



**DOUBLE PINE INVESTMENT LTD
WOODLANDS MOTEL**

CONFERENCE PACK 2020



**126 Kerikeri Road
Kerikeri
Ph: 09 4073947**

**Email: info@woodlandskerikeri.co.nz
www.woodlandskerikeri.co.nz**

Woodlands Conference Centre and Function Room with its superb woodland outlook and abundance of natural light is perfect for residential conferences, strategic planning, board meetings, small exhibitions, seminars, retreats, and meetings.

Our venue is peaceful and private, set in 2.5 hectares of landscaped grounds. Several accommodation units can be used as break out rooms if required with plenty of free parking.

Conference Room Area

Theatre Style:	Cocktails:	Boardroom:	Classroom:
30 to 40 guests	50 guests	20 to 25 guests	up to 25 guests

Conference Rates

All rates listed are GST inclusive and correct as of Jan 2020

Conference rates may not be available over public holidays and weekends – please inquire.

For conferences that exceed our 8pm office hours there is a charge of \$65.

Accommodation - 12 Motel Suites:

Rates from \$160 per night twin share or double.
Please contact us for Corporate pricing

Conference Venue Hire:

\$ 220.00 per day
\$ 130.00 per half day (approximately 4 hrs)

Equipment Available

- Overhead Projector \$65 hire
- Screen (on wall)
- Whiteboard markers
- Wifi

- Photocopier /Printing 20 cents per sheet

Catering Options

1 **Conference Package**

- 1) Includes Tea and Coffee on arrival, morning tea, afternoon tea: \$21.50 PP
- 2) Includes Tea, Coffee, Juice morning tea, lunch and afternoon tea: \$32.50pp

2 **Tea and Coffee options**

- Tea & coffee on arrival: \$3.00 PP
Tea, Coffee and Biscuit on arrival: \$6.50 PP

3 **Morning and Afternoon Tea Options**

- Option One: a) Tea, Coffee & Scone or Biscuit: \$8.50 per person
b) Tea, Coffee & Scone & Biscuit: \$10.50 per person
c) Tea, Coffee & Scone, Biscuit & Fruit: \$12.50 per person

Option Two: Tea, Coffee and any two of the following - \$15.50 per person

Scones	Muffins
Sausage Rolls	Mini Quiches
Various Biscuits	

Please Note: there maybe additional charge for special dietary needs

4 **Lunch Options (include tea, coffee and juice)**

- a) \$16.50pp: make your own bun, savouries and fruit platter.
- b) \$20.00pp: sandwiches, savouries, slice and fruit platter.
- c) \$25.00pp: sandwiches, savouries, nibbles, slice and fruit platter.

5 **Nibbles**

\$18.50pp: selection of savouries, fish bites, mini meatballs, spring rolls and a sweet item.

6 **Conference Beverages**

Woodlands is fully licensed and has a small selection of alcoholic and non-alcoholic beverages available.

Beer: \$7 per bottle

Wine: \$9 per glass; \$30 per bottle

Can of soft drink: \$3.50 per can

7 **Cleaning Fee**

Please note that a \$3 per person cleaning fee will be charged if catering is organised outside of Woodlands by conference guest, and use of our plates, cutlery and platters are required.

WOODLANDS VENUE

Conference Room Booking

Name of Organisation	
Postal Address	
Name of Organiser	
Day time phone number	
After hour's phone number	
Email address	

Date of conference	
Arrival time (set-up)	
Conference start time	
Conference end time	
Purpose	

Equipment required	
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Function Requirements	
Number of people attending	
Room set-up	Theatre / Boardroom / Standing / Classroom

Accommodation Requirements		
Number of people		
Number of rooms	Single Double/twin	

Food and Beverage requirements			
	People	Start	Details
Breakfast			
Morning tea			
Lunch			
Afternoon tea			
Dinner			
Supper			

Other requirements	
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PLEASE EMAIL TO

info@woodlandskerikeri.co.nz