



126 Kerikeri Road
Kerikeri

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www.woodlandskerikeri.co.nz

Woodlands Conference Centre and Function Room with its superb woodland outlook and abundance of natural light is perfect for residential conferences, strategic planning, board meetings, small exhibitions, seminars, retreats, meetings, cocktail parties and special functions.

Our venue is peaceful and private, set in 2.5 hectares landscaped grounds. A number of our accommodation units can be used as break out rooms if required with plenty of free parking and complimentary airport pickup shuttle.

Conference Room Area

Theatre Style	Cocktails	Boardroom	Classroom
39 guests	50 guests	20 guests	20 guests

Conference Rates

All rates listed are GST inclusive and correct as at Jan 2017

Conference rates may not be available over public holidays and weekends – please inquire.

Accommodation - 12 Executive Suites

Share Twin	\$ 128.00
Single	\$ 119.00 per person

Conference Venue

\$ 220.00 per day – Data Projector @ No Charge

\$ 130.00.00 per half day (approximately 4 hrs)

Equipment Available

- Overhead Projector
- TV/Video
- Whiteboard & Pens
- Wifi

- Photocopier 20 cents per sheet
- Flip Charts A1 \$30 per pad
- Data Show available for hire \$65
- DVD \$30

Catering Options

1 **Conference Package**
Includes Tea and Coffee on arrival, morning tea, afternoon tea. \$29.50 PP

2 **Tea and Coffee options**
Tea & coffee on arrival \$3.00 PP
Tea, Coffee and Biscuit on arrival \$6.50 PP

3 **Morning and Afternoon Tea Options**
Option One Tea, Coffee & Muffins \$6.50 per person

Option Two Tea, Coffee and any two of the following - \$15 per person

Savoury Muffins	Sweet Muffins
Sausage Rolls	Mini Quiches
Various Biscuits	Savoury Sandwiches

Please Note: there maybe additional charge for special dietary needs

4 Carafe of Juice \$12.50

6 **Conference Beverages**
Woodlands is fully licensed and has a wide selection of alcoholic and non-alcoholic beverages available.

WOODLANDS CONFERENCE VENUE

Conference Room Booking

Name of Organisation	
Postal Address	
Name of Organiser	
Day time phone number	
After hour's phone number	
Email address	

Date of conference	
Arrival time (set-up)	
Conference start time	
Conference end time	
Purpose	

Equipment required	
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Function Requirements	
Number of people attending	
Room set-up	Theatre / Boardroom / Standing

Accommodation Requirements		
Number of people		
Number of rooms	Single Double/twin	

Food and Beverage requirements			
	People	Start	Details
Breakfast			
Morning tea			
Lunch			
Afternoon tea			
Dinner			
Supper			

Other requirements	
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PLEASE EMAIL TO

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