



CONFERENCES & EVENTS

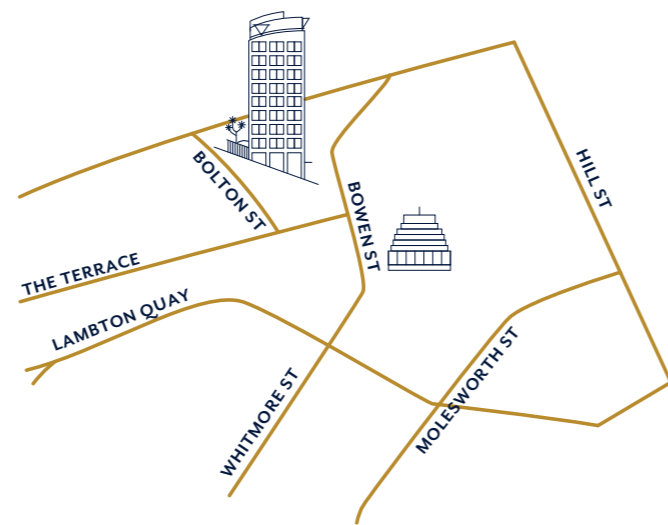
**IN THE HEART  
OF THE CAPITAL**

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.



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.



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.

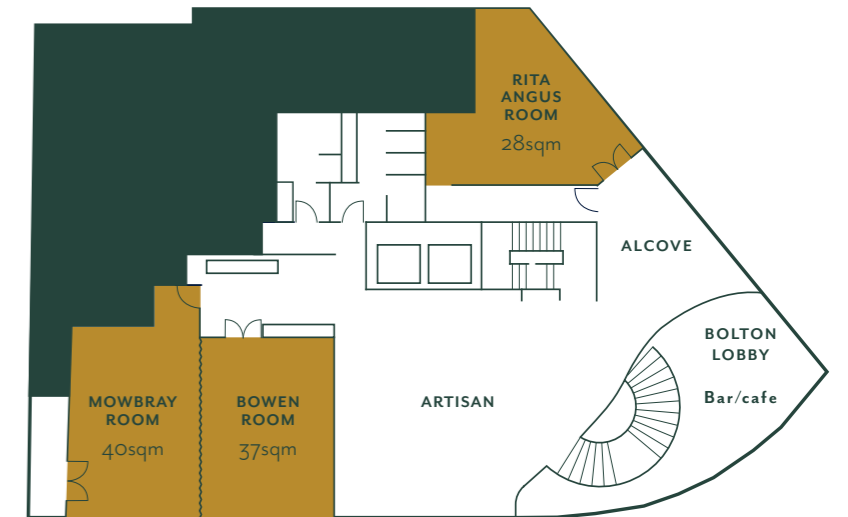


All facilities are accessible

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

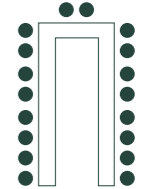
Boardroom



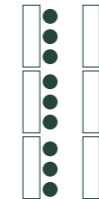
Banquet



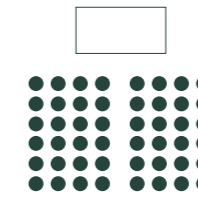
U-Shape



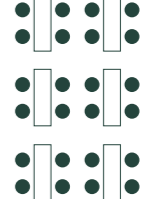
Classroom



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



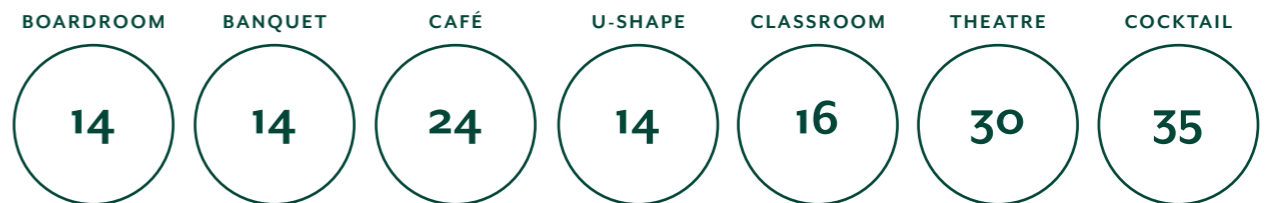
## MOWBRAY ROOM

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.

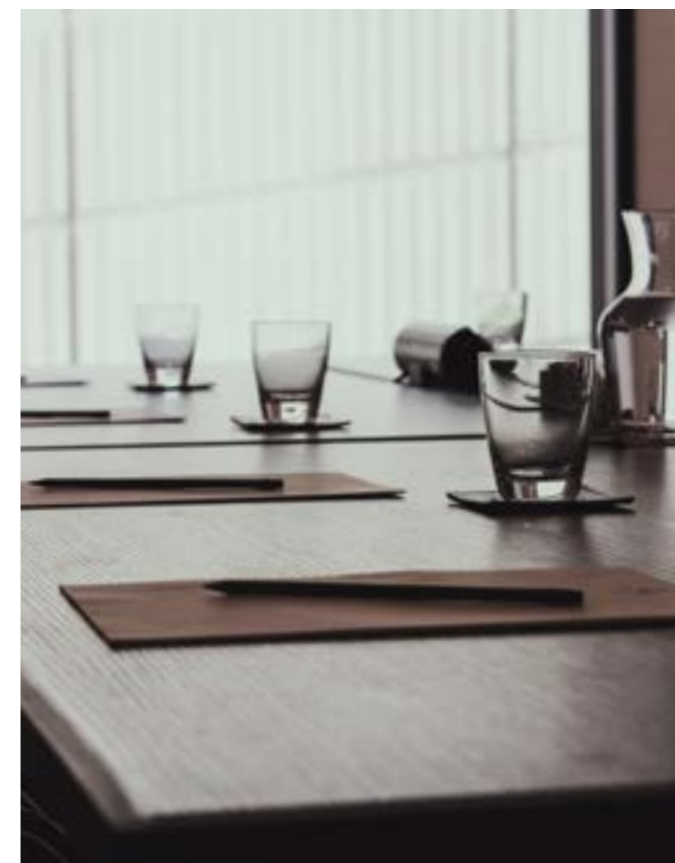
### KEY FEATURES

- Two integrated TVs
- Teleconferencing media suite
- Integrated projector and screen

40  
SQM



Numbers are indicative only, contact us for a complimentary quote to your exact requirements





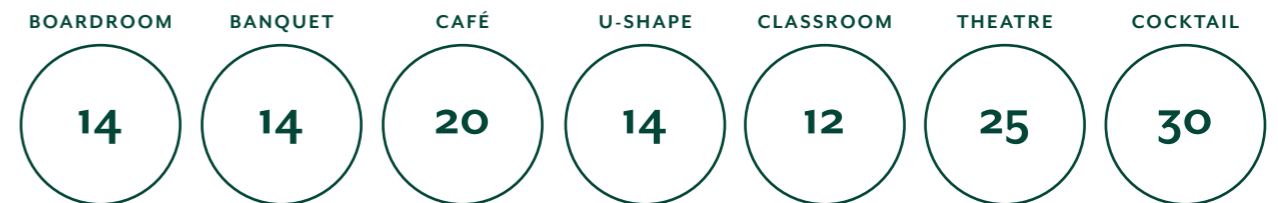
# BOWEN ROOM

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.

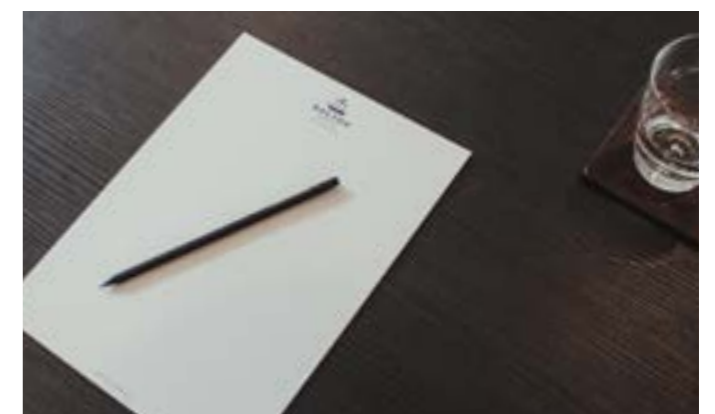
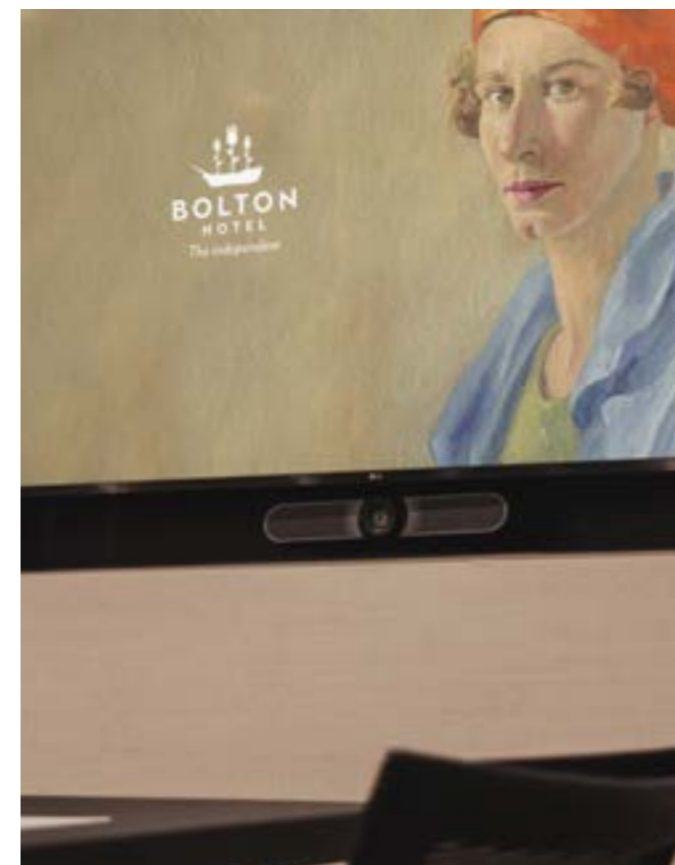
## KEY FEATURES

- Integrated TV
- Teleconferencing media suite

37  
SQM



Numbers are indicative only, contact us for a complimentary quote to your exact requirements





## 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



BOARDROOM

BANQUET

10

10

Numbers are indicative only, contact us for a complimentary quote to your exact requirements





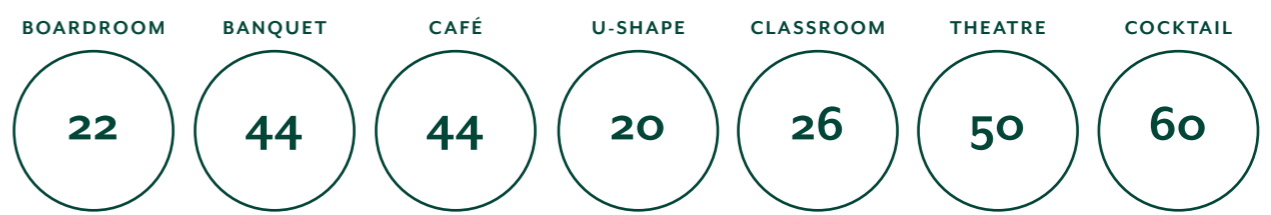
# MOWBRAY & BOWEN ROOMS

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



Numbers are indicative only, contact us for a complimentary quote to your exact requirements



## 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

<b>Half-day room hire</b> 8 am - 12 pm or 1 pm - 5 pm	\$400
<b>Full-day room hire</b> 8 am - 5 pm	\$600

### MOWBRAY & BOWEN ROOMS COMBINED

<b>Half-day room hire</b> 8 am - 12 pm or 1 pm - 5 pm	\$600
<b>Full-day room hire</b> 8 am - 5 pm	\$900

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

### UPGRADES AND ADD-ONS

<b>Morning or afternoon tea</b> two items from our morning and afternoon tea selection, served with Emporio filter coffee or TWG Tea	\$13.50 per person
<b>Working lunch</b> choice of 2 options from our working lunch selection served with salad	\$25 per person
<b>Plated lunch</b> 3 options from our lunch menu, made available to your delegates to choose from on the day	\$35 per person
<b>Fruit platter</b> add an additional fruit platter to your lunch	\$7.50 per person
<b>Lecturn</b> use of a lecturn for the full day (subject to availability)	\$80 per day
<b>Microphone</b> use of a microphone for the full day (subject to availability)	\$60 per day
<b>Flipchart</b>	\$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 PACKAGE

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



### 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 2 options from our working lunch selection served with salad

#### 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.

## 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.

We've a number of available options suitable for vegetarian, gluten free, dairy free and vegan diets. Please discuss with our team if the provided options don't meet your party's requirements. Please note, there may be an additional charge for certain changes.

### ARRIVAL TREATS

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**\$7.50 per person per choice**

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Fruit platter GF DF VG

Selection of Danish pastries V

Mini muffins (sweet or savoury selection) VO

Bacon & egg rolls, tomato relish DF

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### MORNING & AFTERNOON TEA SELECTION

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

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Savoury muffin of the day VO

Mini ham and cheese croissants

Cheese scone with butter V

Egg & chive finger sandwiches V

Classic scone with jam and cream V

Pain au chocolat V

Sweet muffin of the day V

Fresh fruit platter GF DF VG

Chocolate brownie V GF

Danish pastries V

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### WORKING LUNCH SELECTION

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**A combination of two of the following options served with house salad**

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Chicken Caesar wraps

Falafal wraps VG

Ham & cheese frittata GF Low Carb

Rare beef on rye with pickles & Dijon mustard

BLT on Turkish pide with aioli DF

Bacon & egg roll with tomato relish DF

Chicken salad rolls with basil aioli DF

Salami, cheddar & cornichon rolls

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### PLATED LUNCH

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

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Portobello 'en croute', truffle cream cheese, cashew romesco, mushroom ketchup, baby carrots V, VGO

Artisan burger, double beef & cheese, soubise onions, homemade pickles, special sauce, served with fries

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

Winter salad, a mix of roasted baby vegetables, winter greens, toasted seeds & nuts VG

Char-grilled 200g Pure South sirloin, served with fries & Café de Paris butter GF

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V Vegetarian | VO Vegetarian option | VG Vegan | GF Gluten free | DF Dairy Free

V Vegetarian | VO Vegetarian option | VG Vegan | GF Gluten free | DF Dairy Free



For further information  
please contact us at

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