

*Jet Park*  
**AIRPORT HOTEL  
& CONFERENCE CENTRE**



# Conference Pack

Updated: 26th September 2011



# Care

New Zealand owned and boasting 170 rooms, Jet Park Airport Hotel & Conference Centre is just 5 minutes from Auckland Airport and a mere 15kms from Auckland City. We are ideally situated as a central meeting place for local, national or international delegates.

We understand the importance to your business of holding a successful conference or meeting. Choosing Jet Park Airport Hotel and Conference Centre as your venue is the first step in ensuring its success. You will be personally assigned a conference coordinator who is dedicated to assisting you from inception to delivery. Experienced, professional and caring, your coordinator can assist you with advice on catering and technical equipment. Your coordinator is available every step of the way.

Our service team will meet you upon arrival and be your point of contact. With a reputation of delivering excellent service and attention to detail, they will ensure that your function runs smoothly and is a success.

## Airport Shuttle Service

A complimentary transfer service for your delegates from both domestic and international terminals is available saving you the expense of a taxi or coach transfers.

## Parking

We have ample free car parking available to conference delegates.

## Accommodation

We have a range of suitable accommodation options for conference delegates. Our Overnights are the perfect economy option ideal for the short stay. Alternatively, relax in one of our modern, spacious Premier King, Deluxe King or Deluxe Twin rooms – an excellent value for money choice for larger groups.



## Business Centre Services

Jet Park Hotel has a well-equipped business centre available in the main ground floor reception lobby. Facilities include PC access, wi-Fi/Bb internet, photocopy services, printing, laminating, binding, and on request a full secretarial service is available for a small fee.

Our network is fast - we have a dedicated fibre link to the exchange to ensure maximum performance for you while you work. Secure VPN connections into the office and internet access for conference or meetings is also available. We are able to accommodate up to 70 delegates in one of our five meeting rooms.

We have a dedicated flight info television screen located in the hotel lobby which constantly displays flight arrival and departure information.

## Catering

Your conference coordinator will assist you with any dietary requirements and great conference menu options. Alternatively, check out our Packages on offer.

We also boast an award winning Restaurant that serves a delicious daily breakfast, lunch and dinner, or enjoy a relaxing drink in our Lounge bar - an ideal place to 'break out' after a long conference session!

## Conference Follow-up

After your meeting the Conference Coordinator will conduct a follow-up with you to ensure your function was a success.

Contact your Conference Co-ordinator on **09 256-2190** (Carmel) and let us take care of your next conference or meeting.



# Conference Rooms

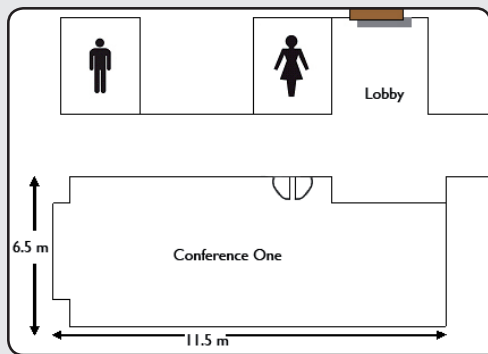
## Conference Room 1

Conference Room 1 is located on the first floor of the building and is the largest of our available rooms at just under 75m<sup>2</sup>. This room is ideal for numbers from 15 to 60 people depending on seating style.

Room Features:

- Natural light
- Air conditioning
- Adjacent lobby
- Data show wall
- Broadband
- \$350.00 incl GST per day

Seating Style	Capacities
Theatre Style	60
Classroom style	30
U-Shape	24
Cocktail	60
Boardroom	24



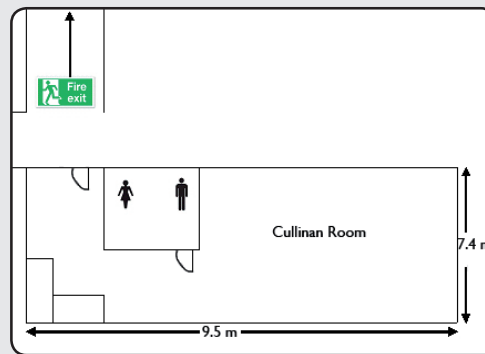
## Cullinan Room

The Cullinan Room is located on the first floor of the building and is 69m<sup>2</sup>. This room is ideal for numbers from 15 to 60 people depending on seating style.

Room Features:

- Air conditioning
- Adjacent lobby
- Data show wall
- Broadband
- \$350.00 incl GST per day

Seating Style	Capacities
Theatre Style	60
Classroom style	30
U-Shape	24
Cocktail	60
Boardroom	24



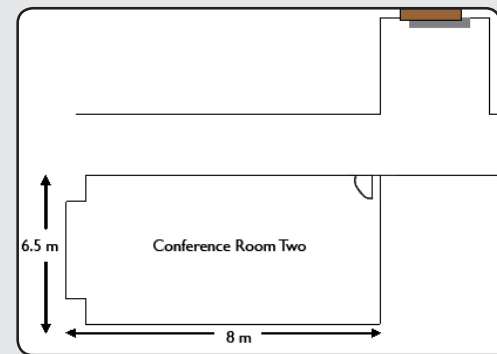
## Conference Room 2

Conference Room 2 is located on the second floor of the building and is 55m<sup>2</sup>. This room is ideal for numbers from 4 to 30 people depending on seating style.

Room Features:

- Natural light
- Air conditioning
- Adjacent lobby
- Data show wall
- Broadband
- \$275.00 incl GST per day

Seating Style	Capacities
Theatre Style	30
Classroom style	18
U-Shape	15
Cocktail	30
Boardroom	16



**All Conference rooms include FREE use of whiteboard on stand, flipchart, pens and paper.**

Conference Room 1



Cullinan Room



Conference Room 2



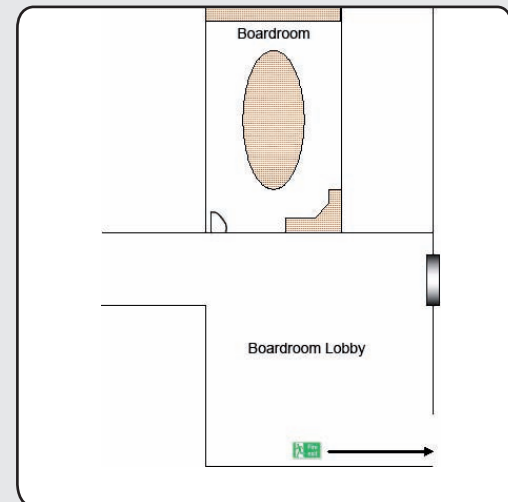
# Boardrooms



Lobby area - Boardrooms

The Montgomery, South Wing and Manuka Boardrooms are excellent rooms for private meetings of up to 10 people. These are comfortable fully equipped spaces for you to conduct your business meetings or the perfect place for private dinners for which we will tailor a menu to suit your requirements.

- Natural light
- Air conditioning
- Data show wall
- Broadband
- \$250.00 incl GST per day
- Break out lobby



**Boardrooms include FREE use of whiteboard on stand, flipchart, pens and paper.**

Manuka Boardroom



Montgomery Boardroom



South Wing Boardroom



# Equip

Complimentary pens and paper are provided for delegates. Other equipment or stationery items are available on request. All other equipment required can be hired on your behalf and will be charged accordingly. All charges include GST and are per item.

Internet access is available in all rooms by prior arrangement. Broadband/wi-Fi access is available from \$60 including GST per day. No maximum download restrictions apply. Your coordinator will assist you with internet access and networking requirements.

Item	Notes	Cost (incl GST)
Whiteboard	First whiteboard free of charge. All subsequent boards	\$30 per day
Electronic Whiteboard	Freestanding	\$110 per day
Flipchart	First flipchart free of charge. All subsequent flipcharts	\$30 per day
TV	with Video or DVD	\$90 per day
Data Projector	2000 ANSI	\$175 per day
Polycom phone	Multi-person audio	\$150 per day
Lectern	Free-standing	\$60 per day

# Packages

## All Inclusive Day Delegate Package

### Includes:

- Pens / Pads
- Whiteboard
- Flip Chart
- Room Hire
- Morning Tea - Option A
- Lunch - Refuel Option A
- Afternoon Tea
- Mints

MIN 15 pax **\$59.00** incl GST  
per delegate



# Refresh

We have a great selection of morning and afternoon teas to cater for every dietary requirement. If there is something you wish for that is not mentioned, please ask your co-ordinator. At the conclusion of your conference a favour will be incorporated at a time suitable to you and your guest. Any feedback in regards to your function will be greatly appreciated via one of our dedicated staff or our conference co-ordinator.

<b>Morning Tea Options</b>	
<b>Option A</b> Ma Higgins oven baked assortment of cookies Freshly Brewed Coffee and Tea	\$6.00 per person
<b>Option B</b> Ma Higgins oven baked assortment of cookies And a choice of either savory scones or sweet muffins Freshly Brewed Coffee & Tea	\$9.00 per person
<b>Option C</b> Ma Higgins oven baked assortment of cookies Warmed ham n cheese or cheese n tomato filled croissants And a choice of either savory scones or sweet muffins Freshly Brewed Coffee and Tea	\$13.50 per person
<b>Afternoon Tea Options</b>	
<b>Option A</b> Carrot cake with lemon cheese icing or Banana cake with chocolate icing Freshly Brewed Coffee and Tea	\$7.50 per person
<b>Option B</b> Caramel slice with chocolate icing Freshly Brewed Coffee and Tea	\$7.50 per person
<b>Option C</b> Dark n white chocolate brownie Freshly Brewed Coffee and Tea	\$7.50 per person
<b>Option D</b> Selection of mini savouries Freshly Brewed Coffee and Tea	\$9.00 per person
<b>Additional items</b>	
• Fresh fruit platter	\$5.50pp
• Finger sandwiches (2 fillings consisting of ham and egg, ham and cheese, cheese and tomato)	\$6.50pp
• Cheese selection and Falwasser crackers (Blue & Brie)	\$7.50pp

On behalf of Jet Park Hotel we would like to thank you for conferencing with us.

*Nancye Pirini*  
Executive Chef

*Carmel Lapwood*  
Conference Coordinator



# Refuel

Refuel with one of our exceptional lunch options available. We recognise the move towards a healthier lifestyle many people have adopted and as such our lunch options are tailored towards this. Hence we use heart foundation approved cooking oils. Please advise of any dietary requirements you or your delegates may have so we can cater for any individual needs.

## Refuel Option A

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No Minimum Numbers required  
**\$22.50 per person**

Selection of finger sandwiches  
Assortment of sushi rolls  
Homemade vegetarian gourmet pizza  
Leaf salad with marinated cucumber and tomatoes  
Vegetarian frittata  
Fruit platter  
Freshly Brewed Coffee & Tea

## Lite Refuel Option B

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Minimum of 10 People  
**\$29.50 per person**

Selection of finger sandwiches  
Assortment of sushi rolls  
Antipasto platter  
Homemade gourmet vegetarian pizza  
Vegetarian fried rice with spring onion and snow pea shoots  
Leaf salad with marinated cucumber and tomatoes  
Vegetarian frittata  
Cheese selection with Falwasser crackers  
Fruit platter with chocolate Fondue  
Freshly Brewed Coffee & Tea

## Refuel Option C

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Minimum of 10 People  
**\$32.50 per person**

Multigrain batard loaf with olive oil  
Leaf salad, roasted capsicum, red onion, tomatoes  
Pasta salad with marinated cucumber, sundried tomatoes, olives, feta  
Cold meat platter, champagne ham, cured salmon,  
roasted chicken or turkey stuffed rolled and sliced  
Vegetarian fried rice with spring onion and snow pea shoots  
Served with tomato relish, dijon mustard, honey n lemon sauce  
Fresh fruit platter  
Fruit flavored yoghurt  
Freshly Brewed Coffee & Tea



## Catering to Your Needs

We have set menu dinners ranging from \$48.00 to \$68.00 per person. A further tailor-made dinner option of \$90.00 per person can be arranged upon request. Talk to your conference co-ordinator for details.

Our award winning Te Maroro restaurant is the perfect place to relax and savour top-notch cuisine. Experienced waiting staff can advise a selection of quality wines to match your desired menu to enhance your culinary experience. Afterwards, why not relax in our Indaba Lounge Bar for an appetitive before retiring for the evening.

*This menu is indicative and is subject to change in price and product without prior notice. All prices are inclusive of GST.*

## Dinner Menu (A)

### To Start

Chef's soup of the day served with ciabatta bread

House cured salmon, pomegranate mascarpone, pickled daikon and fennel

Fried Zany Zeus Haloumi, red onion filo parcel, toasted pine nuts, rocket and honey comb

### Mains

Beer battered fish of the day served with chunky fries and aioli

Twice cooked chicken, soba noodles in five spice broth and steamed bok choy

Porcini mushroom risotto filled inari pockets, pomegranate shallots, toasted pinenuts and spinach with a manchego pear salad

Te Maroro's signature beef scotch fillet with boxti mash, steamed courgettes and red win jus

### Desserts

Ice cream and sorbet selection of the day

**\$48.00 incl GST per Person**

## Dinner Menu (B)

### To Start

Chef's soup of the day served with ciabatta bread

Fried Zany Zeus Haloumi, red onion filo parcel, toasted pine nuts, rocket and honey comb

Harmonys free range crispy pork belly with apple Wasabi puree, liver pate, apple and walnut slaw

House cured salmon, pomegranate mascarpone, pickled daikon and fennel

### Mains

Porcini mushroom risotto filled inari pockets, pomegranate shallots, toasted pinenuts and spinach with a manchego pear salad

Harmonys free range pork scotch fillet, smoked kumara mash, steamed brocolini, apple and red pepper chutney

Te Maroro's signature beef scotch fillet with boxti mash, steamed courgettes and red win jus

Pan roasted hapuka with prawn crust, orange chilli broth, bok choy with oyster and shitake mushrooms

### Desserts

Tiramisu with coffee bean dust and Florentine wafer

Champagne jelly with Eton mess and tuille cutlery

Sticky date pudding with butterscotch sauce and sour creme Semifreddo

Ice cream and sorbet selection of the day

**\$68.00 incl GST per Person**

# Dine

## After work Drinks

What better way to reward your delegates after a busy day.

Relax and unwind in our Indaba Lounge Bar.

A wide selection of tasty Canapes and Hors d'Oeuvres are available. We will tailor-make a menu to suit your individual needs.

Simply contact your Conference Coordinator to arrange this.



# *Jet Park*

**AIRPORT HOTEL  
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E-mail: [conference@jetpark.co.nz](mailto:conference@jetpark.co.nz)  
**[www.jetpark.co.nz](http://www.jetpark.co.nz)**

