



Meeting Room Hire in the Central Business District

Booking Information

The Plumbing, Gasfitting, Drainlaying & Roofing ITO has meeting rooms for hire in the CBD. We are now located on Level 8, Allied Nationwide Finance Tower, 142 Lambton Quay. There is also access from The Terrace to Level 3, opposite the Unisys Building.

We have three meeting rooms available for hire weekdays from 8.00am to 5.30pm.

- The **Junction Room** can accommodate up to 30 people in a theatre style seating.
- The **Alexander Room** is specifically set up as a boardroom. It has seating for up to 10 people.
- A compact meeting room seats up to four people. This is more suitable for short meetings or as a breakout space.

Morning, afternoon tea and lunch can be catered for as per menus attached. Please feel free to arrange to visit our rooms and view our facilities.

For booking information, please contact:

Lagi Asi
Plumbing, Gasfitting & Drainlaying ITO Ltd
Level 8, 142 Lambton Quay
PO Box 9951
WELLINGTON
PH (04) 471 8420
Fax (04) 472 2098
Email: lagi.asi@ito.co.nz
www.ito.co.nz

Room Hire Charges

Room Capacities and Rates						
Room	Level	Capacity - Theatre	Capacity- Board	Capacity- U - Shape	Half-day	Full Day
Junction	8	30	25	20	\$190	\$295
Alexander (Board)	8	-	10	-	\$120	\$250

***Room rates are GST inclusive.
Special rates negotiable for multi-day bookings.***

Facilities:

All rooms are equipped with tables and chairs, and standard whiteboards at no extra cost. A telephone jack is available in all rooms. A teleconference unit, facsimile and photocopying are also available.

Extra equipment is available on request as per attached list.

Equipment List:

Whiteboard (additional)	\$20
Electronic Whiteboard	\$50
Data Projector	\$50
Flip Chart	\$20
Flip Chart Pads	\$15
Screen	\$40
Laptop	\$100
TV (21") & Video	\$95
TV (29")	\$100
DVD	\$60
Teleconference Unit	\$15 p/hour

Prices quoted are per item, per day and are GST exclusive and may be subject to change. Prices are current as at February 2009.

Secretarial Services:

FAX	
Local	\$1.50 first page, \$1.00 for every page there after
National	\$2.50 first page, \$2.00 for every page there after
PHOTOCOPYING	
Single Sided	\$0.20 per page
Double Sided	\$0.35 per page
Overhead Transparencies	\$1.00 per page
Laminating	\$2.00 per page

Catering:

Catering at the Plumbing, Gasfitting & Drainlaying ITO is provided by Simply Food and Corporate Caterers. Morning/afternoon tea, lunch can be catered for as per attached menus.

If you have other catering preferences or any special dietary requirements, please let us know in advance and we can arrange this for you.

Please note there is a surcharge of \$15 for all catering orders.

Menus:

On arrival:

- Tea, Coffee and Water \$2.00 per person
- Orange Juice \$5.00 per jug

Morning Tea Menu:

- Assorted Grilled Open Topped Baby Bagel
- Chicken & Fresh Basil Sandwich Triangle Rolled in Toasted Sesame Seeds
- Assorted Filled Club Finger Sandwich Selection (2)
- Baby Croissants Filled with Cheese & Ham
- Home Baked Muffin Selection Served with Butter
- Savoury Cheese & Fresh Herb Scone
- Devonshire Scone with Jam & Cream
- Almond & Chocolate Topped Danish Pastry
- Baby Lemon & Raspberry Friand
- Rich Chocolate Fudge Slice
- Home Baked Cookie Selection
- Baby Chocolate & Raspberry Creamed Lamington
- Chef's special Sweet Slice of the Day
- Daily Bake Mini Muffin Selection
- Seasonal Fresh Fruit Platter
- Mini Cream Filled Chocolate Éclair
- Little Sandwich Bites with Salmon Ginger & Citrus Cream Cheese
- Baby Iced Cup Cake Selection

Afternoon Tea Menu

- Chicken & Bacon Mini pie
- Blue Cheese, Pear & Spinach Panini
- Thai Chicken & Sesame Pastry Roll
- Ricotta, Tomato & Fresh Tyme Tartlet
- Chef's Choice Vegetable Quiche
- Homemade Spicy Sausage Roll
- Open Prawn & Dill Tart
- 'Brat in a Bun'
- Pesto, Ricotta Cheese & Roasted Red Pepper Tart
- Spicy Chicken Nibbles with Kasundi Chutney
- Grilled Chicken, Cream Cheese & Pesto Panini
- Beef & Cheese Savoury Pie
- Sausage, Egg & Tomato Strudel
- Grilled Mini Sandwich Selection
- Chef's choice Gluten Free Savoury
- Assorted Savouries – Mince, Chicken, Bacon & Egg

Cost per Item:

1 Item \$2.90
2 Items \$5.50
3 Items \$8.40
4 Items \$10.40
5 Items \$12.50

Finger Lunch Menus:

You can either choose from the sample menus that are pre-selected below or go with the Chef's selection and choose which items you require.

<p>MENU "1"</p> <p>\$12.80 per person, minimum 6 people</p> <ul style="list-style-type: none"> ▪ Crusty Roll of the Day with Assorted Gourmet Fillings ▪ Chef's Savoury Special of the Day ▪ Sweet Slice of the Day ▪ Fresh Fruit Platter 	<p>MENU "2"</p> <p>\$13.70 per person, minimum 6 people</p> <ul style="list-style-type: none"> ▪ Grain Bread Finger Sandwich ▪ Toasted Focaccia Skewer with Mozzarella, Chorizo & Basil ▪ Spicy Chicken Goujons with a Lime & Coriander Dip ▪ White Chocolate Caramel Macadamia Slice
<p>MENU "3"</p> <p>\$15.90 per person</p> <ul style="list-style-type: none"> ▪ Crusty French Rolls with assorted fillings ▪ Rice Paper Roll Up filled with an Asian Chicken Salad ▪ Moroccan Lamb Mini Pie ▪ Apricot Pistachio Chocolate Slice ▪ Sliced Fresh Fruit Platter 	<p>MENU "4"</p> <p>\$15.90 per person</p> <ul style="list-style-type: none"> ▪ Chef's Gourmet Sandwich Selection ▪ Lemon ,Chicken & Thyme Patties ▪ Kikorangi Blue Cheese & Walnut Tartlet ▪ Sweet Slice of the Day ▪ Fresh Fruit Platter
<p>MENU "5"</p> <p>\$17.90 per person</p> <ul style="list-style-type: none"> ▪ Cheese Topped Roll filled with Crumbed Fish Fillet ,Salad & Mayonnaise ▪ Oven Baked Cornish Pasty ▪ Macadamia Crusted Chicken Strips ▪ Chocolate & Raspberry Lamingtons ▪ Whole Fresh Fruit 	<p>MENU "6"</p> <p>\$16.90 per person</p> <ul style="list-style-type: none"> ▪ Vogel Sandwich Selection ▪ Mini Noodle Box filled with a Traditional Greek Salad with Feta Cheese ▪ Rice Paper Roll Up with an Asian Chicken Salad ▪ Weight Watchers Chocolate Brownie Slice ▪ Sliced Fresh Fruit Platter
<p>MENU "7"</p> <p>\$17.90 per person</p> <p style="margin-left: 40px;">Kaffir Lime Fish Cakes with a Lime Aioli</p> <p style="margin-left: 40px;">Greek Lamb Skewer with a Yoghurt Dip</p> <p style="margin-left: 20px;">Mini Noodle Box filled with Chef's Daily Choice of Salad</p> <p style="margin-left: 40px;">Rhubarb & Raspberry Mini Pie</p> <p style="margin-left: 20px;">Double Cream Brie with Grapes ,Apricots & Crackers</p>	

There are also gluten free menu's available. Please enquire for a full list of options.

Chef's Selection:

Option 1 \$12.00 per person <ul style="list-style-type: none">▪ Fresh filled bread of the day▪ 2 savoury items▪ 1 sweet item	Option 2 \$13.00 per person <ul style="list-style-type: none">▪ Fresh filled bread of the day▪ 2 savoury items▪ Sliced fresh fruit platter
Option 3 \$15.00 per person <ul style="list-style-type: none">▪ Fresh filled bread of the day▪ 2 savoury items,▪ 1 sweet item▪ Sliced fresh fruit platter	Option 4 \$15.50 per person <ul style="list-style-type: none">▪ Fresh filled bread of the day▪ 3 savoury items▪ Sliced fresh fruit platter
Option 5 \$17.50 per person Fresh filled bread of the day 3 savoury items One sweet item Sliced fresh fruit & cheese platter	

Selection Items:

Sweet items:

1. Selection of sweet slices
2. Cheesecake of the week
3. Lemon plum tartlets
4. Americano chocolate brownies
5. Chocolate lime tartlets
6. Chocolate cardamon brownies
7. Carrot & courgette cup cakes

Savoury/Hot items:

8. Chef's choice savoury of the day
9. Beef skewers with sweet chilli &/or peanut sauce
10. Thai lemon grass chicken skewers w chilli jam
11. Herb & potato rosti w salmon cream
12. Turkish Falafels with breads
13. Chicken, cranberry & brie mini filo cups
14. Sweet corn courgette & coriander fritters w raita
15. Selection of mini pies
16. Prawn cutlets & homemade citrus tartare
17. Crumbed fish bites w homemade tartare
18. Cranberry glazed chicken wrapped in streaky bacon
19. Billinis w savoury cream & salmon caviar
20. Mini chicken, bacon & avocado salads
21. Chicken, blue cheese & walnut mini salads
22. Open mini quiches
23. Sushi
24. Assorted cold cuts and spreads with crusty bread
25. Salad – green, potato or Greek

Platter Menus:

Platters are designed to cater for 8-10 People

BREADS & OILS PLATTER

\$47.50 plus GST

Selection of Fresh Breads

*SERVED WITH VIRGIN OLIVE OILS,
DUKKAH, HUMMUS, PESTO, TAPENADE & OLIVES*

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DIPS PLATTER

\$45.00 plus GST

Two Dips from Our Selection

*TARAMASALATA, HUMMUS, TOMATO SALSA, GUACAMOLE & AUBERGINE
SERVED WITH FRESH VEGETABLE CRUDITIES, CORN CHIPS & TOASTED PITA
BREAD WEDGES*

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PATE PLATTER

\$47.50 plus GST

Two Varieties of Pate

*SERVED WITH WHOLEGRAIN TOAST FINGERS & SLICED FRENCH BREAD
GARNISHED WITH GREEK KALAMATA OLIVES*

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CHEESE PLATTER

\$65.00 plus GST

A Selection of New Zealand Cheese

SERVED WITH SELECTION OF DRIED FRUITS & CRACKER ASSORTMENT

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ANTIPASTO PLATTER

\$65.00 plus GST

Selection of Continental Meats, New Zealand Cheese, Pate & Frittata

GARNISHED WITH PICKLED VEGETABLES & OLIVES

SERVED WITH FRENCH BREAD & CRACKERS

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SUSHI & MIXED SEAFOOD PLATTER

\$95.00 plus GST

Selection of Assorted Sushi with Assorted Smoked & Marinated Seafood

SERVED WITH THINLY SLICED BUTTERED VOGEL LOAF

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FRESH FRUIT PLATTER

\$35.00 plus GST

A Platter of Sliced & Whole Fresh Seasonal Fruits

Any catering orders placed and cancelled at short notice will be charged in full. All prices are per person and are GST exclusive.



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BOOKING FORM

Name of Organisation: _____

Address: _____

Contact Name: _____

Contact Phone Number: _____

Email: _____

Date of booking: _____

Start time: _____

Finish time: _____

Number of Participants: _____

Meeting Facilitator: _____

Room required:

- Junction Room: *Layout required:* Theatre Board U - Shape
- Alexander Board Room
- Meeting Room 3

Catering Requirements (please indicate any catering requirements):

- Orange Juice Coffee/tea/water on arrival
- Morning Tea Lunch Afternoon Tea

Other (Please specify): _____

Catering Order & Time required:

Morning Tea:

Lunch:

Afternoon Tea:

Equipment required (please tick resources required):

Whiteboard (additional)

Electronic Whiteboard

Data Projector

Flip Chart

Flip Chart Pads

Screen

Laptop

TV/Video

DVD

Teleconference Unit

Others (Please specify):

Please complete and fax or email to:

Lagi Asi

Plumbing, Gasfitting & Drainlaying ITO Ltd

Ph: 04 471 8420

Fax: 04 472 2098

Email: lagi.asi@ito.co.nz

Terms and Conditions

1. Final numbers are to be advised no later than 24 hours prior to the start of the function. This will constitute the minimum number charged for catering purposes.
2. Bookings will be confirmed once the booking form is completed and received. Once room bookings are confirmed, a charge of 50% of the room hireage will be made if the booking is cancelled less than 48 hours before the booking is due to occur. In addition, any outside costs incurred through late cancellation (such as catering which is unable to be cancelled) will also be charged for.
3. Equipment requirements must be made at least 24 hours prior to the start of the meeting in order to guarantee availability.
4. The meeting rooms are available from 8.00am until 5.30pm. Bookings required outside these hours can be arranged on request.
5. While we have our preferred catering companies, if you have other catering preferences or special requests, please contact us and we will try to accommodate you.
6. Any catering orders placed and cancelled at short notice (within 24 hours) will be charged in full. All prices are per person and GST exclusive.
7. All functions are invoiced out the week of the function and payment is due 14 days on receipt of invoice or by prior arrangement.