



**COPTHORNE  
HOTEL**

GRAND CENTRAL, NEW PLYMOUTH

# **Cophorne Hotel Grand Central, New Plymouth**

Conference Pack 2011



**Welcome** to the Copthorne Grand Central Hotel in New Plymouth.

Located right in the heart of the city, beautifully appointed accommodation and high levels of service are important selling points for guests of the Hotel.

The hotel features 60 rooms including 6 suites, each room individually air conditioned and spa bath, on site restaurant GCR with its modern brasserie style surrounds has the sort of menu that keeps you coming back for more, the hotel aims to make each visit relaxing and memorable.

All conference rooms have full air conditioning and heating. We can provide a daily conference package rate, which includes morning tea, working lunch and afternoon tea.

At Copthorne Grand Central our aim is to make sure your conference is the most successful yet. We work with you to ascertain your needs and provide ideas to create a conference with a difference. Our team of highly experienced and innovative people will ensure that your conference runs smoothly and successfully right from the point of confirmation.

You will always be assured of our best attention.

Yours faithfully,

Wendy King  
**General Manager**



## CONFERENCE ROOMS

### Venue Hire Charges

Conference Room	Full Day Hire	Half Day Hire
Function Centre	\$350.00	\$250.00
Conference Room 1	\$225.00	\$175.00
Conference Room 2	\$175.00	\$125.00
Conference Room 3	\$120.00	\$ 75.00
G.C.R Lounge	\$150.00	\$100.00

**Half Day Hire Times:**  
 8.00 am - 12.30 pm  
 1.00 pm - 5.30 pm  
 6.00 pm - 12.00 am

### Room Details & Maximum Capacities

Conference Room	Theatre Style	Class Room	Board Room	U-Shaped	Cocktail Style	Banquet Style	Area Sq Meters	Ceiling Height Meters
Function Centre	175	75	55	55	200	150	374	4.1
Conf. Room 1	40	20	20	20	40	30	76	3.1
Conf. Room 2	20	15	15	15	-	-	40	3.1
Conf. Room 3	-	-	4	-	-	-	12	3.1
G.C.R Lounge	-	-	-	-	35	35	70	4.1



**Function Centre**

## TECHNICAL FACILITIES

All of our conference facilities have Projection screens and white boards. Other equipment can be arranged to suit your requirements, with costs quoted accordingly. Cost quotes below are based on per day hire.

32" Flat Screen TV & DVD	\$150.00
Data Projector	\$290.00
CD Player	\$25.00
Electronic Whiteboard	\$55.00
Lapel Microphone	\$30.00 (Function Centre only)
Microphone (cordless)	\$30.00 (Function Centre only)
Flipchart & Pad	First Pad Free – Additional Pad \$25.00
Sound System	POA
Lectern	Complimentary
Whiteboard	Complimentary
Projection Screen	Complimentary

*All Prices are GST inclusive and subject to change*



**Conference Room One**

## **DIRECTIONS**

Our Main Entrance and car parking is at 42 Powderham Street

From the East: follow Vivian Street; turn right on Robe Street, Then right again onto Powderham Street, you will see us on the left hand side of the road. Our car park entrance is situated before the Hotel.

From the West: follow Powderham Street, which runs adjacent to Vivian Street and Devon Street, you will see us on the left hand side of the road. Our car park entrance is situated before the Hotel.

## DAILY DELEGATE PACKAGE

Our Daily Delegate Package is designed to make organising your conference simple, and to take the hassle out of working out your costing.

### On Arrival

Freshly brewed Coffee and a selection of Teas

### Morning Tea

Freshly brewed Coffee and Tea served with either one of the following

Fresh fruit platter

Assorted sweet & savoury muffins

Warm scones with cream & jam

Carrot cake

### Working Lunch

Selection of gourmet sandwiches

Fresh seasonal fruits

Quiche

Savoury pastries

Rich chocolate mud cake

Freshly brewed Coffee and Tea

### Afternoon Tea

Freshly brewed Coffee and Tea served with either one of the following:

Fresh fruit platter

Assorted sweet & savoury muffins

Fresh baked biscuits or slice

**\$48.00 per person including gst** (*minimum number 20 delegates*)

(Our Daily Delegate Package includes venue hire, in-house equipment (whiteboard, flipchart, OHP, Projector Screen, arrival tea and coffee, morning tea, lunch and afternoon tea. All conference setup Includes complimentary filtered iced water and peppermints, small note pads and pens. Accommodation and electronic equipment are not included but can always be arranged)

## BREAKS

### Refreshment Breaks

Freshly brewed coffee and tea selection \$3.50

Served with (1) choice from the following: \$8.50

Served with (2) choices from the following: \$10.50

Assorted sweet & savoury muffins

Savoury scones

Warm scones with cream & jam

Selection of gourmet sandwiches

Savoury pastries

Fresh baked biscuits or slice

Carrot cake

Rich chocolate mud cake

Fresh fruit platter

Chilled Fruit Juices

\$12.50

(per litre carafe)

**All prices are per person and GST inclusive**

## LUNCH MENU

With four choices from the selection below	\$26.50
With five choices from the selection below	\$29.50
With six choices from the selection below	\$32.50

### Cold Selection

Fresh baguettes with cold meats, dijon mustard, salad and cheddar cheese  
Lamb and mint cous cous wraps  
Selection of fresh cold salads  
Asian noodle box salad  
Selection of gourmet sandwiches  
Ham and cheese croissants  
Ploughman's Platter of fresh breads, cold meat, pickles and cheese  
Fresh bread selection  
Fresh fruit platter

### Hot Selection

Fresh home made soup  
Asian platter of wontons, samosas and spring rolls  
Home made gourmet pies  
Vegetable or chorizo and red onion potato frittata  
Individual boxes of fish and chips with lemon wedges  
Thai laska curry with lemon zest basmati rice  
Combination fried rice (*vegetarian on request*)  
Vegetable lasagne  
Beef stroganoff with penne pasta  
GCR fish pie

### Sweet Selection

Warm scones with cream and jam  
Rich chocolate mud cake  
Carrot cake  
Home made chocolate brownie  
Assorted slices  
Lamingtons with fresh cream  
Chocolate profiteroles and chantilly cream  
Mini Pavlova with fresh fruit

### Freshly brewed coffee and choice of tea with every lunch

**All prices are per person and GST inclusive**

## BREAKFAST MENUS

### Continental Selection

\$19.00 per person

Baskets of freshly baked Danish pastries & croissants  
Fresh fruit salad and fruit compotes  
Natural & fruit yoghurts  
Choice of breakfast cereals  
Selection of chilled juices  
Selection of toast and preserves  
Freshly brewed coffee and selection of teas

### Hot Selection

\$25.00 per person

Grilled rashers of bacon  
Breakfast sausages  
Scrambled eggs  
Golden Hash Browns  
Grilled Tomatoes  
Mushrooms  
Chef's Special

Including Continental Selection

### Working Breakfast

\$16.50 per person

Tropical fruit selection  
Selection of Danish pastries and croissants  
Wholemeal and white toast with preserves  
Assorted Sweet & savoury muffins  
Toasted muesli with skim and full cream milk  
Fruit juices  
Freshly brewed coffee and selection of teas

**All prices are per person and GST inclusive**

## **Grand Central Hotel Ltd Conference and Banqueting Terms & Conditions**

### **Schedule A**

#### **1.0 Final Numbers**

- 1.1 The numbers expected to attend the event must be advised (7) working days prior to the commencement of the event, with final confirmation no later than 48 hours prior to the event. The number will constitute the minimum charge.

#### **2.0 Function Room Hire**

- 2.1 It is agreed that the event will commence at the scheduled time and that the function room allocated will be vacated at the nominated time. The Hotel reserves the right to apply a charge for each additional hour exceeding the agreed specified time.
- 2.2 In the event that a designated room cannot be made available, the Hotel reserves the right to substitute comparable facilities and where possible will give the client prior notification of the substitution.
- 2.3 Room hire charges, if applicable, are subject to the period required, number of guests in attendance and overall catering requirements.

#### **3.0 Confirmation**

- 3.1 The client must make confirmation of booking by way of a signed contract, within 14 days of the original reservation, otherwise the management of the Hotel reserves the right to cancel the booking and allocate the venue to another client.

#### **4.0 Deposit**

- 4.1 To secure a conference reservation with the Hotel, a minimum deposit of \$500.00 or 20% of the estimated function costs (which ever is greater) may be required at the time of confirmation.
- 4.2 To secure a wedding or stand-alone banquet reservation with the Hotel, a minimum non refundable deposit of \$500.00 is payable at the time of reservation and a further payment of 50% of the estimated cost is required at three months (3) prior to the function.
- 4.3 The Hotel reserves the right to vary the deposit amount.

#### **5.0 Final Payment**

- 5.1 For Conferences, Final Payment will be due on departure by credit card or bank cheque, unless the Grand Central Hotel Ltd has approved prior credit facilities.
- 5.2 For Weddings and Stand-alone Banquets, final payments of all known expenditure, will be due in full seven (7) days prior to the function and the balance payable at the conclusion of the event, prior to departure.
- 5.3 It is understood that in instances where prior credit facilities have not been arranged with GCH Ltd and where the client, guests or invitees have incurred additional charges such as meals, laundry, toll charges and liquor, these accounts must be settled on departure. If the individual concerned does not pay these charges, the client, as part of the final account must settle them.

## **6.0 Cancellation**

- 6.1 Food and beverage functions may be cancelled in writing 30 days prior to the function commencement without penalty to the client.
- 6.2 For cancellation between 30 days and 14 days prior to the function, 50% of the deposit is retained.
- 6.3 For cancellations between 14 days and 7 days prior to the function, the deposit is non-refundable.
- 6.4 For cancellations less than 7 days prior to the function, a fee of 50% of the estimated total revenue may be charged.
- 6.5 All cancellations must be received by the hotel in writing.

## **7.0 Food and Beverage**

- 7.1 The Hotel will not allow food and/or beverage of any kind onto the premises for consumption or for any other purpose, unless prior arrangements have been made with the management.
- 7.2 If specified, liquor in excess of the amount specified will not be supplied until an authorisation is signed by the client or duly authorised representative present at the event.
- 7.3 The Hotel reserves the right to discontinue the supply of liquor at any time, pursuant to the Sale of Liquor Act 1989.

## **8.0 Accommodation**

- 8.1 In the event that rooms are reserved in conjunction with a food and beverage booking, a complete room list will be required 30 working days prior to the commencement of the function.
- 8.2 The Hotel reserves the right to charge a cancellation fee of one nights accommodation for any rooms cancelled less than 7 days prior to arrival or any subsequently unoccupied.

## **9.0 Hotel Damages/ Insurance**

- 9.1 The client is financially responsible for any damages or pilferage sustained to the Hotel Premises or equipment by the client, the client's guests, invitees, outside contractors or other persons attending the function, whether in the room reserved or any area or part of the Hotel, prior to, during or after the event.
- 9.2 Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building unless the management has given approval. Suitable floor protection is to be used as required. Signage in public areas is to be kept to a minimum and must be approved by Hotel Management.
- 9.3 For all exhibitions and stage set-ups produced by outside contractors, plans and power requirements must be approved by the Hotel's Chief Engineer a minimum of 14 days prior to the event.
- 9.4 The Hotel will take all-necessary care of the client's property but will take no responsibility for damage to or loss of the property or merchandise left in the Hotel prior to, during and after the function.
- 9.5 The client will be responsible for the removal of the client's property after the conclusion of the event and any goods left in the Hotel after the function without prior arrangement will be deemed abandoned unless collected by the client within 14 days from the date of conclusion of the event.

- 9.6 The client must arrange his or her own personal liability insurance and security, as required.
- 9.7 The client should conduct their functions in an orderly manner, in full compliance with all applicable laws at a minimum disruption to other guests at the Hotel.
- 9.8 If the Hotel has reason to believe that the function will affect the smooth running of the Hotel's business, its security or reputation, it reserves the right to cancel the function without liability at any time either before commencement of the function or during it.
- 9.9 The Hotel reserves the right to exclude or remove any objectionable persons from the function or Hotel premises without liability at any time during the function.

## **10.0 Pricing Policy**

- 10.1 Goods and Service Tax are included in the quoted rates, unless otherwise stated. GST is subject to alteration without notice.
- 10.2 A service charge may be applicable for each additional hour a function continues after midnight based on the number of confirmed attendees. Likewise a surcharge may apply for food and beverage function of 25 guests or less.
- 10.3 Every endeavour will be made to maintain prices quoted, however prices are based on current costs and may be subject to change without notice to meet increases as they arise.

## **11.0 Agency**

- 11.1 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.

## **12.0 Assignment**

- 12.1 The client may not assign its rights under this agreement without written consent of GCH Ltd.

## **13.0 Dispute and Applicable Law**

This agreement is made in New Zealand and its construction, validity and performance is determined under New Zealand Law.

## **14.0 Entire Agreement**

- 14.1 The terms and conditions set out in this agreement contain the entire agreement as concluded between the parties.

## **15.0 Force Majeure**

- 15.1 When matters beyond the reasonable control of GCH Ltd impairs or prevents GCH Ltd from being able to perform its obligation under the event contract, the client releases GCH Ltd from any liability or loss incidental or consequential to such matter.

## **16.0 Compliance with Statutes and Regulations**

- 16.1 The client shall observe all relevant statutes, regulations, ordinances and by-laws relating to their activity.

## **17.0 Variation**

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

## AGREEMENT

**AGREEMENT** made on this \_\_\_\_\_ day of \_\_\_\_\_

**BETWEEN** Grand Central Hotel Ltd

**AND** \_\_\_\_\_

**Of** \_\_\_\_\_

### RECITALS

**A** GCH Ltd is in the business of providing conference, banquet, and accommodation facilities to the client.

**B** The client wishes to engage GCH Ltd to provide certain of these facilities for the client.

**C** The Parties now wish to record the terms and conditions of that engagement.

### IT IS AGREED THAT

1. The terms and conditions of the engagement are attached as schedule A
2. The fee schedule is schedule B (quotation/ confirmation letter)

### SIGNED FOR AND ON BEHALF OF:

**Copthorne Hotel Grand Central** \_\_\_\_\_

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Director or Authorised Signatory