



# PORTERS

BOUTIQUE HOTEL | HAVELOCK NORTH  
Portershotel.co.nz | +64 6 877 1234

Expect to be impressed.



Conference & Function  
information





*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.

## Contents

## Page

Location	3
Conference & Function Facilities	4
Venue & Equipment Hire	5
Hotel Services & Facilities	6
Malo Restaurant	7
Catering Options	8-12
Suggested Hawke's Bay Activities	13
Terms & Conditions	14-15

## Where We Are

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 (5 minutes) and Napier (20 minutes).

### Havelock North Village

Nestled at the foot of Te Mata Peak, Havelock North is officially New Zealand's most beautiful suburb. Havelock North is a charming spot offering a thriving hub of exclusive cafes, restaurants and boutique shopping, all within in walking distance. Providing the perfect destination for the business or leisure traveller.

Havelock North is also the perfect base from which to explore the region. It is near top wineries, bike trails and some of the best views in the region; including the Tukituki River Valley and beyond to the coastal settlements of Ocean Beach and Waimarama.



### Transport Options

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 and we can make suitable recommendations or book for you.





# Conference & Function Center

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.

## Available Spaces

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 is available by the hour and includes high-speed WI-FI and the room set up to your requirements.

- Our Triple Peaks room is our largest space; it is perfect for 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.

NAME OF ROOM	SIZE	THEATRE	CLASSROOM	BOARDROOM	U-SHAPE	RECEPTION
Triple peaks	77 m <sup>2</sup>	70	35	30	24	50
The Exchange	26 m <sup>2</sup>	24	10	12	12	20
The Redwoods	13m <sup>2</sup>	-	-	8	-	-



Redwoods Boardroom



Exchange Meeting Room



Triple Peaks Room



# Venue & Equipment Hire

## Room Hire

Room hire includes complimentary, high-speed WI-FI, standard rectangle conference tables, conference chairs and the room set up to your requirements, as agreed prior to the event.

Please contact us to enquire after our room hire prices.

## Onsite Equipment For Hire

HD Data projector remote with laser pointer – Triple Peaks room only  
TV with HDMI connection – Redwoods and Exchange room only.

- Laptop
- Lectern
- Flip chart pads and pens with stand
- Polycom conference phone (call charges additional)

Additional equipment can be hired on request with notice. Extra costs will apply.

## 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 and clients.



# Hotel Accommodation

You can be assured when booking your conference guests in to stay at Porters Boutique Hotel, that they will be impressed. They can unwind from the day's activities in our elegantly appointed rooms and suites; complete with plush, classic furnishings and adorned with original local artwork.

We can also offer great group and corporate regular rates; please enquire for these. Booking directly with us always ensures you are getting the best available rates.

- 24-hour reception
- A fully licensed restaurant and bar
- 24-hour room service
- Complimentary basement parking
- Administrative services
- Self-service laundry and dry-cleaning service
- Luggage storage
- Complimentary, unlimited high-speed WI-FI

## Guest Room Features

All our rooms and suites feature

- Luxurious custom bedding
- Bluetooth audio system
- Premium guest toiletries & bathrobe
- Locally sourced minibar
- Kitchenette space – sink, crockery, cutlery, glassware, jug.
- Complimentary tea and coffee making facilities
- Complimentary bottled water replenished daily
- Personal in room safe
- Underfloor heating and heated towel rail in all bathrooms



## Rooms and Suites

We have 42 stylish guest rooms with the exterior rooms offering views of Te Mata Peak, Havelock North village and mountain ranges.

Rooms are available in a variety of configurations including super king, twin queen, twin single, family and with disabled access. We also have a range of interconnecting rooms.

Our suites all feature a larger kitchenette space boasting Nespresso coffee maker, microwave, dishwasher.

For more detailed information on our rooms and suite options please see

<https://www.portershotel.co.nz/rooms-and-suites/>

NAME OF ROOM	ROOM SIZE	TOTAL ROOMS	WITH BALCONY	GUESTS ROOM FEATURES	FREE STANDING BATHTUB	LARGER KITCHENETTE	DOUBLE BASIN IN BATHROOM
Deluxe Room	33 m <sup>2</sup>	9	7	✓	-	-	✓
Deluxe Accessible Room	33 m <sup>2</sup>	3	3	✓	-	-	-
Deluxe Twin Room	33 m <sup>2</sup>	4	4	✓	-	-	✓
Premier Room	32 m <sup>2</sup>	16	14	✓	-	-	✓
Premier One-Bedroom Suite	54 m <sup>2</sup>	6	6	✓	✓	✓	✓
Royal Suite	53 m <sup>2</sup>	2	2	✓	✓	✓	✓
Royal One-Bedroom Suite	64 m <sup>2</sup>	2	2	✓	✓	✓	-



# Hospitality Options, Onsite

You are spoilt for choice with our onsite food and beverage venues. Both offer modern, urban spaces perfect for your guests to enjoy as a group or in their spare time.

**Please ask us for more information, menus and pricing on the following fabulous options.**

## Malo

[malo.co.nz](http://malo.co.nz)

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.

Malo can accommodate groups on a range of a la carte and set menus. Their restaurant can host small groups and larger groups can be accommodated in their newly covered courtyard area (available from Nov 2019) or in the larger open courtyard spaces.

Hours vary seasonally, Malo serves Brunch, Lunch, Bites & Dinner. Full charge back available for all hotel guests.

## Smith & Sheth Oenothèque

[smithandsheth.com/pages/visit](http://smithandsheth.com/pages/visit)

The latest addition to our complex, Smith & Sheth Oenothèque offers an urban cellar door by day; transitioning to a chic wine lounge in the evening. The Oenothèque is also a licensed wine shop.

They also have the Heretaunga Studio adjacent to their lounge. This is a sensory wine experience; the first of its kind in New Zealand. *Bookings essential.*

Hours vary seasonally, Smith & Sheth serves nibbles.

## Maina

<http://maina.co.nz/>

Maina is just through our hotel courtyard; less than 50m from our lobby. They are a local cafe and bistro offering a choice of cabinet treats and an all-day cooked menu option.

Hours vary seasonally, Maina serves Breakfast, Brunch, Lunch, Dinner. Charge back available for all hotel guests' breakfasts.



# Catering Options

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

We can organise delicious catering for any time of day including Breakfast, morning tea, lunch, afternoon tea, nibbles & dinner; enquire for our menus.

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 seasonal menu options.**

**We recommend viewing our seasonal conference and function packages on our website for some great specials! [www.portershotel.co.nz/specials/](http://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 and pricing.**





# Hawke's Bay Activities

## & Team Building.

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.

We work with many fabulous local businesses to bring you amazing experiences to complement your time with us.

Please see our list of local business partners to get inspiration for things you can get up to while staying with us in Havelock North.

Let us know what you like the look of, and we can see what exclusive offers we can get for your group.

[Portershotel.co.nz/friends](http://Portershotel.co.nz/friends)

## Adventure

Make your next team conference or meeting unforgettable! Have a fun day with some serious team building at Outfoxed, Te Awanga Downs! Offering archery, axe throwing, golf driving, ATV driving and so much more.

Also, out on the coast we have the wonderful Overland Gannet Safaris. They offer unique and unforgettable Hawke's Bay experience for a group of eight or more, of our spectacular Cape Kidnappers Gannet colony.

## Culture

Experience Maori culture past and present with Waimarama Maori Tours. They offer authentic guided tours; discovering the real story of the Maori, past and present. The experience will touch your heart and open your mind. Taking you on an intimate, personal and spiritual journey with us through the lives of the Waimarama tribe.

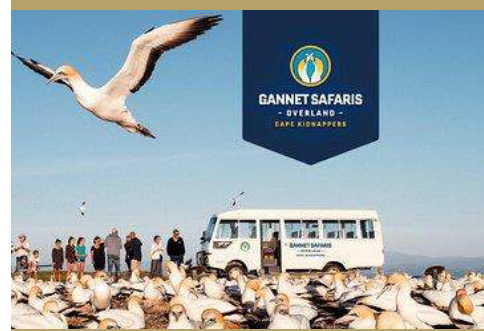
## Cycle Tours

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.

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.



# 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.

#### Catering

I acknowledge that the meals provided by Malo Limited are prepared to the highest food safety standards and are fit for consumption at the time of serving.

I understand while Malo will always do their best to ensure safest practice for advised food allergies ultimately there is a risk of contamination.

I acknowledge that as a representative of the company I am responsible for the safe removal, storage and consumption of all meals and/ or any food removed from the dining area and / or conference room.