



PALMERSTON NORTH  
**CONFERENCE  
& FUNCTION  
CENTRE**

INFORMATION BOOKLET

**venues  
& events**  
PALMERSTON NORTH





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# > WELCOME

## WHY WE'RE THE PERFECT VENUE

Over the past three decades, Palmerston North Conference and Function Centre has built an exceptional reputation for professionalism and service that sets us apart from the competition. Our high rates of repeat business are a testament to this.

With a versatile range of function spaces available to accommodate a vast number of guests and attendees, the Palmerston North Conference & Function Centre is the perfect venue for your next event.

Palmerston North Conference & Function Centre features sophisticated sound and audio visual technology which helps organisers produce professional events with ease.



**Event coordinator**



**Onsite technician**



**Multiple rooms under one roof**



**CBD location**



**Operations staff**



**Onsite catering**



**Walking distance to accommodation**



**Free car parking**



# > LOCATION

Palmerston North City is the geographical centre of New Zealand, 140km (87 miles) north of Wellington. It is part of New Zealand's second largest population hub, with over one million people located within a two hour (200km) radius.

With a population of just under 90,000 people, Palmerston North City is large enough to provide big-city facilities without the traffic congestion, access difficulties - and cost. On arrival this bonus for any visitor is soon apparent. The trip from the airport takes less than 10 minutes to hotel check in.

Palmerston North Airport has domestic services to all of the major cities as well as numerous provincial centres. It also had the record for being open the most days of any New Zealand airport. Palmerston North's central location is also well serviced by road and rail.

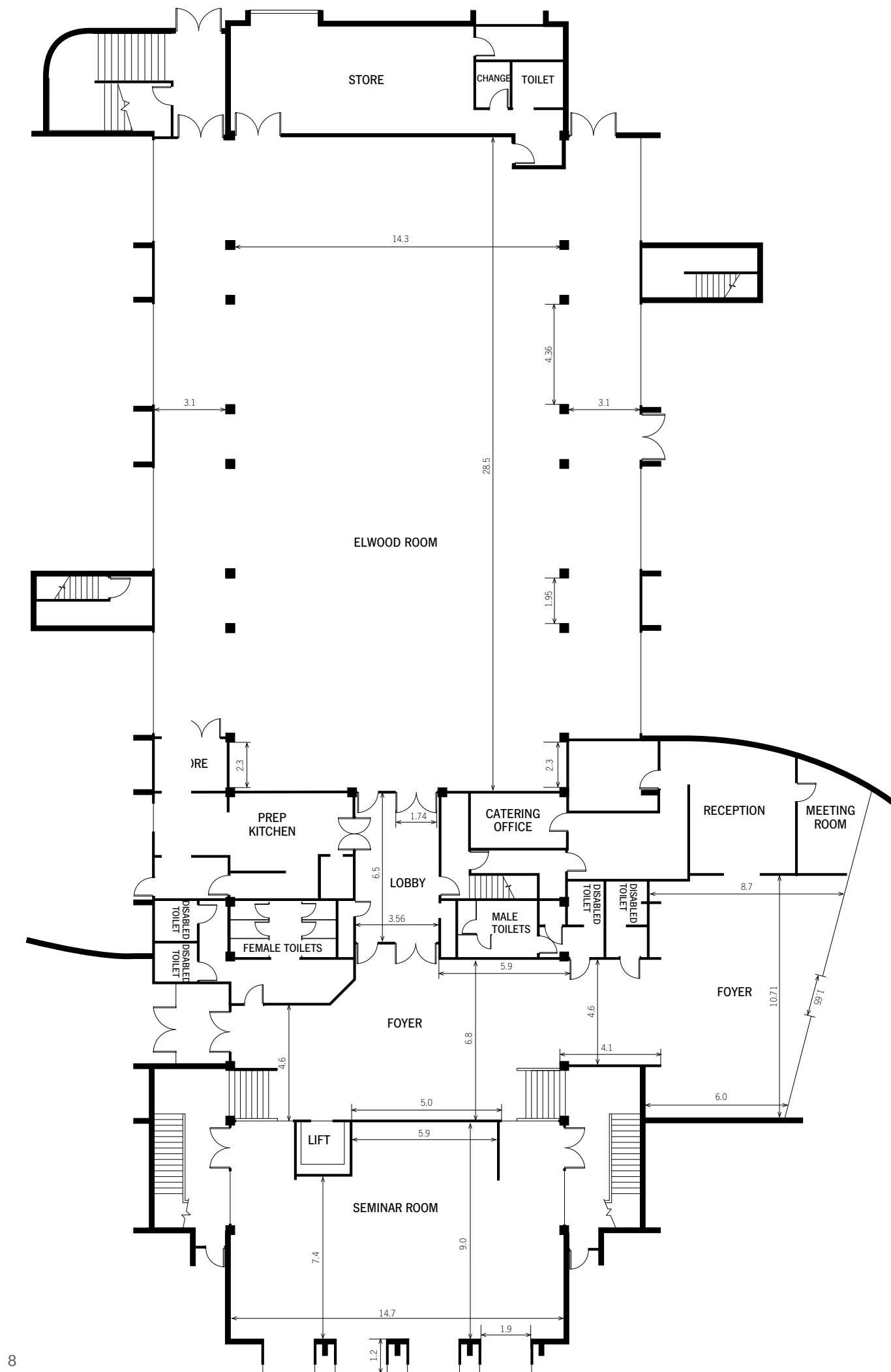
Everything is accessible at the Conference & Function Centre. Conveniently located in the heart of the city, the Conference & Function Centre offers the very best proximity to a range of superb hotels and motels and is surrounded by vibrant bars, cafes, restaurants, cultural institutions and retail shops. As an added advantage we offer free car parking for all conference delegates and event attendees.

Palmerston North City is the centre of science, education, innovation, and we have great rural connections. The Manawātū is also a hub for the New Zealand Defence Force with Linton Military Camp, RNZAF Base Ohakea and Massey University Defence Force and Security Studies Centre.









# GROUND FLOOR

## FOYER

The spacious foyer with its floor to ceiling windows can be used as a pre-dinner function space, cocktail event, additional exhibition booths, event registration or for coffee breaks. Digital signage is used in the foyer to direct visitors to their venue.

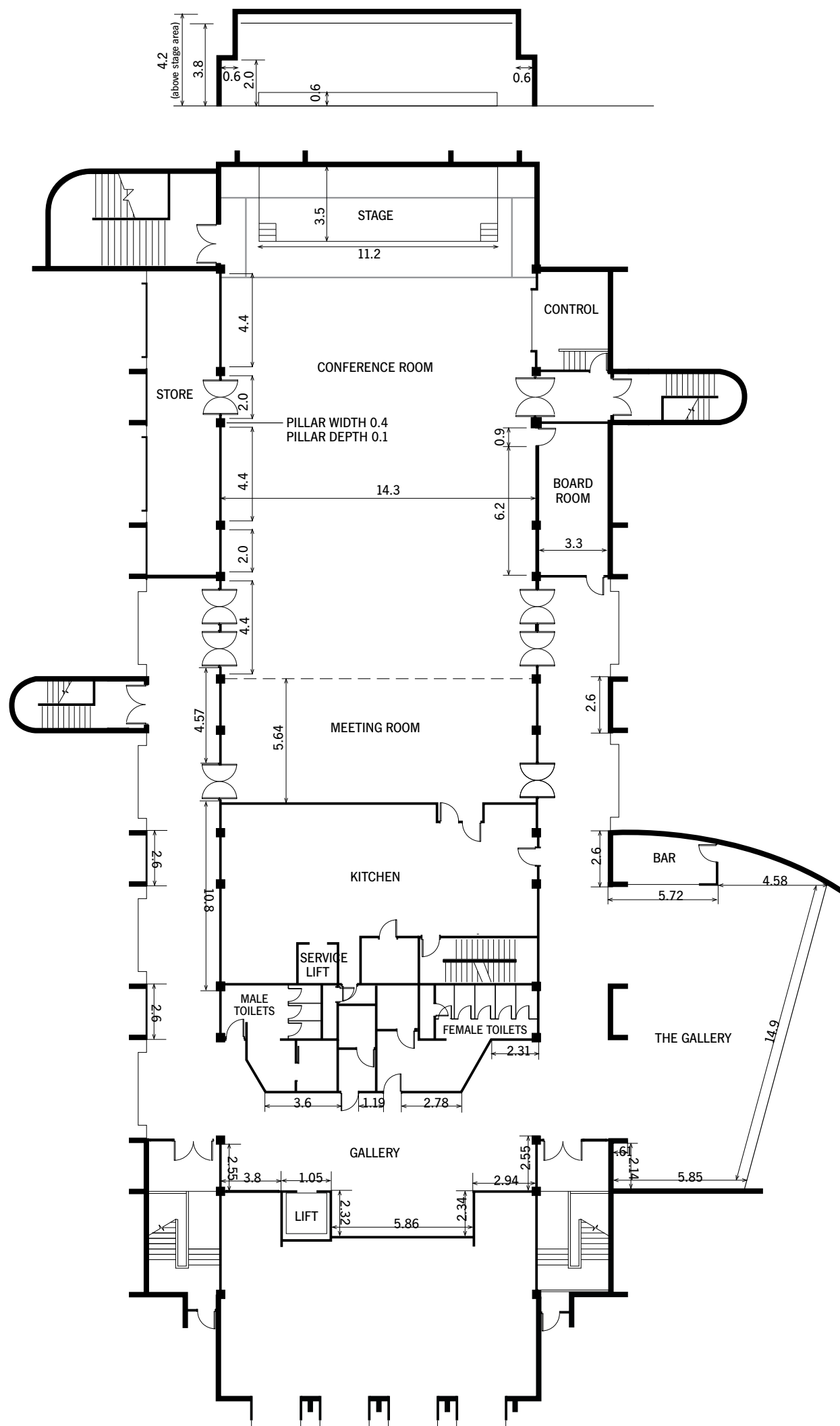
## SEMINAR ROOM

Just a few steps from the foyer, the Seminar Room has an attractive atmosphere with its high ceiling and natural light. The Seminar Room is a popular venue for meetings, luncheons, small dinners and cocktail parties, and is a great conference breakout room.

## ELWOOD ROOM

Fully air conditioned and attractively presented, the Elwood Room is ideal for large meetings, exhibitions and trade shows, gala dinners, balls and all social occasions. The Elwood Room can comfortably host up to 550 people theatre style, or up to 350 for a banquet dinner. With portable staging and theatre lighting, it's easy to create drama to give your event an edge.

A 47-inch LCD screen at the entrance to the Elwood Room displays event signage and branding. Flat floor loading and vehicle access is available from the loading dock. For smaller meetings and seminars, the room can be divided into Elwood Room 1 and Elwood Room 2.



# FIRST FLOOR

## CONFERENCE ROOM

The Conference Room is great for day to day business meetings, product launches and awards dinners, as well as high profile events like key note speakers and conference dinners. The Conference Room can accommodate up to 440 people theatre style and has a permanent stage with unobstructed sight lines. A floor to ceiling soundproof folding door can divide this space into two self-contained separate rooms – the Conference Room and the smaller Meeting Room.

## MEETING ROOM

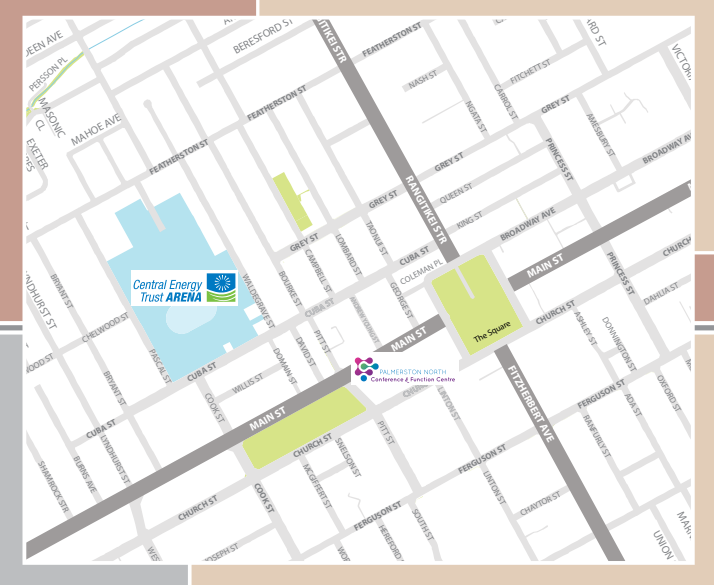
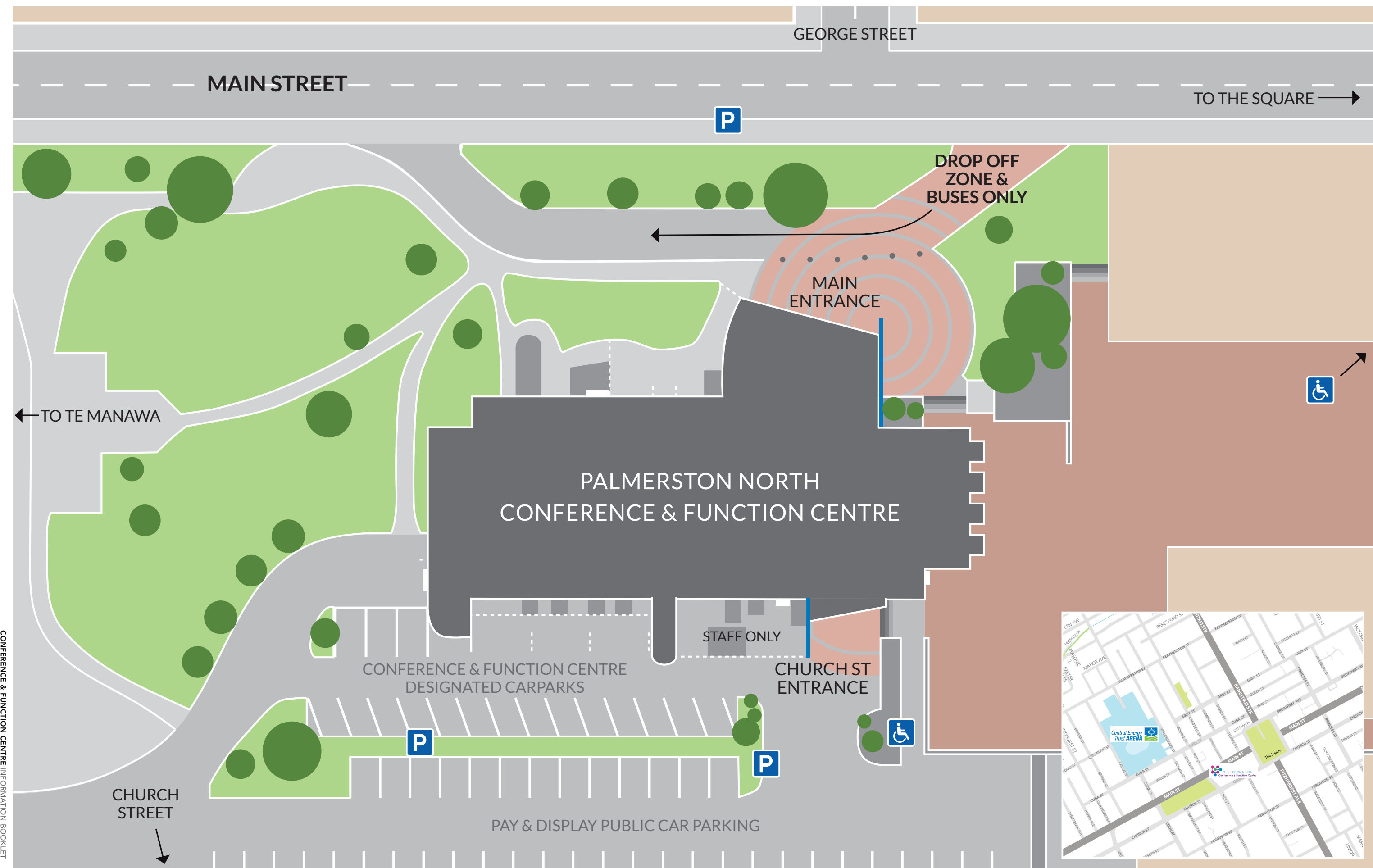
The Meeting Room is ideal as a conference breakout or for your smaller U-shape, theatre style or boardroom style meetings.

## THE GALLERY

The Gallery is flooded by natural daylight, providing a beautiful setting for morning/ afternoon tea and luncheons when using the Conference or Meeting Room. The light and airy Gallery offers a beautiful setting with an attractive atmosphere. The Gallery is also used for meetings, workshops and as a breakout area for conferences. It has a permanent bar and is a popular venue for pre-dinner drinks or cocktail functions.

## BOARDROOM

When you need a quiet space to make that important presentation or deliberation, the Boardroom has everything you need. It's ideal for smaller meetings or presentations with up to 15 people and has two wall mounted TV screens and a custom boardroom table.







# > CATERING

Mouth-watering delicacies for all occasions; from weddings to corporate functions, from small luncheons to large celebrations – Absolute Caterers design the perfect menu to complement your event. Experience the culinary expertise, the creative flair and the dedication to excellence that is the hallmark of Absolute Caterers; your event catering specialists. The team design their menus to ensure you are always impressed: simply describe your occasion, and the team will provide event catering that will exceed your expectations.





# > SERVICES

## EVENT COORDINATION SERVICES

No matter how big or small your event, our Event Coordinators can make it easy for you.

They'll work with you from start to finish to ensure your event goes off without a hitch, and your expectations are exceeded.

Your Event Coordinator can help with:

- Creating floor plans and room layouts.
- Providing advice on event scheduling and run sheets.
- Ensuring your chosen venue is set up to meet the needs of your event.
- Introduce you to our technical services and operations team for all your sound, lighting, furniture and technical equipment requirements.
- Provide advice on security and staffing levels needed for your event.
- Direct you to external suppliers for event theming and entertainment specialists.
- Advice on local accommodation best suited for your guests or delegates.

## VENUE SET UP

We can host an array of events including meetings, conferences, product launches, trade displays, expos, training, team building, seminars, board meetings, lectures, workshops and reunions. Our operations staff will ensure the venue is set to your requirements, whether it be theatre, boardroom, U-shape or seminar seating, the team will have the room set before you arrive.

## AUDIO VISUAL

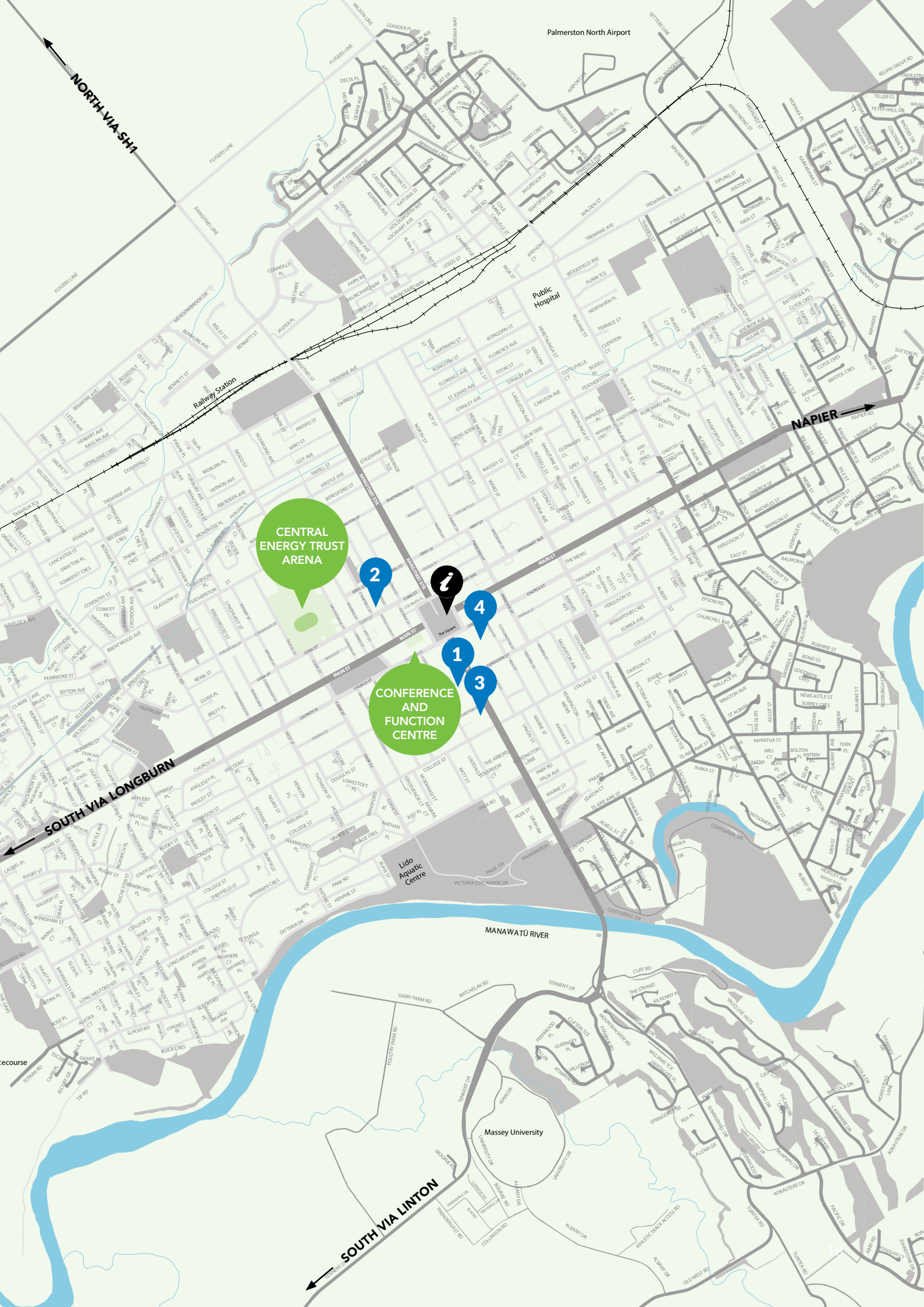
Give your event the professional polish it deserves with leading edge sound and audio-visual technology. We use the latest AV and communications technology equipment and have a full-time technician onsite to help your event run smoothly.

## AMBIENCE AND AESTHETICS

The Conference & Function Centre has an extensive portfolio of onsite furniture and equipment from draping to ambience lighting, fairy lights and staging units. The team works alongside production event contractors to visually bring your event to life through advanced lighting, theming and projection options where required.





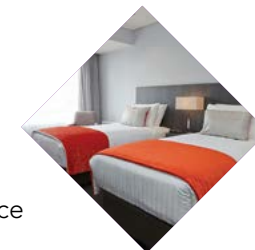


# > ACCOMMODATION

Palmerston North City has a great range of hotels and motels to cater for your event attendees' every need. With more than 3,000 accommodation beds, the city is well equipped to offer plenty of variety that will suit all budgets.

## 1 COPTHORNE HOTEL

- 89 rooms
- 2 min walk to CBD
- Restaurant & bar
- 24-hour reception
- 24-hour room service
- Internet access
- Free car parking
- Gym, guest laundry



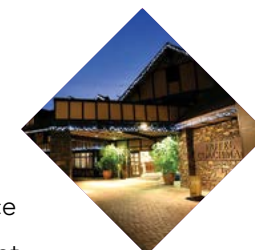
## 2 DISTINCTION PALMERSTON NORTH HOTEL

- 85 rooms
- 3 min walk to CBD
- Restaurant & bars
- 24 hour reception



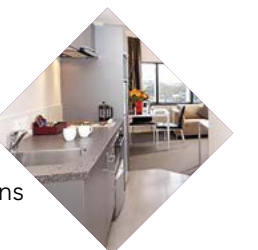
## 3 DISTINCTION HOTEL COACHMAN

- 72 rooms
- 5 min walk to CBD
- Restaurant & bars
- 24-hour reception
- 24-hour room service
- Free wireless internet
- Private spa pools & sauna
- Gym, guest laundry
- Free car parking



## 4 QUEST APARTMENTS

- 40 apartments
- In the CBD
- Laundry facilities (exc studios)
- Fully equipped kitchens
- 24 hour on-site management
- Internet access
- Access to off-site gym







# WHAT TO DO IN PALMY

## CBD SHOPPING

Palmerston North City is a premiere shopping destination for the lower North Island. The Plaza offers over 100 shops under one roof and houses all the major brands as well as quality niche stores. In the heart of the city's arts and culture precinct, George Street also tempts with a range of upmarket boutiques and contemporary cafes.

## NATURE WALKS

Palmerston North City offers an abundance of opportunities to enjoy a wonderfully varied natural environment. From manicured botanic gardens to untouched native bush echoing with birdsong, the choice is yours. Head to Bledisloe Park and enjoy the native birds as the path through this park journeys through one of Palmerston North's native bush remnants. It also links up with the Turitea Stream, where babbling water, birdsong and fresh bush scent combine to create an oasis of calm. If you would like a quick and central walk, why not head along to He Ara Kotahi where you will traverse dairy farms, forests, pā sites, a military camp, streams and a river in less than nine kilometres.

## VICTORIA ESPLANADE

Palmerston North's premier park with 26 hectares of bush walks, bike tracks and formal gardens. It's got something for everyone in the family – thousands of mature trees, splendid roses, barbecues, croquet lawns... and the kids will love the Junior Road Safety Park, miniature railway, playground and paddling pool.

## TE MANAWA

Te Manawa is the cultural heart of a city that thrives on discovery – entertaining and inspiring people from all walks of life for more than 40 years. It's more than a museum and a gallery. It's a place where concepts and communities come together. Children can get hands-on in one of the learning discovery spaces, meet the mysterious cave weta, or view native fish in Te Awa – The River. The Art Gallery hosts a wealth of creative works in its ever-changing spaces all year-round.







# CONTACT

[www.venuespn.co.nz](http://www.venuespn.co.nz)

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