



WELCOME TO THE BEST WESTERN ELLERSLIE INTERNATIONAL MOTOR INN

A place to relax for work and pleasure

The enclosed information is a guide to the facilities and services available at the **Best Western Ellerslie International Motor Inn**. We invite you to inspect and discuss further aspects of your accommodation and conference requirements.

The **Best Western Ellerslie International Motor Inn** is a unique and well established accommodation and conference venue situated in the heart of Ellerslie.

Located just off the Ellerslie - Penrose off ramp of the Motorway, it is ideally located for all corporate clients, conference attendants and leisure travellers.

Positioned *20 minutes from the Auckland International Airport and 10 minutes from downtown* Auckland, it is a peaceful work or holiday environment away from the bustle of the central city.

Our Accommodation rooms are modern and designed for client comfort. All rooms have Air Conditioning, Sky Digital Television, Irons and Ironing Boards, Internet Access, Tea and Coffee making facilities and some have cooking facilities. Our Executive Suites also have double spa baths.

Amenities available at the **Best Western Ellerslie International Motor Inn** include:

Fully Licensed Restaurant:

We are more than happy to cater for conference meals, special occasion dinners, corporate or private functions, or just a relaxing meal after a long day. Sample menus are available on request.

House Bar:

Our relaxed and comfortable house bar is available for clients to entertain their guests.

Conference Centre:

Our complex offers three air conditioned conference rooms differing in size and style depending on numbers attending. Further enquires about these facilities are most welcome.

Heated Swimming Pool:

Our heated swimming pool is located in front of the Reception building along side our relaxed outdoor seating area.

We thank you for considering the **Best Western Ellerslie International Motor Inn**, if you have any enquires or special requests please do not hesitate to contact us.

We look forward to seeing you soon.

Yours sincerely

MURRAY & MARGARET WANSBONE
BEST WESTERN ELLERSLIE INTERNATIONAL MOTOR INN

CONFERENCE ROOMS

Best Western Ellerslie International Motor Inn's conference venues are ideally located 10 minutes from the city centre, and approximately 400 metres from the Ellerslie - Penrose off ramp to the Southern Motorway.

Best Western Ellerslie International Motor Inn has the ideal venue for your conference, seminar, board meeting, sales promotion, product launch or the occasion of your choice. Our staff would be pleased to assist with secretarial support, photocopying, transportation or any other of your requirements.

CAPACITIES & FACILITIES

Meeting Room	U-Shape at Tables & Chairs	Theatre Style at Chairs	Room Rate Per Day (Trade Shows)	Room Rate Per Day Including GST
Conference Centre	24 pax	50 pax	\$330.00	\$250.00
Wilkinson Room	16 pax	Not applicable	\$240.00	\$198.00
Boardroom	10 pax	Not applicable	Not applicable	\$163.00

Room Hire includes complimentary iced water, mints and whiteboard-markers.

CONFERENCE EQUIPMENT

Equipment	Hire Rates Including GST
Whiteboard	Complimentary
Data Projector	\$150.00 per day
TV Monitor and Video Player	\$55.00 per day
Over Head Projector and Screen	\$55.00 per day
Screen	\$20.00 per day
Electronic White Board	From \$130.00 per day
Flip Chart and Stand	\$32.00 per pad
Table Cloths	\$10 per cloth

We can also arrange hire of laptops, video cameras, movie projectors, microphones, and speakers etc. Pricing on application.

CONFERENCE VENUE HIGHLIGHTS

- Easy to find, handy to many business districts
- Fully Licensed Restaurant and House Bar
- Air Conditioning in all Conference Rooms
- First Class Catering
- Ample Parking
- Privacy and Security

CONFERENCE BREAK OPTIONS

Prices include GST

Strictly no outside food is to be bought into conference rooms

ON ARRIVAL/MORNING TEA

Coffee & Tea \$2.50 per person	Coffee, Tea & Juice \$3.50 per person
Freshly brewed Robert Harris Coffee and a selection of Dilmah Breakfast & Herbal Teas.	Freshly brewed Robert Harris Coffee, and a selection of Dilmah Breakfast and Herbal Teas, and fresh Orange Juice.

Coffee & Tea \$2.50 per person	Coffee, Tea & Juice \$3.50 per person	Coffee, Tea & Biscuits \$5.00 per person
Freshly brewed Robert Harris Coffee, and a selection of Dilmah Breakfast and Herbal Teas.	Freshly brewed Robert Harris Coffee, a selection of Dilmah Breakfast and Herbal Teas, and fresh Orange Juice.	Freshly brewed Robert Harris Coffee, and a selection of Dilmah Breakfast and Herbal Teas, and fresh Orange Juice, with a selection of sweet biscuits.
Coffee & Tea with Muffins \$5.50 per person	Coffee & Tea with Savouries \$6.00 per person	Coffee & Tea with Danishes & Croissants \$6.50 per person
Freshly brewed Robert Harris Coffee, and a selection of Dilmah Breakfast and Herbal Teas, and fresh Orange Juice, with your choice of either sweet <i>or</i> savoury home baked muffins.	Freshly brewed Robert Harris Coffee, and a selection of Dilmah Breakfast and Herbal Teas, and fresh Orange Juice, with assorted savouries.	Freshly brewed Robert Harris Coffee, and a selection of Dilmah Breakfast and Herbal Teas, and fresh Orange Juice, with a selection of Danish pastries and croissants.

AFTERNOON TEA

Coffee & Tea \$2.50 per person	Coffee, Tea & Juice \$3.50 per person	Coffee, Tea & Biscuits \$5.00 per person
Freshly brewed Robert Harris Coffee, and a selection of Dilmah Breakfast and Herbal Teas.	Freshly brewed Robert Harris Coffee, a selection of Dilmah Breakfast and Herbal Teas, and fresh Orange Juice.	Freshly brewed Robert Harris Coffee, and a selection of Dilmah Breakfast and Herbal Teas, and fresh Orange Juice, with a selection of sweet biscuits.
Coffee & Tea with Muffins \$5.50 per person	Tea with Choc Slice \$6.00 per person	Coffee & Tea with Danishes & Croissants \$6.50 per person
Freshly brewed Robert Harris Coffee, and a selection of Dilmah Breakfast and Herbal Teas, and fresh Orange Juice, with your choice of either sweet <i>or</i> savoury home baked muffins.	Freshly brewed Robert Harris Coffee, and a selection of Dilmah Breakfast and Herbal Teas, and fresh Orange Juice, with Chocolate Brownie Slice	Freshly brewed Robert Harris Coffee, and a selection of Dilmah Breakfast and Herbal Teas, and fresh Orange Juice, with a selection of Danish pastries and croissants.

CONFERENCE LUNCH MENUS

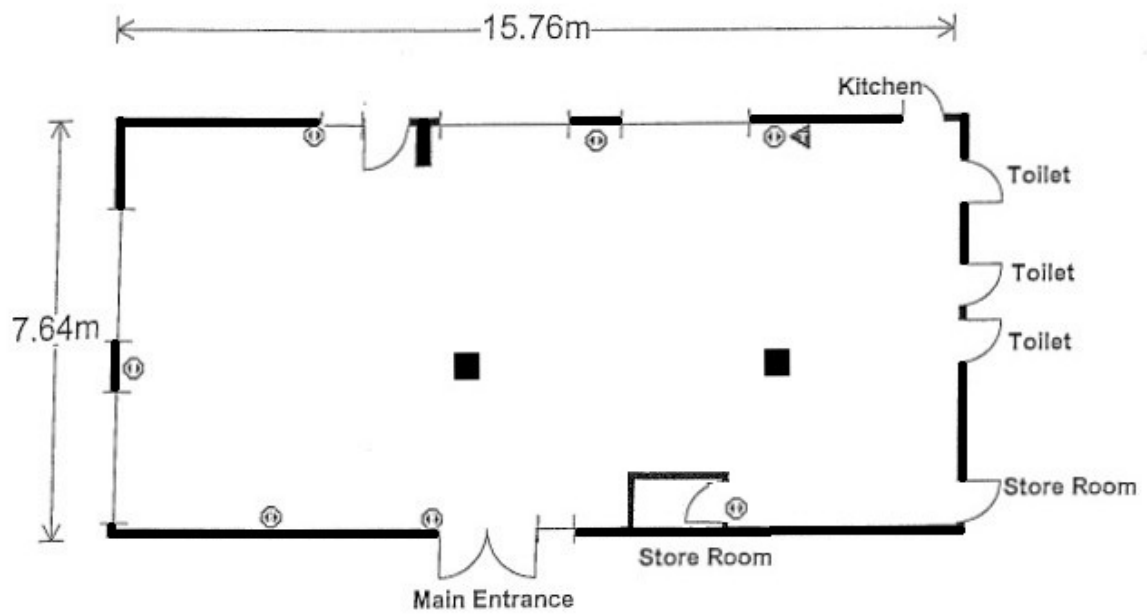
Prices include GST

Strictly no outside food is to be brought into conference rooms

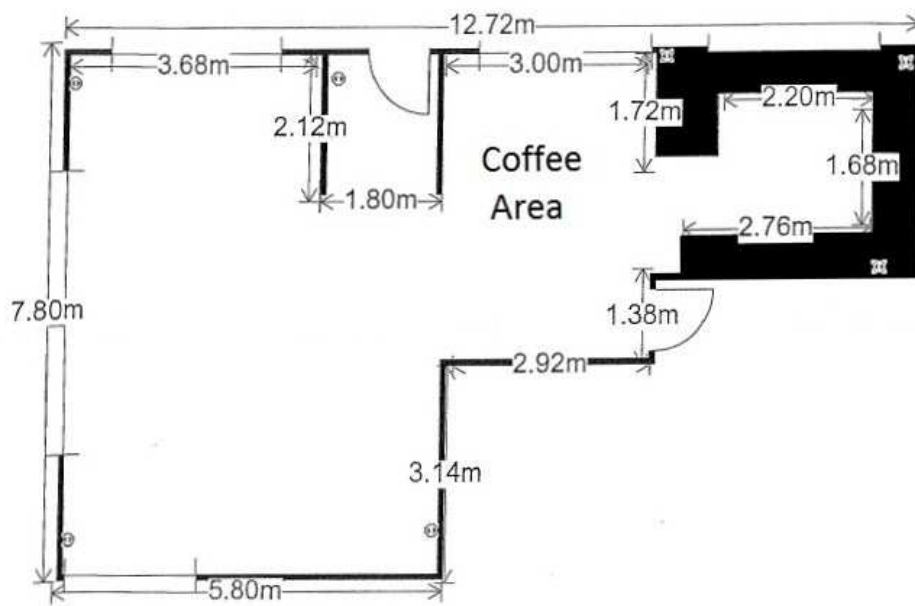
All Luncheons include freshly brewed **Robert Harris Coffee**, a selection of **Dilmah** Breakfast and Herbal teas, and fresh Orange and Apple Juice.

Working Luncheon 1 \$21.00 per person	Working Luncheon 2 \$18.80 per person
Beef Stroganoff with Rice Cold Meat Platter Selection of Savouries Seasonal Fresh Salads (x4) Fish Pieces with Tartare Sauce Selection of Breads	Pizzas Fish Pieces with Tartare Sauce Cold Meat Platter Selection of Savouries Seasonal Fresh Salads (x3) Selection of Breads
Working Luncheon 3 \$19.80 per person	Working Luncheon 4 (Finger Food) \$18.80 per person
Beef OR Vegetarian Lasagne Selection of Savouries Fish Pieces with Tartare Sauce Cold Meat Platter Seasonal Fresh Salads (x3) Selection of Breads	Assorted Sandwiches OR Filled Rolls Fish Pieces with Tartare Sauce Selection of Savouries Cocktail Kebabs OR Mini Savoury Meatball

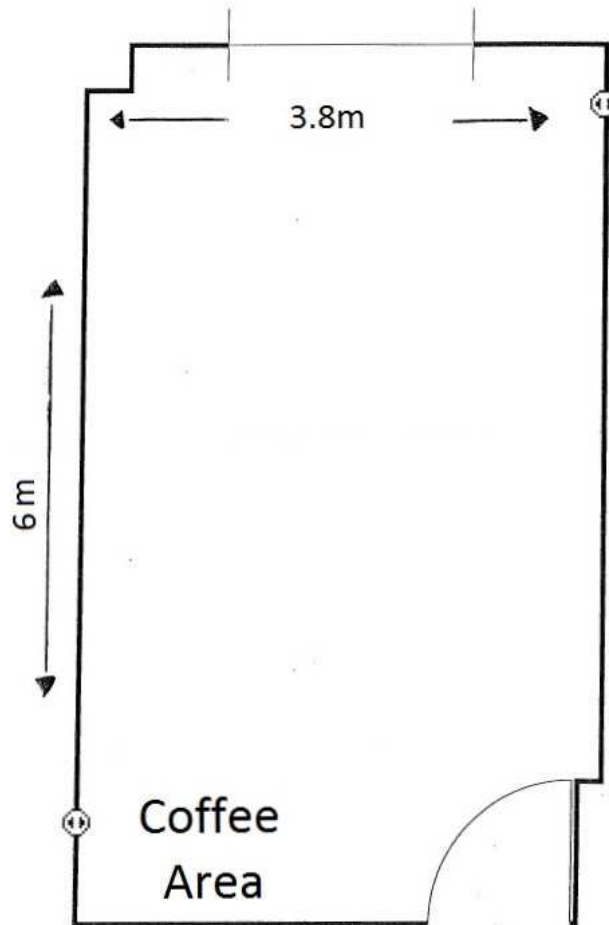
CONFERENCE CENTRE



WILKINSON ROOM

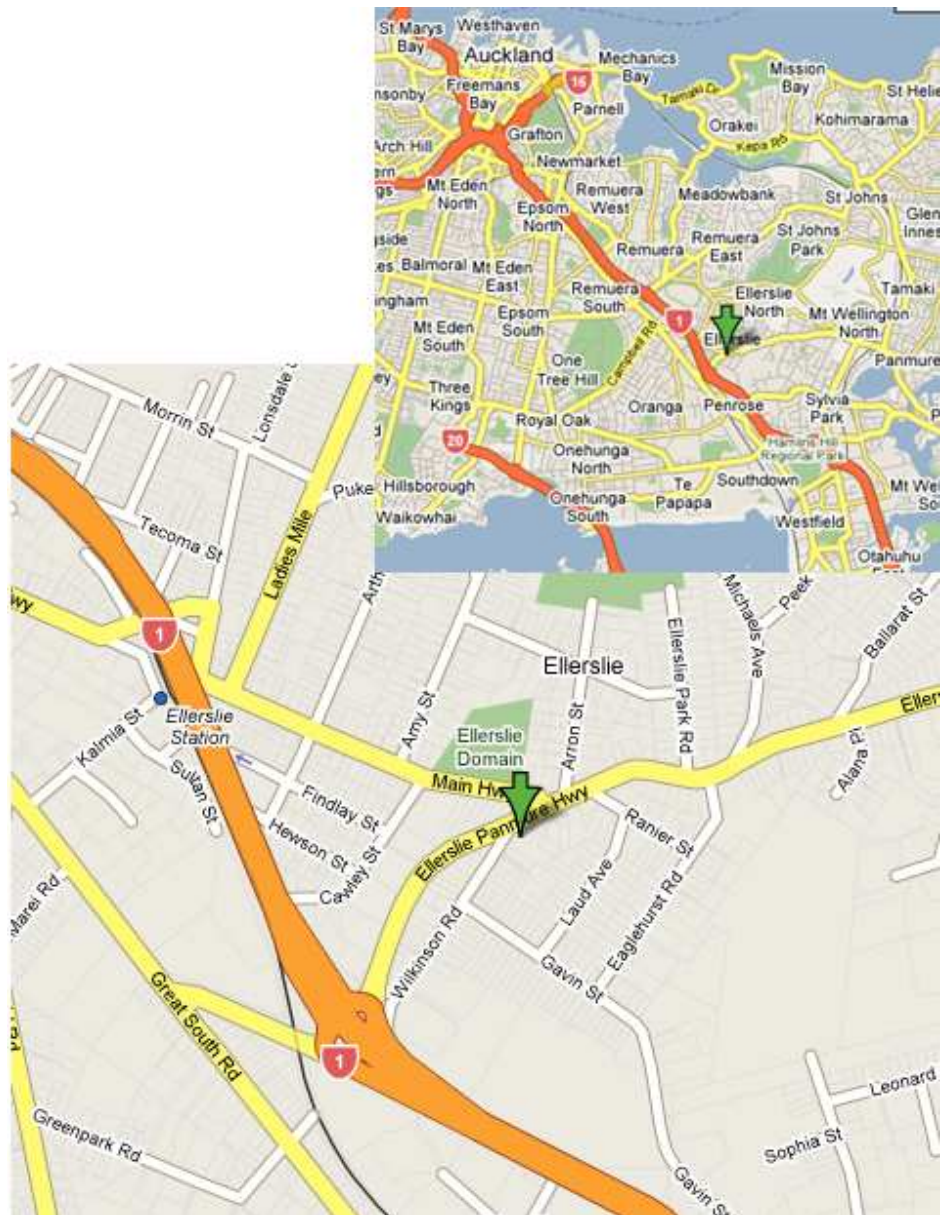


BOARDROOM



LOCATION MAP

Please email
accom@eimi.co.nz
or simply call us on
64-9-525-1909



To view online, hold down Ctrl+Click the following link:
<http://www.wises.co.nz/1/Auckland/Mount+Wellington/2+Wilkinson+Road/>

ACCOMMODATION SUMMARY

All units have **tea & coffee** making facilities, **irons** & ironing boards, 32" LCD TV, **Sky Television**, direct-dial **Telephones** and Broadband **Internet** access.

All units are air conditioned.

Accommodation	Facilities	Room Tariff Including GST
Standard Studio	Queen size bed Shower & toilet ensuite	From \$135.00
Twin Studio	Queen size bed Shower & toilet ensuite Single bed (in the same room as the Queen size bed)	From \$145.00
Deluxe Suite	Bedroom with Queen size bed Shower & toilet ensuite Separate lounge Dining table & chairs	From \$160.00
1 Bedroom Suite	Bedroom with Queen size bed Shower & toilet ensuite Separate lounge with Single bed Dining table & chairs	From \$165.00
Family Suite	Queen size bed in main bedroom* Two Single beds in second bedroom* Single bed or Divan downstairs in the lounge Dining table & chairs Light cooking facilities Bathroom & toilet downstairs *Both of these bedrooms are upstairs and the second bedroom is only accessible through the main bedroom	From \$230.00 (4 people)
Executive Studio	King size bed Spa bath with shower & toilet ensuite	From \$190.00

FOR:

CURRENT RATES

CORPORATE RATES

SPECIALS ON OFFER

RESERVATIONS

Please email accom@emi.co.nz or simply call us on 64-9-525-1909

CONFERENCE TERMS AND CONDITIONS

1.0 Final Numbers

- 1.1 The numbers expected to attend the event must be advised seven (7) working days prior to the commencement of the event, with final confirmation no later than 10 am two (2) working days prior to the event.

2.0 Function/Conference Room Hire

- 2.1 It is agreed that the event will commence at the scheduled time and that the function room allocated will be vacated at the nominated time. The Motor Inn reserves the right to apply a charge for each additional hour exceeding the agreed specified time.

3.0 Confirmation

- 3.1 Confirmation of a booking must be made by way of a signed contract by the Client within 14 days of the original reservation otherwise the Management of the Hotel reserves the right to cancel the booking and allocate the venue to another client.

4.0 Final Payment

- 4.1 Final payment will be due on departure by credit card unless Best Western Ellerslie International Motor Inn has approved prior credit facilities.
- 4.2 It is understood that in instances where prior credit facilities have not been arranged and where the Client's guests or invitees have incurred additional charges such as meals, laundry, toll charges and liquor, these accounts must be settled by the Client as part of the final account.

5.0 Cancellation

- 5.1 Cancellations 30 days prior to a conference/meeting commencement will incur no penalty to the client.
- 5.2 Cancellations 7 days prior to the conference/meeting commencement will result in a charge for room hire; catering and/or equipment will not be charged.
- 5.3 Cancellations within 7 days prior to any conference/meeting may result in a charge for the entire cost of the reservation.
- 5.4 All cancellations must be received by the Motor Inn in writing.

6.0 Food and Beverage

- 6.1 The Motor Inn reserves the right to change the menu subject to availability.
- 6.2 Any individual special requests for lunches may incur an extra charge.
- 6.2 **The Motor Inn will not allow food and/or beverage of any kind on to the premises for consumption or any other purpose for the Client or the Client's guests or invites. Any breach of this provision will incur a service charge as specified by Management.**
- 6.3 The Motor Inn reserves the right to discontinue the supply of liquor at any time, pursuant to the Sales of Liquor Act and Maori Community Development Act 1962.

7.0 Accommodation

- 7.1 In the event that rooms are reserved in conjunction with a Conference reservation, a completed room list will be required 5 working days prior to the commencement of the function.
- 7.2 The Motor Inn reserves the right to charge a cancellation fee of one night's accommodation for any rooms cancelled less than 7 working days prior to arrival or any rooms subsequently unoccupied.



8.0 Motor Inn Property/Damage/Insurance

- 8.1 Room layout is to be arranged with The Motor Inn Conference Coordinator prior to commencement of function or conference. Any unauthorised alteration to a designated Conference Room will incur a service charge as specified by Management with a minimum \$40.00 fee being charged.
- 8.2 Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building unless the Motor Inn Management has given prior approval. Suitable floor protection is to be used as required. Signage in Motor Inn public areas is to be kept to a minimum and must be approved by the Motor Inn Management.
- 8.3 The Motor Inn 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 at the Motor Inn prior to, during or after the function.
- 8.4 The Client must arrange their own personal liability insurance and security, as required.
- 8.5 The Client should conduct their function in an orderly manner, in full compliance with all applicable laws at a minimum disruption to other guests of the Motor Inn. The Motor Inn reserves the right to exclude or remove any objectionable persons from the function or Motor Inn premises without liability at any time during the function.
- 8.6 The Client is financially responsible for any damage, breakage or pilferage sustained to the Motor Inn Premises or Equipment by the Client, the Client's guests, invitees, or other persons attending the function, whether in the room reserved or any other area or part of the Motor Inn, prior to, during or after the event.
- 8.7 On completion of function, the Client will endeavour to leave the venue in a tidy condition; failure to do so may incur a service charge, as specified by Motor Inn Management.

9.0 Pricing Policy

- 9.1 Goods and Service Tax is included in the quoted rates, unless stated otherwise. GST is subject to alteration without notice.
- 9.2 Every endeavour will be made to maintain prices as quoted however prices are based on current costs and maybe subject to change without notice to meet increases as they arise.