

THE SURREY HOTEL

Conference & Events Guide May 2023- March 2024

Conference enquiries to:

conferencing@thesurreyhotel.co.nz

The Surrey Hotel

465 Great North Road, Grey Lynn, Auckland

p. +64 9 378 9059

f. + 64 9 378 1464

w. www.thesurreyhotel.co.nz

THE  SURREY
PUB

Contents Page

General Information	3
The Cornwall Room	4
The Windsor Room	5
The Sussex Room	6
The Dorset Room	7
Equipment Hire Guide	8
Menus	9
Tea and Coffee/Snacks	10
Buffet Lunch Options	11
Dinner	13
Terms and Conditions	14
Credit Card	19
Authorisation	

General Information



Venue Highlights

Our conference centre has 5 venues to choose from. All venues offer natural light, air conditioning, standard AV equipment and can be set according to your needs. Room hire includes full set up, pads, pens, mints & chilled water. We offer a full onsite catering service as well as professional, experienced and friendly staff. We are ideally suited to residential conferences being able to cater to all of your companies as well as your delegates needs in our home away from home environment. Best of all **FREE** onsite parking available.



Location

A stone's throw from the CBD, easily accessible from all Auckland Motorways is the inner city suburb of Grey Lynn. We are the closest hotel to Eden Park, Auckland ZOO, Western Springs Stadium, MOTAT and our neighbour is the vibrant shopping and café district of Ponsonby. Easy access to daily amenities makes us the perfect location for your next family holiday or residential conference.



Accommodation – 83 Rooms

Meeting the needs of business and leisure travellers, The Surrey Hotel can offer an accommodation solution to suit all budgets. We have 83 standard to deluxe guest rooms and apartments. In room facilities include wireless broadband internet access, bar fridge, air-conditioning or ceiling fan, tea & coffee making facilities, hairdryer, iron & ironing board. Some rooms also offer kitchenette facilities. With a 4 Star Qualmark rate, you have the flexibility of choosing the room best suited to your budget and requirements.

Technical

- Wide range of Audio Visual Equipment available for hire onsite
- Support & Other Equipment requirements provided by external Audio Visual company
- Onsite trained conference staff

Business Facilities

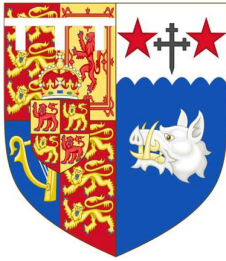
- Wireless Broadband available throughout the complex
- Secretarial Support services including: faxing, photocopying, compilation of materials, printing, & typing.

Hotel Facilities

- The Home of "The Surrey Pub"
- Indoor heated plunge pool, spa & gym
- Guest lounge
- Guest laundry facilities
- Wheel chair accessibility

Hotel Services

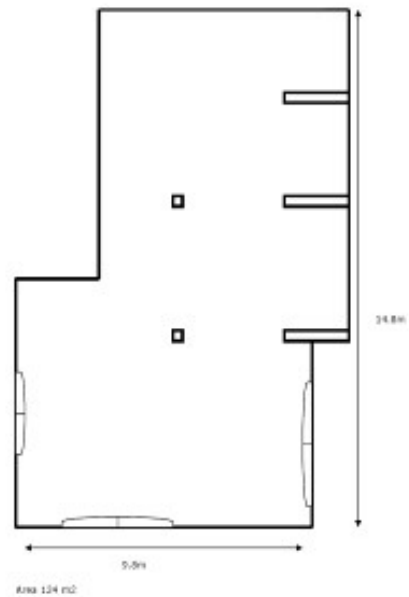
- 24 Hour Reception
- Tour & car rental information
- Safety deposit boxes
- Professional, experienced & friendly staff



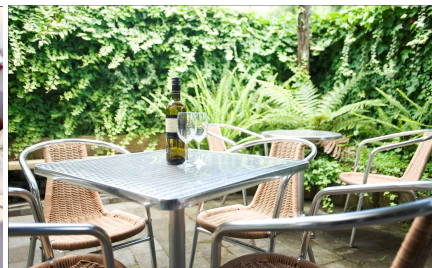
The Cornwall Room

Our largest conference room The Cornwall Room offers modern décor with a ceiling data projector and sound system. The Cornwall room features a covered courtyard perfect for break out areas. It is also well suited for company dinners and awards, banquets, weddings, corporate meetings and events and mini tradeshow.

Conference Configuration			
<i>Set up Style</i>	<i>No's</i>	<i>Dimensions</i>	
Theatre	140	Area (m2)	124
Classroom	60	Room Size	9.8m x 14.5m
U-Shape	40	Ceiling Height	3.5m
Boardroom	30	Door Width	2.4m
Cocktail	150	Door Height	1.9m
Banquet	90		



Full Day Room Hire (4+ hours)	\$650	Half Day Hire (>4 hours)	\$400
--	--------------	--	--------------

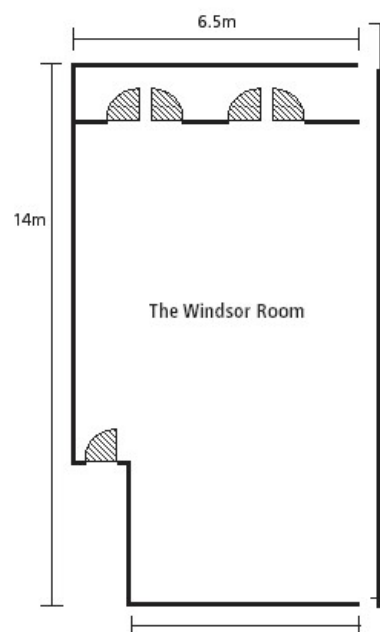




The Windsor Room

Our most popular training/seminar room, its upstairs location ensures a quiet environment and is large enough to accommodate up to 80 people. Features include: Natural light, broadband Internet, air conditioning, breakout balcony, high ceiling.

Conference Configuration			
<i>Set up Style</i>	<i>No's</i>	<i>Dimensions</i>	
Theatre	70	Area (m2)	90
Classroom	40	Room Size	14m x 6.5 m
U-Shape	30	Ceiling Height	3.5m
Boardroom	30	Door Width	2.4m
Cocktail	80	Door Height	1.9m
Banquet	60		



Full Day Room Hire (4+ hours)	\$550	Half Day Hire (>4 hours)	\$400
--	--------------	--	--------------

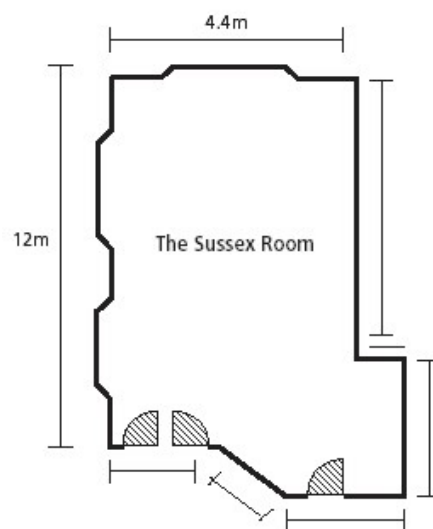




The Sussex Room

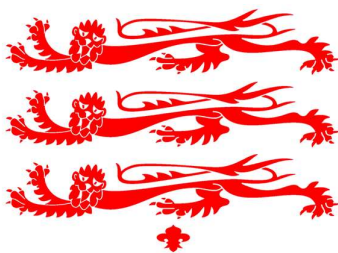
The Sussex room seats up to 40 and offers wide doorways for wheelchair access, a popular set-up is a 15 person U-shaped classroom with additional space to move about or for displays. Features include: Broadband Internet and individually controlled air conditioning, wheelchair access.

Conference Configuration			
<i>Set up Style</i>	<i>No's</i>	<i>Dimensions</i>	
Theatre	30	Area (m2)	45
Classroom	20	Room Size	12m x 4.4m
U-Shape	18	Ceiling Height	2.4m
Boardroom	20	Door Width	3.5m
Cocktail	40	Door Height	1.9
Banquet	25		



Full Day Room Hire (4+ hours)	\$450	Half Day Hire (>4 hours)	\$300
--	--------------	--	--------------

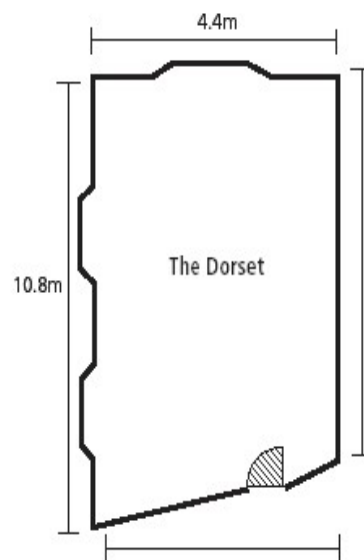




The Dorset Room

Full of the old world charm featured throughout the rest of the hotel, the Dorset room doubles as our guest lounge and is well suited for smaller, informal meetings or cocktail functions. It is also perfect to use as a registration area for large functions in the other rooms. Features include: Natural light, broadband internet, wheelchair access.

Conference Configuration			
<i>Set up Style</i>	<i>No's</i>	<i>Dimensions</i>	
Theatre	25	Area (m2)	40
Classroom	15	Room Size	10.8mx4.4m
U-Shape	15	Ceiling Height	2.4
Boardroom	20	Door Width	5
Cocktail	40	Door Height	1.9
Banquet	20		



Full Day Room Hire (4+ hours)	\$300	Half Day Hire (>4 hours)	\$250
--	--------------	--	--------------



Equipment Hire Guide

ITEM	DAILY RATE
Large Whiteboard	\$18.00
Data Projector & Screen	\$85.00
Portable Screen (only)	\$18.00

Other Audio Visual Equipment & Technical Assistance sourced externally. Price upon application

MISCELLANEOUS SERVICES

Printing and photocopying (Black & White)	10c per page
Printing (Full Colour)	50c per page
Wireless Internet (for use on up to 30 devices)	\$25per day \$40 per two days

THE SURREY HOTEL

Conference & Event Menus May 2023- March 2024

Conference enquiries to:

conferencing@thesurreyhotel.co.nz

The Surrey Hotel

465 Great North Road, Grey Lynn, Auckland

p. +64 9 378 9059

f. + 64 9 378 1464

w. www.thesurreyhotel.co.nz

THE  SURREY
PUB

Coffee Breaks

Arrival Brewed Tea & Coffee \$4.00 pp

Coffee Break Option 1: \$8.50 pp

Tea & Coffee served with your choice of one of the following:

- Homemade Biscuits
- Whole Fruit
- Scones with Jam and Cream
- Homemade Muffins (Sweet or Savoury)

Coffee Break Option 2: \$10.50 pp

Tea & Coffee served with your choice of one of the following and fresh fruit platter:

- Homemade Muffins (Sweet or Savoury)
- Sweet Scones served with Jam & Cream
- Chocolate Cake
- Carrot Cake
- Mini Savouries
- Fruit Tartlets

Coffee Break Option 3: \$12.50 pp

Tea & Coffee served with your choice of one of the following and fresh fruit platter:

- Ham & Cheese Croissants
- A selection of Sweet and Savoury Pastries
- Club Sandwiches

Additional Items:

- | | |
|-----------------------|-----------------|
| • Fresh Fruit Juice | \$6.00 pp |
| • Espresso Service | \$5.00 per item |
| • Fresh Fruit Platter | \$5.00 pp |

We have a very large selection of menu options available however if you wish to create your own menu, or make alterations to any of our existing menus. We are happy to discuss this with you.

All prices include GST.

Working Lunches

(Minimum of 20 guests)

Italian Buffet Lunch \$25.00 pp

Meat Balls in a rich Tomato Sauce on a bed of Herb Spaghetti
Roast Vegetable, Basil and Balsamic salad OR Mixed Leaf Tomato and Cucumber Salad
Bread Rolls
Seasonal Fruit Platter

English Buffet Lunch \$25.00 pp

Beer Battered Fish and Chips
Roast Vegetable and Rosemary Salad OR Tomato Cucumber and Mixed Leaf Salad
Bread and Dips
Seasonal Fruit Platter

Kiwi Buffet Lunch \$25.00 pp

Hot Roast Chicken
Sausage Rolls and Club Sandwiches
Roast Vegetable and Rosemary Salad OR Tomato Cucumber and Mixed Leaf Salad Freshly Baked Bread
Seasonal Fruit Platter

Platter Lunches \$18.00 pp

A great combination of Hot Savories, a mixture of Club Sandwiches, and Sweet Items

Dinner Menus

We have a selection of dinner menu options available whether you are looking for a buffet or sit-down A la Carte menu. We are happy to discuss this with you.

THE SURREY HOTEL

Terms and Conditions

Conference enquiries to:

conferencing@thesurreyhotel.co.nz

The Surrey Hotel

465 Great North Road, Grey Lynn, Auckland

p. +64 9 378 9059

f. + 64 9 378 1464

w. www.thesurreyhotel.co.nz

THE  SURREY
PUB

Conference & Events Services

CUSTOMER GUARANTEE

The Conference team at the Surrey Hotel is committed to ensuring that your conference, meeting or event runs smoothly and that the service we provide includes but is not limited to:

- Dedicated event manager with a same day response during business hours
- Healthy & nutritious catering options
- A clean and inviting venue
- Friendly, helpful and professional staff
- Fast & efficient business services including internet
- Easy access to technical assistance if required
- Good availability of parking or ease of access to public transport

BACKGROUND:

- A) The Surrey Hotel is in the business of providing Conference, Banquet and accommodation facilities and services.
- B) The Client wishes to engage The Surrey Hotel to provide certain of the facilities and services to it as part of an event/conference or meeting organized by it.
- C) The parties now wish to record the Terms & Conditions of their agreement for the provision of such facilities.

IT IS AGREED THAT:

1.0 Tentative Bookings & Quotes:

1.1 Tentative bookings and quotations can be made subject to conference room availability. A tentative booking will be held for a maximum of 7 days up to one calendar month prior to the proposed function date.

1.2 Any tentative bookings and quotations within one calendar month of the proposed date will be held for a maximum of 48 hours.

1.3 The hotel reserves the right to release any unconfirmed bookings outside of these time frames.

2.0 Confirmed Bookings:

2.1 Confirmation of a booking can only be made by way of this signed contract. This signed agreement must be received no later than 7 days after the original reservation, otherwise the management reserves the right to cancel this booking and allocate the venue to another client.

3.0 Function Room Hire:

3.1 It is agreed that the event will begin and end at the scheduled times as stated on the final function sheet. The hotel reserves the right to charge a late penalty fee if the stated times are exceeded.

3.2 In the unlikely event that the assigned room cannot be made available, the hotel will do everything in its power to ensure that an alternative room with comparable facilities is provided. The hotel will make every effort to notify the client in writing as soon as possible

3.3 Room hire charges are based on the times required, number of guests, and catering requirements.

4.0 Final Numbers:

4.1 The numbers expected to attend the event must be advised seven (7) working days prior to the events commencement, with the final confirmation no later than 10am two (2) working days prior to the event. This number will be used to calculate the minimum charge.

5.0 Deposit & Final Payment:

5.1 To secure your booking a minimum deposit of \$250.00 or 10% of the total booking- whichever is the greater will be required at the time of booking.

5.2 Exempt from deposit are those clients who have held credit facilities with the hotel for a minimum of six months.

5.3 Clients without credit facilities will be required to settle their account in full upon departure.

5.4 Clients with credit facilities will be required to settle their account as per the terms and conditions of the Credit Account.

5.5 The client will be held responsible for any charges incurred by any delegates associated with their conference that remain unpaid upon departure and will be included in the final bill.

5.6 THE SURREY HOTEL reserves the right to vary the deposit amount.

6.0 Cancellation:

6.1 Functions or events may be cancelled within 30 days prior to the function commencement without incurring any penalty.

6.2 Cancellations between 30 days and 14 days prior to the event will incur a penalty of 50% of the deposit.

6.3 Cancellations between 14 days and 7 days prior to the function will incur a penalty charge of \$250.00.

6.4 Cancellations less than 7 days prior to the function will incur a fee of 50% of the total account including Food & Beverage.

6.5 Postponement of a function that falls within 7 days of the function date will incur a penalty fee of \$250.00.

6.6 The hotel must receive all cancellations in writing.

7.0 Food & Beverage:

7.1 The consumption of Food and Beverage of any kind that is not provided by the hotel is strictly forbidden. The hotel reserves the right to remove these items from the premises.

7.2 Only an authorized representative of the client is able to make any additional purchases of food and beverage.

7.3 The hotel reserves the right to stop the sale & supply of liquor at any time pursuant to the Sale of Liquor Act and the Maori Community Development Act 1962.

8.0 Accommodation:

8.1 In the event that rooms are booked in conjunction with a conference or event. A final rooming list must be supplied 14 days prior to the date of stay.

8.2 A cancellation fee of one night's accommodation will apply if cancellations are received after confirmation of the final rooming list.

9.0 Damages/Insurance:

9.1 The client will be held financially liable for any willful damage and breakages caused by the client, the client's guest /invitees, outside contractors or other persons attending the function, whether in the room reserved or any part of The Surrey Hotel property prior to, during or after the event.

9.2 Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building unless prior approval has been given by the Hotel Management. The only approved adhesive is Power Tack (White Colour)

9.3 Signage is to be kept to a minimum and requires the approval of hotel management

9.4 For all exhibitions and stage set ups where an outside contractor has been employed, plans and power requirements must be provided to the hotel no less than 14 days prior to the event for approval by the companies engineer.

9.5 The hotel's insurance does not cover personal liability and security. The client is encouraged to arrange this on their own accord.

9.6 The client is expected to conduct their conference in an orderly manner in accordance with any applicable laws.

9.7 Disruptions to other guests must be kept to a minimum at all times.

9.8 If the hotel has reasonable belief that an event will affect the efficient running of the overall operation of the hotel's business, security or reputation, we reserve the right to cancel any event without liability at any time before or during.

9.9 The hotel reserves the right to remove objectionable persons from a function at anytime without liability as long as there is a justifiable reason.

9.10 The client agrees to indemnify The Surrey Hotel against all costs, claims and liabilities arising out of breach of these terms and conditions by the client, the client's guests/invitees, contractors engaged by the client.

10 Pricing Policy

10.1 Goods & Services Tax (GST) is shown on the quoted rates, unless stated otherwise. GST is subject to change without notice

10.2 The hotel reserves the right to charge a late penalty fee if the stated times as agreed are exceeded.

10.3 Every effort will be made to maintain costs as quoted however prices are based on current costs and may be subject to change to meet increases as they arise.

11 Warrants and Liability

11.1 The Client agrees that, if the Client is acquiring services from The Surrey Hotel for the purposes of a business (as defined by the Consumer Guarantees Act 1993) the Consumer Guarantees Act will not apply to the provision of those services by The Surrey Hotel. In all other cases the provisions of the Consumer Guarantees Act will apply.

11.2 Subject to clause 11.1, no conditions, warranties or other terms apply to any good or services supplied under this agreement except to the extent that they are expressly set out in this agreement. Subject to clause 11.1, no implied conditions, warranties or other terms apply (including any implied terms as to satisfactory quality, fitness for purpose or conformance with description).

11.3 The Surrey Hotel shall not be liable to the Client under or in relation to this agreement or its subject matter (whether such liability arises due to negligence, breach of contract, misrepresentation or for any other reason) for any loss of profits, loss of customers, or any indirect, special or consequential loss or damage, and for the purposes of this clause the term "loss" includes a partial loss or reduction in value as well as a complete or total loss.

11.4 The Surrey Hotels total liability arising from or in connection with this agreement (and whether the liability arises because of breach of contract, negligence or for any other reason) shall be limited to an amount equal to the total amount paid or payable by the Client under this agreement for the relevant function.

12 Agencies:

12.1 Where the Organiser is not the Client, the Organiser warrants that it has the authority to enter into this Agreement on behalf of the Client.

13 Assignments:

13.1 The Client may not assign its rights under this Agreement without the written consent of THE SURREY HOTEL.

14 Dispute and applicable law

14.1 This Agreement is made in New Zealand and its construction, validity and performance is determined under New Zealand law.

15 Entire Agreement

15.1 The terms and conditions set out in this Agreement contain the entire Agreement as concluded between the parties.

16 Variation

16.1 Any variation, amendment or modification of these terms and conditions shall only be binding where committed to in writing and executed by the parties.

17. Force Majeure:

17.1 The hotel will not be in breach of this agreement of any way liable to the Client, if it is prevented from complying with this agreement by reason of Act of God, act of public enemy, war, earthquake, riot, fire, storm, flood, explosion, compliance with any law or government restraint order, rule regulations, strikes, lock outs, or any other cause not reasonably within the control of the hotel.

18. Compliance with Statutes and Regulations:

18.1 The client is expected to observe all relevant statement, regulations, ordinances and by-laws relating to their activity.

19. Acceptance of Terms & Conditions:

This agreement was made on this day _____ of _____ 20 _____

Between: The Surrey Hotel LTD

and: _____ (Name)

of: _____ (Client)

Signed for and on behalf of:

Signed for and on behalf of:

The Surrey Hotel Ltd

(Client)

CREDIT - CARD AUTHORISATION FORM

(email to: conferencing@thesurreyhotel.co.nz)

Please accept this as authority to charge my credit card as outlined below for following service:

ROOMS MEALS BEVERAGES MINI BAR TRANSPORT PHONE INTERNET **ALL**

(Circle Charges Accepted)

Event Name: _____

Restrictions: _____

VISA/ MASTERCARD/ AMEX/ DINERS *(Circle One)*

CARD NO.

Expiry Date

Name on Card: _____

Company Name: _____

Issuing Bank's Name: _____

Cardholders Signature: _____ Dated: _____

Cardholders Address: _____

Cardholders Phone Number: _____

Copy of Invoice to be faxed or emailed on departure to:

Fax# _____ Attn: _____

Email: _____

Hotel Use Only

Booking Ref # _____ Actioned By: _____

Date of Event: _____ Invoice Sent: _____