



James Cook

HOTEL GRAND
CHANCELLOR

WELLINGTON

CONFERENCE & EVENTS

Conference and Events with us in Wellington



ABOUT US

Located in the capital's heart, James Cook Hotel Grand Chancellor is renowned as one of the premier destinations when it comes to hosting personal and business events.

Each event is thoughtfully arranged with a dedicated events coordinator to ensure that the client's individual needs are met from start to finish. Whether it is a corporate meeting, social gathering, product showcase, or educational workshop, guests can expect personalised and attentive service. Ensuring a consistent and enjoyable experience.



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FEATURES

- Ten newly refurbished conference rooms in a variety of sizes
- Seating for up to 240 delegates theatre style and 300 guests banquet style
- The option to utilise the entire 16th floor for larger events
- Majority of meeting spaces with natural lighting as well as newly installed LED lighting
- High quality Audio-Visual systems installed in all spaces
- Dedicated catering facilities and convenient access to Whitby's Restaurant & Bar (17th floor)
- 100% NBS rating (New Building Standard)
- Complimentary Wi-Fi
- Wellington Airport is 15 - 20 minutes drive
- Direct access off the motorway, with covered parking available
- Pedestrian access to Lambton Quay
- Main landmarks are nearby - Cable Car, TSB Arena, Sky Stadium, Te Papa, and Beehive

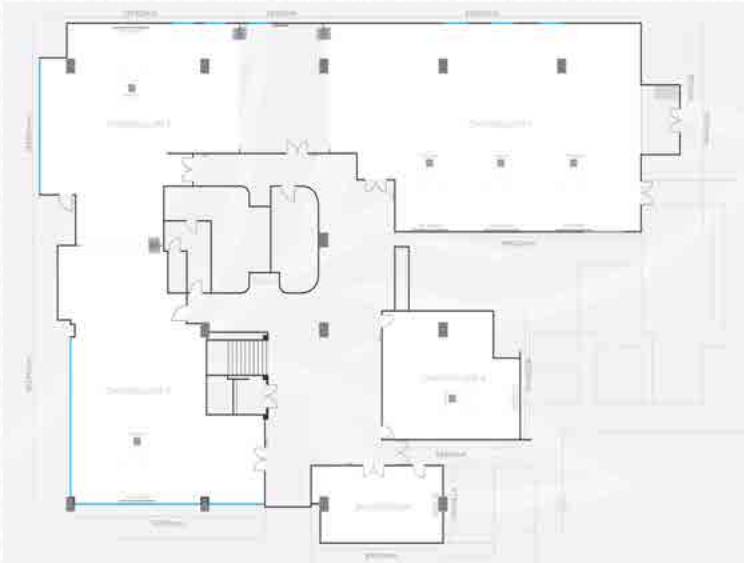


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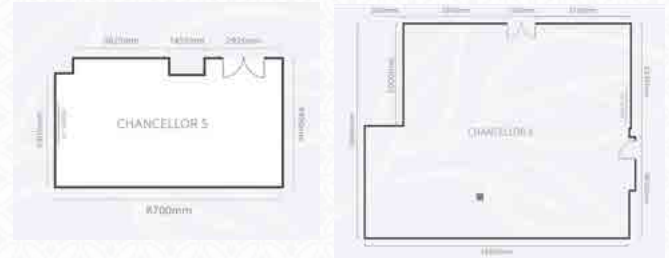
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FLOOR PLAN & CAPACITY

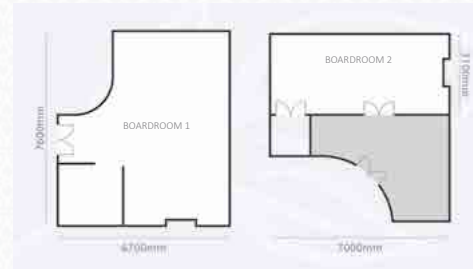
Level 16



Level 17



Lobby



Scan QR code for virtual tour

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CAPACITY

Room Name	Banquet	Cocktails	Theatre	Classroom	Cabaret	Boardroom	Hollow Sq	U-Shape	Floor Area
Chancellor 1	180	300	240	150	150	50	50	55	240sqm
Chancellor 2	80	150	100	50	50	40	40	30	134sqm
Annex	10	n/a	n/a	n/a	16	18	n/a	n/a	50sqm
Grand Chancellor	300	n/a	n/a	n/a	n/a	n/a	n/a	n/a	424sqm
Chancellor 3	70	150	100	60	60	27	40	30	152sqm
Chancellor 4	40	50	50	30	24	25	25	22	73sqm
Chancellor 5	30	40	30	15	18	24	22	20	52sqm
Chancellor 6	100	140	100	50	56	26	26	24	141sqm
Boardroom 1	n/a	40	24	9	n/a	16	16	15	40sqm
Boardroom 2	n/a	n/a	n/a	n/a	n/a	10	n/a	n/a	20sqm
Boardroom 3	n/a	n/a	n/a	n/a	n/a	18	n/a	n/a	20sqm

Please note numbers may vary if there is a need for extra seating or staging in the room.





FULL DAY DELEGATE PACKAGE

This package includes facilities for hosting a full-day corporate conference, training workshop, or special event with a minimum requirement of 75 people. Our package offers a seamless and memorable experience which includes:

- Main conference room hire and set up
- Tea and coffee on arrival
- Morning tea with one food item
- Choice of a working lunch or buffet
- Afternoon tea with one food item
- Water & mints
- Writing pads & pens
- Whiteboard & flipchart
- Complimentary Wi-Fi

AUDIO VISUAL

Streamliner is our in-house Audio Visual provider who can assist with any requirements you may have.



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CATERING

Be enticed by the aromas and flavours of wholesome dishes with a range of appetising menus. We offer a variety of choices to meet your needs – whether it is a healthy breakfast to kick-start the day, a sumptuous buffet lunch, or an elegant plated dinner.

- Express Breakfast
- Healthy Lifestyle Breakfast
- Cooked Buffet Breakfast
- Plated Executive Breakfast
- Eco To Go Breakfast & Lunch
- Tea & coffee on arrival
- Morning & Afternoon tea
- Executive Boardroom Lunch
- Standing working lunch
- Canapés & Platters
- Buffet dinner in Whitby's
- Private Buffet dinner
- Set-plated dinner
- Coffee cart

In addition to the menu options above, our Executive chef is happy to work with you to create a menu to suit specific requirements or budgets.

Beverage packages are available on request.



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THEMED EVENTS

To make any event truly special, we offer complimentary items to enhance our banquet and cocktail rooms, from the most intimate private gatherings to the grandest corporate celebrations

- Black or White linen table cloths
- Black or White linen napkins
- Mirror tiles and LED tea light candles
- Lighting including coloured wash lights

We can also recommend entertainment companies who can supply bands, DJ's or any other musical requirements you may have to suit your theme and taste.

The hotel has strong working relationships with event theming agencies equipped with the tools and experience to design your event with detailed professionalism.





ACCOMMODATION

Our centrally located accommodation is perfect place to unwind and relax in Wellington's city centre. Delegates may take advantage of our refurbished Executive rooms, or upgrade it to a Deluxe room with access to Harbour View Lounge and receive exclusive benefits.

The James Cook Hotel Grand Chancellor offers an engaging blend of well-appointed rooms, thoughtful amenities and gracious hospitality.

- Ensuite bathroom
- Complimentary Wi-Fi access
- Sky & Apps TV
- Iron and ironing board
- Hair dryer
- Work desk

If you are interested in booking accommodation for your event, we will be more than happy to discuss special rates.

CAR PARKING

We offer the convenience of covered car parking for a small additional fee of \$30.00 per day. It is important to note that there is a height restriction of 2.2m and availability is limited, so we recommend reserving your spot in advance. For guests who are part of a group reservation, please arrange for your parking space to be reserved through the organiser before your arrival.



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HOTEL DINING

Whitby's Restaurant & Bar

Known for its extensive buffet, thoughtfully crafted à la carte dishes and delectable high tea. Located on level 17 of the hotel, the restaurant features generous views overlooking Lambton Quay and city lights in the evening.

Sojourn Cafe & Bar

Located in the lobby of the hotel, an ideal spot to stop by for a morning coffee, casual meeting or a glass of fine New Zealand wine or beer after work. A range of tapas & snacks available to accompany your drinks.

In-Room Dining

Available 24 hours, offering a selection of delicious food in the comfort of your private room anytime you want.



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