

Emerald Events



CONFERENCE CENTRE INFORMATION

The Quality Hotel Emerald Conference Centre is designed as a one stop shop for all your conference and meeting requirements. We take the hassle out of having to hire extra equipment like projectors, screens and microphones by having it all onsite. We are also able to offer the flexibility of having the floating wall system which enables us to configure to larger and smaller groups.

Please take a moment to read through our information and if you would like to request a quote please do not hesitate to contact us.

CONFERENCE ROOM DETAILS

ROOM	m ²	Theatre	Classroom	U-Shape	Cocktail	Banquet
Emerald Ballroom*	412	350	150	70	400 +	300
Waimata Room	91	75	30	20	80	50
Taruheru Room	91	75	30	20	80	50
Turanganui Room	126	100	45	30	135	70
Penthouse Bdrm	145	30	24	18	80	30

Ceiling height throughout is 3 metres

NOTE * The Emerald Ballroom is the total main conference area of all three rooms and the pre-conference area with all folding walls removed. The addition of staging, dance floor and buffets will reduce maximum capacities, please check with your coordinator.

CONFERENCE VENUE RATES

The rates advertised below apply only to venue bookings without catering or accommodation requirements. For venue reservations including catering and/or accommodation we may offer discounts depending upon the level of these aspects. Your conference coordinator will be able to assist you once we have discussed your requirements.

Venue rates are INCLUSIVE of G.S.T.

ROOM	FULL DAY	½ DAY
Emerald Ballroom	\$ 950.00	\$500.00
Waimata Room	\$ 350.00	\$200.00
Taruheru Room	\$ 350.00	\$200.00
Turanganui Room	\$ 350.00	\$200.00
Two Room Configuration	\$ 600.00	\$350.00
Pre Conference	\$ 250.00	\$175.00
Pool Courtyard	\$ 350.00	\$200.00
Penthouse Board Room	\$ 200.00	\$150.00

Any variations to this schedule will be at the discretion of your Conference Coordinator.

CONFERENCE VENUE DETAILS

The Two Room Configuration is the combination of either the Waimata and Turanganui or the Taruheru and the Turanganui Rooms.

The distance between all structural pillars in the conference centre is 6m

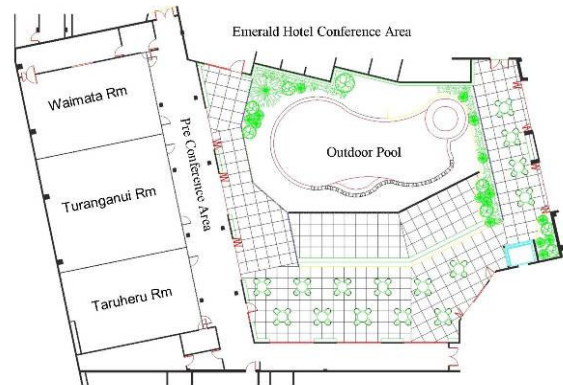
Terms and Conditions of use contract must be signed

Car Parking is not provided

Deposits may be required to secure dates

Credit facilities are not guaranteed

functions@emeraldhotel.co.nz



EQUIPMENT

Whiteboard, pens, wipers	\$15.00
Flip Chart Board, Pens, Stand, 1x pad	\$10.00
Note Pads & Pens (1x per person)	Complimentary
Iced Water and Mints	Complimentary
Screen 2 x 2	\$20.00
Lectern	\$28.00
Data Projector (each)	\$180.00
In-House Sound System including 1 x microphone	\$45.00
Microphone - Lapel/Hand Held	\$45.00
Staging	\$180.00

CATERING

We are more than happy to provide you with a variety of menus suitable for any budget. From morning teas to stand up lunches to full buffets the staff at the Emerald Hotel can do it all. We also have available a set of daily Delegate Packages which makes organising your conference that much easier.

EXTERNAL FACTORS

The hotel is also able to source and supply items to help make your event that much more memorable. From decorations to flowers and to full themed dinners, our job is to make your event as successful and memorable as it should be. Call us today for a quote.