



James Cook
**HOTEL GRAND
CHANCELLOR**
WELLINGTON

CONFERENCE & EVENTS

CONFERENCE & EVENTS WITH US IN WELLINGTON

Key Features:

- › Eight conference rooms in a variety of sizes
- › Dedicated catering facilities and convenient access to Whitby's Restaurant on the 17th floor
- › Whitby's Restaurant can be used for lunches, break out space and entertainment before or after your event
- › Complimentary Wi-Fi for your conference
- › Audio visual equipment, lighting and themed event services available
- › Seating for up to 240 delegates theatre style and 200 guests banquet style
- › The option to utilise the entire 16th floor for larger events
- › Beautiful views of Wellington with natural lighting in most rooms
- › 100% New Building Standard (NBS rating)
- › Wellington Airport is 15 - 20 minutes by car
- › Direct access off the motorway, with secure valet parking available and pedestrian access to Lambton Quay
- › Government offices and the railway station are within walking distance as well as key attractions (Te Papa, waterfront, Cable Car, TSB Arena).



CAPACITY CHART

Room Name	Banquet	Cocktails	Theatre	Class-room	Cabaret	U-Shape	Board-room	Square	Trade Show	Floor Area
Chancellor 1	200	300	240	150	150	55	50	58	16+	240sqm
Chancellor 2	80	150	100	50	50	30	40	40	10	134sqm
Chancellor 3	100	150	100	50	50	33	27	44	12	152sqm
Chancellor 4	40	50	50	30	24	22	25	25	6	73sqm
Chancellor 5	30	40	30	15	18	20	24	24	3	52sqm
Chancellor 6	100	140	100	50	56	24	26	30	n/a	141sqm
Boardroom 1	n/a	40	24	9	n/a	15	16	n/a	n/a	40sqm
Boardroom 2	n/a	n/a	n/a	n/a	n/a	n/a	10	n/a	n/a	20sqm



DAY DELEGATE PACKAGE

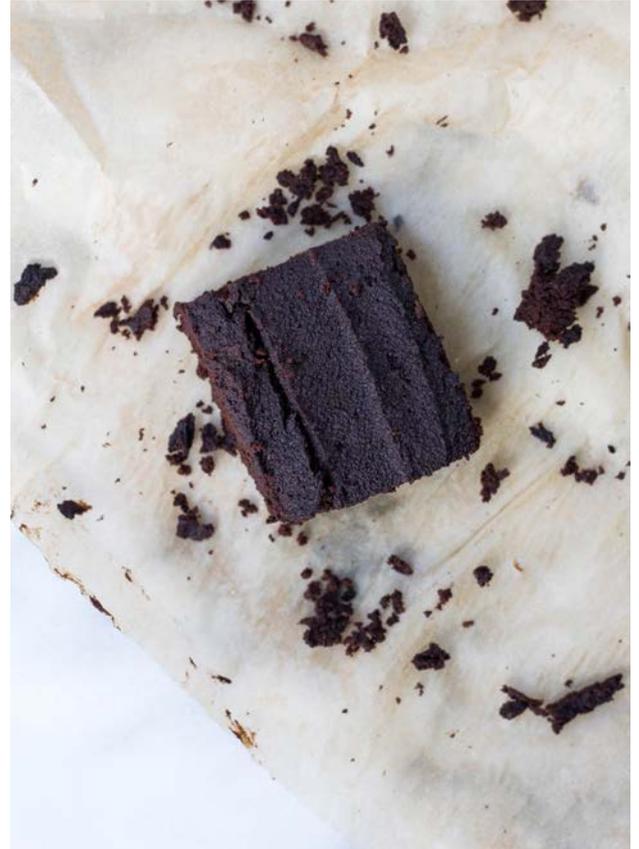
Chancellor Package

Includes the following:

- › Main conference room hire and set up
- › Tea and coffee on arrival
- › Morning tea
- › Choice of a working lunch or a seated buffet lunch
- › Afternoon tea
- › Iced water & mints
- › Writing pads
- › Pens
- › Static whiteboard
- › Flip chart
- › Screen (single screen in room only)
- › Complimentary Wi-Fi for your conference, up to 5GB per day

Executive Package

In addition to the Chancellor package items, the Executive Package includes a continuous supply of orange juice and additional morning and afternoon tea food items.



MENUS + BEVERAGES

In addition to the menu options below, our Executive Chef is happy to work with you to create menus to suit specific dietary requirements or budgets.

- › Express Breakfast
- › Healthy Lifestyle Breakfast
- › Cooked Buffet Breakfast or Plated Executive Breakfast
- › Eco To Go Breakfast + Lunch Options
- › Tea And Coffee on Arrival | Mineral Water
- › Selection Of Healthy Energy Smoothies
- › Morning + Afternoon Tea
- › Executive Boardroom Lunch
- › Standing Working Lunch
- › Seated Buffet Lunch In Whitby's Restaurant
- › Canapés + Platters
- › Buffet Dinner in Whitby's Restaurant
- › Private Buffet Dinner
- › Set-Plated Dinner
- › Ice Cream Cart

Beverages can be provided on consumption, a bar tab or cash bar depending on your budget. Beverage packages are available on request for one or two hours.



AUDIO VISUAL

The James Cook Hotel Grand Chancellor has a strong working relationship with Streamliner and can quote any requirements you may have.

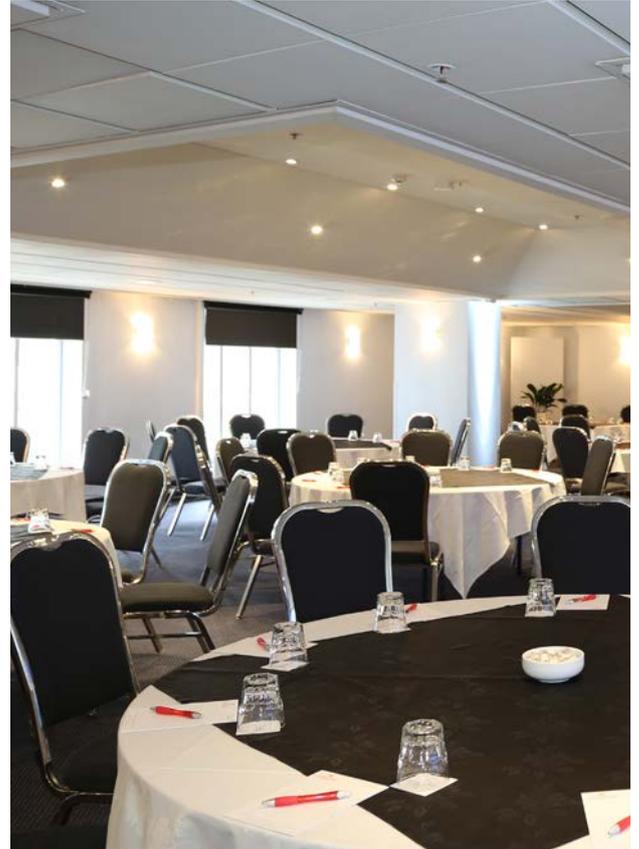
Alternatively you can contact our account manager Craig to discuss your individual requirements craig@streamliner.co.nz, 021 677 867

The following equipment is provided complimentary on request:

Whiteboard | Flip chart | Lectern | Screen | Staging

Additional Equipment for hire includes:

- › Electronic whiteboard
- › Laptop computer
- › Sound system (up to 80 pax)
- › Lectern microphone
- › Table microphone
- › Presentation Clicker
- › Hand held microphone / lapel microphone
- › 5,000 lumen full HD 16:10 data projector (full day hire)
- › Technician



THEMED EVENTS

To enhance our rooms for banquets and cocktails we can provide the following at no extra cost:

- › Black or white linen tablecloths
- › Mirror tiles and LED tea light candles
- › LED candles for rooms and centrepieces
- › An assortment of coloured linen napkins
- › Lighting including coloured wash lights

Chair covers and sashes can be hired on request.

Themed Events

The James Cook Hotel Grand Chancellor has established a strong working with Red Pebble. From Garden Party's to Masquerade, the ideas and possibilities for themed event are endless.

Entertainment

We also have an extensive entertainment portfolio and can supply information on bands, DJ's, string quartets or any other musical requirements you may have to suit your theme and taste.



ACCOMMODATION + HOTEL DINING

The James Cook Hotel Grand Chancellor offers an engaging blend of well-appointed rooms, thoughtful amenities and gracious hospitality.

All guest rooms are furnished with:

- Full mini bar
- Complimentary Wi-Fi access
- Sky TV
- Iron/ironing board
- Work desk
- Tea and coffee making facilities

If you are interested in accommodation for your event, please speak to our team about special rates.

Whitby's Restaurant & Bar is located on Level 17, offering buffet breakfast, lunch and dinner, an à la carte dinner menu and High Tea. Open seven days, Whitby's can cater to a range of dietary requirements.

Sojourn Cafe & Bar is located in the lobby, serving breakfast Tuesday - Friday, and lunch, dinner, tapas and a snack menu Monday - Saturday.





James Cook

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WELLINGTON

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