



REGENT OF ROTORUA

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www.regentrotorua.co.nz

REGENT OF ROTORUA EVENT INFORMATION

Thank you for considering the Regent of Rotorua Boutique Hotel as the venue for your upcoming event. We are thrilled at the prospect of hosting your gathering and are committed to ensuring your experience with us is both memorable and successful.

At the Regent of Rotorua, we take pride in delivering exceptional service tailored to your needs within our modern and stylish environment. Whether you're planning a conference, meeting, or a glamorous wedding, we are dedicated to exceeding your expectations.

For weddings, our hotel offers the perfect setting, whether you envision an outdoor ceremony by the pool or an indoor celebration in our Regent Room restaurant and cocktail bar. Our Regent Annex Boardroom, situated on the ground floor of our Annex building, is ideal for small conferences or meetings. Additionally, our Regent Club Lounge, located adjacent to the cocktail bar on the ground floor, provides an intimate space for meetings or private dinner parties.

Below, we have outlined the facilities and amenities that we are proud to offer at the Regent of Rotorua, where style, glamour, and prime location converge.

Thank you once again for considering the Regent of Rotorua Boutique Hotel. We welcome the opportunity to exceed your expectations and create an unforgettable experience for you and your guests.

Warm Regards

Mike Eccles

Hotel Manager



Meeting Rooms

Venue	Venue Hire	Venue Set Up	Delegates
Club Lounge	\$100.00 plus GST	as below	as below
Boardroom	\$300.00 plus GST	as below	as below
Regent Room	Individual Quotes	as below	as below

All meeting room rates are exclusive of GST. The above cost is quoted on a per day basis

Meeting Room Specifications

Room	Theatre	Boardroom	Classroom	Shape	Banquet/ Cabaret	Cocktail
Club Lounge	20	12	16	-	-	20
Boardroom	40	20	20	20	20	30
Regent Room	-	-	-	-	80	100
Poolside	-	-	-	-	20	50

Note: guest numbers in above grid are maximum capacity per room

Meeting Room Inclusions

- Iced water & glassware
- LCD TV for laptop presentation
- Complimentary unlimited WiFi
- Whiteboard & marker pens (if required)
- DVD player(if required)
- Pads & pens (if required)
- Lectern (if required)



Day Catering

- Arrival filter coffee & tea \$5.00
- Morning Tea \$12.50
- Working lunch (Executive) \$32.50
- Afternoon tea \$12.50

The above costs are quoted on a per person basis plus GST.

Our kitchen team are delighted to personalise menus for your event requirements.

Equipment

Cost per day

- Flip Chart - Complimentary
- Whiteboard - Complimentary
- Pads & Pens - Complimentary
- LCD TV Screen - Complimentary
- DVD player - Complimentary
- Lectern - Complimentary
- Electronic Whiteboard - \$150.00

Additional equipment and on-site support can be arranged through our preferred local audio-visual supplier if required.



Regent Club Lounge

The Regent Club Lounge is a small private room located on the ground floor of the Hotel adjacent to the restaurant & bar area. Large floor-to-ceiling windows provide a view of the pool area and the room has individually controlled air-conditioning, 42" LCD TV and black-out curtains. Bathroom facilities are located right next door to the room.

www.regentotorua.co.nz/events



Regent Annex Board Room

The Regent Annex Board Room is a larger meeting room located on the ground floor of the Annex Wing adjacent to the Reception area. It has individually controlled air-conditioning, 1 x 42" LCD TV, a projection screen, opening windows, black-out curtains, toilet facilities and an outdoor courtyard.

www.regentotorua.co.nz/events

Regent Poolside

The Regent Poolside courtyard is an outdoor space next to the Restaurant & Bar and is perfect for evening cocktails or banquet style dining on a fine day or evening. Regent Poolside has an outdoor heated swimming pool, lounger furniture, planter box electrical sockets for laptops etc., outdoor umbrellas and access to toilet facilities.

www.regentotorua.co.nz/events



Regent Room Restaurant & Bar

The Regent Room offers the largest space for an event and is located adjacent to the Hotel reception. The Regent Room has a dedicated bar area, large projection wall, air-conditioning, sun-blinds and toilet facilities. The Regent Room opens to the outdoor courtyard and heated swimming pool area.

www.regentrotorua.co.nz/dine



Out Catering

The Regent of Rotorua is proud to offer an out-catering service to make your function a truly memorable occasion. We can offer a wide range of catering options from individually crafted canapes through to large platters and themed banquets.



Accommodation



The Regent of Rotorua, boasting 47 luxurious rooms and suites, offers a variety of accommodation options tailored to different preferences and needs.

Superior Rooms (32 available): Offering approximately 26sqm to 30sqm of space. Bedding configurations include king or twin beds. Additionally, eight rooms can be adjoined for larger groups, and three rooms are wheelchair accessible.

Boutique Suites (7 available): These spacious suites provide 36sqm of space. Featuring a queen bed and luxurious tiled bathrooms with both monsoon rain showers and soaker baths.

Family Suite (1 available): With 45sqm of space, accommodating up to four guests. The suite consists of one bedroom with a queen bed and another with a king or twin beds, along with a bathroom featuring both a monsoon rain shower and a soaker bath.

2 Bedroom / 2 Bathroom Suite (3 available): These executive suites offer 54sqm of space. Bedding configurations include queen/king or twin beds.

3 Bedroom / 2 Bathroom Suite (1 available): This spacious loft-style suite provides approximately 90sqm of space, accommodating up to seven guests. It features a fully equipped kitchen, designer furniture, and a private terrace. The suite includes three bedrooms with various bedding configurations, along with two bathrooms, one with a monsoon shower and soaker bath, and the other with a shower. A 2-night minimum stay is required for this suite.

All rooms and suites at the Regent of Rotorua come with luxurious amenities such as sumptuous linen, bathrobes, designer furniture, air conditioning, LCD Sky TV, free unlimited Wi-Fi, Kube clocks with built-in connectors, microwaves, mini-bars, plunger coffee, in-room safes, and beautiful tiled bathrooms with monsoon rain showers and heated mirrors.

The Regent Room

A full a la carte menu is available for breakfast, lunch and dinner. Breakfast is served between 6.30 am – 11.00 am, lunch is served 12noon – 5 pm and dinner from 5pm – late. The restaurant caters or up to 100 guests cocktail style or 80 guests banquet style.

Facilities & Services

Complimentary car parking (Limited)

Complimentary WiFi throughout the Regent property

Complimentary local calls

Guest laundry and dry-cleaning service

Outdoor heated swimming pool

Indoor thermal mineral pool

Business services

Terms & Conditions

Confirmation of Booking

To confirm this booking, this proposal must be signed and returned to us by email, fax or post so that we can allocate the event venue just for you.

Goods and Services Tax

All rates quoted in this proposal are inclusive of 15% Goods and Services Tax. In the event that this Government tax rate is altered, the price will be subject to the altered percentage of Government Tax.

Catering Numbers

Final confirmation of catering numbers of guests is required no later than 72 hours prior to the commencement of the meeting or event. This final number will constitute the minimum charge.

Accommodation

We require a credit card as a guarantee for any accommodation rooms booked. We require a final status report of your confirmed room requirements, together with your rooming list no later than 7 days from the first day of your reservation.

Damage

The client is financially responsible for any damage, breakage or pilferage sustained to the hotel premises by the client, client's guests, invitees, outside contractors or other persons attending the function, meeting or event.

The hotel will take all necessary care of the client's property but will take no responsibility for damage to or loss of property or merchandise left in the hotel prior to, during or after the function, meeting or event.

Accounts

Final payment will be due on departure by credit card, cash or bank cheque unless arrangements have been made for invoicing.

Cancellation

Food and beverage functions may be cancelled in writing up to 3 days prior to the function commencement with no penalty.

For (all/any) food and beverage cancellations less than 3 days prior to the function, a fee of 100% of the estimated total loss of revenue for the function may be charged.

For (all/any) accommodation cancellations less than 3 days prior to the first day of your arrival, we will charge for the first night's stay.