



REGENT
OF ROTORUA

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Rotorua

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www.regentrotorua.co.nz

REGENT OF ROTORUA BOUTIQUE HOTEL EVENT INFORMATION

We are delighted that you are interested in holding your event at the Regent of Rotorua Boutique Hotel and look forward to making your time with us memorable & successful.

At the Regent of Rotorua we pride ourselves on making a success of your function, conference or meeting event. Our philosophy is to offer you personalized, intuitive service in modern, stylish surroundings.

The Regent of Rotorua is the perfect venue for a glamorous wedding either outdoors in the pool area or inside in the Regent Room restaurant & cocktail bar. Small conferences or meetings are easily catered for in the Regent Annex Boardroom located on the ground floor of our Annex building. Intimate meetings or private dinner parties are perfect in our Regent Club Lounge located on the ground floor next to the cocktail bar.

We have listed below information on the facilities we are proud to offer you at the Regent of Rotorua....where style, glamour & location meet.

Thank you once again for considering the Regent of Rotorua Boutique Hotel.

Warm regards,

Christine McDonald
Hotel Manager



REGENT OF ROTORUA

MEETING ROOMS

Venue	Venue Hire	Venue Set Up	Delegates
Club Lounge	\$75 plus GST	as below	as below
Board Room	\$250 plus GST	as below	as below
Regent Room	Individual quotes	as below	as below

All meeting room rates are exclusive of GST. The above cost is quoted on a per day basis

Meeting Room Specifications

Room	Theatre	Boardroom	Classroom	U Shape	Banquet/ Cabaret	Cocktail
Club Lounge	20	10	16	-	-	20
Board Room	40	20	20	20	20	30
Regent Room	-	-	-	-	80	100
Poolside	-	-	-	-	20	50

Note: guest numbers in above grid are maximum capacity per room

Meeting room inclusions:

- Iced water & glassware
- LCD TV for laptop presentations
- Complimentary unlimited WiFi
- Whiteboard & marker pens (if required)
- DVD player (if required)
- Pads & pens (if required)
- Lectern (if required)



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CATERING

Day Catering (Regent of Rotorua)

Arrival Filter Coffee & Tea \$ 3.00

Morning Tea \$ 12.50

Working Lunch (executive) \$32.00

Afternoon Tea \$ 12.50

The above costs are quoted on a per person basis plus GST

Our kitchen team are delighted to personalise menus for your event requirements.

EQUIPMENT

Equipment	Cost per day
Data Projector	\$150.00
Flip Chart	Complimentary
Whiteboard	Complimentary
Phone *cost of calls not included	Complimentary
WiFi	Complimentary
Pads & Pens	Complimentary
LCD TV screen	Complimentary
DVD Player	Complimentary
Lectern	Complimentary
Electronic Whiteboard	\$150.00

Additional equipment and on-site support can be arranged through our preferred local audio-visual supplier if required



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EVENT ROOM DESCRIPTIONS & FACILITIES

Regent Club Lounge

The Regent Club Lounge is a small private room located on the ground floor of the Hotel adjacent to the restaurant & bar area. Large floor-to-ceiling windows provide a view of the pool area and the room has individually controlled air-conditioning, 42" LCD TV and black-out curtains. Bathroom facilities are located right next door to the room (<http://www.regentrotorua.co.nz/functions>)

Regent Annex Board Room

The Regent Annex Board Room is a larger meeting room located on the ground floor of the Hotel's newest building adjacent to the Reception area. It has individually controlled air-conditioning, 1 x 42" LCD TV, projection screen, opening windows, black-out curtains, toilet facilities and an outdoor courtyard (<http://www.regentrotorua.co.nz/functions>)

Regent Room Restaurant & Bar

The Regent Room offers the largest space for an event and is located adjacent to the Hotel reception. The Regent Room has a dedicated bar area, large projection wall, air-conditioning, sun-blinds and toilet facilities. The Regent Room opens to the outdoor courtyard and heated swimming pool area (<http://www.regentrotorua.co.nz/dining>)

Regent Poolside

The Regent Poolside courtyard is an outdoor space next to the Restaurant & Bar and is perfect for evening cocktails or banquet style dining on a fine day or evening. Regent Poolside has an outdoor heated swimming pool, lounge furniture, planter box electrical sockets for laptops etc., outdoor umbrellas and access to toilet facilities (<http://www.regentrotorua.co.nz/hotel-features>)

OUT-CATERING

The Regent of Rotorua is proud to offer an out-catering service to make your function a truly memorable occasion. We can offer a wide range of catering options from individually crafted canapes through to large platters and themed banquets

REGENT ROOM RESTAURANT & BAR

A full a la carte menu is available for breakfast, lunch and dinner. Breakfast is served between 6.30am – 11.00am, lunch is served 12noon – 5pm and dinner from 5pm – late. The restaurant caters for up to 100 guests cocktail style or 80 guests banquet style (www.regentrotorua.co.nz)



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FACILITIES & SERVICES

- Free carparking
- Free WiFi throughout the Regent property
- Complimentary local calls
- Guest laundry and dry-cleaning service
- Outdoor heated swimming pool
- Indoor thermal mineral pool
- Spa services
- Mountain Bike Storage area
- Business services

TERMS & CONDITIONS

Confirmation of Booking

To confirm this booking, this proposal must be signed and returned to us by email, fax or post so that we can allocate the event venue just for you.

Goods and Services Tax

All rates quoted in this proposal are inclusive of 15% Goods and Services Tax. In the event that this Government tax rate is altered, the price will be subject to the altered percentage of Government Tax

Catering Numbers

Final confirmation of catering numbers of guests is required no later than 48 hours prior to the commencement of the meeting or event. This final number will constitute the minimum charge

Accommodation

We require a credit card as a guarantee for any accommodation rooms booked. We require a final status report of your confirmed room requirements, together with your rooming list no later than 7 days from the first day of your reservation

Damage

The client is financially responsible for any damage, breakage or pilferage sustained to the hotel premises by the client, client's guests, invitees, outside contractors or other persons attending the function, meeting or event

The hotel will take all necessary care of the client's property but will take no responsibility for damage to or loss of property or merchandise left in the hotel prior to, during or after the function, meeting or event



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Accounts

Final payment will be due on departure by credit card, cash or bank cheque unless arrangements have been made for invoicing

Cancellation

Food and beverage functions may be cancelled in writing up to 3 days prior to the function commencement with no penalty

For (all/any) food and beverage cancellations less than 3 days prior to the function, a fee of 100% of the estimated total loss of revenue for the function may be charged

For (all/any) accommodation cancellations less than 3 days prior to the first day of your arrival, we will charge for the first night's stay

All cancellations must be received in writing

By signing below, your function, meeting or event will be confirmed and reserved as outlined in this proposal

Client Name: _____ Date: _____

Client Signature: _____