\$55
<i>France</i>	
De Bortoli - King Valley Prosecco 200ml	\$15
<i>Australia</i>	
Piper Heidsieck NV Brut	\$105
<i>France</i>	

White Wine

GLASS BOTTLE

The Maker 'Knighthood' Chardonnay	\$12	\$55
<i>New Zealand - Gisborne</i>		
Odyssey Chardonnay	\$14	\$65
<i>New Zealand - Gisborne</i>		
Odyssey Reserve Iliad Chardonnay	\$17	\$80
<i>New Zealand - Gisborne</i>		
Lake Chalice 'The Falcon' Chardonnay	\$15	\$70
<i>New Zealand - Marlborough</i>		
The Maker 'Fleur De Lis' Sauvignon Blanc	\$12	\$55
<i>New Zealand - Marlborough</i>		
Matawhero Sauvignon Blanc	\$14	\$65
<i>New Zealand - Gisborne</i>		
Jules Taylor Sauvignon Blanc	\$15	\$70
<i>New Zealand - Marlborough</i>		
The Maker 'Divinity Cross' Pinot Gris	\$12	\$55
<i>New Zealand - Marlborough</i>		
Devil's Staircase Pinot Gris	\$14	\$65
<i>New Zealand - Otago</i>		

Rosé

Rockburn 'Stolen Kiss' Rosé	\$15	\$70
<i>New Zealand - Otago</i>		

Red Wine

The Maker 'Kings Key' Merlot	\$12	\$55
<i>New Zealand - Gisborne</i>		
Akarua Pinot Rouge	\$15	\$70
<i>New Zealand - Otago</i>		
Crimson Peak Pinot Noir	\$17	\$80
<i>New Zealand - Otago</i>		
Saving Grace Pinot Noir	\$14	\$65
<i>New Zealand - Waipara Valley</i>		
Pasqua Le Collezioni Montepulciano	\$13	\$60
<i>Italy</i>		
Pask Gimblett Gravels Cabernet Merlot Malbec	\$15	\$70
<i>New Zealand - Hawkes Bay</i>		
Katnook Estate Cabernet Sauvignon	\$14	\$65
<i>Australia - Coonawarra</i>		
Grant Burge Miamba Shiraz	\$14	\$65
<i>Australia - Barossa</i>		

ALL DAY, ALL NIGHT MENU

Fries \$12

Tomato sauce, garlic aioli

GF, DF

Seasoned Potato Wedges \$12

Sweet chilli & sour cream **V**

Toasted Sandwich \$18

Choose 2 options: ham, cheese, tomato, onion

Served with fries & side salad

BBQ Meat Lovers Pizza \$25

BBQ sauce, roasted chicken, ham, salami & cheese

Butter Chicken \$20

Rice & mint yoghurt

Chocolate Mousse \$15

Trio of Ice Creams \$10

Vegan ice cream option available

AVAILABLE 24/7

**PLEASE DIAL '255' TO PLACE A ROOM
SERVICE ORDER, \$4 FEE APPLIES.**

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City DINING & BAR