

TŌTARA HOSPICE

CONFERENCE CENTRE HIRE PACKAGES

Get business done in a great venue, while supporting your local charity.

LOCATION

Easily accessible located in The Gardens, Manurewa. Tōtara Hospice Conference Centre offers a competitively priced, convenient, and professional conference venue hire with all the facilities and equipment required to host a successful meeting. Access to the Conference Centre is adjacent to our Clinical Hub and is self-contained.

PRICING

Competitively priced, our space is excellent for corporates, business groups, non-profits or service groups wishing to hold meetings, trainings, off-site strategy workshops, networking or club events, seminars and small conferences.

Whole Day Pricing

Full Conference Centre	\$700 +gst
Half Conference Centre	\$450 +gst

Half Day Pricing

Full Conference Centre	\$450 +gst
Half Conference Centre	\$250 +gst

CONFERENCE CENTRE CONFIGURATION

Our space is highly flexible to tailor to your needs and the centre is set according to your specifications. The following numbers are a guide only.

Setup Options	Full Centre	Half Centre
Theatre	80 – 90 guests	40 guests
Classroom	60 – 70 guests	25 guests
Cafe Style	40 – 60 guests	20 guests



Equipped with fantastic facilities, our Conference Centre is user friendly and the perfect location for all events.

FACILITIES

- Sound system
- Presentation screens
- Wifi
- Free-standing flip whiteboard
- Basic kitchen facilities (no oven)
- Centre divider
- Accessible toilets
- Air-conditioned

IT EQUIPMENT

- 1 x 85" wall mounted InFocus touch screen connected to ASUS NuC. Has HDMI cable for connection to your computer.
- 1 x 75" InFocus touch screen on a wheelable stand. Can be used as a standalone. Or a duplication of the main screen for large bookings.
- 1 x Asus NUC, i7 8Gb RAM, Windows 11 (wireless keyboard and mouse)
- Logitech R800 Presenter
- Logitech Rally Video Conferencing Camera System with PTZ camera and remote control
- CHIAYO Dual Wireless Microphone receiver with 1 x handheld and 1 x headset wireless microphone
- Amplifier connecting 85" screen and microphones to recessed ceiling mounted speakers
- 1 x lectern with built-in amplifier and speaker.

CATERING

At Tōtara Hospice we have a full range of onsite catering options available including:

- Antipasto platters
- Morning/afternoon tea
- Finger food/canapés
- Grazing tables
- Festive themed buffets
- Traditional buffets
- High tea
- Sushi bowls/ poke bowls
- Dessert platters

Also available is our onsite cafe, Café Aroha where you can pre-order barista-made coffee and other cafe items.



TEA AND COFFEE SERVICES

An additional service that can be added to your Conference Centre booking is a tea and coffee service. This includes instant tea and coffee, milk, sugar, and a hot water urn. Disposable cups and rubbish facilities will be available throughout the booking.

- Full day tea and coffee services: \$5 per person+gst
- Half day tea and coffee services: \$3 per person+gst



CONTACT

To book your next event please contact the conference team on 09 640 0243.
Or email conference@hospice.co.nz for more information, availability, and terms and conditions.

Hiring our Conference Centre is a fantastic way to support the charitable work we carry out in your community. Know that the proceeds from your booking go directly towards supporting Tōtara Hospice caring for terminally ill patients and their whānau in the community.

“ We love using the Tōtara Hospice venue and catering for our workshops. The participant feedback from workshops that are held there always rate the venue and food as Very Good or Excellent and our facilitators have told us how their experience of the venue is so lovely, with lots of room and great catering! The team at the Tōtara Hospice are fantastic, so helpful and flexible in accommodating us which is why we keep going back. Thanks to all the team at the Tōtara Hospice, we'll see you again soon! ”
- Katie Hauwaho, Blueprint NZ Ltd

MAKING HOSPICE HAPPEN IN YOUR COMMUNITY