PAPAROA

CONFERENCE INFORMATION

Punangairi Visitor Centre
4294 Coast Road, Punakaiki
West Coast, 7873

0800 727 2762
elly.mulholland@ngaitahu.iwi.nz
www.paparoaexperience.com

HOST YOUR NEXT MEETING, CONFERENCE OR EVENT WITH US

AT THE PUNANGAIRI VISITOR CENTRE WE OFFER A HIGH QUALITY CONFERENCE FACILITY WITH CATERING AND AN ON-SITE CAFE.

DISCOUNTED ENTRY INTO THE PAPAROA EXPERIENCE AVAILABLE WITH ALL CONFERENCE ROOM BOOKINGS. ($20 PER PERSON)

Layout	Boardroom
Board Meeting	18

STANDARD CONFERENCE RATES

Conference Room

Room	Hourly Rate	Half Day	Full Day
Boardroom	$125	$450	$850

Equipment Hire

Equipment	Price
Whiteboard + pens	Provided
Television	Provided
Pads + pens	Provided
Flip chart + pens	$25

- A hot drink station & cold water jugs are provided with all conference room bookings.
- Please note there is now a paid parking system in Punakaiki.
  In order to receive free parking with your booking, please provide us with your car registrations prior to your booking or head straight to the counter upon arrival so we can load your registrations and waive any parking fees.

DAILY DELEGATE RATES (DDR)

-Rates are per person
-Minimum 5 people

Half Day Hire $75.00
w/ morning or afternoon tea only

Half Day Hire $95.00
w/ morning or afternoon tea & lunch

Full Day Hire $110.00
w/ morning tea, lunch & afternoon tea

All bookings include:
-Selected room hire-Selected catering-Hot drink station-Meeting supplies-Free parking

CONFERENCE SPACE

CATERING RATES

Morning Tea

* All menus & prices are subject to change & all prices exclude gst

Options	Included	Price per head
Option 1	Selection of tea & coffee one savoury option one sweet option	$16.00 minimum spend $100
Option 2	Selection of tea & coffee two savoury options one sweet option	$21..00 minimum spend $100
Option 3	Selection of tea & coffee two savoury options two sweet options	$26.00 minimum spend $100

Savoury options can range from:

gourmet mini pies, sausage rolls, sandwiches, platters, scones, pastries

Sweet options can range from:

scones, slices, cakes, muffins, pastries, fresh fruit platters

Requests available

CATERING RATES

Lunch

* All menus & prices are subject to change & all prices exclude gst

Options	Included	Price per head
Option 1	Selection of tea & coffee three savoury options one sweet option	$26.00 minimum spend $150
Option 2	Selection of tea & coffee four savoury options two sweet options	$34.00 minimum spend $150
Option 3	Selection of tea & coffee five savoury options two sweet options	$39.00 minimum spend $150

Savoury options can range from:

sandwiches, frittatas, gourmet mini pies, sausage rolls, salad bowls, pizza, croissants

Sweet options can range from:

scones, slices, cakes, muffins, fresh fruit platters, pastries

Requests available

CATERING RATES

Afternoon Tea

* All menus & prices are subject to change & all prices exclude gst

Options	Included	Price per head
Option 1	Selection of tea & coffee one savoury option one sweet option	$16.00 minimum spend $100
Option 2	Selection of tea & coffee two savoury options one sweet option	$21..00 minimum spend $100
Option 3	Selection of tea & coffee two savoury options two sweet options	$26.00 minimum spend $100

Savoury options can range from:

gourmet mini pies, sausage rolls, sandwiches, platters, scones, pastries

Sweet options can range from:

scones, slices, cakes, muffins, pastries, fresh fruit platters

Requests available

PAPAROA

TERMS & CONDITIONS

Confirmation of bookings

- All reservations need to be confirmed 5 days prior to the function, otherwise management reserves the right to cancel the booking and allocate the venue to another client.
- Booking form must be completed by the company to reserve your booking.

Confirmation of numbers

- To ensure our maximum efficiency, a guaranteed number of guests is required one full working day prior to the event. This will be regarded as the minimum number for catering and charging.
- Extra people will be charged at the per person rate.

Booking time allocations

- Please be mindful when making your booking that you have scheduled enough time. Occasionally there will be a booking either prior or post to your time and you will only have access to the agreed hours.

Insurance

- Arahura Holding Ltd trading as Paparoa Experience will take all necessary care, but accepts no responsibility for damage or loss of merchandise left in the premises prior to, during or following functions. Organisers should arrange their own insurance.

Damage

- Organisers are financially responsible for any damage sustained to the premises during functions. Use of walls for display material is not permitted.

Beverage policy

- All beverage costs when applicable are calculated on a consumption basis, which ensures that all functions are charged fairly and accurately.

Room hire

- Hire charges are dependent on time period required, number of guests in attendance and overall catering requirements. Our staff will be pleased to provide rates on request. You are expected to leave the conference area in a tidy manner when vacating the premises

Price variations

- You will be notified of any unavoidable price changes for your function not later than 5 days before your booked date. Every endeavor is made to maintain prices as originally quoted to you, but they are necessarily subject to alteration, particularly where bookings are made well in advance.

Hire security

- We may require a deposit of the overall cost to secure the reservation. Nonpayment of invoices after the required date will incur a 5% interest charge for every 5 days of non payment

Cancellation policy

- Bookings may be cancelled without penalty up to 5 working days prior to the time of arrival. Full charges will apply if cancellation is after the policy timeframe.

PAPAROA

VISITOR GUIDELINES

On hearing a continuous siren, please leave the building via the nearest fire exit and follow staff to the <u>ASSEMBLY POINT OUTSIDE THE FRONT OF THE BUILDING TO THE SOUTH CAR PARK</u> away from emergency vehicle access.

1. All visitors must act in a safe and reasonable manner in accordance with the Health & Safety at Work Act 2015 while on the premises.
2. All visitors must maintain confidentiality on any information relating to any activities or personal information while in the Visitor Centre .
3. We operate under a smoke-free policy .
4. Please ensure your conference contact has signed your group in on arrival & out on departure.