



VR ROTORUA LAKE
RESORT

Conference Compendium

Conference | Event proposal

vrhotels.co.nz





Thank you for considering the VR Rotorua Lake Resort as the possible venue for your next conference or event in Rotorua. We look forward to working together with you to plan this very special occasion.

Located on the shores of beautiful Lake Rotoiti, the VR Rotorua Lake Resort, Okawa Bay, is a unique lodge-inspired property spread over seven acres of landscaped gardens offering a truly spectacular atmosphere to engage in business or pleasure. Take time away from the bustle of city life to appreciate the quiet country ambiance and style that our Resort has to offer.





Accommodation

42 Garden View Deluxe and Lake View Superior Rooms & Lake View Suites with a total capacity of 68 beds.

- 15 lake view king rooms with king bed
- 2 Garden view king rooms with king bed
- 2 lake view disable rooms with queen bed
- 17 lake view twin Room with 2 queen bed
- 4 Garden view Twin room with 2 queen bed
- 2 lake view suite room with Spa Bath and Super king bed

Special Access Rooms are available if required. Each accommodation room features Sky TV, Personal Bar, Tea & Coffee making facilities, Under-floor Heating, Bathrobes, Separate Bath and Shower Unit and French Doors that open onto the Lawn or Balcony. Check-in is 3 pm and Check-out is 10 am.



Dining

The Grill Restaurant with an adjoining poolside Bar is a stunning venue for Breakfast, Lunch, Dinner or a special event. With capacity for up to 110 diners, whether a small or large group, guests will love the lake edge views of Okawa Bay, lodge inspired fine dining ambiance, cozy log fire in Winter or alfresco dining options in Summer. A scrumptious range of A la Carte and Buffet options have been developed for the season, matched with wine chosen from quality vineyards and suppliers.



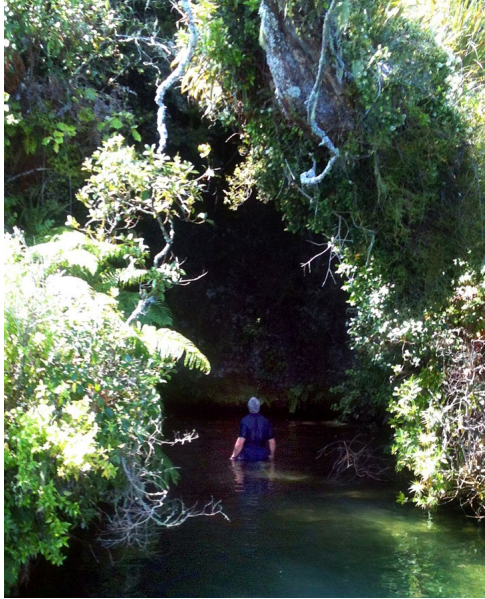
Meeting Rooms

The Conference One and Conference Two rooms both provide natural light, air- conditioning and French doors that can open to allow fresh air or the option of an outside break such as morning or afternoon tea. Standard equipment is included with the option for extra equipment if needed. Up to 6 additional breakout rooms can be booked for smaller meetings.



Pleasure Time

Spa Pool, Sauna, Gym, Kayaks, Mountain Bikes, Tennis Courts, Boat Marina, Life Size outdoor Chess Set, and Petanque Court are just some of the available activities for guest entertainment.



Group Activities

The Grand Lawn is the perfect location for a team building activity such as Electronic Clay bird shooting or Archery. These can be arranged with the Conference Manager (an extra cost applies).



Pontoon Boat

Licensed to carry up to 15 passengers, enjoy a scenic cruise sightseeing around the lake with canapés and bubbles, trying trout fishing or take a trip to the Manupirua Hot Springs on Lake Rotoiti, a hidden gem and only accessible by boat (an extra cost applies).



53 Foot Luxury Catamaran

Based at our private Marina is the ultimate sailing machine and floating venue. 50 passengers can be whisked away on a memorable cruise to compliment a conference or event at the VR Rotorua Lake Resort. Visit unspoiled coves, stop at the hot pools for a spa or learn how to sail the vessel in true cup fashion with your experienced skipper. Numerous dining options are available on request (an extra cost applies).



Quote

Accommodation quote

Where you have a need for conference facilities 36+ individuals, please note that an accommodation allotment will be required, based on number of attendees.

Conference / meeting requirements quote

For conferences of 36 delegates or less, the per person cost of \$85 per person applies (10 pax minimum), and includes (show full day inclusions only). Please remove half day option.



Individual Meeting Room Hire and Catering Prices

Full Day Use **\$350.00** or
Half Day Use **\$250.00**



Individual Catering Prices

Arrival Tea & Coffee
\$5 per person
Morning Tea
\$21.50 per person
Lunch Buffet
\$40.00 per person
Afternoon Tea
\$13.50 per person



Break-Out Zones

Half Day **\$200.00** per half day if set up with conference equipment.



AV Equipment

Data Projector
Electronic White Board
Additional technical requirements can be arranged through a professional AV company, that will include backup & support. Please enquire for further details and pricing.

Food & Beverage Quote

Grill Restaurant & Bar

Fully Cooked Breakfast

Pre-Dinner-Canapés

Gourmet BBQ Buffet (min.15 guests)

Carvery Buffet (min 15 guests)

Three Course Set Menu (min 10 guests)

Four or Five Course Gestation Menu

Dining Locations

The Grill Restaurant is an ideal location for your group to dine. Alternatively, our conference rooms provide an intimate dining location for private events. Your meal table set up is unlimited with examples such as a long banquet table to create a festive occasion or a large boardroom style set up which is perfect for a more corporate type event. Our 8-seat banquet tables are our most popular design.

Themed Events and Out-Catering Options

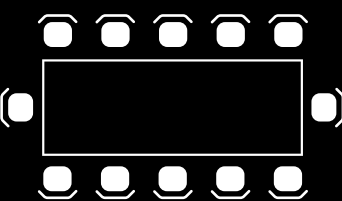
If the big event calls, the VR Rotorua Lake Resort works with professional event theming companies and activity venues / attractions to create memorable & spectacular large upscale experiences. Marquees can be set up on the lawn for the right occasion. Conditions apply.



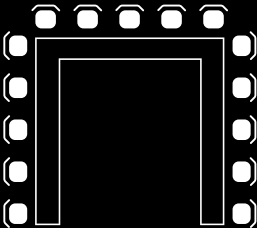
DAILY DELEGATE PACKAGE INCLUSIONS

Meeting Room

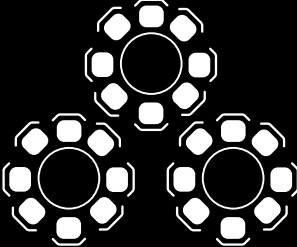
Your choice of Theatre, U-Shape, Classroom, Boardroom or Banquet table and seating style set up.



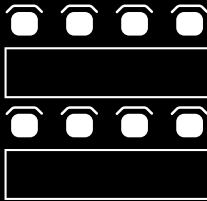
Boardroom



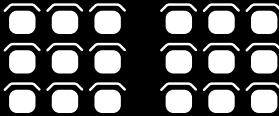
U-Shape



Banquet



Classroom



Theatre

Conference 1

Area (sqm)	80
Ceiling Height (m)	3.0
Theatre	60
Classroom	54
U-Shape	28
Boardroom	24
Cocktail Reception	80
Banquet	48

- Natural light
- Opens to lawn with outdoor furniture
- Separate Tea / Coffee area
- Air conditioning / Heating

Conference 2

Area (sqm)	65
Ceiling Height (m)	2.4
Theatre	40
Classroom	30
U-Shape	20
Boardroom	20
Cocktail Reception	50
Banquet	30

- Natural Light
- Opens to courtyard with outdoor furniture
- Air Conditioning / Heating

The Grill Restaurant

Area (sqm)	144
Ceiling Height	4.0
Cocktail Reception	120
Banquet	90

- Natural light
- Opens to lawn and lake front
- Fireplace





Equipment Hire

- Pens & Pads
- Iced Water
- Selection of Sweets & Mints
- Large Screen
- White Board
- Flip Chart with Pens
- DVD / Video & TV
- OHP
- Lectern

Morning Tea

(Choose one of the following Items)

- Freshly Brewed Tea and Coffee with your choice of one of the following items:**
- Fruit or Savory Muffins.
 - Scones with Fresh Cream and Jam.
 - Petite Filled Croissants with Ham and Cheese.
 - Petite Filled Croissants with Char Grilled Vegetables.
 - Fruit Tartlets

Buffet Lunch

- Served in the Restaurant or Conference Room**
- Additional hot dishes are available for \$5 per person.**
- Bread selection with Chutneys & Condiments
 - Two fresh Salads of the day
 - Chefs section of gourmet Sandwiches & Rolls
 - Fresh Fruit Platter
 - NZ Cheese and Crackers.
 - Chef's choice of dessert
 - Freshly Brewed Tea & Coffee

Hot Dish Selection

(Choose one Hot Dish)

- Fettuccini tossed through chicken, bacon and mushroom sauce
- Meatballs in a tomato & basil sauce with parmesan cheese
- Butter Chicken with Basmati Rice
- Roast Lamb on minted cous cous
- Mussel & Prawn Stir Fry with steamed rice
- BBQ'd Steak & Gourmet Sausages
- Sundried Tomato & Feta Quiche

Gourmet BBQ buffet

Freshly Baked Breads & Dips

Cold Selections

- Traditional Caesar Salad
- Greek Salad
- Kumara Salad with Red Onion and Pesto
- Smoked Salmon

Hot Selections

- Barbequed Sirloin of Beef
- Lemon and Garlic breast of Chicken
- Dukkah spiced Lamb Rump
- Gourmet Potatoes & Roast Root Vegetables glazed with Honey and Smokey Bacon
- Stir-fry Greens with Soy and Ginger

Desserts

- Fresh Seasonal Fruit Platter
- Apple Pie & Fresh Cream
- Kiwi Pavlova
- Platter of New Zealand Cheese, Dried Fruit, Nuts and Crackers
- Freshly brewed Coffee and Herbal Tea selection

Carvery buffet selection

Freshly Baked Breads & Dips

Cold Selections

- Traditional Caesar Salad
- Pumpkin & Kumara Salad
- Platter of Smoked and Marinated Seafood
- Platter of Picked Shaved Meats

Hot Selections

- Market Fresh Fish of the Day - Grilled or Pan Fried
- Roast Chicken with Almond Crust and Lemon Zest Jus
- Gourmet Potatoes & Roast Root Vegetables glazed with-
 - Honey and Smokey Bacon
- Stir-fry Greens with Soy and Ginger
- Steamed Jasmine Rice

Carvery Items – Choice of one item

- Stuffed Pork Loin / Glazed Ham / Roasted Scotch Fillet of Beef / Roasted Leg of Lamb
- Served with condiments

Desserts

- Mixed Berry Cheesecake
- Black Forest Gateau
- Fresh Seasonal Fruit Platter
- Platter of New Zealand Cheese, Dried Fruit, Nuts and Crackers
- Freshly brewed Coffee and Herbal Tea selection

The Grill

Breads

- Freshly Baked Bread (v)
A selection of warm breads with three dips.
- Garlic Pita Bread (v)
Toasted garlic pita bread served with Hummus.

Entrée

- Soup of the Day. (v) (gf)
Prepared daily by our chefs – Your server will advise you today's creation

- Scallops
Seared scallops on smoked kahawai potato cakes, cauliflower puree, crispy prosciutto, caramelized lemon, tomato and caper sauce

- Portobello Mushroom
Portobello mushroom, wilted spinach with feta cheese, basil, pesto and smoked paprika

- Pork Belly
Twice cooked pork belly with sweet chili and lime sauce

Extras

- Fresh garden greens with balsamic dressing.
- Steamed Seasonal vegetables finished with Avocado oil.
- Seasonal wedges with sour cream.

- Steak Fries

New Zealand cheeses

- A selection of New Zealand cheese's served with grapes and crackers.*
- One Serving, Two Serving

“If you have any food allergies, please advise us at the time of ordering”

Mains

- Pork Fillet (gf)
Horopito & fennel rubbed pork fillet with braised pork belly, roasted fennel, anise jus, potato fondant, apple and radish salad.

- Fish of the Day (gf)
Market fish of the day on smoked kahawai potato cake, cauliflower puree, steamed bok choy ,crispy pancetta, caramelized lemon, beurre blanc.

- Beef Eye Fillet
200 grams Eye Fillet, agria chips with béarnaise, Yorkshire pudding green beans, caramelized shallots & brandy mushroom jus.

- Lamb Tenderloin
Lamb fillet, braised lamb shank, kumara rosti, creamed pea, leek & bok choy rosemary jus.

- Chicken Tandoori (gf)
Chicken marinated with yoghurt and spices baked with Indian style vegetables

- Ratatouille (v)
Baked ratatouille with eggplant, herbs and hash sticks

Desserts

- Sticky Date Puding
Sticky date pudding with caramel sauce, red wine poached apple and fresh cream

- Chocolate Marquise
Chocolate marquise, red wine poached pear, orange compote and coffee meringue sticks

- Lemon Tart
Classic lemon tart, blueberry compote, red wine poached pear and mascarpone

- Sorbet selection (gf)
3 scoops of chef's daily selection

CONFERENCE BOOKING FORM

This form must be completed and returned prior to the commencement of your event to confirm your booking.

Company:	Physical address:	Postal address:
Telephone:	Fax:	
Email:	Organiser:	Contact at function:
Function Name (To be placed on signboard)		
Number of Accommodation Rooms Required:		
Check-in Date:	Check-out Date:	
Number of People:	Room Type:	Single share / Twin share
Method of Payment		
<input type="checkbox"/> Company Invoice (Company must have credit) Purchase Order #		
<input type="checkbox"/> Credit Card	Credit Card Type:	Holders Name:
	Credit Card Number:	Expiry Date:

I understand and accept the Conference Terms and Conditions as outlined by VR Rotorua Lake Resort.

Signature:	Title:	Date:
------------	--------	-------

Please complete and return by fax to 0064-7-362-4594 or email rotorua.fb@vrhotels.co.nz



Conference Terms & Conditions

1. Partnership

- Contained in this contract are the detailed commitments and arrangements to be provided for your conference. To enable us to provide maximum service, any requirements beyond the level of these commitments should be indicated by you upon return of the signed copy of this agreement to the Hotel. Customer obligations pertinent to deposits and cancellation terms are also embodied in this agreement. Any changes may be agreed upon mutually.
- The person signing this contract is in a position to be able to authorise the services required on behalf of the organisation/company and will be personally liable should they not be in a position of responsibility to do so.
- If a copy of your signed contract is not received by the date indicated the Hotel reserves the right to release all accommodation and conference space held. The Hotel must agree to any alterations to arrangement details in this document in writing.

2. Confirmation

- Confirmed bookings are established on receipt of this signed contract. No booking will be made until this contract is signed and returned. Clients agree to begin and complete their function at the scheduled time outlined in their confirmation. If the event runs outside of the agreed time, additional venue, catering and accommodation rental will apply.

3. Deposit

- Once a booking has been confirmed with the Hotel, a minimum non refundable deposit of \$2,000 is required at the time of confirmation with full payment on completion of the event. A deposit is required regardless of whether the account is charge back/invoiced or being paid on departure.
- The Hotel has the right to cancel/release any function if the deposit has not been received.

4. Cancellations

- Cancellations outside of 90 days will not attract any cancellation charges.
- Cancellations inside of 90 days and outside of 21 days will attract 50% cancellation fees.
- Cancellations inside of 20 days will attract 100% cancellation fees.
- Cancellation of services required includes but is not limited to accommodation rooms, conference venue hire, catering related charges and out-catering services.
- The reduction (drop in numbers) in any services as listed above are also subjected to cancellation fees as outlined above.

5. Guaranteed Numbers

- Not less than 21 days prior to the group's arrival date the Organiser shall advise the hotel of the expected accommodation requirements of the group. Failure to provide the hotel with this can result in an automatic cancellation of the space held.
- Not less than 10 days prior to the group's arrival date the Organiser shall provide the hotel with the final names list and meal arrangements including numbers.
- Failure to provide this will result in the last confirmed accommodation and conference/meal related charges being charged.
- A change in the final food & beverage numbers to a maximum of a 10% decrease will be tolerated up to 48 hours prior whereupon numbers held on file will be deemed to be final and will constitute the minimum charge.

6. Food and Beverage

- No Food or Beverage of any kind will be permitted to be brought into or removed from the Hotel by the Client or any of the Client's guests or invitees without prior approval from the General Manager in writing prior to the event.
- Food and beverage selections must be made ten days prior to the function, after this time the Conference Manager will make the selections and the client will be charged accordingly.

7. Music Options

- All music regardless of what type must be finished by midnight and authorisation from the hotel must be sought prior to the engagement of a person/company for entertainment purposes.
- Live bands can only be arranged if the entire hotel is booked.
- One person DJ's, String Quartets, Background music and softer subtle 2 piece bands may be used depending on location and activity in the Hotel.

8. Host Responsibility

- Whilst the VR Rotorua Lake Resort provides the ideal location for celebrations we have of course a duty to provide you and your guests with a safe and well managed environment where alcohol is to be consumed.
- The law of course additionally ensures that we must. Accordingly, our team is formally trained and is legally qualified to manage licensed premises. Both you and VR Rotorua Lake Resort have an obligation to fully support and abide by the law. An understanding is therefore formally sought from your organiser, event contact or senior executive, that there may be occasion(s) where the judgment of the Hotel Assistant Manager is called upon and action taken to limit the risk to your guests and other hotel guests. Your cooperation in this event must be guaranteed.

9. Damages and Insurance

- The Hotel does not accept any responsibility for damage to or loss of any property or merchandise left in the Hotel prior to, during or after any event. It is recommended that the Client arrange own personal liability insurance and security as required.
- Conference resource material will only be received a maximum of 24 hours prior to your event, unless prearranged with your coordinator. Storage during and after your event is at the discretion of the VR Rotorua Lake Resort and is not guaranteed. Any storage should be arranged prior to the event. All material should be addressed to the attention of the Conference Department, with the event name and date clearly indicated. It is your responsibility as the client to arrange delivery and collection of all material 24 hours after completion of your event. A storage charge of \$100.00 per day will be charged for any storage space utilized two days past the event.

- Clients or sub contractors of the clients are not permitted to put up or fix decorations in the venue except with the prior written consent of the Conference Manager.
- It is expressly forbidden to use screws, nails, tacks, adhesive paper or any similar fixing devices on any part of the interior or exterior of the venue.
- If damage does occur to the venue i.e. walls, carpet, doors, tables, chairs, accommodation rooms or any equipment etc. then the full amount of repair and/or replacement will be charged to the event organiser.
- The Client is responsible for the prompt removal of all excessive rubbish that is accumulated during the period of hire. The cost of having rubbish removed from the venue will be charged to the client.

10. Payment Details

- Should the client request charge back facilities, a credit application form must be completed and approved by the Hotel. A 14-day processing period applies. Any bookings prior to this period must be paid in full before arrival.
- The Hotel reserves the right to request a specified non-refundable deposit prior to the function and the balance in full upon completion of the function.
- As per the client's instructions, only the person/s named are authorised to charge to the function account. It is imperative the signatories' names are advised prior to the commencement of the function.
- Where credit facilities have not been arranged, extra accounts (e.g. dinner, laundry, telephone charges, liquor, mini bar and any other miscellaneous charges) for the clients, guests or invitees staying in the Hotel must be paid on departure. In the event of these accounts not being settled then the Client accepts responsibility to pay the extra charges with the function account.
- A credit card authorisation will be required from each individual conference delegate unless full charge back to the conference account has been authorised.
- Payment for accounts over \$5000.00 must be paid by either invoice or company cheque. Credit card payment will not be accepted.



VR ROTORUA LAKE
RESORT

vrhotels.co.nz
