

# THE SURREY HOTEL

## Conference & Events Guide

**Conference enquiries to:**

conferencing@thesurreyhotel.co.nz

**The Surrey Hotel**

465 Great North Road, Grey Lynn, Auckland

**p.** +64 9 378 9059

**w.** [www.thesurreyhotel.co.nz](http://www.thesurreyhotel.co.nz)

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# General Information



## Venue Highlights

Our conference centre has 4 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

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

### Business Facilities

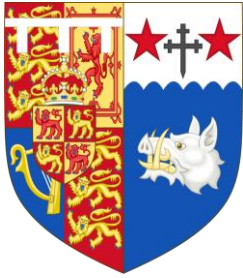
- Wireless Broadband available throughout the complex
- Secretarial Support services including: photocopying, compilation of materials, printing, & typing.

### Hotel Facilities

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

### Hotel Services

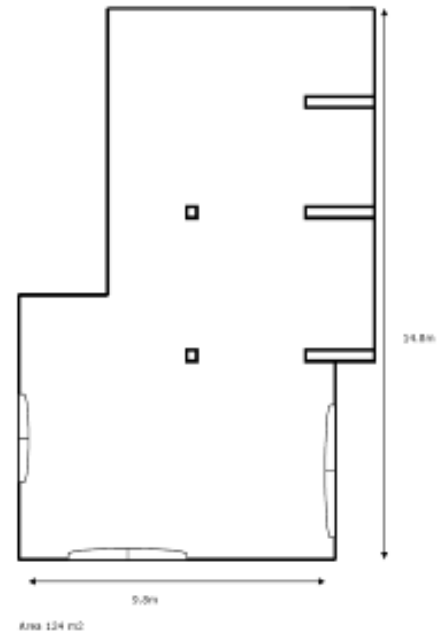
- 24 Hour Reception
- Tour & car rental information
- Professional, experienced & friendly staff



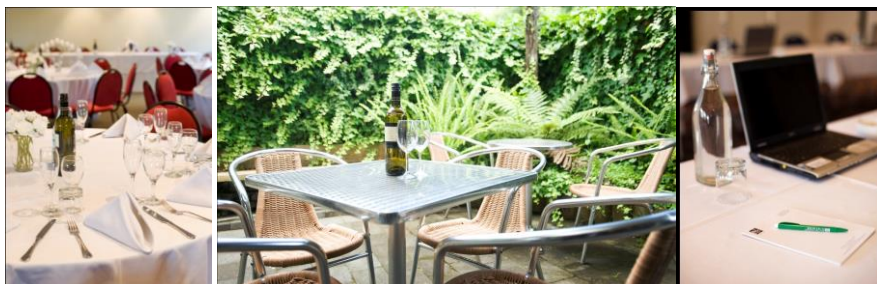
# The Cornwall Room

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

Conference Configuration			
Set up Style	No's	Dimensions	
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		



<b>Full Day Room Hire (4+ hours)</b>	\$600	<b>Half Day Hire (&gt;4 hours)</b>	\$400
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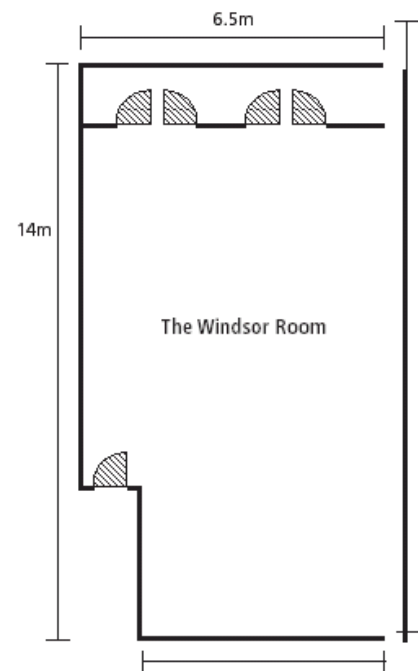




## The Windsor Room

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			
Set up Style	No's	Dimensions	
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		



<b>Full Day Room Hire (4+ hours)</b>	\$500	<b>Half Day Hire (&gt;4 hours)</b>	\$350
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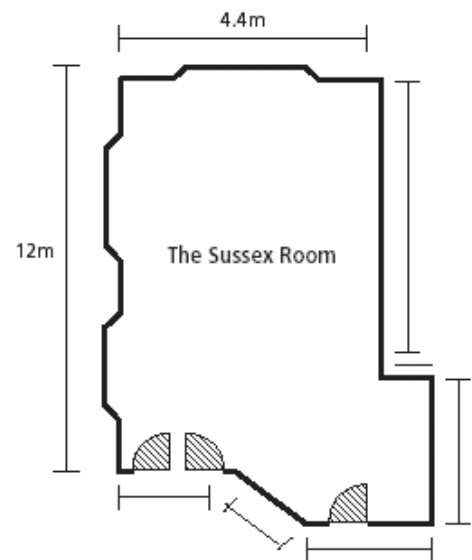




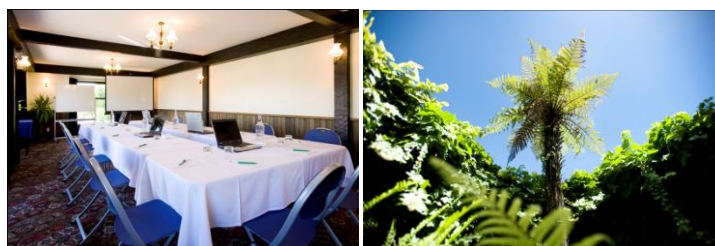
## The Sussex Room

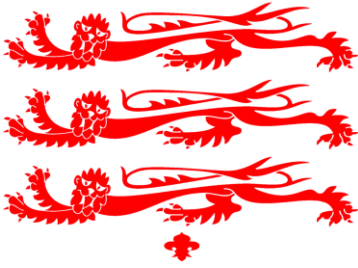
The Sussex room seats up to 40 and offers wide doorways for wheelchair access, a popular set-up is a 15 person U-shaped classroom with additional space to move about or for displays. Features include: Broadband Internet and individually controlled air conditioning, wheelchair access.

Conference Configuration			
Set up Style	No's	Dimensions	
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		



<b>Full Day Room Hire (4+ hours)</b>	<b>\$400</b>	<b>Half Day Hire (&gt;4 hours)</b>	<b>\$250</b>
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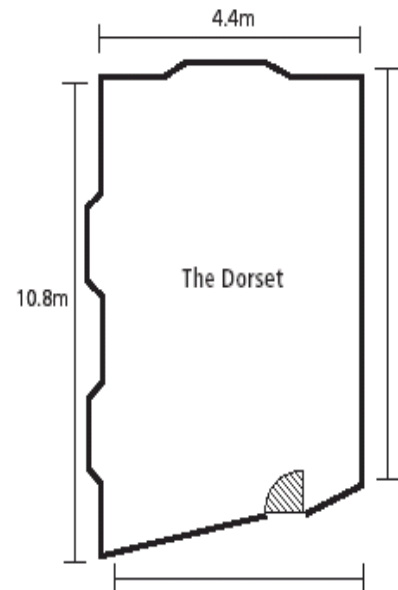




# The Dorset Room

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			
Set up Style	No's	Dimensions	
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		



<b>Full Day Room Hire (4+ hours)</b>	\$400	<b>Half Day Hire (&gt;4 hours)</b>	\$250
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# Equipment Hire Guide

<b>ITEM</b>	<b>DAILY RATE</b>
<b>Large Whiteboard</b>	<b>\$18.00</b>
<b>Data Projector &amp; Screen</b> <i>(Subject to availability)</i>	<b>\$85.00</b>
<b>Portable Screen (only)</b>	<b>\$18.00</b>

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

## **MISCELLANEOUS SERVICES**

<b>Printing and photocopying</b> <i>(Black &amp; White)</i>	<b>10c per page</b>
<b>Printing</b> <i>(Full Colour)</i>	<b>50c per page</b>

# THE SURREY HOTEL

## Conference & Event Menus

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# Coffee Breaks

**Arrival Brewed Tea & Coffee** \$3.00 pp

**Coffee Break Option 1:** \$8.50 pp

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

- Homemade Biscuits
- Seasonal 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:** \$13.50 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:**

- Juice \$6.50 pp
- Espresso Service \$6.00 each
- Fresh Fruit Platter \$5.50 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 \$35.00 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 \$35.00 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 \$35.00 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 \$22.50 pp**

A great combination of Hot Savouries, 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.