



BELLA VISTA™
EXPRESS HOTEL
AUCKLAND AIRPORT



Conference Pack

Welcome



Convenient Auckland Airport location

Bella Vista Express Hotel Auckland Airport is conveniently located in the Airpark Business Centre, only minutes from the airport terminals and 17kms from downtown Auckland City.

We offer a dedicated conference room seating up to 70 people theatre style and a boardroom seating up to 8. Both rooms are fully air-conditioned. We are easy to find - just off George Bolt Memorial Drive - and guests can take advantage of our free onsite car parking.

Choose from a variety of catering options including our popular working lunch menus, or customise a menu to suit. Delegates can relax in our adjacent break-out room for lunches and morning/afternoon teas.

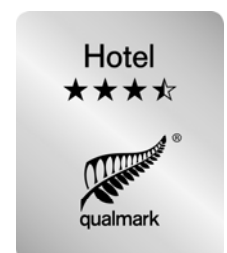
If you require accommodation for delegates, we have a choice of 142 studio rooms or suites with separate bedrooms and kitchen facilities. Our reception team is available 24-hours a day to ensure your stay is enjoyable and hassle-free.

For delegates arriving or departing from Auckland Airport, shuttle transfers are available for a small charge.

Contact Us

If you do have any further requirements or queries, please feel free to contact our Conference Co-ordinator during working hours. We can provide a detailed quote to your specific requirements.

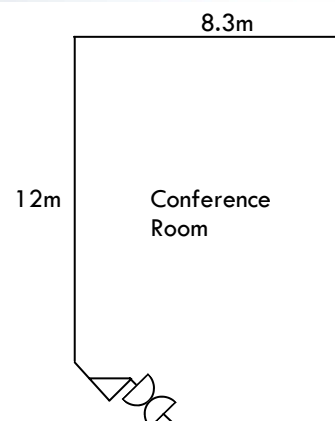
Rita Ram, Assistant Manager
Bella Vista Express Hotel Auckland Airport
14 Airpark Drive, Airport Oaks, Auckland
Phone: (09) 275 4540
Fax: (09) 275 4546
Email: am@bvexpress.co.nz
Website: www.bvexpress.co.nz



We look forward to hosting your next function at Bella Vista Express Hotel Auckland Airport!

Room Hire

Setup:	Capacity:	
	Conference Room	Boardroom
Theatre	70	-
Classroom	45	-
Boardroom	24	8
U Shape	32	-
Room Height:	3m	2.6m
Area (sq m)	96m ²	17m ²
Room Hire:	\$150.00 per day	\$120.00 per day



Includes chilled water and mints, and use of one standard white board.
(Does not include arrival filter coffee & herbal tea selection)

Equipment Hire

All rates are per item, per day:

Standard Whiteboard (600 x 900mm)	Free of charge (extra board \$30.00)
Large Whiteboard (1200 x 900mm)	\$40.00
Flipchart, Paper & Pens	\$30.00
Additional Flip Chart Pads	\$15.00
Individual Lined Pads & Pens	\$4.00 pp
Electronic Whiteboard	\$120.00
26" LCD TV + Video/DVD Combo	\$110.00
42" LCD TV + Video/DVD Combo	\$290.00
Screen Only	\$30.00
OHP & Screen	\$70.00
Data Projector & Screen	\$180.00
PA System w/ Cordless Microphone	\$280.00 (for Larger Groups up to 70)
Powered Monitor w/ Cordless Microphone	\$220.00 (for Smaller Group up to 30)
Laptop Computer	\$140.00
Portable Ghetto Blaster	\$55.00
CD Player	\$60.00
Lecturn	\$75.00

Other Equipment is available on request - please contact us for a quote.

Conference Catering

Morning, Afternoon Tea & Supper - Finger Food Options

Filter Coffee, Tea Selection (Including Herbal) \$3.00 pp

Add one or more of the following (price per item / per person):

Cookie Selection Homemade Style	\$2.00
Selection of assorted Sweet/Fruit Muffins	\$2.00
Selection of assorted Savouries	\$2.00
Assorted Club Sandwiches	\$2.00
Mini Wraps with assorted fillings	\$3.50
Scones - the traditional way with Jam & Cream	\$2.50
Assorted Mini Cakes	\$2.00
Assorted Sweet Slices	\$2.00
Selection of NZ's Favourite Bikkies such as Toffee Pops, Tim Tams, Chocolate Fingers, Chit Chats (2 biscuits pp)	\$1.00
Cheese & Cracker Selection with Camembert, Brie, Reserve Cheddar Cheeses with Water & Rice Crackers	\$5.00
Fresh Fruit Platter	\$4.00
Chocolate Bar Selection	\$1.50 per bar
Hot Savoury Platter with a Selection of Savouries, Mini Samosas/Spring Rolls/Hot Dogs and Onion Rings served with Dipping Sauces	\$5.50

Other Beverages:

Juice Carafe - Orange, Apple, or Tomato	\$7.00 per carafe
Soft Drinks (Carafe)	\$5.00 per carafe
Soft Drinks (Can)	\$1.50 per can

V Booster - Can of "V" Energy Drink + Muesli Bar \$4.00 pp

Working Lunches

Working Lunch 1 **\$12.00 pp**

Choose your Bread: multigrain/white bread, wraps or Pita bread

Choose your filling: Smoked chicken, chicken strips, ham or tuna

Filled with lettuce, tomato, cucumber, egg, cheese, red onion, avocado and dressing
plus

Selection of Savouries OR Selection of Mini Samosas & Spring Rolls with Sweet Chilli sauce.

Sweet treat OR Fresh Fruit Platter

Filter Coffee, Tea Selection (Including Herbal)

Working Lunch 2 - Almost a guilt free choice **\$14.00pp**

Choose your Bread: multigrain/white bread or wraps

Choose your filling: Smoked chicken, chicken strips, ham or tuna

Filled with lettuce, tomato, cucumber, egg, cheese, red onion, avocado and dressing *cont...*

Conference Catering Cont.

plus

Selection of popular Sushi
Fresh Fruit Platter
Filter Coffee, Tea Selection (Including Herbal)

Working Lunch 3 – Hearty Fish & Chips with Salad **\$15.00pp** (Min. of 8 people for this menu)
Battered Fish and Chips served buffet style with salad (please ask for more detailed information on salad selections)
Selection of Chocolate and Carrot cake with whipped cream OR Fresh Fruit Platter
Filter Coffee, Tea Selection (including herbal)

Working Lunch 4 – Butter chicken **\$17.00pp** (Min. of 8 people for this menu)
Garlic bread
Asian selection with samosas, spring rolls and vege parcels with dipping sauces
Butter chicken & rice
Salad (please ask for more detailed information on salad selections)
Selection of Chocolate and Carrot cake with whipped cream OR Fresh Fruit Platter
Filter Coffee, Tea Selection (including herbal)

From the Deli

Choose your Bread: multigrain/white bread or wraps
Choose your filling: Smoked chicken, chicken strips, ham or tuna
Filled with lettuce, tomato, cucumber, egg, cheese, red onion, avocado and dressing
\$6.50 per item, per person

All lunches minimum of 8 people - Feel free to combine any of the menu items to create your own menu. Prices to be advised when enquiring.

Gluten Free, Vegan, Dairy Free, and Wheat Free catering requirements must be pre-ordered with exact numbers required. Please note an additional cost may apply - please enquire.

Platters *All platters minimum of 10 people*

Breads & Dips Platter **\$9.50 pp**
With a selection of assorted Gourmet Breads, Twists, Crudites, Toasted Pita and Crostini with Guacomole, Hummus, Tzatziki, Pesto and Olive Oil

Cheese Platter **\$7.50 pp**
A selection of Fine Cheeses, Grapes, Nuts, Dried Fruits and Crackers

Sushi Platter **\$7.50 pp**
A great assortment of popular Sushi choices served with soy sauce, wasabi and ginger

Hot Savoury Platter **\$6.00 pp**
Selection of Savouries, Mini Samosas/Spring Rolls/Hot Dogs and Onion Rings served with Dipping Sauces

Further Info

Catering Policy

All catering requirements for in-house functions must be organised through Bella Vista Express Hotel Auckland Airport. We do not allow catering to be brought onto the premises from an outside source or caterer.

Alcoholic Beverages

As we are a licensed venue we do not allow alcohol to be brought onto the premises for the purposes of consumption. A comprehensive range of beer, wine and mixes are available for your function, please contact us for our current Beverage Menu.

Booking & Cancellation Policy

To ensure confirmation of your booking and enable our Conference Staff to give the best service possible at all times we require:

- Upon booking a particular date, a copy of our Confirmation Sheet to be completed, signed and returned by fax a minimum of 7 working days prior to the date required.
- Catering & Equipment requirements to be finalised a minimum of 2 working days prior to the date required.

Due to the conference rooms being booked on a regular basis, flexibility is not always possible. However we will endeavor to cater for any last minute changes or increases in numbers attending as best we can.

If for some reason you need to cancel your date booked with us, please notify these details in writing (email or fax) a minimum of 10 working days prior to the date required. This enables us to re-book the room if possible. If the room is cancelled within the 10 day period and we are not able to re-sell the date, the Room Hire rate will be charged as normal.

Payment Policy

Payment can be made by Cash, Credit Card, Eftpos or Direct Credit. Full payment is required by the 20th of the month following invoice. Any costs incurred in the collection of overdue accounts will be the responsibility of the debtor.

Car Parking and Airport Transfers

Car parking for attendees is provided at no charge. Shuttle service to/from the Airport terminals is available at \$10 per trip required. Our shuttle departs on the half hour, subject to demand.

Accommodation & Facilities

Room Amenities

142 Rooms:

94 Studio Rooms; 24 Deluxe Studios; 18 Standard Suites;
6 Deluxe Suites

Rooms are all internal/lift access with keycard security locks

All rooms feature:

- Air Conditioning
- Sky TV
- Fridge
- Tea & Coffee Making Facilities
- Alarm Clock / Radio
- Telephone
- Hairdryer, iron and ironing board
- Work Desk & High Speed Broadband Internet access
- Satinjet Showers



Room Rates:

Standard Studio

Queen Bed + Single Bed OR 2 Queen Beds
\$122.00 for 2 people, extra person \$10.00 (max 4 people in room)

Deluxe Studio

King Bed + Spa Bath
\$132.00 for 2 people, extra person on rollaway \$20.00 (max 3 people in room)

Standard Suite

King Bed in separate bedroom, pull out sofa in lounge, kitchenette with microwave
\$153.00 for 2 people, extra person(s) on Sofa Bed \$20.00, extra person in rollaway \$20.00 (max 5 people in room)

Deluxe Suite

King Bed in separate bedroom, pull out sofa in lounge, full kitchen facilities with oven/cooktop and microwave; Spa bath
\$163.00 for 2 people, extra person(s) on Sofa Bed \$20.00 (max 4 people in room)

Rollaways subject to availability.

All Rates Include:

- Complimentary continental buffet breakfast
- Free local telephone calls
- Daily newspaper in lobby
- Free overnight parking

Guest Facilities

- 24-hour Reception
- Lobby bar serving beverages & light meals
- Outdoor Swimming Pool & Spa Pool
- Fitness Room
- Guest Laundry
- Internet Kiosk
- Soft Drink & Snack Vending Machine
- 24-hour free airport shuttle
- Short walk to English-style pub/restaurant, cafes

