



WILLESTON
CONFERENCE CENTRE

CONFERENCE PACK

2024



Summer/Autumn

Willeston Conference Centre, Level 11, 15 Willeston Street, Wellington
P: +64 4 473 0524 E: info@willeston.co.nz

www.willeston.co.nz



TABLE OF CONTENTS

Welcome	2
Location	2
Room Hire Rates, Sizes and Capacity	3
Equipment Hire	8
Morning Tea and Afternoon Tea Menus	9
Lunch Menus	10
Platter and Sharing Menus	12
Parking Information	13
Terms and Conditions	14



100%
*New Zealand
Owned & Operated*

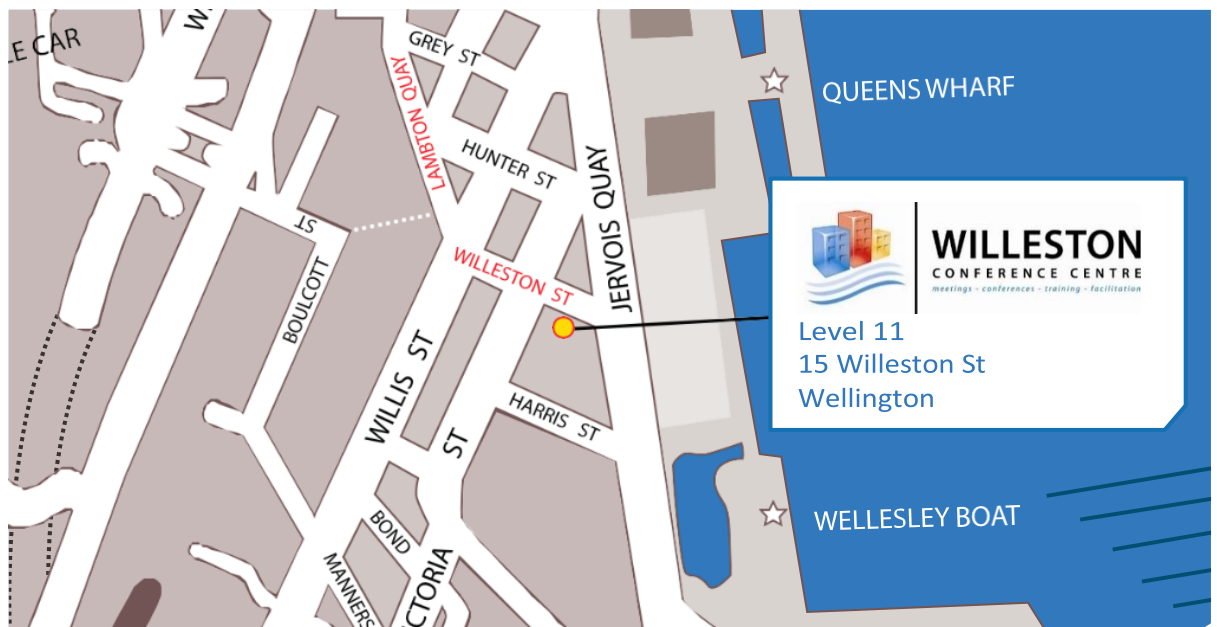
Kia ora

Welcome to the Willeston Conference Centre – Premium conferencing & events venue in Wellington CBD. We have more than 15 years of experience in the corporate hospitality business providing a professional, client-focused, flexible, and reliable service. We deliver high quality conferences and meetings that suit specific clients' requirements. Willeston Conference Centre is one of the foremost conference venues in Wellington.

Willeston Conference Centre is the perfect venue for any business meeting, training seminar, interview, or event—featuring pillar-free rooms with natural light, fabulous views of Wellington harbor and city surroundings - a fantastic location right in the heart of Wellington's CBD. With seven conference rooms available, Willeston has the capability to seat small intimate meetings with two people; to medium-sized conferences with the ability to seat up to 120 people theatre-style. We are fully equipped with Audio Visual and offer full catering services. Our dining room area is a perfect place for after work evening cocktail functions.

We have well-established processes and procedures in place and have a proven track record of satisfying and meeting the requirements of all our clients. Our on-site conference team provides dedicated event management and administrative services to guarantee quality control and the smooth delivery of your conference. Contact us to discuss your conference needs today. We look forward to working with you.

LOCATION



ROOM HIRE RATES

ROOM	FULL DAY HIRE	HALF DAY HIRE	PER HOUR HIRE
(1) Pōhutukawa	\$895.00	\$580.00	\$150.00
(2) Monarch	\$945.00	\$600.00	\$160.00
(3) Tussock	\$595.00	\$450.00	\$110.00
(2) Monarch+(3) Tussock	\$1,245.00	\$880.00	Contact us
(4) Kauri	\$595.00	\$450.00	\$110.00
(5) Aoraki	\$1,195.00	\$850.00	Contact us
(6) Koru	\$295.00	\$180.00	\$60.00
(7) Moana	\$495.00	\$350.00	\$90.00
(8) Dining Room			

All room hire prices are GST exclusive and are subject to change.

Our room hire prices include complimentary:

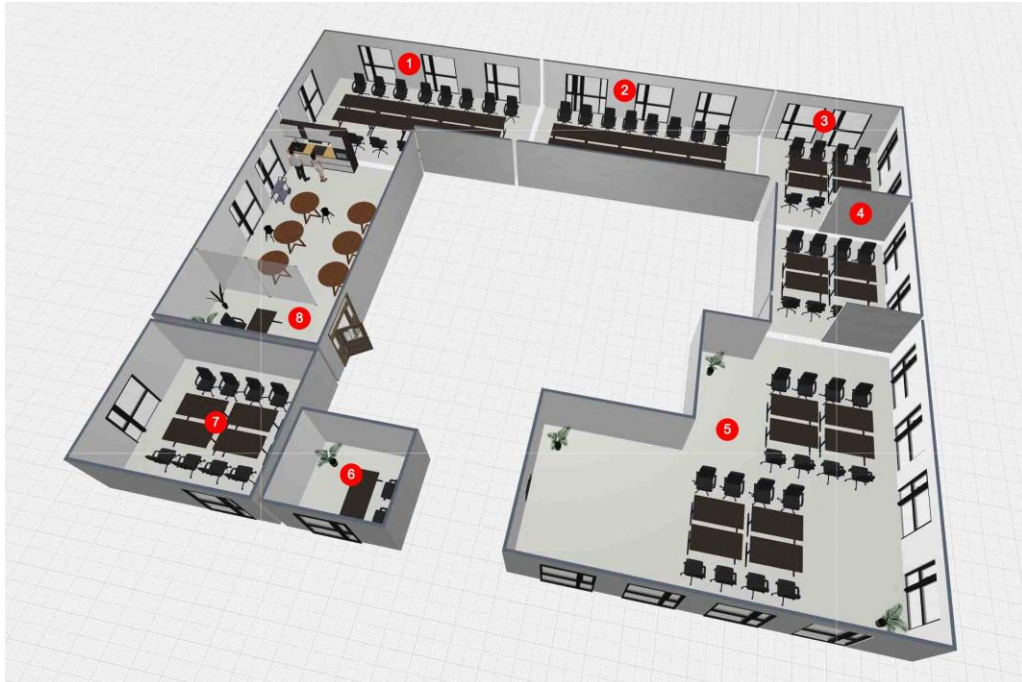
- ✓ Wireless Internet
- ✓ Static Whiteboard with markers
- ✓ Pens, A5 Writing Pads, Water & Mints
- ✓ Audio Visual (AV) - 65' Smart UHD TV Screen/Data projector

Per hour room hire rates include all of the above

Video Conferencing facility available for hire in all the rooms

All our rooms are fitted with their own individually controlled air conditioning units

FLOOR PLAN





BOARD ROOM 24 PAX
 WORKSHOP 30 PAX
 U-SHAPE 24 PAX
 THEATRE STYLE 60 PAX

POHUTUKAWA



FULL DAY HIRE: \$895
 HALF DAY HIRE: \$580

GST EXCLUSIVE



BOARD ROOM 28 PAX
 WORKSHOP 36 PAX
 U-SHAPE 28 PAX
 THEATRE STYLE 80 PAX

MONARCH



FULL DAY HIRE: \$945
 HALF DAY HIRE: \$600

GST EXCLUSIVE



BOARD ROOM 14 PAX
 WORKSHOP 15 PAX
 U-SHAPE 14 PAX
 THEATRE STYLE 35 PAX

T U S S O C K

FULL DAY HIRE: \$595
 HALF DAY HIRE: \$450

GST EXCLUSIVE



BOARD ROOM 16 PAX
 WORKSHOP 20 PAX
 U-SHAPE 16 PAX
 THEATRE STYLE 35 PAX

K A U R I

FULL DAY HIRE: \$595
 HALF DAY HIRE: \$450

GST EXCLUSIVE





WILLESTON
CONFERENCE CENTRE

meetings • conferences • training • facilitation



BOARD ROOM 10 PAX
WORKSHOP 10 PAX
U-SHAPE 10 PAX

M O A N A

FULL DAY HIRE: \$495
HALF DAY HIRE: \$350

GST EXCLUSIVE



BOARD ROOM 6 PAX
WORKSHOP 6 PAX
U-SHAPE 6 PAX

K O R U

FULL DAY HIRE: \$295
HALF DAY HIRE: \$180

GST EXCLUSIVE



Willeston Conference Centre, Level 11, 15 Willeston Street, Wellington
P: +64 4 473 0524 E: info@willeston.co.nz

www.willeston.co.nz



WILLESTON
CONFERENCE CENTRE
Meeting • Conference • Training • Entertainment



BOARD ROOM 44 PAX
 WORKSHOP 60 PAX
 U-SHAPE 30 PAX
 THEATRE STYLE 120 PAX

MONARCH
TUSSOCK

FULL DAY HIRE: \$1245
 HALF DAY HIRE: \$880

GST EXCLUSIVE



BOARD ROOM 30 PAX
 WORKSHOP 45-55 PAX
 U-SHAPE 30 PAX
 THEATRE STYLE 80 PAX

AORAKI

FULL DAY HIRE: \$1195
 HALF DAY HIRE: \$850

GST EXCLUSIVE

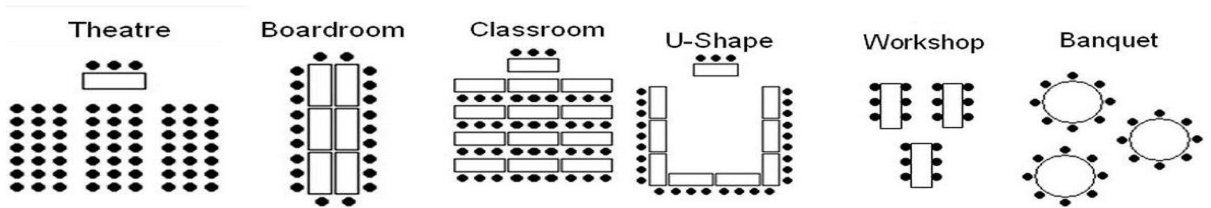


Willeston Conference Centre, Level 11, 15 Willeston Street, Wellington
P: +64 4 473 0524 E: info@willeston.co.nz

www.willeston.co.nz

ROOM SIZE AND CAPACITY

ROOM	BOARD	WORKSHOP	THEATRE	SIZE
(1) Pōhutukawa	24	30	60	50m ²
(2) Monarch	28	36	70	60m ²
(3) Tussock	14	15	35	34m ²
(2) Monarch + (3) Tussock	46	60	120	94m ²
(4) Kauri	16	20	35	31m ²
(5) Aoraki	30	50-55	80-100	140m ²
(6) Koru	6	6	N/A	16m ²
(7) Moana	10	10	20	24m ²
(8) Dining Room	N/A	N/A	N/A	



ACCOMMODATION

Village Accommodation Group

When you book conferences with us at Willeston you will receive a 20% discount off the Best Available Rates for all accommodations within the Wellington [Village Accommodation Group](#)!

Village Accommodation Group Offers a range of beautiful modern 3,4 and 5-star apartment styled properties throughout Wellington. Get in touch with us to learn more about this deal!



EQUIPMENT HIRE

Willeston Conference Centre is fully equipped and provides a range of audio-visual equipment for hire with both full day and half day rates available on most of our equipment rentals. Contact us discuss your complete AV solution, from the initial concept right through to the execution.

EQUIPMENT	FULL DAY	HALF DAY	NOTES
High Speed Wireless Internet	-	-	<i>Complimentary</i>
Static Whiteboard	-	-	<i>Complimentary</i>
Wall Mounted Screen	-	-	<i>Complimentary</i>
Epson Data Projector 5500 lumens + screen + ceiling speakers	-	-	<i>Included in the room hire (Pohutukawa & Monarch room)</i>
Epson Data Projector 5500 lumens + 2 screens + ceiling speakers	-	-	<i>Included in the room hire (Monarch+Tussock room)</i>
Samsung 65" Smart UHD TV	-	-	<i>Included in the room hire (Tussock, Kauri & Moana room)</i>
LG 50" Smart HD TV	-	-	<i>Included in the room hire (Koru room)</i>
Flip Chart Stand with Pad	\$49.00	-	
Flip Chart Pad	\$29.00	-	
Video Conferencing Services (Zoom, Teams, Skype, etc)	\$299.00	\$199.00	
Bluetooth Speaker Phone	\$99.00	-	
Wireless PA Sound System 800W (with sound desk)	\$299.00	\$199.00	<i>(includes up to 3 mics including lapel, handheld or headset)</i>
Wireless PA Sound System 100W	\$199.00	\$99.00	<i>(includes up to 2 mics including lapel, handheld or headset)</i>
Wireless Bluetooth Speaker	\$49.00	-	<i>We may be able to offer this complimentary</i>
Lectern	\$99.00	-	<i>We may be able to offer this complimentary</i>
Notebook Laptop	\$149.00	\$99.00	<i>We may be able to offer this complimentary</i>

All equipment pricing is GST exclusive and is subject to change.

AV Equipment packages are available on request.

Apple TV installed in all rooms for wireless connections

Please let us know of additional services or equipment you need.



BREAKFAST, MORNING & AFTERNOON TEA MENU

Prices

1 item selected from the below menu with freshly brewed coffee & specialty teas - \$10.90 per guest

2 items selected from the below menu with freshly brewed coffee & specialty teas - \$17.90 per guest

Please note: All dietary requirements are available on request & may come at an additional cost

Please note all pricing excludes GST

Savory Items

House sausage roll with tomato relish 2pp

Bacon, egg, chive breakfast pies

Kumara rosti topped with smoked salmon, crème fraiche, pickled onion, celery curls, dill (gf)

Breakfast frittata – Kransky, hash bites, spring onion, double cheese with tomato relish (gf)

English muffins filled with leg ham, fried egg, cheese, parsley, hollandaise

Croissant filled with cranberry, smoked chicken, spinach, brie

Jalapeno poppers filled with two cheese bacon mix with ranch dipping sauce 2pp

Puff pastry pizza twists – Pepperoni, pizza sauce, onion, olive, pesto and mozzarella with tomato chilli dip

Reuben panini – Corned beef, sauerkraut, Swiss cheese, Russian dressing

Vegetarian

Vegan sausage roll – Chickpea, kumara, vegan feta, spinach, herbs with vegan pesto mayo (vegan)

Cheese and herb scones with whipped butter on the side (v)

Smashed avocado, feta, dukkah, sprouts on dark grain sour toast (v)

Antipasto muffin – Spinach, sundried tomato, red pepper, olive, feta with pesto cream cheese on the side (v)

Sweet Items (all vegetarian)

Assorted mini Danish pastries 2pp(v)

Gingerbread scones spiced whipped cream on the side (v)

Blueberry cream cheese brioche pinwheel with lemon glaze (v)

Apple crumble muffins with caramel filling (v)

Strawberry filled donut coated in powdered sugar (v)

Double chocolate chunk brownie with a caramel swirl (v)

Boysenberry chocolate friands topped with whipped ganache (v)(gf)

Mini carrot cake topped with cream cheese frosting and pistachio (v)

Granola, mango and coconut yoghurt cups (vegan)

Belgium biscuits (vegan)

Individual pavlova topped with cream, fruit, passionfruit (v)(gf)

Melting moments with passionfruit buttercream (v)

Gluten free lemon slice (v)(gf)

Whittaker's dark chocolate orange tarts (v)

Chefs' choice sweet item of the day (v)

Cookies of the day (v)

Fresh Seasonal Fruit Platters

Small \$40.00 serves 5-7 guests

Medium \$75.00 serves 10-12 guests

Large \$105.00 serves 15-18 guests



CAFÉ TO YOU – LIGHT LUNCH MENU

Prices

3 items selected from the below menu with freshly brewed coffee & specialty teas	\$26.90 per guest
4 items selected from the below menu with freshly brewed coffee & specialty teas (Most Popular & Best Value)	\$33.90 per guest
5 items selected from the below menu with freshly brewed coffee & specialty teas	\$39.90 per guest
6 items selected from the below menu with freshly brewed coffee & specialty teas	\$46.90 per guest

Please note all pricing excludes GST

Sandwiches, Rolls and Wraps Selection

Chefs choice selection of club sandwiches (including vegetarian)(2pp)

Charcoal sesame bun – Hoisin pulled pork, slaw in lime mayo, daikon, rocket

Mini sliders 2pp – Beef patty, relish, mustard, cheese, caramelised onion

Ploughman sandwich – Cajun beef, ranch, rocket, fried onions, Swiss cheese, chimichurri

Turkish wedge – Fried chicken breast, lettuce, chipotle mayo, buffalo sauce, onion, avocado

Bhan mi sub – Honey soy glazed tofu, pickled vegetables, vegan sriracha mayo, coriander (vegan)

Bao buns – Char siu pork belly, pickled cucumber, daikon, wasabi mayo

Salads

Roast cauliflower, bacon, spring onion, cheddar, celery, lettuce tossed in creamy dill dressing (gf)(keto)

Pasta, olive, feta, pumpkin seeds tossed in chargrilled capsicum sauce with rocket, balsamic reduction (v)

Quinoa, chopped peanuts, slaw, edamame, snow pea shoots, coriander, lettuce with peanut coconut dressing (gf)(vegan)

Falafel, beetroot, cucumber, pickled red onion, baby spinach with pomegranate vinaigrette (gf)(vegan)

White bean, artichoke, kumara, sundried tomato, cashew, baby spinach tossed in herb vinaigrette (gf)(vegan)

Pies, Quiches & Frittatas

Chorizo, red pepper, feta mini quiche

Vegan sausage roll – Chickpea, kumara, vegan feta, spinach, herbs with vegan pesto mayo (vegan)

Butter chicken pie

Breakfast frittata – Kransky, hash bites, spring onion, double cheese with tomato relish (gf)

Fresh Seasonal Fruit Platters

Small \$40.00 serves 5-7 guests

Medium \$75.00 serves 10-12 guests

Large \$105.00 serves 15-18 guests

Please note: All dietary requirements are available on request & may come at an additional cost.





CAFÉ TO YOU – LIGHT LUNCH MENU CONTINUED

Prices

3 items selected from the below menu with freshly brewed coffee & specialty teas	\$26.90 per guest
4 items selected from the below menu with freshly brewed coffee & specialty teas (Most Popular & Best Value)	\$33.90 per guest
5 items selected from the below menu with freshly brewed coffee & specialty teas	\$39.90 per guest
6 items selected from the below menu with freshly brewed coffee & specialty teas	\$46.90 per guest

Please note all pricing excludes GST

Other Favourites

Bao buns – Char siu pork belly, pickled cucumber, daikon, wasabi mayo

Kumara rosti topped with smoked salmon, crème fraiche, pickled onion, celery curls, dill (gf)

Jalapeno poppers filled with two cheese bacon mix with ranch dipping sauce 2pp

Teriyaki beef, cashew, fried onion, capsicum, rocket rice papers with sweet chilli dipping sauce (gf)(df)

Individual Korean chicken cups – Fried chicken tossed in gochujang sauce, slaw, cucumber, kewpie mayo (df)

Popcorn shrimp cups – Crumbed shrimps, slaw in lime mayo, diced avocado, cucumber ribbons in individual cups

Fried satay chicken skewers with lime mayo dipping sauce (gf)(df)

Sweets

Strawberry filled donut coated in powdered sugar (v)

Double chocolate chunk brownie with a caramel swirl (v)

Boysenberry chocolate friands topped with whipped ganache (v)(gf)

Mini carrot cake topped with cream cheese frosting and pistachio (v)

Belgium biscuits (vegan)

Individual pavlova topped with cream, fruit, passionfruit (v)(gf)

Melting moments with passionfruit buttercream (v)

Gluten free lemon slice (v)(gf)

Whittaker's dark chocolate orange tarts (v)

Chefs' choice sweet item of the day (v)

Cookies of the day (v)

Fresh Seasonal Fruit Platters

Small \$40.00 serves 5-7 guests

Medium \$75.00 serves 10-12 guests

Large \$105.00 serves 15-18 guests

Please note: All dietary requirements are available on request & may come at an additional cost





Platters

La Fromagerie

Blue, brie, herb cream cheese, gouda, sweet gherkins, stuffed olives, quince paste, basil pesto, fig, grapes, flatbread, walnut oat crackers

Medium \$160.00 serves 10 -12 guests

Large \$210.00 serves 15 -18 guests

The Deli Counter

Deli meats, olives, sundried tomato, pickled onion, baby cornichons, stuffed peppadews, beetroot hummus, pesto, green tomato chutney, honey ciabatta, Turkish bread

Medium \$160.00 serves 10 -12 guests

Large \$210.00 serves 15 -18 guests

Rustic stone

Honey ciabatta, walnut sticks, Turkish bread, chicken pate, olives, baby cornichons, pickled onions, green tomato chutney, beetroot hummus

\$125.00 - Serves 8-10 guests

Asian Influence

Bao buns – Char siu pork belly, pickled cucumber, daikon, wasabi mayo/ Rice papers - Teriyaki beef, cashew, fried onion, capsicum, rocket/Tofu, avocado, slaw, coriander and fried onion with soy and chilli dipping sauces

\$160.00 - 45 Pieces

Please note: All dietary requirements are available on request & may come at an additional cost.



OTHER SERVICES

Catering and other services including after hours

Tea and Coffee (per break)	\$4.90 per guest
Tea and coffee all day only	\$18.90 per guest
Carafe of orange juice	\$12.90

Tea/Coffee includes Espresso coffees (Kokako Organic beans and filter coffee)

Administration

Photocopying and Printing:	
Single sided A4 Reg/Colour	\$0.20/\$0.30
Double sided A4 Reg/ Col	\$0.30/\$.040

Please note all pricing excludes GST

PARKING

Wellingtons' central business district has a range of parking options details from on street parking to parking buildings. Some parking details are listed below otherwise please feel free to contact the Willeston Conference Centre for more information on local parking - 04 473 0524

Wilson Parking Buildings 04 473 2293 or www.wilsonparking.co.nz

There is a Wilson car parking building opposite the conference centre with early bird parking from \$16.00 - \$20.00 per day (arrive before 9.30am)

On Street Parking

Hourly parking fees in Wellingtons' central business district are approximately \$4.50 per hour.

OnStreetparkinghours

Monday to Thursday	8am – 6pm
Friday	8am – 8pm

AFTER HOURS CONFERENCES

Conferences are booked from 8.00am until 5.30pm daily unless otherwise requested and can be easily arranged (including early morning access). Any conference which continues beyond 5.30pm will need to be arranged only and may attract a surcharge. For all after-hour functions please discuss your requirements with our helpful conference staff. We are pleased to supply all catering needs including alcohol for your event, however, please note our lifts are locked for access at 6.00pm nightly and access would need to be arranged for afterhours functions.



TERMS AND CONDITIONS

Confirmation of booking:

A confirmation of booking will be sent direct to you once your details have been confirmed. When you receive this, please check over the details carefully to ensure they match your requirements. Please contact the conference center as soon as possible if there are any changes.

Final numbers:

The expected number of attendees must be advised at least 5 days prior to the commencement of the event with final confirmation no later than 24 hours prior to the event. If the number of attendees exceeds the final number given within 24 hours, we will do our best to accommodate them.

Final payment:

All conference accounts are to be paid within 20 days after the commencement of the event unless a prior arrangement has been made with the Conference Coordinator.

Hours of operation:

Normal hours of operation for the Willeston Conference Centre are 8.00am to 5.30pm, Monday to Friday except for public holidays. Hours negotiated outside these times will incur an additional charge.

Property and equipment:

The Willeston Conference Centre will take necessary care of but does not accept any liability for loss or damage to the client's equipment or property whilst using the venue.

Catering:

We have preferred supplier agreements in place with our chosen catering companies. Please allow at least 48 hours prior to your conference to order catering. For orders placed within 48 hours of your event we reserve the right to order "Chefs choice" for your catering.

Cancellations and Postponements to bookings:

- If a cancellation is made 14 or more working days prior to the event, no charges will be incurred.
- If a cancellation is made up to 14 working days prior to the event, 50% of the standard full day / half day room hire cost will be charged.
- If a cancellation is made up to 7 working days prior to the event 50% of the standard full day / half day room hire and 50% of the full day / half day standard equipment hire costs will be charged.
- If a cancellation is made less than 48 hours prior to the event, 100% of the standard full day / half day room hire cost, catering costs and the full day / half day standard equipment hire costs will be charged. This also applies for no-shows on the event date.
- Equipment Hire – If an equipment cancellation/removal is made less than 48 hours prior to the event, 100% of equipment hire costs will be charged.
- Per hour bookings – If a cancellation is made less than 14 working days prior to the event 100% of room hire cost and equipment hire costs will be charged. (100% catering charge only applies if cancelled less than 48 hours prior to the event, for per hour bookings).
- Multiple rooms and/or days bookings – if a cancellation is made less than 21 working days prior to the event, 100% of room hire costs and equipment hire costs will be charged. (100% catering charge applies if cancelled less than 48 hours prior to the event). Please note that for multiple day bookings, charges for the full event will be incurred 21 working days from day one of the event.
- All cancellations must be received by The Willeston Conference Centre in writing or by email.
- Please note – All postponements of events or a change of date are considered under our cancellation policy and will be treated as cancellations and charged accordingly.
- Please note – if your event occurs under any COVID-19 traffic light system, all of the above applies.
- If your event can not go ahead due to COVID-19 complete lockdown (similar to alert level 4) no charges will apply.