

CONFERENCE GUIDE

2019-2020

INTIMATE, POLISHED & FOOD FOCUSED
MEETING FACILITIES
IN THE HEART OF NEW ZEALAND'S CAPITAL



WELLINGTON'S PREMIER INDEPENDENT

As Wellington's only 5-star, owner-operated boutique hotel, Bolton Hotel offers upscale quality with added flexibility to respond to the individual needs of conferencing clients. All customisable meeting packages are designed with efficiency and convenience in mind.

Please get in touch with our Conference & Events Coordinator about making Bolton Hotel your executive Wellington hotel.



MEETINGS AT BOLTON HOTEL

IN THE HEART OF THE CAPITAL

Situated just steps from the Parliament buildings and in the heart of the central business district, the Bolton Hotel is conveniently close to Wellington's shopping, cafe and restaurant precinct and all major transport hubs.

INTIMATE SPACES

Bolton Hotel offers outstanding value for small-to-medium sized groups in our three well-appointed function spaces.

FOOD-FOCUSED

The Artisan catering kitchen, led by Executive Chef MacLean Fraser nourishes guests with fresh, hearty and healthy cuisine.

UPSCALE ACCOMMODATION

With 139 stylish rooms from cosy studios to elegant apartment-style suites, Bolton Hotel offers eight different room types to suit the individual needs of both corporate and leisure travellers.



Central CBD Location



Free Unlimited Wifi



Accessible



Valet Parking



Les Clefs d'Or Concierge



Gymnasium,
Lap Pool and Sauna

IN THE HEART OF THE CAPITAL

Bolton Hotel is the closest hotel by walking distance to the New Zealand Parliament and Beehive buildings. Located in the heart of Wellington's Central Business District, Bolton Hotel is just steps from The Terrace and Lambton Quay, and very accessible by major transport hubs.



Five Star



Central CBD Location



Accessible



Valet Parking

VALET PARKING

Valet parking is available on-site with a special pre-book rate for day conference delegates or overnight for hotel guests. Multiple high-capacity parking buildings and on-street parking are steps away.

ACCESSIBILITY

All facilities of Bolton Hotel, including meeting rooms, restaurant and guest rooms are accessible for those requiring mobility assistance.



KEY DISTANCES

1. **The Beehive** 300m
2. **Lambton Quay** 180m
3. **Wellington Railway Station** 650m
4. **Sky Stadium** 1.7km
5. **Interislander Ferry Terminal** 2.9km

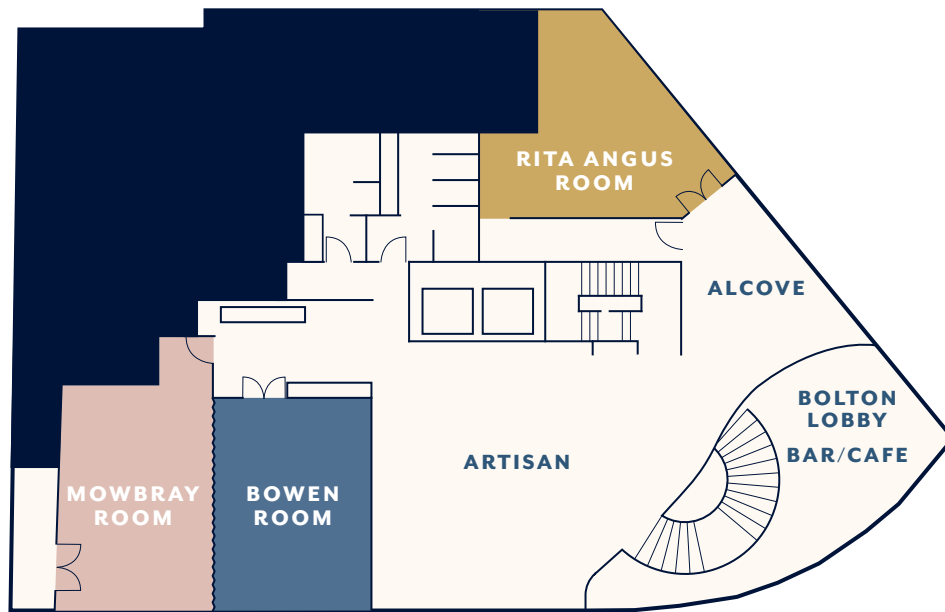


MEETINGS AT BOLTON HOTEL

Bolton Hotel specialises in meetings and conferences for small-to medium-sized groups. Our three well-appointed function spaces are located on the accessible first floor of Bolton Hotel, alongside our restaurant, Artisan.

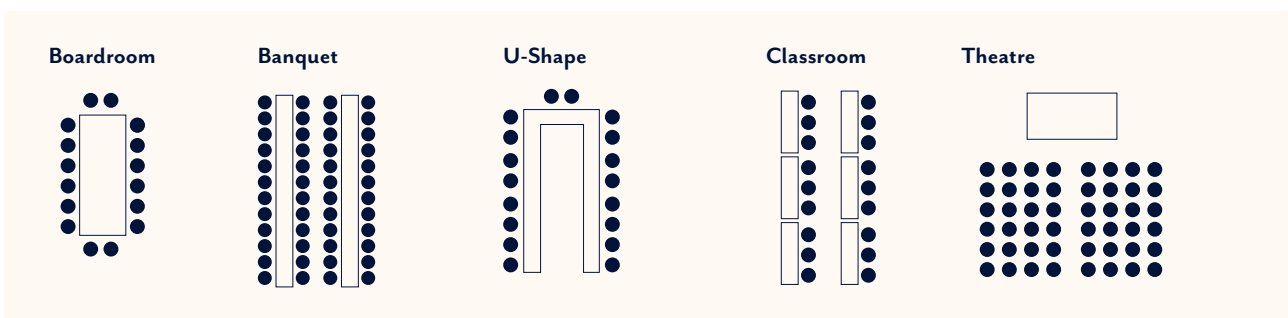
The adjoining Bowen Room and Mowbray Room are perfect for small group meetings or private meals, and can be combined into the larger Mowbray & Bowen Room for medium-sized functions.

The beautifully appointed Rita Angus Boardroom features a 12-person boardroom table, fully integrated Smart TV, teleconference media suite, and generous natural light. All function rooms include complimentary unlimited Wi-Fi access.



Room		Boardroom	Banquet	Café	U-Shape	Classroom	Theatre	Cocktail
Mowbray	(40sqm)	18	18	20	18	20	30	35
Bowen	(37sqm)	16	16	20	16	15	25	30
Mowbray & Bowen	(77.5 sqm)	24	24 / 48	40	30	30	50	60
Rita Angus	(28sqm)	11	12	x	x	x	x	x

SAMPLE ROOM LAYOUTS



DAY DELEGATE PACKAGE

Minimum 8 Delegates

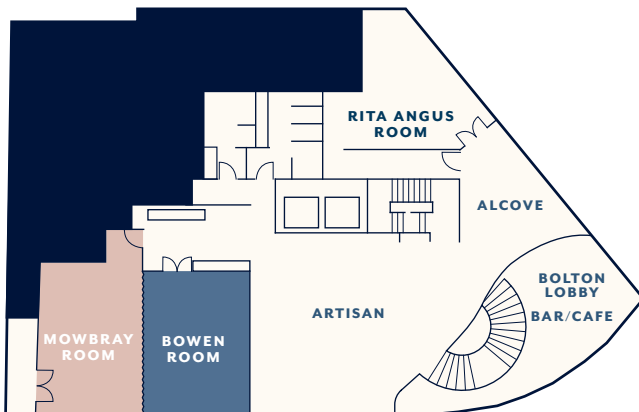
\$77

per person

Contact us for Half-Day Package rates.

The fully-catered Day Delegate Package is available in the Mowbray Room, Bowen Room, or Mowbray & Bowen Room, this includes:

- 8am - 5pm daytime room hire
- Meeting equipment (pencils & pads, water & mints, unlimited Wi-Fi)
- Standard whiteboard
- Tea & filter coffee on arrival
- Artisan morning and afternoon tea breaks, with one food selection per service
- Working lunch buffet with soup & fresh bread, salad, hot dish and a sweet to finish.
- For capacity options refer to page 4.



Mowbray & Bowen Room; theatre style



Bowen Room; boardroom style

AV EQUIPMENT

HDMI or VGA Projector & Screen \$195 / day

Additional Flip Chart or Whiteboard \$40 / day

Any additional AV equipment (microphone, lectern, mixing desk etc.) can be hired in from our AV supplier Streamliner at cost. Please let us know your needs and we'll request a quote on your behalf.

Terms & Conditions:

Minimum numbers and dietary requirements must be confirmed 48 hours prior to the conference.

Cancellation charges may apply

BOARDROOM PACKAGE

Minimum 6 Delegates



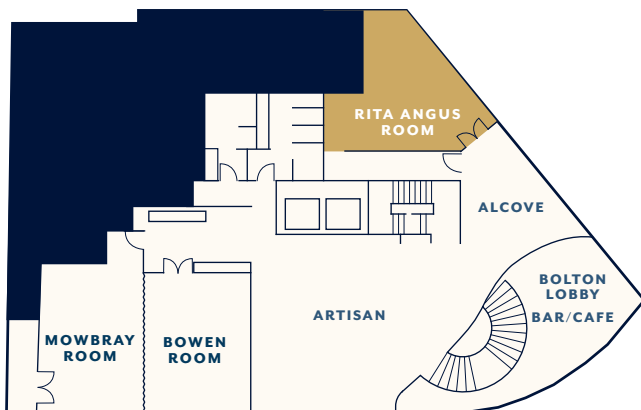
Rita Angus Boardroom

\$87
 per person

Contact us for Half-Day Package rates.

The Rita Angus Boardroom package includes:

- 8am - 5pm day room hire
- Unlimited Wi-Fi, standard whiteboard
- Pencils & pads, water & mints
- Integrated 65" Smart TV with HDMI connection & video conference unit
- Tea & barista coffee to order on arrival
- Artisan Morning and Afternoon Tea break, with one food selection per service
- 2-course set menu plated lunch in Artisan Dining House



Integrated HDMI connection



Capacity

Capacity:

- 12 delegates private dining
- 11 delegates boardroom style

Terms & Conditions:

Minimum numbers and dietary requirements must be confirmed 48 hours prior to the conference.
Cancellation charges may apply.

GUEST ROOMS

Bolton Hotel offers a choice of 139 stylish and comfortable rooms, from elegant studios to one and two bedroom suites. With eight different room types, there's something to suit everyone, including groups, large and small. For other room options please contact us.

This sunny king bed studio has large windows with views of the Thorndon Hills. The room features ensuite with shower and kitchenette with hob, microwave and dishdrawer. The small sitting area has two armchairs with coffee table and work desk.



Free Wifi



iPad Mini



King bed



Work Desk



Shower



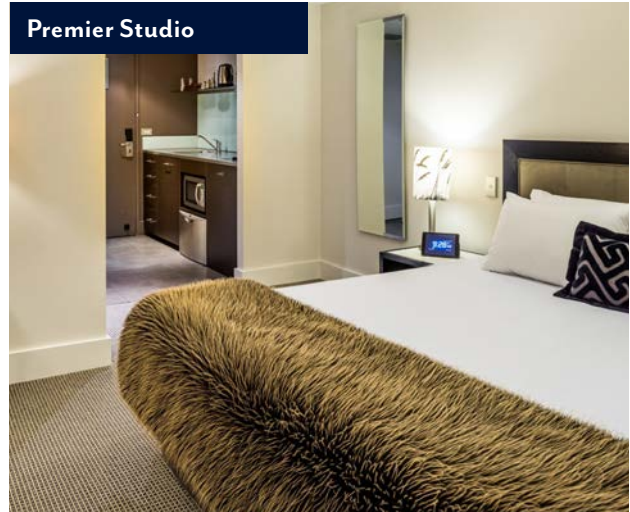
Dishwasher



Kitchenette



Premier Studio



Our Classic one bedroom suite offers the largest average room size in Wellington. Classic suites offer views of the Thorndon Hills with a queen bed, or city views with a king bed. The room has a separate living area to the bedroom with settee, arm chair, coffee table, dining table for two and fully equipped kitchen (with washer/dryer unit). The generous ensuite has a separate bath and large shower.



iPad Mini



Shower



Bathtub



Washer/ Dryer



Dining Table



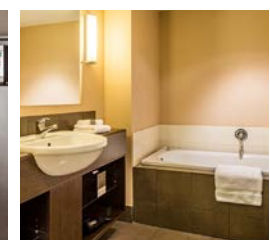
Dishwasher



Fully equipped kitchen



Classic Suite



For further information

Please contact our Conference & Events Co-ordinator:

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