

# PACIFIC MOTOR INN

Mt Maunganui



## Conference Information Pack 2009

With our compliments

Thank you for your enquiry.  
Please find enclosed our conference  
information pack for your perusal.  
We look forward to being of assistance  
to you in the near future.

*Your Hosts, Clive and Sharon Martin*

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# **PACIFIC MOTOR INN**

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## **Conference Facilities and Equipment**

### **Equipment Available:**

- Overhead projector and screen
- Television and VCR/DVD
- Electronic whiteboard and flip chart
- Photocopier (at reception)
- Facsimile (at reception)
- Additional equipment required may be hired

### **Conference Room Facilities:**

- Theatre style seats up to 35
- At table seats up to 24
- Kitchen Facilities
- Morning tea, Lunch and Afternoon Tea available
- Ceiling Fans
- Heating

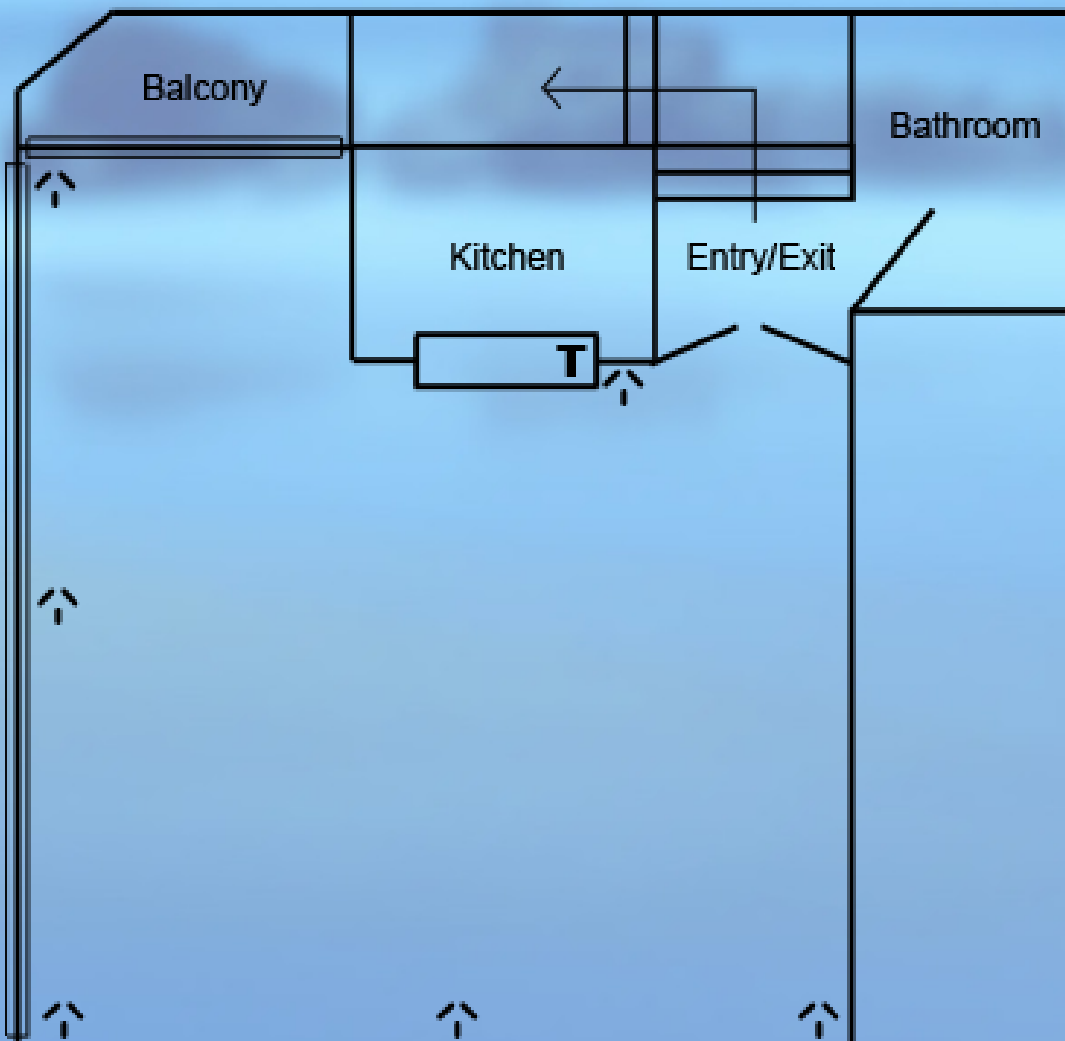
### **Accommodation Facilities:**

- 12 studio units and 5 suites
- Colour television, Sky TV
- Direct dial telephone
- Full mini-bar
- Guest laundry facilities
- King size beds
- Twin beds available in four rooms
- Ensuite with shower or spa bath / shower
- One paraplegic unit
- Cooking facilities in all units
- Irons and ironing boards in all units
- Hairdryers in all units
- Pool and BBQ area
- Wireless internet in all rooms • Wireless internet or dial up broadband



## Conference Room Specifications

- Theatre style seats up to 35
- At table seats up to 24



Key:

Power Point

Telephone

(plan not to scale)

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## Costings:

### Menu Requirements:

- Continental breakfast \$9.50 per person
- Cooked breakfast \$15.50 per person
- Supreme breakfast \$18.50 per person
- Tea / Coffee on arrival \$12.00 per pot
- Morning Tea \$4.50 per person
- Luncheon (finger food buffet) \$18.00 - \$21.00 per person
- Afternoon tea / supper \$4.50 per person
- After 5pm drinks and nibbles - price based on consumption / requirements

### Conference / Venue Hire:

- Conference room \$150.00 per day
- Conference room \$100 per half day (conditions apply)
- Includes: Iced water and mints on tables, flip chart paper, whiteboard markers

### Day Conference Sample:

- Tea and Coffee on arrival if required

#### Morning Tea:

- A selection of savouries, fresh muffins, pikelets or similar
- Tea and coffee

#### Lunch:

- Finger food buffet

#### Afternoon Tea:

- A selection of biscuits or sweet slices as required
- Tea, coffee and orange juice

#### After 5 Drinks and Nibbles:

- Wine, Beer, Juice and Sodas
- A selection of chips and dips, nuts and vege sticks

#### Dinner:

- There are a number of excellent restaurants within walking distance.  
We are happy to help with arrangements

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## Conference Menu

### Menu One

Selection of gourmet club sandwiches  
Mini bacon and tomato quiche  
Golden crumbed chicken tenders  
Ham and asparagus rolls  
Choice of fresh fruit or sweet slice selection

### Menu Two

Petit filled rolls  
Chicken and Peach twist  
Vegetable frittata  
Baby vegetable spring rolls accompanied by sweet and sour dipping sauce  
Choice of fresh fruit or sweet slice selection

### Menu Three

Selection of gourmet club sandwiches  
Asparagus rolls  
Egg and pastrami filled pastry baskets  
Spinach and feta tartlets  
Choice of fresh fruit or sweet slice selection

### Menu Four

Petit filled croissants  
Mini quiche selection  
Seafood vol au vant  
Chicken and peach roll  
Choice of fresh fruit or sweet slice selection

### Menu Five

Selection of gourmet club sandwiches  
Spinach and feta tartlets  
Vegetable frittata  
Asparagus roll  
Choice of fresh fruit or sweet slice selection

Note: All menus may change slightly without notice



## Conference Booking Form

Company: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Payment Method: Charge Back  Credit Card  Order No: \_\_\_\_\_

Conference Organiser: \_\_\_\_\_ Phone No: \_\_\_\_\_

Facilitator: \_\_\_\_\_ Fax No: \_\_\_\_\_

Number of Attendees (including Facilitators): \_\_\_\_\_

Dates Required: \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

### Requirements (Please tick):

- Electronic Whiteboard
- Flip Chart
- Overhead Projector
- Tv / Video / DVD

### Table Arrangement (Please tick):

- U-shape Tables and Chairs
- Boardroom Style
- Separate Tables and Chairs (5-9 Per table)
- Theatre Style

	Numbers:	Time:
Morning Tea	_____	_____
Lunch No	_____	_____
Afternoon Tea	_____	_____
Beer / Wine at end	_____	_____
Tea / Coffee:	<input type="checkbox"/> On Arrival	<input type="checkbox"/> Continuous

Accommodation required: Numbers: \_\_\_\_\_ Dates: \_\_\_\_\_

Any special requirements (eg Vegetarian food): \_\_\_\_\_