



THE ESPLANADE HOTEL



Meetings and Small Conferences

1 Victoria Road, Devonport, Auckland, New Zealand

Phone: +64 9 445 1291

reservations@esplanadehotel.co.nz

www.esplanadehotel.co.nz



THE ESPLANADE HOTEL

VENUE HIRE

The Esplanade Hotel is an historic boutique hotel nestled in the heart of Devonport village, just across the harbour from the centre of Auckland city. Dominating the Devonport foreshore, The Esplanade Hotel enjoys unrivalled harbour and city views. This gracious hotel, which was built in 1903, has been elegantly restored and has a character and charm all of its own.

The Esplanade Hotel offers unique and diverse venues, seventeen hotel rooms and suites for overnight accommodation, and a licensed restaurant and bar. It is handily located to service both the North Shore and Central Business District.



Room hire for the day, \$450+GST
**Based on client requirements*

The Main Conference Room/Ballroom

This is a venue with character- Edwardian architecture, high ceilings, chandeliers, polished floors, natural light from large Victorian windows with a stunning view of the harbour and for those chilly days even has a fireplace.

The conference room is quiet and spacious and is ideal for both small and large groups from 8-30 delegates.

Seating can be set up theatre, classroom, banquet, u-shape, boardroom.

The Tea Room

The Esplanade Tea Room- which is our smaller dining room to the right of The Esplanade Hotel foyer.

This can sit up to 22 guests comfortably in a L shape table set up or is an ideal space for small cosy canape style, stand up and mingle function or can be set up for a smaller casual conference room.

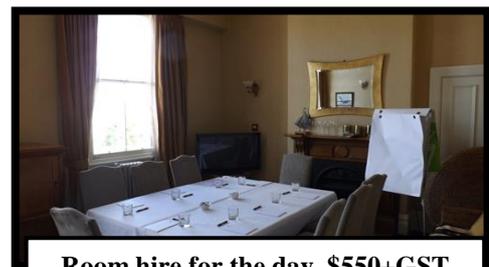


Room hire for the day, \$300+GST
**Based on client requirements*

The Victoria Suite

The luxurious Victoria Suite is ideal for up to 6 delegates for a private meeting as a comfortable lounge style seating in front of the fireplace, or as a private boardroom table set up.

*The Esplanade Penthouse is also available for conference room hire. Costing varies based on requirements and subject to availability- please enquire for further details.



Room hire for the day, \$550+GST
**Based on client requirements*



VENUE HIRE INCLUSIONS

- Venue from 9am until 5pm
- Tables covered in crisp white tablecloths
 - Water jugs and glasses
 - Notepads and pens
- Use of a flipchart at NO additional charge

VENUE ROOM CAPACITY & SETUP STYLE

VENUE	Theatre	Classroom	Banquet	U Shape	Boardroom
Ballroom	35	35	55	24	30
Tearoom	N/A	N/A	12 – 14	N/A	8
Victoria Suite	N/A	6 - 8	6-8	6	6-8
Penthouse	N/A	8 - 12	10	10	10

- ❖ Classroom style is utilizing rows of tables with chairs facing the front of the room therefore providing a writing space for each delegate.
- ❖ Banquet style is a group of round tables with chairs evenly spaced around each table. It is set to facilitate serving food and generally set for 6-10 delegates per table.
- ❖ Cocktail Style, can have a few posse tables scattered around the room, to create seating areas to socialise- without using too much room up. Recommended for social events where mingling and networking is the primary goal.
- ❖ U-shape is a series of tables set in the shape of the letter U, with the open end facing the front of the room and the chairs are placed around the outside perimeter of the U.
- ❖ Boardroom style set up standardly has a large table or a cluster of tables and chairs. Recommended when group discussion is the primary goal.



THE ESPLANADE HOTEL

CONFERENCE CATERING

All catering at The Esplanade Hotel is prepared by qualified chefs and staff. Below briefly summarises the catering options. Exact menu choices and options will depend on our current dishes, menus and vary from season to season. Special catering needs and dietary requirements can usually be accommodated when arranged prior to the event.

Catering options below are available for groups of 10 delegates and above. Smaller groups can be catered from the A la carte menu. Group catering menu choices and other arrangements are made prior to the conference date.

BEVERAGES

The Esplanade bar on the ground level adjacent to the Main Conference Room offers a light and relaxed is space for guests to gather after the meeting or conference. We are happy to reserve an area especially for your group. The bar offers a range of premium craft tap and bottle beers, and a boutique wine selection from all corners of New Zealand. Beverages are charged on a consumption basis.

The Esplanade Hotel promotes a Responsible Host Policy for the comfort of guests. While we never anticipate any problems, we are obliged to ensure that alcohol consumption is professionally managed.

ARRIVAL OR PRE-MEETING

Espresso coffee, teas or glass of juice range from \$4.50- \$6.00 per item

Morning muffins \$4.50 per item

MORNING TEA

\$14.50 per delegate

Choice of 1 per delegate -espresso coffee, tea, or juice

+

A selection of 2 items from below for the whole group:

-Gluten free orange and almond slice

-Warm Brown sugar spice madeleines

-Double chocolate brownie pieces

-Berry muffins

CONFERENCE LUNCH

A selection of 1 item per delegate from 5 of our mains choices from our A la carte menu

**choices are subject to change due to stock and seasons*



THE ESPLANADE HOTEL

AFTERNOON TEA

\$14.50 per delegate

Choice of 1 per delegate -espresso coffee, tea, or juice

+

A selection of 2 items from below for the whole group:

- Gluten free orange and almond slice
- Warm Brown sugar spice madeleines
- Double chocolate brownie pieces
- Berry muffins
- Scones with jam and cream

ALL-DAY CONFERENCE CATERING PACKAGE

\$62.50 per delegate

Includes morning and afternoon tea, a conference lunch and a delegate's help themselves tea and freshly ground plunger coffee station with a hot water urn set up within the conference room.

DEBRIEF DRINKS AND PLATTERS

Our bar is available for guests to relax over a drink at the close of the days meeting.

A selection of platters and bar food is available and can be pre-ordered from our A la carte menu.

Conference set menu dinners begin at \$50 per delegate (subject to numbers and requirements) can also be arranged with exclusive use of the hotel dining ballroom- at an additional room hire cost.

Ideal for themed dinners or special events, awards evenings etc. Our staff can include a package price as part of your quote.



The Esplanade Hotel Chef's Platter.



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CONFERENCE ACCOMMODATION

The Esplanade Hotel offers 17 rooms and suites, including The Esplanade Penthouse Apartment. The generously proportioned rooms, retaining the grandeur of days gone by, provide comfort and space for guests.

All rooms feature ensuite bathroom, Sky TV, FREE WIFI and simple tea and coffee making facilities.

Victoria Suite is luxuriously appointed captivating gorgeous harbour views from the balcony, a cosy lounge with fireplace and all other modern facilities. The suite includes a king-size bed and a beautifully appointed bathroom.

Harbourview rooms are well appointed with king size beds and modern private ensuites. They all have stunning harbour views.

Harboursun rooms are well appointed with comfortable separate sunrooms to relax in and look out to the Waitemata Harbour. They have king size beds and modern private ensuites.

Windsor rooms and Flagstaff rooms are comfortable and quiet, with queen beds. They offer the character and comforts of The Esplanade Hotel at a competitive tariff.

All areas within The Esplanade Hotel are non-smoking, including the accommodation rooms. Photos and tariffs for accommodation can be viewed on our website www.esplanadehotel.co.nz

A FINAL NOTE

Thank you for your interest in The Esplanade Hotel, we would be delighted to meet you, show you around our venue and discuss your Conference and Meeting requirements further.



1 Victoria Road, Devonport, Auckland
Tel. +64 9 445 1291

Email: reservations@esplanadehotel.co.nz

Website: www.esplanadehotel.co.nz

TERMS AND CONDITIONS

Menus

Menus must be confirmed 10 working days before the conference. The Esplanade Hotel reserves the right to amend some choices on the menu due to non-availability of some ingredients. Our staff will inform the client as soon as possible about any catering changes.

Beverages

Beverage sales are based on an agreed bar account as specified by the client. Wines and beers selected will be served, however if a product is not available a similar item will be substituted. Please note that the Sale of Liquor Act 1989 states that it is illegal for us (The Esplanade Hotel) to allow any persons to become intoxicated and in addition it is illegal for us to have intoxicated persons on the premises. Any intoxicated patrons will be asked to leave the premises

Duration

The conference day hire extends from 9am until 5pm.

Payment

A non-refundable deposit covering the room hire fee is payable upon confirmation of your booking and credit card details are taken as security. Payment of the final invoice portion is required 2 days prior to the event and any additional charges to be settled prior to the end of the event. For your convenience we accept all major credit cards for account settlement immediately at the conclusion of the event. A 3% transaction fee applies to all credit card payments. Public Holiday surcharges (15%) will apply.

Delegate Numbers

Delegate numbers must be confirmed at least 10 days before the conference date. The minimum charges invoiced are based on confirmed numbers at the time. Additional guests catered for are to be charged at the agreed per person rate. Hotel accommodation bookings once confirmed will incur a cancellation fee if the accommodation is cancelled or dates changed. As a small hotel it is difficult to hold rooms for long periods, and while all effort will be made to accommodate changes in meeting plans, once confirmed any changes or cancellations to accommodation bookings will incur cancellation charges of equivalent to a minimum one nights of the quoted tariff, or for multiple night bookings the total charge if advised within 10 days of the reservation check in date.

Noise

It is both a courtesy and a legal requirement that after 10:30pm noise is monitored responsibly. This may entail the sound system, band, DJ etc. reducing volume and the function coming to a finish by 11:00pm.

Other

The Esplanade Hotel does not allow food and/or beverage of any kind to be brought into the venue for consumption.

The removal of any post function food or beverage from the property without express consent from the Esplanade Management is prohibited. Please note that according to the Sale of Liquor Act 1989, no alcoholic beverages of any kind may be removed from the licensed premises (The Esplanade Hotel in this case).

Breakage, theft or damage of Esplanade Hotel property and chattels will be charged to the client and/or his guests and invitees at the discretion of Hotel Management, dependent upon circumstances, accidental or malicious. Prices and rates are subject to change.

As of JUNE 2019.