

BAY PLAZA HOTEL

CITY STYLE ▪ HARBOUR VIEWS



Conference Pack 2023

40 Oriental Parade, Wellington

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www.bayplaza.co.nz

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Welcome to Bay Plaza Hotel

Located on Wellington's exclusive Oriental Parade, the Bay Plaza Hotel offers affordable accommodation with stunning views in central Wellington. Close to the airport, rail and ferry terminals, and a short walk to the vibrant Wellington waterfront, national museum Te Papa, top shops, and the city's best bars, restaurants and cafes. We are within walking distance to Wellington's CBD and the many conference and event centres in Wellington city.

We have two on site conference rooms and can cater for up to 55 attendees. Whether you require a boardroom for an intimate meeting or a venue for a training seminar, Bay Plaza Hotel can help! We offer catered refreshments and delicious meals served by our friendly and professional conference team in either your function room or the restaurant and bar.

We have 76 spacious and comfortable accommodation rooms, combining modern fittings and furnishings with the most interesting of the hotel's original architecture. Guest facilities include on site car parking, an in-house restaurant and bar, 24 hour room service, 24 hour reception, and flat rate wireless broadband access throughout the hotel.

Convention & Function Area

	BOARDROOM	U-SHAPE	THEATRE	CLASSROOM	COCKTAILS
Boardroom Room 205 \$350.00	10	N/A	N/A	N/A	N/A
Room 44 Ground Floor \$275.00 per day	15	25	55	35	80

Boardroom: 307 Square feet, 29 square metres, 2.74 metres high

Room 44: 753 square feet, 70 square metres, 2.59 metres high

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Convention Equipment Hire

Complimentary items available with room hire:

Lectern
Staging
Blackboard
Whiteboard

Items available for hire:

Flipchart pad (stand complimentary)	\$15.00
Data projector – Quote provided on request	
Electronic Whiteboard (Landscape) - Quote provided on request	

All equipment hire is on a daily basis. More specific equipment items are available, please enquire for rates.

***All prices are inclusive of GST**

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Conference Breakfasts

CONTINENTAL BREAKFAST

\$22.00 per person

Selection of chilled fruit juices
Variety of cereals
Fresh fruit
Fruit compote
Fresh fruit yoghurt
Toast with a variety of condiments
Freshly brewed coffee & a selection of teas

COOKED BREAKFAST

\$28.00 per person

Selection of chilled fruit juices
Scrambled eggs
Mushrooms
Sausages
Bacon
Tomatoes
Hash browns
Toast with a variety of condiments
Freshly brewed coffee & a selection of teas

FULL COOKED BREAKFAST

\$32.00 per person

A combination of both cooked and continental breakfasts
Additional items can be added for \$1.00 per person, per item

Porridge
Fruit muffins
Danish pastries
Croissants

Breakfast can be served in your conference room or in our Restaurant.
Breakfasts can also be served in our Restaurant.

*All prices are inclusive

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Morning & Afternoon Tea Selection

MENU 1

Freshly brewed coffee & a selection of teas \$5.50pp

MENU 2

Freshly brewed coffee & a selection of teas. Your choice of one item below \$12.00pp

Assorted club sandwiches

Blueberry or cheese and bacon muffins

Chocolate fudge brownie

Carrot cake

Banana & ginger bread

Mini bacon and egg pies

Scones with jam and cream or savoury scones

Lemon drizzle loaf

Freshly baked biscuits

Additional items (per item) \$3.00pp

Orange juice \$3.00pp

***All prices are inclusive of GST**

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Conference Lunches

Finger Food Lunch \$30.00 per person (Minimum of 10 people required)

Menu 1

Club sandwiches
Fish cakes with tartare sauce
Pumpkin, spinach & feta frittata
Sticky chicken skewers
Lamb & chicken pastry bites
Beef salad
Seasonal fruit platter
Sweet treat

Tea selection and freshly brewed Coffee

Finger Food Lunch \$30.00 per person (Minimum of 10 people required)

Menu 2

Club Sandwiches
Spinach & feta pastry bites
Vegeterian risotto cakes
Beef sliders
Pepperoni pizza
Chicken Caesar salad
Seasonal fruit platter
Sweet treat

Tea selection and freshly brewed Coffee

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FORKED LUNCH MENU

\$30.00 per person (Minimum 20 pax)

***Please note:** We cannot always guarantee availability of this menu, please enquire with your conference coordinator as to the availability of the forked lunch*

Your choice of one of each of the following:

Salads

Tossed salad

Beetroot, pumpkin, spinach and feta with raspberry dressing

Apple, walnut and cabbage slaw

Caesar style salad, cos, bacon, parmesan, and garlic croutons with aioli

Main

Beef lasagne and potato wedges (vegetarian option)

Butter chicken and steamed rice

Sweet & sour pork and fried rice

Freshly beer battered fish and French fries

Breads

Roti bread

Garlic bread

Bread rolls

Followed by

Fresh fruit platter

Freshly brewed coffee and a selection of teas

Dessert option available for additional \$3.00 per person

Cake - chocolate, banana or carrot

Custard squares

Slices - a choice of caramel, fudge or apple

Mineral water or orange juice available for an additional \$3.00 per person

Cocktail Menu

\$5.50 per person, per item

Club sandwiches
Chicken liver pate & cranberry jelly crostini's
Prawn spring rolls with sweet & sour sauce
Mini beef sliders
Smoked salmon cream cheese mousse on blinis
Panko crusted prawns with sriracha mayo
Beef koftas with pomegranate molasses and tahini yoghurt sauce
Pea & ham croquettes with aioli
Pumpkin, feta & spinach tarts
Crispy mushroom risotto balls
Fish cakes
Chicken camembert & cranberry tarts
Feta, peppadew, artichoke & olive crostini's
Smoked chicken salad rice paper wraps with soy dipping sauce

Example 1: \$16.50 per person

Pumpkin, feta & spinach tarts
Smoked chicken salad rice paper wraps with soy dipping sauce
Fish cakes

Example 2: \$22.00 per person

Chicken liver pate & cranberry jelly crostini's
Crispy mushroom risotto balls
Mini beef sliders
Smoked salmon cream cheese mousse on blinis

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Sample Buffet Menu

Minimum 25 people \$55.00 per person - With seafood platter \$60.00 per person

Soup of the day with fresh bread rolls

HOT ENTREES

Butter chicken with rice

Freshly battered fish

SALADS

Cabbage, apple & walnut with pomegranate dressing

Cos lettuce, bacon and parmesan with aioli

Tomato, cucumber with carrots & seeds

Beetroot, pumpkin, spinach & feta with raspberry dressing

CARVERY

Roasted beef sirloin with gravy & horseradish cream

Roasted pork loin with apple sauce

VEGETABLES

Roast potatoes

Vegetable medley

DESSERT

Passionfruit pavlova, chocolate brownie, apple crumble & custard

Cheesecake & whipped cream,

Fresh fruit salad

TEA AND COFFEE

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Sample Set Menu

Option 1: \$55.00 per person

Bread rolls

Cream of tomato soup

or

Beetroot, feta and apple and walnut salad with a raspberry dressing

Peppered roast beef sirloin with red wine jus

or

Roasted chicken breast wrapped in bacon with cider cream sauce

or

Pan fried fresh fish with saffron butter sauce

or

Vegetable lasagne with parmesan

All mains served with roasted baby potatoes & seasonal vegetables

Chocolate brownie with salted caramel ice-cream

or

Apple cake with custard & vanilla ice-cream

Freshly brewed coffee & a tea selection

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Sample Set Menu

Option 2: \$60.00 per person

Bread rolls

Curry pumpkin Soup

or

Prawn, avocado and orange salad with harissa mayo

Roasted lamb rump with balsamic jus

or

Creamy pumpkin, mushroom & spinach fettucine with pine nuts and parmesan

or

Pork loin roast with apple & sage cream sauce

or

Pistachio crusted salmon fillet with herb butter sauce

All mains served with potato gratin & vegetable medley

Passionfruit meringue roulade with black currant coconut gelato

or

Sticky date pudding with custard and hokey pokey ice cream

Freshly brewed coffee & a tea selection

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Terms & Conditions

Prices:

All prices quoted are inclusive of GST currently of 15%

Confirmation:

The Bay Plaza Hotel will hold a tentative booking for a maximum of 3 working days. Confirmation of a tentative booking must be made within 7 days and a signed copy of the terms and conditions received. The hotel reserves the right to release the booking after this date without further notice.

Cancellation:

All cancellations must be received in writing and the following conditions will apply:

For cancellations between 30 days and 15 days prior to the commencement of the event, 15% of the total estimated revenue for the conference may be charged.

For cancellations between 15 days and 7 days prior to the commencement of the event, 25% of the total estimated revenue for the conference may be charged.

For cancellations less than 7 working days prior to the commencement of the event, 50% of the total estimated revenue for the conference may be charged.

Damages/Insurance:

The Hotel does not accept any responsibility for damage to, or loss of any property or merchandise left in the Hotel prior to, during or after any function. Special attention should be given to valuable portable equipment such as laptops and data projectors.

In the event of any damages the Client assumes responsibility for any and all damages caused by the Client or any of the Client's guests or invitees or other persons attending the function, whether in accommodation rooms reserved or in any other part of the Hotel.

The Client will be responsible for the removal of all property after the conclusion of the event and any goods left in the Hotel after the function without prior arrangement will be deemed abandoned.

Catering:

Final menu choices and function details are required at least 7 working days prior to your event. Final numbers for catering are to be confirmed 48 hours (2 working days) prior to the function date. Your account will be charged for this amount as a minimum.

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Food and Beverage:

The client shall not bring on to the hotel premise any food, liquor or other refreshments. In the event of a breach of this provision the Manager may terminate the function without effect on the hotel's rights to all costs and charges otherwise payable by the client.

Non Smoking:

Please note all conference rooms, accommodation rooms and public areas within the Hotel are Smoke Free.

Conduct of the Function:

The client is not permitted to exceed any noise levels, which in the opinion of the Hotel, may disturb other guests of the Hotel, or disrupt the normal operations of the Hotel.

Final Payment:

All accounts are to be settled upon departure unless prior arrangement has been made for credit facilities. For clients with approved credit facilities, payment is required by the 20th of the month following the date of invoice.