CONFERENCE DAY PACKAGES

PACKAGE OPTIONS

FULL DAY – $99PP

Includes morning tea, lunch and afternoon tea

HALF DAY – $89PP

Includes morning or afternoon tea and lunch

MORNING OR AFTERNOON TEA ONLY – $35PP

Includes tea & coffee, a seasonal fruit platter, and your choice of 2 refreshment items

ALL PACKAGES INCLUDE

- Registration desk on delegates' arrival
- Lectern
- Daily newspaper on request
- Basic unlimited WiFi
- Writing pads, pens, mints & iced water
- Data projector
- Projector screen
- 2x cordless microphones
- 1x flip chart (with papers)
- 1x whiteboard (with markers)

ADDITIONAL CHARGES

$5.70 per person for extra refreshment item
$10.00 per person for extra lunch item
$52.00 per Juice Dispenser (5 litre)

Minimum of 15 delegates for all packages.

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REFRESHMENTS MENU

$16.50 PER PERSON

Please select one item from the list below, served with freshly brewed tea and coffee.

SAVOURY / FILLING

- Assorted Sandwiches – Egg, Chicken, Tuna, Veggie (choose two)
- Assorted Wraps – Fish, Chicken, Veggie (choose two)
- Mini Pies – Chicken or Lamb (choose one)
- Mini Quiche – Chicken or Vegetable (choose one)
- Mini Pizzas – Vegetarian or Chicken (choose one)
- Sausage Rolls
- Savoury Muffins
- Bhajiya

SWEET / INDULGENT

- Pie – Custard or Coconut (choose one)
- Banana Cake
- Assorted Freshly Baked Muffins
- Scones with Strawberry Jam & Cream
- Danish Pastries
- Lamingtons

FRESH & HEALTHY

- Fresh Tropical Seasonal Fruit Platter
- Vegetable Crudité Platter
- Infused Water Station
- Green Salad Cups

ADDITIONAL CHARGES

$5.70 per person for extra refreshment item

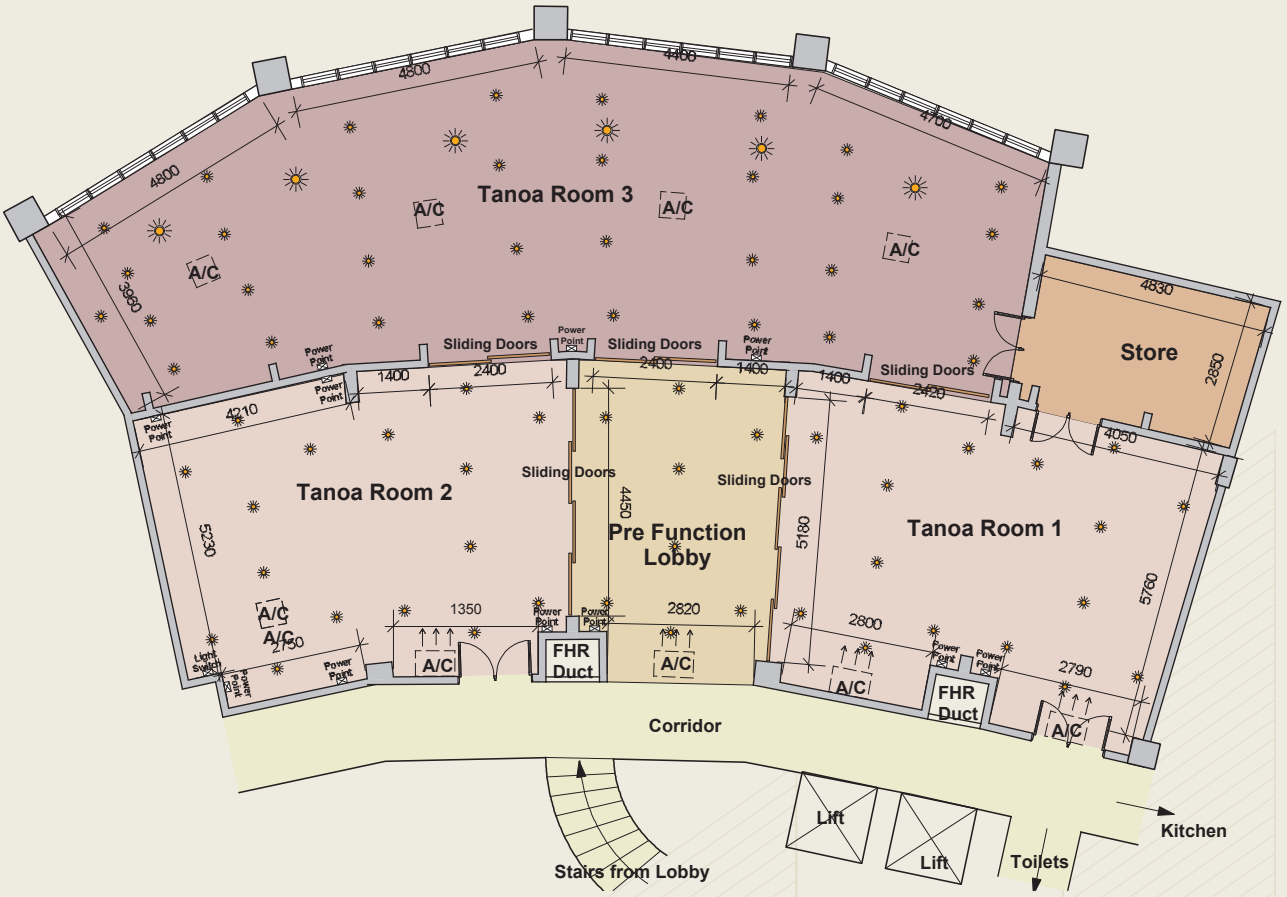
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CONFERENCE CENTRE



VENUE CAPACITY

Venue	Theatre	Cabaret	Classroom	Banquet	Cocktail	U Shape	Boardroom	Size
Convention Centre	150	n/a	n/a	120	280	n/a	n/a	181m²
Tanoa Room 1	45	25	20	30	55	15	20	45m²
Tanoa Room 2	45	25	20	30	55	15	20	45m²
Tanoa Room 3	150	60	60	80	120	40	40	150m²

PRICING

Tanoa Room (general)	$1,800 per day
Tanoa Room 1	$550 per day
Tanoa Room 2	$550 per day
Tanoa Room 3	$850 per day

EQUIPMENT & FACILITIES

Data Projector	$350	Cordless Microphone	$650
Projector Screen	$250	Zoom Facilities	$500
Data Projector & Screen	$600	Other	POA
High Speed Internet *(minimum 3 days; 1–2 days charged at $500 flat rate)*	$500		

External audio, visual and lighting equipment can be arranged on request.

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LUNCH BUFFET MENU

$58.00 PER PERSON

Minimum 15 people. Each buffet includes Chef's soup of the day with assorted breads.

MONDAY

Garden Fresh Salad · Classic Russian Salad · Honey-Soy Glazed Roasted Chicken · Grilled Market Fish in Coconut Sauce · Seasonal Vegetables · Steamed Rice · Dalo · Fruit Trifle

TUESDAY

Kachumber Salad · Grilled Seasonal Vegetable Salad · Tandoori Chicken (Bone-In) · Lamb Rogan Gosh · Hearty Vegetarian Curry · Papadum, Dhal & Chutney · Rice · Fried Cassava · Semolina Pudding (Halwa)

WEDNESDAY

Crunchy Asian Slaw · Wedge Salad · Lamb with Sautéed Greens · Sweet & Sour Fish · Market Vegetable Medley · Steamed Rice · Dalo · Seasonal Fruit Platter

THURSDAY

Ota Salad · Kokoda Salad · Fish Kebabs with Chilli Miti · Smoky BBQ Chicken · Palusami · Steamed Rice · Steamed Dalo · Vudi Vakasoso

FRIDAY

Roasted Pumpkin & Nut Salad · Potato & Egg Salad · BBQ Lamb Sausages · BBQ Chicken · Vegetable Chow Mein · Cassava · Rice · Custard Pie

SATURDAY

Fresh Garden Salad · Niçoise Salad · Chicken Stir-Fry · Grilled Fish with Lemon Butter · Ratatouille Vegetables · Roasted Lemon Potatoes · Rice · Mixed Fruit Salad

$10.00 per person Extra item · $52.00 per Juice Dispenser (5 litre)

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BANQUET DINNER MENU

DINNER OPTIONS

OPTION ONE – $58PP
1 Chef's soup, 1 salad, 2 mains, 1 vegetarian, 2 sides, 1 dessert

OPTION TWO – $68PP
1 Chef's soup, 2 salads, 3 mains, 1 vegetarian, 2 sides, 1 dessert

OPTION THREE – $78PP
1 Chef's soup, 3 salads, 4 mains, 1 vegetarian, 2 sides, 2 desserts

LOVO OPTION – $98PP
1 Chef's soup, 3 salads, kokoda, lovo chicken, lovo fish, lovo pork, meat palusami, 1 vegetarian, 2 sides, 3 desserts

Minimum 15 people for all options

MENU SELECTION

SOUP
Chef's Choice Soup of the Day with assorted breads or rolls

SALADS
Tossed garden greens, Asian coleslaw, Roast vegetable pasta salad, Seafood pasta, Potato salad, Pasta salad with basil, Caesar salad, Ota salad, Kokoda salad, Pumpkin & nuts salad, Niçoise salad, Mexican bean salad, Cucumber salad, Lumi & nama salad, Creamy pasta salad, Papaya slaw, Quinoa & roast vegetable salad

MAINS
Lamb: Lamb curry, BBQ lamb chops, Chilli lamb, Mongolian lamb, Lamb with greens
Fish: Baked fish, Grilled fish in coconut cream, Steamed fish, Fish kebabs with miti, Grilled lemon pepper wahoo, Seafood fettucine alfredo
Chicken: Roast chicken, Honey-soy roast chicken, Chicken chowmein, Tandoori chicken (bone-in), Chicken curry, BBQ chicken, Chilli chicken, Steamed chicken, Braised chicken
Beef: Stir-fry beef

VEGETARIAN
Wok fried vegetables, Steamed potato & eggplant curry, Dhal, Aloo matter curry, Chickpea masala curry, Baked pumpkin with mixed herbs, Potato & eggplant in cumin, Aloo gobhi with methi, Palusami, Lumi pie squares, Vegetable lasagne, Thai vegetable fried rice

SIDES
Rice, Dalo, Cassava, Baked potatoes, Herby roast potatoes

DESSERTS
Tropical fruit cuts, Chocolate pudding with hot custard, Fruit trifle, Rice pudding, Vudi vakasoso, Fruit salad, Custard pie with topping, Chocolate mousse, Pumpkin pie

$10.00 per person Extra item · $52.00 per Juice Dispenser (5 litre)

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CONFERENCE TERMS & CONDITIONS

1. DEFINITIONS
Banquets Event Order – event running sheet with details. Business Day – Monday to Friday, excluding public holidays. Deposit – amount required to confirm your event. Estimated/Event Charge – room hire, food & beverage, hired items, surcharges and other payable amounts. Hotel – Tanoa Plaza Hotel. Client – the client.

2. TENTATIVE BOOKINGS
Held for a maximum of 5 days. If not confirmed, the Hotel may release the space without notice.

3. BOOKING CONFIRMATION
Confirm by returning the signed Contract. A final event overview is provided no less than 10 working days prior.

4. DEPOSITS & PAYMENTS
A 50% deposit is required at booking confirmation; the balance is due 7 days prior to the event. Clients with approved accounts must provide a valid purchase order. Overseas companies must provide a valid credit card; payment is processed the next working day after the event.

5. DATE ALTERATIONS & CANCELLATIONS
Date changes are treated as cancellations. Written notice is required.

6. CANCELLATION POLICY
More than 61 days prior: full deposit refund. 31–60 days: 50% of estimated charges. 15–30 days: 80%. Within 14 days: 100%, no refund. Cancellations must be advised in writing.

7. ATTRITION POLICY
Charges are based on delegate numbers advised at enquiry, adjusted if numbers change prior to confirmation.

8. MENU SELECTION
Confirm at least 14 days prior to the event. If not confirmed, the Head Chef will select the menu.

9. GUARANTEED NUMBERS
Final numbers are required 5 full working days prior. Charges are based on guaranteed or actual attendance, whichever is greater; additional attendees are charged in full on the day.

10. DAMAGES & CLIENT RESPONSIBILITY
The Client is financially responsible for damage to property. Attendees must behave in an orderly manner.

11. SECURITY & EXTENDED HOURS
Special security is available at additional cost. Extra labour charges may apply for extended hours.

12. ACCOMMODATION
Special rates are subject to availability. A preliminary rooming list is required 30 days prior and a final list 14 days prior. Unconfirmed rooms may be released. Cancellations within 14 days may incur charges. Liaise directly with the Reservations Department to confirm.

13. FOOD & BEVERAGE POLICY
No outside food or beverage is permitted. Leftover food cannot be taken away, in line with Food Safety Policy.

14. ENTERTAINMENT
The Client is responsible for coordinating entertainment directly. An entertainment licence may apply.

15. FUNCTION ROOMS & SETUP
The Hotel may reallocate rooms if numbers change significantly. Floorplan setup must be confirmed 14 days prior; late changes incur a surcharge.

16. EXHIBITIONS
Exhibitors are responsible for transport, setup and dismantling. Loading dock access is by arrangement only. Delivery and collection times are arranged 7 days prior; display plans are requested 7 days prior for safety approval.

17. PHOTOGRAPHY & RECORDING
Prior permission is required for photography, sound or video recording.

18. ADVERTISING
Prior permission is required to use the Hotel's name or logo in print or media. All artwork must be approved by Hotel management before publication.

19. CLEANING
General cleaning is included. Excessive cleaning may incur additional charges.

20. PUBLIC HOLIDAYS & SURCHARGES
A 10% surcharge applies to the total event cost on Public Holidays. Additional surcharges may apply for Sundays and gazetted industry holidays.

21. TAX
VAT at 12.5% and TST at 5% apply from 1 September 2026, to all bookings made from that date.

22. INSURANCE
The Hotel is not responsible for damage or loss of items before, during or after an event. Clients are advised to arrange their own insurance cover.

23. RESPONSIBILITY CLAUSE
If facilities cannot be provided due to circumstances beyond the Hotel's control, deposits will be refunded and no further claims may be made.

24. ADDITIONAL SERVICES
Entertainment, technical equipment and other services are available on request. Charges apply and remain the Client's responsibility even if the event is cancelled.

25. AGREEMENT
Clients agree to follow all reasonable requests of the Hotel. Use of facilities must not breach any laws or regulations.

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