



the COMFORT and QUALITY Hotels Wellington

CQ Conference & Function Centre Conference Pack Wellington, NZ

All menus and pricing subject to change. All prices quoted in this document are in NZD and inclusive of GST. The Quality Wellington Hotel is a Non Smoking Venue.





the COMFORT and QUALITY Hotels Wellington

HOTEL & CONFERENCE LOCATION

Welcome to the CQ complex; the COMFORT and QUALITY Hotels Wellington and CQ Conference & Function Centre!

Thank you for considering CQ as the venue for your next conference, meeting or function. Within this pack are the detailed specifications and configurations for the conference rooms at the new Complex. We have endeavored to provide you with a flexible venue in terms of style, seating requirements and presentation facilities.

The CQ complex consists of a beautiful heritage building providing 3 star accommodation (Comfort Hotel Wellington) adjoining a brand new contemporary 4 star plus hotel (Quality Hotel Wellington). In the middle of the properties is a state of the art conference venue. CQ is located in the vibrant heart of the Capital; Cuba Street.

Purpose built, **CQ Conference and Function Centre** was completed in 2008 to an award-winning standard of architecture. It provides a highly adaptable space that can hold up to 250 people or be divided into five flexible sound proofed rooms, meaning you can hire a space tailor made to suit your requirements.

The space is flooded with natural light, equipped with the latest AV technology, featuring striking exposed brickwork and a fusion of character and contemporary design elements.

The information following provides basic information to assist you in your planning however please feel free to contact our Conference Team with any questions. We are more than happy to assist you.



E meet@qualitywellington.com

W qualitywellington.com

T +64 4 913 1804

F +64 4 913 1809

Reservation Free Phone 0800 888 5 999

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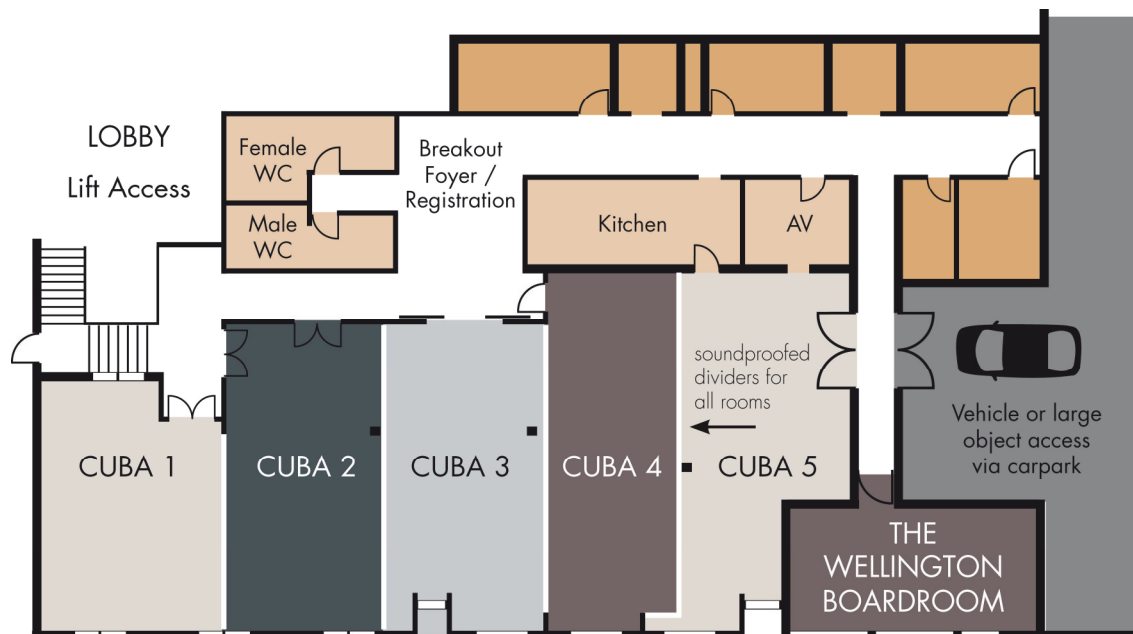
CONFERENCE ROOMS & CAPACITIES

Highly adaptable configurations

Venue	m ²	Theatre	U-Shape	Classroom	Boardroom	Banquet	Cocktail
Cuba 1	49	30	14	18	18	24	30
Cuba 2	54	40	18	18	24	24	40
Cuba 3	54	40	18	18	24	24	40
Cuba 4	51	40	21	24	24	24	40
Cuba 5	58	40	14	18	21	24	40
Cuba 1-5	266	180	36	70	50	150	250
Wellington Boardroom	39	-	-	-	20	-	-
Dunlop Room	140	50	21	30	20	30	120

Conference Floor Plan

All conference spaces are located on the first Floor of the Quality Hotel Wellington. The main plenary is approximately 266m². This space can be divided into five individual spaces as shown in the floor plan below.



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DAY CONFERENCE DELEGATE PACKAGES

Comfort Delegate Package

Minimum number of 20 delegates

- Main conference room hire and set-up
- Quality Hotel pads and pens
- Static whiteboard and markers
- Iced water and mints
- Tea and coffee on arrival
- Morning tea with Chefs Choice Delight
- Working Lunch Buffet in CQ Restaurant
- Afternoon tea with Homemade Cookies
- Newspaper for facilitator

Quality Delegate Package

Minimum number of 20 delegates

- Main conference room hire and set-up
- Quality Hotel pads and pens
- Iced water and mints
- Static whiteboard and markers
- Data projector & screen
- Tea and coffee on arrival
- Morning tea with Chefs Choice Delight
- Working Lunch Buffet in CQ Restaurant
- Afternoon tea with Homemade Cookies
- Juice with morning and afternoon tea
- Newspaper for facilitator
- One complimentary car park for facilitator

Your Conference Co-ordinator will select the most suitable venue for your function based on the number of delegates and style of set up required.

PLEASE NOTE: Break out space is extra.



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FIXED DAILY MENU from CQ RESTAURANT

MONDAY

Morning Tea

Baker's basket with assorted mini Danishes, croissants and berry muffins

Lunch

Turkish bread filled with spicy Thai beef and Asian greens

Rice paper filled with tasty salad and Vietnamese dressing

Honey soya chicken with vegetables

Stir fried noodles

Mixed green salad

Sliced fresh fruit platter

Afternoon Tea

Sultana cake

TUESDAY

Morning Tea

Mixed berry friands

Lunch

Filled baguettes with pastrami, crunchy lettuce, tomatoes and horseradish mayonnaise

Spicy chicken quesadillas with guacamole, tomato, capsicum, cilantro and red onions

Beef ravioli with tomato basil sauce

Caesar salad

Seasonal fresh fruit

Home made cream caramel

Afternoon Tea

Chocolate Brownie

WEDNESDAY

Morning Tea

Assorted sweet muffins

Lunch

Bagels filled with smoked salmon, salami, and roast chicken with cucumber, lettuce, garlic aioli and pesto

Roast vegetable and feta tart

Malaysian chicken curry

Steamed basmati rice

Tomato and red onion cucumber salad with yoghurt dressing

Seasonal fresh fruit

Chocolate mud cakes

Afternoon Tea

Selection of biscuits

THURSDAY

Morning Tea

Date and orange scones with whipped cream

Lunch

Grilled Moroccan lamb, greens tomato and Tzatziki sauce filled Turkish bread

Mini spinach & capsicum pies

Roast chunky vegetable chicken and chorizo penne served in a smoked creamy tomato sauce

Greek salad

Seasonal fresh fruit

Tiramisu

Afternoon Tea

Banana cake

FRIDAY

Morning Tea

Warm mini croissants filled with tomato, brie cheese and ham

Lunch

Ham, tomato and lettuce ciabatta rolls with honey mustard mayonnaise

Chef's choice empanadas

Garlic herb marinated grilled chicken pieces with char grilled vegetables on Jambalaya rice

Mixed green salad

Seasonal fresh fruit

Apple and mix berry crumble with whipped cream

Afternoon Tea

Cake selection

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**All Menus Change Daily and are Subject to Change at any time
We are happy to cater for special dietary requirements, please advise your
conference coordinator of your delegate needs**

Healthy Lunch options

Pan-fried market fish with char grilled Mediterranean vegetables served with chermoula, saffron rice and tomato jam

Baby spinach with orange, cherry tomato and cucumber salad

Minted fresh fruit salad with Greek Yoghurt

Fresh juice

Freshly brewed coffee and a selection of herbal teas

Green Thai chicken curry with steamed kaffir lime rice

Honey soya stir-fry vegetables

Vietnamese noodle and beef salad on bed of mixed greens

Fruit platter with Greek yoghurt

Fresh juice

Freshly brewed coffee and a selection of herbal teas

Seared Moroccan spiced leg of lamb on roast root vegetables served with berry jus

Garlic herbed warm cuscus with condiments

Tomato, cucumber and red onion salad

Fresh fruit salad

Fresh juice

Freshly brewed coffee and a selection of herbal teas

All meals served with salad, bread and dips on the table



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BREAKFAST MENU

Quick Start Breakfast

Buffet Style

Chilled Juice

Selection of pastries, mini muffins, Danishes, and croissants filled with ham and cheese

Freshly cut chunky fruit salad, served with yoghurt

Freshly brewed coffee and a selection of teas

Light Breakfast

Arranged in the centre of your table prior to your guests arrival

A glass of chilled orange juice

Individual fresh fruit glass, served with yoghurt

A pastry basket, filled with a selection of pastries, mini muffins, and Danishes

Ciabatta filled with ham and cheese

Warm croissants with butter and preserves

Freshly brewed coffee and a selection of teas

Plated Cooked Breakfast

Served on a plate for each individual

A glass of chilled orange juice

Crispy bacon

Grilled breakfast sausages

Roast ripened tomatoes topped with parmesan cheese

Roasted mushrooms with fresh herbs

Your choice of eggs – poached, scrambled, fried, or omelette style

Toast with butter

Freshly brewed coffee and a selection of teas

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BREAKFAST MENU

The Complete Big Buffet Breakfast

Buffet Style

Chilled orange juice

Freshly cut chunky fruit salad, served with yoghurt

A selection of cereals including toasted muesli, cornflakes and weetbix served with fruit compote

Bircher-style muesli with fresh apples and banana

A selection of pastries, mini muffins, Danishes, and croissants

A continental meat and cheese platter

A fresh stack of golden pancakes with maple syrup

Your choice of eggs – poached, scrambled, fried, or omelette style

Crispy bacon

Grilled breakfast sausages

Roasted ripened tomatoes topped with parmesan cheese

Roasted mushrooms with fresh herbs

Hash browns

Freshly brewed coffee with a selection of teas

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BUFFET DINNER Menu ONE

Buffet Menu ONE

Buffet Style. Minimum 15 people.

Selection of freshly baked breads served with spreads
Antipasto platter with cold meats, cheeses, pickles, and assorted relish
Gado Gado Salad with peanut sauce
Mixed bean and red onion salad
Mixed green leaf salad with balsamic dressing
Assorted dressings and condiments

Cajun baked pork with spiced fruits served with gravy sauce
Pumpkin ricotta tortellini with white wine and pesto cream sauce
BBQ chicken on char-grilled vegetables with a plum and chilli sauce
Poached fish with Asian greens and a lemon, ginger and coriander broth
Steamed seasonal vegetables with tomato and thyme compote
Roast baby potatoes with bacon and rosemary

Chocolate mousse gateau with whipped cream
Baileys cheesecake with mixed berry fruit compote
Minted fresh fruit salad with whipped cream
Biscuit and cake selection
Freshly brewed coffee and a selection of teas

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BUFFET DINNER Menu TWO

Buffet Menu TWO

Buffet Style. Minimum 15 people.

Selection of freshly baked breads served with spreads
Antipasto platter with cold meats, cheeses, pickles, and assorted relishes
Tuna Nicoise with egg, green beans, tomato and olives
Mixed bean and red onion salad
Mixed green leaf salad with balsamic dressing
Assorted dressings and condiments

Herb crust roast sirloin medallions with mushroom and rosemary jus
Soya honey marinated grilled chicken on stir fried Asian vegetables
Pan-fried market fish on char grilled Mediterranean vegetables served with Chermoula
Pumpkin ricotta tortellini with white wine and pesto cream sauce
Steamed seasonal vegetables with tomato and thyme compote
Gourmet new potatoes with garlic and rosemary creamy sauce

Chocolate mousse gateau with whipped cream
Baileys cheesecake with mixed berry fruit compote
Minted fresh fruit salad with whipped cream
Biscuit and cake selection
Freshly brewed coffee and a selection of teas

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BUFFET DINNER Menu THREE

Buffet Menu THREE

Buffet Style. Minimum 15 people.

Selection of freshly baked breads served with spreads

Antipasto platter with cold meats, cheeses, pickles, and assorted relish

Prawns with chilli and garlic and lemon and dill marinated squid rings

Panzella Salad

Mixed green leaf salad with balsamic dressing

Caesar salad with shaved parmesan, crispy bacon, anchovies and croutons

Assorted dressings and condiments

Prime beef medallions with red onion and rosemary jus

Grilled corn-fed chicken breast with garlic beans and balsamic jus

Rosemary garlic crusted roast pork loin with caramelised stone fruit

Pan-fried market fish with lemon and salsa cruda

Pumpkin ricotta tortellini with white wine and pesto cream sauce

Roast baby potatoes with bacon and rosemary

Steamed seasonal vegetables with tomato and thyme compote

Double chocolate cake with vanilla ice cream and mixed berry compote

Baked New York cheesecake

Black forest cake with maraschino cherry compote

Orange crème caramel with rum, raisins and a caramel shard

Minted fresh fruit salad with whipped cream

Cheese selection with water crackers, grapes and plum paste

Biscuits, pastries, and cake selection

Freshly brewed coffee and a selection of teas



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PLATED DINNER Menu A

Plated Menu A

Minimum 15 people

Entrée Selection

Chef's soup with bread rolls (roast tomato, kumara and blue vein cheese)

Poached chicken salad with char-grilled vegetables, aged balsamic and extra virgin olive oil

Herb roasted potato gnocchi with tomato, basil and boccherini

Vegetarian terrine, with eggplant, capsicum, garlic, tomato, feta and olive

Thai marinated beef with Asian green salad

Main Selection

Asian marinated slow roast pork loin with crispy root vegetable cake and star anise jus

Chicken risotto, leek ragout with basil pesto and shaved parmesan

Seared spiced lamb on roast vegetables with caramelized pear and a green salad with plum dressing

Grilled market fish with tomato, caper, olive, and lemon salsa served with garlic potato mash

Grilled chicken breast stuffed with basil pesto farce, served with brown lentils, thyme, ragout and oven dried tomatoes

Roast beef rib eye with a garlic and herb potato cake and beef jus

Dessert Selection

Soft centred chocolate pudding with vanilla ice cream and mixed berry compote

Baked passion fruit cheesecake with Greek yoghurt

Cinnamon, peach and almond crumble served with vanilla ice cream

Mini pavlova with seasonal fruit and whipped cream

New Zealand cheese selection with water crackers, nuts, grapes and plum paste

Dessert Trio – Mint mousse, cheesecake, and speciality ice cream

Side Dishes

Steamed seasonal vegetables with herb butter

Roast baby potatoes with rosemary and garlic

Green leaf salad with balsamic vinegar vinaigrette



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PLATED DINNER Menu B

Plated Menu B

Minimum 15 people

Entrée Selection

Chef's soup with bread rolls (roast tomato, kumara and blue vein cheese)

Poached chicken salad with char-grilled vegetables aged balsamic and extra virgin olive oil

Seared spiced lamb on roast vegetables with caramelized pear and a green salad with plum dressing

Pumpkin and sage risotto with shaved parmesan

Thai marinated beef with Asian green salad

Palate Cleanser

Lemon and lime sorbet

Passion fruit and vanilla sorbet

Main Selection

Grilled corn-fed chicken breast with a mushroom risotto cake, garlic beans and balsamic jus

Hot smoked salmon on mesclun and crunchy vegetables, cherry tomatoes salad with salsa verde

Beef fillet steak, wrapped in bacon, with crispy garlic polenta, oven roasted vine ripened tomato, with beef jus

Crepe filled with mushrooms, spinach and ricotta. Slow roasted tomato, pepper sauce and shaved parmesan

Herb crust rack of lamb on roast vegetable cake served with rosemary jus

Dessert Selection

Tiramisu with raspberry coulis

Cheese selection with water crackers, grapes and plum paste

Double chocolate cake with vanilla ice cream and mixed berry compote

Biscuits, pastries and cake selection

Side Dishes

Steamed seasonal vegetables with herb butter

Roast baby potatoes with rosemary and garlic

Green leaf salad with balsamic vinegar vinaigrette



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CANAPE SELECTION

Canapé Selection

Suggest selecting 4-6 items per person

Rare roast beef and horseradish cream on crostini
Spicy avocado and prawn on crostini
Corn and red capsicum fritters with basil pesto -V
Miniature ciabatta rolls with chicken and a chive mayonnaise
Potato rostis with chive sour cream -GF
Mini pizza topped with roast pepper and feta sauce -V
Fish goujons with tartare sauce
Roasted bell pepper, spinach and Greek feta tartlets -V
Steamed pork dumplings with soya sauce
Thai fish cakes with coconut chutney
Chicken or pork dumplings with chilli soya sauce
Cocktail chicken kebabs with teriyaki sauce
Chocolate and walnut mini brownies
Baby apple crumble cakes

Smoked salmon on blinis with crème fraiche and dill
Salmon and zucchini fritters with dill yoghurt
Natural oysters with chilli and lime -GF
Smoked oysters with chive sour cream -GF
Scallops wrapped in bacon
Venison & Fig Mini bites with berry sauce -GF
Prawns in filo pastry with plum sauce
Assorted fresh sushi with soya sauce
Five spiced roasted pork loin with tamarillo relish -GV
Prawn dumplings with soya chilli dipping sauce
Crispy fish bites with tartare sauce
Profiteroles filled with cream with an espresso sauce
Mini baked passion fruit cheesecakes



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PLATTERS

Breads and Dips

Fresh bread platter including ficelles, foccacia, grilled Turkish and warm pita breads, served with home made cumin and tomato hummus, olive oil and a roast capsicum and chilli harissa

New Zealand Cheeses and Grapes

A selection of creamy double brie, Kikorangi Blue, port wine cheddar with grapes, dried fruits, served with home made chutney, and a variety of crackers

Antipasto Platter

A selection of cold meats including salami, pastrami, smoked chorizo, and shaved ham, served with goat cheese, marinated olives, pickles, semi dry tomato, onion jam and tapenades, served with garlic crostini and crackers

Asian Platter

Honey soy chilli mini drumsticks, pork wontons, salty garlic squid tubes, roasted pork strips seasoned with Chinese Five Spice, garlic and lime infused prawns, served with Asian breads and chilli jam.

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SEVEN STARS ON CUBA - ACCOMMODATION

The CQ complex consists of a beautiful heritage building providing three star accommodation (Comfort Hotel Wellington) adjoining a brand new contemporary four star plus hotel (Quality Hotel Wellington). In the middle of the properties is a state of the art conference venue. CQ is located in the vibrant heart of the Capital; Cuba Street.

Comfort Hotel Wellington

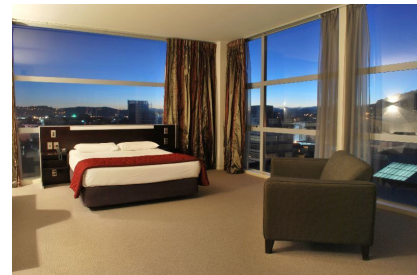
The beautiful heritage building provides the CQ complex with its character and charm. Listed with the Historic Places trust, it holds a prestigious place in the history of Wellington.

In 2004 the hotel was completely refurbished and restored to its original Edwardian grace. With a Qualmark rating of Three-Star, the Comfort Hotel Wellington provides guests with a cost effective and comfortable stay in the heart of Wellington's vibrant Cuba Quarter.



Quality Hotel Wellington

In 2008 the Quality Hotel Wellington was completed to an award-winning standard of architecture. This luxurious side of the complex provides everything that the discerning corporate guest expects and the leisure traveller anticipates. Relax in spacious, well appointed suites which are stunning with their fresh and contemporary feel. Add to this a roof top sun terrace, heated indoor swimming pool, spa and fitness room, CQ Conference & Function Centre.



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