



## welcome to edgewater

Nestled in the spectacular Southern Alps, Edgewater is located on the beautiful shores of Lake Wanaka. With two acres of landscaped grounds and superb views, our unique location will easily allow you and your delegates to mix business with pleasure.

Wanaka is a boutique resort town that serves as a gateway to Mount Aspiring National Park and offers a full range of leisure and adventure activities to complement any event. Air New Zealand flies direct to the Wanaka Airport daily, from Christchurch and is only a ten minute drive from Edgewater.

Wanaka has central accessibility to many other key destinations:

- Next door to world-renowned Rippon Vineyard
- Twenty minute drive to Cardrona and Treble Cone ski fields access roads
- One hour drive to Queenstown
- Two hour drive to Mount Cook National Park
- Two hour drive to the West Coast via Haast Pass

Whether you are holding a conference, meeting, seminar, wedding or celebration, Edgewater has the facilities and expertise to make it an event to remember.

# venue & equipment



Our conference room offers views of Edgewater's beautiful location while providing a professional and comfortable atmosphere for you and your colleagues. The Summit Room can seat up to 120 people, is equipped with state of the art technology, natural light and spectacular views of Lake Wanaka.

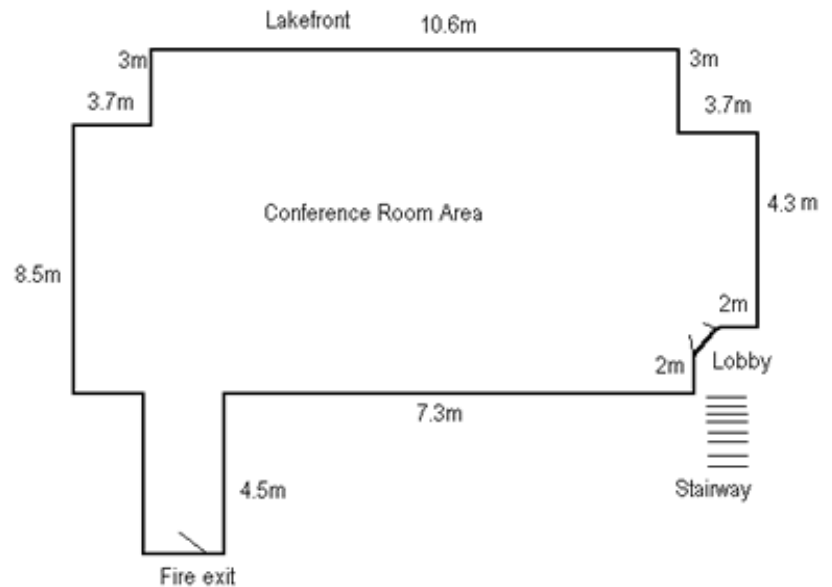
We coordinate and cater for a variety of conferences and special functions. Edgewater offers up to three breakout rooms, full food and beverage services and a dedicated Events Coordinator to manage all of your requirements to create a seamless and successful event.

## The Summit Room Configurations:

Theatre	120
Classroom	60
Boardroom	45
U-shape	40
Banquet	88
Cocktail	120

## In-House Equipment Available:

- Data projector
- Projection screens
- Whiteboards
- Lectern
- Sound system with microphone
- Flip Chart (pens & paper)
- TV monitor & VHS
- TV monitor & DVD
- SKY TV
- Slide & overhead projectors
- Teleconferencing
- Wireless internet connection



Advanced or specialised equipment available upon request



# accommodation



Edgewater is the perfect place to relax in comfortable yet sophisticated surroundings. Our superb lake front location provides uninterrupted views from all rooms with direct lake access. The ambience created by the stunning natural beauty and a relaxed atmosphere provides you and your delegates with a serene place to rest your heads and wake up feeling rejuvenated. We are pleased to extend special conference accommodation rates to you and your delegates if you choose Edgewater as your conference venue. The rates include a full breakfast buffet for your delegates as well. We have three styles of rooms to choose from:



Two Bedroom Apartment  
\$480



One Bedroom Suite  
\$270



Hotel Room  
\$210



Two-bedroom apartment



One-bedroom suite



Hotel Room

As guests you will have access to the following on-site facilities:

- Putting green
- Spa and sauna
- Two tennis courts
- Children's playground
- Mountain bike and kayak hire
- Wireless internet access available
- Email facilities available at reception
- Dining options to cater for a wide range of tastes

*These prices are current at time of printing and for the 2012-2013 conferencing season.  
From May 2013, prices are subject to change.*

# catering options



Our superb setting is complemented with equally outstanding food. Edgewater has two dining venues Sargoods Restaurant, featuring an outdoor pavilion, and the Wineglass Café, hosting a lakeside terrace. We have the facilities to cater for a small intimate dinner or an extravagant gathering. To get you started on your conference planning, below you will find our morning and afternoon tea menus as well as our working lunch menus.

## Morning & afternoon tea menu

### Tea 1

*\$5.50 per person*

Tea, coffee and orange juice



### Tea 2

*\$6.00 per person*

Homemade biscotti / biscuit  
Tea & coffee



### Tea 3

*\$9.00 per person*

Choose **one** of the following options:  
Tea, coffee, juice and homemade scones  
or  
Tea, coffee, orange juice and savouries  
or  
Tea, coffee, orange juice and a selection of  
fresh fruit



All prices are inclusive of GST

## Working lunch menu

### Working lunch 1

*\$16.00 per person*

Sandwich selection  
Marinated beef with satay  
Homemade biscuits  
Tea & coffee



### Working lunch 2

*\$20.00 per person*

Fresh baked croissants with ham, cheese,  
lettuce & mustard aioli  
Dukkah spiced chicken wrapped in bacon  
Tossed green salad  
Carrot cake & cream  
Fruit platter  
Tea & coffee



### Working lunch 3

*\$23.00 per person*

Fresh baked croissants with ham, cheese,  
lettuce & mustard aioli  
Fish goujons - with tartare sauce  
Dukkah spiced chicken wrapped in bacon  
Tossed green salad  
Carrot cake & cream  
Fruit platter  
Tea & coffee



Note: Cheese can be added at a cost of \$3.50  
per person

All prices are inclusive of GST

Our Executive Chef Damon McGinniss injects a distinctive Kiwi flair into his menus and is a former New Zealand Beef and Lamb Ambassador who has represented the New Zealand Beef and Lamb Marketing Bureau at various promotional events internationally.

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# team-building activities



Many businesses make the common mistake of not allowing enough time for activities outside of the general conference, and when conferencing in one of the most beautiful places in the world, it's almost a sin not to get out and explore all Wanaka has to offer.

At Edgewater, we suggest you take your group out on a team-building exercise, not only does this allow camaraderie between delegates, it also gives guests time to re-charge, meaning higher productivity with enthused minds, rather than worn out delegates who have not been able to absorb the abundance of information!

Our Events Coordinator is happy to organize and book an activity that would suit your group; here are some activities we highly recommend.

- Group kayaking trips with Wanakayaks. You can either hire the kayaks or take them out on your own accord, or you can organize a guided trip.
- A fishing tour with Adventure Wanaka
- Glacier climbing with Aspiring Guides
- Lake cruise and an island walk tour with Eco Wanaka Adventures
- Wine trails with Ridgeline Adventures
- Jet boating with Wanaka River Journeys

For more information on any of these activities and their providers, please contact our Events Coordinator or jump online to [www.edgewater.co.nz](http://www.edgewater.co.nz) and look under the 'activities' tab for more information.



# conference confirmation



Function date \_\_\_\_\_ Number of delegates \_\_\_\_\_

Venue \_\_\_\_\_ Type of event \_\_\_\_\_

Client name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Access Time \_\_\_\_\_ Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_

## Accommodation requirements

No. of rooms \_\_\_\_\_ Arrival date \_\_\_\_\_ Departure date \_\_\_\_\_

Type of Rooms: Hotel/Studio \_\_\_\_\_ One bedroom suite \_\_\_\_\_ Two bedroom suite \_\_\_\_\_

## Venue set-up

Theatre  Classroom  Boardroom  
 U-shape  Banquet  Cocktail

## Catering requirements

Coffee on Arrival  Breakfast  Morning Tea  
 Lunch  Afternoon Tea  Dinner

## Equipment requirements

Whiteboard  Lectern  Sound system with microphone  
 Flip chart  TV monitor & DVD  TV monitor & VHS  
 Projection screens  Teleconferencing  Wireless Internet Connection  
 Data projector  Slide projector  Overhead projector

## Deposit payment method:

Visa  Master Card  Direct Credit  
 EFTPOS  Cheque  Cash

Credit card number \_\_\_\_\_ Expiration date \_\_\_\_\_

Name of card holder: \_\_\_\_\_

Deposit amount \_\_\_\_\_

## Edgewater bank account details for direct credit payments:

Edgewater Resort Hotel Limited  
National Bank  
06-0801-0198061-000

- Please use name of conference as reference

## Please send your deposit, confirmation form and the signed terms and conditions by:

**Post:** Edgewater Resort Hotel Limited, PO Box 61, Wanaka 9305, New Zealand

**Email:** [events@edgewater.co.nz](mailto:events@edgewater.co.nz)

**Fax:** +64 3 443 8323

## Internal use only

Folio number: \_\_\_\_\_ Date deposit received: \_\_\_\_\_ Deposit amount received: \_\_\_\_\_

# terms & conditions



## Confirmation:

A signed copy of these terms and conditions is required to be completed and returned to the hotel along with your deposit at the time of booking. A grace period of 14 days will be given from the time of pencil booking until this confirmation and deposit are received. Edgewater reserves the right to accept bookings from other clients at the elapsing of this grace period should the deposit and documentation not be received.

## Confirmed numbers and arrangements:

Seven (7) days prior to your event a guaranteed number of guests attending is required. This will serve as the minimum number to be charged. Our Events Coordinator will also go through the Arrangements to Date Summary in detail for the final time. At this point we will require the final sign off of approval from you.

## Food & beverage selections:

Please confirm all of your catering options at least twenty-eight (28) days prior to the event or as advised.

## Accommodation:

Full cancellation of one night's accommodation rate will apply when accommodation is cancelled inside 48 hours prior to arrival. No shows will automatically be charged back at the first night's accommodation rate and automatically cancelled from our system.

## Payment:

In addition to the initial booking deposit the final payment is required no later than 5 days following the event.

## Cancellation:

Should cancellation be necessary the following would apply:

6 months prior	-	Full refund of deposit
2 – 6 months prior	-	50% refund of deposit
Within 60 days	-	Loss of deposit

## Responsibilities:

The organiser(s) agrees to ensure that no dangerous goods or food and beverage consumables are bought on site, that no decorations or displays are erected without the prior approval of management and that all guests and attendees conduct themselves in an orderly manner in full compliance of the hotel management.

## Changes:

These prices are current at the time of printing, however may be subject to change due to product price increases beyond our control – final pricing will be confirmed with our Events Coordinator 60 days prior to your event.

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Organiser signature

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Date