



VICEROY HOTEL
HERITAGE BOUTIQUE COLLECTION

IN HOUSE CONFERENCE CENTRE

The Deco Room

Our conference centre is perfect for group sizes from 5 to 80 people. The Deco Room has been designed to cater for all groups' requirements, with natural light and outstanding views that will enhance your conference.

Fitted with standard equipment consisting of

- Wireless internet access
- Whiteboard
- Flipcharts
- Pads
- Pens
- Drop down screen and projector
- Air conditioning
- Catering available
- Any other equipment can be arranged (POA)

Conference coordinator

As soon as you confirm your conference at the Viceroy Hotel, our conference coordinator will liaise with your company to assist you with your requirements.

The management of the Viceroy Hotel has had vast experience in hosting corporate retreats, company incentives, products launches and private functions and will ensure that your event is both enjoyable and successful.

The range of services includes:

- Conference setup to your individual requirements.
- Room allocation and billing arrangements
- Team Building Activities
- Entertainment

Enquiries: conference@viceroyhotel.co.nz **Phone:** +64 (6) 835 3373 www.viceroyhotel.co.nz
Address: P O Box 156 Napier, 4140, New Zealand
Street Address: Cnr Tennyson St & Clive Square Napier, New Zealand



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Guest facilities and services

- Business/secretarial services
- On-site or Valet Parking
- Guest laundry
- Access to a Gym
- Lift Access
- Laundry Service
- Daily Room Valet
- Accessible Rooms

Entertainment options

A variety of entertainment options that are available include (POA)

- After dinner speakers
- Entertainers
- Wine tours
- Live Music
- Comedians
- DJ

LOCAL ATTRACTIONS AND ACTIVITIES (POA)

- Bay Express Train
- Hawke's Bay National Museum (Closed due to redevelopment-reopening Spring 2013)
- Hot Pools and Spa
- Art Deco walks
- Rock climbing
- Bike and Car Hire
- Miniature Golf
- Horse Riding
- Local Shopping
- Boat Charters
- Gannet Colony Tours
- River Rafting
- Napier Prison Tours
- Murder Mystery

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Take the hassle out of adding up the cost of your event by choosing one of our two exclusive “all inclusive” packages with no hidden costs which will enable you to confirm your budget. The only exclusion being the beverages you consume and the activities you choose. Our all-inclusive per person price makes it easy to plan your event and set your budget to suit. Exclusive to Viceroy Hotel, Napier.

Overnight Packages

Twin Share (two people per room)

The twin share rate includes 5 meals :

- Full buffet breakfast
- Morning tea
- Working lunch
- Afternoon tea
- 3 course set menu (A la carte or buffet)
- One nights accommodation in twin share
- Conference room cost
- Standard conference equipment
- Facilities

\$249.00 Incl GST per person

Own room (one person per room)

Includes 5 meals:

- Full buffet breakfast
- Morning tea
- Working lunch
- Afternoon tea
- 3 course set menu (A la carte or buffet)
- One nights accommodation
- Conference room cost
- Standard conference equipment
- Facilities

\$299.00 Incl GST per person

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Day Packages

Includes 3 meals:

- Morning tea
- Working lunch
- Afternoon tea
- Standard conference equipment
- Dedicated conference coordinator

\$55.00 Incl GST per person

Optional Extras

- Evening dining menu
- Beverages

What a perfect way to finish your conference day with evening meal and a few drinks which can be arranged for you at Delmonico's Bistro & Wine Bar.



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Booking Conditions

1. A 50% deposit is payable on confirmation of your conference with the balance due 7 days after departure.
2. In the event that the conference has been postponed the deposit will be held over for up to 6 months for a future event. If this event is not confirmed within 6 months the deposit may be forfeited at the sole discretion of management.
3. Cancellation policy: if the event is cancelled more than 60 days before the confirmed date the deposit is 100% refundable.
4. If the event is cancelled less than 60 days prior to the conference management reserves the right to retain 50% of deposit paid.
5. Confirmation of final delegate numbers attending is required 14 days prior to the event at that time the client will be charged for final numbers
6. Any extra expenditure including Beverage must be signed off by authorized personal only.
7. Serving of alcohol. It is New Zealand Law that anybody under the age of 18 shall not be served alcohol. At any time if you look under 25 our staff may request you to present photo identification confirming you are of legal age to be consuming alcohol.
8. Viceroy Hotel welcomes payment by all major credit cards. Please note a 1.5% card transaction fee will apply to these payments with the exception of American Express which will be charged an additional 3%. New Zealand debit cards will only be charged when the card is not available at time of payment.