



Conference Pack

City Suites

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Tauranga

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Our brand new conference room at the newly relaunched [City Suites](#) is perfectly sized for a variety of businesses. Whether you are looking for somewhere to host regular meetings, or looking for a room to wow your guests, City Suites is the ideal place to host your conference or presentation. Located in the heart of Tauranga, with only minutes to the CBD, we are ideally situated for all local and national businesses. Plus we have the added bonus of underground parking and on-site accommodation.

Our conference room is 46.4 sqm, with a small balcony area and plenty of natural light. It also boasts a breakout area of 40.5 sqm, adjoining the main conference room, perfect for coffee breaks or group work.

Conference Room Rates

- \$295 per day (up to 8 hours)
- \$195 per half day (up to 4 hours)

Configurations

- Theatre 40pax
- U-shape 14pax
- Boardroom 20pax
- Classroom 16pax

Equipment

Our conference room comes with the following

- Data Projector (hire charges apply)
- Wireless Internet
- Whiteboard
- Lectern

We can also offer flip charts, sound systems and other equipment. Please contact the manager for pricing.

Accommodation

- 15 x Studios
- 4 x 1 bedroom Apartments
- 1 x Boardroom Apartment (with boardroom table for 6pax)
- 1 x 2 bedroom Apartments

All rooms have kitchen facilities, wireless internet, broadband connection, flat screen TVs and DVD players. Room service breakfasts are available. Please contact the manager for pricing.

Catering

Light Refreshments

Morning & Afternoon Teas – per person

Selection of teas and freshly brewed coffee	\$3.50
Selection of teas, freshly brewed coffee & orange juice	\$4.50
Selection of teas, freshly brewed coffee & biscuits	\$5.00
Selection of teas, freshly brewed coffee & your choice of: (one of the following)	
Muffins, Scones, Sandwiches or Cake	\$6.00

Finger Food/Lunch Selection – per person

Selection of cheese, fruit and crackers	\$3.00
Crudités platter (vegetable sticks) and dip	\$3.00
Assorted canapés	\$3.00
Club sandwiches	\$3.00
Asparagus rolls	\$3.00
Chicken, apricot and cream cheese rolls	\$3.00
Fruit platter	\$3.00
Spiced chicken wraps	\$3.00
Selected Savouries	\$3.00
Sausage rolls	\$3.00
Marinated chicken wings	\$3.00
Mini croissants with ham and cheddar	\$3.00
Fresh fish goujons	\$3.00
Cheese and onion quiches	\$3.00
Mini spring rolls	\$3.00
Fresh home made scones, muffins, cookies or cake	\$3.00

***A surcharge may apply for any special dietary requirements**
Please select from choices above to suit your menu and budget.
Prices subject to change without notice.
All prices include GST

Day Delegate Rates

Take the hassle out of organizing your conference and opt for Day Delegate Rate. Our rate includes the following;

- Full day room hire
- Conference room set up to your requirements
- Data projector, screen and whiteboard
- Arrival tea & coffee
- Morning Tea with tea, coffee and fresh home baking
- Chef's selection Working Lunch
- Afternoon Tea with tea, coffee and biscuits

All of the above from \$55 per person, GST inclusive

Or why not stay the night? Contact the manager for a range of accommodation options.



Conference Booking Sheet

Client/Company Name _____

Contact Name _____

Email _____

Phone _____

Payment Credit Card _____ Expiry _____

Venue Set Up _____

Rate: _____

Date of Event _____

Number Attending _____

Start Time _____

Finish Time _____

Welcome Sign

Equipment Required

Catering Required

Comments

Terms & Conditions

- Final Numbers are to be confirmed 7 days prior to the booking
- On the day requests may incur additional charges
- No food or drink may be supplied other than by City Suites
- Deposit or Credit Card may be required to secure bookings
- All prices include GST @ 15%