



# ashley hotel

## conferences



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**williams hotels**  
CHRISTCHURCH + WANAKA + WEST COAST



# a great place to generate great ideas

The Ashley Hotel Greymouth offers fantastic conference facilities, with in-house catering and ample off-street parking.

The Rimu Room provides an excellent professional venue for your conference or meeting and can also be divided into two separate meeting spaces. The smaller Southside Room is also available.

## venue capacities

Layout style	Southside	Boardroom	Rimu 2	Rimu 1	Rimu 1 & 2
Cocktail	-	35	50	80	150
Banquet Long	-	-	30	60	130* - 140
Banquet Round	-	-	20	40	90* - 100
Classroom	-	-	15	30	50
U-shape	-	-	15	30	40
Boardroom	4	10	15	30	40
Theatre	-	20	40	60	160

Dimensions: Rimu 1: 10m x 9m, 4m high, Rimu 2: 10m x 6m, 4m high, Rimu 1 & 2 combined: 10m x 15m, 4m high  
\* If buffet table required

Our in-house catering team have menu options to suit every occasion for up to 100 guests.

**With our expertise and friendly service you can be sure that your next meeting or event is a great success.**



**to book your conference or meeting  
phone 03 768 5135 or 0800 807 787**

a: 74 tasman street, greymouth  
e: info@hotelashley.co.nz  
w: www.hotelashley.co.nz





# conference rates

## conference rooms

Room:	Part Day Rate	Full Day Rate	Full Day/Night
Rimu 1	\$180.00	\$250.00	\$350.00
Rimu 2	\$180.00	\$250.00	\$350.00
Rimu Full	\$300.00	\$380.00	\$450.00
Southside	\$120.00	\$150.00	\$220.00
Boardroom	\$150.00	\$180.00	-

## equipment hire

Equipment	Cost/Included
Television	Inc in room hire
Whiteboard + Pens	Inc in room hire
Sound System	Inc in room hire
Electronic Whiteboard	\$20.00
Data Projector	\$90.00

# catering

## coffee breaks

\* All menus are subject to change

Tea & Coffee	\$ 4.50pp	Tea & Coffee & Juice	\$ 6.50pp
Tea & Coffee served with...			
• Biscuits	\$ 6.50pp	• Sandwiches	\$ 9.50pp
• Muffins	\$ 7.50pp	• Sandwiches and Savories	\$12.50pp

## coaster's lunch @ \$20 p.p

Minimum charge \$150.00 | Served in Conference Room

- Sandwiches
- Savories
- Mini Quiche
- Muffins

## finger food lunch menu @ \$25 p.p

Minimum charge \$150.00 | Served in Conference Room

- Pork belly tasters
- Mini beef burgers
- Savories/ Sausage roll
- Salmon bruschetta
- Finger sand wiches

## executive lunch @ \$39 p.p

Minimum charge \$250.00 | Served in Jacobs Restaurant

- Mini Fish and Chips
- Petite Beef Burgers
- Bread Rolls
- Warm Chicken Pasta
- Salad Platter (deconstructed)
- Mini Pavlova and Fruit Salad

## cocktail food (evening only) @ \$15 p.p

Minimum charge \$200.00

- Petite Sausage Rolls/Savories
- Crumbed Fish Bites
- Cocktail Sandwiches
- Samosa's



# terms & conditions

## confirmation of bookings

- All reservations need to be confirmed 5 days prior to the function, otherwise the management reserves the right to cancel the booking and allocate the venue to another client.

## numbers to confirm

- To ensure our maximum efficiency, a guaranteed number of guests is required one full working day prior to the event. This will be regarded as the minimum number for catering and charging. Extra people will be charged at the per person rate.

## insurance

- The Hotel will take all necessary care, but accepts no responsibility for damage or loss of merchandise left in the Hotel prior to, during or following functions. Organisers should arrange their own insurance.

## damage

- Organisers are financially responsible for any damage sustained to the Hotel property during functions. Use of walls for display material is not permitted.

## beverage policy

- All liquor costs are calculated on a consumption basis, which ensures that all functions are charged fairly and accurately. If a particular wine is required and is not on our wine list please advise our staff and we will have it brought in for your event.

## room rental

- Rental charges are dependent on time period required, number of guests in attendance and overall catering requirements. Our staff will be pleased to provide rates on request.

## price variations

- You will be notified of any unavoidable price changes for your function not later than 30 days before your booked date. Every endeavour is made to maintain prices as originally quoted to you, but they are necessarily subject to alteration, particularly where bookings are made well in advance.

## reservation security

- For all bookings we require a Credit card to secure the reservation, if the company does not have an account set up with us we require them to either pre pay or payment is to be received no later than the start time of the conference.

## cancellation policy

- Cancellations may be cancelled without penalty up to 24 hours prior to the time of arrival. Full charges will apply if within the 24 hour period.