

# Copthorne

PALMERSTON NORTH



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



# Welcome to Palmerston North

One of New Zealand's largest provincial cities and the busy commercial centre of the Manawatu region, Palmerston North has an attractive historic heart. Many of the original stores (built in the 1920s and 1930s) have been restored and now function as boutiques, cafés and restaurants. Enjoy the museums, rose gardens and for sports enthusiasts, the rugby museum is an essential stop. Daily flights and an easy two hour drive from Wellington make Palmerston North an easily accessed destination for your next conference.

## Location

Located a two-minute walk from the vibrant attractions of the city centre, the Copthorne Hotel Palmerston North makes an excellent launchpad to sample the delights of Palmerston North. Both the Regent Theatre and Arena Manawatu are within walking distance and the hotel is only 6km from the airport.





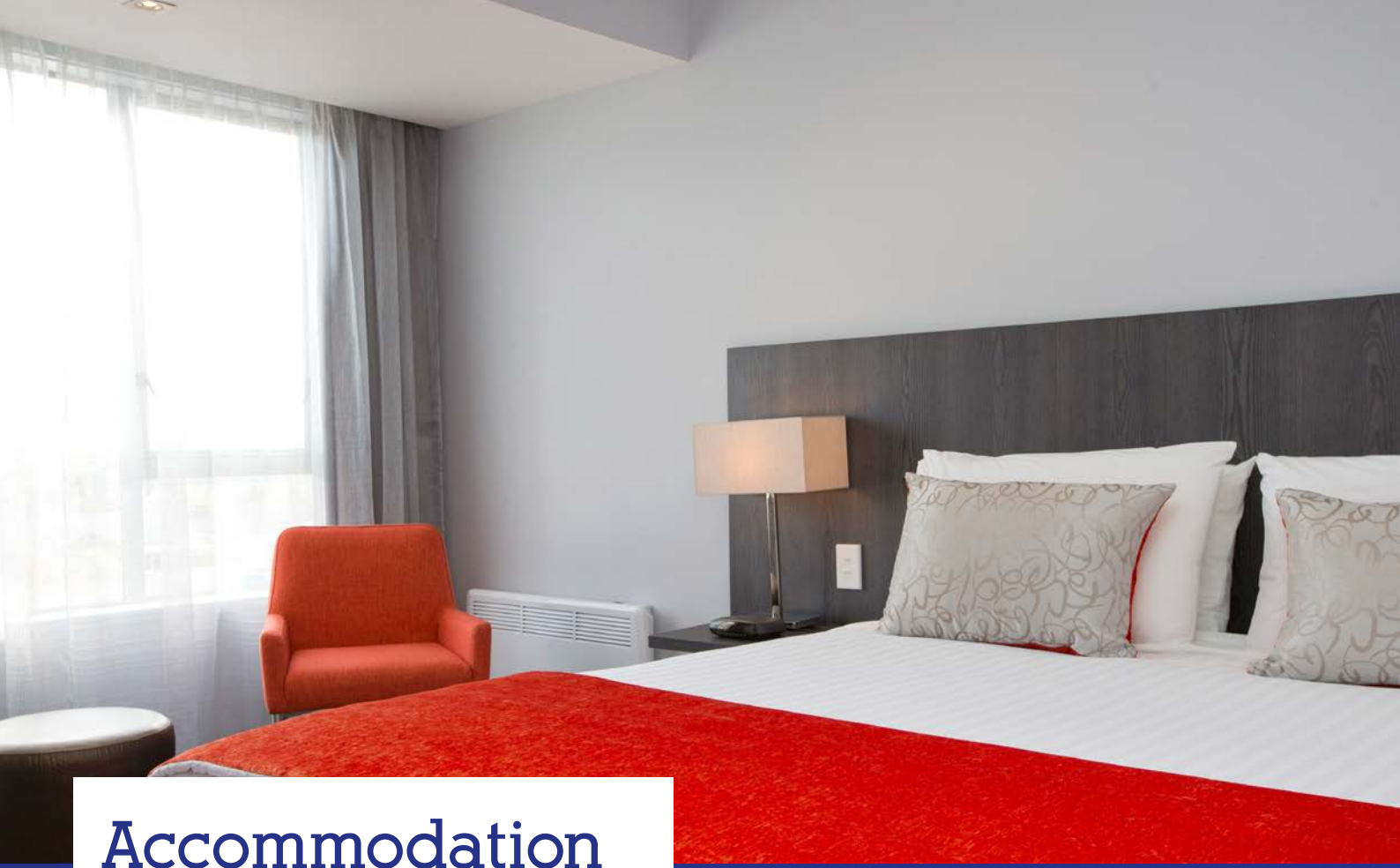
# The Hotel

Millennium Hotels and Resorts welcomes the rebranded Copthorne Hotel Palmerston North to its family of 23 hotels throughout New Zealand. All 76 accommodation rooms have been designed in a contemporary style surpassing the expectations of the corporate and conference delegate featuring the latest technology. Facilities include a gymnasium and a 'Jimmy Cook's Kiwi Kitchen' restaurant which combines the indigenous flavours of New Zealand with the finest, freshest local produce.

Copthorne Hotel Palmerston North is a 4 star hotel.

## Guest Services

- Jimmy Cook's Kiwi Kitchen
- Private dining room
- 24 hour room service
- Complimentary wireless internet throughout the hotel
- Guest laundry
- Gymnasium
- Complimentary guest parking
- Photocopy and print services
- Safe deposit facility



## Accommodation

The hotel boasts 76 accommodation rooms consisting of 69 superior rooms and 7 junior suites offering extensive views over the city.

### Superior Room

Located in the main tower block, superior rooms are equipped with a range of thoughtful features.

### Junior Suite

From the balcony of four junior suites enjoy views out over the city right up to the wind farm on the Tararua Ranges. The other three junior suites are located on the ground floor in a stand alone building. The separate lounge area provides ample room for delegates to relax and the master bedroom includes an ensuite with bath and bath robes.

### All rooms feature

Flat screen television with Sky channels, wifi internet access, clock radio, desk, refrigerator, mini bar, tea and coffee facilities, direct dial telephone, personalised voicemail, in-room safe, ironing facilities and hair dryer.

Check-in: 2.00pm

Check-out: 10.00am



## Conference Rooms

The Steeple Conference Centre offers four well-appointed rooms, all air-conditioned with optimum flexibility in terms of style, seating arrangements and presentation facilities. Big, small, simple or extravagant, from business meetings and conferences to life's milestone celebrations, our experienced conference team are experts at co-ordinating professional events.

### Avenue Room

The Avenue Room is the largest room in the Steeple Conference Centre and is an upstairs room with natural light and balconies on three sides of the room. The A-frame natural wood ceiling provides great setting for dinners and a bar can be accessed from the back of the room. The ceiling ranges from 2.2m to 5.2m in height.

### Steeple Room

The Steeple Room is located on the ground floor with natural light from two sides. The ceiling ranges from 2.2m to 3.3m in height.

### Ferguson Room

The Ferguson Room is located on the ground floor with natural light and external doors that are large enough to allow a car into the room. A bar can be accessed from the side of the room and bi-folding doors allow the room to be divided for smaller or concurrent sessions.

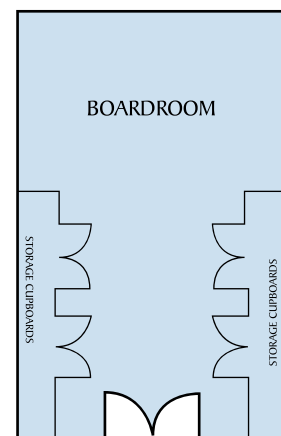
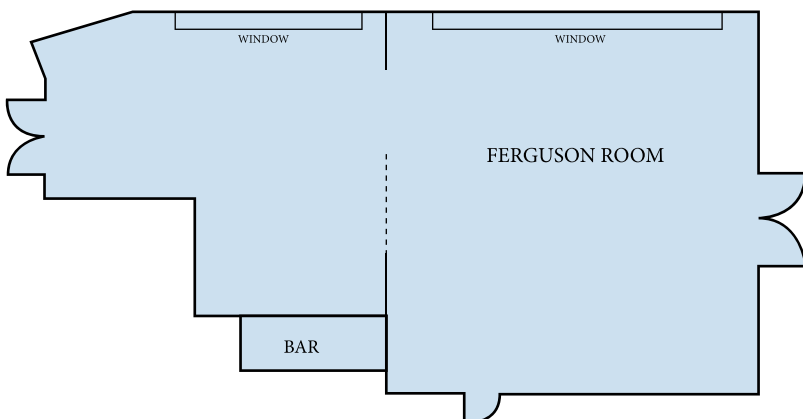
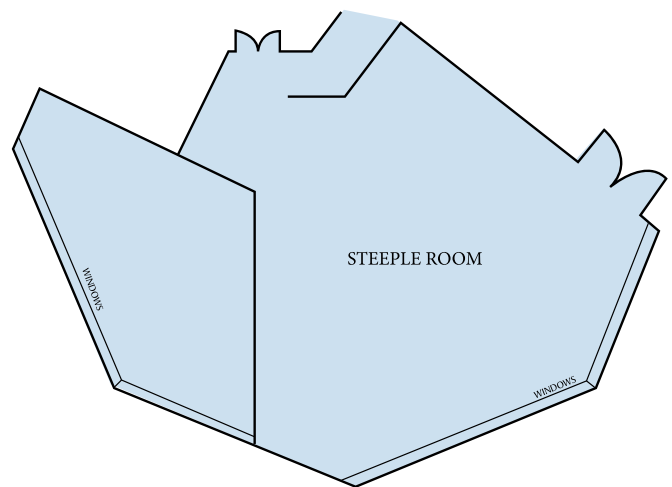
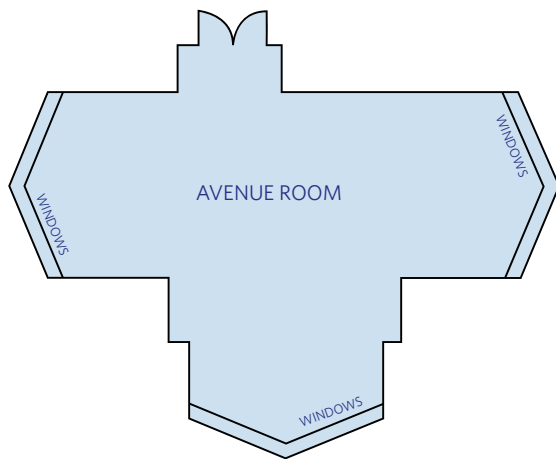
### Boardroom

Located upstairs, the Boardroom has an A-frame ceiling and enjoys natural light at one end of the room, ideal for small meetings, interviews or as a breakout room.



# Capacities

Conference Room	Area Sqm	Ceiling Height							
Avenue Room	160	2.20m	150	69	120	150	40	42	84
Steeple Room	140	3.20m	120	46	110	100	30	20	42
Ferguson Room	93	2.60m	80	48	70	100	30	20	42
Boardroom	61	2.00m - 4.20m	30	18	-	20	15	18	-





# Conference Essentials

## Day Delegate Packages

**Full Day Delegate Package**  
 NZ \$52.00 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

Delegate packages are available for booking of 20 delegates or more and are inclusive of 15% GST.

## Audio Visual Equipment

Equipment	Cost per day	Equipment	Cost per day
Whiteboard	Complimentary	Data projector full day	NZ\$200.00
Electronic whiteboard	NZ\$90.00	Data projector half day	NZ\$100.00
First flipchart	Complimentary	Projection screen	Complimentary
Additional flipchart	NZ\$15.00	Portable Sound system	Complimentary
TV/DVD	From NZ\$65.00	Lectern	Complimentary

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 18 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 we offer several different solutions and can tailor menus to suit dietary requirements and your budget. Refreshments are served in the conference room or a breakout room can be arranged if preferred. 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\$ 3.70
<b>Morning or afternoon tea</b>	From NZ\$ 7.70
<b>Lunch</b>	From NZ\$18.10
<b>Canapés</b>	From NZ\$12.00
<b>Buffet dinners</b>	From NZ\$39.00
<b>Plated dinners</b>	From NZ\$45.00

All prices are per person and include 15% GST.

### Jimmy Cook's Kiwi Kitchen

Drawing inspiration from Captain James Cook, the renowned 18th century explorer known for having a grasp of nutrition that was ahead of this time, enjoy a fine selection of fresh, simple dishes that are bursting with flavour. Whether you're pining for a hearty breakfast, healthy lunch or a Kiwi favourite for dinner and dessert, combining the indigenous flavours of New Zealand with the best local produce Jimmy Cook's Kiwi Kitchen has a dish to delight even the most seasoned food critics. Jimmy Cook's provides daily breakfast, lunch, dinner and dessert menus, a special menu for children and room service. Wine, cocktails and a selection of bar bites are available every evening.





## Activities & Attractions

From team building and incentive trips to partner and tour programs, our expert conference team will enhance your meeting or conference with the ultimate experience tailored to suit your group and budget.

Surrounded by lush farmland Palmerston North offers activities that are as diverse as the area itself. Visit the thriving cultural centre, Te Manawa or the bountiful beauty of the Victoria Esplanade Gardens, snap some photos of the city's iconic clock tower, ride the extreme flying fox at the exciting Mokai Gravity Canyon, experience a thrilling 80m bungy jump, or walk the popular Manawatu Gorge Track.

For fans of the oval ball, learn about the history and heritage of rugby at the New Zealand Rugby Museum. This amazing new space is overflowing with rugby paraphernalia, from a 1905 All Blacks jersey to a scrum machine and the actual whistle used to start the first game of every Rugby World Cup. There is even a room for the more energetic to kick, tackle, sprint and jump in the interactive 'Have a Go' section.



## For Assistance

### **Copthorne Hotel Palmerston North**

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