



PORTERS

BOUTIQUE HOTEL

Conference & Function Information

Porters Boutique Hotel is the perfect gateway to explore all that the beautiful Hawke's Bay region has to offer.

www.portershotel.co.nz





Expect to be impressed

Porters Boutique Hotel offers a new level of luxury accommodation and conference facilities, located in the heart of Havelock North village and surrounded by the majestic hills of Hawke's Bay.

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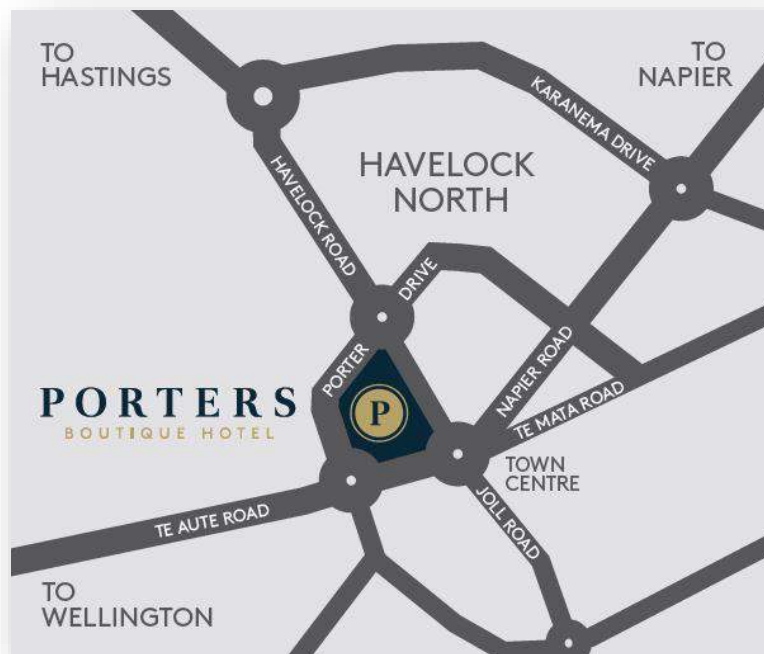
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Location & Transport

Porters Boutique Hotel is the perfect gateway to explore all that the beautiful Hawke's Bay region has to offer. Conveniently located in the heart of Havelock North and within easy driving distance of Hawke's Bay Airport (25-30 minutes) and the nearby cities of Hastings and Napier.

Nestled at the foot of Te Mata Peak, Havelock North is a thriving hub of exclusive cafes, restaurants, wineries and boutique shopping; providing the perfect destination for the business or leisure traveller.



Coordinates: 39.6703° S, 176.8762

We have a range of transport options available to suit the needs of your function or conference. This includes private or group transfers to and from Hawke's Bay Airport. Simply let us know your arrival/departure information or transport requirements during your stay.



Conference & Function Facilities

Our professional and friendly team will work closely with you to meet your individual requirements and ensure your conference or function runs smoothly.

- ❖ Standard conference facilities and furniture.
- ❖ Complimentary high-speed WI-FI.
- ❖ State of the art audio visual equipment for hire.
- ❖ In-house catering provided by Malo Restaurant.

Function Rooms

Porters Boutique Hotel offers a range of spaces to cater for your conference, function or event. With three function rooms, ranging in size suitable from 8 guests up to 80 guests.

Room hire includes complimentary high-speed WI-FI, filtered water, pens, notepads, mints and room set up to the clients' requirements.

- ❖ Our Triple Peaks room is spacious and perfect for large social events, cocktail functions, conferences and meetings.
- ❖ Our Exchange room is ideal for mid-size meetings or as an additional break out space for day conferences.
- ❖ Our Redwoods boardroom is a great option for private meetings and smaller conference groups.

Outdoor Courtyard

A stunning outdoor courtyard is in the center of the Hotel, providing a sunny space for a quiet drink, cocktail party, themed event or large function. Doors connect the courtyards with the Triple Peaks Room creating an indoor/outdoor flow for guests.

Please enquire for our room hire prices.

NAME OF ROOM	SIZE	THEATRE	CLASSROOM	BOARDROOM	U-SHAPE	RECEPTION
Triple peaks	77 m ²	70	35	30	24	80
The Exchange	26 m ²	24	10	12	12	25
The Redwoods	13m ²	-	-	8	-	-



Venue & Equipment Hire Cost

Room Hire

Please contact us to enquire after our room hire prices. Room hire includes complimentary high-speed WI-FI, filtered water, pens, notepads, mints and room set up to the clients' requirements (as agreed prior to the event).

Room Staging & Event Decor

Using world-class local suppliers, we can have any of our spaces decorated and themed to bring your vision to life. We can offer pre-designed packages or customised options to make sure your next function or event has the 'wow' factor to impress your guests.

Audio Visual Equipment

HD Data projector
HD Data projector remote with laser pointer
Laptop
TV with HDMI connection
Whiteboard & pens
Lectern
Flip chart pads and pens with stand
Polycom conference phone
(call charges additional)

Additional audio-visual equipment can be hired on request, with notice.



Hotel Services & Facilities

- ❖ 24-hour reception
- ❖ Fully licensed restaurant and bar
- ❖ 24-hour room service
- ❖ Complimentary basement parking
- ❖ Valet parking
- ❖ Administrative services
- ❖ Self-service laundry and dry-cleaning service
- ❖ Luggage storage

Guest Room Features

- ❖ Luxurious custom bedding
- ❖ Complimentary high-speed WI-FI
- ❖ Bluetooth audio system
- ❖ Premium guest toiletries & bathrobe
- ❖ Locally sourced minibar
- ❖ Complimentary tea and coffee making facilities
- ❖ Personal in room safe
- ❖ Underfloor heating and heated towel rail in all bathrooms
- ❖ Complimentary water replenished daily

Rooms and Suites

The 42 stylish guest rooms offer views of the Te Mata Peak, village and mountain ranges. Rooms are available in a variety of configurations including super king, twin queen, twin single, family and with disabled access.



NAME OF ROOM	ROOM SIZE	BALCONY	WITHOUT BALCONY	GUEST ROOM FEATURES	NESPRESSO COFFEE MAKER	FREE STANDING BATH	KITCHENETTE WITH MICROWAVE & DISHWASHER	DOUBLE BASIN IN BATHROOM
Deluxe Room	32 m²	7	2	✓	-	-	-	✓
Deluxe accessible Room	32 m²	3	-	✓	-	-	-	-
Deluxe Twin Room	32 m²	4	-	✓	-	-	-	✓
Premier Room	32 m²	14	2	✓	-	-	-	✓
Premier One Bedroom Suite	54 m²	6	-	✓	✓	✓	✓	✓
Royal Suite	53 m²	2	-	✓	✓	✓	✓	✓
Royal One Bedroom Suite	64 m²	2	-	✓	✓	✓	✓	-

Terms and conditions apply. All Prices are in NZ\$, and inclusive of GST. Prices and terms are subject to change at any time.



Malo Restaurant

Malo offers a fresh approach to the Hawke's Bay food and wine scene. Honest food with a sophisticated modern twist and an emphasis on local, seasonal flavors. Enjoy elegant, ambient surroundings, dedicated staff and delicious meals at Malo for your next event or special occasion.

Restaurant Hours

Monday & Tuesday

Breakfast from 7.00am till 10.30am

Cocktails & Beer Food from 4.00pm

Dinner from 6pm - late.

Wednesday – Sunday | 7am – late

The restaurant can accommodate small groups of up to 10 guests on a range of A la Carte and set menus. Please ask us for more information.



Catering Options

Malo provides catering services for all functions held at Porters Boutique Hotel. All catering is served in your function room unless another space is also organised prior.

Catering requirements are requested to be finalised upon booking; your menu items are to be finalised no less than 30 days prior. All menus change seasonally, so menu items and pricing cannot be confirmed until 60 days prior. The final number of people attending, and dietary requirements are required a minimum of 14 days prior to the event. All our catering options can also be customised to work with your dietary requirements (e.g. meat-free, gluten-free, allergies and preferences, etc.) on request with notice. Feel free to talk to us about any customisation or queries you may have.

All items require a minimum order. Flexibility is requested for numbers less than 8 and last-minute catering requirements.

Please enquire for our menu pricing and package options.

We recommend viewing our seasonal conference and function deals on our website.

www.portershotel.co.nz/specials/

Beverage Options

Porters Boutique Hotel offers percolated tea and coffee stations, juice carafes, and other beverage inclusions for all your meeting and conference needs.

Function beverage packages are available, inclusive of house wines, standard beer, soft drinks and juice. Other options can be additionally included for your function; please discuss your requirements with us upon booking.

Please enquire for our full function beverage menu options.



BREAKFAST MENU

Set Plated Breakfast

A divine granola trifle with seasonal fruit and yoghurt for each person.
And one plated cooked breakfast, guest choice of
Eggs benedict (vegetarian or bacon) or creamy mushrooms on ciabatta

Continental Breakfast Buffet

Selection of cereals, toast with condiments, poached fruits and yoghurt, fresh
baked croissants.
A selection of juices, tea and percolated coffee

Cooked Breakfast Buffet

Malto continental breakfast plus
Bacon and sausages, baked beans and hash browns, scrambled eggs, tomatoes
and mushrooms
Selection of juices, tea and percolated coffee

Breakfast Grazing Station

Only available to be served in function rooms.

Mushroom and spinach quiche, bacon and egg ciabatta buns, granola trifle with
seasonal fruit and yoghurt, croissants filled with cheese and tomato, banana bread
with whipped butter, green breakfast smoothie.
Selection of juices, tea and percolated coffee

*Please note all buffets and grazing stations are based on a maximum duration of 2 hours, to
ensure freshness and quality. There will be additional costs for extended timeframes.



MORNING & AFTERNOON TEA MENU

Savoury:

Chefs choice freshly baked savoury muffins or scones with butter

A slice of bacon and egg quiche with relish

Tuna and egg club sandwich on house baked bread

Freshly baked croissant with mushrooms and pesto v

Freshly baked croissant with ham and brie and relish

Freshly baked croissant with chicken, cumin gouda and tomato

Sweet:

Chefs choice freshly baked sweet muffins or scones with whipped cream

Freshly baked Danish pastries

Our famous dark chocolate brownie with coffee cream

Brioche with cinnamon and brown sugar

Banana cake with lemon icing

Seasonal fruit platter v, df, gf

Our seasonal platters are a delicious option for light refreshments!



LUNCH MENU

Working lunch

In room, grazing station

If you are looking to go off site for lunch – please enquire about our packed lunch options.

Cold:

Open sandwich, beef, salad greens, relish, blue cheese mayonnaise

Open sandwich, chicken, hummus, salad greens, hazelnut dukkha

Berbere spiced lamb wrap, salad greens, hummus, cucumber, garlic yoghurt

Hot:

Smoked salmon wrap, bulgur wheat, spinach, fennel, lemon aioli

Mushroom, spinach, brie quiche with relish v

Pumpkin fritters, ginger, spring onion, coriander, sour cream v

Japanese okonomiyaki, bacon, tonkatsu, QP mayo, bonito flakes

Soup of the day served with homemade bread and smoked sea salt butter

Salads:

Kumara, coconut, sesame, chilli, coriander v

Quinoa, curried cauliflower, spinach, pomegranate dressing v, df, gf

Iceberg lettuce, bacon, croutons, egg, parmesan dressing

Potato, spring onion, mustard, sour cream v

Express Plated Lunch

Plated menu only served in Malo Restaurant.

Guests can enjoy a choice of 1 main and 1 dessert each.

Options will include a beef, chicken, fish and vegetarian choice to choose from.

Also accompanied by Hand cut fries for the table to share.

Dessert options are a single serve cheese with matched crackers and condiments or Chefs' dessert of the day.



COCKTAIL MENU

Seasonal Platters

Our grazing platters are suitable for lunch, grazing and evening functions. While our serving portions are generous, they are designed to supplement a light meal. We recommend 1 platter for 2-3 people or ideally supplement with canapés for a more substantial option.

Bread & Dip Platter

Selection of two breads, whipped butter and two dips

Selection of Three Cheeses

A selection of 3 cheeses with perfectly matched condiments and crackers

Grazing

A seasonal selection of homemade breads, crackers, dips, cheese, pickled vegetables, olives and smoked almonds

Charcuterie & Seafood

Our seasonal grazing platter with the addition of chef's selection of charcuterie and seafood. Please enquire for further grazing options including hot items for your group.

Canapés

Smoked fish arancini served with lemon aioli
Ham and pea croquette served with horse radish
Japanese okonomiyaki with tonkatsu, QP mayo and bonito flakes
Natural oyster with white balsamic, shallots and chives df, gf

Skewers with

Coconut cured fish, coriander gf
Marinated lamb rump, olive, salsa verde gf
Crispy pork belly, chipotle mayo

Profiteroles with

Smoked salmon, fennel, lemon
Goat cheese, honey, thyme salt v
Duck liver, plum, pistachio

Bruschetta with

Slow roast tomato, pesto, olive oil v
Mushroom, walnut, brie v
Chicken, hummus, chermoula

Crostini or Cracker with

Beef carpaccio, pine nut, parmesan
Eggplant, whipped feta, sage v
Salmon, crème fraîche, shallot

Note: Minimum selection of 3 canapés per person and Minimum order of 20 of each canapé



Suggested Hawke's Bay Activities

Hawke's Bay is home to some of New Zealand's best wineries, a vibrant dining scene, and an incredible landscape. Enjoy the best of Hawkes Bay and its' local attractions during your stay in Havelock North; talk to us about organising some outings for your next conference or team building event.

Food & Wine

If you'd like to sample some of the delicious local produce and world class wines, then we can arrange that for you. From tours to hands on master classes, let us know your preferences so we can help you connect with the best local operators to meet the needs of your group.

Cycle Tours

Hawke's Bay is home to world class cycle trails, that showcase the best of Hawke's Bay natural beauty. From easy, short rides to longer all day experiences. Let us know what your interested in and we can put you in touch with the perfect vendor.

Sightseeing & Tours

Hawkes Bay is an amazing region of varied landscapes and natural wonders. There are tour operators for every style experience you could possibly wish to have. Give us some insight to what you are wanting to see, and we can



Terms & Conditions

Confirmation of Booking and Payment Terms

No tentative bookings will be held. The hotel reserves the right to sell any space that is not held on a confirmed basis.

A booking is only confirmed once payment of our deposit invoice has been received and signed booking form returned.

On receipt of quote acceptance and signed booking form a deposit invoice will be issued. The deposit invoice will be equivalent to the full cost room hire, cost of any additionally hired equipment. Also 30% of your expected accommodation costs if required.

Payment of all invoices are due within 5 business days of the invoice being issued. Events booked less than 30 days out require deposit and expected costs paid immediately. If payment of the deposit invoice is not received within the specified time we reserve the right to cancel the booking without notice.

Full payment of all expected costs is required 30 days prior to the event, or immediately if booked within 30 days of the event. Any additional costs and/or adjustments will be invoiced immediately after the event.

Payment can be made by credit card or by direct credit to our bank account. This excludes any companies with pre-approved chargeback facilities in place. A surcharge applies to all credit card payments. Where the hotel has granted credit terms, all accounts must be settled by the 20th of the following month.

Companies or Associations are required to accept responsibility where their delegates fail to pay for sundry delegate charges and where necessary may be sent to the company or association to be honored within seven days of departure.

Porters Boutique Hotel reserves the right to charge interest if your account is unpaid seven days after the date of the invoice. Interest will accrue daily and will continue to accrue if we obtain a court judgement. The rate of interest will be 1.5% per calendar month.

Final Numbers and Catering

Catering requirements are requested to be finalized upon booking; your menu items are to be finalized no less than 30 days prior.

Details of food and beverage selections (including expected catering numbers and dietary requirements), meeting timetable, audio visual/ room set ups and reconfirmation of estimated numbers attending, must be received no later than 30 days prior to the arrival date.

The final number of people attending, and dietary requirements are required a minimum of 14 days prior to the event. Charges will be based on these numbers or the actual number of guests on the day, whichever is the greater. Any reductions in numbers within 14 days prior to the event will still incur the full charge.

All catering is served in your booked function room unless another space is also booked prior.

All menus change seasonally, so menu items cannot be confirmed until 60 days prior.

Catering to be provided by the hotel only and ownership of the leftover food rests with the hotel unless otherwise agreed.

Liquor License

The Hotel upholds the principles of Responsible Service of Alcohol and in accordance with the liquor license applicable to these premises; the Hotel reserves the right to refuse service to persons suspected of being under the age of eighteen (18) years, and to any person who shows signs of intoxication. The hotel also reserves the right to remove the offending guest/s from the premises or to remove the service entirely. No alcohol to be brought on site by guests.

Due to licensing restrictions beverages provided by the hotel cannot be removed from the premises during or after the conclusion of the event. All areas of Porters Boutique Hotel are smoke free.

Prices

All prices are accurate at the time of print but subject to change. All prices are in \$NZD and are inclusive of GST. Prices quoted for functions booked 12 months or more in advance may be subject to change at Porters Boutique Hotels' discretion, to allow for additional costs incurred during the period from the time of booking to the date of the event.

Double venue hire + a 15% food & beverage surcharge will apply on public holidays. An additional hourly surcharge may be applied, to be confirmed upon booking.

Conference and Function Cancellation Policy

Should you wish to cancel without forfeiting your deposit, written confirmation of cancellation must be received 90 days prior to the commencement of the event. Any cancellation after 90 days will forfeit the deposit.

Any cancellations received between 15-30 days prior to arrival will result in 50% of total event costs being charged in addition to the full deposit being forfeited.

Any cancellation received between 0-14 days prior to arrival will result in the total event costs being charged.

Terms of Use

The client is responsible for any damage, pilfering, breakage sustained on or to the hotel premises or to equipment used, hired or owned by the client, client's guests, outside contractors or any other persons attending or visiting the event.

The hotel will take all necessary care of the client's property but will take no responsibility for loss or damage to this property. It is suggested that the client arrange for insurance and/or security of equipment should they deem it necessary.

No items may be nailed, screwed, stapled or adhered to any wall, fixture or building without the consent of the Hotel's property manager. Any damage resulting from the above will be invoiced direct to the client.

Any equipment for the event can be delivered on the day of the event, however, the hotel cannot accept responsibility for the safe storage of this. Storage is limited, and space will be subject to availability. All merchandise and equipment brought into the premises must be taken at the end of the event.

The hotel shall not be liable for damages and has the right to terminate this agreement if it is prevented from fulfilling the set terms of the contract due to circumstances beyond its control such as Acts of God, earthquake, riot, flood, terrorism, explosion, law or government restraint, strikes or any other causes not reasonably within the control of the hotel.

General cleaning charges are included in the venue hire. Should the venue not be left in the same condition in which it was hired, the venue will be cleaned and / or repaired at the client's expense.

Accommodation Booking Conditions

The contract must be duly dated and signed by the client and returned within the appointed time along with the specified deposit. If the deposit is not paid and the contract is not returned within the specified time frame your reservation may be cancelled and the rooms re-sold. If the Hotel accepts a change prior to the contract being signed by both parties and receipt of first deposit, a new Contract offer shall be drawn up which shall cancel the previous offer.

Deposit Schedule

A 30% non-refundable deposit is required to secure your booking. If your deposit and contract are not received within the specified time frame your reservation may be cancelled and the rooms re-sold. A deposit of 30% of all estimated accommodation charges is due upon signing your contract. The total balance is due 12 weeks prior to arrival.

Cancellation or Reduction Cost

Up until 12 weeks before the client's arrival a maximum of 10% of the total price of the accommodation over the contracted period may be cancelled or reduced without penalty. If the cancellation exceeds this 10% then 25% of cancelled accommodation will be charged. If the client requested cancellation within 12 weeks of arrival this shall be assessed based upon the scale listed below. If the client wishes to cancel any part of the group booking, they must inform the Hotel in writing. The sums due by the client for the complete cancellation shall then be immediately payable.

Liability for the non-refundable deposit plus 25% of accommodation charges if any part of the group is cancelled within 12 weeks of arrival date. Liability for the non-refundable deposit plus a further 50% of any additional accommodation charges if group is cancelled within 4 weeks of arrival date. Liability for 100% of accommodation if group is cancelled within 2 weeks of arrival date.

Rates

All rates within the contract are quoted in New Zealand Dollars. Rates are quoted per room per night. Accommodation rates are not always inclusive of GST please refer to your quote and/or invoice. Rates are based on the specified room type detailed in the contract. Rates are for single occupancy unless stated otherwise. All rates are non-commissionable, and rates are on a room only basis.

The prices are current at the time of the quotation but may be subject to change at management discretion to meet rising costs. Upon receipt of written confirmation and deposit, fixed prices will be confirmed in writing. Prices may increase at any time without

notice due to increased direct costs or changes in, or introduction of government charges and taxes.

The rates given are based on scheduled days/dates. Any additional rooms required within the block are subject to availability and may be charged at the best available rate on the day.

Additional charge of \$45.00 per night will apply for any additional guests.

Force Majeure

Neither party may be held for any act, omission or circumstance due to an event beyond their control which that party could not have avoided with a reasonable effort, providing it advises the other party in detail and in writing, as soon as possible after the occurrence of the said event, and that it takes reasonable steps to remedy the situation quickly and remove the cause of those acts, omissions or circumstances.

Damage and Cleaning

The client will be responsible for any damage caused to any rooms included in the group booking. Damage to linen, upholstery and furnishings due to body paint, spray tans, hair dye and make-up will be charged at the replacement cost with payment due within seven days.

Additional cleaning required due to odor, excessive untidiness and/or damage will incur an additional charge with payment due within seven days.

Check In / Check Out

Whilst every effort will be made to have your rooms ready as soon as possible, guaranteed check-in time is from 2:00PM. Check-out time is 10:00AM. Check-out after 10:00AM may incur additional costs. Earlier departures from the original dates on the rooming list are subject to additional fees.

Emergency Procedures

In an emergency a fire alarm will sound whereby you must leave the building by the nearest safety exit and follow staff to the assembly point.

Accidents or Hazards

If you or one of your delegates has an accident or creates one or notices a hazard you are legally obliged to report this to your hotel contact person.

Responsibility

Should the Hotel be unable to provide the facilities reserved due to circumstances beyond our control, no further claim other than the entitlement to a full refund of any deposits paid may be made. The Hotel will endeavor to provide the organiser with reasonable notice.

Group Bookings

Please advise the hotel of your group transport arrangements with details pertaining to: name of transport company; arrival and departure patterns and number of people. Please arrange for all delegates to clearly label their luggage by guest and group name. This will facilitate a more efficient and accurate process for luggage delivery to guestrooms.