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10 West Quay – Napier – Hawke’s Bay – New Zealand
Ph 06 8336035 Fax 06 8336036
quaysidenapier@xtra.co.nz
Contact Suzanne Burton

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NEEDING THE BEST CONFERENCE AND EVENT
LOCATION

Quayside has it covered

- Theatre Style for up to 65 People
- Classroom Style for up to 30 People
- U Shape for up to 20 People
- Full Venue Capacity 250 (Subject to needs)
- Finger food Functions overlooking the Harbour up to 150 People
- Full catering Available Breakfast , Lunch and Dinner
- Morning and Afternoon Tea’s
- Fully Licensed Bar
- Full Equipment Hire

Hotels In Close Proximity

Bluewater Hotel Attached to Our Complex

Anchorage Motor Lodge Across the Road



Prices are Excluding G.S.T

Conference Room Hire

Full Day hire (Max 9 Hours)	\$175.00
Part Day Hire (Max 4 Hours)	\$150.00
Full Day and Evening Hire	\$250.00
Cancellation Fee (2 Weeks Prior)	\$ 50.00

Restaurant Hire Over Looking the Harbour

Blue Room (Can be used for Conferences up to 30)	\$175.00
Tiled Room (Seats up to 100 Used for Dinners or Stand up Functions)	\$300.00
Whole Restaurant	\$500.00

Equipment Hire Daily Hire

Data Projector	\$100.00
Over Head Projector	\$ 42.00
Screen	\$ 22.00
White Board and markers	\$ 25.00
Flip Chart Paper and Pens	\$ 12.00
TV and Video	\$ 45.00

Other Equipment available on Request

Quayside Restaurant Pens	\$ 1.50
Quayside Restaurant Folders with paper	\$ 2.00



Catering

Prices per Person

Morning and Afternoon Teas

T/C & Orange Juice	\$3.00
T/C & Selection of Biscuits	\$5.00
T/C Scones or Muffins or Danish Pastries	\$7.00
T/C Sandwiches and Savouries	\$10.00

Lunch

Light Buffet Lunch	\$20.00
Served with Tea Coffee and Orange Juice	

Prices are Excluding G.S.T



Booking Sheets

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Contact Person:

Name of Company:

Address of Company:

Company Phone Number:

Company Fax Number:

Mobile Number:

Date of Conference:

Time of Conference:

Any Equipment Hirage: Yes / No

Number of People:

Full payment will be required at the conclusion of the conference

Special Requirements

Please fax back to Confirm Booking on (06) 8336036
Conference Requirements



Conference Name _____

Please Tick

Room Layout

- * Class Room Style
- * Theatre Style

- * Boardroom Style
- * U Shape

Equipment Hire

- * White Board & Markers
- * Screen
- * TV & Video

- * Overhead Projector
- * Flip Chart Paper
- * Data Projector

On Table Requirements

- * Water
- * Pens

- * Mints
- * Paper

Catering Requirements

Day 1		Time
Morning Tea	_____	_____
Lunch	_____	_____
Afternoon Tea	_____	_____
Dinner	_____	_____
Day 2		
Morning Tea	_____	_____
Lunch	_____	_____
Afternoon Tea	_____	_____
Dinner	_____	_____

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