



# Conference + Function Centre

Puka mōhiohio  
Information booklet

**PALMY**  
VENUES +  
EVENTS



# Ihirangi

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# Nau mai rā

## Welcome

Discover your next destination for events, at New Zealand's first purpose-built conference centre. Enjoy a seamless end-to-end experience as we take care of your event that delegates will love and remember.

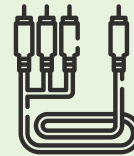
Our high rates of repeat business are a testament to this. With a versatile range of spaces designed for a modern and productive experience, we can accommodate a vast number of guests who will all leave smiling.

Create professional events with ease, as you take advantage of our latest audio-visual technology, ergonomic furniture and on-site technicians. The Palmy Conference + Function Centre is located in the city centre with free car parking and within walking distance of most accommodation providers.

### Why we're the perfect venue



DEDICATED EVENT COORDINATOR



ONSITE TECHNICIAN



MULTIPLE VENUES UNDER ONE ROOF



CBD LOCATION



OPERATIONS STAFF



ONSITE CATERING



WALKING DISTANCE TO ACCOMMODATION



FREE CAR PARKING

# Papa whenua

## Ground floor

### **Foyer**

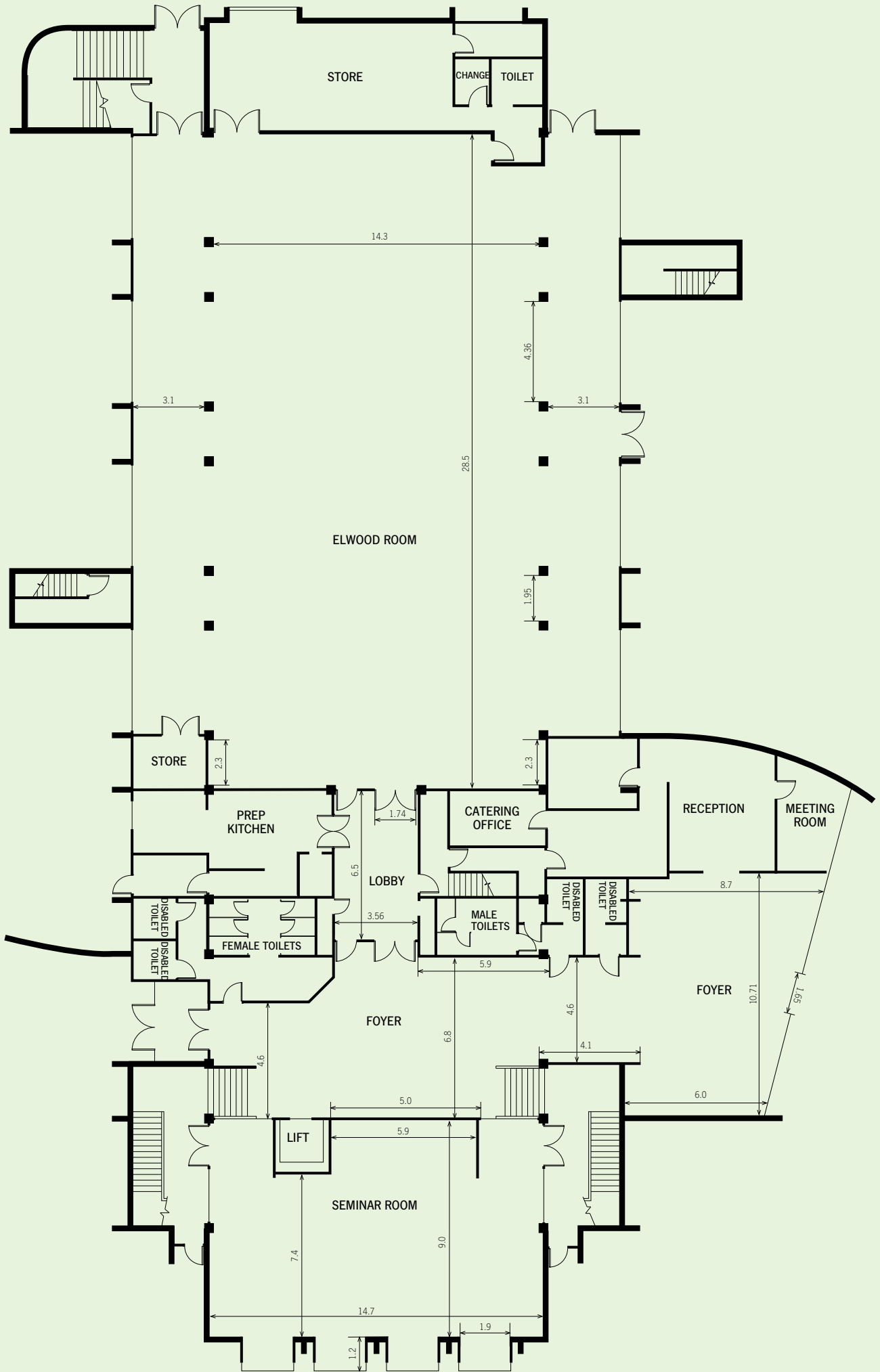
You'll be greeted with a spacious foyer and an abundance of natural light at our Palmy Conference + Function Centre. With its floor to ceiling windows, the foyer can be used as a pre-dinner function space, cocktail venue, additional exhibition space, event registration or for coffee breaks. Digital signage is used in the foyer to direct visitors to their venue.

### **Seminar Room**

Just a few steps from the foyer, our 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**

Our Elwood Room is a versatile function space with three venue layout options. This fully air-conditioned and attractively presented 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 with our floor to ceiling black draping.



# Papa tuatahi

## First floor

### **Conference Room**

Our Conference Room is great for day-to-day business meetings, product launches and awards dinners, plus high profile events like keynote speakers and conference dinners. The Conference Room can accommodate up to 440 people theatre style and has a permanent stage with unobstructed sightlines. 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**

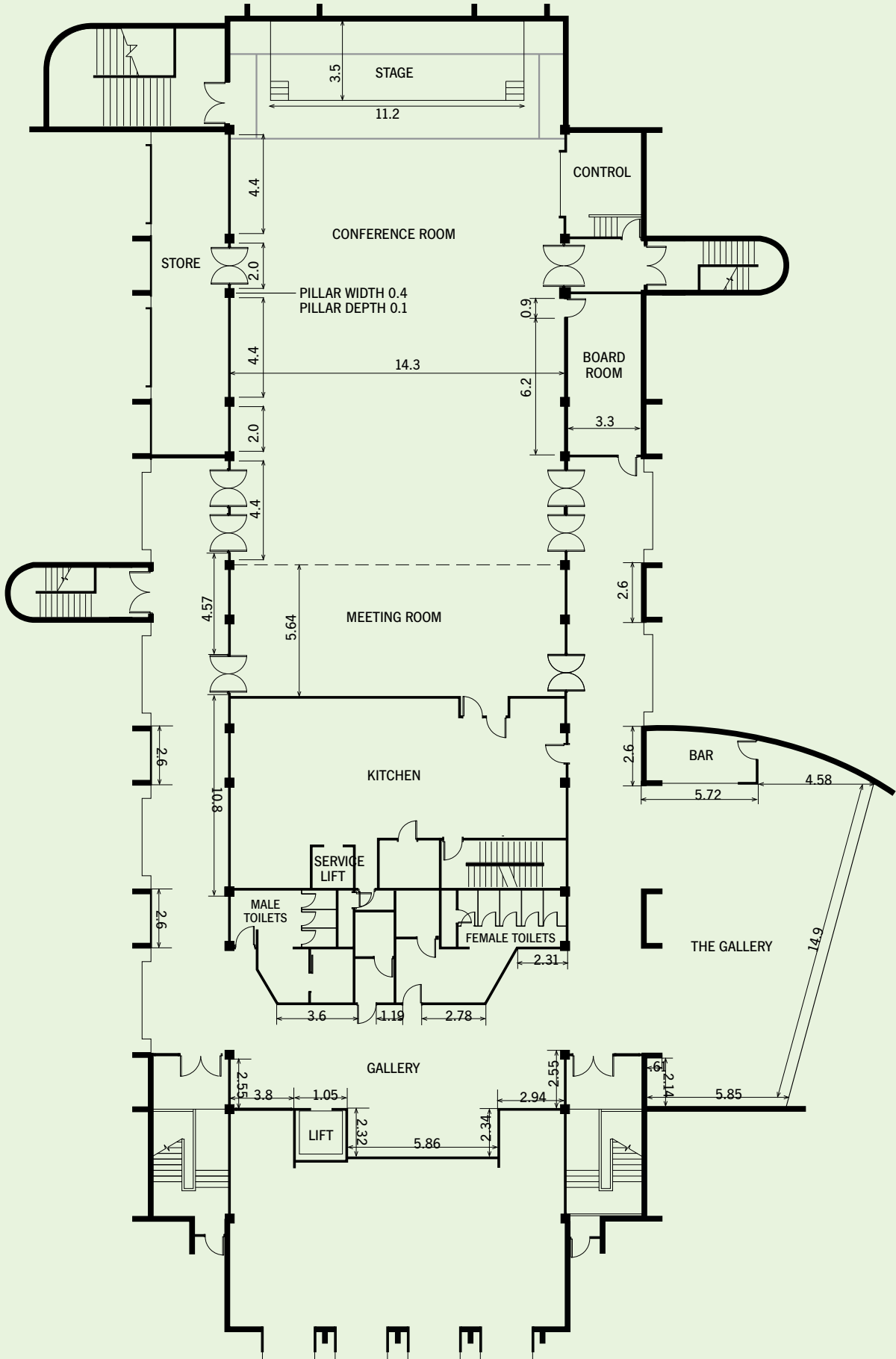
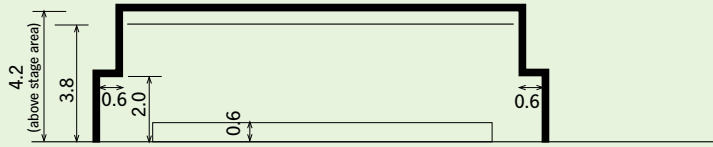
Our Meeting Room works perfectly as a conference breakout room or for your smaller U-shape, theatre style or boardroom style meetings. The Meeting Room is divided from the Conference Room by a soundproof folding door.

### **The Gallery**

The Gallery is flooded by natural daylight, providing a beautiful setting for morning and afternoon tea, plus luncheons when using the Conference or Meeting Room. The light and airy Gallery has an attractive atmosphere and 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, our Boardroom has everything you need. It's ideal for smaller meetings or presentations with up to 12 people and has two wall-mounted TV screens, complimentary Wi-Fi, and a custom boardroom table.

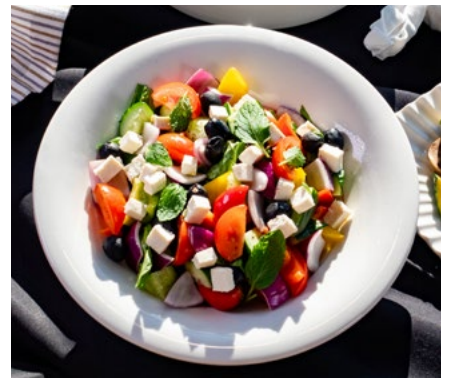


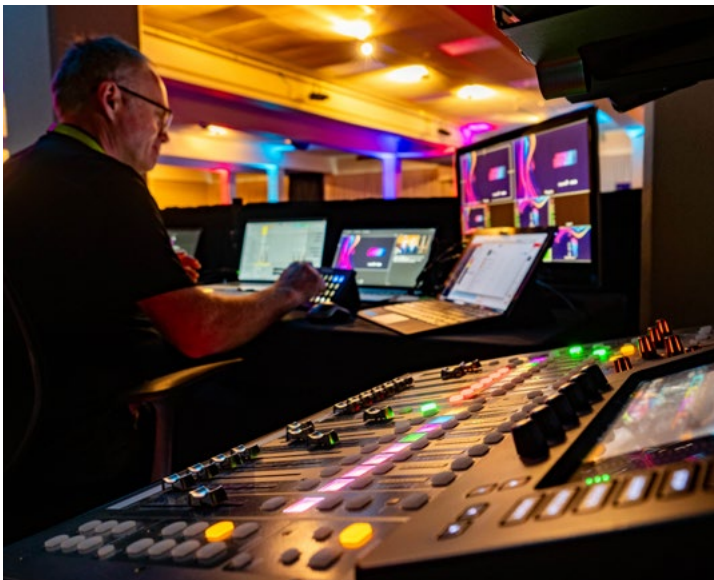
# Kōwhiringa kai Catering

Experience the culinary expertise to keep your delegates alert and impressed throughout. We know that great catering is a sure way to put a smile on people's faces. On the flipside, a disappointing catering experience is a sure way to get delegates offside (or see them heading down the road for takeaways). We make great food a top priority – that's why the team at

Absolute Caterers craft their menus to ensure you are always impressed and your event has the dedication to excellence that it deserves. Simply describe your occasion, and the team will create a sensational event catering experience.







# Ratonga

## Services

### Event Coordinators

No matter how big or small your event, our Event Coordinators will make planning your next event a breeze. We'll work with you from start to finish to bring your delegates together for an unforgettable experience. Our Event Coordinators can assist with:

- Creating floor plans and room layouts.
- Providing advice on event scheduling and run sheets.
- Organising the venue set-up.
- Introducing you to our onsite technician for all your sound, lighting and audio-visual requirements.
- Providing guidance on security and staffing requirements and arranging services on your behalf.
- Directing you to external suppliers for theming and entertainment.
- Advising on local accommodation.
- Connecting you up with the our in-house catering team to discuss your food and beverage requirements

### Venue set up

At the Palmy Conference + Function Centre, we host an array of events including: meetings, conferences, product launches, dinners, expos, and workshops. Our operations team will ensure the venue is set to your requirements, whether it be theatre, boardroom, U-shape or workshop style (to name a few). Our team will have the room set before you arrive!

### Onsite Tech

Give your event the professional polish it deserves with our leading-edge audio-visual (AV) technology. We have a full-time onsite technician to work with you before and during your event to make sure every one of your speakers looks and sounds like a star. Hybrid events, allowing people to dial in to a video-streamed version of the conference, are all in a day's work too.

### Ambience and aesthetics

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

# Te tāone o Papaioea

## Location

Palmerston North (or as we like to call it, Palmy) is the geographical centre of Aotearoa, 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 small city benefits and big city ambition, Palmy has secured its place on the map as a creative and exciting city.

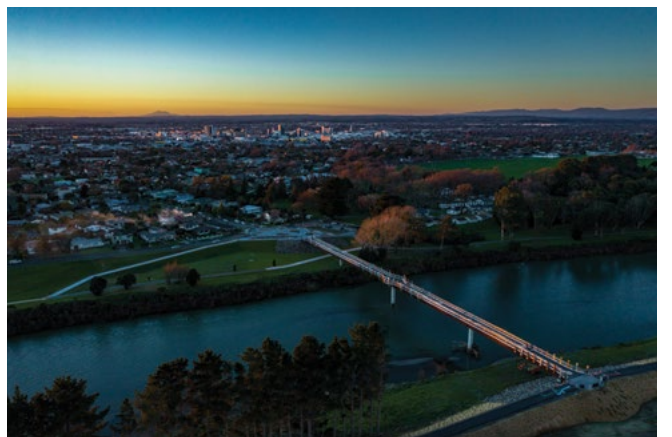
With a population of just under 90,000 people, Palmy is large enough to provide big-city facilities without the traffic congestion, access difficulties and cost associated with the larger cities. On arrival, this bonus is quickly apparent for visitors. The trip from the airport takes less than 10-minutes to hotel check-in. Palmerston North Airport has domestic services to all major cities,

as well as numerous provincial centres. It also had the record for being open the most days of any New Zealand airport. Palmy'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 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. Palmy is the centre of science, education, food innovation, and we have great rural connections. The Manawatū is also

a hub for the New Zealand Defence Force with Linton Military Camp, RNZAF Base Ohakea and several tertiary education centres. We're proud to be a city that includes, supports, connects and uses the talents of the whole community in our pursuit to provide a connected and safe community.



# Te huarahi ki konei

## Getting here



### Air

Our airport is only a short 10-minute drive to Palmy's city centre and 15-minute drive to Feilding.

Palmerston North Airport services Air New Zealand and OriginAir with daily direct flights from Auckland, Christchurch, Nelson and Hamilton.

OriginAir has a daily service from Nelson to Palmerston North, Palmerston North to Hamilton and return.

### Total flight times

Auckland	1 hour
Hamilton	50 mins
Tauranga	1 hour 40 mins
Rotorua	1 hour 45 mins
Taupō	1 hour 55 mins
Nelson	45 mins
Christchurch	1 hour 10 mins
Queenstown	2 hours 5 mins
Dunedin	2 hours 15 mins
Invercargill	2 hours 30 mins



### Drive

Accessing Palmy and Manawatū is easy, with multiple options from the main North Island highways.

If you take our suggested scenic routes you'll find that the region provides a spectacular driving experience.

### Drive times

Taupō	3 hours
Wellington	2 hours
New Plymouth	3 hours
Whanganui	45 mins
Napier	2 hours



### Train

The Capital Connection is a commuter service operated by KiwiRail that runs weekdays between Palmerston North and Wellington.

The train departs Wellington (to Palmy) at 5.15pm and returns from Palmy (to Wellington) at 6.15am on weekdays.



### InterCity bus

InterCity buses travel daily to Palmy and Manawatū from a variety of locations all around the North Island.

Our main InterCity bus stop is located in Palmy's city centre, next to Palmerston North isite in Te Marae o Hine - The Square.

Around 26-35 buses arrive daily.

# Once you're here...



## Regional + city buses

Transit buses travel daily between the regional bus shelters operating over 35 routes. These services run between 6.30am until 9.45pm.

Bee Cards or cash can be used for this service.



## Walking

Sometimes, the best way to get around is on foot. Given our region's compact nature the majority of our hotspots are within walking distance from each other. Take advantage of over 550km of footpaths and explore our streets where you'll be sure to find some hidden gems.



## E-scooters

E-scooters are not only a fun addition to our innovative, growing and vibrant city, they provide the perfect low-emission transport network to connect you and your delegates to their destinations. Lime, Beam and Flamingo scooters are available for use in Palmy's city centre.



- Direct Flights
- ... Linked Flights
- Driving Routes

# Whare noho

## Accommodation

Whether you're here on business or looking for a place to recharge, we've got everything from boutique lodges to luxurious hotels.

These tables outline some of the accommodation options available in Palmy and Manawatū. Additional hotels, motels, farm stays, lodges, campgrounds and B&Bs are available within the region.

For a full list of accommodation providers please email [conference@pncc.govt.nz](mailto:conference@pncc.govt.nz)

Hotels	Rooms	Capacity
Copthorne Hotel Palmerston North	76	152
Distinction Coachman Hotel	73	217
Distinction Palmerston North Hotel	85	244
Quest Palmerston North	41	91
Quality Suites Central Square	40	100
	<b>315</b>	<b>804</b>

Motels	Rooms	Capacity
Aubyn Court Spa Motel	30	90
Avenue Motel	13	32
Bella Vista Motel	18	40
Big Five Motel	14	46
Destiny on Fitzherbert	21	45
Pavilion Motel	17	34
Rose City Motel	26	77
Shadzz Motel	14	38
	<b>153</b>	<b>402</b>

Motor Lodges/Inns	Rooms	Capacity
A-Abode Motor Lodge	20	67
Arena Lodge	16	74
Bentleys Motor Inn	26	82
BKs Motor Lodge	43	70
Braemar Motorlodge	28	59
Camelot Motor Lodge	20	44
Chancellor Motor Lodge	18	38
City Corporate Motor Inn	12	28
Cornwall Motor Lodge	28	90
Drovers Motor Inn	27	50
Fitzherbert Regency Motor Lodge	20	56
Hacienda Motor Lodge	17	50
Harringtons Motor Lodge	14	40
	<b>289</b>	<b>748</b>



Bella Vista Motel



Jimmy Cook's Kiwi Kitchen at Copthorne Hotel Palmerston North



Distinction Coachman Hotel



Distinction Palmerston North Hotel



Quest Palmerston North

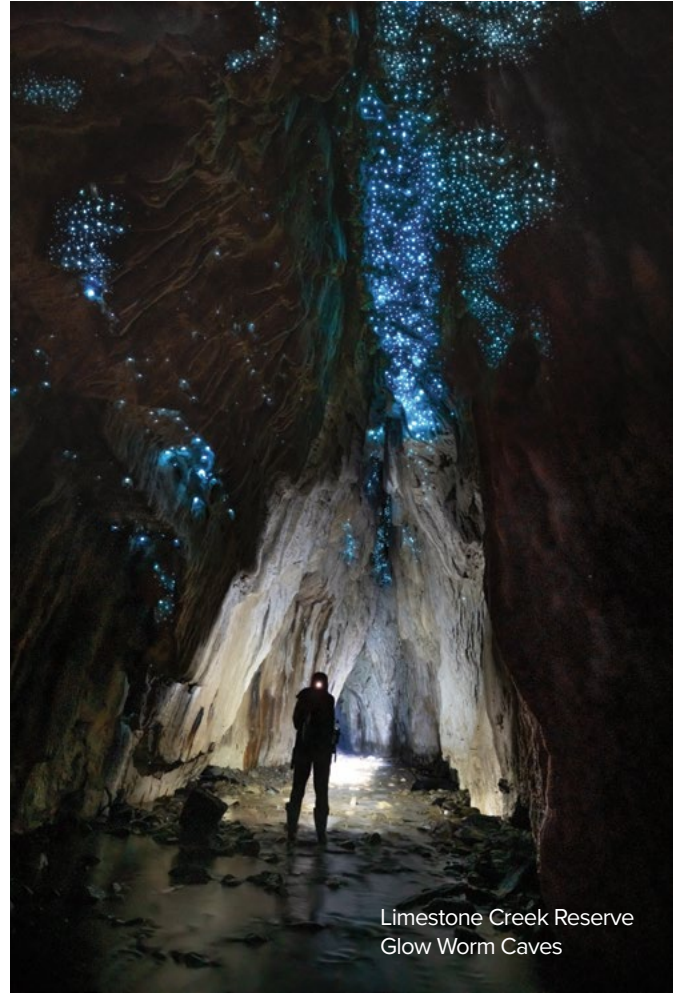
Shopping at Cameron Jewellery



Te Āpiti – Manawatū Gorge Track



Limestone Creek Reserve  
Glow Worm Caves



Alchemy & I



Arapuke Forest Park Trails



# Tūhuratia ngā kura huna o konei

## Discover our hidden gems

### **Limestone Creek Reserve Glow Worm Caves**

Discover real middle earth and explore awe-inspiring caves and gorges. Formed by nature and one of Manawatū's best hidden gems, these stunning caves are host to glow worms that can be seen during the day but are best seen at night or at dusk. The full 600m adventure will take you through caves, spectacular gorges and across a running stream.

### **Arapuke Forest Park Trails**

Ride to your heart's content through a network of over 30kms of epic mountain bike trails at Arapuke park. The lower North Island's premier mountain bike park is home to a growing network of tracks and trails, from Grade 2 to Grade 6.

### **Alchemy & I**

Alchemy & I salon and spa offers everything from innovative hair experiences to invigorating beauty treatments, complete with cocktails made in their fully-licensed bar. They have everything you need to look and feel glamorous. Whether you're after some 'me time' or want to share the experience with friends, indulge yourself!

### **The Herb Farm**

The Herb Farm is a family owned and operated business that creates 100% natural skincare and health products - free of synthetics and chemical nasties. Journey to their café to unwind and enjoy delicious fresh food in the tranquil garden setting. While you're there, go for a wander in their themed gardens to discover fairies, gnomes and other magical surprises.

### **Te Āpiti – Manawatū Gorge Track**

Nestled between two mountain ranges, there are few places in New Zealand where within 12 minutes from a major city you can enjoy one of our country's most iconic natural playgrounds. Covered in ancient bush and home to a variety of wildlife, Te Āpiti – Manawatū Gorge is steeped in legend and has many stories to tell. Explore the walking tracks and you'll come face to face with the sculpture of Whātonga, an ancient warrior who stands guard over the forest.

### **Makoura Lodge**

Jump in a ute with one of Makoura's experienced drivers while they take you over their hair-raising 4x4 track. Tackle nature's elements and discover why Toyota New Zealand uses Makoura's offroad track to test their new Hiluxes.

### **Orlando Country**

Orlando Country Café + Bar, the perfect escape located just a short drive from Palmy's city centre. Enjoy indoor and outdoor dining overlooking the rural setting and extensive landscaping. While you're there, book a bay and hit some golf balls from Orlando's sheltered driving.

### **Boutique shopping**

From clothing to art, books to jewellery, you'll find off the-beaten-path shopping spots dotted throughout Palmy and Manawatū. With plenty of handmade products and unique bespoke pieces to discover around the region, shop our independent boutiques, pick up all the major brands or be a little boujie and buy artisan fare directly from farmers' market stalls.

### **Focal Point Cinema**

Focal Point is a boutique movie theatre complete with a fully licensed café with locations in both Palmy and Feilding. Enjoy watching a movie in luxury with reclining leather seats or cosy up to a partner on a two-seater couch. Elevate your cinema experience with Focal Point's delicious menu of cinema snacks and range of premium wines and beers.

# E rongō i ngā tāwara reka o konei

## Taste your way around

With over 200 bars, restaurants, bakeries and cafés there really is something for everyone. If you crave farm-to-plate, our region is sure to be your jam. Here you'll find an abundance of foodie delights all within just a few kilometres. From fine dining and gourmet indulgence to traditional dishes from around the world, you'll never be far from a meal that suits your taste and budget. You'll find yourself spoilt for choice by the region's diverse range of international fare.

### **Nero Restaurant**

Nero Restaurant offers refined dining in a charming historic villa, showcasing seasonal New Zealand produce with beautifully crafted dishes. Known for exceptional service and an elegant atmosphere, it's a favourite for celebrations, date nights, and memorable meals in the heart of Palmerston North.

### **Tony's Pizza**

Tony's Pizza pairs classic, no-frills pizza with a fun, social vibe, featuring arcade games and table games that make it a popular hang-out spot. With generous slices, loaded toppings, and entertainment to match, it's ideal for group catch-ups, casual dinners, and relaxed nights out.

### **Saigon Corner**

At this healthy and modern eatery, you'll taste the freshest herbs and ingredients to give you the most authentic flavours of Vietnam.

### **Little Savanna**

Little Savanna was created from a passion for great food and a wonderful dining experience, where the finest of New Zealand's produce is cooked the South African way – flame grilled.

### **Kaitahi**

#### **- Chef Table & Lodge**

Set amongst the rolling hills on the edge of Palmerston North, Kaitahi Chef's Table & Lodge offers an intimate food journey inspired by the flavours, people, and produce of the Manawatū. With thoughtfully curated seasonal menus and a strong connection to local ingredients, Kaitahi creates a uniquely Palmy dining experience where every course tells a story of the region and its vibrant food culture.

#### **Haru Japanese Restaurant**

A calming and contemporary dining spot in the heart of Palmerston North, Haru Japanese Restaurant delivers beautifully presented Japanese cuisine full of fresh flavours and authentic touches. From delicate sashimi and handcrafted sushi to warming shared platters and signature cocktails, Haru offers a refined yet welcoming experience perfect for relaxed dinners, celebrations, and nights out with friends.

### **Brew Union Brewing Co**

Brew Union Brewing Co has a selection of house beers that are freshly brewed onsite. Their pizzas are hand stretched and cooked to perfection in a wood fired oven.

### **The Fat Farmer**

The Fat Farmer delivers distinctive, modern cuisine, bite upon bite. An abundance of locally sourced produce has been intricately woven into their menu by world class chefs, providing a variety of mouth-watering temptations for even the most refined palate.

### **Teacher Teacher - Cocktail Bar**

Teacher Teacher is Palmerston North's rooftop cocktail bar and nightlife spot, serving inventive drinks, DJs and upbeat vibes above The Cobb. It's a stylish social hub for evening drinks and gatherings, with signature cocktails and a lively atmosphere that makes it a favourite for weekend nights out.



Little Savanna



Tony's Pizza



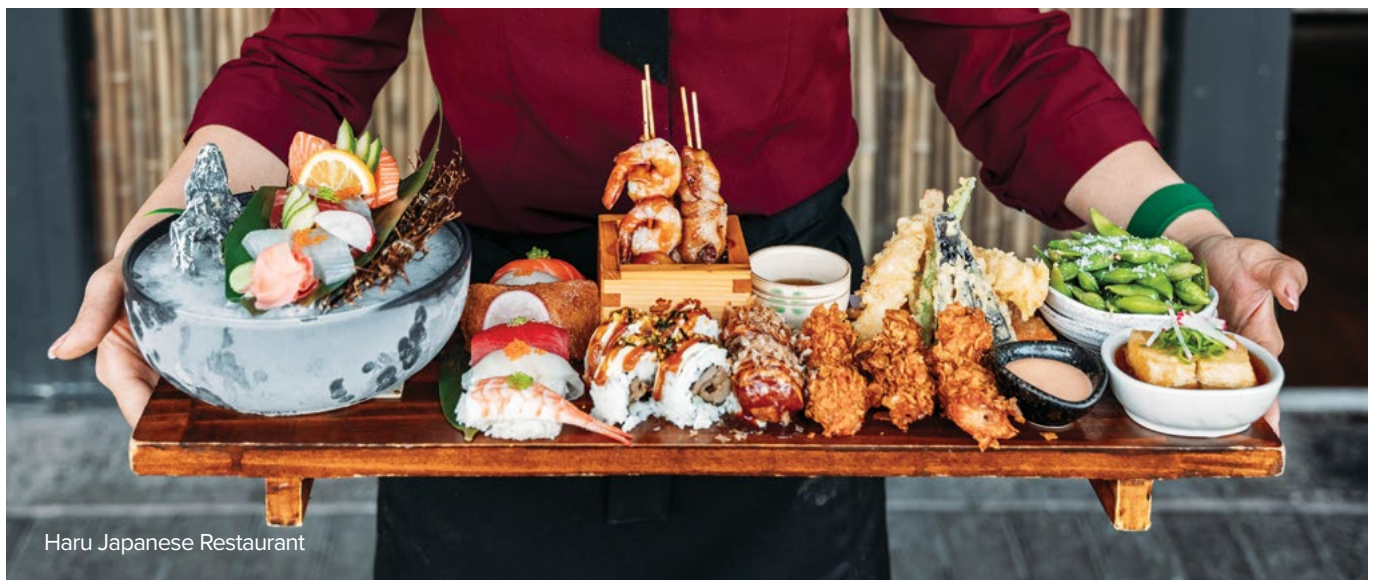
The Fat Farmer



Brew Union



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Haru Japanese Restaurant



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