



CONFERENCE INFORMATION



Whether it's a corporate training day for 10 people or more, or a conference for 150 people, our experienced conferencing staff will take care and provide you and your delegates with a memorable experience.

Hotel overview

LOCATION

The Quality Hotel Elms on Papanui Road is ideally situated on the Northwest corner of the city. This makes us easily accessible for out of town guests, as it is only 4.5km from the CBD and 8km from the Airport.

CONFERENCE VENUES

The Quality Hotel Elms offers 4 flexible functions rooms with a capacity of 2 – 150 delegates.

HOTEL FACILITIES

To Complement our conference facilities, Quality Hotel Elms offers 97 accommodation rooms over 4 levels in a selection of standard, superior and deluxe rooms to suit all guests' needs, along with complimentary, secure off-street parking.

DINING

Fig Restaurant has a contemporary vibe with a diverse yet cohesive aesthetic which is emulated in the menu itself. From tantalising light bites to inventive main courses, it is perfect choice for breakfast lunch and dinner.

Conference facilities

Our venue is designed to accommodate your special event. Whether a corporate training day for up to 10 persons, a conference for 150 or a one-off event such as a family gathering, product launch or an awards ceremony, our experienced staff will provide you and your guests with a memorable experience. We offer exceptional value for money and all the facilities necessary to have a successful and productive gathering. *All prices quoted in this document are inclusive of GST.

CITY VIEW ROOM

On our 3rd floor, this conference room is specifically designed to cater for smaller groups, capable of accommodating up to **50 persons** theatre style.



GARDEN VIEW ROOM

We are fortunate to be able to offer this conference room, overlooking our beautiful gardens, for larger conferences and events up to **150 persons** theatre style.



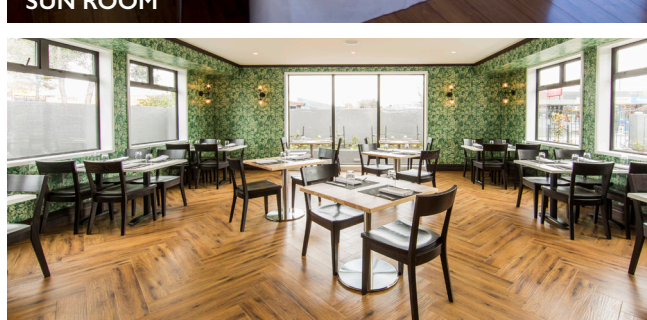
SUN ROOM

Our sun room is perfect for meetings where the setting is important. This room has a beautiful outlook onto our courtyard garden with plenty of natural light. Suitable for up to **10 persons**.



GREEN ROOM

This modern space is filled with natural light and funky wallpaper. It has access to the garden for break outs and group work and is easily accessible on the ground floor. Suitable for up to **40 persons** theatre style.



Room specifications

Based on our seating arrangements, the following capacity chart is an indication of the maximum number of persons per room. Additional charges may apply for room configurations set outside of our standard set up.

	City View	Garden View	Green Room	Sun Room
Size	60m ²	200m ²	55m ²	25m ²
Boardroom style	24	60	20	10
Theatre style	50	150	40	20
Classroom style	24	70	20	-
Banquet style	32	120	32	-
U-Shape style	24	40	20	-
Cocktail style	50	200	40	30

Equipment

We offer a complimentary screen and data projector in all our venues and a PA system and microphone in our Garden View room where your conference/meeting is for 20 delegates or more on the Daily Delegate Package.

Equipment Type	Venue Availability	Price	DDR Inclusions
Whiteboard and pens	All venues	Complimentary	Yes
Flipchart stands, pens and paper (one chart of paper)	All venues	\$25.00	Additional chart \$15.00
Electronic whiteboard	All venues	POA – Outsourced	POA – Outsourced
Writing pads and pens	All venues	Complimentary	Yes
Data projector	All venues	\$125.00	Yes
Screen	All venues	Complimentary	Yes
Wireless microphone	Garden View room	\$30.00	Yes
Lectern	Garden View room	POA – Outsourced	POA – Outsourced
Ultra-fast unlimited Wi-Fi	All venues	Complimentary	Yes

All meeting rooms come with basic room set up which include pads, pens, filtered water and refreshments. All prices are inclusive of GST.

Conference rates

Room	Half Day <small>(5hrs maximum)</small>	Full Day
Garden View Room	\$549.00	\$699.00
City View room	\$399.00	\$499.00
Green Room	\$349.00	\$449.00
Sunroom	\$185.00	\$299.00
	\$62.00 per person Includes: <ul style="list-style-type: none">Arrival Tea and CoffeeMid-morning tea, coffee, juice & refreshmentLunchVenue hireStationeryBasic audio & visualBottled water <small>(Minimum of 20 Delegates, additional venue fee will apply if less than 20)</small>	\$72.00 per person Includes: <ul style="list-style-type: none">Arrival tea and coffeeMid-morning tea, coffee, juice & refreshmentLunchAfternoon tea,Coffee & refreshmentVenue hireStationeryBasic audio & visualBottled water

Minimum spend of \$500.00 on catering, or a non-catering fee applies of \$50.00 for Half day and \$100.00 for Full day.

