

Wellington Conference Centre

*An exceptional venue
for conferences, training and
corporate events for all businesses*



Web: charteredaccountantsnz.com/about-us/what-we-do/our-conference-facilities

Email: conference.centre@charteredaccountantsnz.com

Phone: +64 4 917 4896



CHARTERED ACCOUNTANTS™
AUSTRALIA + NEW ZEALAND



Information pack

Welcome to the Chartered Accountants Australia and New Zealand Wellington Conference Centre – a premium conference and meeting event space in the Wellington CBD. We boast a fantastic view of Wellington harbour with everything the capital has to offer right on our doorstep.

The centre is ideal for a variety of corporate events; from small meetings, all-day workshops and discussions to after work cocktail functions. Our rooms are pillar-free, full of natural light, with fully integrated audio-visual equipment.

Our dedicated conferencing team will ensure you have everything you need to make your time a success, providing a professional, flexible and reliable service. We'll take care of the little things so you can focus on the big picture.



The Conference Centre has nine different spaces with capacity ranging from two to 150 people. Our facilities include:

- Integrated presentation systems
- Flexible catering options
- Wi-Fi
- Complimentary water and mints
- Interactive whiteboards

We welcome you to come up and view our facilities.



Booking

To check room availability please contact the Conference Centre team on + 64 4 917 4896 or conference.centre@charteredaccountantsanz.com

We'll take care of the little things so you can focus on the big picture.



Operating hours

Our normal hours of operation are Monday to Friday 8am to 6.30pm. An event outside of these hours is by arrangement only and may incur additional surcharges depending on requirements.

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Room rates



*High quality,
flexible spaces.*



Room rates & capacities

Rooms with variable layouts

Room	Area sqm	Theatre	Class room/ Lecture	Cocktail standing	Board room	U-shape	Cafe/ cabaret	Exam	Half day rate*	Full day rate*
Wellington 1	85	70	35	80	30	25	30	16	\$600	\$700
Wellington 2	50	25	16	30	16	12	12	9	\$400	\$500
Wellington 3	65	40	30	45	24	20	24	13	\$500	\$600
Wellington 1 & 2	135	90	60	90	40	35	48	25	\$650	\$950
Wellington 2 & 3	115	80	40	80	35	30	36	22	\$600	\$700
Wellington 1, 2 & 3	200	145	110	200	75	60	80	44	\$900	\$1200

Wellington 1, 2 and 3 are divided by soundproof partitions and can be booked individually or as combined spaces

Board rooms

Room	Area sqm	Board room	U-shape	Exam	HOURLY RATE (max. 2 hours)	Half day rate	Full day
Kapiti	15	8			\$60	\$250	\$350
Wairarapa	16	8			\$60	\$250	\$350
Whanganui	30	12	10	6		\$350	\$450
Manawatu	42	16	14	9		\$400	\$500
Horowhenua	37	14				\$400	\$500

Members receive a discount on the hourly rate in the Kapiti and Wairarapa rooms on provision of their membership number.

The hourly rate can be used for up to two hours and includes tea/coffee service for a maximum of six people.

All prices exclusive of GST*

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Equipment



Room rates & capacities

Cocktail areas

Room	Area sqm	Cocktail (standing)	Half day rate*	Full day rate*
President's Lounge	32	10	\$250	\$350
Cocktail Area		60	\$250	\$350

Our rooms come with fully integrated AV equipment.

Equipment hire

Our rooms come with fully integrated AV equipment. The following equipment is complimentary with your room booking

Equipment	Available in
PC Suite includes PC, drop down data projector and screen with wireless access	Wellington Rooms 1 and 2
Plasma screens	Wairarapa, Kapiti, Horowhenua and Presidents Lounge
Interactive whiteboards	Wellington 1, 2 and 3. Wairarapa, Kapiti, Whanganui, and Manawatu
Mobile whiteboards with pens	Wellington 1, 2 and 3. Horowhenua, Whanganui, Manawatu

Other equipment available for hire

Limited numbers of each are available and are subject to availability.

Equipment	Hire rate*
Teleconference	\$50
Lectern and microphone	\$100
Lectern only	\$50
Lapel or Handheld microphone	\$100
Flipchart stand and paper (minimum of 5 sheets)	\$50

All prices exclusive of GST*

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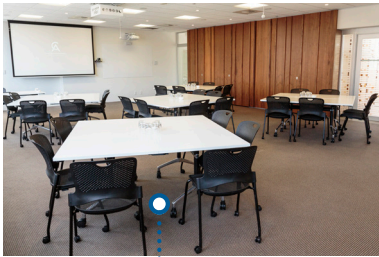
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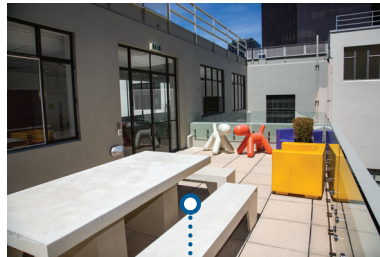
Conference centre layout



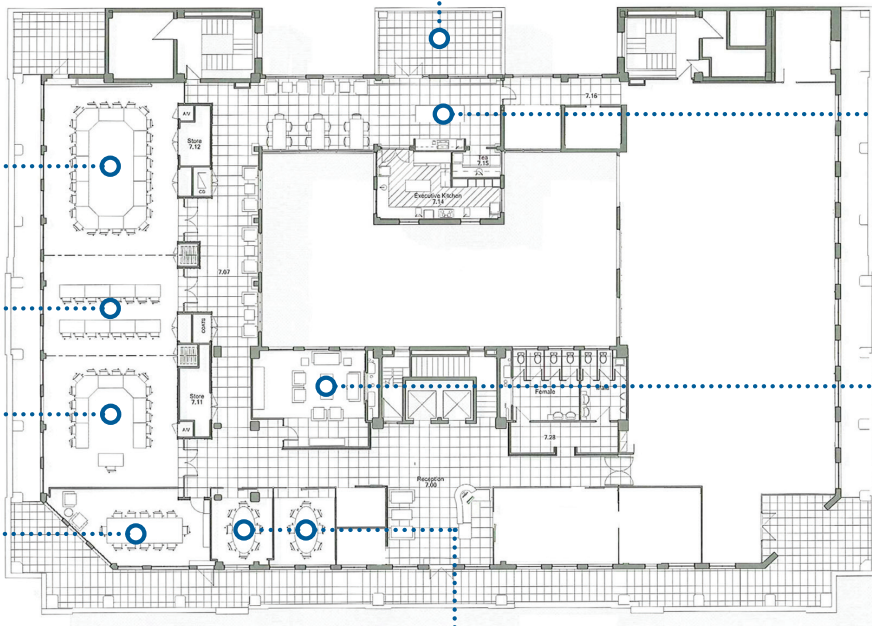
Wellington 1, 2 and 3



Balcony



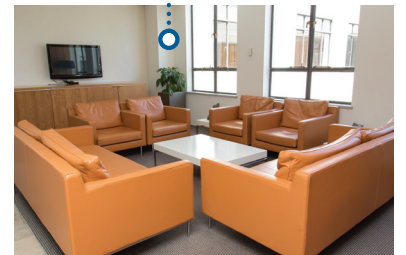
Cocktail area



Horowhenua



Wairarapa/Kapiti



Presidents lounge

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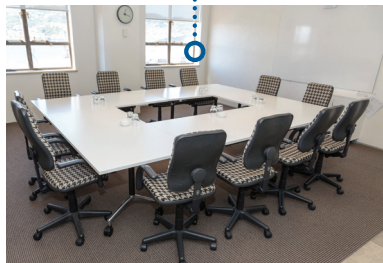
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Conference centre layout



Whanganui



Manawatu



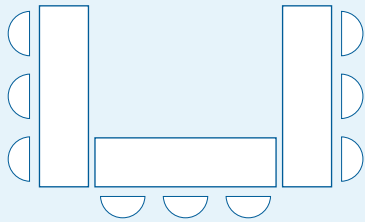
Room layouts



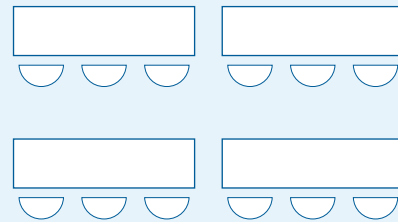
Room layout styles

We can arrange your room however you would like it. If you need to re-arrange your room throughout the day, that's no problem.

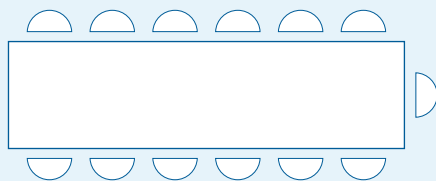
U-shape



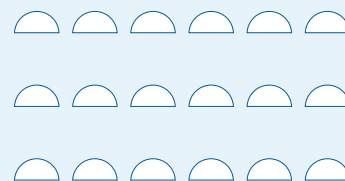
Classroom



Boardroom



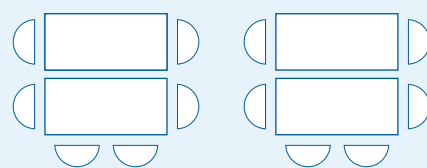
Theatre



Exam



Open face cafe/cabaret





Our aim is to produce only the best quality of food for our clients, fresh and simply delicious.

We will take care of all your catering requirements in conjunction with our caterer. Our aim is to produce the best quality food for our clients; fresh and simply delicious.

We can cater for special dietary requirements - we just need to be advised of the special diet. Dietary requirements may incur an additional cost depending on the items ordered. Please let us know if any of your guests have high risk dietary requirements (risk of anaphylaxis) as our caterers need to be made aware of this.

The menu changes seasonally and will be sent out prior to your event. Below are some details to give you an idea of our prices, but if you have something unique in mind, we can provide a quote.

Tea, Coffee and Juice

Item	Price
Freshly brewed L'Affare coffee and a selection of premium tea	\$3 per person
Orange Juice (other type of fruit juice can be provided on request)	\$5 per litre

Breakfast

Both a working breakfast and a cooked breakfast are available on request. Prices range from \$8 to \$24 per person.

Morning and Afternoon tea

Items are generally \$5 per person. Choose from a selection of:

- sandwiches
- scones and muffins
- biscuits
- mini croissants
- cakes

Quick Selection Lunch

Let the chef select or check our seasonal menu for the set option.

Item	Price
Light Lunch Bread item, salad, slice	\$18 per person
Working Lunch Bread item, 2 savoury items, and a slice	\$20 per person
Executive Lunch A bread item, a savoury item and a salad	\$20 per person



All items in our menu are individually priced to suit your budget and you can choose lunch items to suit your group.

Formal lunches and dinners available on request – please ask for a quote.

Canapes, Platters, and Beverages

Raise a toast to a successful meeting or host a networking event in one of our rooms or in the cocktail area. We can provide platters for an informal event, or if you are looking for something more formal, canapes are available (minimum order 20) – please ask us for the menu.

A wine, beer and soft drink menu is also available on request. If you have something special in mind we can work with our suppliers to get this for you. Drinks are charged on consumption, so you only pay for what has been opened.

All prices are exclusive of GST. The minimum order is for five people with all delegates having the same items. Special diets will be catered for separately.



Getting there



Location

We are conveniently located on Level 7, Chartered Accountants House, 50 Customhouse Quay, Wellington 6011.

Simply take the lift to level 7 and check-in with the friendly team at the reception desk.



Parking options

A variety of parking is available in the area, from on-street to carparking buildings.

Some options are:

On-street Parking

Hourly parking fees in the central business district range from \$1.50 to \$4.50 per hour. Time restrictions apply

Hours

Monday – Thursday 8am – 6pm

Friday 8am – 8pm

Wilson Parking Buildings

TSB Bank Arena, 1 Jervois Quay

Casual parking \$6 per half hour

Early bird rate \$25 when entering before 10am and exiting between 2pm and 7pm

ANZ Tower/Intercontinental Hotel, 2 Grey Street

Casual parking \$5 per half hour

HSBC Tower, 24 Panama Street

Casual parking \$5 per half hour

Early bird rate \$25 when entering before 10am and exiting between 2pm and 7pm



Please see the relevant websites to check availability and pricing of the surrounding parking options.

