



# W I G R A M

## H O T E L

### CORPORATE & BUSINESS EVENT PACK

Training | Seminars | Conferences | Meetings | Events | Launches | Incentives



# ABOUT US

Originally RNZAF Base Wigram Officers Mess was built in 1938, it served officers of Royal New Zealand Air Force Base Wigram for decades. Now, under the new lease of life that is Wigram Hotel, it is one of Christchurch's most historic boutique meeting, seminar and event venues.



The staff at Wigram Hotel aim to provide an environment fitting to the rich history of the building, having seen royal visits, dining ins, graduation parties and high level government meetings.

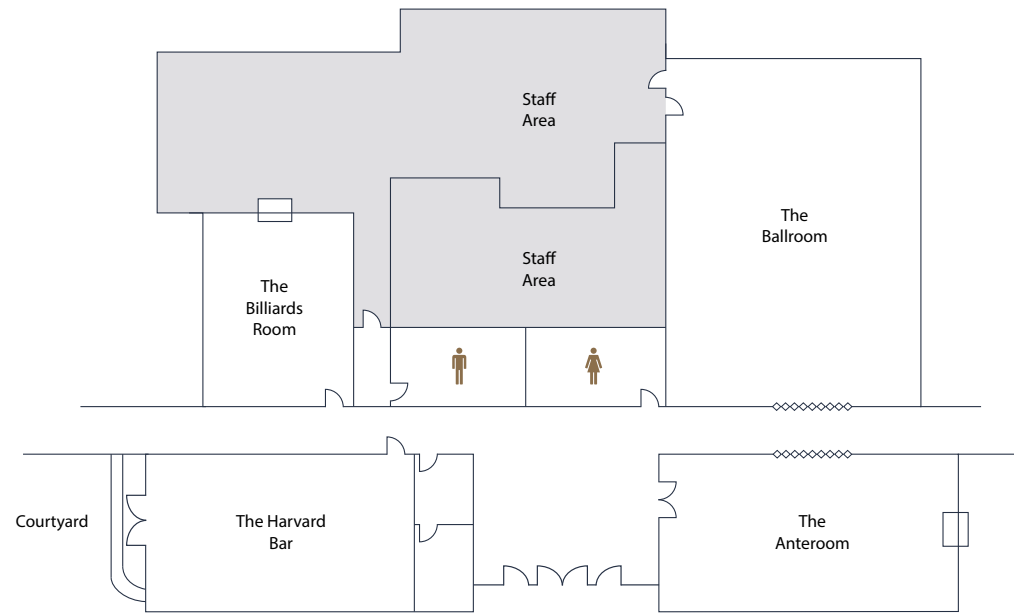
Recently undergoing renovations and restoration, Wigram Hotel has a range of function and event spaces. The stunning art deco Ballroom complete with fully sprung parquet flooring, the airy sophistication of the Anteroom and the intimate refinement of the Billiards Room all provide a distinct and memorable experience. As well as three versatile event spaces we have the Harvard Bar & Café on site for all your caffeine and beverage needs and in the gardens you find the original St Marks Chapel built in the 1940's for the Air Force base, perfect for an event with a difference.

We pride ourselves on flexibility and our ability to adapt to your requirements. Our full scale commercial kitchen and professional management team have years of experience in the industry, looking after both big and small events. Should you have any special requests please don't hesitate to discuss these with our team.

Feel free to come in for a coffee, cold beverage or to simply look around the grounds and historic buildings and discuss how best we can assist you.



# VENUES



|                             | Size sqr mtr                      | U-Shape | Theatre | Classroom | Cabaret | Banquet | Cocktail |
|-----------------------------|-----------------------------------|---------|---------|-----------|---------|---------|----------|
| The Ballroom                | 111m <sup>2</sup> / 15m x 7.4m    | 44      | 140     | 46        | 60      | 100     | 120      |
| The Anteroom                | 72m <sup>2</sup> / 12m x 6m       | 26      | 60      | 24        | 30      | 40      | 50       |
| The Billiards Room          | 44.4m <sup>2</sup> / 7.4m x 6m    | 16      | 30      | 18        | 15      | 20      | 30       |
| Foyer                       | 30.15m <sup>2</sup> / 5.8m x 5.2m | -       | -       | -         | -       | -       | -        |
| St Marks Chapel             |                                   | -       | 55      | -         | -       | -       | 40       |
| Gardens                     |                                   | -       | -       | -         | -       | 140     | 150*     |
| The Harvard Bar & Courtyard |                                   | -       | -       | -         | -       | -       | 60       |

*\*Weather dependent*



## THE BALLROOM

Full of character – this room once saw many a memorable dining experience, balls and parties, now perfect for your larger meetings and presentations. Able to serve up to 120 people in various set ups.

- Natural light
- Hard wood parquet floors
- Independent air conditioning

### Room Hire

Half-day Max 4 hours \$500

Full-day Max 8 hours \$800



## THE ANTEROOM

The tradition of the Anteroom is as old as the officer's mess itself. Traditionally a place for officers to relax while waiting to enter the dining room. Perfect for medium size meetings, presentations or training seminars.

- Full of natural light
- Independent air conditioning

### Room Hire

Half-day Max 4 hours \$400

Full-day Max 8 hours \$600



*\*All pricing inclusive of gst.*



## THE BILLIARDS ROOM

Originally a smoke filled room for cigars, brandy and a game of billiards, our billiards room is ideal for a private meeting, small gathering or exclusive dinner.

- Art deco features
- Natural light
- Independent air conditioning

### Room Hire

Half-day Max 4 hours \$350

Full-day Max 8 hours \$500



## THE HARVARD BAR & CAFE

Offering a range of local beverages the Harvard Bar is a community hub for locals and visitors alike.

With a warm and inviting atmosphere and personal service.

We can arrange a tab for coffees during your event or for other beverages at the end of a long day.

Normal operating hours 12pm - late, Tuesday - Sunday.  
Open outside these hours by arrangement.

*\*All pricing inclusive of gst.*





## ST MARKS CHAPEL

Perfect for a seminar or presentation with a difference.

- Natural light
- Pew seating
- Private garden

### Room Hire

Full-day Max 8 hours \$400



# EQUIPMENT

## INCLUDED IN VENUE HIRE

(upon request)

- Table and chairs
- Iced water
- Mints
- Table linen
- High speed Wi-Fi
- Onsite parking

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## AVAILABLE FROM US

(upon availability)

- Data projector and Screen \$120
- Flipchart \$50
- Wireless Microphone –hand held\$50
- Laptop Speakers \$25
- Built-in TV monitor at Billiards room\$50
- Whiteboard Complimentary

*Prices listed are subject to change. We are happy to provide quotations for additional equipment from our AV supplier.*



*\*All pricing inclusive of gst.*



# DAILY DELEGATES

## ALL INCLUSIVE DAILY DELEGATE PACKAGE

For those who want to keep their life as simple as possible when booking a meeting, conference or training seminar; let us do the work for you.

**\$75.00 pp** (minimum of 25 clients)

- Data projector & screen
- Whiteboard
- Flipchart
- Mints & iced water
- Arrival tea / coffee and fresh fruit basket
- Morning tea - tea / coffee & 1 item
- Lunch - working lunch
- Afternoon tea - tea & coffee & 1 item per person



# CATERING TEA BREAKS

## ARRIVAL TEA & COFFEE

**\$4.50 pp**

Freshly brewed coffee and range of teas

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## MORNING / AFTERNOON TEA BREAKS

**\$11.00 pp**

Tea, coffee and ONE of the following items

Additional items \$6 pp per item

- Fresh baked scones with jam and cream
- Fresh house baked biscuits
- Chef's choice slices
- Chef's choice cake
- Savouries selection
- House made quiches
- Fresh baked croissants

## WORKING LUNCH

**\$19.00 pp**

Minimum of 10 pax

- Chef's daily sandwiches or filled rolls
  - Chef's choice savoury item
  - Chef's choice cakes or slices
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## BUFFET

**\$30.00 pp**

Minimum of 20 pax

- 1 x Chef's choice hot main
- 1 x Chef's choice hot side
- 2 x Chef's choice cold side
- Chef's choice cakes or slices
- Fresh seasonal fruit slices
- Freshly brewed coffee and range of teas



*\*All pricing inclusive of gst.*





# ACCOMMODATION

The hotel rooms at Wigram Hotel, Christchurch have been sympathetically renovated to make the most of the charming art deco features from the original Officer's Mess. Furnished with high quality modern amenities and luxurious touches such as Italian tiled underfloor heated bathrooms, high quality bed linen and stunning wallpapers; you will truly relax in our special historic boutique hotel.

| ROOM TYPE           | QUANTITY  | BEDDING OPTIONS            | MAX PAX   | SIZE             |
|---------------------|-----------|----------------------------|-----------|------------------|
| Standard Queen Room | 9         | Queen                      | 2         | 18m <sup>2</sup> |
| Deluxe Queen        | 10        | Queen                      | 2         | 24m <sup>2</sup> |
| Deluxe Twin         | 6         | 1 x Queen, 1 x King Single | 3         | 27m <sup>2</sup> |
| Executive Room      | 2         | King                       | 2         | 30m <sup>2</sup> |
| Family Room         | 1         | 1 x King, 1 x Queen        | 3         | 37m <sup>2</sup> |
| <b>TOTAL ROOMS</b>  | <b>28</b> | <b>TOTAL OCCUPANCY</b>     | <b>63</b> |                  |

## HOTEL FACILITIES

- Air con/heating
- Complimentary toiletries
- Italian tiles with underfloor heating in all ensuites
- Deep bathtubs in Executive Suites
- Smart TV
- Telephone
- Complimentary unlimited Wi-Fi
- Tea/coffee making facilities
- Safe
- Mini fridge
- Ironing facilities
- Ample complimentary car parking





# TERMS & CONDITIONS

## **Tentative Bookings**

Will be held for a period of 14 days only, after which time the booking can be released by Wigram Hotel and the room made available to other interested parties.

## **Confirmations**

All bookings must be confirmed in writing and the corresponding contract created by staff for your event must be signed and returned. Please note that your booking is not confirmed until the event contract is signed and the deposit is paid.

## **Cancellations**

In the event of cancellation by the client, all monies paid will be forfeited to Wigram Hotel. If Wigram Hotel is unable to proceed with your booking due to any reason beyond Wigram Hotel reasonable control (eg; fire, flooding, earthquake) then Wigram Hotel has the right to cancel your booking and will return any monies paid. Wigram Hotel will have no further liability for such cancellation.

If the event is cancelled by the client, the following will apply: NOTICE OF 2 MONTH-14 DAYS -Incurrs a cancellation fee equivalent to 50% of the total estimated value of your event or the deposit paid in advance.

**NOTICE OF 14 DAYS AND LESS** -Incurrs a cancellation fee equivalent to 75% of the total estimated value of your event. All deposit paid will be non refundable.

## **Surcharges**

Wigram Hotel reserves the right to add a surcharge to any prices quoted in this function package in the event that a booking is requested on a public holiday.

For credit card payment, there will be 2.5% surcharge on total amount payable.

## **Final Numbers**

Final numbers are required at least 7 working days prior to the function and charges will be based on these, minimum numbers or on final head count, whichever is greater.

## **Minimum Numbers**

Please note that minimum numbers will apply to our packages. Should your numbers fall below our minimum, please ask us about alternative package options. Minimum numbers are based on full paying adults only. Children and teenagers are additional to this.

## **Payment**

The balance of the account is to be paid in full before the 20th of the month following your event, any damages to Wigram Hotel property will be charged at this time.

## **Security**

Wigram Hotel will not accept responsibility for the loss or damage to any equipment or property left on the premises prior to, during, or after the function. Wigram Hotel may ask for security to be provided for your event this cost will not be covered by Wigram Hotel.



## **Compliance**

Clients will be responsible to ensure the orderly behaviour of their guests and Wigram Hotel reserves the right to intervene where it sees fit. To ensure compliance with its Responsible Service of Alcohol policy, Wigram Hotel reserves the right to refuse service to anyone suspected of being intoxicated and in accordance with the Sale of Liquor Act, and may ask them to leave the property. In addition, Wigram Hotel will not serve alcohol to any external contractors hired by the clients (eg. photographers or band members) unless specific parties have been approved by the event organiser.

## **Approvals**

Clients must ensure that all external contractors hired (eg. photographers or band members) have all necessary licences and approvals to undertake the relevant activity. Clients must also obtain approval from Wigram Hotel before any third party goods or equipment are brought onto the premises.

## **Damages**

You agree to indemnify Wigram Hotel for all loss, harm, cost or expense resulting from any damage to any Wigram Hotel property or injury to any staff members during the function, caused by any guests or other persons attending the function. No blu-tack or tape of any kind is to be used on any walls or ceilings. 3M brand adhesive hooks may be used on the walls only (not on ceilings) and these are not to be removed after use.

## **External Contractors**

Wigram Hotel is not responsible in any way for the behaviour or co-ordination of any external service provider hired by the event organiser (eg. photographers or entertainers). You hereby agree to release and indemnify Wigram Hotel from all such claims.

## **Delivery and Collection of goods**

Any delivery or collection of goods must be pre-arranged with the General Manager or Event Coordinator. Any goods left on the premises after the function must be collected within 12 hours of your event. All goods will be disposed of after this time unless otherwise arranged. Wigram Hotel has no responsibility for goods stored onsite before, after or during an event.

## **Insurance**

It is the client's responsibility to take out their own insurance for all items belonging to them for the period those items are on Wigram Hotel property.

## **Menus and Food Service**

Menus must be advised in writing 14 (fourteen) days prior to the contracted arrival date. Should requirements not be advised within this time frame, the venue does reserve the right to substitute food and beverage requirements accordingly. No food and beverage may be brought onto the premises for consumption

during the event unless specifically approved by management. Any guests found to have bought their own beverages on to the premise will be required to leave. Wigram Hotel reserves the right to change menus and beverages due to supply, availability and seasonal changes.

## **Photography**

The client agrees that any photography taken by Wigram Hotel or their representatives before, during or after the event remain the property of Wigram Hotel, and that as such, Wigram Hotel retain the right to use, reproduce, or publish any such images. The imagery can be used solely for our own promotional and advertising material and no imagery or photography will be sold to any third party for profit. Wigram Hotel accept no claims for compensation whatsoever for their use, reproduction or publication.

## **Prices**

Prices are only valid for the term of the function pack only, if your booking falls outside of the current package date Wigram Hotel will advise of the cost as soon as they become available, price may change from packs due to increased service cost and food and beverage costs.



Just 10 minutes from Christchurch Airport or 10 minutes from town, Wigram Hotel is ideally located for both local guests and visitors, without being isolated from the city.



# W I G R A M

## H O T E L

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