

# Copthorne

QUEENSTOWN • LAKEFRONT



We would love to  
*see you here*  
2018 Conference Pack





# Welcome to Queenstown

Rugged mountains, majestic lakes, crystal clear air; Queenstown will leave your delegates and incentive qualifiers with memories like no other. Famously coined the 'Adventure Capital of the World', Queenstown can offer your delegates the time of their life. From bungee jumping and jet boating to wine tasting and soothing day spas, they might not want to leave. A sophisticated holiday resort set in the magnificent landscape of the Southern Alps, Queenstown combines adventure with luxury and sheer indulgence. Daily Trans-Tasman and domestic flights into Queenstown make this an easy choice and truly unique destination for your next conference or event.

## Location

With stunning views of the aptly named Remarkables mountain range, Copthorne Hotel and Resort Queenstown, Lakefront is conveniently located just a short 3 minute stroll to the centre of town and situated directly across the road from our 'sister' hotel, Millennium Hotel Queenstown. Your delegates will love it here! The hardest part of the convention process will be putting them on the flight home when it's all over.





## The Hotel

Copthorne Hotel and Resort Queenstown, Lakefront blends superior facilities and comfort with friendly personal service. Situated within a tranquil garden setting, the hotel offers a relaxing atmosphere combined with stunning panoramic lake and mountain views, perfect for business or pleasure.

Copthorne Hotel and Resort Queenstown, Lakefront is endorsed with a Qualmark 4 star and an Enviro Gold rating. This establishes the hotel's position as a premier environmentally aware accommodation provider.

### **Guest Services**

- Impressions Restaurant and Cocktail Bar
- 24 hour room service
- Undercover car parking
- Two private spa pools
- In-house massage service available by appointment
- Complimentary wireless internet access throughout the hotel
- Guest laundry and dry cleaning services
- Babysitting services upon request





## Accommodation

Copthorne Hotel and Resort Queenstown, Lakefront has a total of 240 guest rooms including 157 superior rooms, 77 superior lakeview rooms and 6 lakeview suites. Within these room types there are 8 accessible rooms and 15 sets of interconnecting rooms. All rooms are non-smoking.

### Superior Room

All superior rooms have alpine views and those on the ground level have direct access into our courtyard or gardens. These rooms have either a king bed or two double beds with an ensuite bathroom with the shower over the bath.

### Superior Lakeview Room

Offering panoramic views of Lake Wakatipu sparkling below the aptly named Remarkables, these rooms have either a king bed or two double beds and an ensuite bathroom with the shower over the bath. All ground level rooms have direct access into our gardens.

### Lakeview Suite

One bedroom suites offer a spacious open plan living area and access onto a private balcony providing magnificent views of the lake and surrounding mountain peaks. Suites come with a super king bed and ensuite bathroom with a separate shower and spa bath.

### All rooms feature

Broadband and wireless internet access, flat screen televisions with satellite channels, individual voice mail service, electric blankets, tea and coffee facilities, mini bar, ironing facilities and hairdryer.

Check-in: 2.00pm

Check-out: 10.00am



# Conference Rooms

With a choice of three function rooms and a practical pre-function area, we can easily cater for small day meetings or cocktail functions for up to 250. Our dedicated conference team will personally assist you every step of the way, from helping decide catering requirements to arranging offsite activities, our role is to ensure your event is a resounding success.

## Conference Room I

Conveniently located on the main lobby level of the hotel, Conference Room I can accommodate up to 120 delegates theatre style or 48 cabaret style. Enjoy natural light the length of the conference room and access onto a private balcony. This room is ideal for product launches, seminars or gala dinners. The neutral tones of the room provide a blank canvas to create the meeting environment that suits your requirements.

## Conference Room II

Situated next door to Conference Room I, Conference Room II offers natural lighting. Ideal for smaller meetings or as a breakout space this room can accommodate up to 70 delegates theatre style or 32 classroom style.

## Conference Room I and II

Combined these rooms make up the largest venue at 176sqm and with dual access from the pre-function area or directly from the main hotel lobby is ideal for trade exhibitions. Featuring both natural and adjustable lighting, air-conditioning, a built in sound system and wireless internet access, this venue has a maximum seating capacity of 200 theatre style. Conference Room I and II has the flexibility to be divided into two separate, fully sound proofed rooms in a matter of minutes.








## Conference Room III

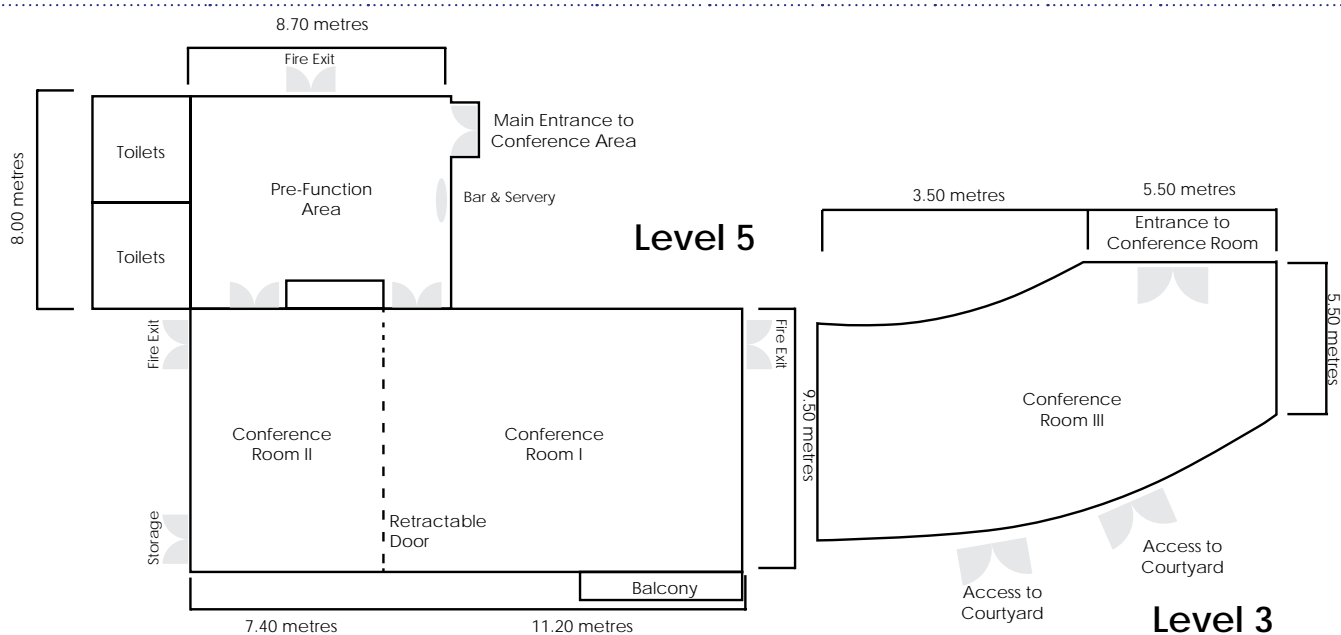
Distinctive in ambience and shape this room features a private space with full length windows and direct access out to a beautiful native garden courtyard. The setting of Conference Room III makes it ideal as for small dinners, wedding receptions, summer barbeques or as a breakout space for larger meetings.





# Capacities

Capacities	Area Sqm	Ceiling Height							
Conference Room I	106	2.80-3.10m	120	56	70	110	34	40	48
Conference Room II	70	2.80-3.10m	60	32	50	60	22	24	32
Conference Room I and II	176	2.80-3.10m	200	108	130	250	60	-	104
Conference Room III	83	2.30m	70	32	60	80	22	24	32
Pre-Function Gallery	76	2.80-3.10m	-	-	-	70	20	20	-





# Conference Essentials

## Day Delegate Packages

**Full Day Delegate Package**  
NZ\$65.00 per person per day includes:

Plenary venue hire

Morning tea

Buffet lunch

Afternoon tea

Projection screen

Whiteboard with markers

Flipchart with markers

Notepads, pens, iced water and mints

**Half Day Delegate Package**  
NZ\$56 per person per day includes:

Plenary venue hire

Morning or afternoon tea

Buffet lunch

Projection screen

Whiteboard with markers

Flipchart with markers

Notepads, pens, iced water and mints

Minimum numbers apply for day delegate packages which are inclusive of 15% GST.

## Audio Visual Equipment

Equipment	Cost per day	Equipment	Cost per day
Data projector	NZ\$150.00	In-house sound system	From NZ\$100.00
Projector screen	Complimentary	Hand held microphone	NZ\$60.00
Whiteboard and markers	Complimentary	Lapel microphone	NZ\$60.00
Flipchart, pens and paper	From NZ\$20.00	Staging	NZ\$80.00

*We work closely with a local audiovisual supplier and can arrange additional equipment based on your specific requirements.*

*Conference room wireless internet access for multiple users is available for 24 hours or 1GB, whichever comes first, price on request..*

*All the above pricing is inclusive of 15% GST unless otherwise stated.*





# Food & Beverage

## Catering

When planning your catering, our skilled kitchen team can tailor menus to suit your delegate’s dietary requirements and your budget. We have a variety of table settings and entertainment for your ideal banquet and during the warmer months you can also enjoy a delicious kiwi barbeque in our native garden setting. Our team prides itself on being flexible with a ‘make it happen’ attitude that ensures all events are a success. Dinner themes are a great way to make a statement or create a memorable evening and our conference team can supply detailed menus and theme ideas.

<b>Arrival tea and coffee</b>	NZ\$ 4.00
<b>Morning or afternoon tea</b>	From NZ\$ 8.00
<b>Lunch</b>	From NZ\$23.00
<b>Canapés</b>	From NZ\$18.00
<b>Buffet dinners</b>	From NZ\$45.00
<b>Plated dinners</b>	From NZ\$45.00
<b>Beverage Packages</b>	From NZ\$24.00

All prices are per person and include 15% GST.

## Impressions Restaurant and Cocktail Bar

At some restaurants it’s the stunning cuisine you remember, at others it’s the environment, at Impressions Restaurant and Cocktail Bar, it is both. With views almost as spectacular as the cuisine itself, menu options are created from fresh local produce accompanied by brilliant vistas of the lake and surrounding mountains. Open daily for breakfast, lunch and dinner enjoy hearty New Zealand bar meals during the day and á la carte dining in the evenings. Groups of up to 150 can be accommodated for a fantastic night with a variety of delicious buffet and set menu options to select from.





## Activities & Attractions

From team building to partner and touring programs, our expert conference team can create the ultimate experience for your delegates. We offer you the best advice and assistance, all part of our exceptional service, ensuring your conference or event is a resounding success.

Aptly named 'The Adventure Capital of the World', nowhere else in the world are there so many things to do from one little resort town. Treat your delegates or incentive qualifiers to an adventure, be it mild or wild! Activities range from relaxed easy walks and spa pampering to scenic flights and adrenaline fuelled adventures. Enjoy a leisurely cruise aboard the TSS Earnslaw, a vintage steam boat or an exhilarating jet boat ride through narrow canyons at breathtaking speeds.

With 82 registered wineries and 978 hectares of land used for wine production, discover the world's southernmost wine region, Central Otago, a wine lover's paradise. Try award winning Pinot Noir and delicious local produce straight from the farmers with exclusive behind the scenes tasting to some of the best boutique wineries and food producers.

Enhance your whole meeting experience with our innovative conference and incentive ideas, we will excite and motive your delegates sending them home ready for the next challenge





## For Assistance

### **Copthorne Hotel and Resort Queenstown, Lakefront**

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