



CONFERENCES & EVENTS

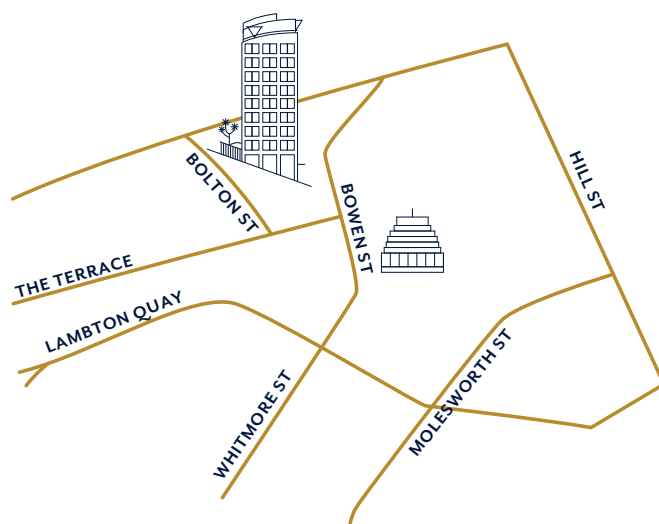
IN THE HEART  
OF THE CAPITAL

12 BOLTON ST, CENTRAL WELLINGTON



## Bolton Hotel is the closest hotel by walking distance to the New Zealand Parliament and Beehive buildings.

Located in the heart of Wellington's Central Business District, Bolton Hotel is just steps from The Terrace and Lambton Quay, and especially accessible by major transport hubs.



Central city location



Free unlimited WiFi



Food from Artisan at Bolton Hotel, Emporio Coffee, TWG Tea.



Valet Parking – Special pre-book rates are available



Smart TVs and teleconference facilities are available in all meeting spaces.



All facilities are accessible

We offer rooms for all occasions from meetings, workshops, award's dinners, reunions, Christmas parties etc.

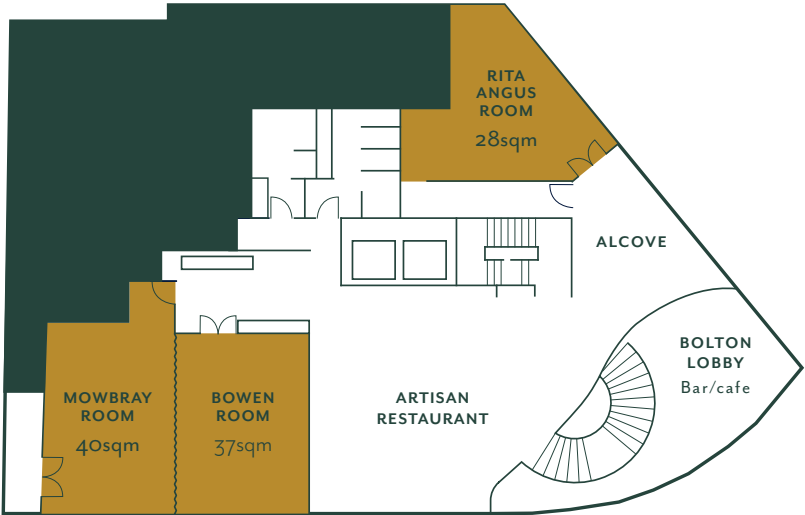
Our team can tailor your event to your specific needs.



The adjoining Bowen and Mowbray rooms are perfect for a variety of group meetings or private meals and can be combined for larger functions.

The beautifully appointed Rita Angus Boardroom boasts generous natural light and an elegant table; the ideal venue for intimate meetings or private dining.

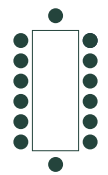
All meeting rooms include complimentary unlimited Wi-Fi access, integrated Smart TVs and teleconferencing facilities.



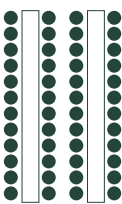
The Mowbray and Bowen Rooms can combine into a single 77.5 sqm space

SAMPLE LAYOUT OPTIONS

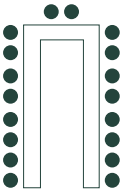
Boardroom



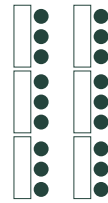
Banquet



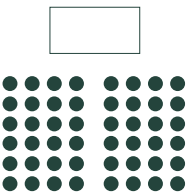
U-Shape



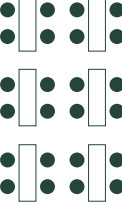
Classroom



Theatre



Café



CAPACITY

| Room            | Boardroom | Banquet | Café | U-Shape | Classroom | Theatre | Cocktail |
|-----------------|-----------|---------|------|---------|-----------|---------|----------|
| Mowbray         | 14        | 14      | 24   | 14      | 16        | 30      | 35       |
| Bowen           | 14        | 14      | 20   | 14      | 12        | 25      | 30       |
| Mowbray & Bowen | 22        | 22/44   | 44   | 20      | 26        | 50      | 60       |
| Rita Angus      | 10        | 10      | x    | x       | x         | x       | x        |





## RITA ANGUS ROOM

Elegant and intimate, classic and high tech; the ideal space for dazzling family or the board. The beautifully appointed Rita Angus room features a 10 person boardroom table, integrated smart TV, teleconferencing media suite and generous natural light.

### KEY FEATURES

Integrated TV  
Teleconferencing media suite

28  
SQM



## BOWEN ROOM

Cosy and secluded; ideal for private dining and smaller gatherings. The versatile Bowen room is the perfect space for a range of meeting styles and private dining events.

### KEY FEATURES

Integrated TV  
Teleconferencing media suite

37  
SQM



## MOWBRAY ROOM

An intimate, discreet and versatile event space with ample natural light; ideal for moderately sized meetings and events. Stylish and dramatic, the versatile Mowbray room lends itself to a range of event styles.

### KEY FEATURES

Two integrated TVs  
Teleconferencing media suite  
Integrated projector and screen

40  
SQM





## MOWBRAY & BOWEN ROOMS

The adjoining Mowbray and Bowen rooms can easily be combined to form a large and versatile space for medium-sized functions and events.

### KEY FEATURES

3 integrated TVs  
Teleconferencing media suite  
Integrated projector and screen

77.5  
SQM

## CONFERENCE PACKAGE

Full-day package with lunch  
Minimum 8 guests  
Available in all meeting rooms

\$75  
per  
person

+

\$6  
per  
person

add a sweet or  
savoury treat to  
your arrival

+

\$6  
per  
person

add a salad  
to your working  
lunch

+

\$10  
per  
person

swap your working  
lunch to a plated  
lunch

### UPGRADES

---

#### 8 am - 5 pm daytime room hire

---

#### Meeting equipment

pencils & pads, water & mints, unlimited WiFi, full use of teleconferencing facilities & whiteboard

---

#### On arrival

filter coffee from Emporio Coffee or TWG Tea

---

#### Morning tea

two items from our morning and afternoon tea selection, served with Emporio filter coffee or TWG Tea

---

#### Working lunch

choice of 4 options from our working lunch selection served in your room

---

#### Afternoon tea

two items from our morning and afternoon tea selection, served with Emporio filter coffee or TWG Tea

---

Additional barista coffees or soft drinks can be ordered and charged back to your meeting room at an additional cost

## AV EQUIPMENT

All of our meeting rooms have integrated smart TVs and teleconferencing facilities.

Should you require any further AV equipment or additional amenities for your conference, please let us know your requirements and we will provide you with a quote.

Terms & Conditions: Minimum numbers and dietary requirements must be confirmed 48 hours prior to the conference. Cancellation charges may apply.  
Prices are subject to change.



## BUILD IT YOUR WAY

With no minimum guest numbers and half or full-day options, our room hire rates and additions allow you to tailor your meeting to your liking.

Room hire includes pencils & pads, water & mints, unlimited WiFi, full use of AV equipment, teleconferencing facilities and whiteboard plus filter coffee from Emporio coffee or TWG tea on arrival.

### RITA ANGUS BOARDROOM, MOWBRAY OR BOWEN ROOMS

---

**Half-day room hire**

8 am - 12 pm or 1 pm - 5 pm

\$400

---

**Full-day room hire**

8 am - 5 pm

\$600

---

### MOWBRAY & BOWEN ROOMS COMBINED

---

**Half-day room hire**

8 am - 12 pm or 1 pm - 5 pm

\$600

---

**Full-day room hire**

8 am - 5 pm

\$900

Hourly rates are subject to availability, please contact us for a quote.

---

### UPGRADES AND ADD-ONS

---

**Morning or afternoon tea**

two items from our morning and afternoon tea selection, served with Emporio filter coffee or TWG Tea

\$10  
per  
person

---

**Working lunch**

choice of 4 options from our working lunch selection served in your room

\$25  
per  
person

---

**Plated lunch**

3 options from our lunch menu, made available to your delegates to choose from on the day

\$35  
per  
person

---

**Salad**

add a choice of salad to your working lunch or plated lunch

\$6  
per  
person

---

**Lectern**

use of a lectern for the full day (subject to availability)

\$80  
per  
day

---

**Microphone**

use of a microphone for the full day (subject to availability)

\$60  
per  
day

---

**Flipchart**

\$60  
per  
chart

---

Terms & Conditions: Minimum numbers and dietary requirements must be confirmed 48 hours prior to the conference. Cancellation charges may apply.  
Prices are subject to change.

# CONFERENCE CATERING

The following are example menus for our conference catering.

Our menus change seasonally and our team will provide our latest menu options when making your booking.

## ARRIVAL TREATS

---

### **\$6 per person per choice**

---

Fruit platter/fruit salad cups with vanilla bean coconut yoghurt

Muesli cups, yoghurt and berry compote

Selection of Danish pastries

Mini muffins (sweet and savoury selection)

Bacon & egg rolls, tomato relish

---

## MORNING & AFTERNOON TEA SELECTION

---

### **A choice of two of the following for each service**

---

Savoury muffin of the day

Mini ham and cheese croissants

Cheese scone with butter

Kransky Sausage roll

Egg & chive finger sandwiches

Classic Scone with jam and cream

Pain au chocolat

Sweet muffin of the day

Fresh fruit platter

Chocolate brownie

Danish pastries

---

## WORKING LUNCH SELECTION

---

**A combination of four of the following options**

---

Chicken ceasar wraps

Miso roasted vegetable wraps with rocket, tomato & pesto

Rare beef on rye with pickles and Dijon mustard

BLT on Turkish pide with aioli

Bacon & egg roll with tomato relish

Chicken salad rolls with basil aioli

Salami, cheddar & cornichon rolls

---

## ADD A SALAD

---

**\$6 per person per choice**

---

House green salad with tomatoes, cucumber, red onion, & thyme dressing

Raw salad of broccoli, kale & toasted seeds with tahini dressing

Beetroot slaw with a fennel dressing

Caprese salad of cherry tomatoes, fresh basil & mozzarella with toasted pine-nuts

---

## PLATED LUNCH

---

**Create a menu of three options from the following choices to be made available to your delegates on the day.**

---

Spiced chickpea & winter vegetable pithivier, romesco sauce

Artisan beef burger, cheddar, bacon jam, lettuce, red onion, homemade pickles, special sauce and fries

Bolton toasted club sandwich, roast chicken, bacon, lettuce, tomato and basil mayo with fries

Steamed mussels in a smoky tomato broth with garlic ciabatta

Meatball linguine, fresh pasta, Italian-style meatballs, parmesan

---



For further information  
please contact us at

[meetings@boltonhotel.co.nz](mailto:meetings@boltonhotel.co.nz)

+64 4 462 3785

12 Bolton Street, Wellington

+64 4 462 3785 | [meetings@boltonhotel.co.nz](mailto:meetings@boltonhotel.co.nz)

[BOLTONHOTEL.CO.NZ](http://BOLTONHOTEL.CO.NZ)

