



# PORTERS

BOUTIQUE HOTEL | CONFERENCE CENTRE  
HAVELOCK NORTH, HAWKE'S BAY



## CONFERENCE CENTRE INFORMATION



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# 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.

The Conference Centre offers 3 modern spaces for functions, conferences, and meetings. Located in the heart of Havelock North Village, close to both Hastings and Napier cities, this venue is suitable for up to 70 guests. With stylish and modern décor, the latest conferencing facilities and HD audio-visual equipment available Porters Boutique Hotel will provide you with the perfect space for your next corporate event. Whether you need a space for a corporate retreat, client meeting or networking event, their capable and hands-on events team will cater to your needs and execute your vision in luxury surroundings, making Porters Boutique Hotel one of the best corporate function venues in Hawkes Bay.

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## 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 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 , FUNCTIONS & MEETINGS

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 audiovisual 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 meeting.

There are 3 function rooms available, ranging in size suitable from 2 guests up to 70 guests. Room hire is available for a half-day or full-day 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 Networking events, presentations, and conferences.
- Our Exchange room is ideal for mid-size meetings and presentations or as an additional break out space for day conferences.
- Our Redwoods boardroom is a great option for board meetings and interviewing sessions.

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



**REDWOODS  
BOARDROOM**



**THE EXCHANGE  
MEETING ROOM**



**TRIPLE PEAKS  
FUNCTION ROOM**





## ROOM & EQUIPMENT HIRE

Room hire includes complimentary, high-speed WI-FI, standard rectangle conference tables, pens, pads, water, mints, conference chairs and the room set up to your requirements.

**Please contact us to enquire after our room hire prices.**

## ONSITE EQUIPMENT FOR HIRE

HD presentation equipment:

HD Data projector remote with laser pointer – Triple Peaks room only

TV with HDMI connection – Redwoods and Exchange room only.

Other items available for hire:

- 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.



## CATERING OPTIONS

Independently owned Malo Restaurant provides delicious catering services for all functions held at Porters Boutique Hotel.

Your event coordinator can organise delicious catering including Breakfast, Morning Tea, Lunch, Afternoon Tea, Bites & Dinner. All menus change seasonally, so menu items and pricing cannot be confirmed until 60 days prior.

All of Malo's catering options can also be customised to work with your dietary requirements. Feel free to talk to us about any customisation queries you may have. Please note that all items require a minimum order.

**See our seasonal conference and function offers on our website!**

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

## 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 and cash bar options are provided by Malo, 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 ABOUT FULL FUNCTION BEVERAGE MENU OPTIONS AND PRICING.**



## 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.

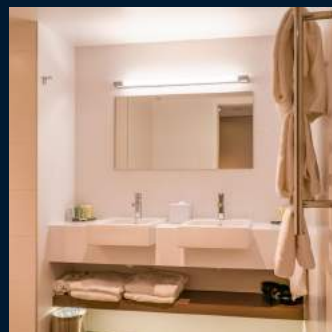
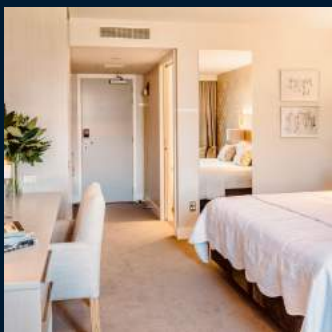
Booking directly with us always ensures you are getting the best available rates. We offer great group and corporate regular rates; please enquire about these.

- Complimentary secure, underground parking
- Complimentary, unlimited high-speed WI-FI throughout entire hotel
- Conveniently located to Village centre for eateries, shopping and supermarket
- Malo restaurant and bar offering fresh, modern cuisine.
- Smith & Sheth urban cellar door and wine lounge.

## 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 a Nespresso coffee maker, microwave, dishwasher.

NAME OF ROOM	ROOM SIZE	TOTAL ROOMS	WITH BALCONY	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	ALL	-	-	-
Deluxe Twin Room	33 m <sup>2</sup>	4	ALL	-	-	✓
Premier Room	32 m <sup>2</sup>	16	14	-	-	✓
Royal Suite	53 m <sup>2</sup>	2	ALL	✓	✓	✓
Premier One-Bedroom Suite	54 m <sup>2</sup>	6	ALL	✓	✓	✓
Royal One-Bedroom Suite	64 m <sup>2</sup>	2	ALL	✓	✓	-



## HAVELOCK NORTH VILLAGE HAS A VIBRANT BAR AND DINING SCENE.



Within walking distance, there are endless eateries serving Breakfast, Brunch, Lunch, Dinner & everything in between. Slightly further afield you have some of Hawke's Bay's best winery restaurant's, unique cafes and an ever-growing list of craft breweries. While staying at Porters Boutique Hotel you certainly will be spoilt for choice.

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



### MALO

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 flavours.

**Open 7 days, 9am - late**



### MAINA CAFE

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.

**Open 7 days, Breakfast & Lunch**

**Hours vary seasonally.**



### SMITH & SHETH OENOTHÈQUE

Offering an urban cellar door by day; transitioning to a chic wine lounge in the evening. 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.

**Days & Hours vary seasonally.**





## HAWKE'S BAY ACTIVITIES & TEAM BUILDING

**Make your next team conference or meeting unforgettable!**

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 the heart of it all in Havelock North Village.

### ADVENTURE

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 East Cape, we have the wonderful Overland Gannet Safaris.

### 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.

### 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 you're 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.

# CONFERENCE CENTRE TERMS AND 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 the signed booking form returned unless chargeback facilities have been set up and approved.

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 of room hire, cost of any additionally hired equipment. Also, 30% of your expected accommodation costs if required.

Payment of all invoices is due within 5 business days of the invoice being issued.

Events booked less than 30 days out require a 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 14 days prior to the event, or immediately if booked within 14 days of the event. Any additional costs and/or adjustments will be invoiced immediately after the event and due within 3 business days.

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 honoured 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.

## CONFERENCE AND FUNCTION PRICING

All prices contained within are accurate at the time of print but subject to change. 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.

All prices are in \$NZD and are inclusive of GST.

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

## CONFERENCE AND FUNCTION CANCELLATION POLICY

Should you wish to cancel without forfeiting your deposit, written confirmation of cancellation must be received a minimum of 14 days prior to the commencement of the event. Any cancellation after 14 days will forfeit the deposit.

Any cancellations received between 7-14 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 0-7 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. 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 directly to the client.

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. 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.

## DAMAGE AND CLEANING

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.

All areas of Porters Boutique Hotel are smoke and vape free.

## FORCE MAJEURE/COVID-19

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.

Any affected bookings with arrival dates during a COVID alert level change, the hotel cancellation must be received in writing within 24 hours of the official government announcement. If payment has been received, this will be held in credit for a period of 6 months from the expected arrival date. No cancellation fee will apply.

## 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 any accident or creates one or notices a hazard you are legally obliged to report this to your hotel contact person or front desk.



## **CATERING**

Catering is provided by a third party, Malo Restaurant. Should Malo not be able to provide the catering required, the hotel reserves the right to choose another caterer to meet your needs.

If catering is required outside Malo Restaurant hours a surcharge will occur. Packed breakfasts can be arranged at an additional charge and will be taken up to rooms the night before.

## **FINAL NUMBERS AND CATERING**

Your expected catering requirements are to be provided upon confirmation of booking.

Details of food and beverage selections (including expected catering numbers and dietary requirements), meeting timetable, audiovisual/ room setups and reconfirmation of estimated numbers attending, must be received no later than 14 days prior to the arrival date. Should requirements not be advised within this time frame, the Hotel does reserve the right to substitute food and beverage requirements accordingly.

The final number of people attending and dietary requirements have required a minimum of 7 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 7 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 30 days prior.

Due to health and safety reasons ownership of the leftover food rests with the hotel unless otherwise arranged

## **BREAKFAST AND MEALS:**

Both the following options offer chargeback to the hotel based upon consumption and charged back according to your payment details. These businesses are independently owned; all hours and menus are subject to change seasonally without notice.

Maina Café and Bistro is open 7 days (weekdays from 6.45am), serving breakfast and lunch. Maina is located adjacent to the hotel complex at 1 Havelock Road.

Malo is open 9 am – late, 7 days. Malo is located on-site and is just through the hotel lobby.

## **ALCOHOL SERVICE:**

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.

## **ACCOMMODATION BOOKING CONDITIONS**

**Separate accommodation terms and conditions apply.**

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 the first deposit, a new contract offer shall be drawn up which shall cancel the previous offer.

A 30% non-refundable deposit is required to secure your accommodation booking. If your deposit and contract are not received within the specified time frame your reservation may be cancelled and the rooms re-sold.

The total accommodation balance is due 8 weeks prior to arrival.

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.

## **GROUP ACCOMMODATION BOOKINGS**

**Group accommodation bookings are subject to further terms and conditions.**

Please advise the hotel of your group transport arrangements with details pertaining to the name of the transport company, arrival and departure patterns and the 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.

