



SUNCOURT

HOTEL & CONFERENCE CENTRE

SUNCOURT CONFERENCE PACK

Intro

At Suncourt Hotel & Conference Centre we take great pride in our relaxed yet professional atmosphere. Located a mere 3 minute stroll from the CBD boasting world class shopping, cafes and nightlife, you truly are in the heart of everything. With our stunning views over beautiful Lake Taupo we believe we have it all. We will do our utmost to take the stress out of making your conference a memorable one. Accommodation ranging from studios, one & two bedroom units we have it covered.

Contact our friendly Conference Team to book your next Meeting.

FP: 0800SUNCOURT P: 07 3788265 F: 07 3780809
conference@suncourt.co.nz

www.conferencinglaketaupo.co.nz
www.suncourt.co.nz





Conference Room Inclusions

All venue rentals include the following:

The hire charge includes setting the room to your specification

- A Bowl of mints on each table
- Whiteboard & Markers
- A5 notepads & pens available
- Filtered Water Unit in Room
- Dedicated staff during your conference
- Wireless Internet is available to all Conference users



Why not upgrade to a delegate package which includes:

- Bottle of water for each person
- Quality Pen & Pad
- Bite sized treat or piece of seasonal fruit

Only \$7.00 pp

Why not upgrade to lunch on the run?

- Takeaway Filtered coffee/tea & a brown bag lunch
- 5 golf shots pp at the 'Hole In One Challenge' Lake Terrace

Only \$18.00 pp

Equipment Available for Hire

Check with our friendly Team for additional requirements not listed

- In house Data Projector **\$150.00 inclusive per day**
- Outsourced Data Projector **\$220 inclusive per day**
\$363.00 inclusive for 2 days
- Polycom Phone **\$77.00 inclusive per day**
- Flipchart **\$20.00 inclusive of 1 pad**
\$15.00 extra pads
- PC Speakers **\$38.50 inclusive per day**
- Tripod Screen 7ft **\$27.50 inclusive per day**
- Technician per hour **\$71.50 per hour or**
\$550.00 per day
- DJ service **\$POA inclusive per function**
- 20" Screen Television & Video **\$40.00 inclusive per day**
- 42" Plasma Television & DVD **\$95.00 inclusive per day**
- Electronic Whiteboard **\$50.00 inclusive per day**
- Over-Head Projector **\$20.00 inclusive per day**
- Seat Covers (Black or White) **\$6.50 per seat cover**
- White Table Clothes **\$POA**
- Microphone (Lapel or Hand held) **\$75.00 inclusive per day**
(Swifts or Boardroom Only)
- Sound System **\$275.00 inclusive per day**
(microphone for other rooms)
- Stage Area **\$POA**
- Dance Floor **\$POA**

Technical assistance must be pre booked



Swifts/Boardroom Combo

Room hire is \$475.00 per day

Swifts/Boardroom our largest combination of rooms has private amenities and will seat up to 230 delegates theatre style. Also opens out to private outdoor area. Access available via side gate (if required)
Fully Air Conditioned

The room size is 19.5m x 12m.

Full bar facilities are available on request within this room.

Standard equipment is included along with filtered water, mints, pens and notepaper.

Swifts/Boardroom Combo:

- Theatre 230 delegates
- Classroom 80 delegates
- Boardroom 60 delegates
- U-Shape 50 delegates
- Banquet 200 delegates
- Cocktail 300 delegates

Swifts

Room hire is \$280.00 per day

This room has its' own private amenities, sound system and access to network broadband. Also opens out to private outdoor area.
Fully Air Conditioned

The room size is 12m x 12m.

Full bar facilities are available on request within Swifts.

Standard equipment is included along with filtered water, mints pens and notepaper.

Swifts:

- Theatre 120 delegates
- Classroom 56 delegates
- Boardroom 40 delegates
- U-Shape 35 delegates
- Banquet 100 delegates
- Cocktail 180 delegates



The Boardroom

Room hire is \$195.00 per day

For the smaller group this room is perfect.
Fully Air Conditioned

The room size is 12m x 7.5m and it has built in sound system and access to network broadband.

Standard equipment is included along with filtered water, mints, pens and notepaper.

Boardroom:

- Theatre 80 delegates
- Classroom 45 delegates
- Boardroom 28 delegates
- U-Shape 21 delegates
- Banquet 70 delegates
- Cocktail 100 delegates

Lemuels

Room hire is \$160.00 per day

This conference offers classical Tudor charm with its' own fireplace giving the room a warm cosy atmosphere.
Fully Air Conditioned

The room size is 8m x 7m

Standard equipment is included along with filtered water, mints, pens and notepaper.

Lemuels:

- Theatre 30 delegates
- Classroom 18 delegates
- Boardroom 20 delegates
- U-Shape 20 delegates
- Banquet 40 delegates
- Cocktail 50 delegates



Interview Room

Room hire is \$80.00 per day or \$20.00 per hour

For the smaller group this room is perfect.

The room is an Interview/breakout room

Standard equipment is included along with mints, pens and notepaper.

Interview Room:

- Boardroom 6 delegates

'Chill On Northcroft' Restaurant & Bar

Room hire is \$450.00 per day. (April - Oct)

Room hire is \$1000.00 per day (Nov - March)

This space has a large Bar, Big Screen Television and fabulous Outdoor Deck boasting uninterrupted views of Lake Taupo & the mountain range of Tongariro National Park.

Chill On Northcroft:

- Banquet 70 delegates
- Cocktail 230 delegates (including deck area)

Tudor Dining

Room hire is \$200.00 per day

Olde World Charm everywhere you look, this space has a magnificent chandelier and fireplace, Tudor paneling and located right in the heart of the Hotel. Perfect for themed dinners and those all important get togethers.

Tudor Dining:

- Banquet 60 delegates
- Cocktail 100 delegates

Private Deck Area

Tired of having to have your catered breaks with everyone else at the Venue? Well this could be the perfect solution - Small private deck area located just off our main Conference Rooms Swifts/Boardroom, this space offers total privacy and is perfect for dining, cocktail functions & refreshment breaks and of course can be totally yours. Marquee roof can be fitted by arrangement and POA.

Deck Area

- Restaurant Dining 40 delegates
- Cocktail 50 delegates



Morning & Afternoon Teas

Served in Restaurant or Room

Freshly brewed Filtered Coffee & Tea Selections **\$ 3.00** per person or **\$21.00** per cona

Morning Tea selection **\$3.50** per item

- Freshly baked Muffins, Sweet or Savoury
- Freshly baked Scones, plain, sweet or savoury
- Freshly baked Assorted Danish, Croissants
- Assorted Gourmet Savouries
- Sliced Fresh Seasonal Fruit Platter

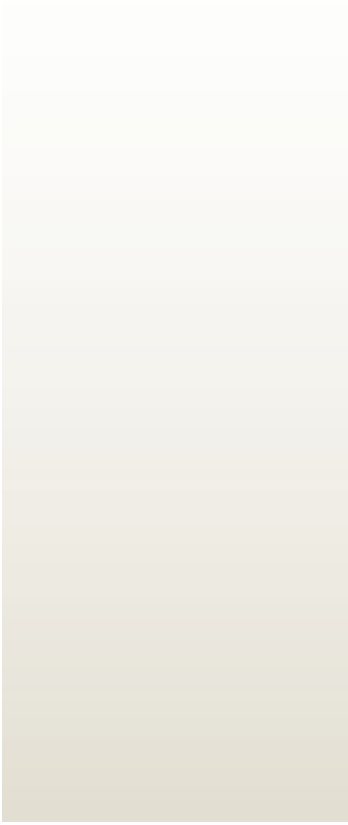
Afternoon Tea selection **\$3.50** per item

- Home made Cookies
- Chocolate Brownie
- Carrot, Chocolate or Banana Cake
- Fruit Skewer
- Mini Rolls w/ assorted fillings & mayonnaise or Pesto
- Mini Croissant filled w/ Smoked Salmon & caper, Dill Mayo

Espresso Coffees

- Short Black **\$3.50**
- Long Black **\$3.50**
- Flat White **\$4.00**
- Cappuccino **\$4.00**
- Latte **\$4.50**
- Mocha **\$4.50**
- Hot Chocolate **\$4.50**
- Pot of Tea **\$3.00**
- Filtered Coffee **\$3.00**





STANDING BUSINESS LUNCH

Served in Restaurant or Room

Light Lunch **\$16.50 per person**

- Chicken Drums
- Selection of Club Sandwiches w/ chutney & Mayonnaise
- Selection of Savouries
- Sweet Treat

Lunch Menu 1 **\$18.00 per person**

- Fresh baked breads w/ Dips
- Chicken Skewers dusted w/ Cajun Spice & grilled
- Crumbed Fish Bites w/ Tartare Sauce
- Mixed Green salad w/ Balsamic dressing
- Sweet Treat

Lunch Menu 2 **\$21.00 per person**
(Minimum 10 Guests)

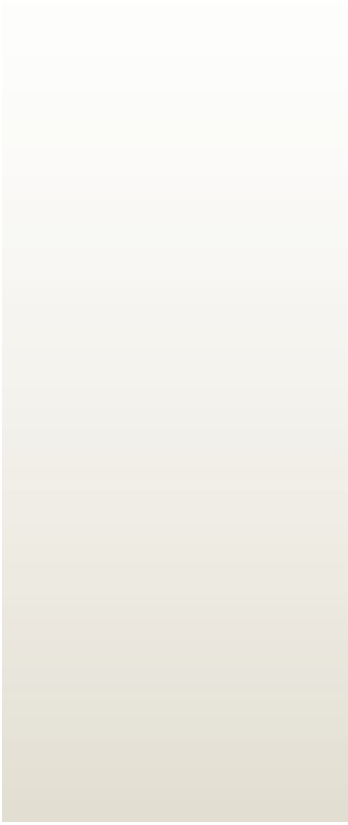
- Fresh baked breads w/ Dips
- Mixed Green salad w/ Balsamic dressing
- Roasted Kumera Vegetable w/ Penne Pasta & Basil Pesto Salad
- Selection of Deli Meats and Chutneys
- Platter of Sliced Seasonal fruit
- Sweet Treat

The above lunches are served with Tea & freshly brewed filtered coffee

Lunch on the Run **\$14.50 per person**

- Chicken Drum
- Filled Roll
- Home made biscuit
- Piece of seasonal fruit
- 600ml bottled water

A side order of fries available with all menus at an extra charge should you require @ \$3.00 per person



BUFFET LUNCH MENUS

Served in Restaurant

Lunch Menu 3

\$25.00 per person
(Minimum 10 Guests)

- Fresh baked breads w/ Dips
- Quiche
- Mixed Green salad w/ Balsamic dressing
- Pansotti Pasta of Pumpkin & Parmesan Cheese in a Creamy sauce w/ Sauteed Chicken
- Platter of Sliced Seasonal fruit
- Sweet Treat

Lunch Menu 4

\$30.00 per person
(Minimum 10 Guests)

- Fresh baked breads w/ Dips
- Orzo Pasta of Char grilled Mediterranean Vegetables
- Mixed Green salad w/ Balsamic dressing
- Aged Prime Beef cooked medium rare w/ Mustard & Herbs
- Platter of Sliced Seasonal fruit
- Selection of New Zealand Cheese w/ dried Fruit, Grapes & Crackers

The above lunches are served with Tea & freshly brewed filtered coffee

A side order of fries available with all menus at an extra charge should you require @ \$3.00 per person

Please advise if there are any dietary requirements i.e. Gluten Free or Vegetarian

Please note all menus subject to change

'CHILL ON NORTHCROFT' BREAKFAST MENU

Served in restaurant

Continental Breakfast

\$14.50 per person
(From the buffet)

- Fresh Baked Muffins, Croissants & Danish Pastries
- Assorted Breads for toasting
- Assorted Preserves
- Assorted Cereals
- Preserved Fruit
- Natural Yoghurt and Berry Yoghurt
- Fresh Sliced Seasonal Fruit Platter
- Selection of Juices
- Fresh Brewed Coffee, Tea selections & Milo

Hot Selection

(All eggs are free range)

- Boiled Eggs w/ Soldier Toast **\$7.50**
- Pancakes w/ Banana & Canadian Maple Syrup **\$13.00**
- Buttered Spinach, baked Porta Bello Mushrooms, toasted Ciabatta & poached Egg w/ homemade Tomato Chutney **\$14.00**
- Scrambled eggs w/ Bacon, Chives, slow roasted Tomato on toasted French Bread **\$14.50**
- Omelette of Bacon, Mushrooms & Cheese w/ Slow Roasted Tomato & toasted Ciabatta **\$14.50**
- Full Cooked Breakfast
Eggs Poached or fried w/ Bacon, Hash Brown, local fresh Sausage & grilled Tomato **\$16.50**

Cooked & Continental Combo

\$23.00

(Any one cooked option plus the full continental buffet)



TABLE D'HOTE PLATED MENUS

Served in restaurant

Menu 1A - Entrée & Main Only

\$40.00 per person
(Minimum 20 people)

- Fresh Baked Roll

Entrée

- Soup of the Day w/ Fresh Baked Bread or
- Chicken Strips, sautéed w/ bacon & button mushrooms served on Brioche w/ Marsala sauce

Main

- Chicken Breast, oven baked w/ Spinach & Parmesan on Baby Potatoes or
- Sirloin, w/ baked Portobello mushrooms & Mustard Jus on Baby Potatoes

Mains served w/ seasonal vegetables

Menu 1B - Main & Dessert Only

\$40.00 per person
(Minimum 20 people)

- Fresh Baked Roll

Main

- Chicken Breast oven baked on Pumpkin & Parmesan Rissotto or
- Sirloin of Aged Beef w/ Spinach and Mustard Jus on Baby Potatoes

Mains served w/ seasonal vegetables

Dessert

- Lemon Tart w/ Citrus Compote and Berry Jelly or
- Apple Crumble w/ Cinnamon Cream

Menu 2 - Entrée, Main & Dessert

\$53.00 per person
(Minimum 20 people)

- Fresh Baked Breads & Dips

Entrée

- Soup of the Day or
- Seafood Salad Mussels, Scallops and Baby Squid, sautéed in Garlic, Ginger, Lime & Coriander Served on Salad Greens

Main

- Fresh Market Fish of the Day, Pan fried w/ Capers, Spring Onion, Sundried Tomato & Lemon Beurre Blanc sauce or
- Half Chicken Char grilled then Oven Baked in Cumin, Coriander & Lemon or
- Sirloin of Aged Beef coated in Wholegrain Mustard & fresh Rosemary Oven Baked medium rare w/ Beef Jus

Mains served with Baby potatoes & Salad Greens

Dessert

- Bread & Butter Pudding w/ Berry Compote & Thickened Cream or
- Lemon Tart w/ Citrus Compote and Berry Jelly or
- Apple Crumble w/ Cinnamon Cream



DINNER BUFFET

Served in Restaurant

Buffet Menu 1

\$45.00 per person
(Minimum 30 people)

- Assorted Bread Rolls

Cold Selection

- Smoked Chilli Mussels
- Smoked Chicken & Green Bean Salad
- Roasted Pumpkin & Kumara Salad w/ Basil Pesto & Pumpkin Seeds
- Mixed Green Salad w/ Balsamic Dressing
- Roasted Beetroot Salad w/ Balsamic Dressing & Brown Sugar

Carvery

- Sirloin coated in Wholegrain Mustard & Rosemary baked medium rare w/ Red Wine Beef Jus
- Honey Glazed Ham on the Bone

Hot Selection

- Braised Chicken Drums in White Wine, Tarragon & Mushrooms
- Crumbed Fish Goujons w/ Lemon
- Steamed Jasmine Rice w/ Coriander
- Baby New potatoes w/ melted Butter & Mint
- Steamed seasonal Vegetables
- Assorted Condiments

Dessert Selection

- Chocolate Brownie
- Assorted Slices
- Fresh sliced Seasonal Fruit Platter
- Lemon Tart Slice
- Whipped Cream

Children:

- 3 years and under = Free of charge
 - 4 - 12 Years = \$15.00 per child
- Please note 13 years and older are classed as adults



DINNER BUFFET

Served in restaurant

Buffet Menu 2

\$53.00 per person
(Minimum 30 people)

- Assorted Bread Rolls

Cold Selection

- Half shell Pacific Oysters
- Steamed Mussel & Prawn salad w/ Tomato, Red Onion & Coriander
- Smoked Chicken Salad
- Roasted Pumpkin & Kumara Salad w/ Basil Pesto & Pumpkin Seeds
- Green Bean & Feta Salad w/ Olive Oil

Carvery

- Sirloin coated in Wholegrain Mustard & Rosemary baked medium rare w/ Red Wine Beef Jus
- Honey Glazed Ham on the Bone

Hot Dishes

- Lamb Curry w/ Fruit Chutney
- Sweet & Sour Fish
- Steamed Jasmine Rice w/ Coriander
- Baby New potatoes w/ melted Butter & Mint
- Steamed seasonal Vegetables

- Assorted Condiments

Dessert Selection

- Chocolate Brownie
- Fresh sliced Seasonal Fruit Platter
- Lemon Tart Slice
- Whipped Cream

- Selection of Kapiti Cheese w/ dried fruit, Grapes & Crackers

Children:

- 3 years and under = Free of charge
 - 4 – 12 Years = \$15.00 per child
- Please note 13 years and older are classed as adults



APERITIF MENU PLATTERS

- Kapiti Cheese Selection** **\$80.00**
Kapiti Cheese Selection w/ Dried Fruits, Grapes & Crackers
- Antipasto Platter** **\$80.00**
Char grilled Mediterranean Vegetables, Deli Meats, Olives, Cheese, Seafood, dipping Sauces & Fresh Bread
- Asian Style Platter** **\$80.00**
Selection on mini Samosa, Spring Rolls, Pork & Spicy Vegetable Wontons, Salt & Pepper Squid, Crab Sticks w/ Dipping Sauces

Cocktail Menus

(\$3.00 per item, Minimum \$12.00per person)
(Minimum of 10 Guests)

Cold Canapes

- Assorted Filled Wraps
- Sushi w/ various fillings
- Crostini of rare beef & horseradish cream
- Brushetta of Olive Tappenade, Tomato & Parmesan
- Hot Smoked Salmon on Crostini w/ Cucumber
- Chilled Scallop on Crouton w/ Dill Mayonnaise
- Potato Base w/ Boccacini, Tomato & Basil pesto
- Half Shell Rock Oysters w/ Lemon & Balsamic
- Fresh Fruit Skewers w/ Yoghurt & Mint
- Mini boat filled w/ chard Capsicum & Olive Tapenade
- Chocolate Brownie dipped in Chocolate

Hot Canapes

- Thai Fish Cake w/ Lime & Coriander
- Skewered Prawns sautéed w/ Garlic & Chilli
- Mini Burger on Bagel bun w/ Tomato Chutney
- Crumbed Fish Bites w/ Tartare Sauce
- Prawn Cutlet Roll w/ Dill Mayonnaise
- Chicken Kebab Malay Satay w/ Plum Sauce
- Beef Kebab Malay Satay w/ Tomato Chutney
- Prunes wrapped in Bacon & grilled
- Skewer of Char grilled Vegetables w/ Basil Pesto
- Petit Savoury, Tomato or Spinach Quiche
- Pork Wontons w/ Coriander & Lime Mayonnaise
- Spicy Vegetarian Wontons w/ Sweet Chilli & Soy Sauce



Accommodation Tariff

4 star modern spacious units, centrally located in Taupo. Variety of accommodation options available, upstairs and downstairs units, perfect for your next visit to Lake Taupo. All rooms include ensuite, tea & coffee making facilities, SKY TV, air conditioning and heat pumps. Choice of either Lake and Mountain views or garden outlook. Some offer private outdoor balconies, giving you space to truly unwind & relax. Facilities include: 2 Restaurants, Outdoor Swimming & heated Spa Pool, Childrens Playground & self catering BBQ facility. You've tried the rest now experience one of the best.

Double Studio Lake Views

Double Studios Lake views consist of a queen bed. One unit is user friendly for disabled persons

Tariff: NZ\$140.00 single/double only

Twin Studio Lake Views

Twin Studios Lake views consist of a double & single bed (in the same room).

Tariff: NZ\$145.00 single/twin/double plus \$20.00 each extra person.

One Bedroom Lake

One Bedroom Lake's consists of a queen bed in the bedroom, with a king split in the lounge area.

Tariff: NZ\$175.00 single/double/twin plus \$20.00 each extra person.

One Bedroom Garden

One Bedroom Garden's consists of a queen bed in the bedroom, with a king split in the lounge area.

Tariff: NZ\$155.00 single/double/twin plus \$20.00 each extra person.

Two Bedroom Lake

The Two Bedroom Lake consists of a queen bed in one bedroom, two single beds in the second bedroom and a king split in the lounge area.

Tariff: NZ\$225.00 for up to 4 persons plus \$20.00 each extra person.

Two Bedroom Garden

The Two Bedroom Garden's consists of a queen bed in one bedroom, two single beds in the second bedroom plus a separate lounge.

Tariff: NZ\$195.00 for up to 4 persons plus \$20.00 each extra person.

Take a step back in time. Retro, Versatile Garden Character units - perfect for families, own cooking facilities, Garden Views walking distance to the Childrens Play Area and Outdoor Swimming Pool & Spa facilities. Very competitive prices, motel units located on a 4 star Hotel property in central Taupo. These units also have air conditioning and Heat pumps.

Two Bedroom Family Units

Two Bedroom Units consist of a queen bed in one bedroom, two single beds in the second bedroom and a double pullout sofa-bed in the lounge area. These units have Stove Top and Microwave facilities.

Tariff: NZ\$170.00 for up to 4 persons plus \$20.00 each extra person.

Conditions:

- Children 3 years and under are free of charge.
- Children's cot hire - \$10.00 per night. Subject to availability.
- All tariffs include GST.



Terms and Conditions

1. Confirmation of bookings must be received in writing. Bookings will be held on a first option basis however, should another client request this space we will contact you to ask for immediate confirmation. Failure to confirm booking may result in facilities being allocated to other groups.
2. In the event an organiser wishes to cancel a conference booking, failure to advise Suncourt of the cancellation in writing at least ten (10) days prior to the booking will result in the organiser incurring a cancellation fee of 20 percent of the quoted cost of the booking. This fee will be at the discretion of Hotel Management.
3. Rooming lists for all accommodation held for conferences must be supplied as soon as possible. Confirmation of rooms must be made in writing and at least fourteen (14) days prior to conference date. Failure to supply names with rooms booked will result in rooms being released to other parties for patronage.
4. Conference organiser(s) must confirm conference numbers in writing at least fourteen (14) days before conference. Final numbers will be accepted until 48 hours prior. Charges will be based on this number, or the final number attending – whichever is greater.
5. Credit facilities may be available upon completion and approval of Suncourt Hotel's credit application form prior to the event. Authorisation to charge back to a Company must be received in writing from a person authorised to do so. Unless credit terms have been arranged full or remaining payment is required immediately following the event. A seven (7) day invoice may be arranged, if secured with a valid credit card. This will be required to guarantee payment of any outstanding amounts.
6. The provision of credit facilities shall be at the sole discretion of Suncourt Hotel Ltd. Suncourt reserves the right to advise reasons for refusal of credit. A copy of Suncourt Hotel Ltd's full terms and conditions are included with all credit applications.
7. Suncourt Hotel advises conference organisers that it has the sole right to supply all food, beverage and other refreshments at the facility. The client shall not bring or allow to be brought onto the facility any food, beverage or other refreshment. Licensing and food safety regulations prevent the removal of any food/beverage from hotel property. In the event of a breach of these conditions, Suncourt Hotel may terminate the function without prejudice. All costs and charges remain payable by the client.
8. Organiser(s) will be responsible to ensure orderly behaviour of their guests at all times. Suncourt Hotel reserves the right to intervene and eject any objectionable/intoxicated person from events without liability. The Hotel accepts this responsibility with guidelines set by the Sale of Liquor Act. All Bars will close and entertainment cease by Midnight.

Please Note: We are responsible hosts in the service of alcohol. It is against the law to allow guests to become intoxicated.
9. The Hotel reserves the right to adjust any event setup to ensure compliance for fire and/or health and safety codes.
10. Unless instructed in writing, the client will be liable for all charges relating to and incurred by the event or their organiser/agents.
11. By booking and holding the event at Suncourt Hotel you are deemed to have read and accepted all the above terms and conditions.

