MOUNT RICHMOND

HOTEL • AUCKLAND

CORPORATE INFO PACK

POOLSIDE
RESTAURANT & BAR

EVENT VENUE
CONFERENCES • FUNCTIONS • WEDDINGS

676 Mount Wellington Hwy, Mount Wellington, Auckland • 0800 687 424 • www.mountrichmondhotel.co.nz

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APR 2023

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Welcome

Mount Richmond Hotel prides itself on providing outstanding levels of attentive service and a genuine atmosphere of warmth and welcome to all its guests. We offer quality accommodation, a range of conference and event facilities, and a delightful licensed poolside restaurant & bar. The hotel has been servicing the local business and corporate community, plus domestic and international travellers, for over 35 years and is also a favourite dining option for locals. Conveniently located on Mount Wellington Highway, it is in close proximity to all the main East/South East centres of Auckland such as Newmarket, Remuera, Epsom, Ellerslie, Mount Smart, Sylvia Park, Otahuhu, Mangere and Manukau.

Renovations and upgrades are part of our ongoing maintenance policy at Mount Richmond Hotel, which ensures the hotel is always looking its best. To help you familiarise yourself with what we have to offer, you can tour the hotel and view our facilities for yourself. Visit www.mountrichmondhotel.co.nz for an informative virtual tour of the hotel. Alternatively, get in touch with us and we will be delighted to take you on a tour of the property and then have a cuppa to discuss your requirements and needs.

We all love being part of a team and love nothing more than to be an extension of your team when you want your important event to go smoothly. Our team will work tirelessly to make sure that your every need is fulfilled and carried out.

Please get in touch to arrange a visit to the hotel and allow us to demonstrate how we can work together with you to create the best options for your needs.

Your contacts

Mereisi Cilicewa

Reservations Manager

M +64 21 082 50490
P +64 9 270 2900 Ext. 0
reservations@mountrichmondhotel.co.nz

Michelle Falakoa

General Manager

M +64 21 264 3605
P +64 9 270 2900 Ext. 2
michelle@mountrichmondhotel.co.nz

Hotel Facilities

Accommodation

- 46 hotel rooms with comfortable quality beds
- All rooms have recently renovated bathrooms, Smart LED TV's, movies, air conditioning, refrigerators, hairdryers and in-house safes
- Free of charge fibre wi-fi internet access
- Electronic key card access for full security
- Complimentary parking in hotel carpark
- Ample tour bus parking
- Large or small business or tour groups accommodation

Studio / Executive Suite

Guest facilities

- Swimming pool
- Outdoor hot spa pool
- gymnasium
- In-house self-service Guest laundry*
- Business Centre
- Tennis courts opposite with complimentary court, racket & ball hire
- Scenic walking & jogging tracks and children's playground opposite in Mount Richmond Domain

One-bedroom Apartment (fully self-contained)

* Dry cleaning service available

Corporate Accommodation

We have a variety of accommodation options to suit the corporate market no matter how big or small the company is and we also have a range of contracted rates depending on guaranteed room nights per year.

In the "Cut and Thrust" environment that is synonymous with life in the Corporate Sector we recognize how important it is for our corporate clients to return to their hotel at the end of a challenging, and often draining, day and be welcomed in a warm and friendly manner and to receive service and pampering that make it feel like a home away from home.

Get in touch with us for more information.

E-mail or call our Reservations Manager to come and visit the hotel. We'll be happy to discuss our Special Deals with you.

Our team at Mount Richmond Hotel make it their priority to look after our guests like they are family and special as individuals, and we know from the feedback that we receive how important that has become to our regular corporate clients. Why don't you and your company colleagues come and enjoy the pleasurable side of "Corporate Life" at Mount Richmond Hotel. We are not one of the Big Players as far as Corporate Hotels go but we know what makes people tick and we look after clients from across the spectrum of the Corporate world and genuine warmth of welcome and personal friendly service gets approval from across the board. Come and make MRH your "Home Away from Home", we look forward to spoiling you too.

Conferences

Long established as a popular conference venue for AGM's, sales conferences and workshops for local businesses, as well as a venue for weddings, birthdays and other special events, Mount Richmond's Conferencing and Food/Beverage services have seen recent and ongoing improvements under our new management.

Offering a range of rooms and seating layouts for hire with capacity from 2 to 160, our experienced conference team will plan the best setup for the specific requirements of your group to ensure your event runs smoothly. From notepads and pens to projectors, big screen LCD TV's and PA equipment, we can look after all your conferences technical needs.

Room hire includes iced water, mints & set-up including chairs and tables.

Conference & Functions

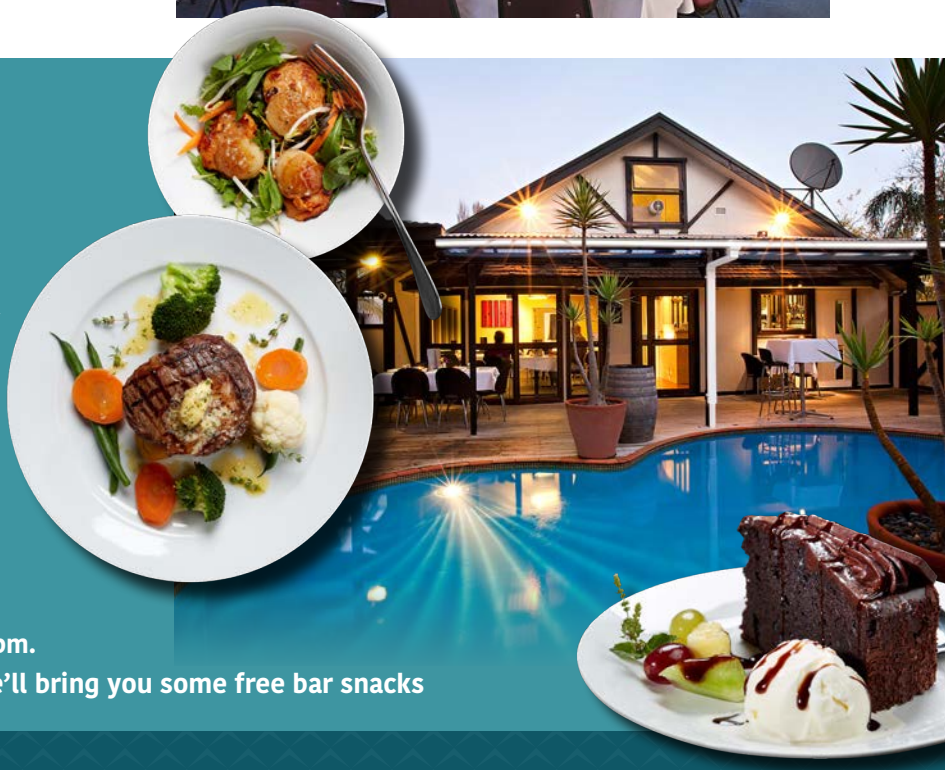
- Multiple Conference/Function venues
- Dedicated conference coordinator*
- Vehicle and machine access in largest room
- Room controlled air-conditioning and plenty of natural light in all rooms
- Unlimited fibre internet access in all rooms
- Delicious catering available from our team of Chefs
- All audio & visual equipment available
- Staff functions, Christmas parties, Poolside barbeques, Private dining, Breakfast meetings.

* Seating for up to 160 guests in largest room

EVENT VENUE

CONFERENCES • FUNCTIONS • WEDDINGS

POOLSIDE RESTAURANT & BAR



- Poolside garden bar & restaurant
- Opens out to poolside area
- Open for breakfast and dinner daily
- Breakfast meetings catered for
- Private dining available
- Open to the public

Happy Hour Special - Everyday: 4:00 - 6:30pm.
Buy a round for 4 people or more and we'll bring you some free bar snacks

View our latest Poolside Restaurant menu online: www.mountrichmondhotel.co.nz

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Conference & Events Terms & Conditions

Agreement

Mount Richmond Hotel ("the Hotel") agrees to furnish and the Client agrees to hire or consume, the services set forth, in accordance with the Terms and Conditions listed herewith.

Confirmation/Deposit

Confirmed bookings are established upon receipt of a specified non-refundable deposit or a purchase order (in the case of approved account holders). Initial deposit is payable within seven days of the request. Should the Hotel not receive the confirmation deposit within the specified time, the Hotel reserves the right to cancel the booking. Clients agree to begin and complete their conference/ function at the scheduled time outlined in their booking sheet confirmation.

Damages/Insurance

The Hotel does not accept any responsibility for damage to, or loss of any property or merchandise left in the Hotel prior to, during or after any function. It is recommended that the Client arrange their own personal liability insurance and security, as required. Nothing is to be nailed, screwed, stapled, or adhered to any wall, door or other surface or part of the building or furniture unless prior approval has been given by the Hotel Management. The Client may use "Blue tack" providing it is all removed prior to the Client's departure. Suitable floor protection is to be used as required. In the event of any damages the Client assumes responsibility for any and all damages caused by the Client or any of the Client's guests or invitees or other persons attending the conference/function, whether in accommodation rooms reserved or in any other part of the Hotel. The Client will be responsible for the removal of all property after the conclusion of the event and any goods left in the Hotel after the conference/function without prior arrangement will be deemed abandoned.

Accommodation

When accommodation is required, tentative group bookings will be accepted. A guaranteed booking is established upon receipt of the specified non-refundable deposit. The number of rooms required must be confirmed seven working days prior to arrival. This will be the minimum number of rooms that will be charged. A charge equal to one night's tariff quoted will be charged for each accommodation room booked as a "No-Show fee". A guest rooming list and charging details must be provided to the Hotel seven working days prior to the arrival in the Hotel. The Hotel reserves the right to specify a longer cancellation notice period should it deem it necessary.

Public Holidays

The Hotel reserves the right to charge a 15% surcharge to all food, beverage, room & equipment hire on any function/conference held on a New Zealand public holiday.

Cancellations

All cancellations must be notified to the Hotel in writing. Should the Hotel receive notice of cancellation of less than seven days prior to the conference/function, the Client shall pay a cancellation fee equal to the entire hire cost of the venue (which may be deducted from the non-refundable deposit). Should the Hotel receive the notice of cancellation less than two days prior to the conference/function, the Client shall pay the hire cost of the venue & equipment and the full cost of any food, which has been ordered. In any event, any deposit paid is non-refundable regardless of when the cancellation notice is received. The Hotel reserves the right to specify a longer cancellation notice period such as in the case of large bookings or for any other reason the Hotel deems necessary.

Also available for corporate functions...

Christmas parties, staff parties, corporate dinners, product launch etc.

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Content was current at time of printing but may be subject to change without notice. Please contact Mount Richmond Hotel to confirm any details prior to making your booking.

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