

MILLENNIUM HOTEL QUEENSTOWN CONFERENCE & INCENTIVE PACK



**MILLENNIUM
HOTEL
QUEENSTOWN**

www.millenniumqueenstown.co.nz



Welcome to Queenstown

Famously coined the adrenaline capital of the World, and most recently bestowed the recognition of best incentive destination by the readers of Micenet Australia, New Zealand's premier four season lake and alpine resort is a truly unique destination.

With a plethora of activities to choose from Queenstown combines adventure with luxury and sheer indulgence which will leave a magical imprint on your memory and leave you yearning to return.



Thrilling activities and breathtaking scenery, coupled with a flourishing wine and restaurant culture, make Queenstown the quintessential international resort for the most discerning traveller. Hosting over 1 million international and domestic visitors a year, Queenstown is a vibrant and popular destination steeped in local history and culture.

With stunning views of the aptly named Remarkables mountain range, Millennium Hotel Queenstown is conveniently located just a short stroll from the centre of town.

Millennium Hotel Queenstown

Welcome to a world of timeless elegance and sophistication. Millennium Hotel Queenstown is set against a stunning alpine backdrop.

Perfect for either an international conference or incentive venue or as a restful haven from the rigours of Queenstown's many activities.

Whatever your leisure, or when the work is done, the Millennium Hotel Queenstown will enhance your sojourn in this glorious region.

Anticipate the excellent and enjoy the world class accommodation, dining and service characterized by warmth and personal attention.



- Fully equipped fitness centre with spa and saunas
- Concierge available to assist with activity bookings
- 20 minutes complimentary wireless per day
- Secure underground car parking
- 24 hour room service menu
- Beautiful courtyard garden
- Broadband internet connection in all accommodation room and both wireless and broadband available in the conference rooms
- Observatory Restaurant and Club Bar
- Guest laundry and dry cleaning
- Luxury courtesy shuttle in and out of town centre.
- Business centre with printing facilities

Accommodation

Millennium Hotel Queenstown is a 4.5 Star deluxe hotel and all of our 220 elegant rooms and suites are appointed with those touches of luxury that qualify a Millennium Hotel worldwide. Many rooms offer excellent views of the stunning alpine surroundings. For superior elegance, pamper yourself with one of our 18 suites and appreciate our warm, attentive yet discreet service.

Guests' privacy and security is assured with personalized door key cards.

Our room types are as follows:

- 202 Superior rooms
- 15 Junior suites
- 2 Executive Suites
- 1 Millennium Suite

The Superior rooms consist of a mixture of king or twin share rooms with either one king bed or 2 king single beds. The suites all have one king bed, and there are interconnecting rooms for families.

All rooms feature individually controlled air-conditioning, broadband internet access, personalised voicemail, individual safes, Sky TV and Movie Link entertainment, mini bar, tea / coffee making facilities, iron and ironing board and salon style hairdryers.



Check-in time is after 2:00pm and our check-out time is 10.00am. All of our rooms are non-smoking.

Health Club

Maintain your fitness levels whilst at the conference in our fully equipped fitness centre, and enjoy the spa and saunas.

Conference Venue

As a purpose built Conference & Incentive Hotel, the Millennium Hotel Queenstown has function space for up to 600 delegates. Whether you require an intimate cocktail event, a board meeting, large plenary room and exhibition area or a banquet dinner for 350 guests, our versatile conference facilities and experienced Conference & Incentive team will ensure unqualified success.

The elegant Galaxy Ballroom can accommodate up to 600 delegates theatre style and 350 in a banquet setting. This versatile pillar-less room also has the flexibility to be divided into 3 separate, fully sound proofed rooms for smaller meetings or concurrent sessions, each seating 150 pax theatre style.

Step out from the Galaxy Ballroom into the aptly named Gallery which enjoys splendid views of the Remarkables and surrounding local peaks, and is the perfect space for catering breaks and cocktail functions.

With 5 smaller meeting rooms catering for up to 50 delegates, and each with individually controlled air conditioning, adjustable lighting and screens, the Millennium Hotel Queenstown has meeting space to meet any brief.

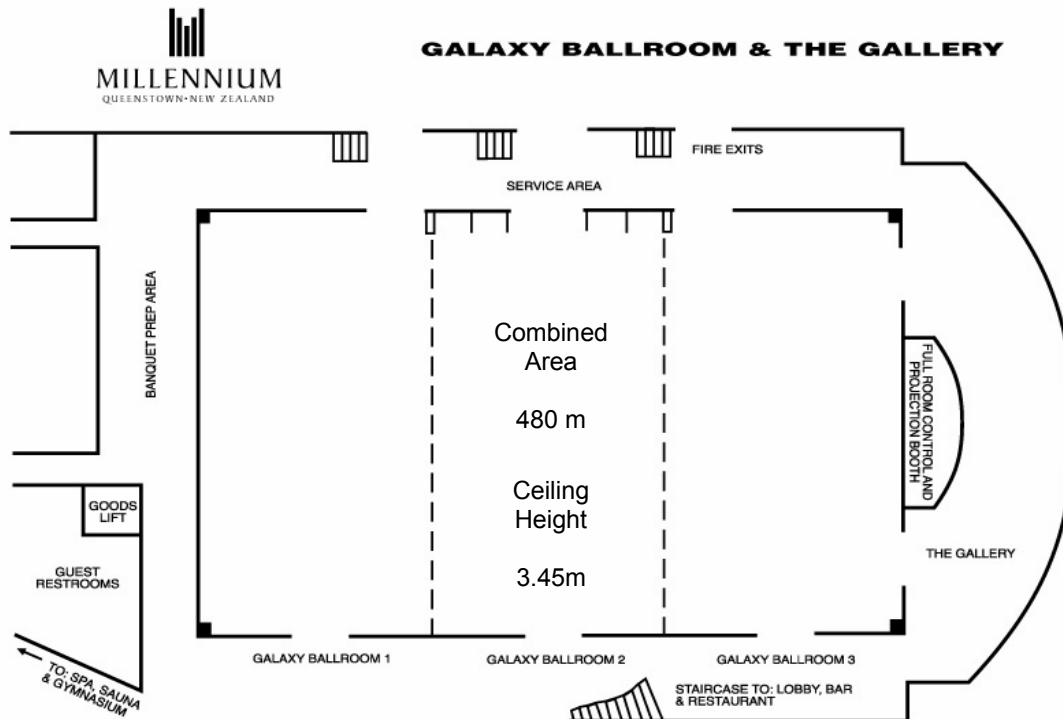
Audio Visual Equipment

We have an extensive range of AV equipment available onsite, including a large ceiling mounted screen in the Galaxy Ballroom, 55" LCD screens in the meeting rooms, data projection, staging and lecterns. The Millennium Hotel Queenstown works closely with our local Audio Visual providers to assist with all your technical requirements.

The Galaxy Ballroom has a built in sound ceiling and ceiling rigging points throughout from which all equipment can be mounted. Broadband and wireless internet connections are available in all conference rooms.

Conference Rooms

Room Name	Galaxy 1	Galaxy 2	Galaxy 3	Galaxy Combined
Dimension	17.740 x 9.0m	16.740 x 9.0m	17.740 x 9.0m	17.740 x 27m
Location	Level 5	Level 5	Level 5	Level 5
Theatre Style	150	150	150	600
Classroom Style	70	70	70	270
Banquet Style	100	100	100	350



Room Name	Meeting Room 1	Meeting Room 2	Meeting Room 3	Meeting Room 4	Meeting Room 5
Location	Level 2	Level 2	Level 2	Level 2	Level 2
Theatre Style	20	6	6	20	50
Classroom Style	10	N/A	N/A	10	30
Boardroom Style	15	10	10	15	20
U-Shape	18	N/A	N/A	18	25

Restaurants and Bars

Observatory Restaurant

The beautiful Observatory Restaurant is open daily for breakfast from 6:00am, throughout the day and evening a la carte dining commences at 6:00pm. In partnership with local suppliers our Executive Chef has created an exciting and fresh menu using premium ingredients to showcase the very best New Zealand products including Southland Hereford beef, Stewart Island salmon, Rangitikei free range chicken and Fiordland venison. Our attention to detail and personalized service creates an unforgettable dining experience for our guests.

The Observatory Restaurant can seat over 160 guests and is the perfect place to enjoy your conference lunch, and can also be hired exclusively for a private function.



The Club Bar

After your exhilarating day, the Club Bar is the perfect location to relax and unwind. Open daily, it has a warm, friendly atmosphere where you can sample a fine selection of local wines, New Zealand and International beers, premium spirits and sophisticated cocktails and enjoy a light and delicious meal from the all day dining menu. Enjoy a glass of famous Central Otago Pinot Noir by the roaring fireplace in winter, or outside in our sheltered garden courtyard in summer.



Food & Menus

Conference Day Menus

Our conference menus have been designed to ensure that the Millennium Hotel Queenstown offers varied and nutritious options for conference delegates to enjoy. Using fresh local produce we can tailor make menus to suit all requirements and can cater for all dietary requirements.

Please do not hesitate to contact our team to request our current Conference & Incentive Menus.



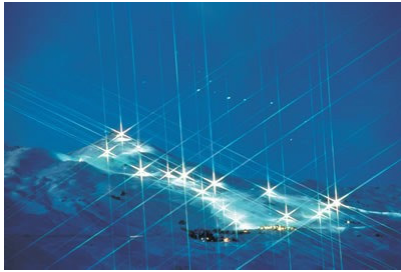
Conference Dinners At Millennium Hotel Queenstown

We can cater for every brief to transform the Galaxy Ballroom into a stunning venue for your Gala Dinner. With the Galaxy Ballroom able to be completely blacked out with drapes, a range of themes to suit your event can be introduced, matching this to sumptuous food, exquisite wines and impeccable service makes for a Gala Dinner to be remembered. We also have our own dance floor so you can dance the night away in style.



Activities and Attractions

Being the adventure Mecca, there is something to make every heart beat faster. Nowhere else in the world are there so many things to do all in one little resort town. Queenstown is where you can treat yourself to an adventure, be it mild or wild!



Adventure activities range from easy walks, drives and scenic flights to off the planet bungy jumps and adrenaline pumping water rides.



Queenstown is also recognised as a perfect location for filming everything from commercials to large budget productions and has been immortalised in the “Lord of the Rings” trilogy. Along with this is the flourishing boutique wine industry and great restaurants and bars.

With too numerous to list activities to choose from, plus various combo packages on offer, the hardest part is choosing your sight-seeing or team building. Fortunately our experienced team are on hand to assist you every step of the way.

Some Activities available in Queenstown are:

- Team building, including Treasure Hunts, Winter Olympics and The Amazing Race
- Jet Boating
- White Water Rafting
- Skydiving
- 4WD Adventures
- Horse Riding
- Wine Tours
- Walking & Kayaking
- Shopping



Millennium Hotels & Resorts Standard Contract

Thank you for your enquiry and we are delighted that you have selected Millennium Hotel Queenstown as your preferred venue. We now set out our terms and conditions relating to your Conference / Event ("Event") booking as outlined on the covering letter attached.

AGREEMENT made on this _____ day of _____ 2011

BETWEEN

Hospitality Services Limited a duly incorporated company with its registered offices in Auckland, New Zealand (HSL.)

AND

_____ Of _____ ('You'/'the Client')

BACKGROUND:

- (A) HSL is in the business of providing Conference, Banquet and Accommodation facilities and services at its Hotels.
- (B) The Client wishes to engage HSL to provide certain of these facilities and services to it as part of an event/conference or meeting organised by it.
- (C) The parties now wish to record the terms and conditions of their agreement for the provision of such facilities.

IT IS AGREED THAT:

1. CONFIRMATION

Please confirm your reservation and acceptance of these terms and conditions by signing this contract and returning it to Caroline Lewis by within 30 days of receiving this confirmation. In order to meet demand from other clients for Millennium Hotel Queenstown should we not receive the signed contract by the above date we may elect to treat your booking as terminated by you and we reserve all our rights to allocate the venue to another client at our sole discretion without any liability to you.

2. DEPOSIT

You are required to provide us with a deposit to confirm this event with the hotel.

- (a) For your event we will require a deposit that is based on 20% of the expected accommodation revenue. This will be required within 30 days of receiving this confirmation One night's accommodation or a credit card number will be required by 30 days prior to arrival to confirm all allocated rooms. If deposit is paid by credit card the credit card fee will be added to the deposit. This deposit is refundable 100% up to 9 months before the conference arrival to the hotel.
- (b) Should you cancel your event between nine (9) and six (6) months prior to the date of the event, we shall be entitled to retain 50% of the deposit you have paid.
- (c) Should you cancel your event within six (6) months of the event, you agree that the deposit becomes non-refundable.

3. FINAL PAYMENT

- (a) For all events, final payment shall be due on check-out/departure of the Hotel. Payment(s) shall be made by credit card or bank cheque unless credit facilities have been approved by the Credit Manager of Hospitality Services Limited (HSL) in writing in advance of the event. If accounts are paid by credit card after departure, a credit card fee will be added to the account

You acknowledge and agree that (Name of Group) does/does not hold approved billing with Hospitality Services Ltd. All event accounts shall be approved prior to the group's departure from the Hotel. All accounts shall be paid on departure unless charge back facilities are set up with HSL.

A credit application form has been sent if (Name of Group) requests to set up charge-back facilities. Please note it can take up to a minimum of 14 working days to process credit approvals.

- (b) Any gratuity payable must be invoiced and will not be paid out until the final payment of all conference accounts have been received.

4. FINAL NUMBER OF GUESTS/DELEGATES ATTENDING THE EVENT

- (a) You must advise us of the final numbers of guests/delegates/invitees that are attending the event no later than 7 days prior to event. This confirmation must be provided to us by 10.00am on this day. This final number will constitute the minimum charge.

5. CANCELLATIONS/AMENDMENTS

Accommodation

Amendments may be made (and, where applicable, cancellation charges may be incurred) in accordance with the following:

- (a) Details relating to the accommodation booked in relation to the event are contained in the cover letter attached to this agreement. Accommodation/guestroom requirements can be reviewed by us at ninety (90), sixty (60) and thirty (30) days prior to arrival.
- (b) Cancellation of accommodation rooms more than 9 months before arrival of the event will not incur charges.
- (c) Between 6 months and up to 9 months before arrival, the event can reduce up to 50% of accommodation rooms contracted without incurring a charge.
- (d) Between 3 months and up to 6 months before arrival, the event can be reduced by up to 25% of accommodation rooms remaining without incurring a charge.
- (e) Between 1 month and up to 3 months before arrival, the event can reduce by up to 10% of accommodation rooms remaining without incurring a charge.
- (f) We will charge 100% of the accommodation cost if you cancel outside the above terms and conditions.
- (g) All rooms unallocated at each of the cut-off dates in sub-clauses (c), (d) and (e) above shall be released for resale and guest reservations accepted on a first-come, first-served basis, at the event rate.
- (h) Guestroom status is required at two hundred and seventy (270), one hundred and eighty (180), ninety (90), sixty (60) and thirty (30) days before arrival.

Food and Beverage Events

- (i) Should you need to cancel your event, whether in whole or in part, you shall advise us in writing as soon as possible.
- (j) You will not incur any cancellation charges if you cancel your event at least thirty (30) days prior to the date of the event.
- (k) Should you cancel your event between thirty (30) days and seven (7) days prior to the date of the event, we shall be entitled to retain 50% of the deposit you have paid.
- (l) Should you cancel your event less than seven (7) days prior to the date of the event, we shall be entitled to retain 100% of the deposit you have paid.

6. RELOCATION

In the event that the Hotel is unable to provide rooms or facilities as per your booking(s) whether this is within or beyond the Hotel's control for whatever reason, the Hotel will make reasonable endeavours to provide an alternative room or facilities at the closest possible alternative location, whether or not it be an HSL site and the Hotel will advise you as soon as practicable of any such alternative arrangements.

7. VENUE HIRE

- (a) In order to hold your event, it is agreed that you shall have access to and use of the **Galaxy Ballroom** located within the **Millennium Hotel Queenstown** on (dates)
- (b) Based on your accommodation requirements, we offer the **Galaxy Ballroom** at the rate of NZ\$..... per day

8. PRICING POLICY

- (a) The quoted rates include New Zealand Goods and Services Tax (GST) at the current rate of 15% unless stated otherwise. Should the rate of GST increase, then the quoted rate will increase accordingly.
- (b) We will use best endeavours to maintain our quoted prices at all times. However, all prices quoted are based on our current costs and may be subject to change to meet increases (such as, but not limited to increases in supply, labour and/or utility costs, taxes and surcharges imposed by law, and foreign exchange fluctuations) as and when they arise. We reserve our rights to amend all of our quoted prices and will advise you of such amendments in writing as soon as practicable. You agree to accept any revised charges that we submit to you in accordance with this clause.
- (c) Subject to clause (b) above, prices quoted for your event are valid until the said date of this event.

9. FOOD & BEVERAGES

- (a) Food and/or beverages (other than that which is supplied by us to you) for consumption by you, your guests and/or invitees at or as part of the event are not permitted onto our premises unless you have sought and received written permission from us.
- (b) We reserve the right to stop supplying liquor at any time to you, your guests and/or invitees as the case may be pursuant to the Sale of Liquor Act 1989.

10. HOTEL DAMAGES/INSURANCE

- (a) You agree and acknowledge that you shall be financially and legally responsible for any damage to our premises or equipment during the event. Such responsibility/liability extends to you, your guests and invitees, outside contractors or any other persons attending the event, whether in the room reserved or in any area or part of the hotel, prior to, during or after the event.
- (b) You shall not affix anything in any way, (whether it be nailed, screwed, stapled or otherwise adhered) to any wall, door or other surface or part of our Hotel/premises/building unless we have given you prior approval to do so. Suitable floor protection shall be used if any damage to the floor is a possibility. Signage other than of a directional nature is not permitted in the Hotel's public areas unless we have given you prior approval for such signage.
- (c) For all exhibitions and stage set-ups produced by or involving outside contractors, your detailed written plans and power requirements must be approved by our Chief Engineer at least fourteen (14) working days prior to the event. You must provide all such plans and requirements by no later than twenty (20) working days prior to the event and ensure that such issues as power supply, ventilation, egress in terms of fire, sound volumes etc. are addressed in such plans and requirements and meet the venue specifications. Whilst we will endeavour to meet your requirements, we do reserve the absolute right at our discretion to refuse to allow any stage and venue set ups which we believe will create a risk to or inconvenience other Hotel/venue clients.

- (d) While we will use best endeavours to take care of your property during the event, you agree that we shall not incur any liability or responsibility for injury to any person or damage to or loss of any property or any goods or merchandise left in the Hotel prior to, during or after the event however such injury, damage or loss arises. Should goods arrive at the hotel more than 7 days prior to your event the hotel reserves the right to charge storage
- (e) You shall ensure that your property is removed from the Hotel after the completion of the event. Any property, merchandise and/or goods left in the Hotel without prior arrangements having been made will be deemed to have been discarded or abandoned by you and will be removed by us. You agree that any expense we incur relating to any such items being removed or disposed of will be on-charged to and payable by you.
- (f) Should you wish your equipment or property to be insured, you are solely responsible for and shall arrange sufficient insurance cover at your expense prior to the commencement of the event. You shall also arrange for your own public/personal liability insurance cover and security, as required and, upon request, provide evidence of the currency of such insurance cover to us and/or the Hotel.
- (g) Notwithstanding the above, you are responsible for your event being conducted in an orderly manner and in full compliance with all applicable laws and Hotel/venue policy at all times.
- (h) If we believe that an event will affect the smooth running of our business, our security or reputation, we reserve the absolute right to cancel the event without incurring any liability at any time either before the date of the event or during it.
- (i) In the unlikely event that you or your guest(s) or invitee(s) becomes objectionable or causes a disturbance or a nuisance such that it interferes with other guests or the operation of our business or that of the Hotel during the event, we reserve the absolute right to have that person/persons removed from the event or our Hotel premises without incurring liability at any time during the event.

11. FORCE MAJEURE

Should any circumstances beyond the Hotel's reasonable control (including, but not limited to, Acts of God, war, unsafe condition, government regulations or intervention, natural disaster, civil disorder, terrorism, disease, epidemic, quarantine, extreme weather conditions, curtailment of transportation facilities, labour slowdowns or unrest (including strikes, slowdowns or unrest by Hotel employees or contractors) occur creating significant risk to the health or safety of participants to the Event or making it illegal or impossible to (i) provide, use, or travel to or from the Hotel facilities, or (ii) hold the Event, and, despite reasonable endeavours to make alternative arrangements, or where alternative arrangements cannot be made or agreed, then the Hotel may terminate this agreement without liability by written notice and Hotel will refund to Client all deposits or other monies previously paid with regard to the terminated agreement.

12. WARRANTY AND LIABILITY

- 12.1 Where the Client is acquiring services from HSL for the purposes of a business (as defined by the Consumer Guarantees Act 1993) the Consumer Guarantees Act will not apply to the provision of those services by HSL.
- 12.2 Subject to clause 11.1 no conditions, warranties or other terms apply to any goods or services supplied under this agreement except to the extent that they are expressly set out in this Agreement. Subject to clause 11.1, no implied conditions, warranties or other terms apply (including any implied terms as to satisfactory quality, fitness for purpose or conformance with description).
- 12.3 HSL shall not be liable to the Client under or in relation to this Agreement or its subject matter (whether such liability arises due to negligence, breach of contract, misrepresentation or for any other reason) for any loss of profits, loss of sales, loss of turnover, loss of or damage to business, loss of or damage to reputation, loss of contracts, loss of customers, or any indirect, special or consequential loss or damage, and for the purposes of this clause the term "loss" includes a partial loss or reduction in value as well as a complete or total loss.
- 12.4 HSL's total liability arising from or in connection with this agreement (and whether the liability arises because of breach of contract, negligence or for any other reason) shall be limited to an amount equal to total amount paid or payable by the Client under this agreement for the relevant function/event.

13. AGENCY

- 13.1 Where the Organiser is not the Client, the Organiser warrants that it has the authority to enter into this Agreement on behalf of the Client.

14. ASSIGNMENT

- 14.1 The Client shall not assign its rights under this Agreement without the written consent of HSL.

15. DISPUTE RESOLUTION AND APPLICABLE LAW

- 15.1 This Agreement is made in New Zealand and its construction, validity and performance is determined under New Zealand law.
- 15.2 If a provision of this Agreement is illegal or unenforceable, then, if the provision would not be illegal or unenforceable if a word or words were omitted, that word or those words are severed and in any other case, the whole provision is severed, and, except where the basic nature of this Agreement is altered, or, as altered, is contrary to public policy, the remainder of this Agreement continues to have full force and effect.
- 15.3 The parties will use all reasonable endeavours to resolve any dispute arising from this Agreement by consultation. If any dispute arising out of or in connection with this Agreement cannot be resolved by consultation within 7 days then the parties shall, within a further 7 days, refer the dispute to LEADR (Leading Edge Alternative Dispute Resolution) for mediation.
- 15.4 Unless agreed otherwise, both parties will continue to perform their obligations in accordance with the Agreement, notwithstanding the dispute

16. ENTIRE AGREEMENT

- 16.1 The terms and conditions set out in this Agreement including the Schedules hereto contain the entire Agreement as concluded between the parties.

17. COMPLIANCE WITH STATUTES AND REGULATIONS

- 17.1 The Client shall observe all relevant statute, regulations, ordinances and by-laws relating to their activity.

18. VARIATION

- 18.1 Any variation, amendment or modification of these terms and conditions shall only be binding where committed to in writing and executed by the parties.

**MILLENNIUM HOTEL QUEENSTOWN
CONFERENCE & INCENTIVE PACK**



SIGNED FOR AND ON BEHALF OF:

Hospitality Services Ltd

In the presence of:

SIGNED FOR AND ON BEHALF OF:

In the presence of:

**Contact Details:
Millennium Hotel Queenstown
Cnr Frankton Road & Stanley Street
Queenstown**

**Caroline Lewis, Conference & Incentive Sales Manager
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Please do not hesitate to contact our experienced team