



## Conference and Event Information 2019

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[www.brentwoodhotel.co.nz](http://www.brentwoodhotel.co.nz)

### Introduction

Thank you for considering the Brentwood Hotel for your conference and event requirements.

Conferencing is the Brentwood Hotel's core business and our people understand what is required to deliver a successful conference experience. To ensure your event is a success we have a dedicated team with many years of experience, and it is our mission to provide customer focused service and real value for money.

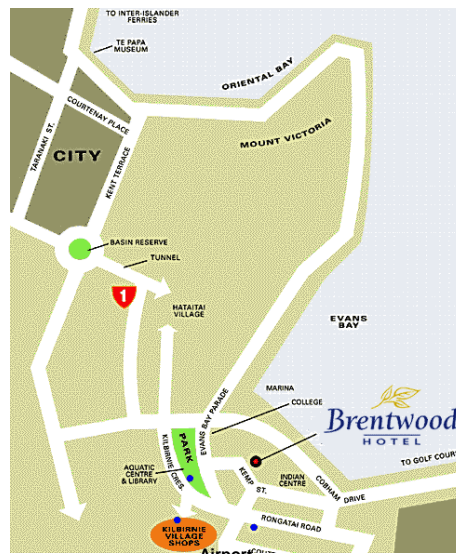
With a total of up to 9 conference rooms the Brentwood Hotel offers one of Wellington's most practical and flexible conference facilities. Complemented by 116 accommodation rooms, in a variety of room types and configurations, this makes the Brentwood an ideal residential conference facility.

The Brentwood Hotel is Qualmark rated 3½ Star with a Bronze Tourism Sustainability Award.



Conveniently located in a quiet urban setting, the Hotel is just 2.6km from Wellington Airport and 6km from downtown Wellington.

### Location



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## Hotel Features



116 accommodation rooms, including standard, superior, suites and a two bedroom apartment

9 conference rooms located on level 1 featuring natural light and with individual heating/cooling systems

24-hour reception and room service

Onsite bar and restaurant (Aqua Bar and Bistro)

Outdoor swimming pool (heated in summer months)



## Free Parking

We have 100 free on-site car parks for guest use, saving on inner city parking charges and the anxiety of trying to find a park. There is also free unmetered street parking along Kemp St.

## Free Airport Transfers



Brentwood Hotel provides a free 24-hour shuttle service to get your delegates to and from the Wellington Airport eliminating cost and anxiety.

Guests' simply need to call our free phone number **0508 Brentwood**

**(0508 273 689)** once they have collected their luggage and our shuttle will pick them up just outside the arrivals area, through the doors between Subway and the convenience store.

## Accessible Facilities



The Brentwood Hotel takes great pride in accommodating the needs of all of our guests including those requiring accessible facilities. We offer:

- 13 accessible accommodation rooms on ground floor and close to reception
- Adjoining rooms
- Friendly and helpful staff
- All conference rooms on ground floor allowing for wheelchair access
- Support animal friendly



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**Conferences and Events** When you enquire about holding your next conference with the Brentwood Hotel, our experienced team will allocate a space that will best suit your event requirements. Please advise your conference contact if you have any accommodation requirements so we can ensure we have availability.

**Capacities** Below is our maximum conference capacity chart.

Conference Room	Area Sq metre	Theatre Style	Board Room	Class Room	U-Shape	Workshop Banquet	Cocktail
<b>Kauri Room</b>	321	400	N/A	180	80	230	460
<b>Kauri 1</b>	90	100	25-30	28	24-30	50	120
<b>Kauri 2</b>	90	100	25-30	32	24-30	50	120
<b>Kauri 3</b>	85	100	25-30	32	24-30	50	120
<b>Kauri 4</b>	51	35	12	16	16	N/A	30
<b>Tawa</b>	110	100	40	55	35	100	120
<b>Totara</b>	60	50	24	18	22	30	50
<b>Rimu</b>	60	50	24	18	22	30	50
<b>Rata</b>	48	30	16	12	16	20	40
<b>Matai</b>	35	20	14	12	12	N/A	N/A

### Audio Visual



We understand the right AV products and service ensures a seamless and stress-free conference. That's why we work closely with our preferred supplier Streamliner to ensure that you receive the right AV solution for the needs of your event. Talk to our conference department today and we can take care of all your event AV needs!

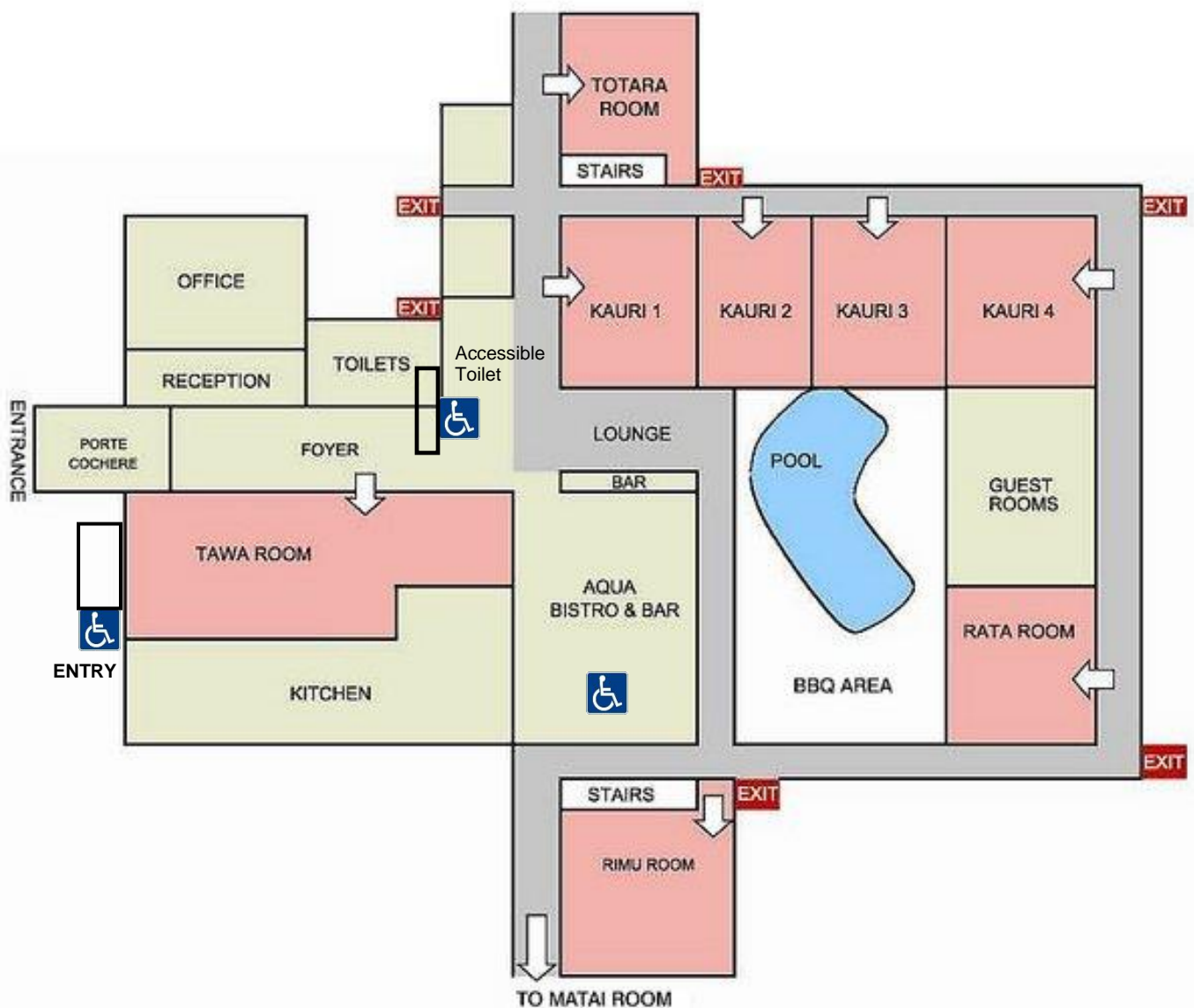
### Theming & Entertainment

Looking to create some wow factor for your event? Our dedicated conference team would be happy to assist with arranging or putting you in touch with the right person for your theming or entertainment requirements.



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## Conference Room Layout



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## Conference Rooms

### **Kauri Room**

The Kauri room is a diverse multi-functional conference room which can be used as one large conference room, or divided into four separate rooms, Kauri 1, 2, 3 and 4. This room features:

- No pillars
- Excellent natural light from large floor to ceiling windows
- 4 metre ceiling height in Kauri 1, 2 & 3, 2.7m ceiling height in Kauri 4
- 15 litres of fresh air every second (the New Zealand standard is 8)
- European designed Hupe soundproof doors. Hermetically sealed; they are rated down to 46 decibels
- There is an average of 10 power points per Kauri room
- Three phase power is available
- Kauri 4 converts to a subtle stage area.
- Kauri 1 adjoins to Aqua Bar perfect for cocktail functions



The flexibility of this room allows varying spaces that are combinations of Kauri 1 - 4, Kauri 1 + 2, Kauri 2 + 3, Kauri 3 + 4 or Kauri 1 + 2 + 3



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*Conferences. It's what we do!*

### **Tawa Room**

The Tawa room is our second largest space and one of our most popular rooms. For events needing trade and exhibition space, this venue is ideal - due to its high ceiling and location opposite reception, close to the Kauri Room and adjacent to Aqua Bistro and Bar.

- Data projector and electronically operated screen (charges apply)
- Apple connectivity (charges apply)
- 3.6 metre ceiling height
- Natural light
- Ideal for private dinners or cocktail functions.



### **Totara Room**

The Totara room is our most highly specified conference room with easy access to outdoor courtyard areas.

- Built in sound system
- Data projector and electronically operated screen (charges apply)
- Floor-to-ceiling windows
- Close to Aqua Bistro and reception areas.
- Heat pump



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### **Rimu Room**

The Rimu room is located next to the restaurant on level 1 of the hotel. It is an ideal space for small-medium sized events, or as a break-out room and features its own restroom.



### **Rata Room**

The Rata room is a very popular space as it is located in a quiet but central area of the hotel. Large glass doors from this space lead directly to a courtyard and poolside area which can also serve as break-out space.



### **Matai Room**

The Matai Room is located in a quiet and secluded area of the hotel perfect for interviews and confidential meetings. This room also features Self-contained with its own restroom and storage space.



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### Local Facilities and Attractions



The **Kilbirnie Shopping Centre** is 350 metres from the Brentwood Hotel, which has conveniences such as banks, ATMs, pharmacies, supermarkets and retail shops.

The **Wellington Regional Aquatic Centre** is a 2 minute walk away which offers swimming facilities, along with a gym, sauna and spa. Next door to this facility are the **Kilbirnie Library** and **Kilbirnie Recreation Centre**.

The state-of-the-art **ASB Sport Centre** is 400 metres from the Brentwood Hotel, is available for casual hire and team building activities.

We are the close to **Weta Cave**, which features a behind-the-scenes look at the Academy Award Winning Company who produced such films as The Hobbit, Lord of the Rings Trilogy, King Kong and Narnia. Free to visit.

Award Winning **Meridian Wind Sculpture Walk**, five wind powered designs by New Zealand Artists celebrating Wellington's wind, renewable energy and creativity, is within easy walking distance.

We are also within walking distance to local beaches, playing fields and churches.

### Contact Us



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