



UrbanHub*

Conference Guide

A variety of meeting spaces available to meet your needs and budget. We are highly adaptable to fit your requirements.

Where Wellington goes to meet

14

Rooms

20

Starting from (\$)

30

Minimum Mins.

120

Maximum Pax.

Whether you need a space for a seminar, conference, workshop, or networking event - our meeting rooms can be used for a range of different occasions.

We have three spacious meeting rooms on Level 4, which can be combined to create a larger space that allows up to 120 people, or to provide room for catering and breakout space.

Level 2 has smaller meeting rooms which are suitable for interviews or meetings of up to eight people.

Our newly opened Level 16 conference centre features eight brand-new meeting rooms with unmatched sea views and natural light.

We have meeting rooms fitted with the latest advancements in video conferencing and presentation equipment.

Our onsite events coordinator, Chloe, can guide you through every aspect of your booking - from room setups to catering options and beyond.



Chloe Harris
Head of Conferencing

chloe@urbanhub.co.nz
+64 27 258 3365

**Scan this QR code to
book a tour today!**



LOCATED ON THE GOLDEN MILE

- Direct access to Lambton Quay
- 10-minute walk from Wellington Train Station
- 2-minute walk from the harbour
- Main bus route right outside
- Surrounded by retail shops, food courts, and corporate businesses

FLEXIBILITY

- No obligation tentative hold on a room until you are ready to confirm
- Transparent and simple costs and billing for ease of mind

ALL YOUR MEETING & CONFERENCE REQUIREMENTS

- Integrated AV packages available.
- Catering for all occasions from our preferred caterer and onsite cafe/bar
- Professional, warm, and friendly management and reception team to meet and greet all attendees

*all prices are exc. GST

Room Rates & Inclusions

Levels 2 & 4

	Room	Pax.	Hourly Rate (\$)	Half Day (\$)	Full Day (\$)	Equipment
LEVEL 2	Small Meeting Room	5	60	156	220	Available upon request
	Willis	8	105	315	390	TV, whiteboard
	Cuba	8	105	315	390	TV, whiteboard, webcam
LEVEL 4	Lambton	40	160	480	700	75" touch panel, webcam, whiteboard, flipchart
	Kent	40	160	480	700	86" touch panel, webcam, speakers, whiteboard, flipchart
	Tory	50	185	530	800	86" touch panel, webcam, speakers, whiteboard, flipchart
	Tory + Lambton	80	325	950	1400	2 touch panels, webcam, speakers, whiteboards, flipcharts
	Tory + Kent	75	325	950	1400	2 touch panels, webcam, speakers, whiteboards, flipcharts
	Tory + Lambton + Kent	120	475	1250	1850	3 touch panels, webcam, speakers, whiteboards, flipcharts

*all prices are exc. GST

Room Rates & Inclusions

Level 16

Room Rates & Inclusions						
Level 16						
Room	Pax.	Hourly Rate (\$)	Half Day (\$)	Full Day (\$)	Equipment	
Bowen	8	105	315	390	65" TV and whiteboard available upon request	
Vivian	8	105	315	390	Whiteboard 65" TV and webcam available upon request	
Victoria	10	120	350	450	Whiteboard 65" TV and webcam available upon request	
Boulcott	12	120	350	450	65" TV, whiteboard, webcam	
Waterloo	12	120	350	450	65" TV Whiteboard and webcam available upon request	
Whitmore	16	155	465	680	65" 4k touchscreen TV, whiteboard Webcam upon request	
Hunter	16	155	465	680	75" TV, whiteboard, webcam	
Taranaki	20	160	480	700	75" TV, 2 whiteboards, webcam	

*all prices are exc. GST



Willis

Pax.	Hourly	Half Day	Full Day
8	\$105	\$315	\$390

Equipment

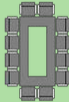
- TV
- Whiteboard
- Video conferencing suite

Size

- 16.3 sqm

Layouts

BOARD



8 Pax

Holding up to eight people in a boardroom layout, this room is suitable for small meetings and can also be ideal for interviews. With windows through to the outdoor courtyard area, this room provides a useful source of natural light and comes equipped with a built-in screen.

*all prices are exc. GST



Cuba

Pax.	Hourly	Half Day	Full Day
8	\$105	\$315	\$390

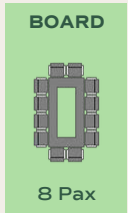
Equipment

- TV
- Whiteboard
- Video conferencing suite

Size

- 13.3 sqm

Layouts



A comfortable internal meeting room typically set in a boardroom layout suitable for up to 8 people. This room is convenient for smaller meetings and comes equipped with video conferencing equipment.

*all prices are exc. GST



Kent

Pax.	Hourly	Half Day	Full Day
40	\$160	\$480	\$700

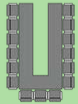
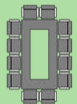



Equipment

- Integrated 86" touch panel
- Integrated ceiling speakers
- Video conferencing suite
- Whiteboard
- Flipchart

Size

- 53.4 sqm

Layouts

U-SHAPE	BOARD	CLASS	BANQUET	THEATRE
				
16 Pax	20 Pax	20 Pax	24 Pax	40 Pax

A spacious room, ideal for larger meetings, including workshops and planning days. This room can be opened to join with one or both neighbouring conference rooms to increase capacity. This room is equipped with state-of-the-art audio-visual system, including an integrated 86" interactive display, integrated ceiling speakers. This room comes equipped with a video conferencing suite, including dual cameras for audience and presenters and integrated microphones.

*all prices are exc. GST



Lambton

Pax.	Hourly	Half Day	Full Day
40	\$160	\$480	\$700

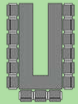
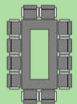



Equipment

- Integrated 75" touch panel
- Video conferencing suite
- Whiteboard
- Flipchart

Size

- 55.1 sqm

Layouts

U-SHAPE	BOARD	CLASS	BANQUET	THEATRE
				
16 Pax	20 Pax	20 Pax	20 Pax	40 Pax

A decent sized space for any type of meeting, seminar, or workshop. This room can make for a perfect breakout space when combining the neighbouring meeting rooms. The slight L-shape layout of the room allows a good amount of extra space for a catering / tea & coffee station. Our Lambton room has wonderful harbour-facing windows which create a nice flow for natural light and a lovely view.

*all prices are exc. GST



Tory

Pax.	Hourly	Half Day	Full Day
50	\$185	\$530	\$800

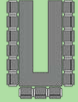
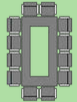



Equipment

- Integrated 86" touch panel
- Integrated ceiling speakers
- Video conferencing suite
- Whiteboard
- Flipchart

Size

- 70.5 sqm

Layouts

U-SHAPE	BOARD	CLASS	BANQUET	THEATRE
				
20 Pax	24 Pax	28 Pax	42 Pax	50 Pax

Our largest conference space, this room is ideal for larger seminars and meetings. This room can be opened to one or both neighbouring rooms to increase space and capacity. This room is equipped with state-of-the-art audio-visual system, including a mobile 86" interactive display, integrated ceiling speakers. This room ensures plenty of space to get creative.

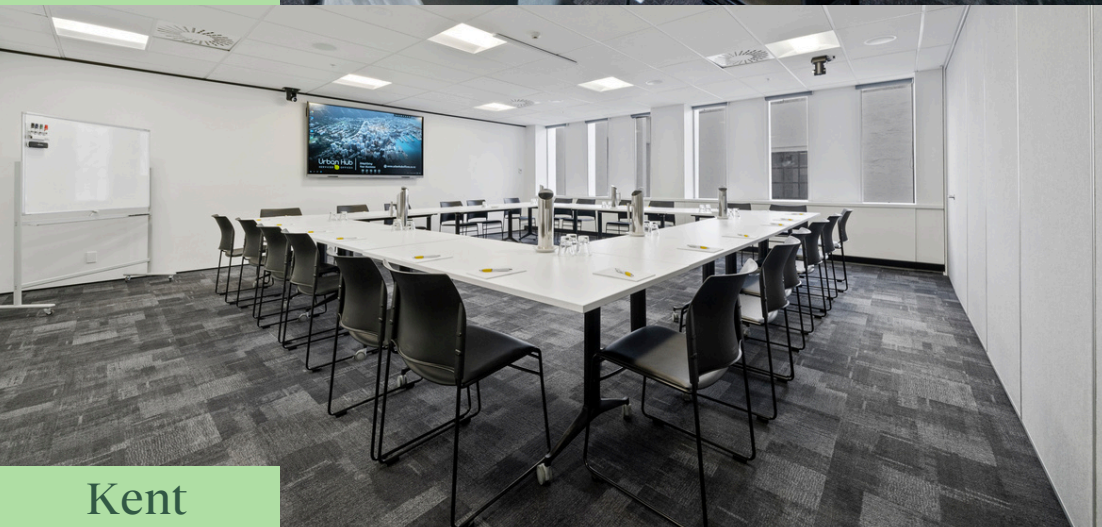
*all prices are exc. GST



Tory



Lambton



Kent

Combinations

TORY + LAMBTON + KENT | 179 sqm

Layout	U-Shape	Board	Class	Banquet	Theatre
Pax.	N/A	N/A	65	82	120

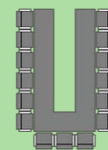
TORY + LAMBTON | 126 sqm

Layout	U-Shape	Board	Class	Banquet	Theatre
Pax.	35	40	50	60	80

TORY + KENT | 124 sqm

Layout	U-Shape	Board	Class	Banquet	Theatre
Pax.	35	40	50	60	80

U-SHAPE



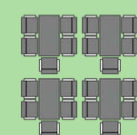
BOARD



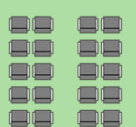
CLASS



BANQUET



THEATRE



*all prices are exc. GST



Bowen

Pax.	Hourly	Half Day	Full Day
8	\$105	\$315	\$390

Equipment

- 65" TV (on request)
- Whiteboard (on request)
- Webcam (on request)

Size

- 15 sqm

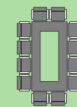
Layouts

LOUNGE



6 Pax

BOARD



8 Pax



One of our smaller rooms. Bowen is ideal for small meetings, interviews, or as a break-out room for larger meetings.

Upon request, Bowen can be fitted with a 65" TV, whiteboard, and webcam. This is also our first room to feature a lounge layout option.

*all prices are exc. GST



Vivian

Pax.	Hourly	Half Day	Full Day
8	\$105	\$315	\$390

Equipment

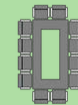
- Whiteboard
- 65" TV (on request)
- Webcam (on request)

Size

- 9 sqm

Layouts

BOARD



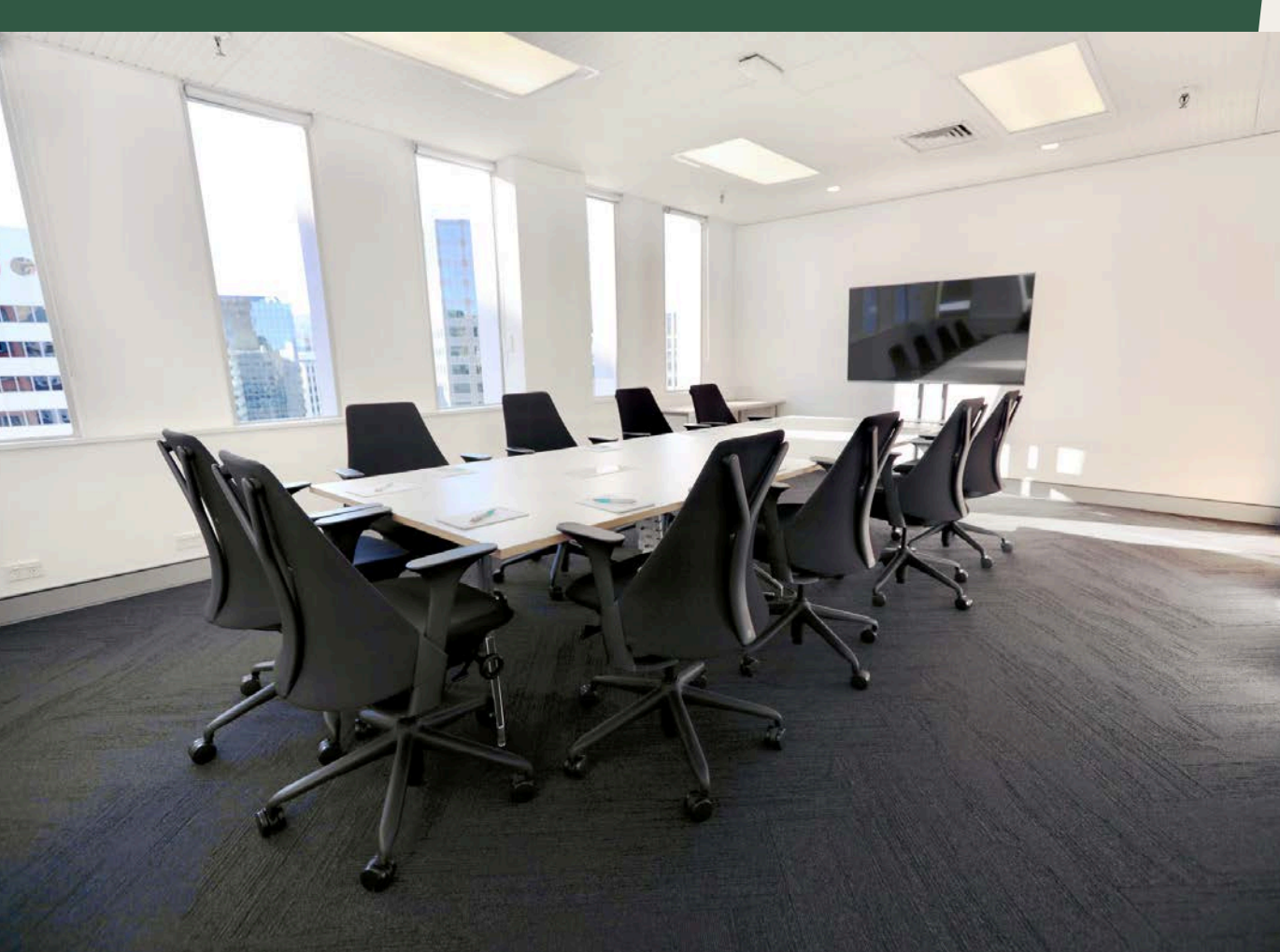
8 Pax



One of our smaller rooms, Vivian is ideal for in-person meetings or as a breakout room for larger meetings.

Vivian comes fitted with a whiteboard with the option to have a 65" TV and webcam set up for your meeting.

*all prices are exc. GST



Victoria

Pax.	Hourly	Half Day	Full Day
10	\$120	\$350	\$450

Equipment

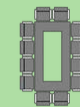
- Whiteboard
- 65" TV (on request)
- Webcam (on request)

Size

- 27 sqm

Layouts

BOARD



10 Pax

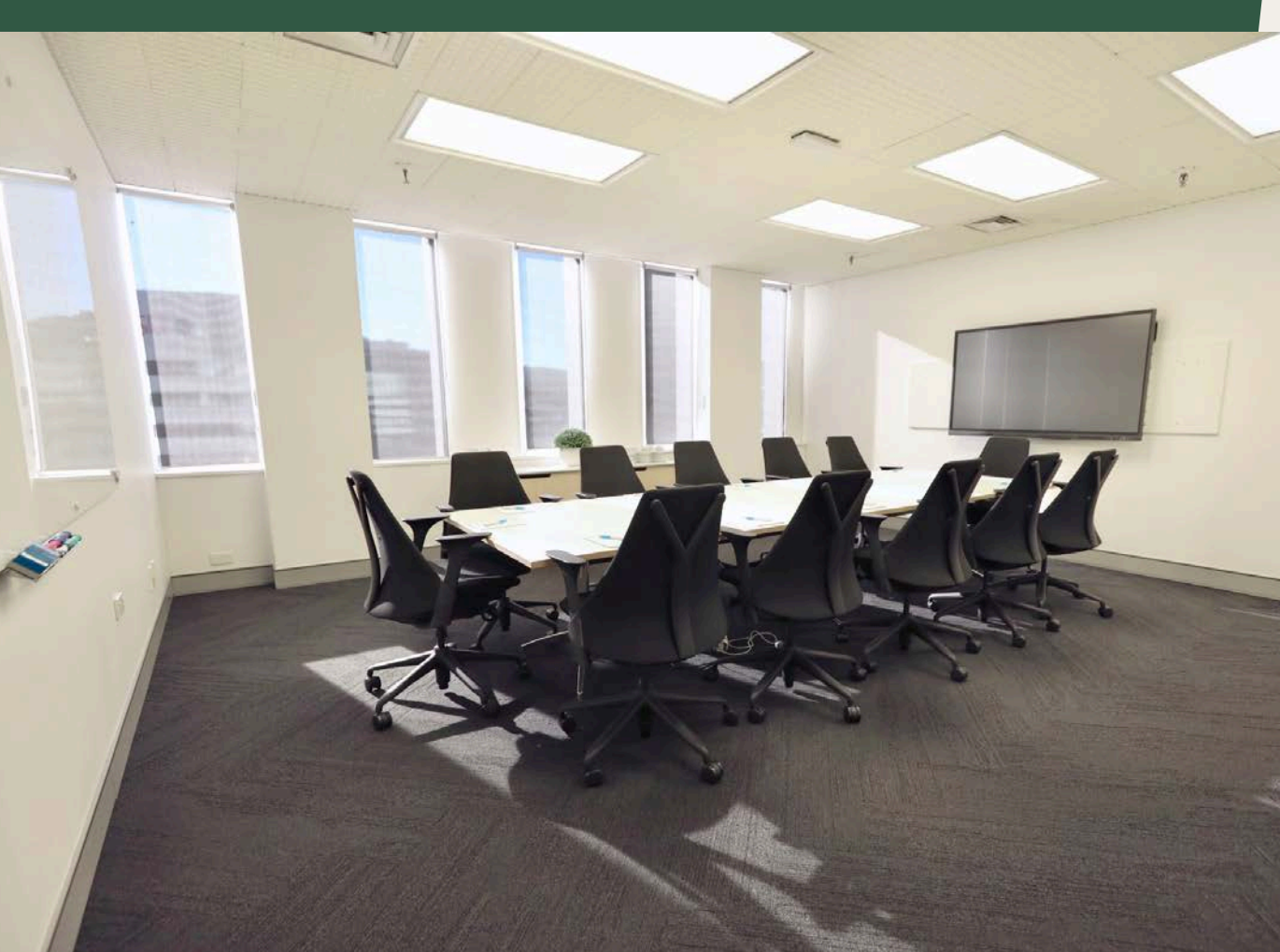


Victoria is a comfortable 10-person boardroom, great for in-person meetings and planning sessions.

As a corner room, Victoria is wrapped in natural light from the North and West and offers elevated views of Lambton Quay.

This room comes fitted with a whiteboard with the option for a 65" TV and webcam for your meeting.

*all prices are exc. GST



Boulcott

Pax.	Hourly	Half Day	Full Day
12	\$120	\$350	\$450

Equipment

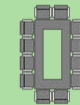
- 65" TV
- Whiteboard
- Webcam

Size

- 29 sqm

Layouts

BOARD



12 Pax



Boulcott is a 12-person boardroom offering all day natural light and plenty of space to spread out and make yourself comfortable.

The room comes fully equipped with a 65" TV, whiteboard, and webcam.

*all prices are exc. GST



Waterloo

Pax.	Hourly	Half Day	Full Day
12	\$120	\$350	\$450

Equipment

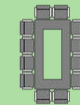
- 65" TV
- Whiteboard (on request)
- Webcam (on request)

Size

- 28 sqm

Layouts

BOARD



12 Pax



Waterloo is a comfortable room with a harbour view. Seating up to 12 people, this room is ideal for smaller all-day meetings with plenty of space for working lunches.

This room overlooks Lambton Quay and Queens Wharf and comes equipped with a 65" TV with a whiteboard and webcam available on request.

The corner placement brings in natural light from the North and East,

*all prices are exc. GST



Hunter

Pax.	Hourly	Half Day	Full Day
16	\$155	\$465	\$680

Equipment

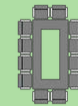
- 75" TV
- Whiteboard
- Webcam

Size

- 28 sqm

Layouts

BOARD



16 Pax

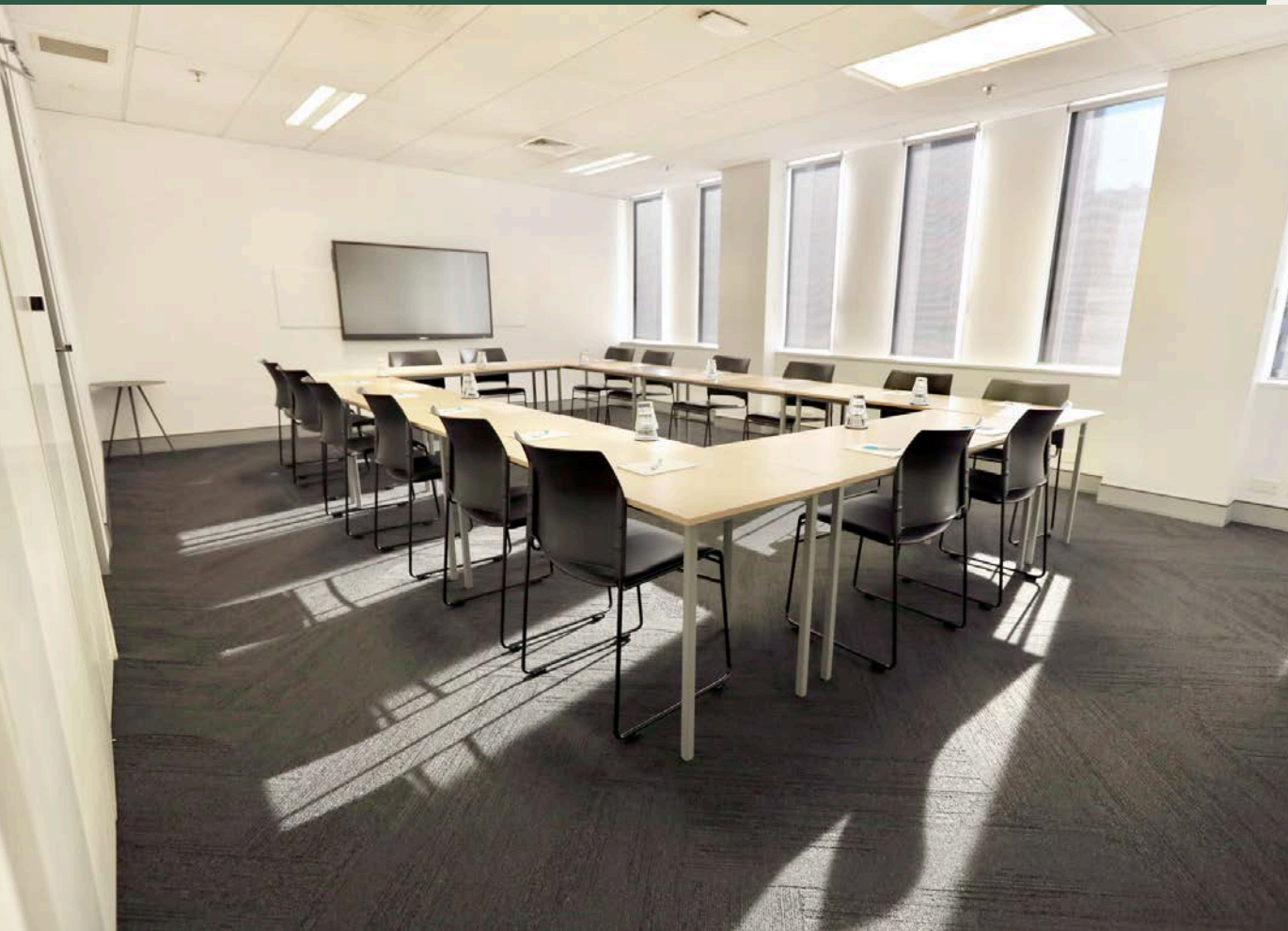


Hunter is a 16-person executive boardroom that offers stunning views of the harbour and Lambton Quay.

This room comes fully equipped with a 75" TV, whiteboard, and webcam.

Its corner placement lets in natural light from the East and South.

*all prices are exc. GST



Whitmore

Pax.	Hourly	Half Day	Full Day
30	\$155	\$465	\$680

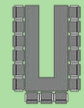
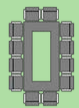


Equipment

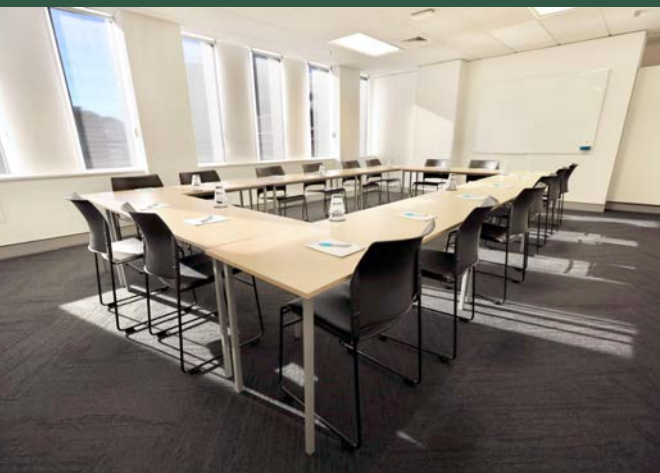
- 65" 4k Touchscreen TV
- Whiteboard
- Webcam (on request)

Size

- 37 sqm

Layouts

U-SHAPE	BOARD	CLASS	THEATRE
			
14 Pax	16 Pax	8 Pax	30 Pax



Whitmore is a versatile 16-person room with many layout options; great for workshops and exams.

This room comes equipped with a 65" 4k touchscreen TV and a whiteboard. A webcam is also available upon request.

With the theatre layout, Whitmore can accommodate up to 30 people!

*all prices are exc. GST



Taranaki

Pax.	Hourly	Half Day	Full Day
20	\$160	\$480	\$700

Equipment

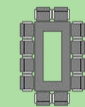
- 75" TV
- 2 Whiteboards
- Webcam

Size

- 66 sqm

Layouts

BOARD



20 Pax



Taranaki is our largest room on Level 16. Generously spacious with all-day natural light from the South and West, this room is ideal for larger seminars and meetings with plenty of room for catering and breakout space.

This room comes fully equipped with a 75" TV, two whiteboards, and a webcam.

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