

**MUSEUM OF NEW
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TE PAPA
TONGAREWA**

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12 March 2024

Tēnā koe,

Re: Official Information Act (OIA) Request – Tākina booking information

I am writing in response to your email dated 2 January 2024 in which you requested a response to the following questions:

- *Any reports, emails, minutes or any other material related to bookings for Takina, the Wellington Convention Centre.*
- *I do not require you to include the names of specific organisations or individuals who have booked or the amount they paid. What I require, from since the centre opened until the present time, are the numbers of completed bookings, the month they occurred in, whether the booking was for the whole or part of the meeting spaces.*
- *I would also like the same information for bookings for the next year.*
- *I repeat that I do not require any information about the names of organisations or the amount they paid. This therefore does not give you the opportunity to decline the request on the grounds of privacy or commercial sensitivity.*

The information is enclosed, with redactions applied under s9(2)(a) and (i) of the OIA. Some text has that is unrelated to bookings has been withheld as out of scope of the request. Contracts and quotes have been withheld in full under s9(2)(i).

If you are not satisfied with this response you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

If you wish to discuss any aspect of your request with us please contact OIA@tepapa.govt.nz.

Yours sincerely

A handwritten signature in black ink, appearing to be 'FL' or similar initials.

Frances Lawrence
Principal Advisor Strategy, Planning and Performance

In Month-Year	Event Days	Attendance	Booked Spaces
May, 2023	3.00	500	Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rangimarie Room 1, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room F, Tāwhirimātea Room G
May, 2023	4.00	200	Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C
May, 2023	1.00	10	Whātaimai Meeting Room 2A
May, 2023	3.00	769	L1 Tākina Green Room 1, L1 Tākina Green Room 2, L1 Tākina Green Room 3, L1 Tākina Green Room 4, L1 Tākina Organisers Office, L1A Lounge, L2 Tākina Organisers Office, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Whātaimai Meeting Room 2A
June, 2023	0.75	400	Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer)
June, 2023	2.00	850	Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One
June, 2023	2.00	1,100	Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Tākina Full Venue Space, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Whātaimai Meeting Room 2A
June, 2023	1.00	10	Whātaimai Meeting Room 2A
June, 2023	3.00	500	Rongomātāne (Foyer), Tāwhirimātea (Foyer)
June, 2023	2.00	700	Amokura Gallery, Angus Room 1, Angus Room 2, Entrance Lobby, Espresso, Gallipoli, Icon, Korero (Red Couches), Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Oceania, Rangimarie Room 1, Rangimarie Room 2, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C, Signs of a Nation, Soundings Theatre, Tākina Full Venue Space, Tangaroa (Foyer), Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Te Huinga Centre Reception, Te Marae, Te Papa Cafe, Te Papa Store, The Angus Rooms, The Wellington Foyer, Whātaimai Meeting Room 2A
June, 2023	3.00	840	Amokura Gallery, Art Foyer, Espresso, Korero (Red Couches), Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C, Signs of a Nation, Tākina Full Venue Space, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Whātaimai Meeting Room 2A
July, 2023	2.00	600	L2 Tākina Organisers Office, Matiu Meeting Room 1A, Rongomātāne Plenary Hall One, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Whātaimai Meeting Room 2A
July, 2023	1.00	50	Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Whātaimai Meeting Room 2A
July, 2023	0.75	100	Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Tangaroa (Foyer), Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Whātaimai Meeting Room 2A
July, 2023	3.00	50	Matiu Meeting Room 1A
July, 2023	1.00	320	L1 Tākina Green Room 1, L1 Tākina Green Room 2, L1 Tākina Green Room 3, L1 Tākina Green Room 4, L1A Lounge, L2 Tākina Organisers Office, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Whātaimai Meeting Room 2A
July, 2023	1.00	1,000	Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Whātaimai Meeting Room 2A
July, 2023	3.00	300	Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C
July, 2023	2.00	250	Entrance Lobby, Espresso, L1 Tākina Green Room 1, L1A Lounge, L2 Tākina Organisers Office, Mana Whenua, Signs of a Nation, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Te Marae, The Wellington Foyer, Toi Art, Whātaimai Meeting Room 2A
July, 2023	1.00	10	Whātaimai Meeting Room 2A
July, 2023	1.00	80	Tāwhirimātea (Foyer), Tāwhirimātea Room C, Whātaimai Meeting Room 2A
July, 2023	2.00	300	L1 Tākina Organisers Office, L2 Tākina Organisers Office, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer)
July, 2023	1.00	40	Whātaimai Meeting Room 2A
July, 2023	0.75	41	Matiu Meeting Room 1A
July, 2023	1.00	15	Mokopuna Meeting Room 1B
July, 2023	1.00	290	Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C
July, 2023	0.50	180	Tāwhirimātea (Foyer), Tāwhirimātea Room C
July, 2023	0.50	300	Rongomātāne (Foyer), Rongomātāne Plenary Hall One
July, 2023	0.50	200	Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Whātaimai Meeting Room 2A
July, 2023	1.00	320	Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C
August, 2023	2.00	300	Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Whātaimai Meeting Room 2A
August, 2023	3.00	500	L1 Tākina Green Room 1, L1 Tākina Green Room 2, L1 Tākina Green Room 3, L1 Tākina Green Room 4, L1 Tākina Organisers Office, L1A Lounge, L2 Tākina Organisers Office, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Tāwhirimātea Plenary Hall Two, Whātaimai Meeting Room 2A
August, 2023	1.00	55	L1 Tākina Organisers Office, Matiu Meeting Room 1A, Rongomātāne (Foyer)

August, 2023	0.75	930	Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Whātaimai Meeting Room 2A
August, 2023	3.00	550	Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Whātaimai Meeting Room 2A
August, 2023	2.00	160	L2 Tākina Organisers Office, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room G
August, 2023	3.00	530	Angus Room 1, Angus Room 2, Icon, L1A Lounge, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Rangimarie Room 1, Rangimarie Room 2, Rangimarie Room 3, Rongomātāne (Foyer), Tākina Full Venue Space, Tangaroa (Foyer), Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Te Huinga Centre, The Rangimarie Rooms, Whātaimai Meeting Room 2A
August, 2023	3.00	160	Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Whātaimai Meeting Room 2A
August, 2023	1.00	240	L1 Tākina Organisers Office, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C
August, 2023	4.00	750	Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Tākina Full Venue Space, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Whātaimai Meeting Room 2A
September, 2023	3.00	300	Espresso, L1 Tākina Green Room 4, L1 Tākina Organisers Office, Mākaro Meeting Room 1C, Mana Whenua, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Passports, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C, Signs of a Nation
September, 2023	0.25	300	Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer)
September, 2023	3.00	230	L2 Tākina Organisers Office, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Whātaimai Meeting Room 2A
September, 2023	2.00	350	Matiu Meeting Room 1A, Rongomātāne (Foyer), Rongomātāne Plenary Hall One
September, 2023	1.00	400	Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G
September, 2023	1.00	400	L1 Tākina Green Room 1, L1 Tākina Green Room 2, L1 Tākina Green Room 3, L1 Tākina Green Room 4, L2 Tākina Organisers Office, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Whātaimai Meeting Room 2A
September, 2023	2.00	290	Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C
September, 2023	0.75	15	Matiu Meeting Room 1A
September, 2023	1.00	450	Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Whātaimai Meeting Room 2A
September, 2023	0.75	250	Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Whātaimai Meeting Room 2A
September, 2023	0.25	416	Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C
September, 2023	2.00	379	Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Whātaimai Meeting Room 2A
September, 2023	3.00	150	Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Whātaimai Meeting Room 2A
September, 2023	0.75	150	L2 Tākina Organisers Office, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room C
October, 2023	1.00	43	Matiu Meeting Room 1A, Mokopuna Meeting Room 1B
October, 2023	3.00	800	Rongomātāne (Foyer), Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Whātaimai Meeting Room 2A
October, 2023	1.00	260	L1 Tākina Green Room 4, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C
October, 2023	2.00	300	Amokura Gallery, Art Foyer, Entrance Lobby, Espresso, Signs of a Nation, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Whātaimai Meeting Room 2A
October, 2023	2.00	160	Mākaro Meeting Room 1C, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C
October, 2023	2.00	146	Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Whātaimai Meeting Room 2A
October, 2023	2.00	300	Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C
October, 2023	5.00	1,425	L1 Tākina Organisers Office, L1A Lounge, L2 Tākina Organisers Office, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room G, Whātaimai Meeting Room 2A
October, 2023	0.50	480	Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Whātaimai Meeting Room 2A
October, 2023	2.00	280	L1 Tākina Organisers Office, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C
October, 2023	0.75	250	Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Whātaimai Meeting Room 2A
October, 2023	0.25	638	Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C
October, 2023	3.00	190	L1 Tākina Organisers Office, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C
November, 2023	0.50	12	Whātaimai Meeting Room 2A
November, 2023	1.00	180	L1 Tākina Green Room 4, L1A Lounge, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C
November, 2023	1.00	650	Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Whātaimai Meeting Room 2A
November, 2023	0.75	10	Matiu Meeting Room 1A

November, 2023	1.00	420	L1 Tākina Green Room 4, L1A Lounge, L2 Tākina Organisers Office, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Whātaimai Meeting Room 2A
November, 2023	1.00	40	Tāwhirimātea (Foyer), Whātaimai Meeting Room 2A
November, 2023	2.00	210	Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C
November, 2023	0.75	400	L1 Tākina Green Room 1, L1 Tākina Green Room 2, L1A Lounge, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Whātaimai Meeting Room 2A
November, 2023	1.00	538	L1 Tākina Organisers Office, L1A Lounge, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Whātaimai Meeting Room 2A
November, 2023	4.00	360	L1A Lounge, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One
November, 2023	2.00	500	L1 Tākina Green Room 1, L1 Tākina Green Room 2, L2 Tākina Organisers Office, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Whātaimai Meeting Room 2A
November, 2023	2.00	13	Matiu Meeting Room 1A
November, 2023	3.00	229	L2 Tākina Organisers Office, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room C, Tāwhirimātea Room E
November, 2023	2.00	200	Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C
November, 2023	0.75	378	Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Whātaimai Meeting Room 2A
November, 2023	3.00	300	Amphitheatre, Entrance Lobby, Icon, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C, Soundings Dressing Room 1, Soundings Dressing Room 2, Soundings Green Room, The Wellington Foyer
December, 2023	1.00	600	L1A Lounge, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Whātaimai Meeting Room 2A
December, 2023	1.00	350	Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer)
December, 2023	2.00	165	Matiu Meeting Room 1A, Rongomātāne (Foyer), Rongomātāne Room A, Rongomātāne Room B
December, 2023	1.00	300	Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C
December, 2023	1.00	298	Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room F, Tāwhirimātea Room G
December, 2023	1.00	500	Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C, Tāwhirimātea Plenary Hall Two
December, 2023	1.00	317	Tāwhirimātea Plenary Hall Two
January, 2024	1.00	10	Tāwhirimātea (Foyer), Whātaimai Meeting Room 2A

In Month-Year	Event Days	Forecast Attendance	Attendance	Booked Spaces
February, 2024	5.00	200	220	Entrance Lobby, Gallipoli, Icon, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Oceania, Oceania Entrance, Oceania Inner North, Oceania Inner South, Oceania Main Room, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C, The Wellington Foyer
February, 2024	0.25	190	190	Rongomātāne (Foyer), Rongomātāne Plenary Hall One
February, 2024	1.00	1	1	Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Whātaimai Meeting Room 2A
February, 2024	3.00	270	270	L2 Tākina Organisers Office, Mokopuna Meeting Room 1B, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Whātaimai Meeting Room 2A
February, 2024	2.00	300	240	Art Foyer, Entrance Lobby, Espresso, Icon, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Signs of a Nation, Soundings Theatre, The Wellington Foyer
March, 2024	3.00	400		Entrance Lobby, Gallipoli, Icon, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Soundings Theatre, The Wellington Foyer
March, 2024	4.00	450		Angus Room 1, Angus Room 2, Entrance Lobby, Espresso, Gallipoli, Hinetitama, Icon, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rangimarie Room 1, Rangimarie Room 2, Rangimarie Room 3, Rongomaraeroa, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C, Signs of a Nation, Te Huinga Centre, Te Marae, The Angus Rooms, The Rangimarie Rooms, The Wellington Foyer
March, 2024	2.00	340		Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Whātaimai Meeting Room 2A
March, 2024	2.00	250		Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G
March, 2024	2.00	400		L1 Tākina Green Room 1, L1 Tākina Green Room 2, L1 Tākina Organisers Office, Rongomātāne (Foyer), Rongomātāne Plenary Hall One
March, 2024	1.00	150		Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room C
March, 2024	2.00	250		Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room G
March, 2024	4.00	300		Art Foyer, Entrance Lobby, Espresso, Gallipoli, Icon, L1 Tākina Organisers Office, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Signs of a Nation, Soundings Foyer, The Wellington Foyer
March, 2024	0.25	12		Whātaimai Meeting Room 2A
March, 2024	0.75	250		L1 Tākina Green Room 3, L1 Tākina Green Room 4, Mākaro Meeting Room 1C, Rongomātāne (Foyer), Rongomātāne Plenary Hall One
March, 2024	0.75	250		Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G
March, 2024	2.00	300		Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Whātaimai Meeting Room 2A
March, 2024	0.50	50		Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C, Tāwhirimātea Plenary Hall Two, Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Whātaimai Meeting Room 2A
April, 2024	3.00	280		L1 Tākina Organisers Office, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One
April, 2024	2.00	300		L1 Tākina Green Room 1, L1 Tākina Green Room 2, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Whātaimai Meeting Room 2A
April, 2024	3.00	400		Entrance Lobby, Icon, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, The Wellington Foyer, Whātaimai Meeting Room 2A
April, 2024	4.00	400		Amokura Gallery, Art Foyer, Entrance Lobby, Espresso, Gallipoli, Icon, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C, Signs of a Nation, Soundings Foyer, Soundings Theatre, Tāwhirimātea Plenary Hall Two, The Wellington Foyer
April, 2024	2.75	1,500		Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Whātaimai Meeting Room 2A
April, 2024	3.00	250		Entrance Lobby, Espresso, L1 Tākina Organisers Office, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C, Signs of a Nation, The Wellington Foyer
April, 2024	2.00	200		Art Foyer, Entrance Lobby, Espresso, Icon, L1 Tākina Green Room 1, L1 Tākina Organisers Office, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Signs of a Nation, Soundings Theatre, The Wellington Foyer
May, 2024	3.00	800		Entrance Lobby, L1 Tākina Green Room 1, L1 Tākina Green Room 2, L1 Tākina Green Room 3, L1 Tākina Green Room 4, L1 Tākina Organisers Office, L1A Lounge, L2 Tākina Organisers Office, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C, Signs of a Nation, Tangaroa (Foyer), Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Te Marae, Whātaimai Meeting Room 2A
May, 2024	4.00	300		Art Foyer, Art Threshold Gallery, Entrance Lobby, Espresso, Icon, L1 Tākina Green Room 1, L1 Tākina Organisers Office, L1A Lounge, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C, The Wellington Foyer
May, 2024	3.00	400		Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Whātaimai Meeting Room 2A
May, 2024	3.00	300		Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Whātaimai Meeting Room 2A
May, 2024	2.00	350		L1 Tākina Organisers Office, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C
May, 2024	0.75	500		Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G
May, 2024	2.00	700		Angus Room 1, Angus Room 2, Icon, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rangimarie Room 1, Rangimarie Room 2, Rangimarie Room 3, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C, Tākina Full Venue Space, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Te Huinga Centre, Te Huinga Centre Reception, The Angus Rooms, The Rangimarie Rooms, Whātaimai Meeting Room 2A
May, 2024	2.00	300		Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Rongomātāne (Foyer), Rongomātāne Plenary Hall One
May, 2024	3.00	400		L1 Tākina Green Room 1, L1 Tākina Green Room 2, L1 Tākina Green Room 3, L1 Tākina Green Room 4, L1A Lounge, L2 Tākina Organisers Office, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Te Marae, Whātaimai Meeting Room 2A

October, 2024	3.00	600	Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C, Tākina Full Venue Space, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Whāitaitai Meeting Room 2A
October, 2024	3.00	300	Entrance Lobby, Icon, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Soundings Theatre, The Wellington Foyer
October, 2024	2.00	350	Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G
November, 2024	1.00	230	L1 Tākina Green Room 4, L1A Lounge, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C
November, 2024	2.00	350	Amokura Gallery, Art Foyer, Entrance Lobby, Espresso, Gallipoli, Icon, L1 Tākina Green Room 3, L1 Tākina Green Room 4, L2 Tākina Organisers Office, Signs of a Nation, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, The Wellington Foyer, Whāitaitai Meeting Room 2A
November, 2024	1.00	350	Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room F, Tāwhirimātea Room G
November, 2024	1.00	400	Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Whāitaitai Meeting Room 2A
November, 2024	3.00	300	Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One
November, 2024	2.00	300	L1A Lounge, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G, Whāitaitai Meeting Room 2A
November, 2024	1.00	450	Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Mokopuna Meeting Room 1B, Rongomātāne (Foyer), Rongomātāne Plenary Hall One
November, 2024	2.00	250	L1 Tākina Organisers Office, Mākaro Meeting Room 1C, Matiu Meeting Room 1A, Rongomātāne (Foyer), Rongomātāne Plenary Hall One, Rongomātāne Room A, Rongomātāne Room B, Rongomātāne Room C
November, 2024	1.00	400	L1A Lounge, L2 Tākina Organisers Office, Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer), Tāwhirimātea Room A, Tāwhirimātea Room B, Tāwhirimātea Room C, Tāwhirimātea Room E, Tāwhirimātea Room F, Tāwhirimātea Room G
November, 2024	2.00	200	Tāwhirimātea (Foyer), Tāwhirimātea Room C, Tāwhirimātea Room G
December, 2024	1.00	350	Tāwhirimātea Plenary Hall Two, Tāwhirimātea (Foyer)



Monthly Report - 31st July 2023

FY23/24

EVENT TYPE	# EVENTS			Booked Revenue	Targeted Revenue	% Revenue Target	Above the line bookings		
	Tentative/Inquiry	Booked	Target				Jun-23	Jul-23	% change
Extra Large conferences	1	1	1	s 9(2)(i)					
Large conferences	1	7	11						
Medium conferences	9	47	51						
Small conferences	11	14	41						
Large day meetings	9	12	14						
Medium day mee ings	14	11	25						
Small day mee ings	30	56	311						
Trade Shows	0	0	1						
Large Banquets	4	9	12						
Medium Banquets	8	26	35						
Small Banquets	20	20	64						
Large Sundry events/meetings	6	16	27						
Small Sundry events/mee ings	6	17	95						
TOTAL	119	236	688						

s 9(2)(i)

Out of scope

BOOKING STATUS	Conferences	Day Meetings	Trade Shows	Banquets	Sundry events	TOTAL - Jul-23
COMPLETED	s 9(2)(i)					
Confirmed/Contracted						
Contract Issued						
Contract Pending						
TOTAL BOOKED						
Tentative						
Request/Inquiry	s 9(2)(i)					
TOTAL TENTATIVE/INQUIRY						

s 9(2)(i)

FY24/25

EVENT TYPE	# EVENTS			Booked Revenue	Targeted Revenue	% Revenue Target	Above the line bookings				
	Tentative/Inquiry	Booked	Target								
Extra Large conferences	1	0	2	s 9(2)(i)			s 9(2)(i)				
Large conferences	5	3	12								
Medium conferences	31	7	52								
Small conferences	2	0	41								
Large day meetings	1	1	15								
Medium day meetings	5	1	26								
Small day meetings	2	0	311								
Trade Shows	0	0	2								
Large Banquets	6	3	13								
Medium Banquets	15	6	36								
Small Banquets	9	0	64								
Large Sundry events/meetings	3	1	28								
Small Sundry events/meetings	1	1	95								
TOTAL	81	23	697								Out of scope

BOOKING STATUS	Conferences	Day Meetings	Trade Shows	Banquets	Sundry events	TOTAL - Jul-23
COMPLETED	s 9(2)(i)					
Confirmed/Contracted						
Contract Issued						
Contract Pending						
TOTAL BOOKED						
Tentative						
Request/Inquiry						
TOTAL TENTATIVE/INQUIRY						

s 9(2)(i)

FY25/26

EVENT TYPE	# EVENTS			Booked Revenue	Targeted Revenue	% Revenue Target	Above the line bookings	
	Tentative/Inquiry	Booked	Target					
Extra Large conferences	1	0	2	s 9(2)(i)			s 9(2)(i)	
Large conferences	7	1	13					
Medium conferences	10	3	53					
Small conferences	0	0	41					
Large day meetings	1	0	16					
Medium day meetings	0	0	27					
Small day meetings	1	0	311					
Trade Shows	0	0	3					
Large Banquets	9	1	14					
Medium Banquets	6	0	37					
Small Banquets	2	0	64					
Large Sundry events/meetings	1	1	29					Out of scope
Small Sundry events/meetings	1	0	95					
TOTAL	39	6	705					

BOOKING STATUS	Conferences	Day Meetings	Trade Shows	Banquets	Sundry events	TOTAL - Jul-23
COMPLETED	s 9(2)(i)					
Confirmed/Contracted						
Contract Issued						
Contract Pending						
TOTAL BOOKED						
Tentative						
Request/Inquiry						
TOTAL TENTATIVE/INQUIRY						

s 9(2)(i)

JULY 2023

Event Revenue

EVENT TYPE	# Events			Revenue			Delegate Days			Revenue Breakdown					
	Target	Actual	Variance	Target	Actual	Variance	Target	Actual	Variance	Invoiced**	Ready to Inv	Prelim Inv	Confirmed	Check	
Extra Large conferences	-	-	-												
Large conferences	-	-	-												
Medium conferences	3	4	1												
Small conferences	5	5	-												
Large day meetings	2	1	-1												
Medium day meetings	3	3	-												
Small day meetings	26	16	-10												
Trade Shows	-	-	-												
Large Banquets	2	1	-1												
Medium Banquets	2	4	2												
Small Banquets	6	3	-3												
Large Sundry events/meetings	2	2	-												
Small Sundry events/meetings	6	6	-												
	57	45	-12												

s 9(2)(i)

Note: the Actual revenue for July excludes any cash bar takings recorded separately from Tākina Events Booking System. The Actual revenue from cash takings will be included as part of the end of month Owner's fee calculation.

Ancillary Revenue

Café Lease

Fixed Rent Year 1:

s 9(2)(i)

s 9(2)(i)



Monthly Report - 31st Aug 2023

FY23/24

EVENT TYPE	# EVENTS			Booked Revenue	Targeted Revenue	% Revenue Target	Above the line bookings				
	Tentative/Inquiry	Booked	Target								
Extra Large conferences	0	0	1	s 9(2)(i)			s 9(2)(i)				
Large conferences	1	7	11								
Medium conferences	5	50	51								
Small conferences	12	18	41								
Large day meetings	11	11	14								
Medium day meetings	11	12	25								
Small day meetings	26	69	311								
Trade Shows	0	0	1								
Large Banquets	2	10	12								
Medium Banquets	7	24	35								
Small Banquets	16	25	64								
Large Sundry events/meetings	6	17	27					Out of scope			
Small Sundry events/meetings	10	17	95								
TOTAL	107	260	688								

BOOKING STATUS	Conferences	Day Meetings	Trade Shows	Banquets	Sundry events	TOTAL - Aug-23
COMPLETED	s 9(2)(i)					
Confirmed/Contracted						
Contract Issued						
Contract Pending						
TOTAL BOOKED						
Tentative						
Request/Inquiry						
TOTAL TENTATIVE/INQUIRY						

s 9(2)(i)

FY24/25

EVENT TYPE	# EVENTS			Booked Revenue	Targeted Revenue	% Revenue Target	Above the line bookings
	Tentative/Inquiry	Booked	Target				
Extra Large conferences	1	0	2	s 9(2)(i)			s 9(2)(i)
Large conferences	7	3	12				
Medium conferences	35	9	52				
Small conferences	4	0	41				
Large day meetings	1	1	15				
Medium day meetings	7	1	26				
Small day meetings	4	0	311				
Trade Shows	0	0	2				
Large Banquets	6	4	13				
Medium Banquets	14	6	36				
Small Banquets	10	2	64				
Large Sundry events/meetings	3	3	28				
Small Sundry events/meetings	1	1	95				
TOTAL	93	30	697				

Out of scope

BOOKING STATUS	Conferences	Day Meetings	Trade Shows	Banquets	Sundry events	TOTAL - Aug 23
COMPLETED	s 9(2)(i)					
Confirmed/Contracted						
Contract Issued						
Contract Pending						
TOTAL BOOKED						
Tentative						
Request/Inquiry						
TOTAL TENTATIVE/INQUIRY						

s 9(2)(i)

FY25/26

EVENT TYPE	# EVENTS			Booked Revenue	Targeted Revenue	% Revenue Target	Above the line bookings	
	Tentative/Inquiry	Booked	Target					
Extra Large conferences	2	0	2	s 9(2)(i)			s 9(2)(i)	
Large conferences	7	1	13					
Medium conferences	13	3	53					
Small conferences	0	0	41					
Large day meetings	1	0	16					
Medium day meetings	0	0	27					
Small day meetings	0	0	311					
Trade Shows	0	0	3					
Large Banquets	10	1	14					
Medium Banquets	5	0	37					
Small Banquets	3	0	64					
Large Sundry events/meetings	1	1	29					Out of scope
Small Sundry events/meetings	1	0	95					
TOTAL	43	6	705					

BOOKING STATUS	Conferences	Day Meetings	Trade Shows	Banquets	Sundry events	TOTAL - Aug-23
COMPLETED	s 9(2)(i)					
Confirmed/Contracted						
Contract Issued						
Contract Pending						
TOTAL BOOKED						
Tentative						
Request/Inquiry	s 9(2)(i)					
TOTAL TENTATIVE/INQUIRY						

AUGUST 2023

Event Revenue

EVENT TYPE	# Events - August 2023		
	Target	Actual	Variance
Extra Large conferences	1	-	- 1
Large conferences	2	3	1
Medium conferences	3	3	-
Small conferences	4	3	- 1
Large day meetings	-	-	-
Medium day meetings	4	2	- 2
Small day meetings	29	18	- 11
Trade Shows	-	-	-
Large Banquets	1	2	1
Medium Banquets	3	2	- 1
Small Banquets	3	2	- 1
Large Sundry events/meetings	5	2	- 3
Small Sundry events/meetings	9	6	- 3
	64	43	- 21

Revenue - August 2023			Year to Date Revenue Breakdown					
Target	Actual	Variance	TOTAL YTD	Invoiced**	Ready to Inv	Prelim Inv	Confirmed	Check
\$ 9(2)(i)								

Reconciliation to Owner Fee Calculation August 2023

Actual Gross Revenue (YTD) - per Owner Fee calculation

Total Invoiced Revenue (YTD) - per EVMS

- Less: Non-commissionable Event Revenue
- Less: Outstanding charges under investigation
- Plus: Cash Bar takings

Ancillary Revenue

Café Lease

Fixed Rent Year 1:

\$ 9(2)(i)

\$ 9(2)(i)



Monthly Report - 30 September 2023

FY23/24

EVENT TYPE	# EVENTS			Booked Revenue	Targeted Revenue	% Revenue Target	Above the line bookings
	Tentative/Enquiry	Booked	Target				
Extra Large conferences	0	0	1	s 9(2)(i)			s 9(2)(i)
Large conferences	0	8	11				
Medium conferences	10	50	51				
Small conferences	13	22	41				
Large day meetings	9	11	14				
Medium day mee ings	8	14	25				
Small day mee ings	22	78	311				
Trade Shows	0	0	1				
Large Banquets	1	10	12				
Medium Banquets	7	22	35				
Small Banquets	15	30	64				
Large Sundry events/meetings	8	17	27				
Small Sundry events/mee ings	7	20	95				
TOTAL	100	282	688				

Out of scope

BOOKING STATUS	Conferences	Day Meetings	Trade Shows	Banquets	Sundry events	TOTAL - Sep-23
COMPLETED	s 9(2)(i)					
Confirmed/Contracted						
Contract Issued						
Contract Pending						
TOTAL BOOKED						
Tentative						
Request/Enquiry	s 9(2)(i)					
TOTAL TENTATIVE/ENQUIRY						

s 9(2)(i)

FY24/25

EVENT TYPE	# EVENTS			Booked Revenue	Targeted Revenue	% Revenue Target	Above the line bookings
	Tentative/Enquiry	Booked	Target				
Extra Large conferences	1	0	2	s 9(2)(i)			s 9(2)(i)
Large conferences	7	3	12				
Medium conferences	36	10	52				
Small conferences	7	0	41				
Large day meetings	5	1	15				
Medium day mee ings	6	1	26				
Small day mee ings	3	0	311				
Trade Shows	0	0	2				
Large Banquets	6	4	13				
Medium Banquets	13	7	36				
Small Banquets	14	2	64				
Large Sundry events/meetings	5	3	28				
Small Sundry events/mee ings	1	1	95				
TOTAL	104	32	697				

Out of scope

BOOKING STATUS	Conferences	Day Meetings	Trade Shows	Banquets	Sundry events	TOTAL - Sep-23
COMPLETED	s 9(2)(i)					
Confirmed/Contracted						
Contract Issued						
Contract Pending						
TOTAL BOOKED						
Tentative						
Request/Enquiry						
TOTAL TENTATIVE/ENQUIRY						

s 9(2)(i)

FY25/26

EVENT TYPE	# EVENTS			Booked Revenue	Targeted Revenue	% Revenue Target	Above the line bookings
	Tentative/Enquiry	Booked	Target				
Extra Large conferences	2	0	2	s 9(2)(i)			s 9(2)(i)
Large conferences	7	1	13				
Medium conferences	14	2	53				
Small conferences	0	0	41				
Large day meetings	2	0	16				
Medium day meetings	0	0	27				
Small day meetings	0	0	311				
Trade Shows	0	0	3				
Large Banquets	12	1	14				
Medium Banquets	9	0	37				
Small Banquets	4	0	64				
Large Sundry events/meetings	1	1	29				
Small Sundry events/meetings	1	0	95				
TOTAL	52	5	705				

Out of scope

BOOKING STATUS	Conferences	Day Meetings	Trade Shows	Banquets	Sundry events	TOTAL - Sep-23
COMPLETED	s 9(2)(i)					
Confirmed/Contracted						
Contract Issued						
Contract Pending						
TOTAL BOOKED						
Tentative						
Request/Enquiry						
TOTAL TENTATIVE/ENQUIRY						

s 9(2)(i)

EVENTS AND REVENUE SUMMARY - SEPTEMBER 2023

Event Revenue

EVENT TYPE	# Events - September 2023			Revenue - September 2023			Year to Date Revenue Breakdown					
	Target	Actual	Variance	Target	Actual	Variance	TOTAL YTD	Completed Events Invoiced**	Cancelled Events Invoiced**	Ready to Inv	Prelim Inv	Confirmed
Extra Large conferences	-	-	-									
Large conferences	2	-	- 2									
Medium conferences	3	8	5									
Small conferences	4	1	- 3									
Large day meetings	-	5	5									
Medium day meetings	4	2	- 2									
Small day meetings	29	14	- 15									
Trade Shows	-	-	-									
Large Banquets	1	-	- 1									
Medium Banquets	3	5	2									
Small Banquets	3	2	- 1									
Large Sundry events/meetings	5	5	-									
Small Sundry events/meetings	9	3	- 6									
	63	45	- 18									

Reconciliation to Owner Fee Calculation September 2023

Actual Gross Revenue (YTD) - per Owner Fee calculation

Total Invoiced Revenue (YTD) - per EVMS

Less: Non-commissionable Event Revenue

Less: Outstanding charges

Plus: Cash Bar takings

Ancillary Revenue

Café Lease

Fixed Rent Year 1:

s 9(2)(i)



ENQUIRIES AND CANCELLED/LOST FOR FY23/24 - SEPTEMBER 2023

Monthly Movement by # Events	EVENT SIZING			TOTAL
	Large	Medium	Small	
# Events at 31 August 2023	65	109	193	367
New Enquiries in September	7	13	94	114
Lost/Cancelled in September	-7	-9	-82	-98
Other movement	-1	-2	2	-1
# Events at 30 September 2023	64	111	207	382

[A]
[B]

[A] New Enquiries by Status at 30-Sep-23	Large	Medium	Small	TOTAL
Booked			14	14
Tentative/Enquiry	5	9	23	37
Lost	2	4	57	63
TOTAL	7	13	94	114

[B] Lost/Cancellation Reasons	Large	Medium	Small	TOTAL
VEN- No Venue/Dates Available - not flex	1	2	14	17
VEN- TD Evening function under 200pax			8	8
VEN- TD Lead under 20 persons			8	8
Customer Cancelled/Event not proceeding		2	6	8
VEN - No response from client		1	6	7
VEN- Too Expensive		3	4	7
ALL- Postponed indefinitely	1		5	6
VEN - Over client budget	3		3	6
VEN - Cold lead		1	4	5
VEN- TD Lead doesn't meet min catering	1		4	5
VEN- Social function			3	3
VEN- Te Papa Calendar Closed			3	3
Date change (dates not available)			3	3
OTH- Lost to another city			2	2
VEN - Funding cut for event			2	2
VEN- Lost to another venue			2	2
VEN- Meeting at the office			2	2
ALL- Duplicate Booking			1	1
VEN- Force Majeure/Sinister/Security			1	1
TOU- Unable to deliver/accommodate			1	1
VEN- Event attendance exceeds capacity	1			1
TOTAL	7	9	82	98



Monthly Report - 31 October 2023

FY23/24

EVENT TYPE	# EVENTS			Booked Revenue	Targeted Revenue	% Revenue Target	Above the line bookings
	Tentative/Enquiry	Booked	Target				
Extra Large conferences	0	1	1	s 9(2)(i)			2)(i)
Large conferences	0	7	11				
Medium conferences	8	50	51				
Small conferences	13	28	41				
Large day meetings	7	11	14				
Medium day mee ings	9	14	25				
Small day mee ings	23	83	311				
Trade Shows	0	0	1				
Large Banquets	1	10	12				
Medium Banquets	4	22	35				
Small Banquets	10	29	64				
Large Sundry events/meetings	6	20	27				
Small Sundry events/mee ings	4	21	95				
TOTAL	85	296	688				

Out of scope

BOOKING STATUS	Conferences	Day Meetings	Trade Shows	Banquets	Sundry events	TOTAL - Oct-23
COMPLETED	s 9(2)(i)					
Confirmed/Contracted						
Contract Issued						
Contract Pending						
TOTAL BOOKED						
Tentative						
Request/Enquiry						
TOTAL TENTATIVE/ENQUIRY						

s 9(2)(i)

FY24/25

EVENT TYPE	# EVENTS			Booked Revenue	Targeted Revenue	% Revenue Target	Above the line bookings				
	Tentative/Enquiry	Booked	Target								
Extra Large conferences	2	0	2	s 9(2)(i)			s 9(2)(i)				
Large conferences	6	3	12								
Medium conferences	44	12	52								
Small conferences	8	0	41								
Large day meetings	7	1	15								
Medium day meetings	6	2	26								
Small day meetings	6	0	311								
Trade Shows	0	0	2								
Large Banquets	6	3	13								
Medium Banquets	14	9	36								
Small Banquets	17	2	64								
Large Sundry events/meetings	5	3	28					Out of scope			
Small Sundry events/meetings	1	1	95								
TOTAL	122	36	697								

BOOKING STATUS	Conferences	Day Meetings	Trade Shows	Banquets	Sundry events	TOTAL - Oct-23
COMPLETED	s 9(2)(i)					
Confirmed/Contracted						
Contract Issued						
Contract Pending						
TOTAL BOOKED						
Tentative						
Request/Enquiry	s 9(2)(i)					
TOTAL TENTATIVE/ENQUIRY						

FY25/26

EVENT TYPE	# EVENTS			Booked Revenue	Targeted Revenue	% Revenue Target	Above the line bookings	
	Tentative/Enquiry	Booked	Target					
Extra Large conferences	1	0	2	s 9(2)(i)			s 9(2)(i)	
Large conferences	6	1	13					
Medium conferences	17	3	53					
Small conferences	0	0	41					
Large day meetings	3	0	16					
Medium day meetings	0	0	27					
Small day meetings	0	0	311					
Trade Shows	0	0	3					
Large Banquets	12	1	14					
Medium Banquets	11	0	37					
Small Banquets	5	0	64					
Large Sundry events/meetings	1	1	29					Out of scope
Small Sundry events/meetings	1	0	95					
TOTAL	57	6	705					

BOOKING STATUS	Conferences	Day Meetings	Trade Shows	Banquets	Sundry events	TOTAL - Oct-23
COMPLETED	s 9(2)(i)					
Confirmed/Contracted						
Contract Issued						
Contract Pending						
TOTAL BOOKED						
Tentative						
Request/Enquiry						
TOTAL TENTATIVE/ENQUIRY						

s 9(2)(i)

EVENTS AND REVENUE SUMMARY - OCTOBER 2023

Event Revenue

EVENT TYPE	# Events - October 2023			Revenue - October 2023			Year to Date Revenue Breakdown					
	Target	Actual	Variance	Target	Actual	Variance	TOTAL YTD	Completed Events Invoiced**	Cancelled Events Invoiced**	Ready to Inv	Prelim Inv	Confirmed
Extra Large conferences	-	1	1	s 9(2)(i)								
Large conferences	2	1	- 1									
Medium conferences	10	6	- 4									
Small conferences	4	5	1									
Large day meetings	1	1	-									
Medium day meetings	1	3	2									
Small day meetings	34	13	- 21									
Trade Shows	-	-	-									
Large Banquets	-	-	-									
Medium Banquets	4	1	- 3									
Small Banquets	5	5	-									
Large Sundry events/meetings	2	3	1									
Small Sundry events/meetings	6	5	- 1									
	69	44	- 25									

Reconciliation to Owner Fee Calculation October 2023

Actual Gross Revenue (YTD) - per Owner Fee calculation

Total Invoiced Revenue (YTD) - per EVMS

Less: Non-commissionable Event Revenue
 Plus: Invoiced (not yet recognised in EVMS)
 Plus: Cash Bar takings

Ancillary Revenue

Café Lease

Fixed Rent Year 1:

s 9(2)(i)

s 9(2)(i)

s 9(2)(i)

ENQUIRIES AND CANCELLED/LOST FOR FY23/24 - OCTOBER 2023

Monthly Movement by # Events	EVENT SIZING			TOTAL
	Large	Medium	Small	
# Events at 30 September 2023	64	111	207	382
New Enquiries in October	6	10	78	94
Lost/Cancelled in October	-8	-12	-80	-100
Other movement	1	-2	6	5
# Events at 31 October 2023	63	107	211	381

[A]
[B]

[A] New Enquiries by Status at 31-Oct-23	Large	Medium	Small	TOTAL
Booked			10	10
Tentative/Enquiry	5	9	21	35
Lost	1	1	47	49
TOTAL	6	10	78	94

[B] Lost/Cancellation Reasons	Large	Medium	Small	TOTAL
VEN- No Venue/Dates Available - not flex			14	14
VEN - Cold lead	1	2	7	10
VEN- Lost to another venue	1		8	9
VEN- TD Lead doesn't meet min catering	1		8	9
VEN- TD Evening function under 200pax			8	8
VEN- TD Lead under 20 persons			8	8
VEN - No response from client		1	6	7
Date change (dates not available)	2	2	2	6
ALL- Postponed indefinitely		2	3	5
Customer Cancelled/Event not proceeding			4	4
ALL- Duplicate Booking	1	1	1	3
ALL- Booking Error			2	2
VEN - Over client budget	1	1		2
VEN- TD Lead timeline too short		1	1	2
TOU- Unable to deliver/accommodate			2	2
OTH- Lost to another city			2	2
VEN - Funding cut for event			1	1
VEN- Lead time too long			1	1
VEN- Bid Lost BEW		1		1
VEN- Too Expensive			1	1
VEN- Location Reason		1		1
VEN- Meeting at the office			1	1
VEN- Event attendance exceeds capacity	1			1
TOTAL	8	12	80	100



Monthly Report - 30 November 2023

FY23/24

EVENT TYPE	# EVENTS			Booked Revenue	Targeted Revenue	% Revenue Target	Above the line bookings				
	Tentative/Enquiry	Booked	Target								
Extra Large conferences	0	1	1	s 9(2)(i)			s 9(2)(i)				
Large conferences	0	7	11								
Medium conferences	6	53	51								
Small conferences	3	30	41								
Large day meetings	2	12	14								
Medium day mee ings	5	18	25								
Small day mee ings	23	95	311								
Trade Shows	0	0	1								
Large Banquets	1	9	12								
Medium Banquets	3	24	35								
Small Banquets	6	30	64								
Large Sundry events/meetings	5	21	27					Out of scope			
Small Sundry events/mee ings	4	23	95								
TOTAL	58	323	688								

BOOKING STATUS	Conferences	Day Meetings	Trade Shows	Banquets	Sundry events	TOTAL - Nov-23
COMPLETED	s 9(2)(i)					
Confirmed/Contracted						
Contract Issued						
Contract Pending						
TOTAL BOOKED						
Tentative						
Request/Enquiry	s 9(2)(i)					
TOTAL TENTATIVE/ENQUIRY						

FY24/25

EVENT TYPE	# EVENTS			Booked Revenue	Targeted Revenue	% Revenue Target	Above the line bookings	
	Tentative/Enquiry	Booked	Target					
Extra Large conferences	1	1	2	s 9(2)(i)			s 9(2)(i)	
Large conferences	6	3	12					
Medium conferences	30	19	52					
Small conferences	9	0	41					
Large day meetings	8	1	15					
Medium day meetings	7	5	26					
Small day meetings	4	1	311					
Trade Shows	0	0	2					
Large Banquets	5	3	13					
Medium Banquets	16	10	36					
Small Banquets	13	6	64					
Large Sundry events/meetings	6	3	28					Out of scope
Small Sundry events/meetings	3	2	95					
TOTAL	108	54	697					

BOOKING STATUS	Conferences	Day Meetings	Trade Shows	Banquets	Sundry events	TOTAL - Nov-23
COMPLETED	s 9(2)(i)					
Confirmed/Contracted						
Contract Issued						
Contract Pending						
TOTAL BOOKED						
Tentative						
Request/Enquiry	s 9(2)(i)					
TOTAL TENTATIVE/ENQUIRY						

FY25/26

EVENT TYPE	# EVENTS			Booked Revenue	Targeted Revenue	% Revenue Target	Above the line bookings				
	Tentative/Enquiry	Booked	Target								
Extra Large conferences	1	0	2	s 9(2)(i)			s 9(2)(i)				
Large conferences	5	1	13								
Medium conferences	15	4	53								
Small conferences	1	0	41								
Large day meetings	4	0	16								
Medium day meetings	0	0	27								
Small day meetings	0	0	311								
Trade Shows	0	0	3								
Large Banquets	13	1	14								
Medium Banquets	12	0	37								
Small Banquets	5	0	64								
Large Sundry events/meetings	2	1	29					Out of scope			
Small Sundry events/meetings	1	0	95								
TOTAL	59	7	705								

BOOKING STATUS	Conferences	Day Meetings	Trade Shows	Banquets	Sundry events	TOTAL - Nov-23
COMPLETED	s 9(2)(i)					
Confirmed/Contracted						
Contract Issued						
Contract Pending						
TOTAL BOOKED						
Tentative						
Request/Enquiry						
TOTAL TENTATIVE/ENQUIRY						

s 9(2)(i)

EVENTS AND REVENUE SUMMARY - NOVEMBER 2023

Event Revenue

EVENT TYPE	# Events - November 2023			Revenue - November 2023			Year to Date Revenue Breakdown					
	Target	Actual	Variance	Target	Actual	Variance	TOTAL YTD	Completed Events Invoiced**	Cancelled Events Invoiced**	Ready to Inv	Prelim Inv	Confirmed
Extra Large conferences	-	-	-	s 9(2)(i)								
Large conferences	-	-	-									
Medium conferences	12	9	- 3									
Small conferences	4	5	1									
Large day meetings	2	1	- 1									
Medium day meetings	2	4	2									
Small day meetings	34	16	- 18									
Trade Shows	-	-	-									
Large Banquets	4	2	- 2									
Medium Banquets	9	5	- 4									
Small Banquets	11	7	- 4									
Large Sundry events/meetings	2	1	- 1									
Small Sundry events/meetings	10	2	- 8									
Total	90	52	- 38									

Reconciliation to Owner Fee Calculation November 2023

Actual Gross Revenue (YTD) - per Owner Fee calculation

Total Invoiced Revenue (YTD) - per EVMS

- Less: Non-commissionable Event Revenue
- Plus: Event 56158 pending final invoice, small charge in November
- Less: Outstanding "Invoiced" charges
- Plus: Cash Bar takings
- Plus: Cancellation charge received from 24FY

s 9(2)(i)

Ancillary Revenue

Café Lease

Fixed Rent Year 1:

s 9(2)(i)

s 9(2)(i)

ENQUIRIES AND CANCELLED/LOST FOR FY23/24 - NOVEMBER 2023

Monthly Movement by # Events	EVENT SIZING			TOTAL
	Large	Medium	Small	
# Events at 31 October 2023	63	107	211	381
New Enquiries in November	1	8	55	64
Lost/Cancelled in November	-2	-8	-52	-62
Other movement	-4	2	0	-2
# Events at 30 November 2023	58	109	214	381

[A]
[B]

[A] New Enquiries by Status at 30-Nov-23	Large	Medium	Small	TOTAL
Booked	1	1	9	11
Tentative/Enquiry	0	4	12	16
Lost	0	3	34	37
TOTAL	1	8	55	64

[B] Lost/Cancellation Reasons	Large	Medium	Small	TOTAL
VEN- TD Lead doesn't meet min catering		1	8	9
VEN- TD Evening function under 200pax			6	6
ALL- Postponed indefinitely	1	2	3	6
VEN - No response from client		1	4	5
VEN- Too Expensive			5	5
VEN- Lost to another venue	1	2	1	4
VEN- Lead time too long			4	4
Customer Cancelled/Event not proceeding			4	4
VEN- TD Lead timeline too short			3	3
VEN- No Venue/Dates Available - not flex			3	3
VEN - Cold lead			2	2
VEN- Bid Lost BEW		1	1	2
TOU- Unable to deliver/accommodate			1	1
VEN- Accommodation shortage			1	1
ALL- Duplicate Booking			1	1
Date change (dates not available)			1	1
VEN- Cancelled by Te Papa		1		1
VEN- TD Lead under 20 persons			1	1
OTH-Powhiri - not offered			1	1
VEN - Over client budget			1	1
OTH- Lost to another city			1	1
TOTAL	2	8	52	62



Monthly Report - 31 December 2023

FY23/24

EVENT TYPE	# EVENTS			Booked Revenue	Targeted Revenue	% Revenue Target	Above the line bookings				
	Tentative/Enquiry	Booked	Target								
Extra Large conferences	0	1	1	s 9(2)(i)			s 9(2)(i)				
Large conferences	0	6	11								
Medium conferences	4	52	51								
Small conferences	7	32	41								
Large day meetings	1	12	14								
Medium day mee ings	4	18	25								
Small day mee ings	29	102	311								
Trade Shows	0	0	1								
Large Banquets	2	9	12								
Medium Banquets	3	26	35								
Small Banquets	8	29	64								
Large Sundry events/meetings	2	24	27					Out of scope			
Small Sundry events/mee ings	4	23	95								
TOTAL	64	334	688								

BOOKING STATUS	Conferences	Day Meetings	Trade Shows	Banquets	Sundry events	TOTAL - Dec-23
COMPLETED	s 9(2)(i)					
Confirmed/Contracted						
Contract Issued						
Contract Pending						
TOTAL BOOKED						
Tentative						
Request/Enquiry						
TOTAL TENTATIVE/ENQUIRY						

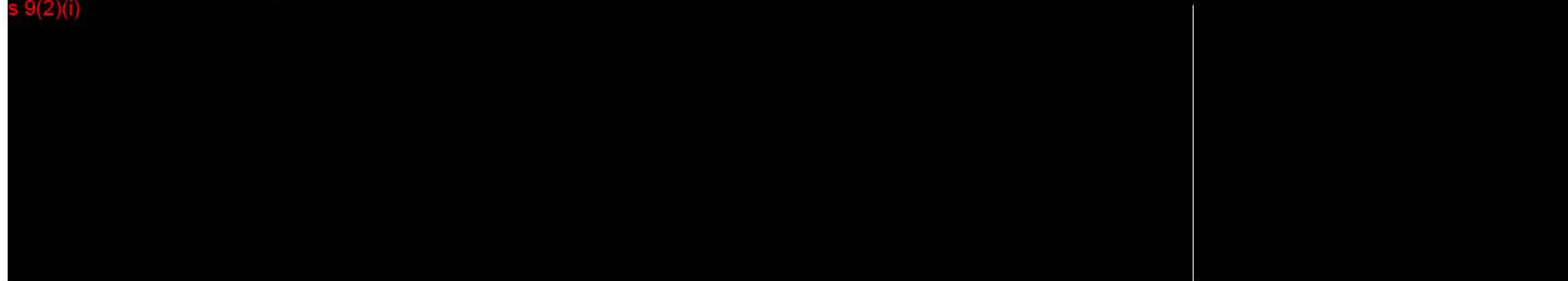
s 9(2)(i)

FY24/25

EVENT TYPE	# EVENTS			Booked Revenue	Targeted Revenue	% Revenue Target	Above the line bookings	
	Tentative/Enquiry	Booked	Target					
Extra Large conferences	1	2	2	s 9(2)(i)			s 9(2)(i)	
Large conferences	7	2	12					
Medium conferences	31	20	52					
Small conferences	6	1	41					
Large day meetings	6	4	15					
Medium day meetings	8	5	26					
Small day meetings	8	1	311					
Trade Shows	0	0	2					
Large Banquets	6	3	13					
Medium Banquets	17	13	36					
Small Banquets	15	7	64					
Large Sundry events/meetings	6	3	28					Out of scope
Small Sundry events/meetings	5	3	95					
TOTAL	116	64	697					

BOOKING STATUS	Conferences	Day Meetings	Trade Shows	Banquets	Sundry events	TOTAL - Dec-23
COMPLETED	s 9(2)(i)					
Confirmed/Contracted						
Contract Issued						
Contract Pending						
TOTAL BOOKED						
Tentative						
Request/Enquiry						
TOTAL TENTATIVE/ENQUIRY						

s 9(2)(i)



FY25/26

EVENT TYPE	# EVENTS			Booked Revenue	Targeted Revenue	% Revenue Target	Above the line bookings
	Tentative/Enquiry	Booked	Target				
Extra Large conferences	2	0	2	s 9(2)(i)			s 9(2)(i)
Large conferences	5	1	13				
Medium conferences	14	5	53				
Small conferences	1	0	41				
Large day meetings	4	0	16				
Medium day meetings	0	0	27				
Small day meetings	0	0	311				
Trade Shows	0	0	3				
Large Banquets	15	1	14				
Medium Banquets	11	0	37				
Small Banquets	5	0	64				
Large Sundry events/meetings	2	1	29				
Small Sundry events/meetings	1	0	95				
TOTAL	60	8	705				

Out of scope

BOOKING STATUS	Conferences	Day Meetings	Trade Shows	Banquets	Sundry events	TOTAL - Dec-23
COMPLETED	s 9(2)(i)					
Confirmed/Contracted						
Contract Issued						
Contract Pending						
TOTAL BOOKED						
Tentative						
Request/Enquiry						
TOTAL TENTATIVE/ENQUIRY						

s 9(2)(i)

EVENTS AND REVENUE SUMMARY - December 2023

Event Revenue

EVENT TYPE	# Events - December 2023			Revenue - December 2023			Year to Date Revenue Breakdown					
	Target	Actual	Variance	Target	Actual	Variance	TOTAL YTD	Completed Events Invoiced**	Cancelled Events Invoiced**	Ready to Inv	Prelim Inv	Confirmed
Extra Large conferences	-	-	-	s 9(2)(i)								
Large conferences	-	-	-									
Medium conferences	2	2	-									
Small conferences	1	-	- 1									
Large day meetings	-	1	1									
Medium day meetings	2	-	- 2									
Small day meetings	18	5	- 13									
Trade Shows	-	-	-									
Large Banquets	1	1	-									
Medium Banquets	2	2	-									
Small Banquets	6	1	- 5									
Large Sundry events/meetings	4	4	-									
Small Sundry events/meetings	8	2	- 6									
Total	44	18	- 26									

Reconciliation to Owner Fee Calculation December 2023

Actual Gross Revenue (YTD) - per Owner Fee calculation

Total Invoiced Revenue (YTD) - per EVMS

- Less: Non-commissionable Event Revenue
- Less: Outstanding "Invoiced" charges
- Plus: Cash Bar takings
- Plus: Cancellation charge received from 24FY
- Rounding



Ancillary Revenue

Café Lease

Fixed Rent Year 1:

s 9(2)(i) s 9(2)(i)

ENQUIRIES AND CANCELLED/LOST FOR FY23/24 - DECEMBER 2023

Monthly Movement by # Events	EVENT SIZING			TOTAL
	Large	Medium	Small	
# Events at 30 November 2023	58	109	214	381
New Enquiries in December	4	2	45	51
Lost/Cancelled in December	-4	-6	-25	-35
Other movement	-1	2	0	1
# Events at 31 December 2023	57	107	234	398

[A]
[B]

[A] New Enquiries by Status at 31-Dec-23	Large	Medium	Small	TOTAL
Booked			6	6
Tentative/Enquiry	2	2	21	25
Lost	2	0	18	20
TOTAL	4	2	45	51

[B] Lost/Cancellation Reasons	Large	Medium	Small	TOTAL
Customer Cancelled/Event not proceeding	1		5	6
VEN- Social function	1		3	4
ALL- Postponed indefinitely		4		4
VEN - Cold lead		1	3	4
VEN - No response from client			4	4
VEN- Too Expensive	1		2	3
VEN- TD Lead under 20 persons			3	3
Date change (dates not available)	1		2	3
VEN- No Venue/Dates Available - not flex			2	2
VEN- TD Lead timeline too short			1	1
VEN - Funding cut for event		1		1
TOTAL	4	6	25	35



Monthly Report - 31 January 2024

FY23/24

EVENT TYPE	# EVENTS			Booked Revenue	Targeted Revenue	% Revenue Target	Above the line bookings
	Tentative/Enquiry	Booked	Target				
Extra Large conferences	0	1	1	s 9(2)(i)			s 9(2)(i)
Large conferences	0	6	11				
Medium conferences	5	52	51				
Small conferences	10	31	41				
Large day meetings	0	12	14				
Medium day mee ings	4	17	25				
Small day mee ings	27	112	311				
Trade Shows	0	0	1				
Large Banquets	3	9	12				
Medium Banquets	2	26	35				
Small Banquets	6	31	64				
Large Sundry events/meetings	3	24	27				
Small Sundry events/mee ings	4	24	95				
TOTAL	64	345	688				

Out of scope

BOOKING STATUS	Conferences	Day Meetings	Trade Shows	Banquets	Sundry events	TOTAL - Jan.24
COMPLETED	s 9(2)(i)					
Confirmed/Contracted						
Contract Issued						
Contract Pending						
TOTAL BOOKED						
Tentative						
Request/Enquiry						
TOTAL TENTATIVE/ENQUIRY						

s 9(2)(i)

FY24/25

EVENT TYPE	# EVENTS			Booked Revenue	Targeted Revenue	% Revenue Target	Above the line bookings				
	Tentative/Enquiry	Booked	Target								
Extra Large conferences	1	2	2	s 9(2)(i)			s 9(2)(i)				
Large conferences	6	2	12								
Medium conferences	29	19	52								
Small conferences	4	1	41								
Large day meetings	4	4	15								
Medium day meetings	7	5	26								
Small day meetings	15	3	311								
Trade Shows	0	0	2								
Large Banquets	6	4	13								
Medium Banquets	14	16	36								
Small Banquets	14	9	64								
Large Sundry events/meetings	7	3	28					Out of scope			
Small Sundry events/meetings	7	3	95								
TOTAL	114	71	697								

BOOKING STATUS	Conferences	Day Meetings	Trade Shows	Banquets	Sundry events	TOTAL - Jan 24
COMPLETED	s 9(2)(i)					
Confirmed/Contracted						
Contract Issued						
Contract Pending						
TOTAL BOOKED						
Tentative						
Request/Enquiry	s 9(2)(i)					
TOTAL TENTATIVE/ENQUIRY						

FY25/26

EVENT TYPE	# EVENTS			Booked Revenue	Targeted Revenue	% Revenue Target	Above the line bookings
	Tentative/Enquiry	Booked	Target				
Extra Large conferences	2	0	2	s 9(2)(i)			s 9(2)(i)
Large conferences	5	1	13				
Medium conferences	14	5	53				
Small conferences	1	0	41				
Large day meetings	5	0	16				
Medium day meetings	0	0	27				
Small day meetings	0	0	311				
Trade Shows	0	0	3				
Large Banquets	16	1	14				
Medium Banquets	11	0	37				
Small Banquets	5	0	64				
Large Sundry events/meetings	2	1	29				
Small Sundry events/meetings	1	0	95				
TOTAL	62	8	705				

Out of scope

BOOKING STATUS	Conferences	Day Meetings	Trade Shows	Banquets	Sundry events	TOTAL - Jan-24
COMPLETED	s 9(2)(i)					
Confirmed/Contracted						
Contract Issued						
Contract Pending						
TOTAL BOOKED						
Tentative						
Request/Enquiry	s 9(2)(i)					
TOTAL TENTATIVE/ENQUIRY						

s 9(2)(i)

EVENTS AND REVENUE SUMMARY - January 2024

Event Revenue

EVENT TYPE	# Events - January 2024			Revenue - January 2024			Year to Date Revenue Breakdown					
	Target	Actual	Variance	Target	Actual	Variance	TOTAL YTD	Completed Events Invoiced**	Cancelled Events Invoiced**	Ready to Inv	Prelim Inv	Confirmed
Extra Large conferences	-	-	-	-	-	-	s 9(2)(i)					
Large conferences	-	-	-	-	-	-						
Medium conferences	-	1	1	-	-	-						
Small conferences	1	-	-1	-	-	-						
Large day meetings	-	-	-	-	-	-						
Medium day meetings	-	-	-	-	-	-						
Small day meetings	7	2	-5	-	-	-						
Trade Shows	-	-	-	-	-	-						
Large Banquets	-	-	-	-	-	-						
Medium Banquets	1	-	-1	-	-	-						
Small Banquets	3	2	-1	-	-	-						
Large Sundry events/meetings	-	1	1	-	-	-						
Small Sundry events/meetings	2	-	-2	-	-	-						
Total	14	6	-8	-	-	-						

Reconciliation to Owner Fee Calculation January 2024

Actual Gross Revenue (YTD) - per Owner Fee calculation

Total Invoiced Revenue (YTD) - per EVMS

- Less: Non-commissionable Event Revenue
- Less: Outstanding "Invoiced" charges
- Plus: Cash Bar takings
- Plus: Cancellation charge received from 24FY
- Rounding

Ancillary Revenue

Café Lease

Fixed Rent Year 1:

s 9(2)(i)

s 9(2)(i)

s 9(2)(i)

ENQUIRIES AND CANCELLED/LOST FOR FY23/24 - JANUARY 2024

Monthly Movement by # Events	EVENT SIZING			TOTAL
	Large	Medium	Small	
# Events at 31 December 2023	57	107	234	398
New Enquiries in January	5	7	48	60
Lost/Cancelled in January	-3	-8	-36	-47
Other movement	-1	0	-1	-2
# Events at 31 January 2024	58	106	245	409

[A]

[B]

[A] New Enquiries by Status at 31-Jan-24	Large	Medium	Small	TOTAL
Booked	1		6	7
Tentative/Enquiry	4	4	19	27
Lost	0	3	23	26
TOTAL	5	7	48	60

[B] Lost/Cancellation Reasons	Large	Medium	Small	TOTAL
Customer Cancelled/Event not proceeding			6	6
VEN- Lost to another venue	1		5	6
Date change (dates not available)		1	4	5
VEN - Over client budget	1	1	2	4
VEN- Meeting at the office			4	4
ALL- Postponed indefinitely		2	2	4
VEN - No response from client			3	3
VEN - Cold lead		2	1	3
VEN- TD Lead under 20 persons			3	3
VEN- No Venue/Dates Available - not flex			2	2
VEN- Lead time to long			1	1
TOU- Unable to deliver/accommodate			1	1
VEN- Accommodation shortage			1	1
VEN - Funding cut for event		1		1
ALL- Booking Error	1			1
OTH- Lost to another city		1		1
VEN- TD Evening function under 200pax			1	1
TOTAL	3	8	36	47

s 9(2)(a)

Date: Thursday, 15 February 2024 12:04:33 pm

Attachments: s 9(2)(i)

From: s 9(2)(a)

Sent: Tuesday, June 27, 2023 6:51 PM

To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Cc: s 9(2)(a)

Subject: s 9(2)(i)

- Takina Events contract

Good evening Jonty

Thank you for sending that through. I have attached the signed contract.

Currently our proposed agenda is as followed:
(approximate times subject to change)

- 11:30am Arrive
- 12:00pm Lunch
- 1:00pm-4pm seminar

Kind Regards

s 9(2)(a)

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Sent: Tuesday, June 27, 2023 9:17 AM

To: s 9(2)(a)

Subject: RE: s 9(2)(a)

- Takina Events contract

Good morning s 9(2)(a)

Please find updated version of the contract to include catering inclusions.

Let me know if there are any changes that are required.

Nga mihi,

Jonty Datson

Function Sales and Coordinator

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: s 9(2)(a)

Sent: Monday, June 26, 2023 3:55 PM

To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Subject: Re: s 9(2)(a) ; Reference 54984 - From 25/07/23 to 25/07/23 - Takina Events contract

Kia ora Jonty

Hope you had a great weekend. Any update on the amended contract? Would love to lock it all in and send contract to head office to be signed.

Hope to hear from you soon

Kind Regards

s 9(2)(a)



s 9(2)(a)

From: s 9(2)(a)

Sent: Saturday, June 24, 2023 9:56:40 PM

To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Subject: s 9(2)(a)

- Takina Events contract

Good evening Jonty

Apologies - I forgot to request in my previous email information/menus regarding the buffet and food options included in the delegate package. If you could please include that with the contract so we need not request it further down the line.

Kind Regards

s 9(2)(a)

From: s 9(2)(a)

Sent: Saturday, June 24, 2023 9:53 PM

To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Subject: RE: [REDACTED] s 9(2)(a)

[REDACTED] Takina Events contract

Good evening Jonty

I would like to confirm Whataitai for Monday 24th July 2023. Please send through the amended contract and I can send that off to get signed and approved.

Kind Regards

[REDACTED] s 9(2)(a)

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Sent: Friday, June 23, 2023 10:28 AM

To: [REDACTED] s 9(2)(a)

Subject: RE: [REDACTED] s 9(2)(a)

[REDACTED] Takina Events contract

Hi [REDACTED] s

Confirming I have shifted your booking of Whataitai to Monday the 24th of July.

Please confirm at your end, following this I will send through an amended copy of the contract to reflect the change in date.

Nga mihi,

Jonty Datson

Function Sales and Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

[REDACTED] s 9(2)(a)

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**Flexible spaces, latest
technology & local cuisine**

Click here to discover our range of
event packages



From: [REDACTED] s 9(2)(a)
Sent: Friday, June 23, 2023 10:08 AM
To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Subject: RE: [REDACTED] s 9(2)(a)
[REDACTED] Takina Events contract

Morena Jonty

I've just tried to call you as unfortunately I must request a slight change in date. Our original discussion around 25th is no longer suitable.

Is there any availability for Whataitai on July 24th, 26th, or 27th?

Feel free to call me back to discuss further

Kind Regards

[REDACTED] s 9(2)(a)

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Sent: Thursday, June 22, 2023 10:40 AM
To: [REDACTED] s 9(2)(a)
Sub [REDACTED]

to 25/07/23 - Takina Events contract

Kia ora s 9(2)(a)

Thank you for confirming the s 9(2)(a) with Takina Events. We look forward to welcoming you in our spaces.

Please find attached the contract for your review.

Could you return a signed copy of the contract (included terms & conditions) by **29/06/23**

If you anticipate needing an extension on this, please let me know. After this deadline, we reserve the right to release the spaces to another client if we haven't heard back from you.

Once we receive the signed contract and the countersigned copy is sent, the agreement becomes binding.

Please let me know the contact person in your office who we should forward any invoices to. If your company uses Purchase Orders, kindly let me know the Purchase Order number for this event, and we will plan to include that on our invoice.

s 9(2)(i)

Thank you again for choosing our spaces, we look forward to working with your team.

Nga mihi,

Jonty.

Takina Events Logo



Jonty Datson | Function and Sales Coordinator | Takina Events
| Email: jonty.datson@takinaevents.co.nz Mobile: s 9(2)(a)
PO Box 467 | 55 Cable Street | Wellington

From: [John Fernie](#)
To: [Aaron Telford](#); [Tom O'Sullivan](#)
Subject: RE: [s 9\(2\)](#) July 2023
Date: Thursday, 23 February 2023 9:26:07 am
Attachments: [image004.jpg](#)
[image005.jpg](#)
[image006.png](#)
[image007.jpg](#)

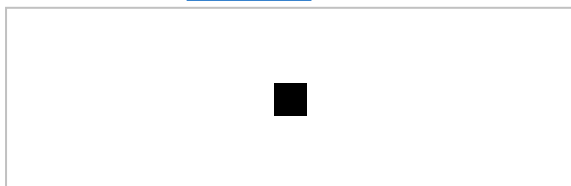
Thanks Aaron, that's fine.

Talk soon.

John Fernie

Audio-Visual Coordinator
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: john.fernie@takinaevents.co.nz
Mobile: [s 9\(2\)\(a\)](#)

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Find out more at takina.co.nz



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Thursday, 23 February 2023 9:18 am
To: Tom O'Sullivan <Tom.OSullivan@tepapa.govt.nz>; John Fernie <John.Fernie@takinaevents.co.nz>
Subject: RE: [s 9\(2\)\(a\)](#) July 2023

Thanks Tom,

[@John Fernie](#) will organise a time to brief you next week.

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +[s 9\(2\)\(a\)](#)



From: Tom O'Sullivan <Tom.OSullivan@tepapa.govt.nz>
Sent: Thursday, 23 February 2023 9:12 am
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: John Fernie <John.Fernie@takinaevents.co.nz>
Subject: RE: s 9(2)(a) July 2023

Hi Aaron,

Thanks for your email.

John (Cc'd) has put his hand up for this one, and I've just updated the AV Coordinator entry field on EVMS to reflect this.

Nga mihi,

Tom O'Sullivan
Manager Audio-Visual Event Services
Takina Events



PO Box 467 150 Cable Street, Wellington 6011
Email: tom.osullivan@takinaevents.co.nz
Mobile: s 9(2)(a)

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Find out more at takina.co.nz

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, 22 February 2023 11:58 am
To: Tom O'Sullivan <Tom.OSullivan@tepapa.govt.nz>
Subject: s 9(2)(a) July 2023

Hi Tom,

I have s 9(2)(a) event number 51651 who are ready to go to contract- AV seems like is fairly straight forward- can you please assign one of your team to this event, so I can give them a brief and introduce them to the client to start the conversations.

Thanks

From: s 9(2)(a)
To: [Aaron Telford](mailto:Aaron.Telford@takinaevents.co.nz)
Subject: RE: s 9(2)(a) - Takina Events Contract
Date: Tuesday, 28 February 2023 5:26:21 pm
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.jpg](#)
[image005.jpg](#)
[image006.jpg](#)
s Contract July 2023 V.1 (002) (signed).pdf

Hi Aaron

Please find attached the signed contract.
Thanks for your patience.

Kind regards,
s 9(2)(a) ger

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Thursday, February 23, 2023 2:32 PM
To: s 9(2)(a)
Subject: s 9(2)(a) - Takina Events Contract

Hi s

Please see attached the contract for s 9(2)

If you can please review and pass onto s 9(2)(a) to sign that will be appreciated.

Once it is returned, I will counter sign this and return it back to you for your records.

John will be your AV contact, and I will meet with him early next week to brief him on the event so far and e-intro you both to continue conversations regarding the further AV requirements.

I will also hand the event over to your dedicated coordinator who will then work with you to finalise the details of the event.

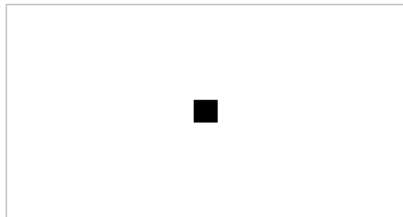
If you have any question, please don't hesitate to contact me.

Thank you for your work so far on this event and we are looking forward to hosting the event at Takina and Te Papa in July.

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: s 9(2)(a)



From: s 9(2)(a) (s 9(2) s 9(2)(a)
Sent: Thursday, 23 February 2023 1:11 pm ()
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: s 9(2)(a) - Takina Events Contract

Hi Aaron

Please address to:
s 9(2)(a)

s
9(2)

s 9(2)(a) sign the contract.

Kind regards,

s s 9(2)(a)
9(2) 9(

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Thursday, February 23, 2023 8:57 AM

To: s 9(2)(a)

Sub

Hi s

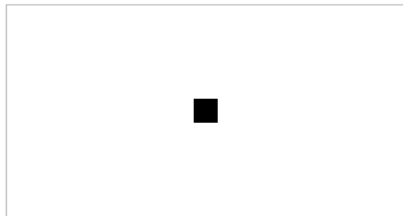
9(2))
Thank you for the below,

Who would you like the contract addressed to?

Thanks

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: + s 9(2)(a)



From: s 9(2)(a)

Sent: Wednesday, 22 February 2023 5:23 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: s 9(2)(a) - Takina Events Contract

Hi Aaron

Thanks for meeting with them to go through the contract and the Reception space.

The proposal looks good. Happy to proceed to the contract stage.

Thanks Aaron.

Kind regards,

s 9(2)
(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, February 22, 2023 9:49 AM

To: s 9(2)(a)

Sub

Hi s

9 2)
I had a good meeting yesterday with s 9(2)(a) and they seemed happy with the space here at Te Papa.

s has said she will be back in Wellington prior to the event- so I will be able to show her through Takina next time- which will be good.

9(2)
Please see attached an updated proposal for Level 2- points to note:

L2 is slightly s 9(2)(i) for venue hire

I have adjusted the Welcome function catering to 1.5 hours as that is the time s 9(2)(a) indicated they will have for this.
Dinner beverage package is 3 hours- this covers the arrival-pre dinner drinks as well.

Please review this and if all is okay- I can organise a contract for the event.

s did mention that in the event they needed to postpone due to the government calling an early election (which we think is very u likely) is this an option, and yes it will be- we would allow 12 months to rebook into a suitable date for both parties.

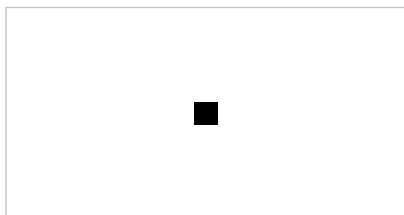
There hasn't been an AV tech assigned to the event as yet, but I have emailed our VA Manager to ask for this to be done, then I will e introduce you to hem and those discussions can be had directly.

Thanks

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 **s 9(2)(a)**

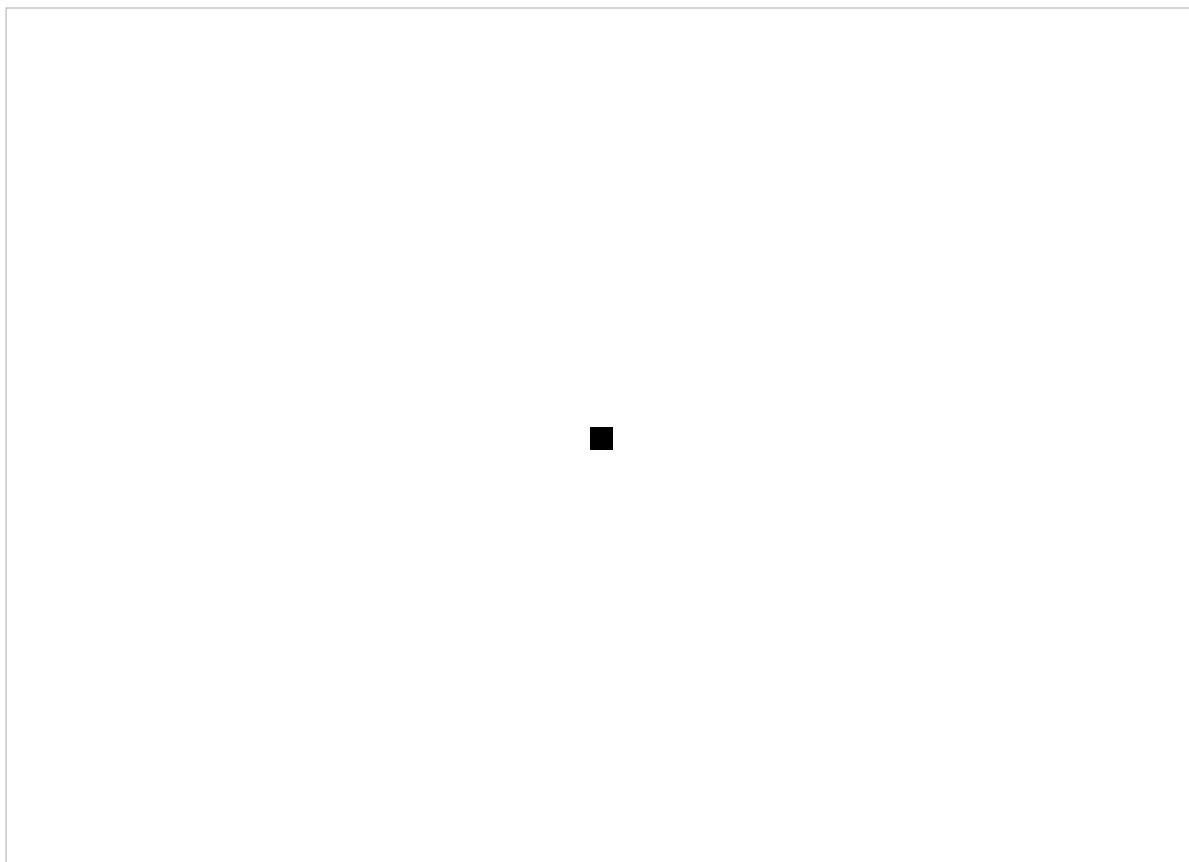


From: **s 9(2)(a)**
Sent: Monday, 20 February 2023 4:40 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: **s 9(2)(a)**

Thanks for that information.

Just wanted to make you aware before you meet with the client:

- If more than 120pax for Breakfast, they would like to use the Breakout 3 room as well
- Then put the wall back to use the two rooms for breakout sessions as well as the whole room to the left as another breakout session (walls to be put up during plenary so there is plenty of time)



Kind regards,

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Friday, February 17, 2023 10:14 AM

To: s 9(2)(a)

Sub

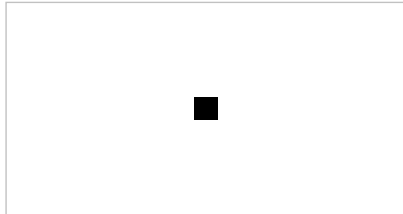
Hi s

The walkway is 10m wide and yes only the delegates in the back breakout session would need to use this, so plenty of room for movement.

Thanks

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: s 9(2)(a)



From: s 9(2)(a)

Sent: Friday, 17 February 2023 11:46 am

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: s 9(2)(a) Takina Events Contract

Hi Aaron

Thanks for your quick response, I thought that would be the case.

Another question, Client has also asked the dimensions of the walkway – they are concerned that it may be too cramped for our size. Could you please clarify? I suppose delegates in Breakout 1 and 3 can walk out of the door, rather than moving to the walkway and out to the Gallery?



Kind regards,

s s a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Friday, February 17, 2023 9:42 AM

To: s 9(2)(a)

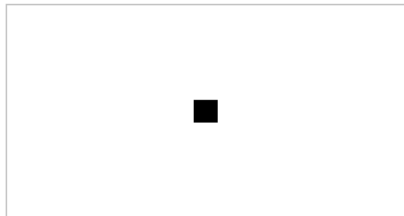
Sub:

Hi s

Thank you for the below, the movable walls in the plenary halls are designed to absorb sound, and when in place sealed to the floor- so there shouldn't be any sound transfer for normal sound levels of conferencing.

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: s 9(2)(a)



From: s 9(2)(a)

Sent: Friday, 17 February 2023 11:31 am

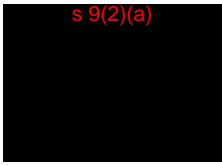
To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: s 9(2)(a) Takina Events Contract

Hi Aaron

My client has reached out to me about the two breakout rooms as proposed in the floorplan. They are worried about acoustics as they are right next to each other and both rooms will have a panel with mics. Are you able to shed some light on the sound bouncing off each room? This isn't an issue with my other clients, however this one is a quite high-profile hence the worry from the client's point of view.

Thank you.



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Monday, February 13, 2023 11:35 AM

To: [Redacted] s 9(2)(a)
Sub [Redacted]

Kia ora [Redacted] s

I hope you had a good weekend and thank you for the below email.

Unfortunately we are not able to do a tour of Takina as we have very limited and restricted access to the site and the builders are currently defec ing the building and finalising for handover to us next month.

I am able to meet and show he Te Papa welcome function venue and talk them through the event details.

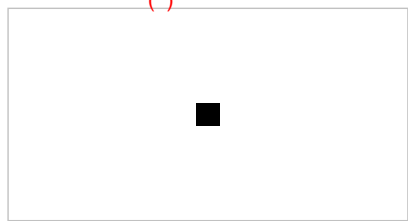
I am free on Monday at 11am or Tuesday at 2pm if this will work for them?

Thanks

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [Redacted] s 9(2)



From: [Redacted] s [Redacted] s 9(2)(a) <[Redacted] s 9(2) [Redacted] s 9(2)(a)>
Sent: Friday, 10 February 2023 5:30 pm ()
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: [Redacted] s 9(2)(a) [Redacted] s 9(2) - Takina Events Contract ()

Hi Aaron

Hope you are well.

My clients will be in Wellington for business and would like to tour Takina and the Welcome Reception venue at Te Papa on Monday, 20 February between 10am-2pm, or Tuesday 21 February, 8am-9am or 1pm-5pm.

Would this be possible?

Kind regards,
[Redacted] s [Redacted] s
Event Manager

[Redacted] s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

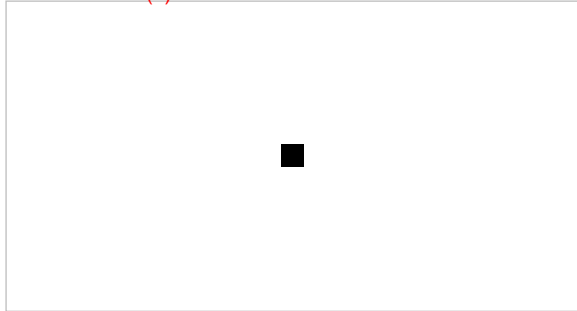
Sent: Wednesday, 1 February 2023 1:23 PM

To: [Redacted] s [Redacted] s 9(2)(a) <[Redacted] s 9(2) [Redacted] s 9(2)(a)>
Subject: RE: [Redacted] s 9(2)(a) [Redacted] s 9(2) - Takina Events Contract

Sounds good, thank you.

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED]



From: [REDACTED] - [REDACTED] <[REDACTED]> [REDACTED]
Sent: Wednesday, 1 February 2023 3:22 pm ()
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: [REDACTED] - Takina Events Contract ()

Thank you for confirming. I'll propose your plan to the client and get back to you.

Kind regards,

[REDACTED]

Event Manager

[REDACTED]

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, 1 February 2023 1:12 PM
To: [REDACTED] - [REDACTED] <[REDACTED]> [REDACTED]
Subject: RE: [REDACTED] - Takina Events Contract

Hi,

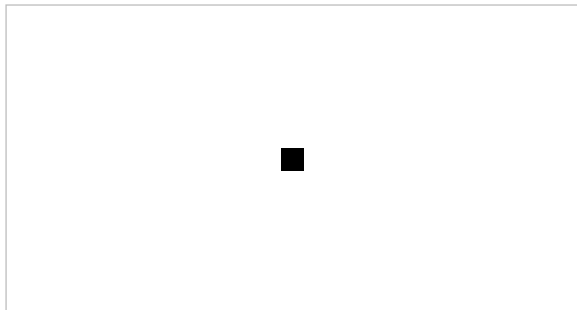
No problems at all, and thanks for the below questions.

All day catering will be in the gallery area.

Dinner will be served in 2 sections of the plenary room, so we will still need to allow time to turn this around for you.

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED]



From: [REDACTED] - [REDACTED] <[REDACTED]> [REDACTED]
Sent: Wednesday, 1 February 2023 3:06 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: [REDACTED] s 9(2)(a) [REDACTED] s 9(2) - Takina Events Contract

Hi Aaron

Thanks for the floorplan.

Where would the MT, Lunch and AT be? Would that be in the Walkway or the Gallery?

Where would Dinner be held?

Kind regards,

[REDACTED] s [REDACTED] s
Event Manager

[REDACTED] s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, 1 February 2023 10:41 AM

To: [REDACTED] s [REDACTED] s 9(2)(a) [REDACTED] s 9(2) [REDACTED] s 9(2)(a)

Subject: RE: [REDACTED] s 9(2)(a) [REDACTED] s 9(2) - Takina Events Contract

Importance: High

Kia ora [REDACTED] s

Thank you for the below update, I think the best scenario will be to move the entire event to L2, as we wouldn't sell just one section of the Plenary hall, as this will affect our ability to sell the complete floor to another client.

Please see attached a draft floorplan of how this could work for your client, I am happy to honour the same venue hire for this floor as quoted for L1.

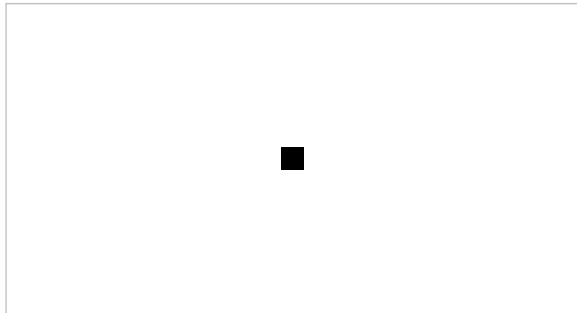
If you can come back to me and can move the event for you.

Thanks in advance,

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED] s 9(2)



From: [REDACTED] s [REDACTED] s 9(2)(a) [REDACTED] s 9(2) [REDACTED] s 9(2)(a)

Sent: Tuesday, 31 January 2023 5:54 pm [REDACTED] s [REDACTED] s 9(2)(a) [REDACTED] s 9(2) [REDACTED] s 9(2)(a)

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: [REDACTED] s 9(2)(a) [REDACTED] s 9(2) - Takina Events Contract

Hi Aaron

Thanks so much for getting back to me.

I discussed the contract revisions with my client who had further enquiries:

- Client said they are not comfortable with using Plenary Hall 1 for the Breakfast as they don't want to hurry people out of the room for room turnaround, they also don't want it out at the Exhibition Hall. Do you have another appropriate space to have the breakfast? Is Plenary Hall 2 appropriate and available? I know it's a huge space so maybe use a section of it to fit up to 150pax cabaret with stage for a panel? Feel free to suggest another option.
- If Plenary Hall 2 is the only other space available for breakfast, what is the hire fee please? Are we able to hire just for the Breakfast or is it a full-day hire?

They are happy with other components of the contract.

Thank you in advance for looking into this for us.

Kind regards,

s s

Event Manager

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Monday, 30 January 2023 8:12 AM

To: s - s 9(2)(a) <s 9(2) s 9(2)(a)>

Subject: RE: s 9(2)(a) s 9(2) - Takina Events Contract

Kia ora s

I hope you had a good weekend, and thank you for the below update.

Please see attached an updated proposal for the event, now that we have refined the brief a bit more.

Please note, that final timings, menus etc will be finalised at coordination stage with you dedicated co-ordinator.

**** Breakfast will be a section of the Plenary Hall (1.1) and will need to finish at 8:30am to allow us the half an hour to reset the room and remove the wall for Plenary session.**

If you can review the attached and then if no further changes are required, I can then organise the contract for you.

Note:

AV pricing is currently being finalised for section 1.2 and staging for each space. The staging will be priced on the size required and will be in three sections in the plenary for the duration of the event. AV pricing will be confirmed by our team based on the final requirements for your event.

Nga mihi,

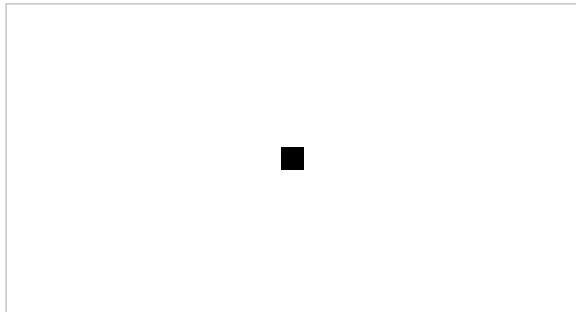
Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)



From: s - s 9(2)(a) <s 9(2) s 9(2)(a)>

Sent: Friday, 27 January 2023 12:58 pm ()

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: s 9(2)(a) s 9(2) - Takina Events Contract ()

Hi Aaron

Thanks for your quick response.

- Thanks for the floorplan. Confirming inclusion of Signs of Nation and Espresso Bar as Welcome Reception venue.
- Noted about the exhibition hall acting as the pre-function/foyer area – this is fine.
- Please remove Meeting Rooms in the contract.
- Stage pieces are required in all breakout spaces for panel.
- *“The turnaround from breakfast is tight for the 15 minutes to rest a section of the plenary- are you happy for this to be set in the exhibition hall as above? If so there will be additional AV required for this along with the staging.”* – just want to explore the option of having the Breakfast in the Plenary Hall – will a 30-minute turnaround be sufficient from breakfast to plenary reset? If so, we could end breakfast at 8.30AM then plenary can begin at 9AM.

Kind regards,

s s

Event Manager

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Thursday, 26 January 2023 10:38 AM

To: s - s 9(2)(a) <s 9(2)> s 9(2)(a)

Subject: RE: s 9(2)(a) - Takina Events Contract

Kia ora s

Nice to e-meet you and look forward to working with you to contract this event.

Thanks for your responses below , please see replies in green. Once we have a clear picture, I will update the proposal for final review before the contract is drawn.

1. Altered the catering numbers to those requested as a minimum for contracting
2. Added the Welcome function- canape package and beverage on consumption – quoted at Takina in the exhibition hall area CAN also look at Te Papa for this- catering costs will be the same, if we look at putting this into signs of a nation, the venue hire would be s 9(2) - note evening events start at 6.30pm at the museum as it closes at 6pm daily. So the time would need to be reviewed- Signs of a Nation and Espresso Bar - Takina (takina.co.nz) We prefer the Signs of a Nation and Espresso Bar. I note that the capacity for Signs is only 150pax but the Espresso Bar can hold an additional 250pax – are these two spaces next to each other? Could I please see a floorplan? **Yes the spaces are adjacent to each other – please see floor plans attached- Level 4 is the location of this space.**
3. Breakfast cost added – full buffet option quoted- we do have a plated option as well for s 9(2)(b) pp -Please let me know which is preferred. The breakfast is plated, sit-down. **Noted and will update this for you.**
4. Added arrival tea and coffee added for the conference day, for 150 (excluding numbers from breakfast)
 - All catering would be set up in the exhibition hall to allow room for the delegates to access buffets etc, and we can put tables in this area as well for those that want to sit for lunch. The breakfast buffet would also be served out here as well. **In the exhibition hall what you call the foyer space? Officially this is the exhibition space, but yes it is the pre-function or Foyer area- where all food will be served from- as mentioned we will be able to provide tables in this area for those that want to sit- to fill some space.**
 - Typically we set up catering just outside the plenary space in an open area. We just want to make sure that the catering is not in an enclosed room. If I could please see the floorplan, that would make more sense. **Please see floor plan attached for this level. Exhibition Hall and Plenary 1- 250 pax – note that table layout will change slightly based on the need to move the walls in and out.**
 - Plenary Hall one will need to be reset for the Gala Dinner as the full Venue will be used during the day for breakout spaces as well. We will require 1.5 hours to reset from cabaret to banquet for the dinner- if the room orientation remains the same. The dinner will be cabaret also (not banquet). Do you still require 1.5hr in turnaround time with this in mind? **At this stage yes this will still need to be 1.5hours- as we need to strip and cloth the tables, set for dinner and reset any AV etc as well.**
 - Note sections 1.1 and 1.3 have built in AV, section 1.2 does not have built in AV, but we can provide an AV package for this space – **yes we will need AV in Plenary Hall 1 2 as well Noted**
 - We will not be needing the Meeting Rooms as capacity is too small for Cabaret. **Noted- just to clarify that you won't need access to any of the meeting rooms for storage, office space etc- I will remove these from the booking.**
 - Also to note, we only require 3 rooms for breakout sessions as we will only have 2 sets of 3 breakout sessions – it looks like we will need to divide Plenary Hall One into 3 spaces. What is the turnaround time for the operable walls to divide the rooms? **Allow half an hour for each turn, we can clarify this timing once we are in the building and start to do our mock set ups and the operations team are familiar with moving the walls in and out.**
 - FYI breakout session format is panel discussion. **Noted see below regarding staging for these.**

Please clarify the below requirements- **note these items would be at additional cost:**

Are stage pieces required in all breakout spaces for the panels?

The turnaround from breakfast is tight for the 15 minutes to rest a section of the plenary- are you happy for this to be set in the exhibition hall as above?

If so there will be additional AV required for this along with the staging.

Thanks

Aaron

PRICING:

Space	Usage	Setup	Start Date	Start Time	End Time	End Date	Max Capacity	Venue Hire exc GST (\$)
ti Takina Exhibition Hall Signs of a	Welcome Reception	Cocktail	18/07/2023	6:30 PM	08:30 PM	18/07/2023	50% Discount	s 9(2)(b)

Nation and Espresso Bar								
L1 Takina Crew Room	Quiet Room	Boardroom Style	18/07/2023	8:00 AM	11:30 PM	19/07/2023	Complimentary	
L1 Takina Green Room 1	Quiet Room	Set up room as is	18/07/2023	8:00 AM	11:30 PM	19/07/2023	Complimentary	
L1 Takina Organizers Office	Secretariat/Office	Set up room as is	18/07/2023	8:00 AM	11:30 PM	19/07/2023	Complimentary	\$ 9(2)(f)
L1 Takina Exhibition Hall	Catering	Seated Catering Stand-up	19/07/2023	7:00 AM	11:30 PM	19/07/2023	-	
L1 Takina Meeting Room 1A	Breakout Session	Theatre Style	19/07/2023	8:00 AM	11:30 PM	19/07/2023	145	
L1 Takina Meeting Room 1B	Breakout Session	Theatre Style	19/07/2023	8:00 AM	11:30 PM	19/07/2023	50	
L1 Takina Meeting Room 1C	Breakout Session	Theatre Style	19/07/2023	8:00 AM	11:30 PM	19/07/2023	100	
L1 Takina Plenary Hall 1.1	Breakout Session	Theatre Style Cabaret	19/07/2023	8:00 AM	11:30 PM	19/07/2023	250	
L1 Takina Plenary Hall 1.2	Breakout Session	Theatre Style Cabaret	19/07/2023	8:00 AM	11:30 PM	19/07/2023	190	
L1 Takina Plenary Hall 1.3	Breakout Session	Theatre Style Cabaret	19/07/2023	8:00 AM	11:30 PM	19/07/2023	290	
L1 Takina Plenary Hall One	Plenary & Breakout sessions & Gala Dinner	Theatre Style Cabaret	19/07/2023	8:00 AM	11:30 PM	19/07/2023	700	
TOTAL AMOUNT								
TOTAL GST								
TOTAL AMOUNT INC GST								

Highlighted in yellow above:

- We will not be needing the Meeting Rooms as capacity is too small for Cabaret. **Noted- just to clarify that you won't need access to any of the meeting rooms for storage, office space etc- I will remove these from the booking.**
- Also to note, we only require 3 rooms for breakout sessions as we will only have 2 sets of 3 breakout sessions – it looks like we will need to divide Plenary Hall One into 3 spaces. What is the turnaround time for the operable walls to divide the rooms? **Allow half an hour for each turn, we can clarify this timing once we are in the building and start to do our mock set ups and the operations team are familiar with moving the walls in and out.**
- FYI breakout session format is panel discussion. **Noted**

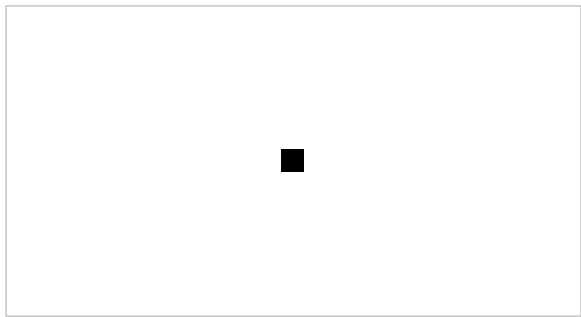
Please see my changes below:

Description	Unit Price	Unit	Start Date	Start Time	End Time	End Date	Total Exc GST
Beverage on Consumption Change to 2hr beverage package	-	-	18/07/2023	5:00 PM	7:00 PM	18/07/2023	
Canape Package- 4 Items	\$ 9(2)(f)	\$ 9(2)(f)	18/07/2023	5:00 PM	7:00 PM	18/07/2023	\$ 9(2)(f)
Breakfast Te Papa Buffet Plated			19/07/2023	7:00AM	8:30AM	19/07/2023	
Tea and coffee on arrival			19/07/2023	8:00AM	8:30AM	19/07/2023	
DAILY Catering Morning, Afternoon Tea & Working Lunch			19/07/2023	10:00AM	4:00PM	19/07/2023	
Canapé Pre-Dinner 1h No canape			19/07/2023	5:45PM	6:30PM	19/07/2023	

required, only 45min pre-dinner drinks package please								s 9(2)(i)
Plated Dinner - 3 course with alternate drop	s 9(2)(i)		19/07/2023	6:30PM	9:00PM	19/07/2023		s 9(2)(i)
Dinner 2.5hr drinks package			19/07/2023	6:30PM	9:00PM	19/07/2023		
TOTAL AMOUNT								
TOTAL GST								
TOTAL AMOUNT INC GST								

Nga mihi,

Aaron Telford
 Business Development Manager - Venues
Takina Events
 Email: aaron.telford@takinaevents.co.nz
 Mobile: +64 21 s 9(2)



From: s - s 9(2)(a) <s 9(2) s 9(2)(a)>
Sent: Wednesday, 25 January 2023 5:34 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(a) s 9(2) - Takina Events Contract

Dear Aaron

I'm the lead event manager, and will be your contact moving forward.
 Thank you for your notes below.
 I have added my notes below in blue for your attention. I have also attached a program shell which hopefully provides some clarity.
 Any questions please let me know. Look forward to seeing a revised contract.

Kind regards,
 s s
 Event Manager
 s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, 17 January 2023 11:16 AM
To: s 9(2)(a) <s s 9(2)(a)>
Subject: RE: s 9(2) s 9(2)(a) s 9(2) - Takina Events Contract

Kia ora s 9(2)(a)
 Please see below an update of the new brief provided for s 9(2) along with new menus attached for canape packages and breakfast. If you can please review the below and let me know of any changes are required, once this is all approved I can re-do the contract for you.

Thanks

Aaron

I have:

1. Altered the catering numbers to those requested as a minimum for contracting
2. Added the Welcome function- canape package and beverage on consumption – quoted at Takina in the exhibition hall area CAN also look at

The Papa for this- catering costs will be the same, if we look at putting this into signs of a nation, the venue hire would be \$ 6 920) - note evening events start at 6.30pm at the museum as it closes at 6pm daily. So the time would need to be reviewed- Signs of a Nation and Espresso Bar - Takina (takina.co.nz) We prefer the Signs of a Nation and Espresso Bar. I note that the capacity for Signs is only 150pax but the Espresso Bar can hold an additional 250pax – are these two spaces next to each other? Could I please see a floorplan?

3. Breakfast cost added – full buffet option quoted- we do have a plated option as well for \$ 9 920) pp -Please let me know which is preferred. The breakfast is plated, sit-down.

4. Added arrival tea and coffee added for the conference day, for 150 (excluding numbers from breakfast)

- All catering would be set up in the exhibition hall to allow room for the delegates to access buffets etc, and we can put tables in this area as well for those that want to sit for lunch. The breakfast buffet would also be served out here as well. Is the exhibition hall what you call the foyer space? Typically we set up catering just outside the plenary space in an open area. We just want to make sure that the catering is not in an enclosed room. If I could please see the floorplan, that would make more sense.

- Plenary Hall one will need to be reset for the Gala Dinner as the full Venue will be used during the day for breakout spaces as well. We will require 1.5 hours to reset from cabaret to banquet for the dinner- if the room orientation remains the same. The dinner will be cabaret also (not banquet). Do you still require 1.5hr in turnaround time with this in mind?

- Note sections 1.1 and 1.3 have built in AV, section 1.2 does not have built in AV, but we can provide an AV package for this space – yes we will need AV in Plenary Hall 1 2 as well

PRICING:

Space	Usage	Setup	Start Date	Start Time	End Time	End Date	Max Capacity	Venue Hire exc GST (\$)	
L1 Takina Exhibition Hall Signs of a Nation and Espresso Bar	Welcome Reception	Cocktail	18/07/2023	6:30 PM	08:30 PM	18/07/2023	50% Discount	s 9(2)(i)	
L1 Takina Crew Room	Quiet Room	Boardroom Style	18/07/2023	8:00 AM	11:30 PM	19/07/2023	Complimentary		
L1 Takina Green Room 1	Quiet Room	Set up room as is	18/07/2023	8:00 AM	11:30 PM	19/07/2023	Complimentary		
L1 Takina Organizers Office	Secretariat/Office	Set up room as is	18/07/2023	8:00 AM	11:30 PM	19/07/2023	Complimentary		
L1 Takina Exhibition Hall	Catering	Seated Catering Stand-up	19/07/2023	7:00 AM	11:30 PM	19/07/2023	-		
L1 Takina Meeting Room 1A	Breakout Session	Theatre Style	19/07/2023	8:00 AM	11:30 PM	19/07/2023	145		
L1 Takina Meeting Room 1B	Breakout Session	Theatre Style	19/07/2023	8:00 AM	11:30 PM	19/07/2023	56		
L1 Takina Meeting Room 1C	Breakout Session	Theatre Style	19/07/2023	8:00 AM	11:30 PM	19/07/2023	100		
L1 Takina Plenary Hall 1.1	Breakout Session	Theatre Style Cabaret	19/07/2023	8:00 AM	11:30 PM	19/07/2023	250		
L1 Takina Plenary Hall 1.2	Breakout Session	Theatre Style Cabaret	19/07/2023	8:00 AM	11:30 PM	19/07/2023	190		
L1 Takina Plenary Hall 1.3	Breakout Session	Theatre Style Cabaret	19/07/2023	8:00 AM	11:30 PM	19/07/2023	290	s 9(2)(i)	
L1 Takina Plenary Hall One	Plenary & Breakout sessions & Gala Dinner	Theatre Style Cabaret	19/07/2023	8:00 AM	11:30 PM	19/07/2023	700		
TOTAL AMOUNT									
TOTAL GST									
TOTAL AMOUNT INC GST									

Highlighted in yellow above:

- We will not be needing the Meeting Rooms as capacity is too small for Cabaret. Also to note, we only require 3 rooms for breakout sessions as we will only have 2 sets of 3 breakout sessions – it looks like we will need to divide Plenary Hall One into 3 spaces. What is the turnaround time for the operable walls to divide the rooms?

- FYI breakout session format is panel discussion.

Please see my changes below:

Description	Unit Price	Unit	Start Date	Start Time	End Time	End Date	Total Exc GST
Beverage on Consumpt on Change to 2hr beverage package	-	-	18/07/2023	5 00 PM	7:00 PM	18/07/2023	
Canape Package- 4 Items		200.00	18/07/2023	5 00 PM	7:00 PM	18/07/2023	
Breakfast Te Papa Buffet Plated		100.00	19/07/2023	7:00AM	8:30AM	19/07/2023	
Tea and coffee on arrival		\$	19/07/2023	8:00AM	8:30AM	19/07/2023	
DAILY Catering Morning, Afternoon Tea & Working Lunch		250.00	19/07/2023	10:00AM	4:00PM	19/07/2023	\$
Canapé - Pre- Dinner 1h No canape required, only 45min pre- dinner drinks package please		250.00	19/07/2023	5:45PM	6:30PM	19/07/2023	
Plated Dinner - 3 course with alternate drop		250.00	19/07/2023	6:30PM	9:00PM	19/07/2023	\$ 9(2)
Dinner 2.5hr drinks package			19/07/2023	6:30PM	9:00PM	19/07/2023	
TOTAL AMOUNT							\$ 9(2)(i)
TOTAL GST							
TOTAL AMOUNT INC GST							\$

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)

From: s 9(2)(a) <[s 9\(2\)\(a\)](mailto:s 9(2)(a)@takinaevents.co.nz)>
Sent: Monday, 16 January 2023 4:31 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(a) s 9(2) - Takina Events Contract

Hi Aaron,

The breakfast will be seated cabaret as it will be combined with a presentation.

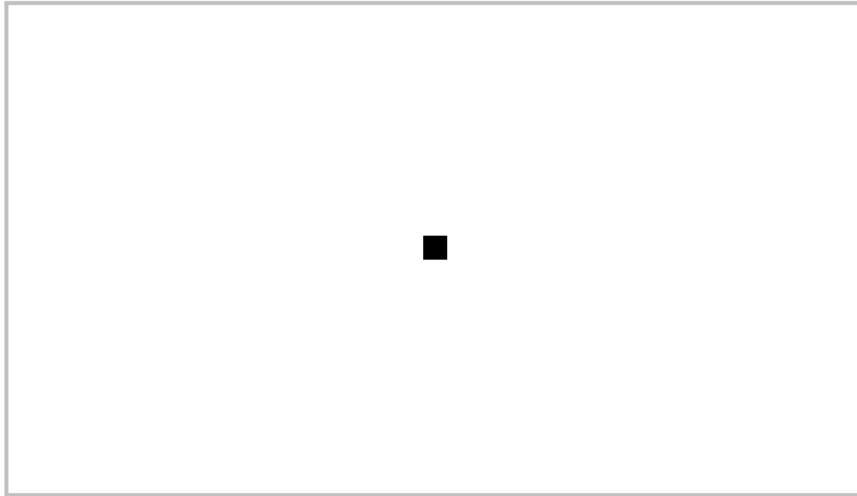
Thanks

s 9(2)(a)

ADVANCED LEAVE NOTICE: Please note I will be on annual leave overseas from Monday 23rd January, returning to the office on Tuesday 7th February.

s 9(2)(a)
Managing Director

s 9(2)(a)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Monday, 16 January 2023 1:37 PM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2) s 9(2)(a) s 9(2) - Takina Events Contract

Hi s 9(2)(a)

Just adjusting this quotation or you now, with the breakfast would this be a seated buffet, plated or standing style?

Thanks

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)

From: s 9(2)(a) <s 9(2)(a)>

Sent: Monday, 16 January 2023 1:23 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: s 9(2)(a) s 9(2) - Takina Events Contract

Hi Aaron,

Apologies, if you can redo the proposal based on the below, that would be great and then s s our lead Event Manager can pick it up in my absence as we are keen to get it signed.

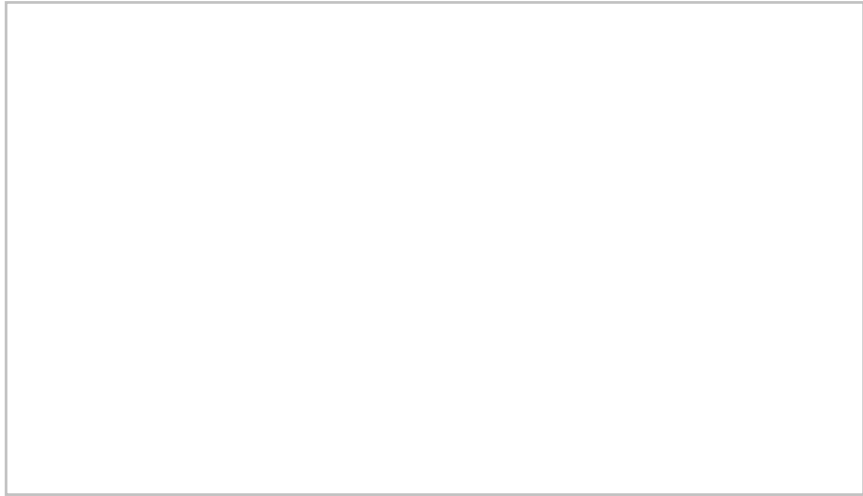
Thanks

s 9(2)(a)

ADVANCED LEAVE NOTICE: Please note I will be on annual leave overseas from Monday 23rd January, returning to the office on Tuesday 7th February.

s 9(2)(a)
Managing Director

s 9(2)(a)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Monday, 16 January 2023 11:16 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2) s 9(2)(a) s 9(2) - Takina Events Contract

Hi s 9(2)(a)

Sorry if there has been a misunderstanding, I will be out of the office for the rest of the week from Wednesday and wont be back until Tuesday 24th.

I see you are on leave from next week, we can touch base when you are back?

In the mean time I can re do the proposal based on the below changes and provide the feedback required for the client.

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)

From: s 9(2)(a) <s 9(2)(a)>
Sent: Monday, 16 January 2023 11:46 am
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(a) s 9(2) - Takina Events Contract

Hi Aaron,

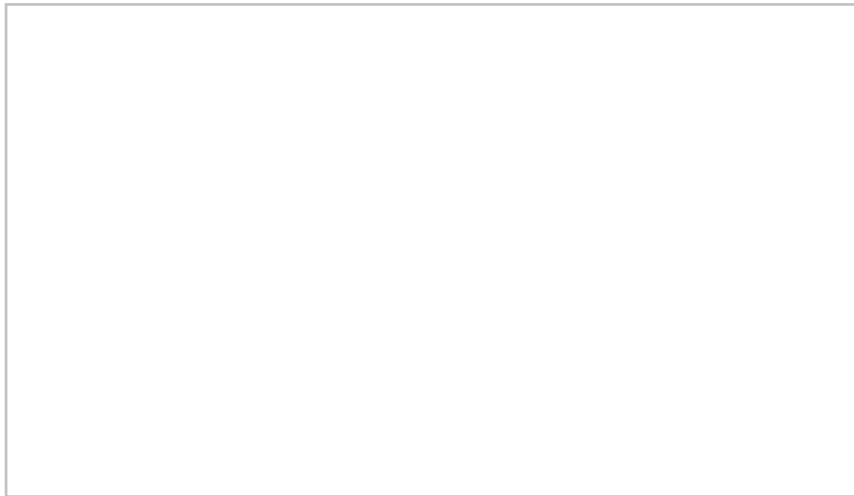
No problems at all. Thursday would work best for me. Does 1pm Wellington / 11am Sydney work for you?

Kind regards,

s 9(2)(a)

ADVANCED LEAVE NOTICE: Please note I will be on annual leave overseas from Monday 23rd January, returning to the office on Tuesday 7th February.

s 9(2)(a)
Managing Director
s 9(2)(a)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Monday, 16 January 2023 7:26 AM
To: s 9(2)(a) <s 9(2)(a)> s 9(2)(a)
Subject: RE: s 9(2)(a) s 9(2) - Takina Events Contract
Importance: High

Kia ora s 9(2)(a)

I hope you had a good weekend.

Unfortunately I will need to change our meeting date – as I will be out of the office on bereavement leave from Wednesday.

I am free tomorrow or are you able to look at Tuesday, Thursday or Friday next week? (Monday is a public holiday in Wellington and Wednesday I am unavailable)

Thank you in advance,

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)

From: s 9(2)(a) <s 9(2)(a)>
Sent: Thursday, 12 January 2023 5:45 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a) s 9(2)(a) s 9(2)(a) s 9(2)(a)
Subject: RE: s 9(2)(a) s 9(2) - Takina Events Contract
()

Hi Aaron,

If we could please lock in 12pm your time / 10am our time on Wednesday 18th, that would be great.

Re things to cover:

1. Currently the contract is for Tuesday 18th and Wednesday 19th July as they were doing 2 x half days. They want to switch the format to do 1 x full day on Wednesday 19th July.
Format of Wednesday stays same with Plenary plus 3 breakout session rooms and MT, Lunch and AT. Gala Dinner at end of Wednesday **250 pax for contracting purposes**
2. They would like a quote for a 2 hour Welcome Reception on Tuesday 18th, 5pm – 7pm at Takina as well as a comparative quote for it to be held at Te Papa. **200 pax for contracting purposes**
3. They would like to add a breakfast session in on morning of Wednesday 19th July – **100 pax**, most likely 7.00am – 8.30am
4. I noticed that the catering is in your exhibition hall. The conference doesn't really have exhibitions so I am just confirming if this is the right space for this.
5. I note that the Plenary Hall 1 can split into the 3 sections – one of which will be set for the Gala Dinner – are you able to confirm max capacity banquet style in one third, noting we need a full stage.

Think they are the main points for the moment.

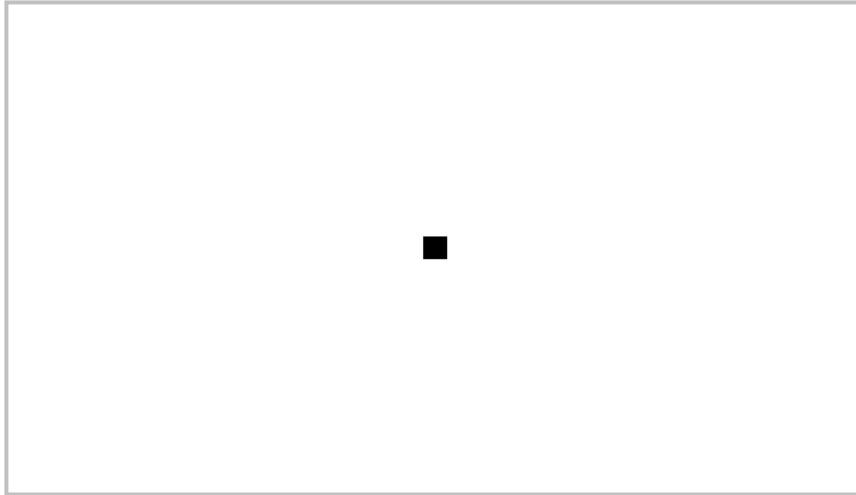
Look forward to talking next week.

Kind regards,

[REDACTED]

[REDACTED]
Managing Director

[REDACTED]



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Thursday, 12 January 2023 2:07 PM

To: [REDACTED] <[REDACTED]>

Subject: RE: [REDACTED] [REDACTED] - Takina Events Contract

Kia ora [REDACTED]

Lovely to hear from you and Happy New Year also!

I am definitely free next week on Tuesday or Wednesday after 11.30am (our time) either day, so happy to work around what may suit you best. Please let me know what time will suit you and I will send the meeting invite.

In the mean time, are you able to send me a brief of the questions raised/changes required so I can review before hand.

Thanks

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED]

()

From: [REDACTED] <[REDACTED]>

Sent: Thursday, 12 January 2023 3:10 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: [REDACTED] <[REDACTED]>

Subject: RE: [REDACTED] [REDACTED] - Takina Events Contract

Importance: High

()

Good afternoon Aaron,

First and foremost, Happy New Year, I hope you had a lovely festive season and have started 2023 with a smile. Apologies for the delay with the contract, our client had some changes and to be honest, I thought we had sent these through prior to the Christmas break but it seems we haven't.

We had another meeting with the client today and following that we have a couple of questions for you and were thinking it might be better to organise a video call?

I would also like to introduce you to [REDACTED] [REDACTED] who will be the Lead Event Manager.

Please let me know if you have any time next week?

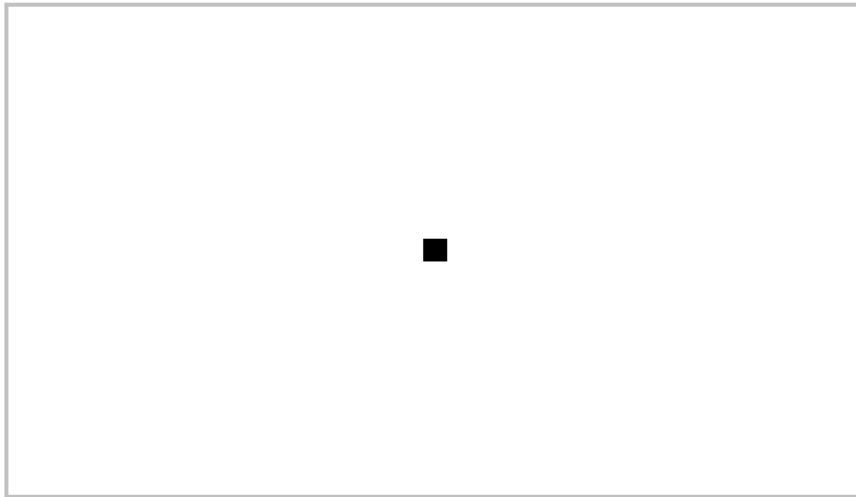
I look forward to hearing back from you.

Kind regards,

s 9(2)(a)

s 9(2)(a)
Managing Director

s 9(2)(a)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, 30 November 2022 3:58 PM

To: s 9(2)(a) <s 9(2)(a)@wellingtonz.com>; s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2)(a) - Takina Events Contract

Kia Ora s 9(2)(a)

Nice to e-meet you.

@s 9(2)(a) thank you for this connection.

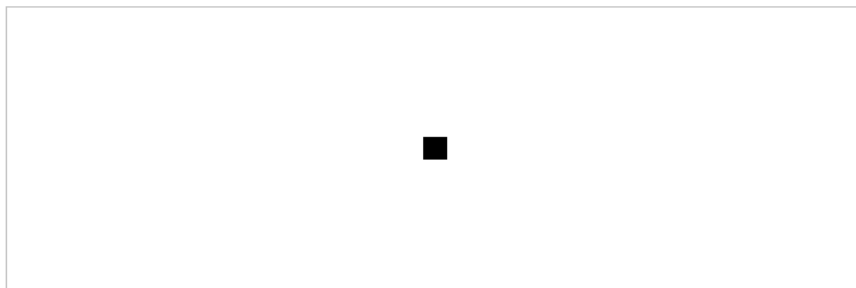
s 9(2)(a) once you have reviewed the contract, please don't hesitate to come back to me with any questions that you may have.

We are excited to be hosting this event in Wellington at Takina and I look forward to working with you moving forward.

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)

Nga mihi o te Kirihimete me te Tau Hou



From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Monday, 28 November 2022 12:54 pm
To: s 9(2)(a)
Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: s 9(2)(a) s 9(2) - Takina Events Contract
Importance: High ()

Kia ora s 9(2)(a)

I trust all went well for your event last week and hope you managed some downtime with the family over the weekend! s 9(2)(a) as discussed last year, please find attached a contract from Takina Events for the s 9(2)(a) Leadership Forum for July 2023.

I'd like to e-introduce you to Aaron Telford from the Takina Events team who will be liaising with you moving forward to finalise arrangements.

Aaron's contact details are below and he's copied in on this email also. Thanks again for your ongoing support – we are thrilled that the forum has chosen Wellington for their meeting next year, and wish you all the very best for a successful event.

If I can be of any further assistance, let me know – otherwise, see you very soon.

Kind regards

s
9(2)
(a)

s 9(2)(a)
Business Development Manager - s 9(2)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a)@WellingtonNZ.com

WellingtonNZ
Takina Project Team – Wellington City Council
www.WellingtonNZ.com



The information contained in this email is confidential and intended for the addressee only. If you are not the intended recipient, you are asked to respect that confidentiality by destroying this email and do not disclose, copy or make use of its contents. Your assistance is appreciated.

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Thursday, 24 November 2022 10:40 AM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: RE: s 9(2)(a) s 9(2) Proposal ()

Kia ora s

Hope your weeks going well. Please see attached the contract for s 9(2) If you can review and pass onto s 9(2)(a) that will be appreciated.

If you need anything let me know,

Thanks

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)

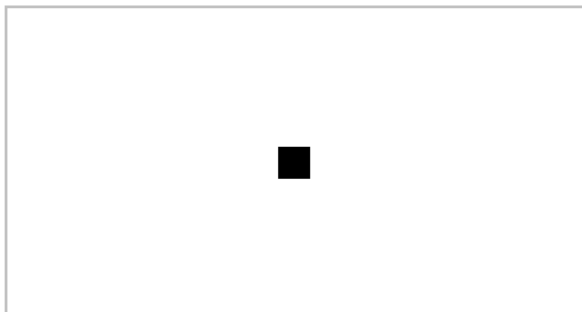
From: [Aaron Telford](#)
To: [REDACTED] - s 9(2)
Cc: [Chris Fox](#); [WINITANA, Marie \(MPU\)](#); [PARDOE-ROPATA, Apiata \(MPU\)](#)
Subject: RE: [REDACTED] s 9(2)(a)
Date: Thursday, 18 May 2023 2:59:00 pm
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.png](#)
[image008.jpg](#)
[image004.png](#)
[image009.png](#)
[image010.png](#)

Kia ora [REDACTED]

No problem at all, I will see you all then. In addition, for our team I will have Clarisse with me who is the coordinator of your event as well.

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED] s 9(2)(a)



From: [REDACTED] - s 9(2) <[REDACTED]>
Sent: Thursday, 18 May 2023 2:57 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>



Subject: RE: [REDACTED] s 9(2)(a)

Kia ora Aaron

FYI we will have two more people joining us for the Takina site visit on Monday morning, Marie Winitana and Apiata Pardoe-Ropata. Its possible they might be running a little late (they will let us know when they are en route).

Nga mihi,

[Redacted] | Director, New Zealand
[Redacted]
Email | [Secretariat@\[Redacted\].org](mailto:Secretariat@[Redacted].org) or [Redacted]
Mobile | [Redacted]
Twitter | @The [Redacted] Website | [www.\[Redacted\].org](http://www.[Redacted].org)

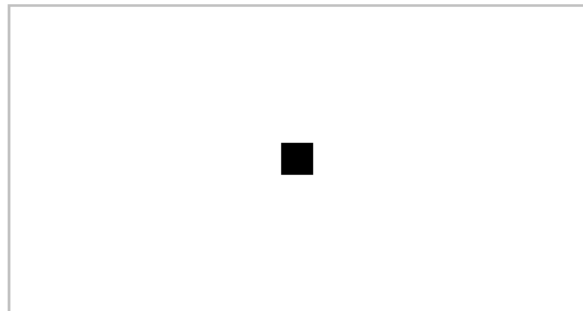
From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, May 17, 2023 9:33 AM
To: [Redacted] - [Redacted] <[Redacted]>
Cc: [Redacted]
Subject: RE: [Redacted]

Yes, that works for me. I have set an invite to you both.

See you then.

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [Redacted]



From: [Redacted] - [Redacted] <[Redacted]>
Sent: Tuesday, 16 May 2023 4:54 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: [Redacted]
Subject: RE: [Redacted]

Hi Aaron
Could we do a site visit to Takina and Te Papa on 22 May please around 11am?

Nga mihi,

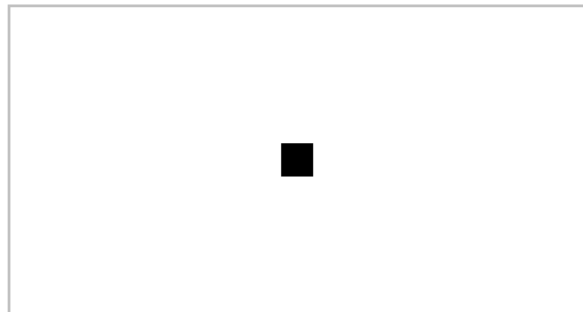
[Redacted] | Director, New Zealand
[Redacted]
Email | [Secretariat@\[Redacted\].org](mailto:Secretariat@[Redacted].org) or [Redacted]
Mobile | [Redacted]
Twitter | @The [Redacted] Website | [www.\[Redacted\].org](http://www.[Redacted].org)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Monday, May 8, 2023 3:56 PM
To: [Redacted] - [Redacted] <[Redacted]>
Subject: RE: [Redacted]

Sounds great, thank you!

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [Redacted]



From: [Redacted] - [Redacted] <[Redacted]>
Sent: Monday, 8 May 2023 3:53 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: [Redacted]

Thanks, I'll check with Chris and will get back to you soon.

Nga mihi,

[Redacted] | Director, New Zealand
[Redacted]
Email | [Secretariat@\[Redacted\].org](mailto:Secretariat@[Redacted].org) or [Redacted]
Mobile | [Redacted]

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Monday, May 8, 2023 3:49 PM

To: [redacted] - [redacted] <[redacted]>

Subject: RE: [redacted]

Kia ora [redacted]

Thank you for the below, and we are looking forward to hosting your event.

Unfortunately, we have our first test event taking place on the 19th of May, so we won't be able to access for a walk through of Takina at that time.

I can arrange Monday 22nd or Tuesday 23rd and am free anytime do this day at this stage.

I am preparing handover of your event to the assigned coordinator this week, so hopefully they can join us as well.

Thanks

Aaron

Nga mihi,

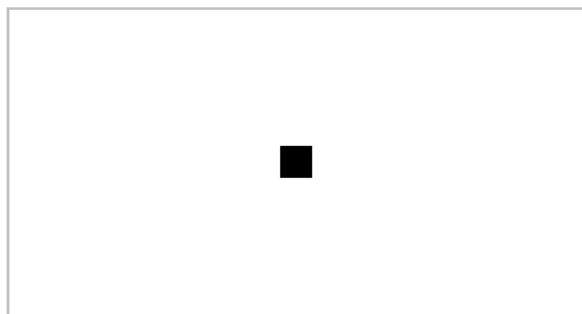
Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [redacted]



From: [redacted] - [redacted] <[redacted]>

Sent: Monday, 8 May 2023 3:38 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: [redacted] - [redacted]

[redacted] <[redacted]>

Subject: RE: [redacted]

Kia ora Aaron

I hope you are well. We are looking forward to holding the [REDACTED] at Takina in July.

I'm keen to visit Takina and the Signs of a Nation hall at Te Papa along with Chris Fox from Te Wharewaka o Poneke who is assisting us with Maori protocol and entertainment planning.

Would it be possible to arrange that on the morning of Friday 19th May please? Ideally to be finished no later than 11.30am please.

Also could you please share with us the floor plans for both venues?

Nga mihi,

[REDACTED] | Director, New Zealand
[REDACTED]
Email | [Secretariat@S 9\(2\)\(a\) org](mailto:Secretariat@S 9(2)(a) org) or [REDACTED]
Mobile | [REDACTED]
Twitter | @The_ [REDACTED] Website | [www.S 9\(2\)\(a\) org](http://www.S 9(2)(a) org)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, February 14, 2023 3:35 PM

To: fionacooper@outlook.co.nz

Subject: [REDACTED]

Kia ora koutou,

Thank you [REDACTED] for connecting us all.

[REDACTED] and Ranj by way of introduction, I am the business development manager here at Takina events and look forward to meeting you both next week. I will shortly send a calendar invitation for our meeting, Unfortunately we are unable to tour Takina as the builders are currently in defecting and handover mode to hand the building to us at the end of the month.

But I will be able to show you around the museum spaces and go over the event requirements with you.

See you both on Tuesday.

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED]

From: [Aaron Telford](#)
To: s 9(2) – s 9(2)(a)
Cc: [Clarisse Le Floch](#); [John Fernie](#)
Subject: s 9(2) Handover
Date: Monday, 22 May 2023 9:56:00 am
Attachments: [image001.png](#)
[image002.jpg](#)

Kia ora s 9(2)(a)

I hope you had a good weekend.

I am pleased to e-introduce you to Clarisse who is the coordinator for your event. She will be in contact soon to continue planning the event.

Clarisse will now be your main point of contact for the s 9(2)(a) event, if you can now, please channel all communication to Clarisse and she can liaise with myself if required moving forward.

Just so you are aware, s 9(2)(a) is coming through today to do a walkthrough and talk about some of the cultural requirements for the event as well.

Thank you and have a good week ahead.

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

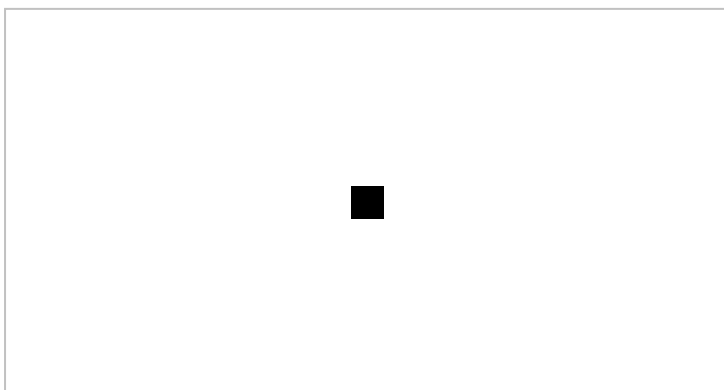
PO Box 467 155 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: [Aaron Telford](#)
To: s - s 9(2)(a) Clarisse Le Floch
Subject: RE: Instructions for 2023 s
Date: Tuesday, 20 June 2023 10:41:00 am
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)

Hi s 9(2)

Sorry, we have a service day booked on the Tuesday, which I thought was your first event day. So your suppliers can pack in on the Tuesday afternoon.

To be honest a bump in through the main doors is not ideal, as this is a public space with a café that opens at 7am and public exhibition running, and the apartments either side will still be affected.

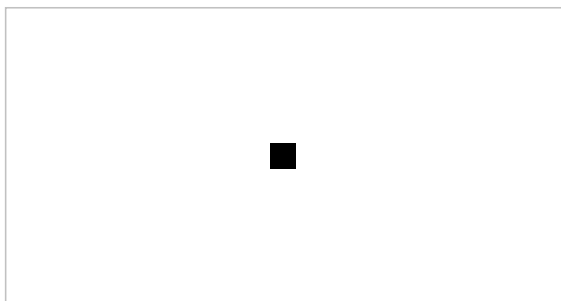
Either way there will be a surcharge for a pack in as we need to staff this for H&S reasons- as is the case with most venues.

I am happy to remove the bump in fee, but there will be a manning the charge will be an hourly rate for one of our team to be onsite and meet & greet and oversee the bump in the rate is s 9(2)(i) plus gst per hour for a minimum of 3 hours.

Thanks

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)



From: s 9(2) - s 9(2)(a) <s 9(2) s 9(2)(a)>
Sent: Tuesday, June 20, 2023 9:56 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>; Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>
Subject: Re: Instructions for 2023 s 9(2)

Hi Aaron

The event is on Wednesday so if the suppliers need to bump in via the dock then we would need access on the Tuesday, not Monday.

Clarisse said bump in via main entrance would be possible. I would prefer this than having to spend an additional s 9(2)(i) to use the loading dock only to bump in.

Please advise Clarisse.

s s
9(2) 9(2)

Get [Outlook for iOS](#)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, June 20, 2023 6:28 am

To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Cc: s 9(2) – s 9(2)(a) <s 9(2) s 9(2)(a)>

Subject: RE: Instructions for 2023 s 9(2)

Kian ora s 9(2)

I hope you are well.

Clarisse is correct in the instruction around the loading dock, I would be surprised that any of our team would have said there is out of hours access, as this definitely isn't available. But you can access the centre earlier, so possibly some confusion there?

However, the foyer space for your event isn't in use on the Monday- so we can organise a pack in in the afternoon for your suppliers, there will be a charge for this pack in time and it will be \$ s 9(2)(b) for 4 hour pack in window.

Please let me know if this will work and Clarisse can organise the timing for you.

Thanks

Aaron

Nga mihi,

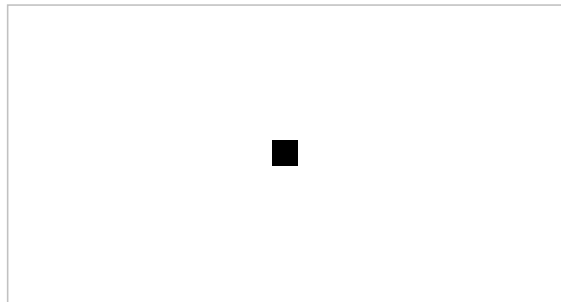
Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Sent: Monday, June 19, 2023 6:53 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: FW: Instructions for 2023 s 9(2)

FYI

From: s 9(2) – s 9(2)(a) <s 9(2) s 9(2)(a)>

Sent: Monday, June 19, 2023 6:01 PM

To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Cc: John Fernie <John.Fernie@takinaevents.co.nz>

Subject: RE: Instructions for 2023 s 9(2)

Hi Clarisse

That's not going to work for our event since the Breakfast starts at 7AM. We have stage theming suppliers, tub chairs suppliers coming in that need to set up prior to the Breakfast. I also mentioned below that coffee carts will need to be set up prior to Breakfast so people can access during registration at 6.30AM.

Could you please escalate to Aaron? We either need to instruct our suppliers to bump in the day before, or bump in 6AM in the morning to be able to execute.

Thank you in advance.

Kind regards,

s s

Event Manager

s 9(2)(a)

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Sent: Monday, June 19, 2023 12:31 PM

To: s 9(2) – s 9(2)(a) <s 9(2) s 9(2)(a)>

Cc: John Fernie <John.Fernie@takinaevents.co.nz>

Subject: RE: Instructions for 2023 s 9(2)

The main entrance doors for you as client to come through can be open from 6am but the Dockway can be accessible from 7am at the earliest. Unfortunately this is a Wellington City Council rule and we can't go around it.

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

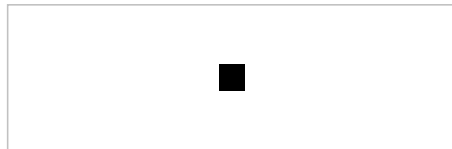
PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: s 9(2) – s 9(2)(a) <s 9(2) s 9(2)(a)>

Sent: Monday, June 19, 2023 2:30 PM

To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Cc: John Fernie <John.Fernie@takinaevents.co.nz>

Subject: RE: Instructions for 2023 s 9(2)

Hi Clarisse

As I mentioned below, my client has said you had agreed to open the dock from 6AM. Could you please confirm?

Kind regards,

s s

Event Manager

s 9(2)(a)

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Sent: Monday, June 19, 2023 12:09 PM

To: s 9(2) – s 9(2)(a) <s 9(2) s 9(2)(a)>

Cc: John Fernie <John.Fernie@takinaevents.co.nz>

Subject: RE: Instructions for 2023 s 9(2)

Hi s 9(2)

Our Dockway is accessible from 7am so shall we say 7am pack in for s 9(2)(a) on Wednesday 19.07.23 and pack out from 3.30pm on same day?

Can I double check you will not have any trade happening on Tawhirimatea Foyer L2 – only coffee cart, buffet and tea and coffee stations? And for dinner a corner for media wall, correct?

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

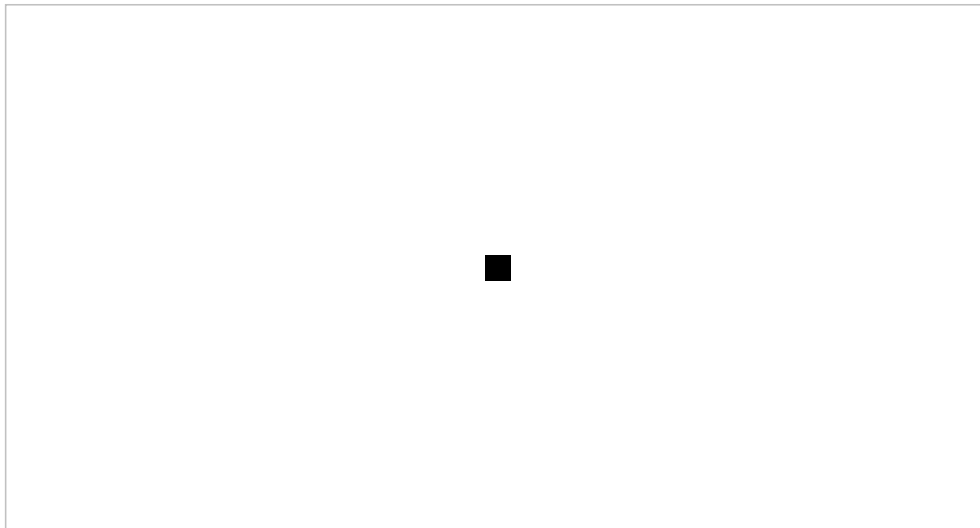
PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: s 9(2) – s 9(2)(a) <s 9(2) s 9(2)(a)>

Sent: Monday, June 19, 2023 12:25 PM

To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Cc: John Fernie <John.Fernie@takinaevents.co.nz>

Subject: RE: Instructions for 2023 s 9(2)

Hi Clarisse

Our Coffee Cart supplier is s 9(2)(a)

Regarding power, they said they just need access to a normal 10 amps power socket for each cart. However, it can't be on a multi box.

I have asked them to bump in 6AM and bump out 3.30PM.

Could you please confirm all OK before I proceed with the hire?

Kind regards,

s s
g(2) g(2)
Event Manager

s 9(2)(a)

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Sent: Thursday, June 15, 2023 12:06 PM

To: s 9(2) – s 9(2)(a) <s 9(2) s 9(2)(a)>

Cc: John Fernie <John.Fernie@takinaevents.co.nz>

Subject: RE: Instructions for 2023 s 9(2)

Ah sorry it is part of the restricted timings for venues at Te Papa – it doesn't apply for Takina

The most important part of the external coffee cart checklist is for us to know who is the external coffee cart supplier, their pack in and their pack out timings and the power requirements.

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

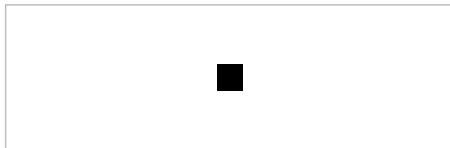
PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: s 9(2) – s 9(2)(a) <s 9(2) s 9(2)(a)>

Sent: Thursday, June 15, 2023 1:10 PM

To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Cc: John Fernie <John.Fernie@takinaevents.co.nz>

Subject: RE: Instructions for 2023 s 9(2)

Hi Clarisse

May I ask why it has to bump in only between 8AM and 10AM? We would need to have coffee carts operational for people registering early in the morning for the Breakfast session.

My client said you had agreed to allow the dock open from 6AM for supplier bump in so the coffee carts can set up early.

Please advise?

Kind regards,

s s

g(2) g(2)
Event Manager

s 9(2)(a)

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Sent: Thursday, June 15, 2023 10:10 AM

To: s 9(2) – s 9(2)(a) <s 9(2) s 9(2)(a)>

Cc: John Fernie <John.Fernie@takinaevents.co.nz>

Subject: RE: Instructions for 2023 s 9(2)

We do not provide or arrange coffee cart but you are welcome to arrange it externally.

I included the list of vendors to this email to help you finding an external suppliers.

Please find below the checklist to be completed prior any final agreement with external coffee cart – just send the completed checklist to me and should be all good to go. From there I will know as well the power requirements of your external coffee cart suppliers which will help the Av coordinator to indicate the best location for coffee cart to be.

External coffee cart checklist:

- You would have to be self-sufficient (Own barista, own coffee cups, own milk, mat down..) - no fridge or fridge space will be providing.
- All electrical gear must be PAT tested and tagged, and all electrical cords must be taped down - it is at your responsibility.
- What are the exact power requirements of the coffee cart? We require to know it prior any confirmation. A photo of the plug would be fantastic.
- What time will it be pack in (have to be between 8am and 10am) ?
- What time will it be pack out (have to be after 6pm)?
- Who is external supplier of the coffee cart and who will be the contact on the day?
- When the baristas will be onsite? please note it will be at your responsibility to assist them.

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

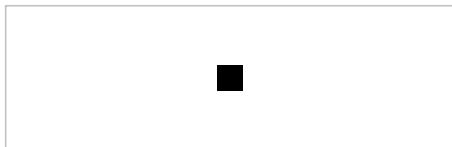
PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 [REDACTED]

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: [REDACTED] <[REDACTED]> <[REDACTED]> [REDACTED]
Sent: Thursday, June 15, 2023 11:58 AM
To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>
Cc: John Fernie <John.Fernie@takinaevents.co.nz>
Subject: RE: Instructions for 2023 [REDACTED]

Hi Clarisse

Could you please confirm whether Takina has coffee carts that we could hire and baristas please?

Kind regards,

[REDACTED]
[REDACTED]
Event Manager

[REDACTED]

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>
Sent: Thursday, June 15, 2023 7:50 AM
To: [REDACTED] <[REDACTED]> <[REDACTED]> [REDACTED] John Fernie <John.Fernie@takinaevents.co.nz>
Subject: RE: Instructions for 2023 [REDACTED]

Kia ora [REDACTED]

In regards to the best location coffee carts, for John and I to give you the most accurate information, can you let me know

who is the coffee cart supplier and their power requirements please.

I mentioned coffee cart coming TBC in the event order document is for me to remember that I don't have the pack in and pack out timings organised yet. Once I hear from you the pack in and pack out timing, that will change.

I hope it makes sense, looking forward to hearing from you.

Have a lovely day,

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

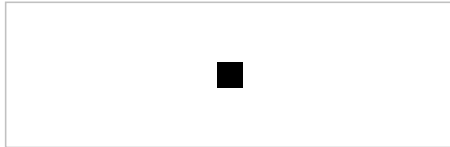
PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 [REDACTED]

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: [REDACTED] - [REDACTED] <[REDACTED]>
Sent: Wednesday, June 14, 2023 9:20 PM
To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>
Cc: John Fernie <John.Fernie@takinaevents.co.nz>
Subject: Re: Instructions for 2023 [REDACTED]

Hi Clarisse

Following up on the request for the floorplan to reflect where the 2x coffee carts should be located in the foyer.

Also the revised Event Order you sent through today (attached) says *2 coffee carts coming - TBC*. What does this mean? We aren't bringing external ones and are looking to hire the coffee carts and baristas from Takina?

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>
Sent: Sunday, June 11, 2023 10:02 PM
To: [REDACTED] - [REDACTED] <[REDACTED]> John Fernie <John.Fernie@takinaevents.co.nz>
Subject: RE: Instructions for 2023 [REDACTED]

Kia ora [REDACTED]

That's all good Please find my answers below in blue. I cced John in it as well as some questions applied to him.

Have a good Monday !

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

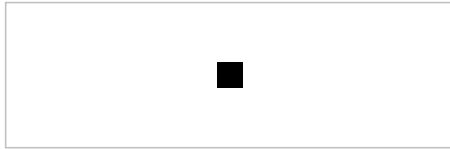
PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 [REDACTED]

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>

Sent: Friday, June 9, 2023 5:23 PM

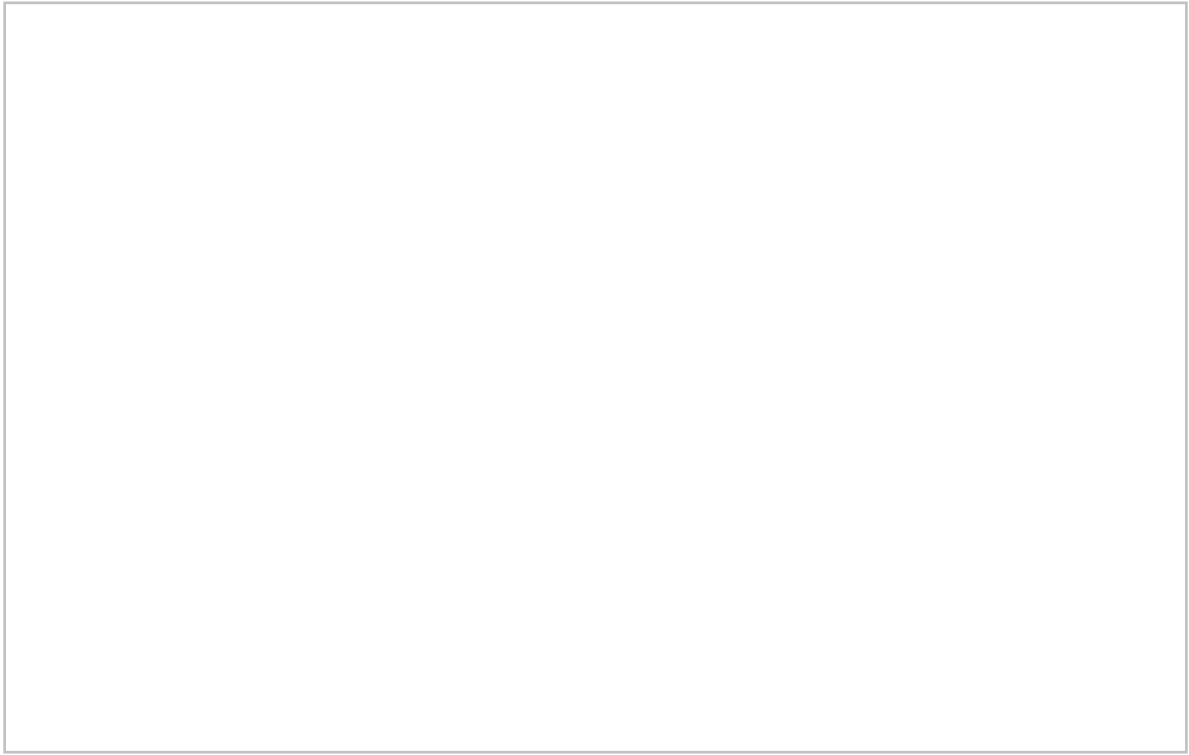
To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Subject: Instructions for 2023 [REDACTED]

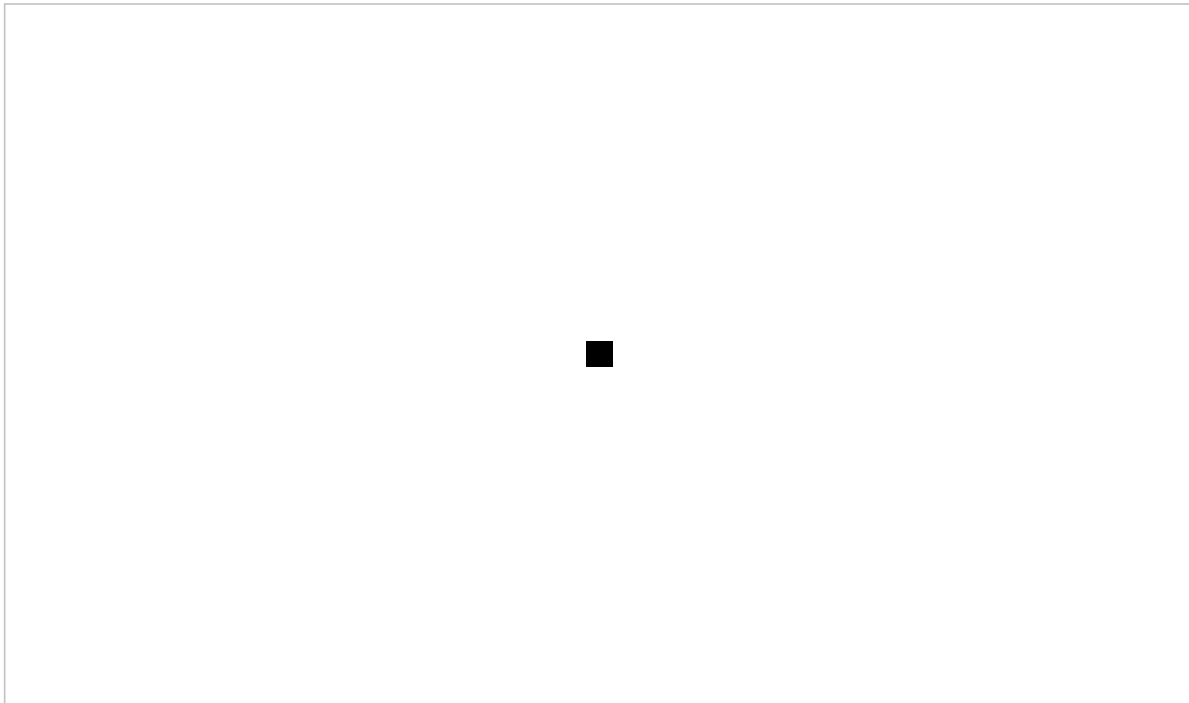
Hi Clarisse

Thanks for your detailed handover notes from a few weeks ago. I have had a read through the Client Venue Guide that you sent through, but I would like to get advice on a few key things that we will communicate to our delegates. I have not been to the venue so it would help us enormously if you could please recommend the best route for our delegates.

- What is the best entrance to Te Papa by foot – closest to the Signs of a Nation? [Te Papa Museum only have one main entrance](#)
- What is the best entrance to Takina by foot – closest to our contracted space on Level 2? [Both entrance \(from Wakefield street and Cable street will be accessible by your delegates depending on where they are coming from in Wellington.](#)
- Could you please provide instructions for delegates to get to Signs for Reception from entrance? [Once guests are coming through the main entrance, they will head to Level 4. Please note that we will have security/host guiding them through their path so no one will ever lose their way. I included both Te Papa and Takina map floor to help you visualizing it.](#)
- Could you please provide instructions for delegates to get to Level 2 on Takina for the Forum? [Once delegates arrive on the ground floor of Takina, they will head to Level 2 either by using our escalator or our lift.](#)
- I understand Takina has no parking, and closest parking is at Te Papa – is this correct? [All carparks as mentioned in the Client guide are very close to Takina \(1/2 minute walk\)](#)



- For those dropping off delegates by car, is it best to say?: By car: Takina visitor drop off zone off Wakefield St [yes definitely](#)
- Do we get any comp parking tickets? [We do not issue any complimentary carpark vouchers but we can issue some carpark voucher as per instruction in the Client guide.](#)



- Could you please indicate on the floorplan that you sent through:
 - 2x coffee carts we will have at the foyer? Not sure if this has been communicated prior, but we now have 2 coffee carts sponsored.
 - Registration desk – we will need 3 trestle tables with black tablecloth, 4 chairs and access to power.

Is [s 9\(2\)\(a\)](#) or another booth building company is building any booth for your event? If yes, They will issue you with a floorplan. If no I can send you a floorplan, please draw on it and scan it back to me for me to make it to the right measurements and check everything is all good to go.

- When is the earliest we can have organiser goods (1x media wall, 1x pull up banner, 1x box) delivered to Takina? Hoping we can send these over asap and have them stored for us. It is being delivered from overseas so we want to

make sure we leave ample time for it to get delivered. We accept deliveries from 48 working hours maximum from your event date. Please note that any earlier deliveries may not be accepted and send back. Please check page 12 to 15 of the client venue guide especially for this.

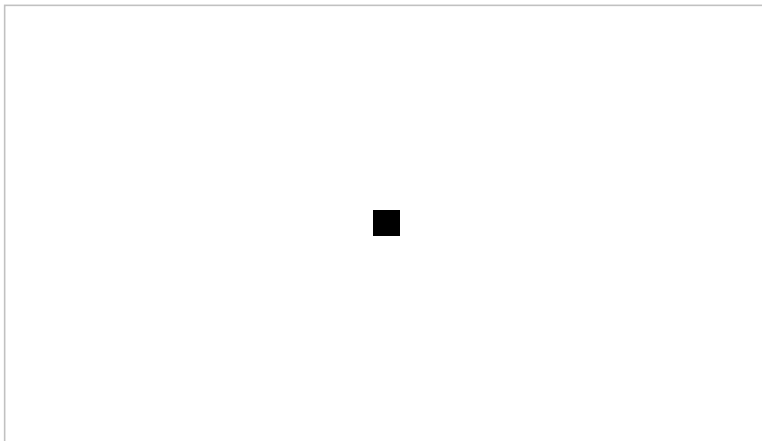
- Could you please include 2x LED screens outside the dinner room to display table seating plan for dinner? [@John Fernie](#) – please liaise with John for any AV requirements.

Thanks so much Clarisse.

Kind regards,

s s
9(2) 9(2)
Event Manager

s 9(2)(a)



From: s 9(2)(a)
To: [Elena Ford](#)
Cc: [Aaron Telford](#); s 9(2)(a)
Subject: FW: Thank You
Date: Monday, 7 August 2023 1:29:22 pm
Attachments: ~WRD0000.jpg

Kia ora Team

Elena – further to the feedback I shared last week, I did reach out and thank s 9(2)(a) for her time, and ask if s 9(2)(a) had received a feedback questionnaire – it seems that she’s not received anything as yet. If you could also follow this up, as I see s 9(2)(a) has some additional feedback to share from her client’s perspective.

Thanking you

s
9(2)
(a)

(2)(a)
Business Development Manager - s 9(2)(a)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

WellingtonNZ
Takina Project Team – Wellington City Council
www.WellingtonNZ.com



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From: s 9(2)(a) – s 9(2)(a) <s 9(2)(a)> s 9(2)(a)
Sent: Thursday, August 3, 2023 8:35 AM
To: s 9(2)(a) <s 9(2)(a)> wellingtonnz.com>
Cc: s 9(2)(a) <s 9(2)(a)> s 9(2)(a)
Subject: RE: Thank You

Dear s
9(2)

Thank you for getting in touch.

No, I have not received the feedback questionnaire. Should I request this from Clarisse, or will you be able to send this to me?

My client has provided their feedback on the venue to me, and I would welcome the opportunity to share these directly with venue.

Thank you.

Kind regards,
s 9(2)(a) s 9(2)(a)
Event Manager

s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Wednesday, August 2, 2023 12:05 PM
To: s 9(2)(a) <s 9(2)(a)> s 9(2)(a) <s 9(2)(a)> s 9(2)(a) <s 9(2)(a)>
s 9(2)(a) <s 9(2)(a)> s 9(2)(a) <s 9(2)(a)>
Subject: Thank You

Kia ora s 9(2)(a) & s 9(2)(a)

s 9(2)(a) – thanks for taking the time to meet with me yesterday; I know you are all full steam ahead for the next few months, so I really appreciate you taking the time to chat through the s 9(2)(a) Leadership Forum and your recent experience at Takina.

@ s 9(2)(a) – s 9(2)(a) – s 9(2)(a) I wanted to clarify from your end if you'd received a feedback questionnaire from the team at Takina Events, and if you'd had a chance to pop your thoughts in writing directly.

I've shared points of our discussion with the wider Takina Events team for their reference, and action. Thanks again for supporting us at Takina, and we look forward to working with you both again in the future.

In the meantime, have a wonderful week, and best of luck with your upcoming marathon of events!

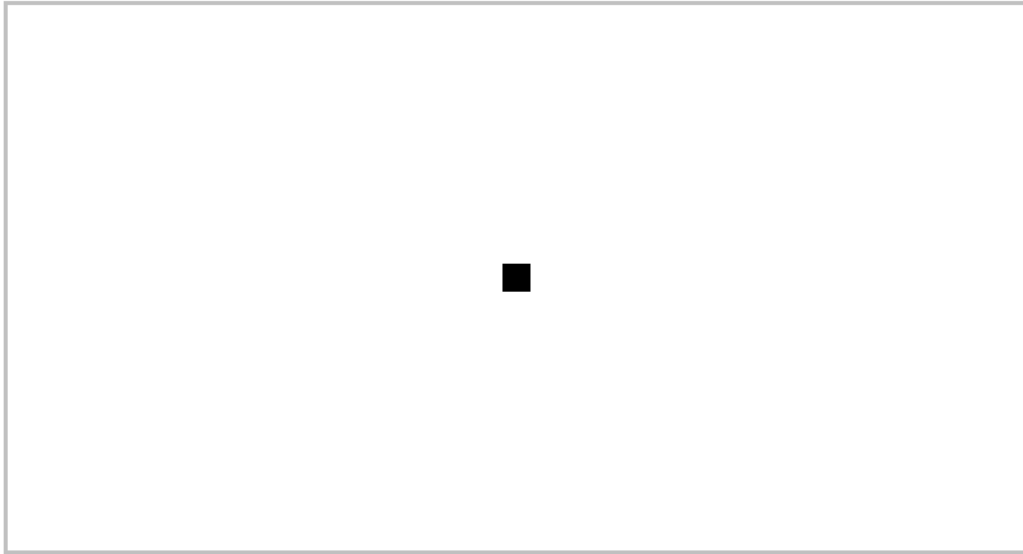
Kind regards

s 9(2)(a)

s 9(2)(a)
Business Development Manager - s 9(2)(a)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

WellingtonNZ
Takina Project Team – Wellington City Council
www.WellingtonNZ.com





From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Wednesday, August 2, 2023 1:27 PM

To: Elena Ford <Elena.Ford@takinaevents.co.nz>; Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Subject: FEEDBACK - s 9(2)(a) | s 9(2)(a) Leadership Forum

Kia ora Elena & Aaron

Out of scope

A large black rectangular redaction box covering the main body of the email. The text "Out of scope" is written in red at the top left corner of the redaction.

Out of scope

A large black rectangular redaction box covering the main body of the email. The text "Out of scope" is written in red at the top left corner of the redaction.

Out of scope

Kind regards

s
9(2)
(a)

(2)(a)

Business Development Manager - s 9(2)

Business Events Wellington

+61 s 9(2)(a)

s 9(2)(a) WellingtonNZ.com

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From: s 9(2)(a)
To: Aaron Telford
Cc: s 9(2)
Subject: RE: FEEDBACK - s 9(2)(a) | s 9(2)(a) Leadership Forum
Date: Wednesday, 23 August 2023 12:28:22 pm
Attachments: [image003.jpg](#)
[image004.png](#)
[image005.jpg](#)

Good morning Aaron,

Thank you taking the time to send through a detailed response, it is really appreciated and I also appreciate you are new centre and it is always a work in progress!

Have a great day ahead.

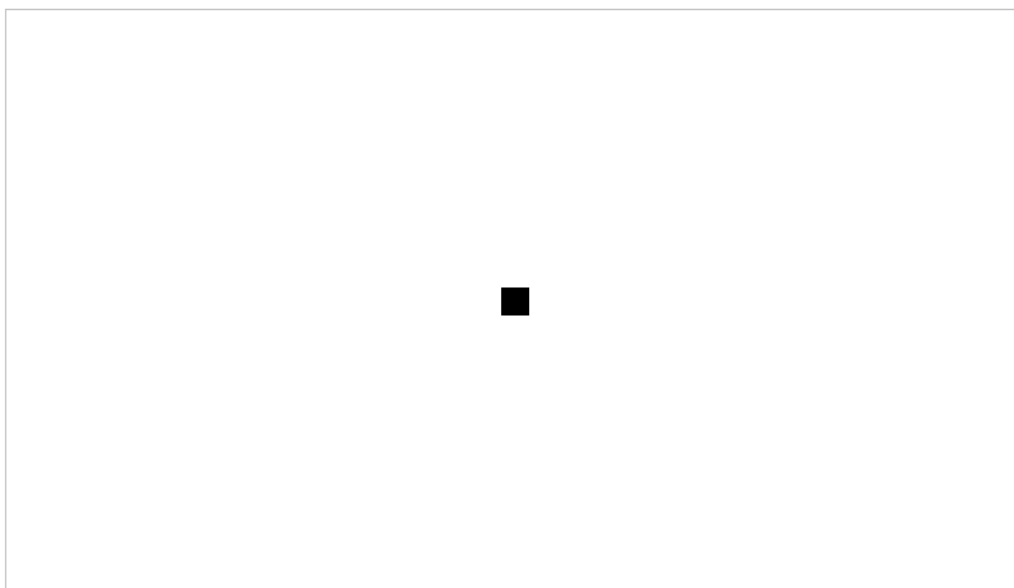
Kind regards,

s 9(2)(a)

s 9(2)(a)

Managing Director

s 9(2)(a)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, August 23, 2023 9:03 AM

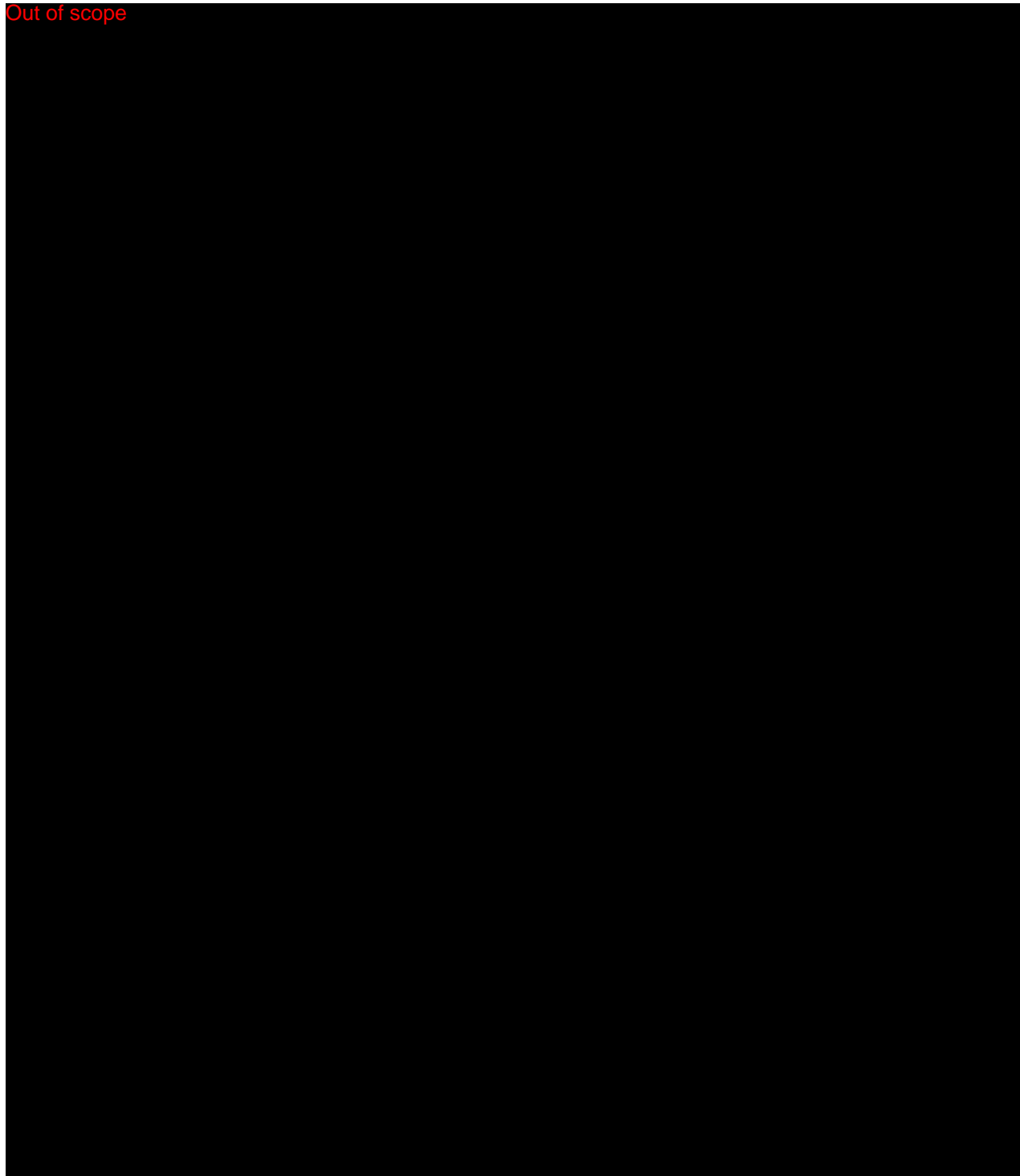
To: s 9(2)(a) <s 9(2) s 9(2)(a)>

Cc: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>

Subject: RE: FEEDBACK - s 9(2)(a) | s 9(2)(a) Leadership Forum

Out of scope

Out of scope



Nga mihi,

Aaron Telford

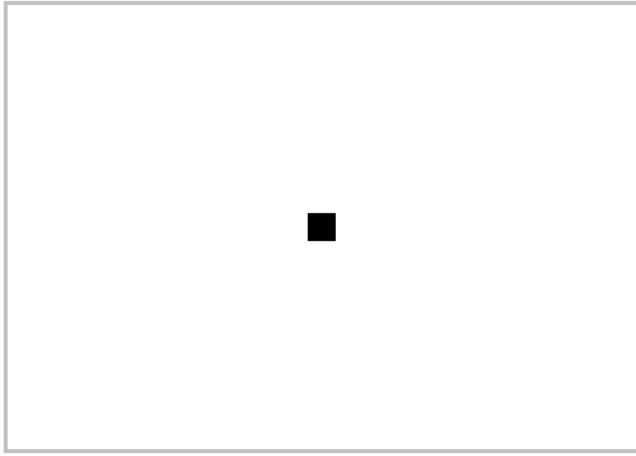
Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21  s 9(2)(a)





From: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>

Sent: Wednesday, August 2, 2023 1:27 PM

To: Elena Ford <Elena.Ford@takinaevents.co.nz>; Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>

Subject: FEEDBACK - s 9(2)(a) | s 9(2)(a) Leadership Forum

Out of scope



Out of scope



From: [Aaron Telford](#)
To: [REDACTED] S
Subject: FW: Contract Takina 2024
Date: Monday, 9 January 2023 10:06:00 am
Attachments: [image006.jpg](#)
[image007.jpg](#)
[image008.jpg](#)
[image009.jpg](#)
[image010.jpg](#)
[image011.jpg](#)
[REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a) [Contract 2024 V.3 - Signed.pdf](#)

Kia ora [REDACTED]
I hope you had a good break, please see attached the counter signed contract for your records.
Thanks
Aaron
Nga mihi,
Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED] s 9(2)(a)

From: Aaron Telford
Sent: Wednesday, 14 December 2022 12:31 pm
To: [REDACTED] s 9(2)(a)
Subject: RE: Contract Takina 2024

Kia ora [REDACTED]
Thank you for returning this! Got there in the end.
I hope you enjoy the summer break and will be in touch next year to put you in touch with a coordinator for your event.
Thanks
Aaron
Nga mihi,
Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED] s 9(2)(a)
Nga mihi o te Kirihimete me te Tau Hou

From: [REDACTED] s 9(2)(a)
Sent: Wednesday, 14 December 2022 8:43 am
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: FW: Contract Takina 2024

Kia ora Aaron
Signed contract attached.
Have a very Meri Kirihimete.
Nga mihi nui
Noho tawhiti, tu kotahi (stand distant, but stand united)

s 9(2)(a)

From: [REDACTED] s 9(2)(a)
Date: Wednesday, 14 December 2022 at 8:40 AM
To: [REDACTED] s 9(2)(a)
Subject: Re: Contract Takina 2024

Thanks.

[REDACTED] s 9(2)(a)

From: [REDACTED] s 9(2)(a)
Date: Tuesday, 13 December 2022 at 1:42 PM
To: [REDACTED] s 9(2)(a)
Subject: FW: Contract Takina 2024

For signing please

Nga mihi nui

Noho tawhiti tu kotahi (stand distant but stand united)

[REDACTED] s 9(2)(a)

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Tuesday, 13 December 2022 at 1:36 PM

To: s 9(2)(a)

Subject: RE: Contract Takina 2024

Hi s 9(2)(a)

Sorry I missed you call have been in meetings,
I think I was calculating the gst inclusive figures, sorry ..the joys of manual contracts!
Please see attached with revised costs.

Thanks

Aaron

Nga mihi,

Aaron Telford

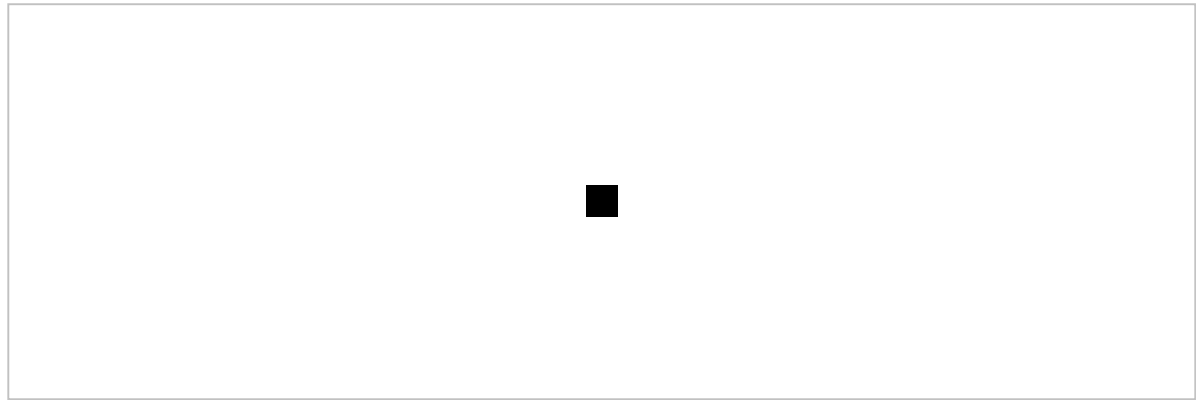
Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

Nga mihi o te Kirihimete me te Tau Hou



From: s 9(2)(a)

Sent: Tuesday, 13 December 2022 1:15 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Re: Contract Takina 2024

Hi Aaron

I left you a voice message but still can't get the total figure you are getting. Am I missing something?

I've got Venue fee of \$ s 9(2)(i) plus catering of \$ s 9(2)(i) = \$ s 9(2)(i) plus GST not \$ s 9(2)(i) plus GST.

If I add in the \$ s 9(2)(i) for AV I get a total of \$ s 9(2)(i) plus GST.

Nga mihi

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Tuesday, 13 December 2022 at 12:10 PM

To: s 9(2)(a)

Subject: RE: Contract Takina 2024

Kia ora s 9(2)(a)

Apologies this wasn't amended from the previous contract!

Please see correct attached.

Thanks

Aaron

Nga mihi,

Aaron Telford

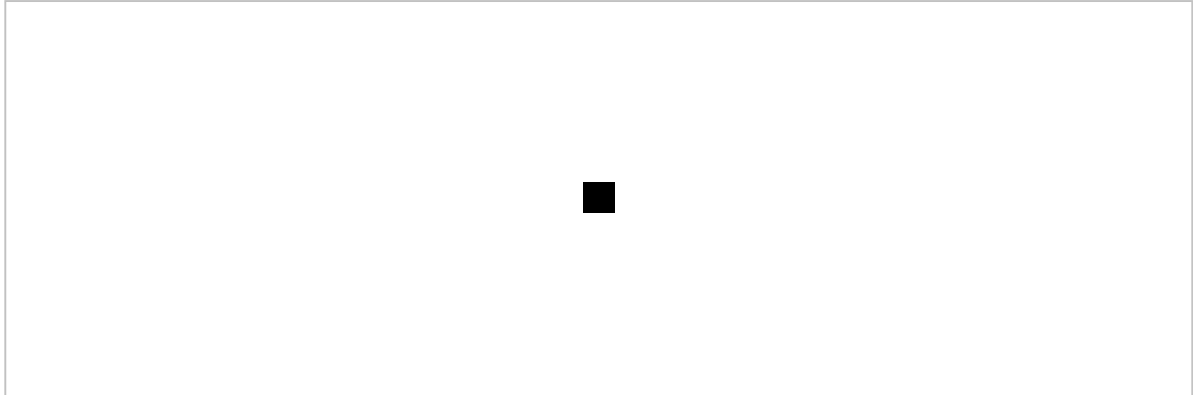
Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

Nga mihi o te Kirihimete me te Tau Hou



From: s 9(2)(a)

Sent: Tuesday, 13 December 2022 8:36 am

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Re: Contract Takina 2024

Morena Aaron

Looks good, except I don't know how you got the total figure of s 9(2)(f) plus GST – when I add the venue and catering and estimated AV costs it comes to less than this.

Can you just clarify for me in case I am missing something?

Nga mihi nui

Noho tawhiti, tu kotahi (stand distant, but stand united)

s 9(2)(a)

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Monday, 12 December 2022 at 4:31 PM

To: s 9(2)(a)

Subject: RE: Contract Takina 2024

Hi [REDACTED]

Please see attached the updated contract with reduced minimum numbers and costing as below.

Thanks and hope you can make it tomorrow!

Aaron

Nga mihi,

Aaron Telford

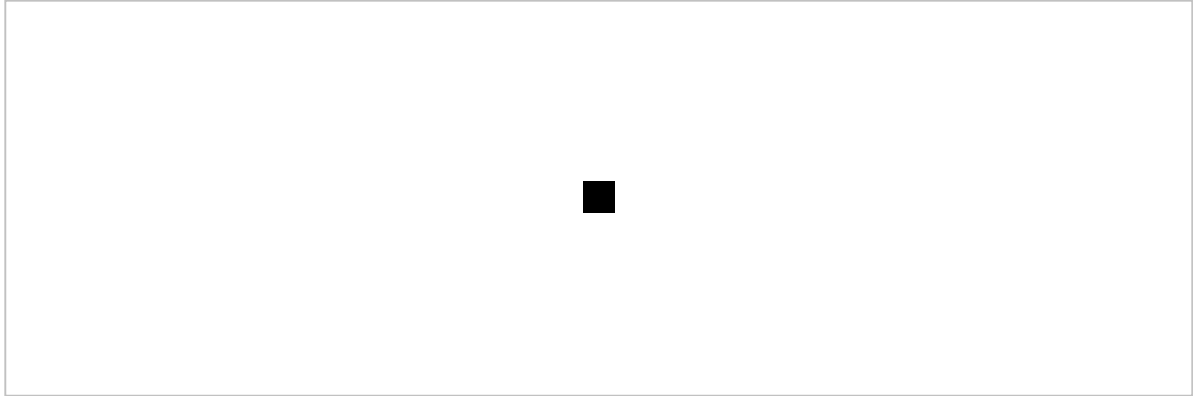
Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

Nga mihi o te Kirihimete me te Tau Hou



From: [REDACTED]

Sent: Monday, 12 December 2022 1:36 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Re: Contract Takina 2024

Hi Aaron

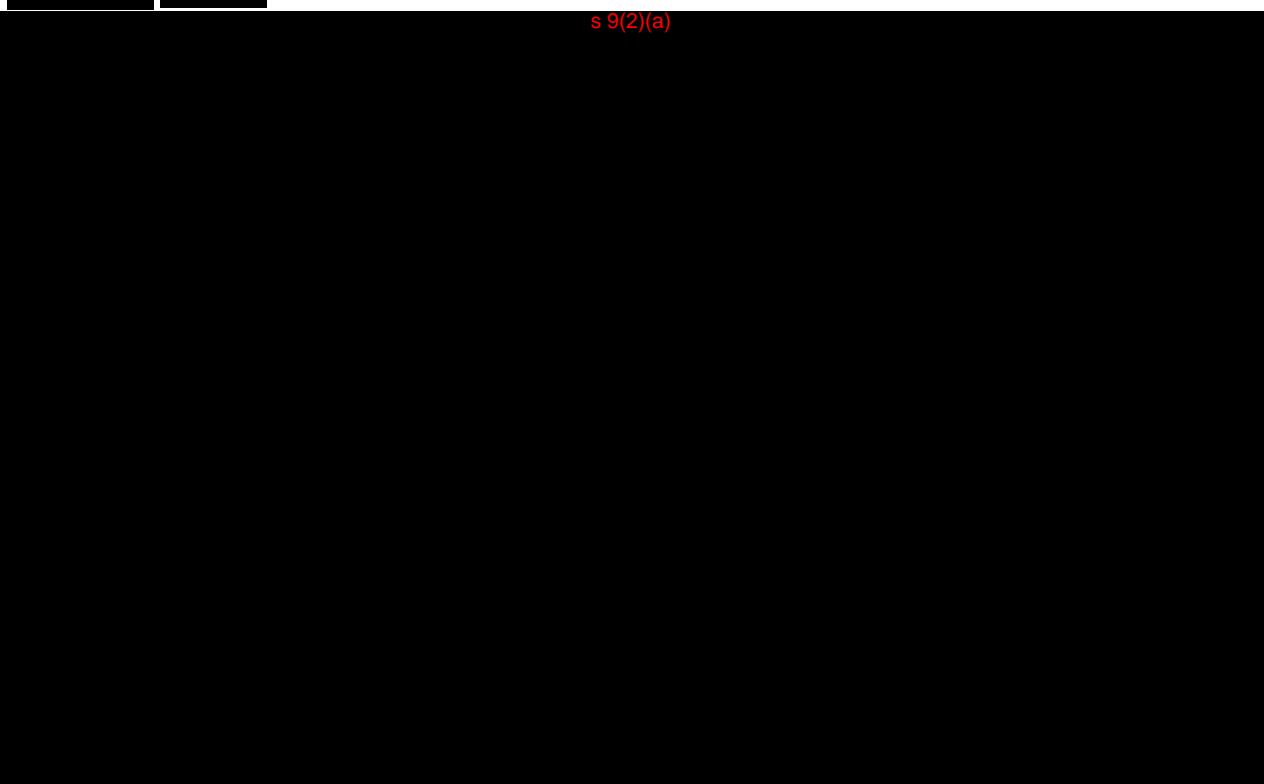
Yeah, lets reduce to 300 for conference to start and 200 for cocktail function.

I'm sure we will get more but better to play safe.

Nga mihi nui

Noho tawhiti, tu kotahi (stand distant, but stand united)

[REDACTED]



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Monday, 12 December 2022 at 11:07 AM

To: [REDACTED] s 9(2)(a)

Subject: RE: Contract Takina 2024

Morning,

Hope you had a good weekend.

I can reduce the minimum to 300 for you?

How many do you think you may have for the cocktail- (minimum)

Let me know and I can adjust the contract for you.

Thanks

Nga mihi,

Aaron Telford

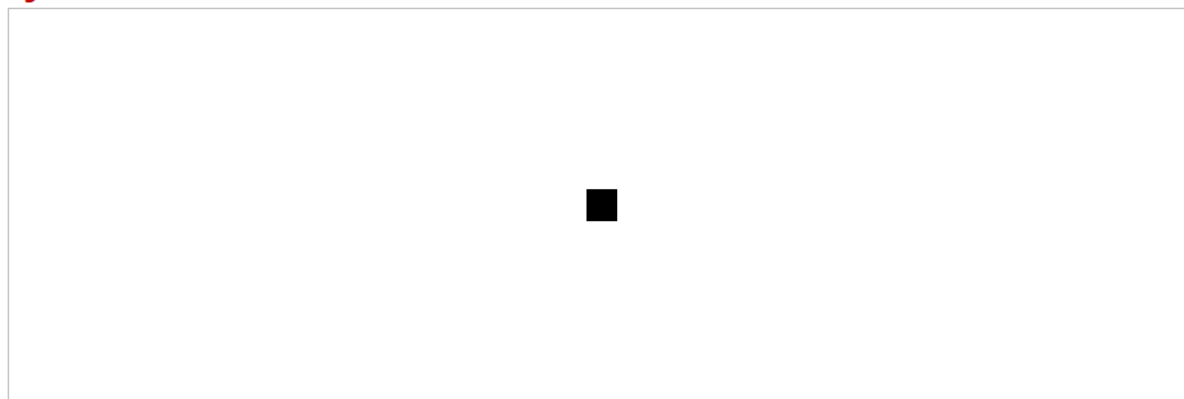
Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)

Nga mihi o te Kirihimete me te Tau Hou



From: [REDACTED] s 9(2)(a)

Sent: Monday, 12 December 2022 11:01 am

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Re: Contract Takina 2024

Kia ora Aaron

Thank you for sending through the contract. I will pass this on to my CEO for signing.

Just a quick question – I see we have been quoted based on minimum number of 400. Are we committed to this figure or is this adjustable downwards as event planning/registration takes place. Is it better to adjust now to say 320 and allow for growth?

Also, we probably won't have 400 for the canape event – are we committed to this figure or is this adjustable as planning takes place?

Nga mihi nui

Noho tawhiti, tu kotahi (stand distant, but stand united)

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Friday, 9 December 2022 at 11:58 AM

To: [REDACTED] s 9(2)(a)

Subject: Contract Takina 2024

Kia ora [REDACTED] s 9(2)(a)

Happy Friday!

Please see attached the contract for your event in 2024. If you can please review, sign and return this document to me that will be appreciated.

Note that the summary of charges in for Venue Hire and Catering and doesn't include additional Audio Visual charges for any additional equipment or operator charges, I have indicated an amount to allow for AV Operators for the event to give you a guide line.

I have included the canape charges and beverage on consumption for the networking event as well. Once you return the contract , I will then countersign this and update our system. From there you will be allocated one of our amazing coordinators who will work with you to finalise the details of the event and payment schedules etc.

If you have any questions, please don't hesitate to reach out to me,
Have a good weekend!

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 |55 Cable Street, Wellington 6011

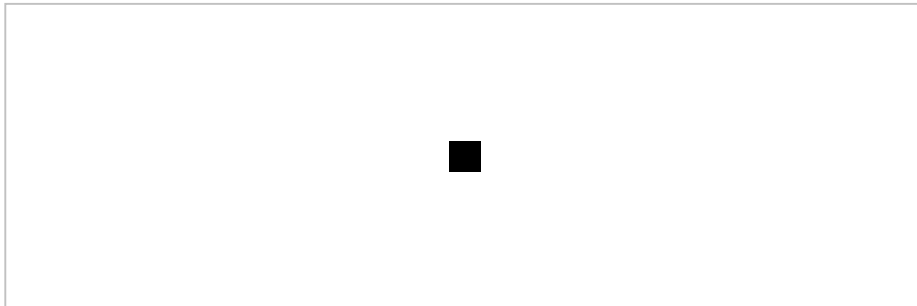
Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz

Nga mihi o te Kirihimete me te Tau Hou



From: [REDACTED]
To: [Aaron Telford](#)
Subject: Re: Takina Enquiry for 2024
Date: Tuesday, 6 December 2022 9:59:30 am
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.png](#)

Hi Aaron

Usually 1.5 hours – just beverage and canapes – stand up affair. Probably the Friday evening – but that won't be confirmed for some time.

Nga mihi nui

Noho tawhiti, tu kotahi (stand distant, but stand united)

[REDACTED]

[REDACTED]

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Tuesday, 6 December 2022 at 9:56 AM

To: [REDACTED]

Subject: RE: Takina Enquiry for 2024

Hi [REDACTED]

Thanks, the final timings will be done at coordination stage of the event.

I will need to add the welcome function in now for you, how long will this run for and just beverage and canapes?

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

Nga mihi o te Kirihimete me te Tau Hou



From: [REDACTED] s 9(2)(a)
Sent: Tuesday, 6 December 2022 9:43 am
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: Takina Enquiry for 2024

Hi Aaron

All looks good. One question around the "finish" times each day. If we want to host a welcome reception one of the evenings in the foyer where catering/trade will be, do we need to add that in now? Plus a potential business meeting in one of the breakout rooms either early morning (breakfast meeting) or 5pmish.

Nga mihi nui

Noho tawhiti, tu kotahi (stand distant, but stand united)

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Date: Tuesday, 6 December 2022 at 9:22 AM
To: [REDACTED] s 9(2)(a)
Subject: RE: Takina Enquiry for 2024

No problems, it happens! I have allocated a green room for you for the speaker prep with access from the 13th.

Thanks,

Nga mihi,

Aaron Telford

Business Development Manager - Venues
Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)

Nga mihi o te Kirihimete me te Tau Hou

From: [REDACTED] s 9(2)(a)
Sent: Tuesday, 6 December 2022 9:18 am
To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Re: Takina Enquiry for 2024

Sorry Aaron, I didn't read it properly! All good. And just to confirm we would also have access to the meeting room on that floor – that we could use as speaker prep room?

Nga mihi nui

Noho tawhiti, tu kotahi (stand distant, but stand united)

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Tuesday, 6 December 2022 at 9:05 AM

To: s 9(2)(a)

Subject: RE: Takina Enquiry for 2024

Hi s 9(2)(a)

Thanks for this, sorry for any confusion the system pulls it as below – so it is correct...

13th Pack in

14th and 15th Conference Days (start date 14th end date 15th)

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

Nga mihi o te Kirihimete me te Tau Hou

From: s 9(2)(a)

Sent: Tuesday, 6 December 2022 7:24 am

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Re: Takina Enquiry for 2024

Hi Aaron

Thanks – but this is missing a day! Also need 15th June. See your email to me on Friday 18 November

Nga mihi

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Monday, 5 December 2022 at 3:03 PM

To: s 9(2)(a)

Subject: RE: Takina Enquiry for 2024

Kia ora s 9(2)(a)

I hope you had a good weekend, please see below an updated summary for your event in 2024, with revised dates as below. If you can please review and let me know if there are any changes required, and then I can do the contract for you.

I have adjusted the room usage slightly to get a better fit and run off your event for operational and delegate comfort as well.

Please see attached an updated floor plan the green lines are the placement of the screens in the room to give you an idea of the orientation.

Space	Usage	Setup	Start Date	Start Time	End Time	End Date	Max Capacity	Venue Hire exc GST (\$)	
L2 Takina Plenary Hall Two	Service Day	Set up- Takina Team	13/06/2024	7:00 AM	5:00 PM	13/06/2024		s 9(2)(i)	
L2 Takina Gallery	Pack in	Booth Build	13/06/2024	7:00 AM	5:00 PM	13/06/2024			
L1 Takina Green Room 4	Speaker Prep	As is	13/06/2024	7:00 AM	5:00 PM	15/06/2024			
L2 Takina Organisers Office	Secretariat/Office	Boardroom	13/06/2024	7:00 AM	5:00 PM	15/06/2024			
L2 Takina Plenary Hall Two (2.1 & 2.4)	Plenary Session Breakout Session 1	Theatre or Banquet	14/06/2024	8:00 AM	5:00 PM	15/06/2024	Theatre S Banquet 380		
L2 Takina Gallery	Catering & Trade	Standing Catering + Trade	14/06/2024	8:00 AM	5:00 PM	15/06/2024			
L2 Takina Plenary Hall 2.3	Breakout Session 2	Theatre	14/06/2024	8:00 AM	5:00 PM	15/06/2024			
L2 Takina Plenary Hall 2.6	Breakout Session 3	Theatre	14/06/2024	8:00 AM	5:00 PM	15/06/2024			
TOTAL AMOUNT									
TOTAL GST									
TOTAL AMOUNT INC GST									

Description	Unit Price	Unit	Start Date	Start Time	End Time	End Date	Total Exc GST
Tea and coffee on arrival	s 9(2)(i)	400	14/06/2024	8:00AM	9:00PM	15/06/2024	s 9(2)(i)
DAILY MENU - Morning, Afternoon Tea & Working Lunch		400	14/06/2024	10:00AM	4:00PM	15/06/2024	
TOTAL AMOUNT							
TOTAL GST							
TOTAL AMOUNT INC GST							\$

Nga mihi,

Aaron Telford

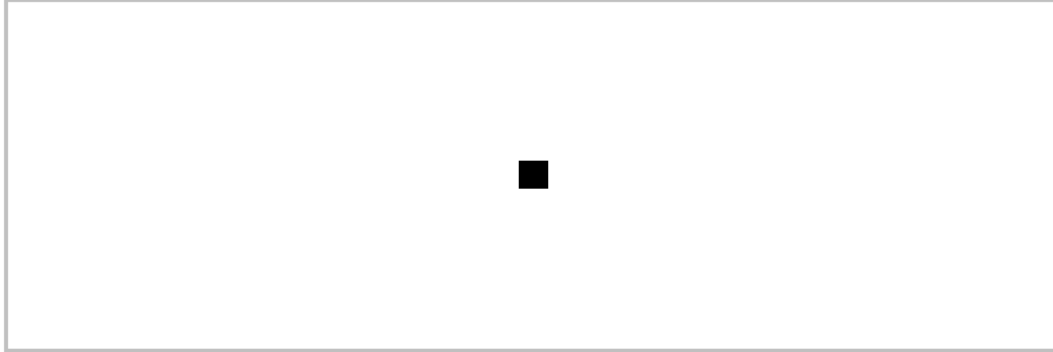
Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

Nga mihi o te Kirihimete me te Tau Hou



From: s 9(2)(a)
Sent: Wednesday, 23 November 2022 3:56 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: Takina Enquiry for 2024

Kia ora Aaron

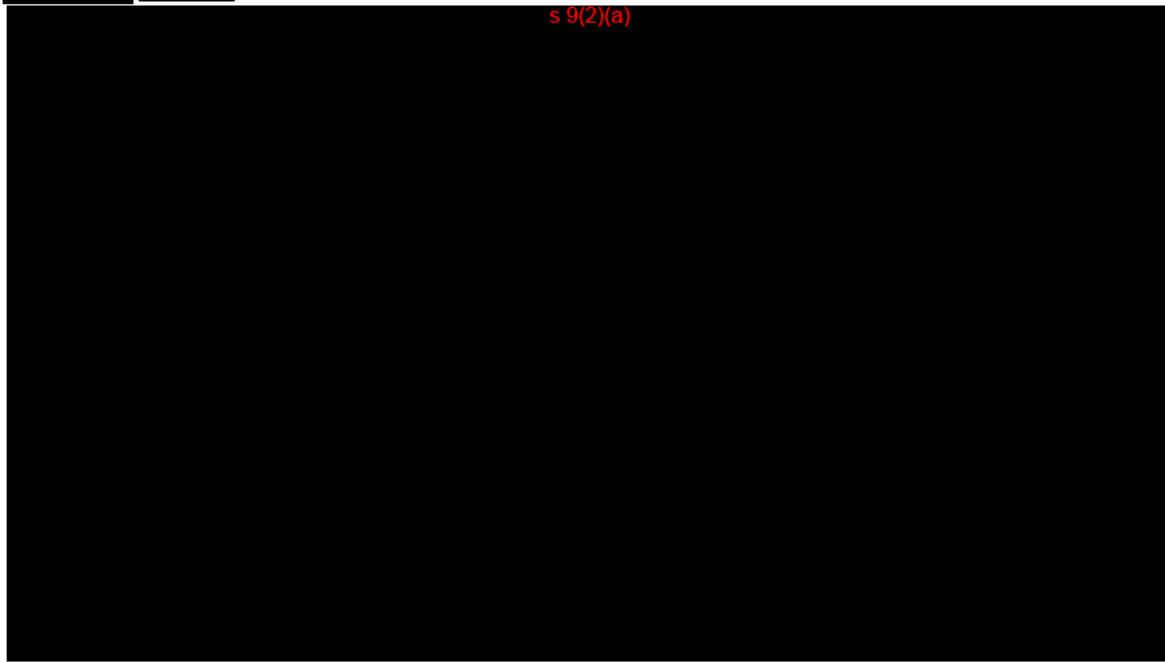
I hope you are feeling better. Following a successful meeting yesterday we would like to confirm our booking for the dates below – 13th to 15th June 2024.

Is there anything else we need to do at this stage?

Nga mihi nui

Noho tawhiti, tu kotahi (stand distant, but stand united)

s 9(2)(a)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Friday, 18 November 2022 at 10:28 AM

To: s 9(2)(a)

Subject: RE: Takina Enquiry for 2024

Kia ora s 9(2)(a)

Please see below pricing based on the revised:

13th to 15th June 2024

Date	Usage	Item	Cost
13th	Pack In	Venue Hire	s 9(2)(f)
14th & 15th	Conference Days	Venue Hire	\$
		Catering	\$

		TOTAL AMOUNT	\$	s 9(2)(f)
		TOTAL GST	\$	
		Total INC GST	\$	

In terms of the AV I don't have any further update on additional items at this stage, obviously these change from event to event requirements.

We have appointed a new manager for our AV team, and we are currently working through different scenarios. If you have specific needs, if you can please let me know what these may be, then I can go back to the team and see if I can get a ballpark pricing for you?

I would allow the below for operation each day however as a base:

2 x AV Operators for the conference days @ \$ [redacted] ph (excl gst) for 8 hours each \$ [redacted] (excl gst)

2 x Day Operational Equipment(mixing desks etc) for operators [redacted] (excl gst)

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [redacted]

From: [redacted] s 9(2)(a)

Sent: Thursday, 17 November 2022 4:00 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Re: Takina Enquiry for 2024

Thanks Aaron

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Thursday, 17 November 2022 at 3:54 PM

To: [redacted] s 9(2)(a)

Subject: RE: Takina Enquiry for 2024

Hi [redacted]

No problem, I will look at this soon (just ducking into a meeting) and then have something back to you first thing tomorrow am at the latest.

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [redacted]

From: [redacted] s 9(2)(a)

Sent: Thursday, 17 November 2022 2:30 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Re: Takina Enquiry for 2024

Hi Aaron

Just give me an updated price for now. Pack in 13th, conference on 14th and 15th.

Can you also give me a further idea of additional AV costs over and above what is included.

Many thanks

Nga mihi nui

Noho tawhiti, tu kotahi (stand distant, but stand united)

[redacted] s 9(2)(a)

[redacted] s 9(2)(a)

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Thursday, 17 November 2022 at 1:54 PM

To: s 9(2)(a)

Subject: RE: Takina Enquiry for 2024

Kia ora s 9(2)(a)

I hope your weeks going well!

Sorry for the delayed response, its been a busy day!

Can definitely look at this for you , so reducing one day conference and moving bump in to the 13th.

Would you like me to repropose this event in full for you or would you like a price guide based on the reduced day?

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

From: s 9(2)(a)

Sent: Thursday, 17 November 2022 8:03 am

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Re: Takina Enquiry for 2024

Hi Aaron

I have a board meeting next week and I am just preparing a paper for them. If we reduced our conference by one day i.e. pack in Thursday 13th June 2024 and have a 2 day conference on the Friday and Saturday, how will that affect the pricing?

Are you able to let me know by tomorrow?

Nga mihi nui

Noho tawhiti, tu kotahi (stand distant, but stand united)

s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Friday, 30 September 2022 at 12:14 PM

To: [REDACTED] s 9(2)(a)

Subject: RE: Takina Enquiry for 2024

Kia ora [REDACTED] s 9(2)(a)

I hope you have had a good week, please see attached the proposal for your event in 2024 at Takina.

I have based the proposal on the maximum 400 delegates for you, using Plenary Hall 2 as a mix of Plenary space and also catering/exhibition as well including a pack in day, which I have applied a 50% venue hire discount to for your event.

You will see AV inclusions in the document as well for the Takina venues, please note that the proposal doesn't include pricing for the AV techs that may be required for your event, there is an indication of prices, and these will be finalised at the coordination stage of the event, based on your final requirements.

Catering is based on the day catering menus and there are links to this in the document- we will be running the same menu concepts from Te Papa at Takina as well.

Once you have reviewed the attached document please let me know your thoughts. This is a working document and starting point for us.

Thanks and have a good weekend.

Regards,

Aaron

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)

From: [REDACTED] s 9(2)(a)

Sent: Tuesday, 27 September 2022 3:01 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Re: Takina Enquiry for 2024

Kia ora Aaron

Thank you for getting back to me in a timely fashion. My answers are as follows:

1. Exhibition numbers vary – this year we only had 1 exhibitor, but that was mainly due to venue size and short notice from conference announcement to actual event plus post-Covid effects. In 2018 (our last conference) we had 13 sponsors/exhibitors with 16 stands overall. All stands were 3m x 1.8m. These are built booths – and in the past has been a mixture of us controlling the build and a mix of exhibitors doing their own builds. I don't expect we would get too many more than 20 stands.
2. Yes, catering in the exhibition space.
3. Again we have done a mix of tiered seating and cabaret style seating at tables. At this stage we haven't decided what format we would want in 2024 but will probably veer towards tiered seating.

Just to explain our date options. In the past we have always had a 3 day event. The first day is our "education day" which is followed by a 2 day conference. This year, we only had the 2 day conference and it seem to work well.

Those that would normally just come for the education day and then leave, still came to the full 2 day conference – from a planning and budgeting perspective it worked really well. Again we are not yet sure what format we want for 2024 but we would need either 3 days plus a pack in day, or 2 days plus a pack in day.

I may have a better idea tomorrow as am meeting with the Board tonight.

Nga mihi nui

Noho tawhiti, tu kotahi (stand distant, but stand united)

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Tuesday, 27 September 2022 at 11:21 AM

To: [REDACTED] s 9(2)(a)

Subject: Takina Enquiry for 2024

Kia ora [REDACTED] s 9(2)(a)

Thank you for your email and enquiry with us for Takina in 2024. The build is coming along very well and we are excited for next year's opening! And it is great to see the larger events booking and taking place now and I hope your recent one was a success!

As you may know Takina has two dedicated event floors, that are basically a reverse of each other space wise.

Level One has the dedicated Exhibition Hall and the smaller Plenary space

Level Two a smaller Gallery and larger Plenary

[Rooms & plans - Takina \(takina.co.nz\)](https://takina.co.nz/rooms-plans)

If you can please let me know the below information, I can review the spaces and see what will work best for your event.

- What size is your exhibition normally and is this built booths and if so what sizes normally?
- I assume you will want the catering amongst the exhibition space?
- What is your normal Plenary set up?

The best fit for your event date wise at this stage would be 13, 14, 15 June 2024.

Do you require a pack in day for the event?

I look forward to hearing from you,

Aaron

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)

From: [REDACTED] s 9(2)(a)

Sent: Thursday, 22 September 2022 4:05 pm

To: Venues <enquiries@takinaevents.co.nz>

Subject: Enquiry for 2024

Kia ora

How exciting to see Takina is on track for opening next year. We have just run our first successful in-person conference since Covid and are now looking ahead to 2024.

What are bookings like for the following date options:

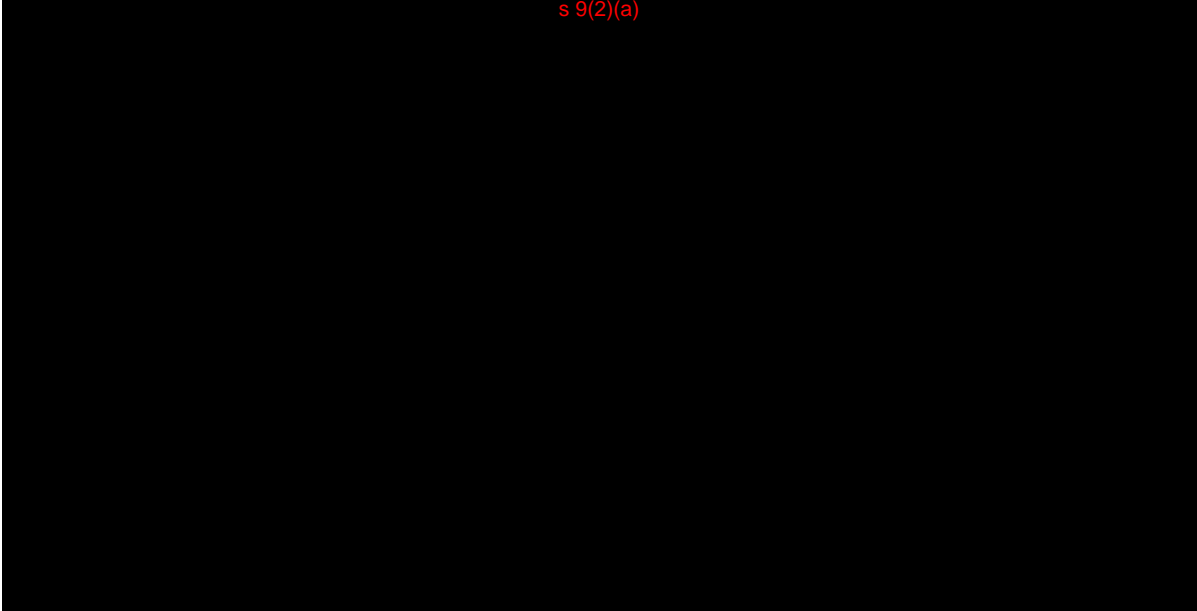
1. 23rd, 24th and 25th May 2024
2. 30th, 31st May and 1 June 2024
3. 6th, 7th and 8th June 2024
4. 13th, 14th and 15th June 2024

We are not quite sure whether to go with Plenary one or Plenary two. Our overall numbers are usually between 300 and 400 but depending on how the exhibition area and catering areas work etc then we may find the bigger plenary room better and keep the trade exhibition in one of the divided rooms. It would be useful to have your

thoughts/ideas.

We usually have a mix of plenary sessions and break out sessions – we could have 3 break out sessions going at once. Plus we would need a green room, catering space etc.

Nga mihi nui



From: [Aaron Telford](#)
To: s 9(2)(a)
Subject: RE: Level 2 Gallery Area Floor Plan
Date: Tuesday, 27 June 2023 5:04:00 pm
Attachments: [image008.png](#)
[image009.jpg](#)
[image010.png](#)
[image011.jpg](#)
[image012.png](#)
[image013.jpg](#)
[image014.png](#)
[image015.jpg](#)
[image016.png](#)

Hi again,

We recommend the below supplier for coffee carts:

s 9(2)(i), s 9(2)(a)

Thanks

Nga mihi,

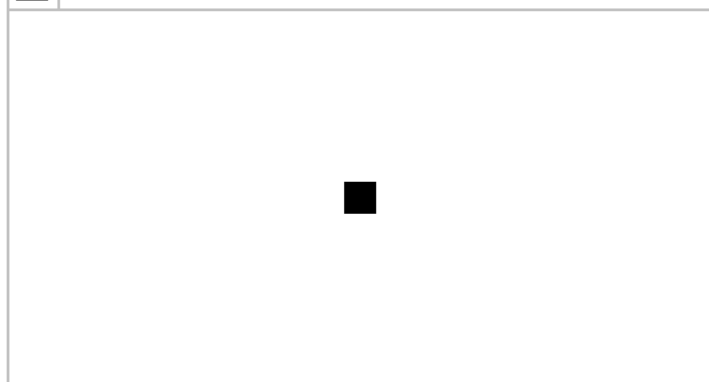
Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a)

Sent: Monday, June 19, 2023 12:37 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Re: Level 2 Gallery Area Floor Plan

Kia ora Aaron

Yes had a lovely long weekend – been told to use up some leave so having 3 days weekends for the next month or so.

Re: the canape event - As long as we are not financially tied into it? That was our main concern. Any floor plans yet? Also is there the opportunity for us to have one of our sponsors sponsor a coffee cart? Or does that compete with the café downstairs? If it is possible do you have a preferred supplier?

Nga mihi nui

Noho tawhiti, tu kotahi (stand distant, but stand united)

s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Monday, 19 June 2023 at 12:22 PM

To: [REDACTED] s 9(2)(a)

Subject: RE: Level 2 Gallery Area Floor Plan

Kia ora [REDACTED] s 9(2)(a)

I hope you had a good weekend!

Noted to add the additional meeting room, I have actioned this for you.

Fir the social event, shall we leave it for now and then review closer to the date?

Otherwise, I will need to potentially amend the contract again should you decide to stay onsite with this?

Thanks

Aaron

Nga mihi,

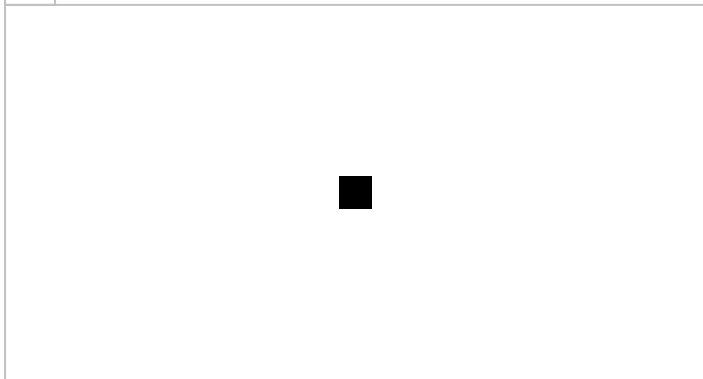
Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)



From: [REDACTED] s 9(2)(a)

Sent: Thursday, June 15, 2023 9:27 AM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Re: Level 2 Gallery Area Floor Plan

Hi Aaron

Confirming we would definitely like that meeting room and accept the quote of \$ [REDACTED] day.
Also can we please remove the canape function and catering from our booking at this stage. We have not yet decided what we want to do re social functions (nor when or where) so would prefer not to be locked into that just yet.

Nga mihi nui

Noho tawhiti, tu kotahi (stand distant, but stand united)

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Tuesday, 13 June 2023 at 8:57 AM

To: [REDACTED] s 9(2)(a)

Subject: RE: Level 2 Gallery Area Floor Plan

Hi [REDACTED] s 9(2)(a)

Thanks for the below, sorry fir the delayed response, the rate for the meeting rom is \$ [REDACTED] s 9(2)(a) per day.

I have added it to the booking for now for you. Please let me know of you wish to confirm it.

Thanks

Aaron

Nga mihi,

Aaron Telford

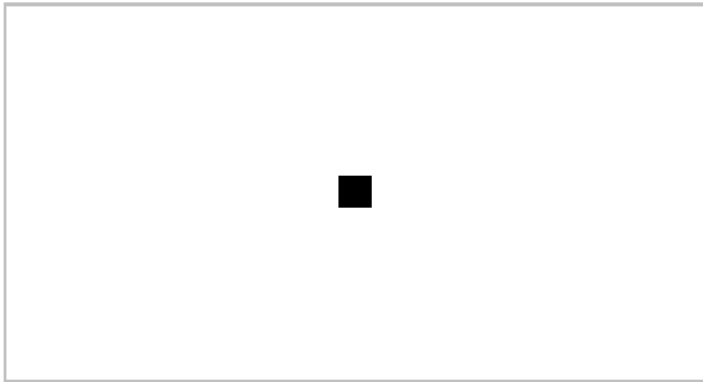
Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)





From: [REDACTED] s 9(2)(a)
Sent: Thursday, June 8, 2023 1:52 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: Level 2 Gallery Area Floor Plan

Thanks for the update Aaron -yes all good here – we’ve just come back from our [REDACTED] s 9(2)(a) colleagues’ conference in Brisbane – a lot warmer than here! Of course it now has us enthused to get moving on organising our conference.

Also we don’t currently have the meeting room on Level 2 booked as part of our contract – what would the cost be to add that in?

Nga mihi nui

Noho tawhiti, tu kotahi (stand distant, but stand united)

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Thursday, 8 June 2023 at 1:25 PM

To: [REDACTED] s 9(2)(a)

Subject: RE: Level 2 Gallery Area Floor Plan

Kia ora [REDACTED] s 9(2)(a)

I hope you have been well!

Thanks for the below, we have followed this up with the AV manager today, as they were due to be completed at the end of last moth (we outsourced this to another company)

Will come back to you when we hear back- hopefully this week. Otherwise I can try and pull something together for you next week.

Thanks

Nga mihi,

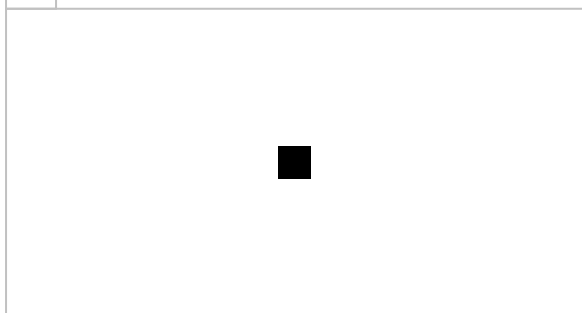
Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a)

Sent: Wednesday, June 7, 2023 3:57 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Level 2 Gallery Area Floor Plan

Kia ora Aaron

I hope the opening of Takina has gone well – I expect you have been very busy.

I'm just wondering if there is a PDF floor plan yet of the level 2 Gallery area and if so do you have an indication of the best way to locate trade booths?

We are hoping to make a start very shortly on contacting our prospective sponsors and having a floor plan (with measurements) would assist us immensely.

Nga mihi nui

Noho tawhiti, tu kotahi (stand distant, but stand united)

s 9(2)(a) s 9(2)(a)

[Learn why pronouns are important](#)

s 9(2)(a) S

Administration and Services Manager

s 9(2)(a) s 9(2)(a)

Hours of work: Monday to Thursday, every 2nd Friday

Level 4, 69-71 The Terrace, PO Box 10443, Wellington 6140, New Zealand

www nzrc.org.nz **DDI** +64 (4) 499 6626 **Mobile** +64 27 599 6626

signature_3548358920

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From: s 9(2)(a) S
To: [Aaron Telford](mailto:Aaron.Telford@takinaevents.co.nz)
Subject: Re: Me again!
Date: Wednesday, 28 June 2023 9:35:38 am
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.png](#)
[image004.jpg](#)
[image005.png](#)

Yes, I saw in the document the 50% discount for consecutive days.

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Wednesday, 28 June 2023 at 9:32 AM

To: s 9(2)(a)

Subject: RE: Me again!

Hi!

s 9(2)(i) GST each per hour.

Also with the staging and wash lighting as mentioned the cost is:

\$ s 9(2)(i) plus GST per day for an 8m x 3m for the first day and then its \$ s 9(2)(i) plus GST for each consecutive day.

Thanks

Nga mihi,

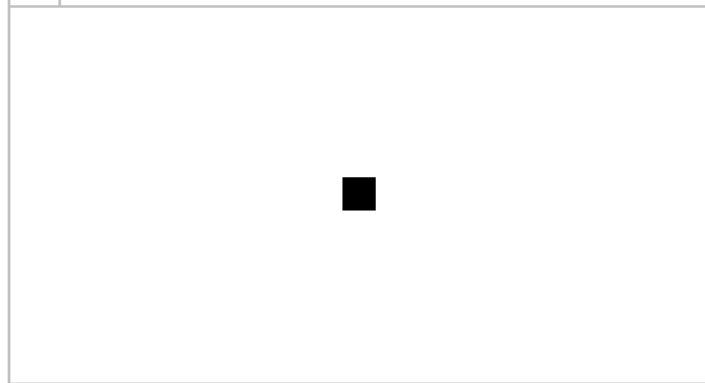
Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a)

Sent: Wednesday, June 28, 2023 9:26 AM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Re: Me again!

Thanks Aaron

Can you also remind me of cost to have 2 AV techs onsite for both days?

Regards



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Tuesday, 27 June 2023 at 5:02 PM

To: s 9(2)(a)

Subject: RE: Me again!

Hi s 9(2)(a)

Thanks for coming along today!

Just confirming that you can access earlier than 8am, and that

s 9(2)(a)

will be able to provide casual furniture for your event.

Please see attached the AV inclusions for all rooms at Takina.

Thanks

Aaron

Nga mihi,

Aaron Telford

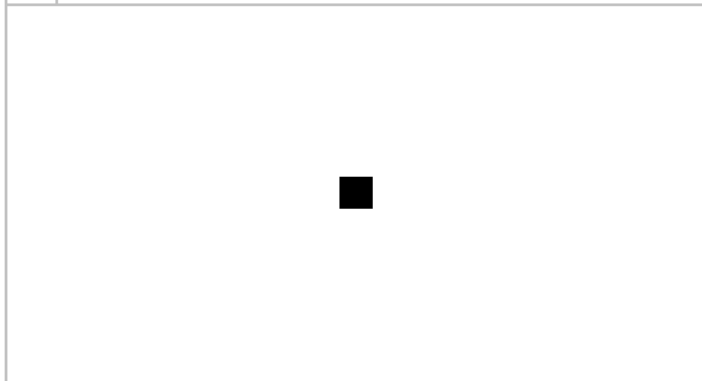
Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21

s 9(2)(a)



From:

s 9(2)(a)

Sent: Tuesday, June 27, 2023 11:55 AM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Me again!

Hi Aaron

Just a couple more questions,

1. Going over the contract I see the event time is listed 8am to 5pm. Will our staff be able to have access earlier in the morning (7.15 am) to get ready? If not can we build that into the contract?
2. Is any furniture provided in the gallery area e.g. a few tables and chairs for casual seating during breaks – or is this something we will have to organise as part of our exhibition build?

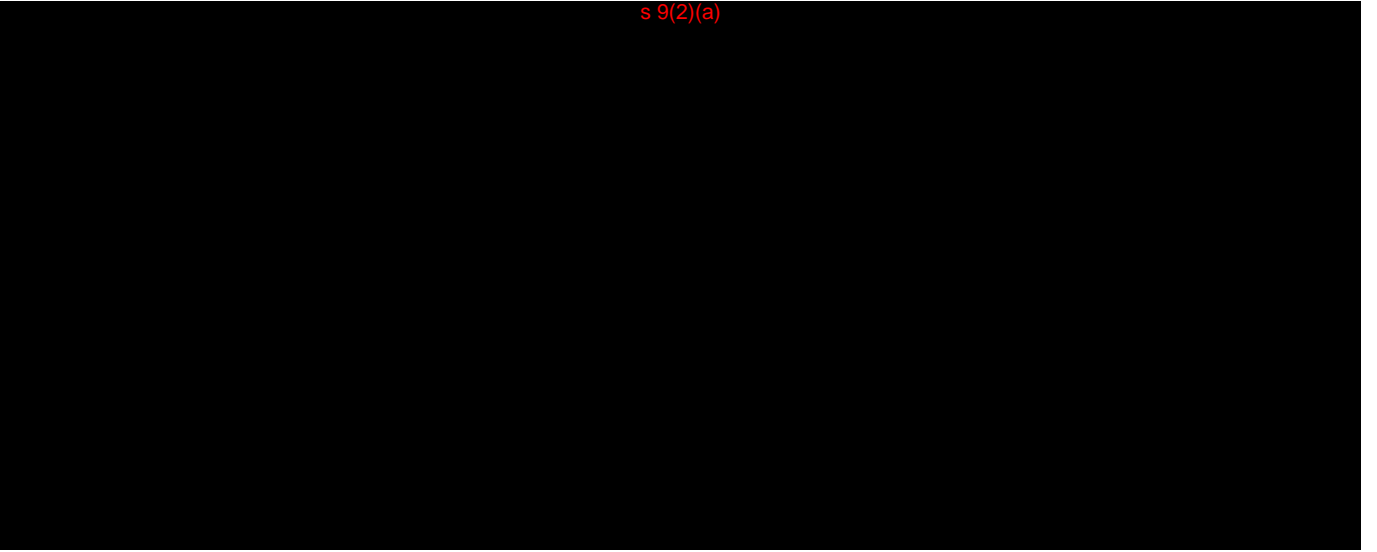
Hope you are having a good week. Don't forget to let me know what day/time I can view the exhibition area for the Vet conference.

Nga mihi nui

Noho tawhiti, tu kotahi (stand distant, but stand united)

s 9(2)(a)

s 9(2)(a)



From: [John Fernie](#)
To: [John Fernie](#)
Subject: [REDACTED] Assign Coord if nato please
Date: [REDACTED]
Attachments: [img001.jpg](#)
[img002.jpg](#)
[img003.jpg](#)

Hi Aaron

Sure happy to assist.

Nga mihi

John Fernie

Senior Audio-Visual Coordination

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: john.fern@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: Aaron Telford <aaron.teford@takinaevents.co.nz>

Sent: Friday, June 30, 2023, 3:49 PM

To: Takina Audio-visual Events Coordination Team <AVECTeam@takinaevents.co.nz>

Subject: [REDACTED] Assign Coordinator please

Hi team

Can you please assign a coordinator for the below, this event will be handed over next week.



Nga mihi

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

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Find out more at takina.co.nz



From: [Aaron Telford](#)
To: s 9(2)(a) S
Cc: [Clarisse Le Floch](#)
Subject: Coordinator Introduction
Date: Friday, 7 July 2023 12:17:00 pm
Attachments: [image001.png](#)
[image002.jpg](#)
s 9(2)(a) s 9(2)(a) s 9(2)(a) [Contract 2024 V.3 - Signed.pdf](#)

Kia ora s 9(2)(a)

I hope your weeks gone well.....I'm ready for the weekend!

It is my pleasure to introduce you to Clarisse who will be the coordinator for your event and the main contact moving forward to finalise your event details.

Clarisse has been fully briefed for the event and she will be in touch soon.

As discussed, I have left the cocktail event in the contract currently and closer to the date, we can review this and remove it if you wish- a minimum 3 months before the date of the event.

Have a good weekend.

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

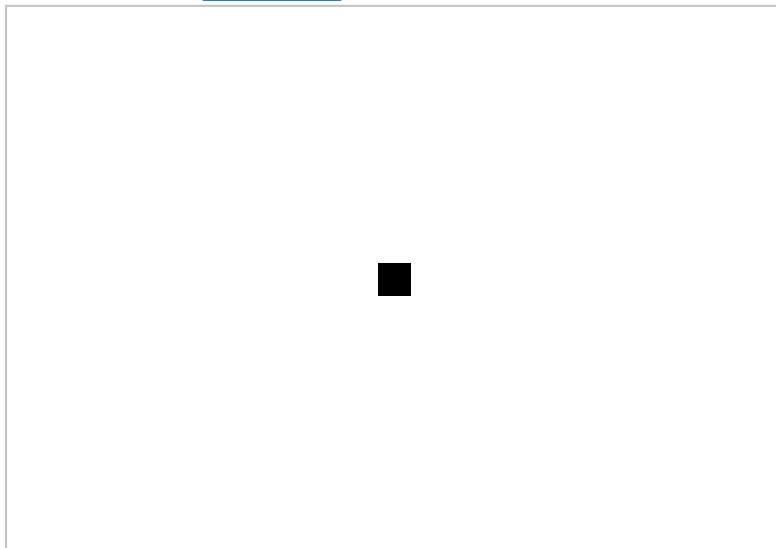
Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



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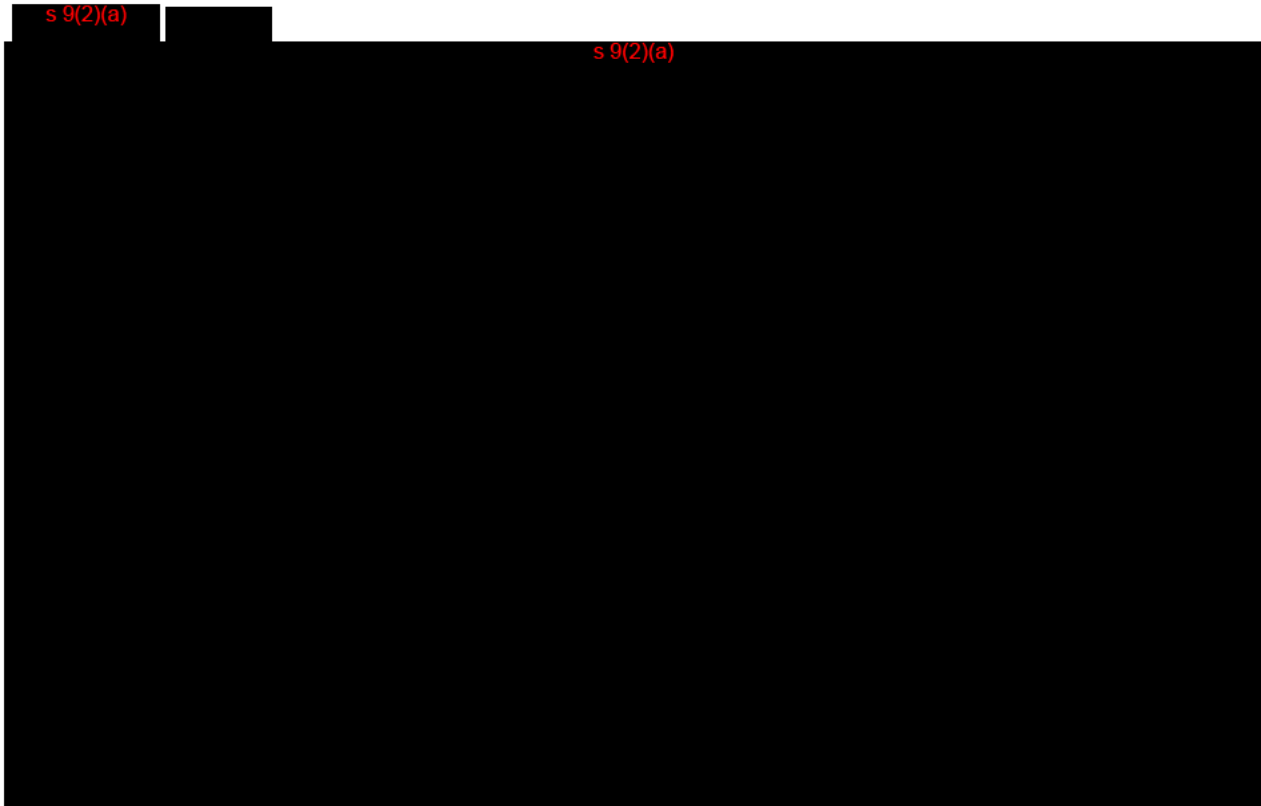
Find out more at takina.co.nz



From: s 9(2)(a) S
To: [Aaron Telford](#)
Subject: FW: Contract Takina 2024
Date: Wednesday, 14 December 2022 8:43:33 am
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.jpg](#)
s 9(2)(a) s 9(2)(a) [Contract 2024 V.3.pdf](#)

Kia ora Aaron
Signed contract attached.
Have a very Meri Kirihimete.
Nga mihi nui
Noho tawhiti, tu kotahi (stand distant, but stand united)

s 9(2)(a) s 9(2)(a)



From: s 9(2)(a)
Date: Wednesday, 14 December 2022 at 8:40 AM
To: s 9(2)(a)
Subject: Re: Contract Takina 2024

Thanks.

s 9(2)(a)

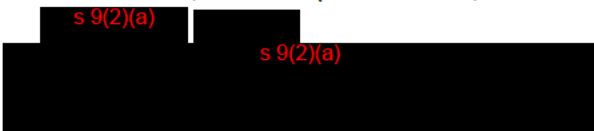
From: s 9(2)(a)
Date: Tuesday, 13 December 2022 at 1:42 PM
To: s 9(2)(a)
Subject: FW: Contract Takina 2024

For signing please

Nga mihi nui

Noho tawhiti, tu kotahi (stand distant, but stand united)

s 9(2)(a) s 9(2)(a)



s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Tuesday, 13 December 2022 at 1:36 PM

To: [REDACTED] s 9(2)(a)

Subject: RE: Contract Takina 2024

Hi [REDACTED] s 9(2)(a)

Sorry I missed you call have been in meetings,
I think I was calculating the gst inclusive figures, sorry ..the joys of manual contracts!
Please see attached with revised costs.

Thanks

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)

Nga mihi o te Kirihimete me te Tau Hou

From: [REDACTED] s 9(2)(a)

Sent: Tuesday, 13 December 2022 1:15 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Re: Contract Takina 2024

Hi Aaron

I left you a voice message but still can't get the total figure you are getting. Am I missing something?

I've got Venue fee of \$ [REDACTED] plus catering of \$ [REDACTED] = \$ [REDACTED] plus GST not \$ [REDACTED] plus GST.
If I add in the \$ [REDACTED] for AV I get a total of \$ [REDACTED] plus GST.

Nga mihi

[REDACTED]

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Tuesday, 13 December 2022 at 12:10 PM

To: [REDACTED]

Subject: RE: Contract Takina 2024

Kia ora [REDACTED]

Apologies this wasn't amended from the previous contract!
Please see correct attached.

Thanks

Aaron

Nga mihi,

Aaron Telford

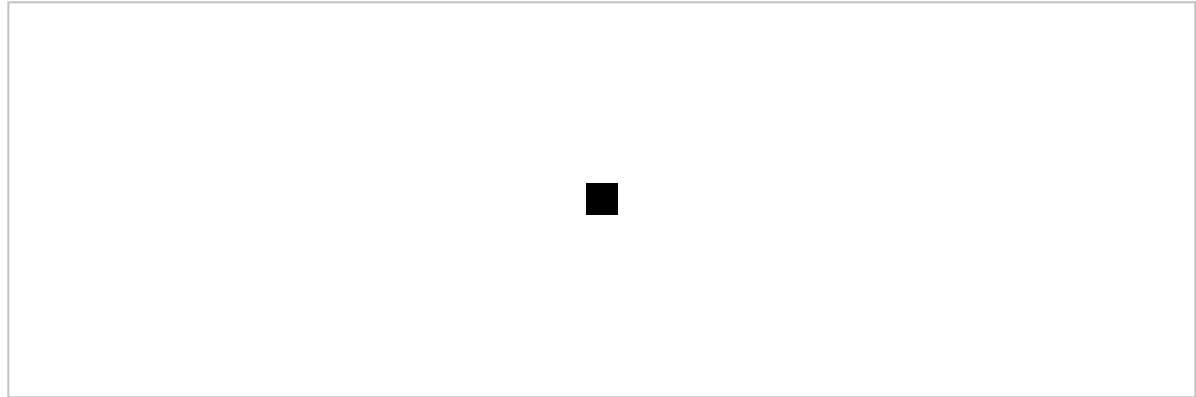
Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

Nga mihi o te Kirihimete me te Tau Hou



From: [REDACTED]

Sent: Tuesday, 13 December 2022 8:36 am

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Re: Contract Takina 2024

Morena Aaron

Looks good, except I don't know how you got the total figure of \$ [REDACTED] plus GST – when I add the venue and catering and estimated AV costs it comes to less than this.

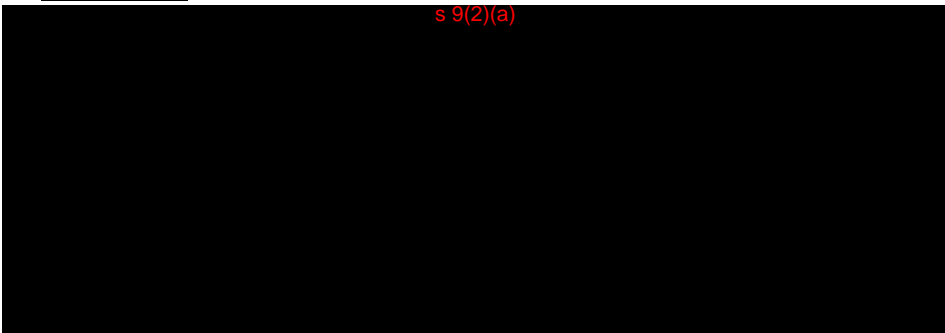
Can you just clarify for me in case I am missing something?

Nga mihi nui

Noho tawhiti, tu kotahi (stand distant, but stand united)

[REDACTED]

[REDACTED]



s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Monday, 12 December 2022 at 4:31 PM

To: [REDACTED] s 9(2)(a)

Subject: RE: Contract Takina 2024

Hi [REDACTED] s 9(2)(a)

Please see attached the updated contract with reduced minimum numbers and costing as below.

Thanks and hope you can make it tomorrow!

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)

Nga mihi o te Kirihimete me te Tau Hou

From: [REDACTED] s 9(2)(a)

Sent: Monday, 12 December 2022 1:36 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Re: Contract Takina 2024

Hi Aaron

Yeah, lets reduce to 300 for conference to start and 200 for cocktail function.

I'm sure we will get more but better to play safe.

Nga mihi nui

Noho tawhiti, tu kotahi (stand distant, but stand united)

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Monday, 12 December 2022 at 11:07 AM

To: s 9(2)(a)

Subject: RE: Contract Takina 2024

Morning,

Hope you had a good weekend.

I can reduce the minimum to 300 for you?

How many do you think you may have for the cocktail- (minimum)

Let me know and I can adjust the contract for you.

Thanks

Nga mihi,

Aaron Telford

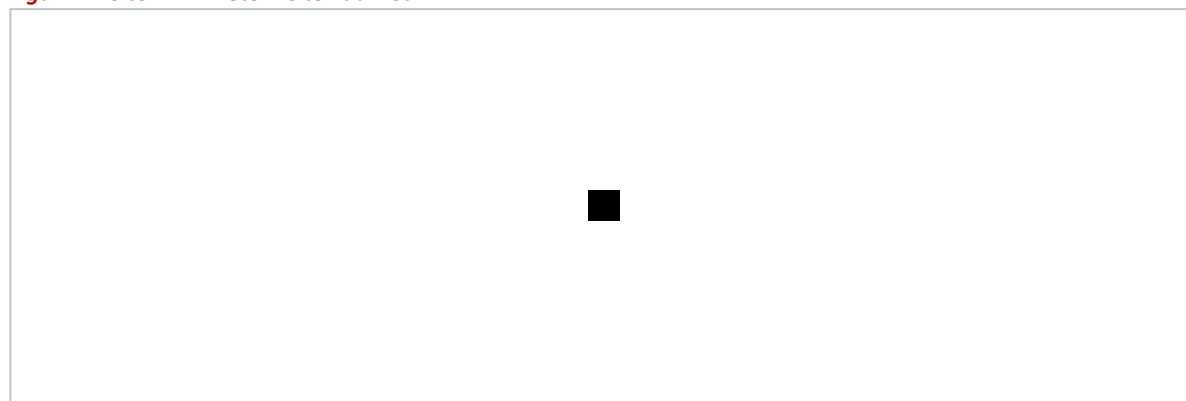
Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

Nga mihi o te Kirihimete me te Tau Hou



From: s 9(2)(a)

Sent: Monday, 12 December 2022 11:01 am

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Re: Contract Takina 2024

Kia ora Aaron

Thank you for sending through the contract. I will pass this on to my CEO for signing.

Just a quick question – I see we have been quoted based on minimum number of 400. Are we

committed to this figure or is this adjustable downwards as event planning/registration takes place. Is it better to adjust now to say 320 and allow for growth?

Also, we probably won't have 400 for the canape event – are we committed to this figure or is this adjustable as planning takes place?

Nga mihi nui

Noho tawhiti, tu kotahi (stand distant, but stand united)

s 9(2)(a)

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Friday, 9 December 2022 at 11:58 AM

To: s 9(2)(a)

Subject: Contract Takina 2024

Kia ora s 9(2)(a)

Happy Friday!

Please see attached the contract for your event in 2024. If you can please review, sign and return this document to me that will be appreciated.

Note that the summary of charges in for Venue Hire and Catering and doesn't include additional Audio Visual charges for any additional equipment or operator charges, I have indicated an amount to allow for AV Operators for the event to give you a guide line.

I have included the canape charges and beverage on consumption for the networking event as well.

Once you return the contract , I will then countersign this and update our system. From there you will be allocated one of our amazing coordinators who will work with you to finalise the details of the event and payment schedules etc.

If you have any questions, please do not hesitate to reach out to me,

Have a good weekend!

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 ;55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

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Find out more at takina.co.nz

Nga mihi o te Kirihimete me te Tau Hou

From: s 9(2)(a)
To: [Aaron Telford](#)
Subject: July/Aug 2023
Date: Thursday, 11 August 2022 3:16:22 pm
Attachments: [naZZBVTrnm97KqvAmRwtrqXIRHeKfUgOf0hPAkqvFT9OY3JblvGT3e1vJ3L0hxsL06VbSoBTwf9sYJEi2pSE00Atk_kc8NoHYN8kHmJtomyt6goHa0g=s0-d-e1-ft.gif](#)

Hi Aaron

s 9(2)(a) passed on your details.

Wanting to know if you have availability at the new convention centre on any of the following dates (Thursday would be pack in and Friday the event). And also any indicative pricing.

27 & 28 July 2023
3 & 4 August 2023
10 & 11 August 2023

500pax conference followed by awards night. Would need main space plus green / crew rooms.

Thanks

s 9(2)(a)

s 9(2)(a)

From: [Aaron Telford](#)
To: [REDACTED]
Subject: RE: Takina Events for [REDACTED] - 28/07/23 to 28/07/23 - Quotation
Date: Wednesday, 7 September 2022 12:54:00 pm
Attachments: [REDACTED]

Kia ora [REDACTED]
Please see updated proposal with amended dates as below.
If you have any questions, please don't hesitate to reach out.
Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED]

From: [REDACTED] <[REDACTED]>
Sent: Monday, 5 September 2022 11:07 am
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: Takina Events for [REDACTED] - 28/07/23 to 28/07/23 - Quotation

Hi Aaron
Can you please hold 26 - 28th, 26th will be pack in day, and 27 ad 28 event days.

Thanks

[REDACTED]
[REDACTED]



On 29/08/2022, at 12:44 PM, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Kia ora [REDACTED]

Thanks for the below, yes the venue is available on the 26th.

We can split the room to reduce dinner turnaround time for your client? Can you confirm what the plenary set up for the day so I can see the best way to split the space and look at a revised turnaround time with our operations team?

Please advise if you wish to change the dates for this event as well.

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED]

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<image001.jpg>

<image002.jpg>

From: [REDACTED] <[REDACTED] s 9(2)(a)>
Sent: Monday, 29 August 2022 7:51 am
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: Takina Events for [REDACTED] s 9(2)(a) - 28/07/23 to 28/07/23 - Quotation

Hi Aaron

Can you please let me know if the same space is available on 26 July also?
The client is not keen to pack in 26th, with an event on 27th and another on 28th.

Thanks

[REDACTED] s 9(2)(a)
[REDACTED] s 9(2)(a)

On 26/08/2022, at 1:19 PM, Aaron Telford
<aaron.telford@takinaevents.co.nz> wrote:

Hi [REDACTED] s 9(2)(a)

Nice to hear from you, hope you have had a good week.

The room can definitely be divided, let me confirm numbers for each space with set ups, for you.

Will the dinner require staging and a dance floor?

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)

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Find out more at takina.co.nz

<image001.jpg>

<image002.jpg>

From: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)>
Sent: Friday, 26 August 2022 9:40 am
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: Takina Events for [REDACTED] s 9(2)(a) - 28/07/23 to 28/07/23 - Quotation

Hi Aaron

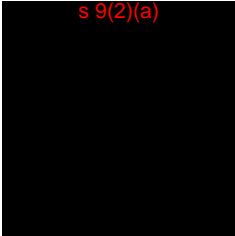
Thanks so much for that.

We are Auckland based, so won't do a hard hat tour but certainly keen for a tour at open.

I am wondering at that capacity, does it have a dividing wall and could we use half for day and half for night, and avoid a 4 hour turn around (we usually have to do this in 2 for this event).

Thanks

[REDACTED] s 9(2)(a)
Senior Producer



On 17/08/2022, at 4:10 PM, Aaron Telford
<aaron.telford@takinaevents.co.nz> wrote:

Hi 

That's fantastic.

The floor is completely flat across all venues. As the site is still under construction we don't have photos as yet as we have limited access to the site. We will be having photos taken once we move into the building form March next year.

In the mean time the website will be the best option to view the artists impressions and renderings. There are floor plans and an interactive event builder as well. If the client is local , I can arrange to have them join a site inspection of the venue as well, towards the end of the year.

Based on the proposed I am thinking that we utilise ¾ of the plenary during the day and the other ¼ for the dinner preparation items as this will reduce the turn around time for dinner. (At the moment the team are thinking that a 4 hour turn-around from plenary to dinner is required based on the full requirements for AV, Dancefloors etc for numbers over 450.)

Can I confirm if the event will have trade or not as well and if so approximately how many booths would there be?

Please see below the link to the website for Plenary 2 and Gallery space.

[Plenary Hall Two - Takina \(takina.co.nz\)](http://takina.co.nz)

If you have any other questions at this stage, please don't hesitate to reach out.

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz

<image001.jpg>

<image002.jpg>

From:  < s 9(2)(a)>

Sent: Wednesday, 17 August 2022 12:58 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Re: Takina Events for [REDACTED] s 9(2)(a)

[REDACTED] - 28/07/23 to 28/07/23 - Quotation

Hi Aaron

The client is really keen.

Thanks so much for this, can you send me some photos of the space you have aside for conference and dinner (Plenary 2)? Is it flat floor as seating is cabaret for both.

[REDACTED] s 9(2)(a)

Senior Producer

[REDACTED] s 9(2)(a)

On 16/08/2022, at 12:40 PM, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Kia ora [REDACTED] s 9(2)(a)

Thank you for your interest in Takina Events, we would love to welcome [REDACTED] s 9(2)(a) [REDACTED] to our spaces.

My apologies for the delay in providing this proposal for you.

I am pleased to confirm availability on your requested date 27th and 28th July 2023, and have tentatively penciled you in.

Unfortunately the August dates are not available at Takina.

When another client requests the space(s) on the same date, I will reach out to ensure you're still interested. If so, we require a signed contract to confirm your booking.

I have allocated the event into L2 at Takina based on numbers of 500 and a minimum of 350 delegates applies.

Room allocations are Plenary 2 , L2 Gallery (for catering) and the meeting room on this level for storage/ office- the Plenary space has green rooms and creww rooms behind it as well.

Please find attached a quotation for review. Click on provided hyperlinks if you want to find more information directly on

our website (eg. menus, photos...).

The offer is valid until 16/10/22. After this, we reserve the right to cancel the offer and to release the spaces to another client if we haven't heard back from you.

If you have more information about the, event such as room set ups etc and require me to update the attached to reflect this, please let me know.

Feel free to call me if you have any questions, or would like to organise a familiarization of the spaces. (These are currently by appointment - monthly while the build is being completed)

We look forward to working with your team.

Nga mihi,

Aaron Telford

Business Development Manager - Venues
Takina Events

PO Box 467 | 55 Cable Street, Wellington
6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

<s 9(2)(i) pdf>

From: [Aaron Telford](#)
To: s 9(2)(a)
Subject: Site Visit Takina WCEC

Kia ora,

I am pleased to confirm the date and time for your site visit of Takina WCEC.

If we can meet at the Takina entrance on Wakefield Street.

Our operations team will be moving about the building , and you will view some back of house areas so please ensure that CLOSED in shoes are worn for this site.

If anything changes on the day, please contact me on the details below.

I look forwrd to meeting you then.

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz <<mailto:aaron.telford@takinaevents.co.nz>>

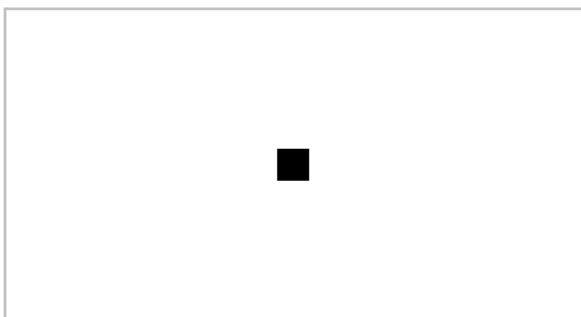
Mobile: +64 21 s 9(2)
()

From: [Aaron Telford](#)
To: [Ilavarasu Rajendran](#)
Subject: RE: s 9(2) s 9(2)(a) Dinner September
Date: Monday, 22 May 2023 3:07:00 pm
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.jpg](#)

Awesome, thank you.

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)



From: Ilavarasu Rajendran <Ilavarasu.Rajendran@tepapa.govt.nz>
Sent: Monday, 22 May 2023 3:02 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(i) s 9(2)(a) Dinner September

Hi,

Since it's a big number I would recommend saying NO for Choice or 3 course alternate menu.

Dessert is fine.

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Monday, 22 May 2023 3:00 pm
To: Ilavarasu Rajendran <Ilavarasu.Rajendran@tepapa.govt.nz>
Subject: RE: s 9(2)(i) s 9(2)(a) Dinner September

Hi,

Sorry- please see additional information below, I am happy to push back and stick to the alternate drop mains as contracted if we need to.

Thanks

How many is the dinner for?? **450 PAX**

What other events we have on that night? **No other dinners or cocktails at this stage**

Where is it happening?? **L2 Takina**

Nga mihi,

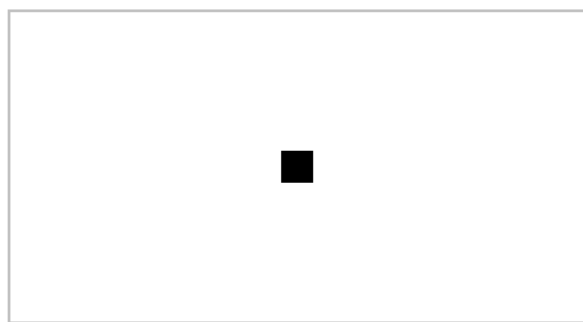
Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**



From: Ilavarasu Rajendran <ilavarasu.Rajendran@tepapa.govt.nz>

Sent: Monday, 22 May 2023 2:50 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: **s 9(2)(i)** **s 9(2)(a)** Dinner September

Hi Aaron,

Yes, all went well, thanks.

Running a 3 main course alternate drop is not ideal.

How many is the dinner for??

What other events we have on that night?

Where is it happening??

Once you confirm me the details then we can decide whether choice mains is possible.

Serving petit fours into platters won't be a problem.. Thanks

Ilavarasu Rajendran (Ila)

Executive Chef

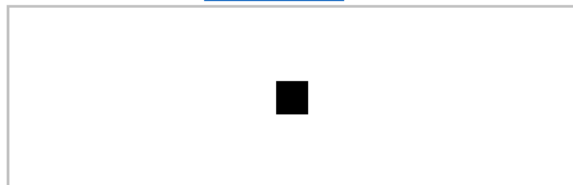
Takina Events

PO Box 467 155 Cable Street, Wellington 6011

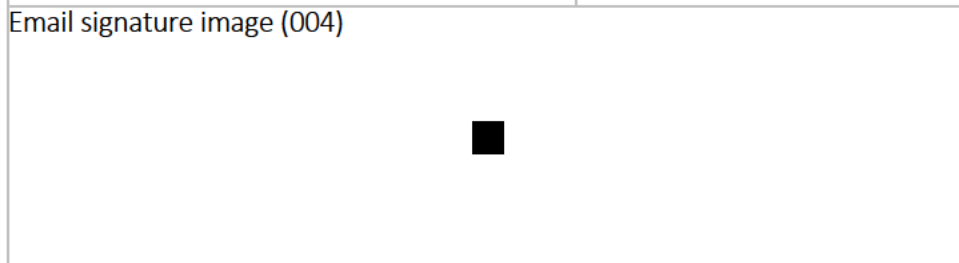
Email: ilavarasu.rajendran@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**

Find out more at takina.co.nz



Email signature image (004)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Monday, 22 May 2023 1:19 pm
To: Ilavarasu Rajendran <ilavarasu.Rajendran@tepapa.govt.nz>
Subject: s 9(2)(i) s 9(2)(a) Dinner September

Hi Ila,

I hope all went well over the weekend, have seen some pics and the food looked great!

I have a client who wanted to have a choice of main option for dinner- which we don't offer. Before I go back to them, could we offer alternate drop but with three mains instead of 2? Would this be possible- if not all good.

They have also asked if they can have petit fours for desert served on platters on the table instead of individual desserts.

Thanks

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
PO Box 467, 55 Cable Street, Wellington 6011
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)



From: [Reynold Henkel](#)
To: [Aaron Telford](#); [Herwig](#) [REDACTED]
Cc: [Clint Schoultz](#); [Andrew Dorrington](#)
Subject: RE: [REDACTED]
Date: Thursday, 6 July 2023 1:05:42 pm
Attachments: [image001.png](#)
[image002.jpg](#)

Hi Aaron

I have Tohu bubbles so will offer that as a tasting with their menu tasting.

Thanks
Reynold

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Thursday, July 6, 2023 12:38 PM
To: Reynold Henkel <Reynold.Henkel@takinaevents.co.nz>; [Herwig](#) [REDACTED]
<[Herwig](#) [REDACTED]@tepapa.govt.nz>
Cc: Clint Schoultz <Clint.Schoultz@tepapa.govt.nz>; Andrew Dorrington
<AndrewD@tepapa.govt.nz>
Subject: [REDACTED]

Hi Reynold,

Please see below re wines for the [REDACTED] menu tasting.

Can you please advise what alternative [REDACTED] we can offer for this client based on below feedback?

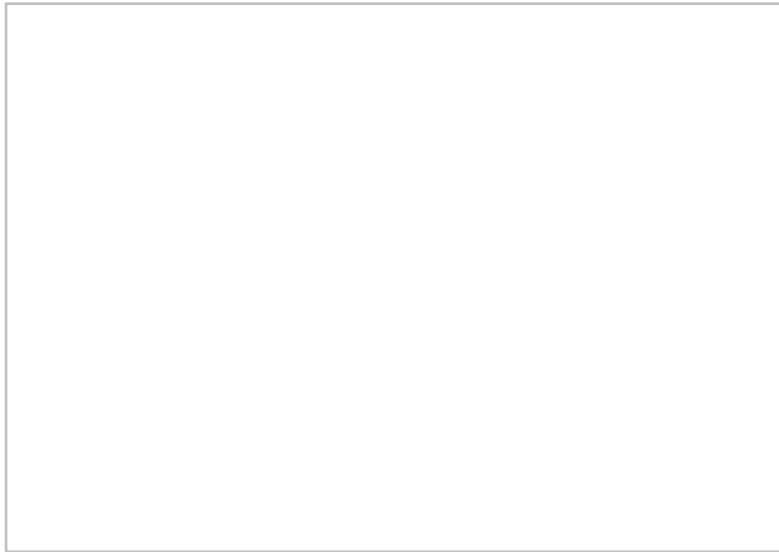
Thanks

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED]





From: s 9(2)(a) s 9(2)(a)
Sent: Thursday, July 6, 2023 10:17 AM
To: Aaron Telford aaron.telford@takinaevents.co.nz
Subject: Re: Counter signed Contract

Hey Aaron

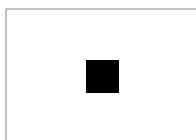
s 9(2)(a) would like to taste the following wines:

Bubbles (see note below)
Tohu Manaaki Pinot Gris
Tohu Manaaki Sauvignon Blanc
Tohu Whenua Matua Chardonnay
Tohu Manaaki Pinot Noir
Tohu Merlot

Regarding bubbles, is s Wine NW Blanc de Blanc Brut the only options available? Anna mentioned that she heard s some negative feedback about it at Meetings. Additionally, s want to have bubbles available throughout the duration of the evening. Confirming that this is ok, just not with the package options?

Cheers

s 9(2)(a)
Senior Producer
021 567 406
s 9(2) [co.nz](mailto:s 9(2)@takinaevents.co.nz)
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Hi [redacted]
[redacted]
[redacted]

We do not have any more information on the investigation of the driver. We do not have any more information on the investigation of the driver. We do not have any more information on the investigation of the driver.

Thanks

Regards

Ali - [redacted]
[redacted]
[redacted]

Hi [redacted]



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Hi [Redacted]

Thank you for your help with the [Redacted] project. I appreciate your time and effort.

Best regards,

[Redacted]

On Tue, 2020-03-03 10:00:00, [Redacted] wrote:

Hi [Redacted],

Thank you for your help with the [Redacted] project. I appreciate your time and effort.

I will be sure to keep you updated on any progress. Please let me know if you have any questions.

Best regards,

[Redacted]



Hi [Redacted]

Thank you for your help with the [Redacted] project. I appreciate your time and effort.

I will be sure to keep you updated on any progress. Please let me know if you have any questions.

Best regards,

[Redacted]

On Thu, 2020-03-05 10:00:00, [Redacted] wrote:

Hi [Redacted],

Thank you for your help with the [Redacted] project. I appreciate your time and effort.

I will be sure to keep you updated on any progress. Please let me know if you have any questions.

Best regards,

[Redacted]



Hi [Redacted]

Thank you for your help with the [Redacted] project. I appreciate your time and effort.

I will be sure to keep you updated on any progress. Please let me know if you have any questions.

Best regards,

[Redacted]



On 1 March 2020 at 10:00, [Redacted] wrote:

Hi [Redacted],

Thank you for your help with the [Redacted] project. I appreciate your time and effort.

Best regards,

[Redacted]

On 1 May 2020 at 10:00:00, [Redacted] wrote:

Hi [Redacted],

Thank you for your help with the [Redacted] project. I appreciate your time and effort.

Best regards,

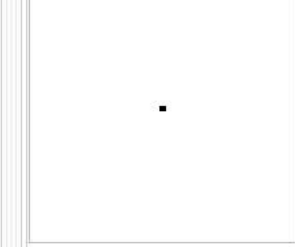


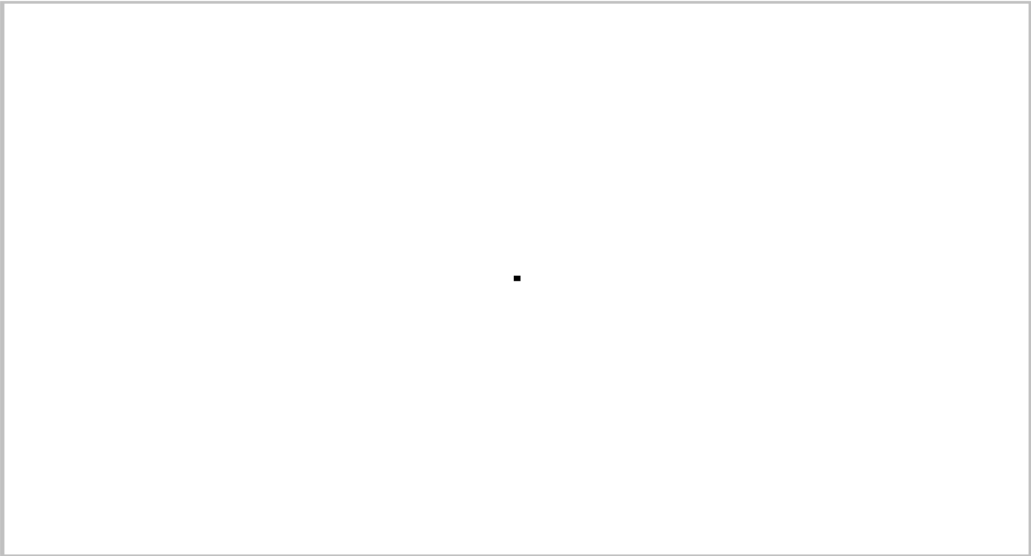
Hi [Redacted]

Thank you for your help with the [Redacted] project. I appreciate your time and effort.

I will be sure to keep you updated on any progress. Please let me know if you have any questions.

Best regards,





1. **Introduction**
The purpose of this report is to analyze the performance of the system under various conditions.

2. **Methodology**
The methodology used in this study involves a series of experiments designed to measure the system's response time and throughput.

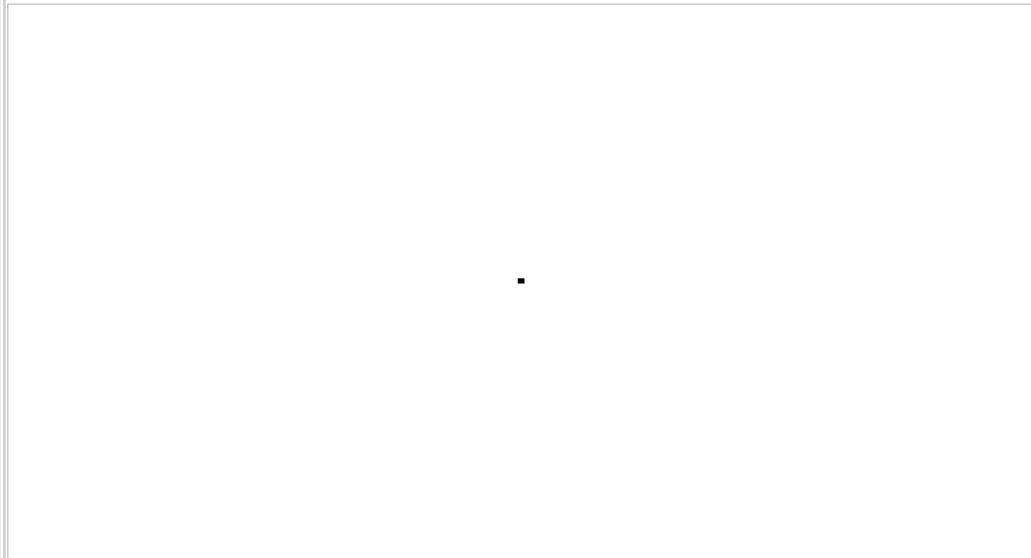
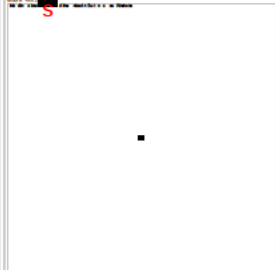
3. **Results**
The results of the experiments are presented in the following tables and graphs.

4. **Conclusion**
Based on the findings, it is concluded that the system performs well under the tested conditions.

5. **References**
The following references were consulted during the preparation of this report:
[1] Smith, J. (2010). System Performance Analysis. *Journal of Systems Management*, 61(3), 123-135.
[2] Doe, A. (2015). Optimizing System Throughput. *IEEE Transactions on Systems, Man, and Cybernetics*, 45(2), 456-468.

6. **Appendix**
Appendix A: System Configuration Details
Appendix B: Test Environment Setup

7. **Author's Note**
The author acknowledges the support of the research team and funding agency.



8. **Conclusion**
The study has successfully identified the key factors influencing system performance and provided recommendations for optimization.

9. **Future Work**
Further research is needed to explore the impact of additional variables on system performance.

10. **References**
[3] Johnson, K. (2018). Advanced System Analysis. *International Journal of Computer Science and Information Technology*, 10(1), 23-35.

11. **Appendix**
Appendix C: Data Collection Procedures

12. **Author's Note**
The author expresses gratitude to the participants and reviewers for their valuable feedback.

13. **References**
[4] Lee, M. (2019). System Reliability and Performance. *Journal of Information Systems*, 42(4), 789-805.
[5] Wang, L. (2020). Enhancing System Efficiency. *Journal of Management Information Systems*, 37(2), 112-128.

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Thanks

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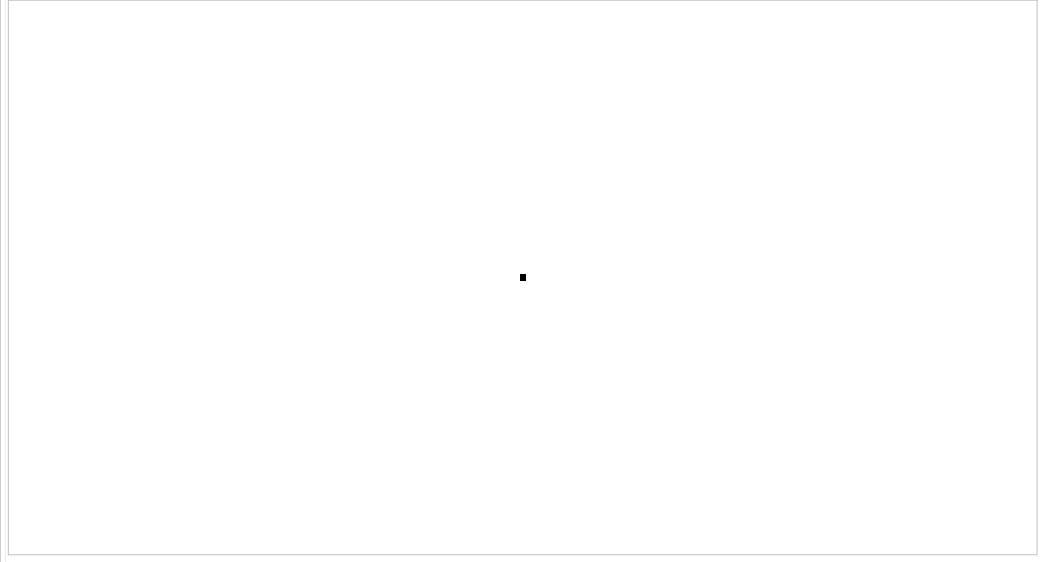
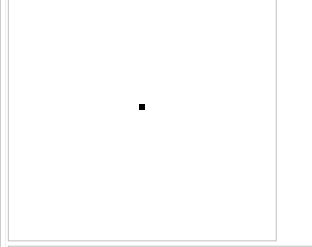
And

On Thu, 12, 2023 at 10:58 AM, an user [redacted] wrote:

Hi, I'm a user of your service and I'm having trouble logging in. Can you help me?

My email is [redacted] and my phone number is [redacted].

Thank you for your help.

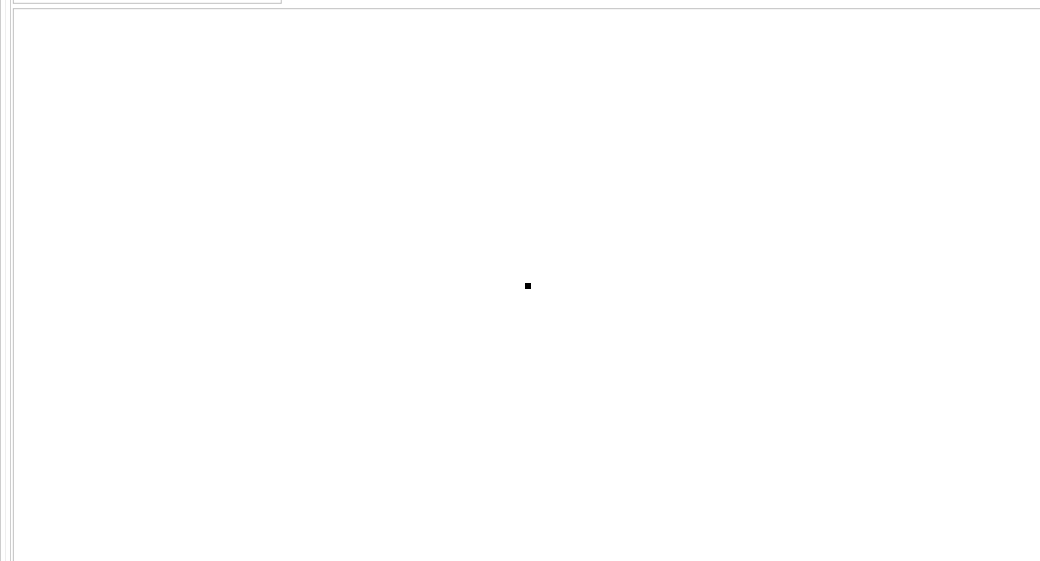
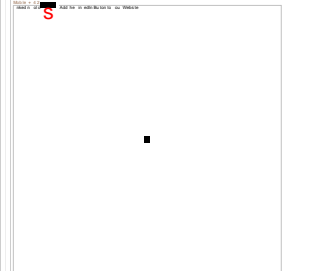


On Thu, 12, 2023 at 10:58 AM, an user [redacted] wrote:

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My email is [redacted] and my phone number is [redacted].

Thank you for your help.



On Thu, 12, 2023 at 10:58 AM, an user [redacted] wrote:

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Thank you for your help.

On Thu, 12, 2023 at 10:58 AM, an user [redacted] wrote:

Hi, I'm a user of your service and I'm having trouble logging in. Can you help me?

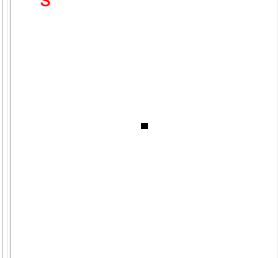
My email is [redacted] and my phone number is [redacted].

Thank you for your help.

Wed, 10 May 2023 12:29 pm
To: [redacted]
From: [redacted]
Subject: [redacted]

Dear [redacted],
[redacted]

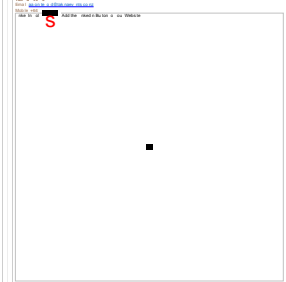
On Thu, 10 May 2023 at 12:29 PM, [redacted] <[redacted]> wrote:
Any other case for [redacted]?

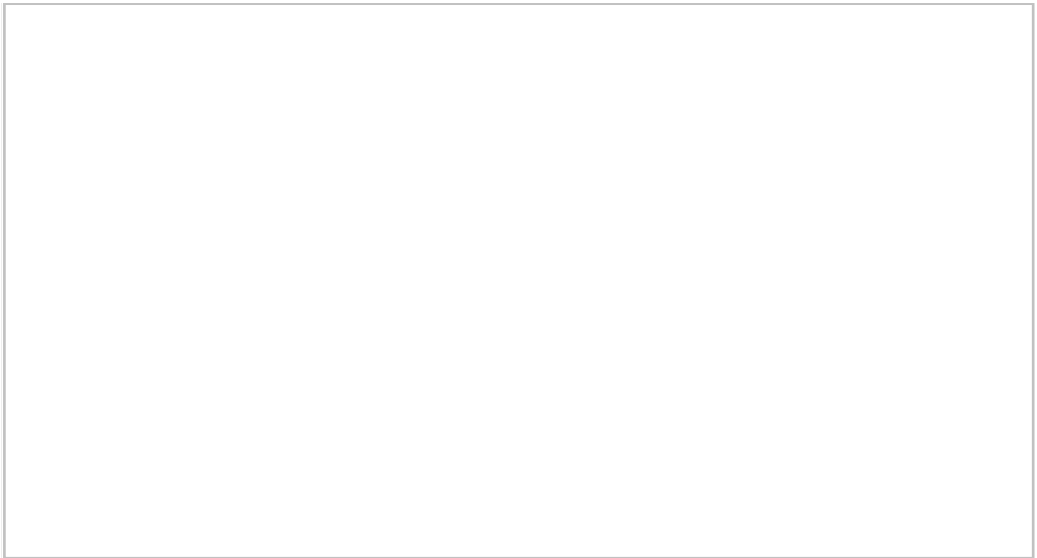


On Thu, 10 May 2023 at 12:29 PM, [redacted] <[redacted]> wrote:
[redacted]

Dear [redacted],
[redacted]

On Thu, 10 May 2023 at 12:29 PM, [redacted] <[redacted]> wrote:
[redacted]

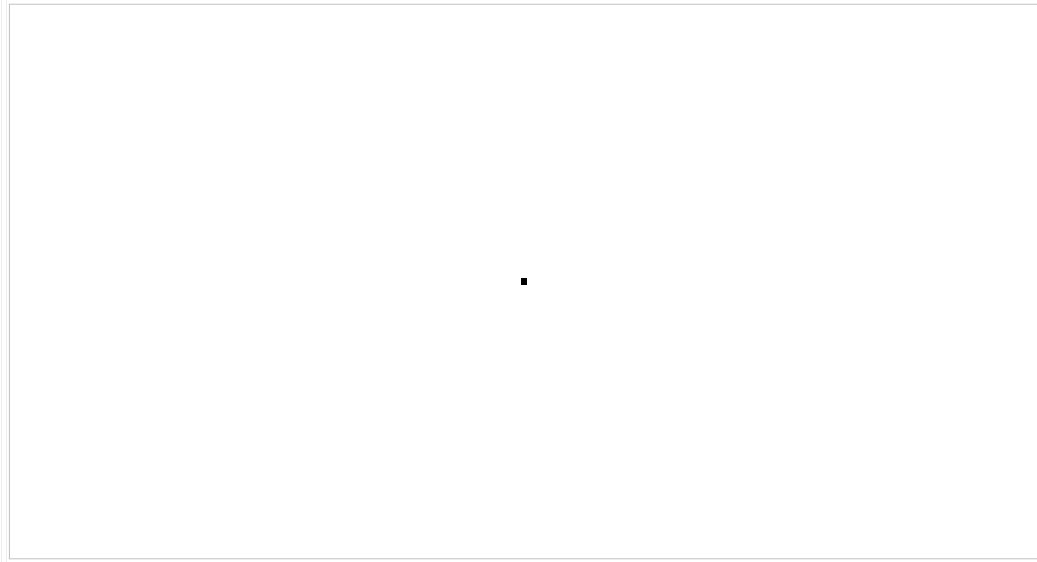
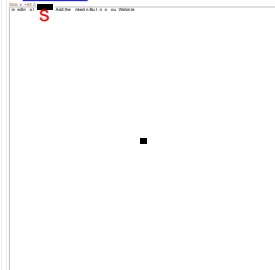




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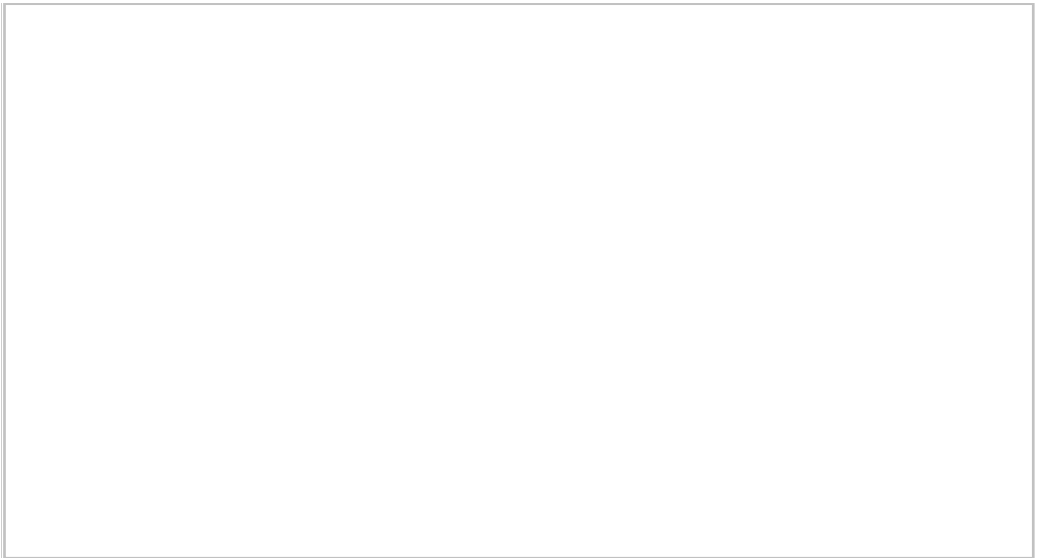
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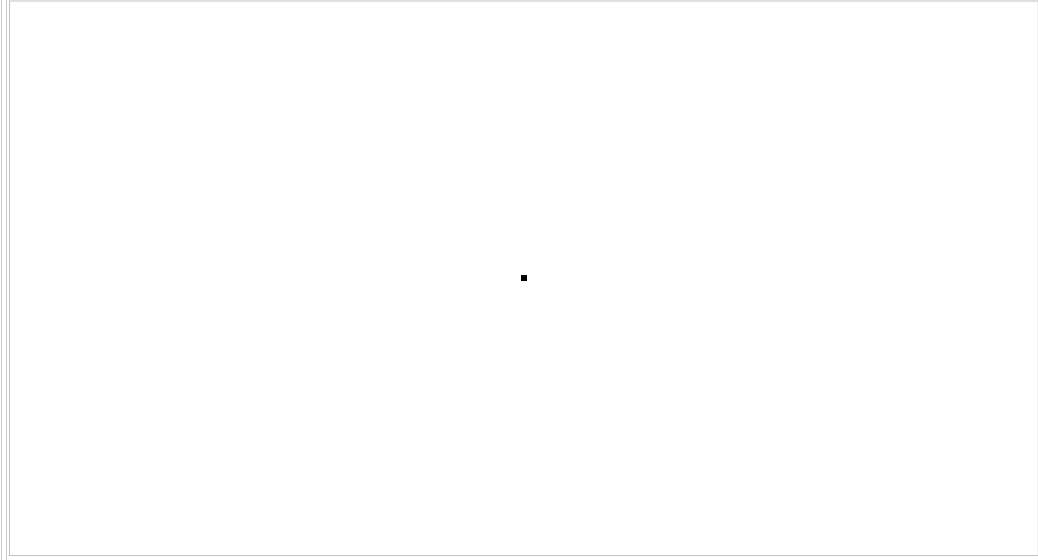
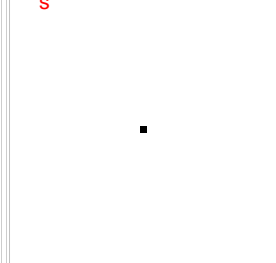
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On this day, 2025, at [Redacted] in the County of [Redacted] State of [Redacted]
I, [Redacted] do hereby certify that [Redacted]
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[Redacted]
[Redacted]
[Redacted]
[Redacted]



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[Redacted]

S (2)
(6)

From: [Aaron Telford](#)
To: [Ilavarasu Rajendran](#); [Reynold Henkel](#)
Cc: [Jeanine Smit](#)
Subject: [REDACTED] menu tasting 25th July
Date: Monday, 10 July 2023 10:54:00 am
Attachments: [image001.png](#)
[image002.jpg](#)
Importance: High

Hi Ila,

Juts a heads up for the [REDACTED] menu tasting on the 25th of this month.

There will be 4 of them attending and they have selected the below to try.

1. Herb rolled beef fillet steak, garlic, mustard jus (GF/DF)
2. Grilled corn-fed chicken supreme, tarravin, porcini cream (V)
3. Gremolata crusted lamb rump, pink peppercorn jus (GF)
4. Mozzarella centered potato patty, tomato, fennel cream (V)

Thyme scented confit potatoes
Glazed Carrots
Garlic tossed spring vegetables.

The event is loaded in EVMS and you will get a run sheet for it.

[@Reynold Henkel](#) the wines are:

Tohu Bubbles
Tohu Manaaki Pinot Gris
Tohu Manaaki Sauvignon Blanc
Tohu Whenua Matua Chardonnay
Tohu Manaaki Pinot Noir
Tohu Merlot

Thanks both,

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 |55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]



Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz

From: [Ilavarasu Rajendran](#)
To: [Aaron Telford](#); [Jeanine Smit](#)
Subject: RE: Menu tastings | [REDACTED] & [REDACTED] s 9(2)(a) Luncheon | 25 July 2023
Date: Monday, 24 July 2023 12:57:26 pm
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)

Hi Aaron,

Yes fine, I have advised pastry team to produce little extra desserts tomorrow for tasting. Cheers

Ilavarasu Rajendran (Ila)

Executive Chef

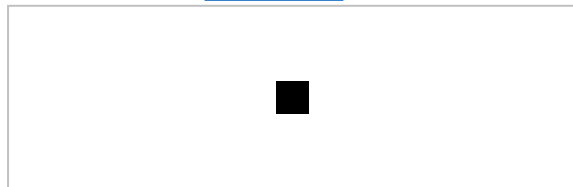
Takina Events

PO Box 467 155 Cable Street, Wellington 6011

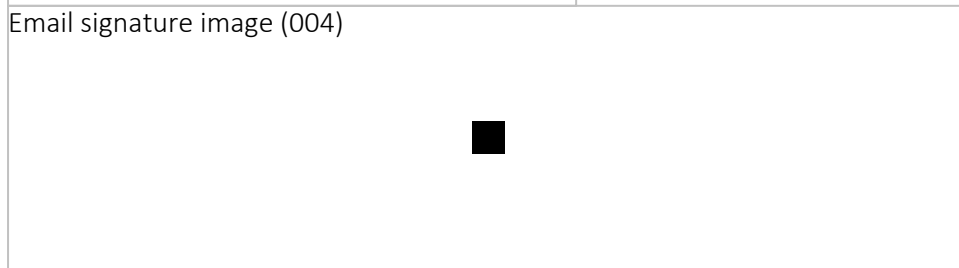
Email: ilavarasu.rajendran@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)

Find out more at takina.co.nz



Email signature image (004)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Monday, July 24, 2023 12:51 PM

To: [REDACTED] s 9(2)(a) Ilavarasu Rajendran

<ilavarasu.Rajendran@tepapa.govt.nz>

Subject: RE: Menu tastings | [REDACTED] & [REDACTED] s 9(2)(a) Luncheon | 25 July 2023

Thanks Janine,

[@Ilavarasu Rajendran](#) are we able to do a plate of petit fours for the [REDACTED] table as well? They are having this for dessert, and I had told them that they couldn't have them for the tasting, but the other group has this n their menu now.

Please let me know.

Thanks

Aaron

Nga mihi,

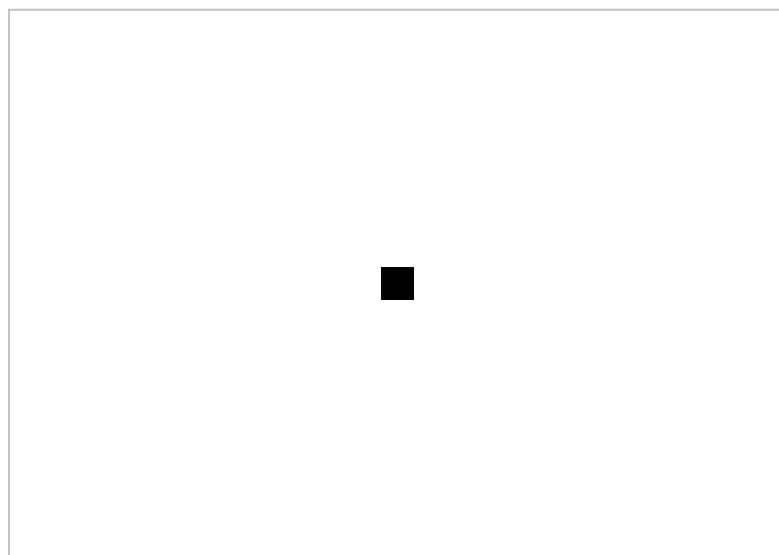
Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a)

Sent: Monday, July 24, 2023 12:21 PM

To: Reynold Henkel <Reynold.Henkel@takinaevents.co.nz>; Ilavarasu Rajendran <Ilavarasu.Rajendran@tepapa.govt.nz>

Cc: Floriana Medina <Floriana.Medina@takinaevents.co.nz>; Glenn Lust <Glenn.Lust@takinaevents.co.nz>; Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Menu tastings | s 9(2)(a) & s 9(2)(a) s 9(2)(a) Luncheon | 25 July 2023

Hi All

Kindly find the amended Event Summaries attached for Tuesday, 25 July 2023 for the menu tastings.

(FYI – this is the same details that was discussed in the meeting last week, they are now just on different sheets)

Date: **Tuesday, 25 July 2023**

Venue: **Icon**

Tastings: Please note that this is 2 different tastings:

s 9(2)(a) **Menu Tasting**

Main Contact: s 9(2)(a)

Takina Contact: Aaron and Jeanine

Pax: 4 people
Details: Refer to Event Order Confirmation attached
Important: Reynold, kindly note the beverages that must be served – as per previous email correspondence

s 9(2)(a) **Luncheon**

Main Contact: Ian Klinac
Takina Contact: Floriana
Pax: 3 people
Details: Refer to Event Order Confirmation attached

[@Reynold Henkel](#) there is a printed copy at my desk if you want to send someone to collect it. Please confirm that all is in order for this event.

[@Ilavarasu Rajendran](#) – please let me know if there is anything else you require from my side.

If there is any questions or any of the details is unclear, please let me know.

Nga mihi,

Jeanine Smit

Senior Functions Coordinator

Takina Events

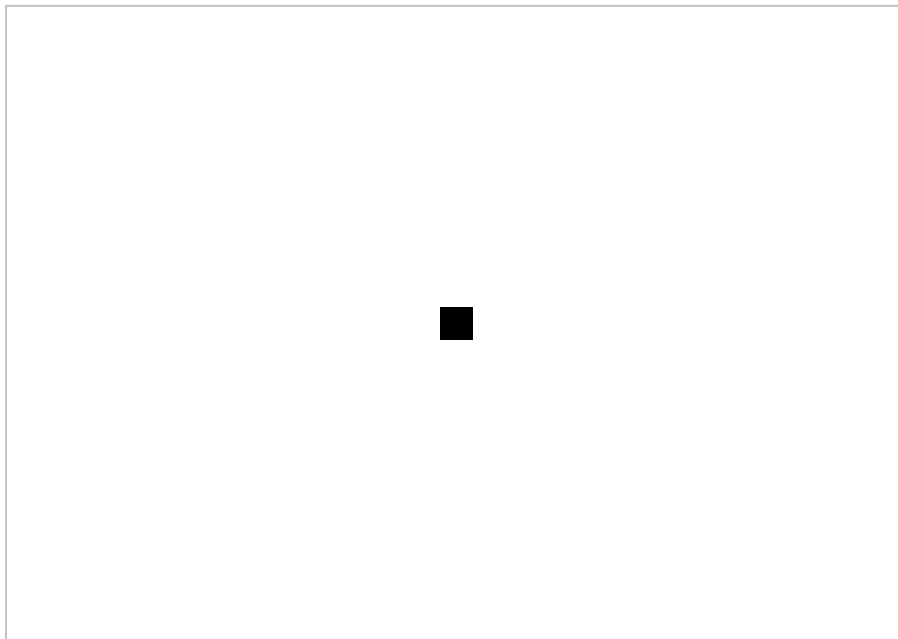
PO Box 467 | 55 Cable Street, Wellington 6011

Email: jeanine.smit@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**

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Find out more at takina.co.nz



From: [Jeanine Smit](#)
To: [Reynold Henkel](#); [Ilavarasu Rajendran](#)
Cc: [Floriana Medina](#); [Glenn Lust](#); [Aaron Telford](#)
Subject: Menu tastings | [REDACTED] & [REDACTED] s 9(2)(a) Luncheon | 25 July 2023
Date: Monday, 24 July 2023 12:21:31 pm
Attachments: [Event Order Confirmation - \[REDACTED\] s 9\(2\)\(a\) Lunch 25 July 2023.pdf](#)
[image001.jpg](#)
[Event Order Confirmation - \[REDACTED\] Menu Tasting \(55732\).pdf](#)

Hi All

Kindly find the amended Event Summaries attached for Tuesday, 25 July 2023 for the menu tastings.

(FYI – this is the same details that was discussed in the meeting last week, they are now just on different sheets)

Date: **Tuesday, 25 July 2023**
Venue: **Icon**
Tastings: Please note that this is 2 different tastings:

[REDACTED] **Menu Tasting**

Main Contact: [REDACTED] s 9(2)(a)
Takina Contact: Aaron and Jeanine
Pax: 4 people
Details: Refer to Event Order Confirmation attached
Important: Reynold, kindly note the beverages that must be served – as per previous email correspondence

[REDACTED] [REDACTED] s 9(2)(a) **Luncheon**

Main Contact: Ian Klinac
Takina Contact: Floriana
Pax: 3 people
Details: Refer to Event Order Confirmation attached

[@Reynold Henkel](#) there is a printed copy at my desk if you want to send someone to collect it. Please confirm that all is in order for this event.

[@Ilavarasu Rajendran](#) – please let me know if there is anything else you require from my side.

If there is any questions or any of the details is unclear, please let me know.

Nga mihi,

Jeanine Smit

Senior Functions Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jeanine.smit@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa

From: s 9(2) s 9(2)
To: [Jonny Datson](#)
Cc: s 9(2)(a) s 9(2)(a)
Subject: FW: s 9(2)(a) - Takina Events
Date: Friday, 23 June 2023 3:25:38 pm
Attachments: [image001.jpg](#)
[image002.png](#)
[Proposal for s 9\(2\)\(a\) 11 AUG - Takina Events.pdf](#)

Good afternoon Jonny,

Confirmation that we wish to proceed with the Training Day on Friday 11 August 2023 as quoted in your proposal at \$ s 9(2)(b) pp + GST.

We will have approximately 60 attendees. I will confirm the exact number by the 11 July 2023.

We will not require the drinks and canapes after the Training Day.

Dietary requirements – vegetarian, dairy free, gluten free options,
Allergies – shellfish, mushrooms and cucumber.

I look forward to receiving your confirmation of our booking.

Kind regards,

s 9(2)(a)

s 9(2)(a)

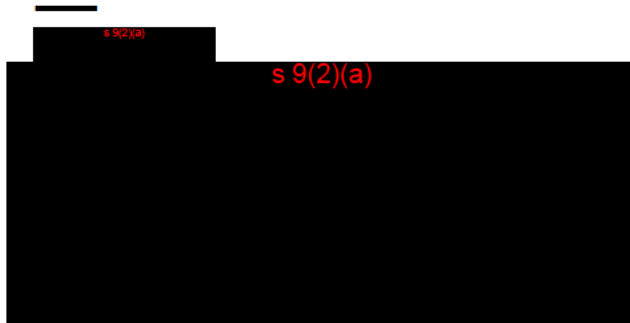
s 9(2)(a)

From: s 9(2)(a)
Sent: Friday, June 23, 2023 1:54 PM
To: s 9(2)(a)
Cc: s 9(2)(a)
Subject: FW: s 9(2)(a) - Takina Events

Hi s 9(2)(a)

Here is the information from Takina on the venue for the training day, including catering.
We need to ask them if we can have a drinks/canapes at the end of the day as well as the catering during the event.

Nga mihi,



From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Date: Wednesday, 7 June 2023 at 12:05 PM

To: s 9(2)(a)

Subject: RE: s 9(2)(a) - Takina Events

Good afternoon Sally,

Thank you for your enquiry and interest in bringing the NZRAB Assessors Training Day into our spaces here at Takina Events.

I can confirm that on Friday the 11th of August **Matiu (Meeting Room 1A)** is available for hire under our **Full Day Delegate Package** at \$ s 9(2)(a) + GST per person.

The venue can accommodate up to 70 people in a banquet set up style (x 7 round tables, 10 pax at each) and is located on Level 1 of the brand new Takina Convention Centre.

I have attached a proposal for your review, do let me know if you have any questions or feedback regarding the contents of the proposal.

If I could ask that you provide confirmation you wish to proceed with the booking no later than **COB Friday the 23rd of June.**

I look forward to hearing from you.

Nga mihi,

Jonty Datson

Function Sales and Coordinator

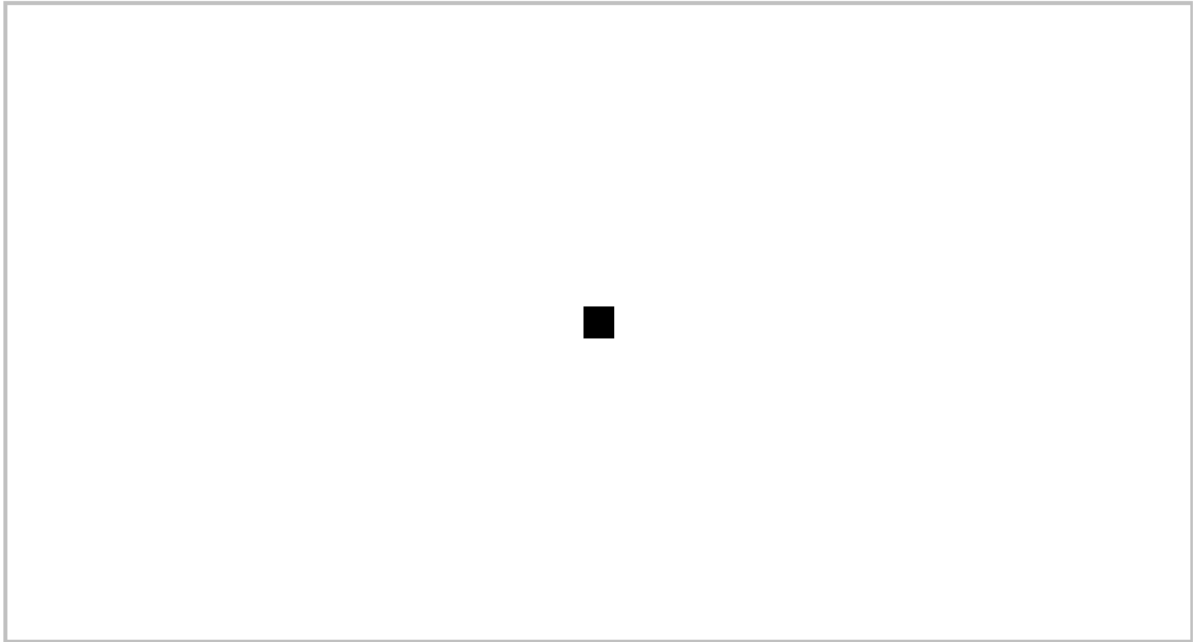
Takina Events

PO Box 467 |55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: s 9(2)(a)

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Find out more at takina.co.nz



From: [REDACTED] s 9(2)(a)
Sent: Saturday, June 3, 2023 4:20 PM
To: Venues <enquiries@takinaevents.co.nz>
Subject: [REDACTED] s 9(2)(a)

Hi there,
I'm one of the training coordinators for the NZ Registered Architects Board.
We are currently organising the 2023 Assessors Training day which is a day long (say 8.30-5pm) seminar style training day for approximately 60-70 people.

Last year we sat around round tables and did workshop type activities as well as had some presentations by speakers/presenters, there may be some visual presentations but the space does not require blackout capability.

The group is comprised almost entirely of architects so we are looking for an interesting space for the event that possibly includes views of the harbour/wellington and natural light. I have looked at the Icon venue and the new Takina meeting rooms 1A or 2A.
We will also need morning tea, lunch and afternoon tea catered and possibly an end of day drinks hour.

Could you send me some pricing information on these spaces, including some pricing information for the catering?

The event is scheduled for Friday August 11th.

Nga mihi,

—
[REDACTED] s 9(2)(a)

From: s 9(2) s 9(2)
To: [Jonny Datson](#)
Cc: s 9(2)(a) s 9(2)(a) s 9(2)(a)
Subject: RE: s 9(2)(a) - Takina Events
Date: Tuesday, 27 June 2023 9:31:37 am
Attachments: [image002.png](#)
[image003.jpg](#)

Good morning Jonny,

Contract –

Name:
Contact number:
Email:
Postal Address:
Contract Signatory and their designation:
Event title:

s 9(2)(a)

Invoicing –

s 9(2)(a)

Other contacts –
Architects Board

s 9(2)(a) Chief Executive, NZ Registered

s 9(2)(a)

s 9(2)(a)

Please include catering menu for our information, noting vegetarian, dairy free and gluten free options and Allergies to shellfish, mushrooms and cucumber.

I will confirm attendee numbers by 11 July 2023 as am waiting on 22 more responses. Currently we have 47 confirmed attendees.

Kind regards,

s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Sent: Tuesday, June 27, 2023 9:03 AM

To: s 9(2)(a)

Cc: s 9(2)(a) <dougal@nzrab.org.nz>; s 9(2)(a)

Subject: RE: s 9(2)(a) - Takina Events

Good morning s 9(2)(a)

Thank you for confirming you wish to proceed with the booking.

Before issuing your contract I will need the following information confirmed at your end as it should be reflected on the contract and any invoices we issue.

Contract –

- Contact on behalf of the hirer, please include; name, telephone number, email, postal address (we will only send you digital material)
- Contract signatory and their designation
- Your finalized event title e.g. – s 9(2)(a)

Invoicing –

- Please state your bill – to contact including a; name, telephone number, email, postal address
- Please advise if you wish to attach a Purchase Order Number to any invoice we issue
- Please advise of any other references you wish to attach to any invoice we issue.

Nga mihi,

Jonty Datson

Function Sales and Coordinator

Takina Events

PO Box 467 |55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: s 9(2)(a)

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Find out more at takina.co.nz

From: s 9(2) - s 9(2)
To: Jonty.Datson
Cc: s 9(2)(a) s 9(2)(a)
Subject: RE: ; Reference - From to - Takina Events contract
Date: Friday, 30 June 2023 2:50:51 pm
Attachments: [image001.png](#)
[20230630_144714.pdf](#)

Hi Jonty,

Please find attached signed contract.

s 9(2)(a) is our Financial Controller, s 9(2)(a)

Can you please confirm that there is a safe and secure place for participants to leave their overnight bags, as they will be coming directly from their hotel and departing for the airport after the event?

Thank you for your assistance.

Kind regards,

s 9(2)(a) s 9(2)(a)

s 9(2)(a)

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Sent: Friday, June 30, 2023 2:14 PM
To: s 9(2)(a)
Subject: ; Reference - From to - Takina Events contract

Kia ora s 9(2)(a)

Thank you for confirming the s 9(2)(i) with Takina Events. We look forward to welcoming you in our spaces.

Please find attached the contract for your review.

Could you return a signed copy of the contract (included terms & conditions) by **Close of Business Friday the 7th of July**.

If you anticipate needing an extension on this, please let me know. After this deadline, we reserve the right to release the spaces to another client if we haven't heard back from you.

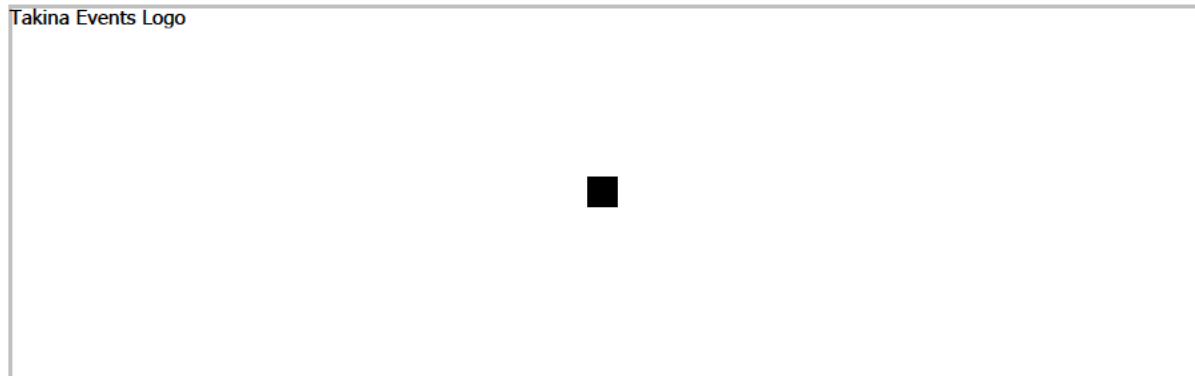
Once we receive the signed contract and the countersigned copy is sent, the agreement becomes binding.

Please let me know the contact person in your office who we should forward any invoices to. If your company uses Purchase Orders, kindly let me know the Purchase Order number for this event, and we will plan to include that on our invoice.



Thank you again for choosing our spaces, we look forward to working with your team.

Nga mihi, Jonty.



Jonty Datson | Function and Sales Coordinator | Takina Events
| Email: jonty.datson@takinaevents.co.nz Mobile: [Redacted] s 9(2)(b)
PO Box 467 | 55 Cable Street | Wellington

From: s 9(2), s 9(2)
To: [Jonty Datson](#)
Subject: RE: View Takina
Date: Thursday, 6 July 2023 7:41:17 am
Attachments: [image001.png](#)
[image002.jpg](#)

Sounds good. Keep me posted.

s 9(2)(a), s 9(2)(a)

s 9(2)(a)

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Sent: Wednesday, July 5, 2023 4:08 PM
To: s 9(2)(a)
Subject: RE: View Takina

Hi s 9(2)(a)

It would have to be a Monday or Thursday next week as the venue is engaged on TUE/WED.

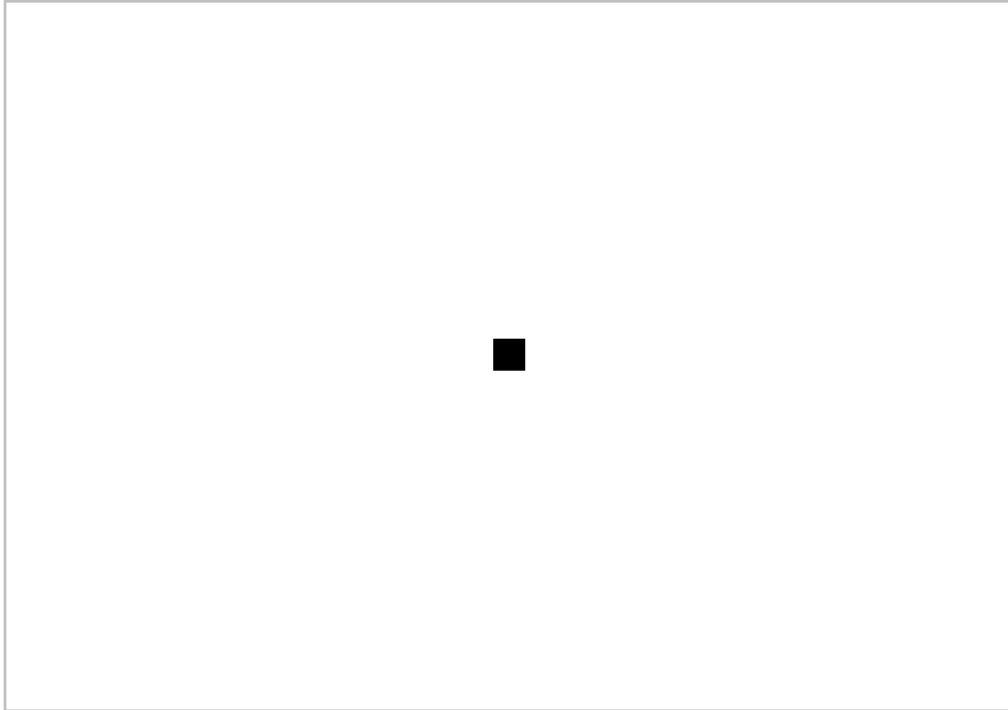
I'll need to check with the coordinator who is looking after an event pack in on the Monday just to ensure our visit won't impact on them (I don't imagine it should in any way).

I'll get back to you shortly with a confirmed time, but let's pencil in Monday afternoon for now.

Nga mihi,

Jonty Datson
Function Sales and Coordinator
Takina Events
PO Box 467 155 Cable Street, Wellington 6011
Email: jonty.datson@takinaevents.co.nz

Mobile: [REDACTED] s 9(2)(a)



From: [REDACTED] s 9(2)(a)
Sent: Wednesday, July 5, 2023 3:44 PM
To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Subject: View Takina

Hi Jonty,

Would I be able to view Takina some time next week 10th – 13th July between 1pm and 3.30pm at a time that suits you?

I look forward to hearing from you.

Kind regards,

[REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)
Operations Manager (Acting)
+64 27 [REDACTED] s 9(2)(a)



Level 8, 50 Manners Street, Te Aro, Wellington 6011, New Zealand
PO Box 11106, Manners Street, Wellington 6142, New Zealand

www.nzrab.nz

Out of
scope

From: s 9(2)(a)
Sent: Monday, 10 July 2023 1:09 pm
To: Jonty Datson
Cc: Jeremy Porima; Valentina Vassiliadis; California Moreno
Subject: New Time Proposed: Tākina Site Inspection
Attachments: image001.png

Hi Jonty,

Can we please move this to Monday 24th July, as I have sprained my ankle and I'm finding it painful to walk too far.

I look forward to hearing from you.

Kind regards,

s 9(2)(a)

From: s 9(2)(a)
To: [Aaron Telford](mailto:Aaron.Telford@takinaevents.co.nz)
Subject: Re: Takina Events- Contract- August 2023
Date: Thursday, 22 June 2023 8:35:30 am

Hi Aaron,

Thanks for this. It is good to know that we can access the venue earlier from 7am without charge.

I confirm MT and Lunch and will let you know if we decide to have arrival tea and AT later on.

You can remove arrival tea now.

Thanks

s
9(2)

Nga mihi,

s 9(2)(a)
Founder & Executive Director

s 9(2)(a)

s 9(2)(a)

On 22/06/2023, at 7:51 AM, Aaron Telford
<aaron.telford@takinaevents.co.nz> wrote:

Hi s 9(2)

Thanks for the below, you can access the centre earlier and there's no additional charge for this from 7am.

Confirming that you will still have MT and Lunch for the event and possibly add AT at a later date? Do you want me to remove the arrival tea and coffee now?

Thanks

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)
<image001.png>

<image002.jpg>

From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, June 21, 2023 2:20 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: Takina Events- Contract- August 2023

Dear Aaron,

Thanks for that.

A question, we open registrations at 8am. If we come a bit earlier to set up banners etc, do we have to pay extra?

We may not have morning coffee on arrival. We may have afternoon tea but nothing confirmed (depending on budget).

Thanks

s
9(2)

Nga mihi,

s 9(2)(a)
Founder & Executive Director

s 9(2)(a)

s 9(2)(a)

On 21/06/2023, at 7:20 AM, Aaron Telford
<aaron.telford@takinaevents.co.nz> wrote:

Kia ora s 9(2)
()

Thank you for confirming your event with Takina events, we look forward to welcoming your delegates and yourself into our spaces.

Please find attached the contract for your event at Takina in August, you will see that the 10% venue hire discount has been applied for you as discussed.

If you can please take the time to review the attached document, sign and return it to me that will be appreciated. Once received I will countersign this and provide a copy for your records.

Please note that final AV costs and requirements for your event, will amend the totals as indicated if there are any additional items over and above those in the contract.

Once the contract is returned I will hand over your event to one of our coordinators and introduce you to one of our AV team who will be assigned to your event, they will pick up the conversation around this for you.

Your coordinator will finalise all of the finer details for your event and will be your main point of contact moving forward.

If you have any questions, please do let me know.

Thank you again for selecting Takina events!

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

< s 9(2)(a) Conference 2023 V.2- Takina.pdf >

Out of scope

From: Igor de Borst
Sent: Friday, 30 June 2023 4:16 pm
To: Aaron Telford
Cc: Takina Audio-visual Events Coordination Team
Subject: RE: s 9(2)(a) s 9(2)(a) Allocate AV Coordinator please

Done.

Igor de Borst
Kairuruku ataata-rongo matua | Senior audio-visual coordinator
Tākina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: igor.deborst@takinaevents.co.nz
Mobile: +64 29 s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Friday, June 30, 2023 3:15 PM
To: Takina Audio-visual Events Coordination Team <AVECTeam@takinaevents.co.nz>
Subject: s 9(2)(a) s 9(2)(a) Allocate AV Coordinator please

Hi team,

Can you please allocate a coordinator for the below event:

Event Name *	s 9(2)(a)
Account *	
Contact	

Ngā mihi,

Aaron Telford
Business Development Manager - Venues
Tākina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)



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From: [Aaron Telford](#)
To: s 9(2)(a)
Cc: [Clarisse Le Floch](#)
Subject: RE: Takina Contract
Date: Friday, 7 July 2023 10:30:00 am
Attachments: [image001.png](#)
[image002.jpg](#)
s 9(2)(a) [Conference August 2023 V.2 Countersigned.pdf](#)

Kia ora s 9(2)(a)

I hope you have a good break away!

Thank you for the contract return, and please see attached the countersigned copy for your records.

I am pleased to e-introduce you to Clarisse, who will be the coordinator for your event. I think you may have worked together in the past on previous events.

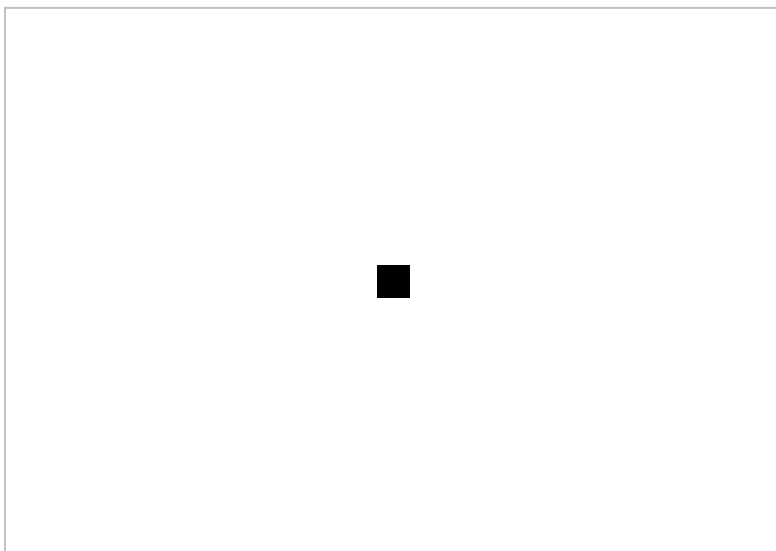
Clarisse will now be your main point of contact and will organise the finer details for your event. She will also introduce you to the AV coordinator for your event as well.

Thank you again for selecting Takina for your event and we look forward to welcoming yourself and your delegates.

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)



From: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)>
Sent: Wednesday, July 5, 2023 10:17 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: Takina Contract
Importance: High

Hi Aaron,

I hope you are well.

Please find attached the contract signed.

I just wanted to have the confirmation that we have also the possibility of opting for the 'table and chairs' setting option in case we wish not to do the theatre style with no additional costs.

Thanks,

[REDACTED] s
9(2)
(a) [REDACTED] s 9(2)(a)
Founder & Executive Director

[REDACTED] s 9(2)(a)
[REDACTED] s 9(2)(a)

On 28/06/2023, at 12:08 PM, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Hi [REDACTED] s 9(2)(a)

I hope your weeks started well, just following up on the contract for your event, I would like to hand this to your dedicated coordinator tomorrow at our weekly handover meeting.

If you have any questions around it please let me know.

Thanks

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: aaron.telford@takinaevents.co.nz

From: [Aaron Telford](#)
To: s 9(2)(a)
Cc: daniobri@gmail.com; [Clarisse Le Floch](#)
Subject: FW: Takina Events Deposit Invoice
Date: Monday, 7 August 2023 2:11:00 pm
Attachments: [54185_10013300_22318_11074.50 - Payment Plan Invoice - Takina.pdf](#)
[image002.jpg](#)
[image003.png](#)

Kia Ora s 9(2)(a)

I hope you are well. Clarisse has passed the below onto me to review.

On this occasion we can lower your minimum to **200** delegates.

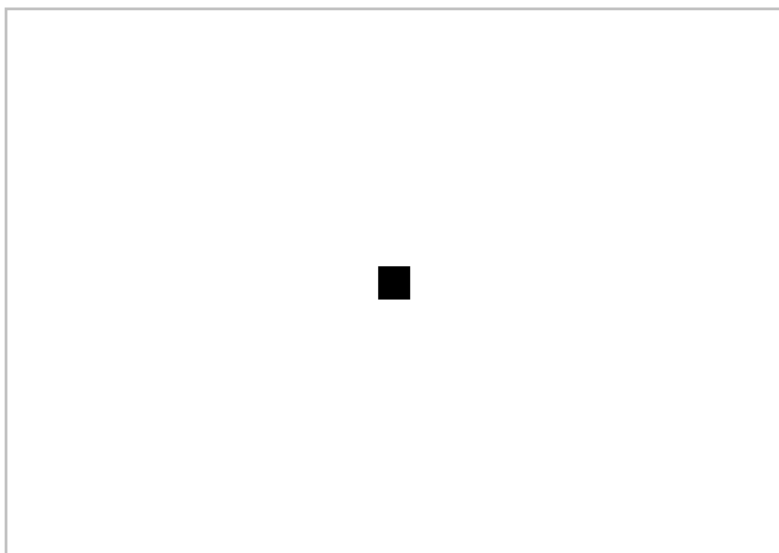
Clarisse is currently away on sick leave but will be in touch to adjust this for you when she is back on board.

Thanks

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Sunday, August 6, 2023 8:29 PM
To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>
Cc: Dan O'Brien <daniobri@gmail.com>
Subject: Re: Takina Events Deposit Invoice

Dear Clarisse,

Further to my call on Friday, here is an update in writing regarding attendee numbers for my event on Aug 29th at Takina -- **Images of the Future: Daily Life in a World Governed by AI.**

Though we have high profile speakers from organisations like Weta Workshop, ministers, media, and politicians in the speaker line up, including from overseas, we have struggled to drive up registrations and we are only at 130 with only 23 days to go. We expect to get around 180 registrations at this rate. We have experience with conference organisation - I have run five large scale conferences (~300 persons) in the past, including two times at Te Papa - but cannot put our fingers exactly why numbers are no where they should be at this stage (could be election year, FIFA world cup, people travelling).

We are a very small organisation running a small budget (~\$^{s 9(2)(b)} annual turnover) with a public good mission - exciting NZers of all stripes on issues of our time.

Could we change the Estimated Number of Attendees in our contract to 180 or 200 to reduce our catering outlay and food wastage? Please advise what options are available?

I stand at your disposition to discuss further,

^{s 9(2)(a)}

Executive Director

^{s 9(2)(a)}

^{s 9(2)(a)}

On 4/08/2023, at 14:44, Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz> wrote:

Kia ora ^{s 9(2)(a)}

Please see attached the first 50% deposit invoice based on the current minimum charges on the signed contract for your action.

Any outstanding amount and further charges from this time will be invoiced to you at the end of the event.

If you would like to pay by credit card, please email Finance@tepapa.govt.nz to arrange a time to process your credit card details.

I also would prefer to hear from you in regards to your event details base don the email I sent on 21.07.23 prior I send the final 50% remaining deposit invoice but I would need to send it by end of next week at the latest. If you could come back to me and Igor early next week with details that would be fantastic.

Have a lovely weekend,

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

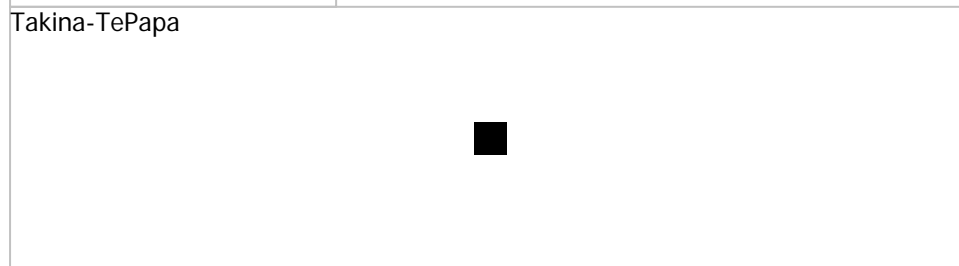
Mobile: +64 [REDACTED]

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Takina-TePapa



Out of
scope

From: [REDACTED] s 9(2)(a)
Sent: Tuesday, 8 August 2023 3:04 am
To: Michealle Gelderblom
Subject: RE: 100789 - [REDACTED] s 9(2)(a) / RE: introduction I- Takina and [REDACTED] s 9(2)(a)

Hello Michealle

Please can you send me your contract in full for this booking so I can share with the client.

Thank you

s
9(2)

[REDACTED] s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: 07 August 2023 03:17

To: [REDACTED] s 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: RE: 100789 - [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a) / RE: introduction I- Takina and [REDACTED] s 9(2)(a)

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and expect that the content is safe.

Good afternoon, Sarah,

I hope you are well 😊 and had a great weekend.

I have spoken with my manager, and we must use our contract we have in place.

Attached is the proposal I sent [REDACTED] s 9(2)(a) If you could let me know if you would like me to send you a contract.

Hope to hear from you soon.

Ngā mihi,

Michealle Gelderblom

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: [REDACTED] s 9(2)(a)

Sent: Thursday, August 3, 2023 2:21 AM

To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: 100789 - s 9(2)(a) [REDACTED] s 9(2)(a) / RE: introduction I- Takina and [REDACTED] s 9(2)(a)

Hello Michealle

Lovely to meet you virtually.

I will be supporting in the contracting of this booking. Please can you send me the last full proposal that the client is looking to move forward with.

What I need to understand is if you can use one of these documents for contracting.

- s 9(2)(a) Agreement – This is a stand alone contract and will be the only document used for contracting this booking
- s 9(2)(a) Addendum – This will be used in addition to your venue contract.

I look forward to working with you on this booking

Kind regards

[REDACTED] s 9(2)(a)

s 9(2)(a)

From: [REDACTED] s 9(2)(a)
Sent: 02 August 2023 05:53
To: [REDACTED] s 9(2)(a) Michealle.Gelderblom@takinaevents.co.nz
Cc: [REDACTED] s 9(2)(a)
Subject: introduction I- Takina and [REDACTED] s 9(2)(a)

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and expect that the content is safe.

Hello Michealle,

As per my email, please allow me to introduce you to [REDACTED] s 9(2) who will be taking over the contract for this particular event.

Her contact details are outlined below. Please note that [REDACTED] s is based in the UK.

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)

Please note that the team at [REDACTED] s 9(2)(a) will be the PoC to manage all logistics and operations around event planning .

Ngā Mihi | Kind Regards

[REDACTED] s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Thursday, July 27, 2023 2:24 PM

To: [REDACTED] s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Quotation Version 2

Hi Maureen,

Thank you for your call, I have added the extra room into your quotation as you requested. I have also attached floor plans; these floor plans are rough and show the max capacity in theatre but gives you an idea of the set set up.

Let me know if there is anything else I can assist with 😊

Ngā mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)



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Out of
scope

From: [REDACTED] s 9(2)(a)
Sent: Friday, 30 June 2023 5:41 am
To: Jonty Datson
Subject: RE: Venue Hire for [REDACTED] s 9(2)(a) - Takina Events

No problem Jonty. Thanks for checking.

I'll forward to them email to them and get them to contact you.

Ngā mihi

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Sent: Thursday, June 29, 2023 4:45 PM
To: [REDACTED] s 9(2)(a)
Subject: RE: Venue Hire for [REDACTED] s 9(2)(a) - Takina Events

Hi [REDACTED] s 9(2)(a)

No chance of viewing the space tomorrow I'm afraid, there's just too much going on.

If you could please put me in touch with a colleague of yours to arrange a more suitable time to view, ideally next Wednesday at our client open day.

We are running two sessions on the 5th, one that will run from 10:00 – 12:00, the other from 16:00 – 19:00. Food and beverage will be provided.

Ngā mihi,

Jonty Datson
Function Sales and Coordinator
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: jonty.datson@takinaevents.co.nz
Mobile: [REDACTED] s 9(2)(a)

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From: [REDACTED] s 9(2)(a)
Sent: Thursday, June 29, 2023 2:29 PM
To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Subject: RE: Venue Hire for [REDACTED] s 9(2)(a) - Takina Events

Ok thanks Jonty. We'll be visiting other venues tomorrow so if there is at all the possibility to visit that would be great. Otherwise will organise for one of my colleagues to meet you on the 5th.

Thanks again and will wait to hear back from you.

Ngā mihi

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Sent: Thursday, June 29, 2023 2:10 PM
To: [REDACTED] s 9(2)(a)
Subject: RE: Venue Hire for [REDACTED] s 9(2)(a) - Takina Events

Kia ora [REDACTED] s 9(2)(a)

We've got the client in from 06:30 – 17:30 tomorrow so may be difficult to fit you in.

I'll have a quick chat to the event coordinator who is looking after the conference to see if there is a possibility we can pop our head in during a catering break or any other opportune time, but I would say at this stage it is best to assume we cannot visit tomorrow.

Do you have a colleague that I could potentially meet with for a site inspection whilst you are away on leave ?

Ngā mihi,

Jonty Datson

Function Sales and Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: [REDACTED] s 9(2)(a)

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From: [REDACTED] s 9(2)(a)
Sent: Thursday, June 29, 2023 1:27 PM
To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Subject: RE: Venue Hire for [REDACTED] s 9(2)(a) - Takina Events

Kia ora Jonty – unfortunately I’ll be on leave until 20 July.

What time will the venue be busy from? Could we perhaps view just before the start of the conference tomorrow?

Thank you.

Ngā mihi

[REDACTED] s 9(2)(a)
[REDACTED] s 9(2)(a)

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Sent: Wednesday, June 28, 2023 9:56 AM

To: [REDACTED] s 9(2)(a)
Subject: RE: Venue Hire for [REDACTED] s 9(2)(a) - Takina Events

Good morning [REDACTED] s 9(2)(a)

Unfortunately the venue is engaged tomorrow with the [REDACTED] s 9(2)(a)

Are you able to attend the open day on the 5th of July ?

Ngā mihi,

Jonty Datson

Function Sales and Coordinator

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: [REDACTED] s 9(2)(a)

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Find out more at takina.co.nz



From: [REDACTED] s 9(2)(a)
Sent: Wednesday, June 28, 2023 9:35 AM
To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Subject: RE: Venue Hire for [REDACTED] s 9(2)(a) - Takina Events

Kia ora Jonty

Would it be possible to visit the venue on Friday morning between 9.30 and 11.30am?

Thanks

Ngā mihi

s 9(2)(a)

s 9(2)(a)

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Sent: Thursday, June 15, 2023 3:17 PM

To: s 9(2)(a)

Subject: RE: Venue Hire for s 9(2)(a) - Takina Events

Hi s 9(2)(a)

Unfortunately, or fortunately ? The venues are fully booked over at Tākina until Wednesday the 5th of July, primarily due to the fact that we are hosting the annual *BEIA Meetings 2023* in our spaces for the majority of next week.

The 5th of July would also be an opportune time to visit as we are hosting a client open day with food and beverage provided.

Happy to push the confirmation booking deadline back as a result of this, we can play it by ear on this as we have plenty of time before your event.

Let me know if the 5th of July suits.

Ngā mihi,

Jonty Datson

Function Sales and Coordinator

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: s 9(2)(a)

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Find out more at takina.co.nz



From: [REDACTED] s 9(2)(a)
Sent: Thursday, June 15, 2023 9:28 AM
To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Subject: RE: Venue Hire for [REDACTED] s 9(2)(a) - Takina Events

Many thanks Jonty – I'll confirm before the 28th. Would it be possible to go and see the venue?

Thanks

Ngā mihi

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Sent: Tuesday, June 13, 2023 12:04 PM
To: [REDACTED] s 9(2)(a)
Subject: RE: Venue Hire for [REDACTED] s 9(2)(a) - Takina Events

Kia ora [REDACTED] s 9(2)(a)

I can confirm that [Matiu](#) is available for hire on the 4th of October.

The venue is located on Level 1 at Tākina and can accommodate up to 70 people in a banquet set up style, allowing for both catering and audio – visual to be set in the room.

Further information including interactive floor plans of the venue can be found at the link above, alternatively if there is any other questions or queries you have around menus, a.v, setup etc. do let me know.

If I could please ask that you confirm your interest to proceed with the booking under the Full Day Delegate package no later than **COB Wednesday the 28th of June.**

I look forward to hearing from you.

Ngā mihi,

Jonty Datson

Function Sales and Coordinator

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: s 9(2)(a)

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From: s 9(2)(a)
Sent: Monday, June 12, 2023 4:58 PM
To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Subject: RE: Venue Hire for s 9(2)(a) - Takina Events

Thank you very much Jonty – I look forward to hearing if you can fits us in and if yes, if it’s possible to visit the venue to get a better idea of the space and if it suits are needs.

Thank you 😊

Ngā mihi

s 9(2)(a)
s 9(2)(a)

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Sent: Friday, June 9, 2023 11:25 AM

To: [REDACTED] s 9(2)(a) Events

Good morning [REDACTED] s 9(2)(a)

Thank you for your enquiry and interest in bringing this hui into our spaces here at Tākina events.

I am in the process of working through availability at Tākina on the 4th of October. We have a pack in day booked for a large conference that day, so just trying to ascertain the extent of the set up required for said pack in and how much of an impact that would have if we were to host you in one of our meeting rooms.

To give you a preliminary indication on price, our Full Day Delegate Package is charge at \$ [REDACTED] s 9(2)(b) + GST per person and includes the following –

- Single venue hire from 08:00 – 18:00
- Full day catering from our *Daily Menu* including; Arrival Tea and Coffee, Morning & Afternoon Tea, Lunch
- A standard audio – visual package to suit your venue

Further package inclusions and conditions can be found in the brochure attached.

Once I have a better idea on availability I will get back to you, I imagine this would be at some stage next week.

Ngā mihi,

Jonty Datson

Function Sales and Coordinator

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: [REDACTED] s 9(2)(a)

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From: enquiries@takinaevents.co.nz <enquiries@takinaevents.co.nz>
Sent: Tuesday, June 6, 2023 5:40 PM
To: Venues <enquiries@takinaevents.co.nz>
Subject: s 9(2)(a) has sent a contact inquiry from Takina configurator website

Hey Admin,

s 9(2)(a) has sent a contact inquiry from the website.
The details of the inquiry are as follows:

Event Name: s 9(2)(a)
Dates: Wednesday 4 October
Full Name: s 9(2)(a)
Job Title: Plannign & Improvement Lead
Company Name: s 9(2)(a)
Email Address: s 9(2)(a) [govt.nz](mailto:s 9(2)(a)@govt.nz)
Phone Number: 0211736866

Notes: Hi there - I'm looking for a venue to hold our team's planning day (approx. 46 people at this stage) on Wednesday 4 October, 8.30am-4.30pm. We would require catering for morning tea, lunch and afternoon tea. There will be some special dietary requirements. Could you please provide a quote for this?

s 9(2)(a)

Out of scope

From: [REDACTED] s 9(2)(a)
Sent: Saturday, 8 July 2023 3:49 am
To: Jonty Datson
Subject: Re: Venue Hire for [REDACTED] s 9(2)(a) - Takina Events

Kia ora Jonty

Please see below my replies.

Ngā mihi

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

From: Jonty Datson <jonty.datson@takinaevents.co.nz>
Sent: Thursday, July 6, 2023 23:30
To: [REDACTED] s 9(2)(a)
Subject: RE: Venue Hire for [REDACTED] s 9(2)(a) - Takina Events

Kia ora [REDACTED] s 9(2)(a)

Thank you for confirming.

I will need the following information from your end as it should be reflected on your contract and any invoicing we issue to you.

Contract

- Primary point of contact on behalf of the hirer, please include a name, telephone number, email address, postal address (we will only send digital material)

[REDACTED] s 9(2)(a)

Invoicing

- Bill – to contact on behalf of the hirer. Please include a name, telephone number, email, and postal address

[REDACTED] s 9(2)(a)

- Please advise if you wish to attach a purchase order number to your invoice

Not required at this stage

- Please advise if you wish to make any reference to a specific department or project within [REDACTED] Finance Department

Thanks Jonty

Ngā mihi,

Jonty Datson

Function Sales and Coordinator

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: [REDACTED] s 9(2)(a)



From: [REDACTED] s 9(2)(a)
Sent: Friday, July 7, 2023 12:26 PM
To: Jonty Datson <jonty.datson@takinaevents.co.nz>
Subject: Re: Venue Hire for [REDACTED] s 9(2)(a) - Takina Events

Kia ora Jonty

Thanks for all the info you've provided to us so far. We'd like to go ahead and book as per your original quote, and also add to it the Mokopuna room please.

Please confirm at your earliest convenience.

Thanks

Ngā mihi

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

s 9(2)(a)

From: Jonty Datson <jonty.datson@takinaevents.co.nz>

Sent: Wednesday, July 5, 2023 23:47

To: s 9(2)(a)

Cc: s 9(2)(a)

s 9(2)(a)

Subject: RE: Venue Hire for s 9(2)(a) - Takina Events

Kia ora Kate,

Thank you for taking the time yesterday to come through and see the spaces.

Bit of an update on venue options for the 4th –

[Whātaïtai](#) which is the only meeting room located on Level 2 (the one with balcony access) is engaged on the 4th of October, meaning I cannot offer it to you to serve as your main plenary space.

[Mokopuna](#) the middle, and smallest of the three meeting rooms on Level 1 is free on the 4th. This would most likely serve as your breakout room. We would charge \$ s 9(2)(0) + GST for the day inclusive of an A.V Package.

[Mākaro](#) is also free on the 4th of October, we would charge \$ s 9(2)(0) + GST for hire of this space as a breakout, although I imagine you would envisage using this as your main plenary as an for Matiu ?

[Matiu](#) This is the space on the end of Level 1, overlooking Te Papa. This was the space that was initially proposed to s 9(2) under the Day Delegate Package.

()

Feel free to have a play around with the interactive floor plans on the website.

s 9(2)(0)

If you could get back to me with your preference when it comes to plenary and breakout, I can subsequently place pencil holds on the respective venues.

Ngā mihi,

Jonty Datson

Function Sales and Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: s 9(2)(a)



From: [REDACTED] s 9(2)(a)
Sent: Thursday, July 6, 2023 10:39 AM
To: Jonty Datson <jonty.datson@takinaevents.co.nz>
Cc: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)
Subject: RE: Venue Hire for [REDACTED] s 9(2)(a) - Takina Events

Kia ora Jonty

I hope your open day went well.
Please send through that information when you're able.

Ngā mihi nui,

[REDACTED] s 9(2)(a)
[REDACTED] s 9(2)(a)

From: Jonty Datson <jonty.datson@takinaevents.co.nz>
Sent: Friday, June 30, 2023 8:47 AM
To: [REDACTED] s 9(2)(a)
Cc: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)
Subject: RE: Venue Hire for [REDACTED] s 9(2)(a) - Takina Events

Morning Kate,

Thank you for letting me know, and I look forward to seeing you there.

Any preference between A.M/P.M session ?

Ngā mihi,

Jonty Datson

Function Sales and Coordinator

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: s 9(2)(a)

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From: s 9(2)(a)
Sent: Friday, June 30, 2023 7:27 AM
To: Jonty Datson <jonty.datson@takinaevents.co.nz>
Cc: s 9(2)(a) s 9(2)(a)
Subject: Fw: Venue Hire for s 9(2)(a) - Takina Events

Hi there

s 9(2)(a) and I will attend the client open day on Wednesday 5 July between 10 and 12.

Kind regards
s 9(2)(a)

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Sent: Thursday, June 29, 2023 4:45 PM
To: s 9(2)(a)
Subject: RE: Venue Hire for s 9(2)(a) - Takina Events

Hi [REDACTED]

No chance of viewing the space tomorrow I'm afraid, there's just too much going on.

If you could please put me in touch with a colleague of yours to arrange a more suitable time to view, ideally next Wednesday at our client open day.

We are running two sessions on the 5th, one that will run from 10:00 – 12:00, the other from 16:00 – 19:00. Food and beverage will be provided.

Ngā mihi,

Jonty Datson

Function Sales and Coordinator

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: [REDACTED]

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From: [REDACTED] s 9(2)(a)
Sent: Thursday, June 29, 2023 2:29 PM
To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Subject: RE: Venue Hire for [REDACTED] s 9(2)(a) - Takina Events

Ok thanks Jonty. We'll be visiting other venues tomorrow so if there is at all the possibility to visit that would be great. Otherwise will organise for one of my colleagues to meet you on the 5th.

Thanks again and will wait to hear back from you.

Ngā mihi

s 9(2)(a)

s 9(2)(a)

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Sent: Thursday, June 29, 2023 2:10 PM

To: s 9(2)(a)

Subject: RE: Venue Hire for s 9(2)(a) - Takina Events

Kia ora s 9(2)(a)

We've got the client in from 06:30 – 17:30 tomorrow so may be difficult to fit you in.

I'll have a quick chat to the event coordinator who is looking after the conference to see if there is a possibility we can pop our head in during a catering break or any other opportune time, but I would say at this stage it is best to assume we cannot visit tomorrow.

Do you have a colleague that I could potentially meet with for a site inspection whilst you are away on leave ?

Ngā mihi,

Jonty Datson

Function Sales and Coordinator

Tākina Events

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Email: jonty.datson@takinaevents.co.nz

Mobile: s 9(2)(a)

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From: [REDACTED] s 9(2)(a)
Sent: Thursday, June 29, 2023 1:27 PM
To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Subject: RE: Venue Hire for [REDACTED] s 9(2)(a) - Takina Events

Kia ora Jonty – unfortunately I'll be on leave until 20 July.

What time will the venue be busy from? Could we perhaps view just before the start of the conference tomorrow?

Thank you.

Ngā mihi

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Sent: Wednesday, June 28, 2023 9:56 AM
To: [REDACTED] s 9(2)(a)
Subject: RE: Venue Hire for [REDACTED] s 9(2)(a) - Takina Events

Good morning [REDACTED] s 9(2)(a)

Unfortunately the venue is engaged tomorrow with the [REDACTED] s 9(2)(a) Conference.

Are you able to attend the open day on the 5th of July ?

Ngā mihi,

Jonty Datson

Function Sales and Coordinator

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: s 9(2)(a)

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From: s 9(2)(a)
Sent: Wednesday, June 28, 2023 9:35 AM
To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Subject: RE: Venue Hire for s 9(2)(a) - Takina Events

Kia ora Jonty

Would it be possible to visit the venue on Friday morning between 9.30 and 11.30am?

Thanks

Ngā mihi

s 9(2)(a)

s 9(2)(a)

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Sent: Thursday, June 15, 2023 3:17 PM
To: [REDACTED] s 9(2)(a)
Subject: RE: Venue Hire for [REDACTED] s 9(2)(a) - Takina Events

Hi [REDACTED] s 9(2)(a)

Unfortunately, or fortunately ? The venues are fully booked over at Tākina until Wednesday the 5th of July, primarily due to the fact that we are hosting the annual *BEIA Meetings 2023* in our spaces for the majority of next week.

The 5th of July would also be an opportune time to visit as we are hosting a client open day with food and beverage provided.

Happy to push the confirmation booking deadline back as a result of this, we can play it by ear on this as we have plenty of time before your event.

Let me know if the 5th of July suits.

Ngā mihi,

Jonty Datson
Function Sales and Coordinator
Tākina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: jonty.datson@takinaevents.co.nz
Mobile: [REDACTED] s 9(2)(a)

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From: [REDACTED] s 9(2)(a)
Sent: Thursday, June 15, 2023 9:28 AM
To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Subject: RE: Venue Hire for [REDACTED] s 9(2)(a) - Takina Events

Many thanks Jonty – I'll confirm before the 28th. Would it be possible to go and see the venue?

Thanks

Ngā mihi

s 9(2)(a)

s 9(2)(a)

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Sent: Tuesday, June 13, 2023 12:04 PM

To: s 9(2)(a)

Subject: RE: Venue Hire for s 9(2)(a) - Takina Events

Kia ora s 9(2)(a)

I can confirm that [Matiu](#) is available for hire on the 4th of October.

The venue is located on Level 1 at Tākina and can accommodate up to 70 people in a banquet set up style, allowing for both catering and audio – visual to be set in the room.

Further information including interactive floor plans of the venue can be found at the link above, alternatively if there is any other questions or queries you have around menus, a.v, setup etc. do let me know.

If I could please ask that you confirm your interest to proceed with the booking under the Full Day Delegate package no later than **COB Wednesday the 28th of June.**

I look forward to hearing from you.

Ngā mihi,

Jonty Datson

Function Sales and Coordinator

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: s 9(2)(a)

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From: [REDACTED] s 9(2)(a)
Sent: Monday, June 12, 2023 4:58 PM
To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Subject: RE: Venue Hire for [REDACTED] s 9(2)(a) - Takina Events

Thank you very much Jonty – I look forward to hearing if you can fit us in and if yes, if it's possible to visit the venue to get a better idea of the space and if it suits our needs.

Thank you 😊

Ngā mihi

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Sent: Friday, June 9, 2023 11:25 AM
To: [REDACTED] s 9(2)(a)
Subject: RE: Venue Hire for [REDACTED] s 9(2)(a) - Takina Events

Good morning [REDACTED] s 9(2)(a)

Thank you for your enquiry and interest in bringing this hui into our spaces here at Tākina events.

I am in the process of working through availability at Tākina on the 4th of October. We have a pack in day booked for a large conference that day, so just trying to ascertain the extent of the set up required for said pack in and how much of an impact that would have if we were to host you in one of our meeting rooms.

To give you a preliminary indication on price, our Full Day Delegate Package is charge at \$ **s 9(2)(f)** + GST per person and includes the following –

- Single venue hire from 08:00 – 18:00
- Full day catering from our *Daily Menu* including; Arrival Tea and Coffee, Morning & Afternoon Tea, Lunch
- A standard audio – visual package to suit your venue

Further package inclusions and conditions can be found in the brochure attached.

One I have a better idea on availability I will get back to you, I imagine this would be at some stage next week.

Ngā mihi,

Jonty Datson

Function Sales and Coordinator

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: **s 9(2)(a)**

Talk to us about hosting your next event at Tākina or Te Papa
Find out more at takina.co.nz



From: enquiries@takinaevents.co.nz <enquiries@takinaevents.co.nz>

Sent: Tuesday, June 6, 2023 5:40 PM

To: Venues <enquiries@takinaevents.co.nz>

Subject: **s 9(2)(a)** has sent a contact inquiry from Takina configurator website

Hey Admin,

s 9(2)(a) has sent a contact inquiry from the website.

The details of the inquiry are as follows:

Event Name: s 9(2)(a)

Dates: Wednesday 4 October

Full Name: s 9(2)(a)

Job Title: s 9(2)(a)

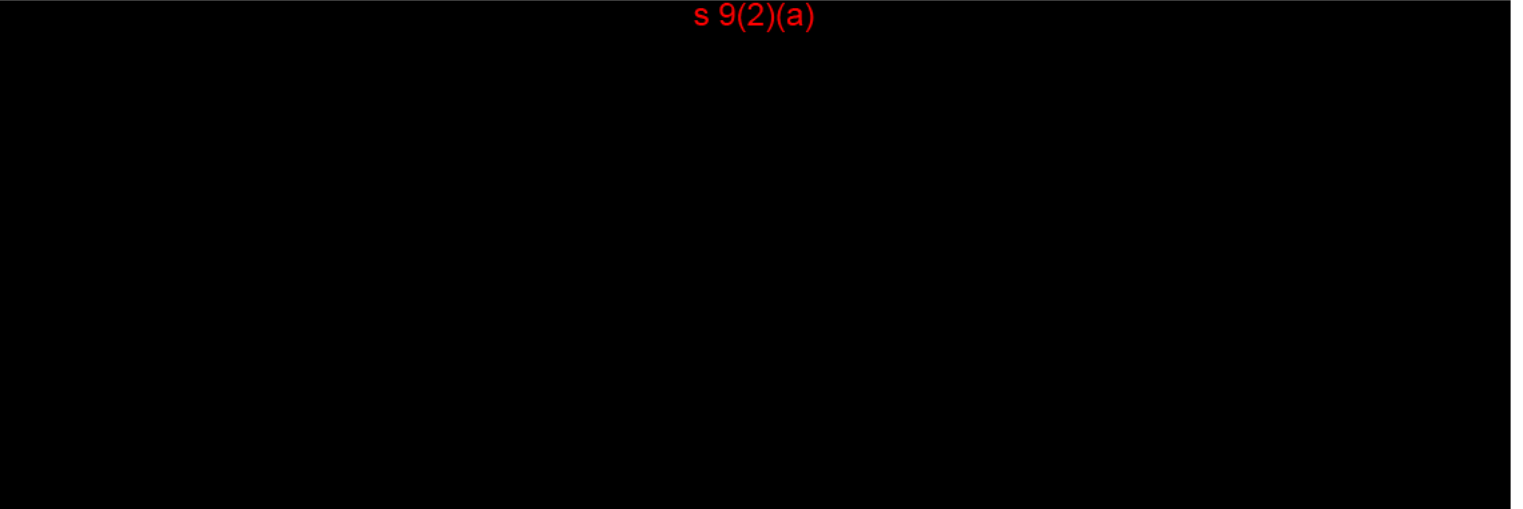
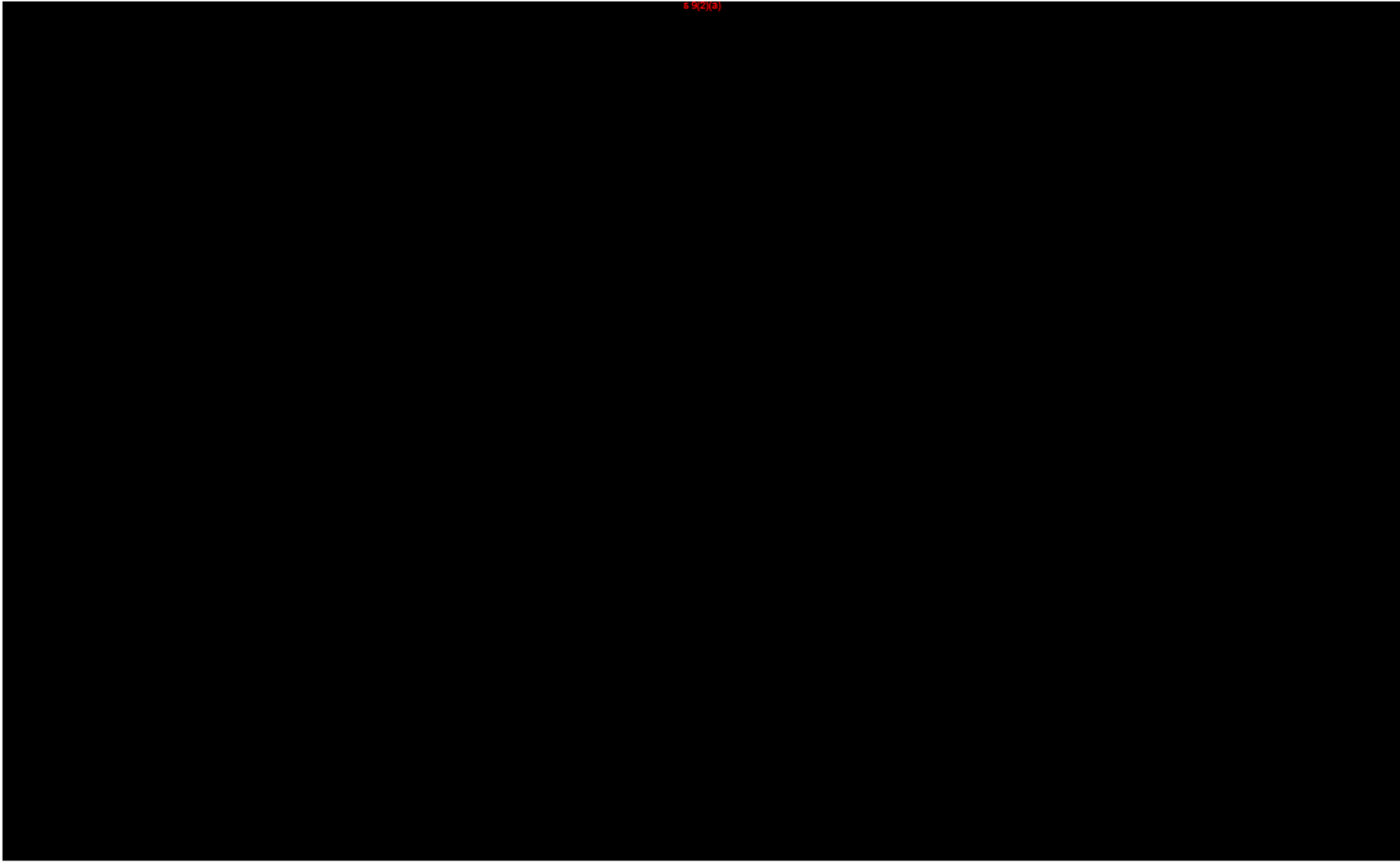
Company Name: s 9(2)(a)

Email Address: s 9(2)(a) s 9(2)(a) [govt.nz](mailto:s 9(2)(a)@govt.nz)

Phone Number: s 9(2)(a)

Notes: Hi there - I'm looking for a venue to hold our team's planning day (approx. 46 people at this stage) on Wednesday 4 October, 8.30am-4.30pm. We would require catering for morning tea, lunch and afternoon tea. There will be some special dietary requirements. Could you please provide a quote for this?

You can find this inquiry in Takina configurator CMS > Entries > Configurations > s 9(2)(a) - s 9(2)(a)
Or, you can view the configured space by visiting [https://s 9\(2\)\(a\)](https://s 9(2)(a))



Out of scope

From: [REDACTED] s 9(2)(a)
Sent: Wednesday, 26 July 2023 5:05 pm
To: Huikyu Lee
Cc: Jeanine Smit; Jonty Datson
Subject: RE: [REDACTED] External Assessment Team Day ; Reference 55009 - From 04/10/23 to 04/10/23 - Tākina Events contract

Many thanks Huikyu and lovely to e-meet you too Jeanine 😊

I can confirm the information for the invoice below – all is correct.

Thanks again.

Ngā mihi

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

From: Huikyu Lee <Huikyu.Lee@takinaevents.co.nz>
Sent: Tuesday, July 25, 2023 2:02 PM
To: [REDACTED] s 9(2)(a)
Cc: [REDACTED] s 9(2)(a); Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Subject: RE: [REDACTED] External Assessment Team Day ; Reference 55009 - From 04/10/23 to 04/10/23 - Tākina Events contract

Hi [REDACTED] s 9(2)(a)

Thank you for your email 😊

I would like to introduce Jeanine who is your function coordinator and copied here. She will send you the deposit invoice based on your minimum charges.

You can now liaise directly with Jeanine using the below details:

Mobile: +64 21 [REDACTED] s 9(2)(a)

Email: Jeanine.Smit@takinaevents.co.nz

Deposit Invoice: As we have yet to confirm final numbers, at this stage we will invoice you for 80% of the minimum charges instead of the amount of payment terms on your contract.

Please confirm below two things to Jeanine to help her to issue the deposit invoice, then she will be able to send it to you.

- That these invoicing details are correct - [REDACTED] s 9(2)(a)
- 80% of the minimum charges on your contract – 40 pax X \$ [REDACTED] s 9(2)(a) plus GST + \$ [REDACTED] s 9(2)(a) plus GST.

Feel free to ask us if you have any questions. We look forward to hearing from you.

Ngā mihi,

Huikyu Lee

(He-Q)

Sales and Function Coordinator

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: huikyu.lee@takinaevents.co.nz

Mobile: +64 21 844 910



From: [Redacted] s 9(2)(a)

Sent: Monday, July 24, 2023 4:19 PM

To: Huikyu Lee <Huikyu.Lee@takinaevents.co.nz>

Subject: RE: [Redacted] External Assessment Team Day ; Reference 55009 - From 04/10/23 to 04/10/23 - Tākina Events contract

Many thanks Huikyu. Can I please confirm you will be sending through an invoice for the deposit so that we can process payment?

Thanks

Ngā mihi

[Redacted] s 9(2)(a)

[Redacted] s 9(2)(a)

From: Huikyu Lee <Huikyu.Lee@takinaevents.co.nz>

Sent: Monday, July 24, 2023 1:01 PM

To: [Redacted] s 9(2)(a)

Cc: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Subject: RE: [Redacted] External Assessment Team Day ; Reference 55009 - From 04/10/23 to 04/10/23 - Tākina Events contract

Kia ora s 9(2)

Thank you for returning the signed contract.

I have attached a counter-signed copy for your records. Jonty will prepare the handover with the coordination team and will introduce you to your coordinator once he returns, so you can finalise the details of your event with them.

Feel free to contact me if you have any questions in the meantime. We are delighted to welcome your team to our spaces.

Ngā mihi,

Huikyu Lee

(He-Q)

Sales and Function Coordinator

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: huikyu.lee@takinaevents.co.nz

Mobile: +64 21 844 910



From: s 9(2)(a)

Sent: Monday, July 24, 2023 11:01 AM

To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>; Huikyu Lee <Huikyu.Lee@takinaevents.co.nz>

Subject: RE: s 9(2)(a) External Assessment Team Day ; Reference 55009 - From 04/10/23 to 04/10/23 - Tākina Events contract

Kia ora Jonty and Huikyu

Thank you for your email and letting me know that Huikyu is looking after your bookings whilst you're away.

Please find attached the signed agreement.

Are you please able to send through an invoice for the deposit and I'll ensure we get this paid.

Thanks again.

Ngā mihi

s 9(2)(a)

s 9(2)(a)

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Sent: Friday, July 21, 2023 8:53 AM

To: s 9(2)(a)

Cc: Huikyu Lee <Huikyu.Lee@takinaevents.co.nz>

Subject: RE: s 9(2)(a) External Assessment Team Day ; Reference 55009 - From 04/10/23 to 04/10/23 - Tākina Events contract

Ata marie s 9(2)

Happy Friday.

I would like to introduce you to my Huikyu who will be managing my bookings whilst I am away.

If you could please return a signed copy of the contract to Huikyu prior to the 25th of July.

Ngā mihi,

Jonty Datson

Function Sales and Coordinator

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: s 9(2)(a)



From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Sent: Tuesday, July 11, 2023 2:00 PM

To: s 9(2)(a)

Subject: RE: s 9(2)(a) External Assessment Team Day ; Reference 55009 - From 04/10/23 to 04/10/23 - Tākina Events contract

Kia ora s 9(2)

Yes, the 25th of July is fine. As I'll be on leave from the 21st of July, I will hand over to my colleague if we don't have a signed copy returned before I head off.

I would say you want to have dietaries submitted around the 18th of September if possible, but this is something your event coordinator will liaise with you on.

We do not charge anything to cater for dietary requests, however we do not accept requests that are related to certain lifestyle diets such as Keto diets. Anything that is related to health/religious reasons is absolutely fine.

Ngā mihi,

Jonty Datson

Function Sales and Coordinator

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: s 9(2)(a)



From: s 9(2)(a)

Sent: Tuesday, July 11, 2023 1:37 PM

To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Subject: Re: s 9(2)(a) External Assessment Team Day ; Reference 55009 - From 04/10/23 to 04/10/23 - Tākina Events contract

Kia ora Jonty

Thanks for sending through the contract. I've forwarded it to my manager for signing.

I'm actually on leave at the moment so just in case my manager isn't able to send this though straight away, would it please be possible to have an extension to return the contract by 25 July? I'll be back by then and can ensure I send it back by then. Hopefully that's possible.

Also, by when should we let you know of any dietary requirements? I'm assuming there is no surcharge for this, but please confirm if otherwise.

Thanks Jonty 😊

Ngā mihi

s 9(2)(a)
s 9(2)(a)

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Sent: Monday, July 10, 2023 6:47:23 PM
To: s 9(2)(a)
Subject: s 9(2)(a) External Assessment Team Day ; Reference 55009 - From 04/10/23 to 04/10/23 - Tākina Events contract

Kia ora s 9(2)(a),

Thank you for confirming the s 9(2)(a) External Assessment Team Day with Tākina Events. We look forward to welcoming you in our spaces.

Please find attached the contract for your review.

Could you return a signed copy of the contract (included terms & conditions) **by 18/07/2023**

If you anticipate needing an extension on this, please let me know. After this deadline, we reserve the right to release the spaces to another client if we haven't heard back from you.

Once we receive the signed contract and the countersigned copy is sent, the agreement becomes binding.

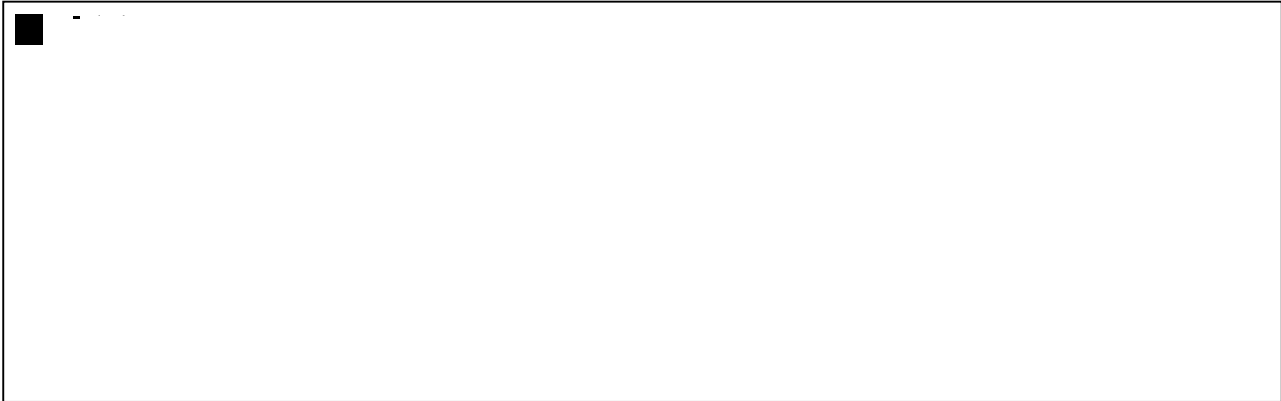
Please let me know the contact person in your office who we should forward any invoices to. If your company uses Purchase Orders, kindly let me know the Purchase Order number for this event, and we will plan to include that on our invoice.

s 9(2)(i)

Thank you again for choosing our spaces, we look forward to working with your team.

Ngā mihi,

Jonty.



Jonty Datson | Function and Sales Coordinator | Tākina Events
| Email: jonty.datson@takinaevents.co.nz Mobile: [Redacted]
PO Box 467 | 55 Cable Street | Wellington

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Out of scope

From: s 9(2)(a)
Sent: Monday, 11 September 2023 7:20 pm
To: Jeanine Smit
Cc: Jonty Datson; Huikyu Lee
Subject: Dietary requirements for our event

Kia ora Jaenine (and team)

Please find below our dietary requirements for participants at our team day on 4 October 2023.

Please note that Lauren has a very serious gluten allergy – please ensure there is no gluten in any of her food. Thank you.

Name	Dietary requirements
Kylie	Gluten free, ALLERGY to tomato, eggplant, feijoa, asparagus, tamarillo, rhubarb
Ruth	Gluten and egg-white free
Tora	Vegetarian
Kate L	Keto
Tarsh	Keto and allergy to gluten, rhubarb and sweeteners
Tim	Vegan
Trevor	Keto
Sue L	No small seeds: i.e poppy or sesame (so can't have seeded bread)
Jacqui	Gluten free
Lauren	Serious Gluten Free. Happy with fruit, plain veges, cheese (not blue). No gf baked goods, please. Coeliac.
Caitlyn	Vegetarian
Frances	Vegetarian

Please let me know if you have any questions on the above requirements.

Thank you.

Ngā mihi

s 9(2)(a)

s 9(2)(a)

Out of scope

From: s 9(2)(a)
Sent: Friday, 15 September 2023 6:40 pm
To: Jeanine Smit
Cc: Jonty Datson
Subject: Additional guests for lunch

Hi Jeanine

We are considering have some of our guest speakers and some admin staff join us for lunch on our team day. Would you please be able to advise what the cost would be for them just to join us for lunch? It would likely be 7-9 additional people.

Thanks

Ngā mihi

s 9(2)(a)

s 9(2)(a)

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From: s 9(2)(a)
To: [Tory Chan](mailto:Tory.Chan)
Subject: RE: s 9(2)(a) - 1 November 2024 - Takina Events - countersigned contract
Date: Thursday, 16 November 2023 1:55:25 pm
Attachments: [image001.png](#)
[image002.gif](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.jpg](#)
[image008.png](#)
[image009.png](#)

Thanks Tory.

You have a lovely afternoon

s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Thursday, November 16, 2023 1:47 PM
To: s 9(2)(a)
Cc: Floriana Medina <Floriana.Medina@takinaevents.co.nz>
Subject: RE: s 9(2)(a) - 1 November 2024 - Takina Events - countersigned contract

Hi s 9(2)

Thank you for sending through the signed contract, I have attached a countersigned contract for your files.

Floriana will be looking after your conference again for 2024 and will be in touch in due course for invoicing and finalising details.

We appreciate your support and looking forward to having you back with us next year s 9(2)

Nga mihi
Tory Chan
Account Manager
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 s 9(2)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

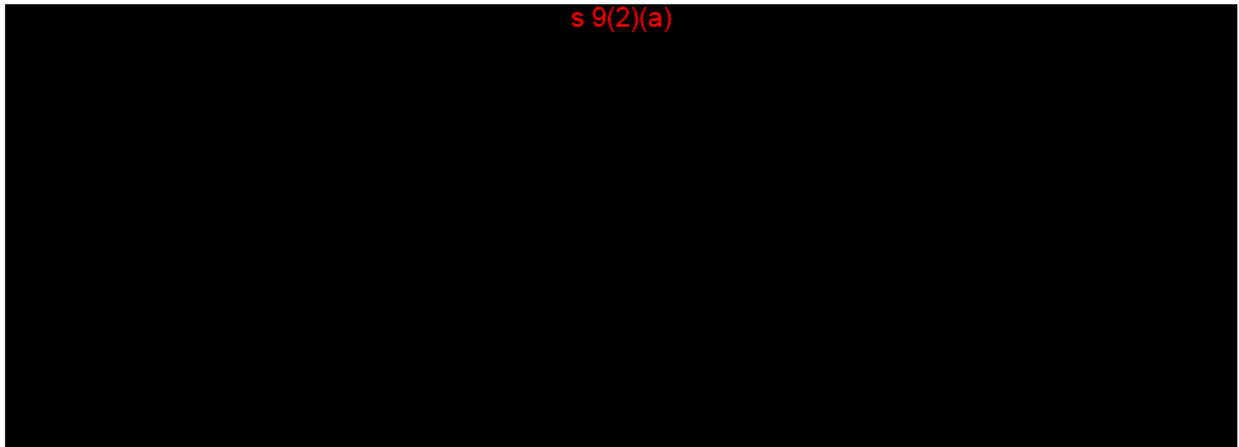
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Find out more at takina.co.nz



From: [REDACTED] s 9(2)(a)
Sent: Wednesday, November 15, 2023 10:51 AM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: [REDACTED] s 9(2)(a) - 1 November 2024 - Takina Events contract V2 to sign off

Hi Tory,

Please find attached the signed copy of the contract.



From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Tuesday, November 14, 2023 2:36 PM
To: [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2)(a) - 1 November 2024 - Takina Events contract V2 to sign off

Hi [REDACTED] s

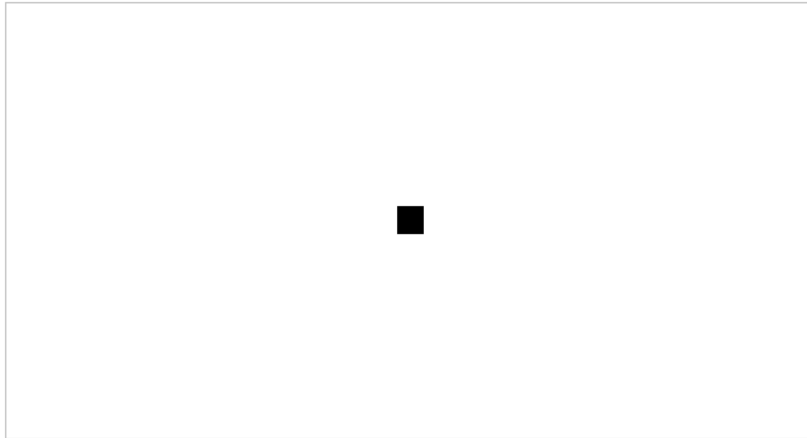
Please find an updated contract attached for you to sign off.

Have a wonderful afternoon!

Nga mihi
Tory Chan
Account Manager
Takina Events
PO Box 467, 55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 [REDACTED] s 9(2)

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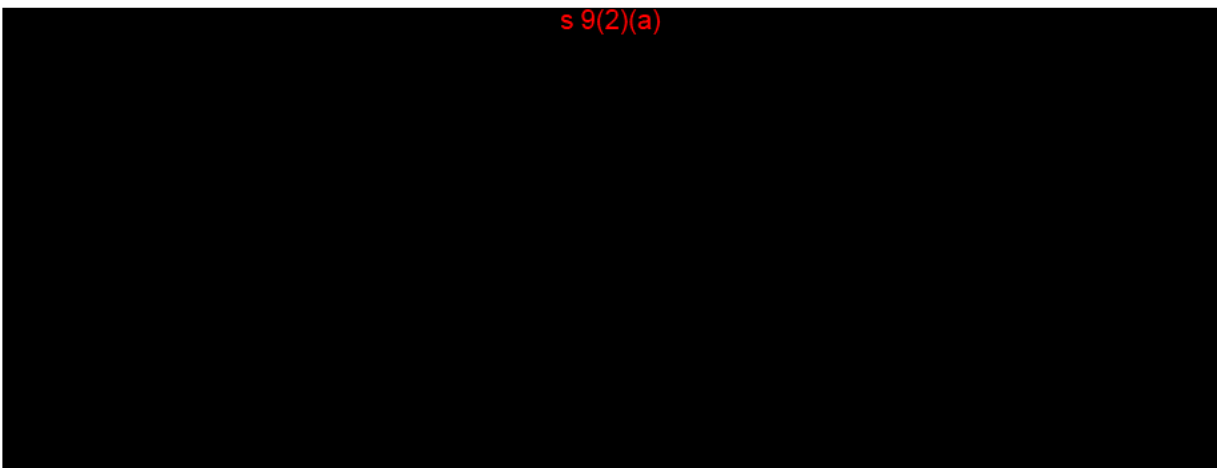
From: [REDACTED] s 9(2)(a)
Sent: Tuesday, November 14, 2023 12:07 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: [REDACTED] s 9(2)(a) - 1 November 2024 - Takina Events contract to sign off

Hi Tory,

Thanks for getting back.

Yes, please if you could please make these amendments and share the contract. I'll share it with [REDACTED] S for approval.

Appreciate your help



From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Tuesday, November 14, 2023 10:21 AM
To: [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2)(a) - 1 November 2024 - Takina Events contract to sign off

Hi [REDACTED] s 9(2)

Yes the rates have increased for 2024, did you still want to proceed with your booking?

I can make the other amendments including amending the payment plan to 25% deposit at 180 days, 35% deposit at 90 days and 20% deposit at 30 days which is what you did this year.

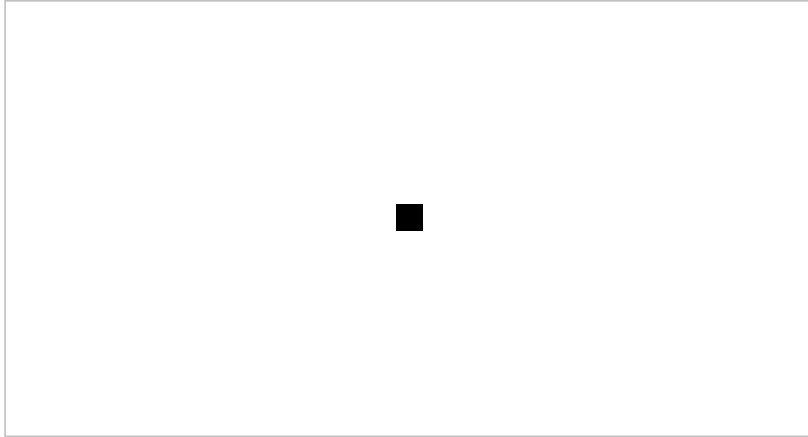
Nga mihi

Tory Chan

Account Manager
Takina Events
PO Box 467 155 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 **s 9(2)**

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

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From: **s 9(2)(a)**
Sent: Tuesday, November 14, 2023 9:48 AM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: **s 9(2)(a)** - 1 November 2024 - Takina Events contract to sign off

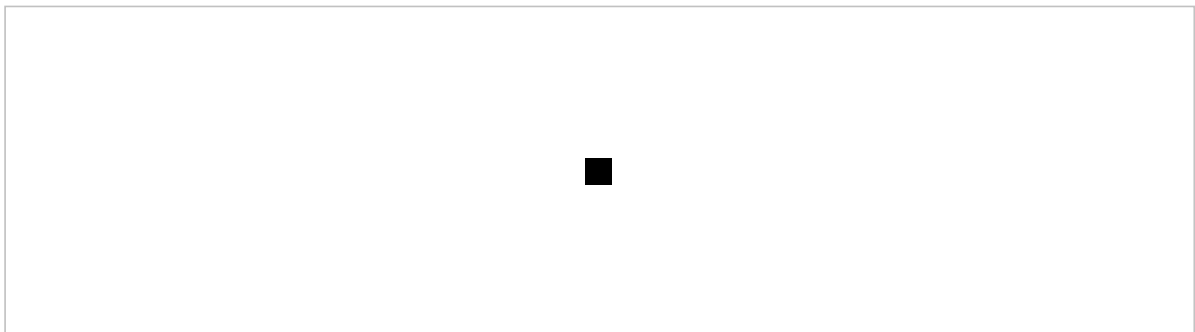
Kia ora Tory,

Thanks for getting back to us with the contract.

Before we sign the attached contract, we noticed that there are a few price differences compared to this year's charges. Can you please advise if the rates have increased this year?

- 1. Daily conference menu 2023 - \$ **s 9(2)** - 2024 \$ **s 9(2)(b)**
- 2. Pre-dinner canapes 2023 - \$ **s 9(2)** - 2024 \$ **s 9(2)(b)**
- 3. Set plated dinner 2023 - \$ **s 9(2)** - 2024 \$ **s 9(2)(b)**
- 4. Corkage fee 2023 - \$ **s 9(2)** - 2024 \$ **s 9(2)(b)**
- 5. L1 Takina Exhibition hall – Catering 2023 - \$ **s 9(2)(b)** - 2024 \$ **s 9(2)(b)**
- 6. Rongomatane Plenary Hall One 2023 - \$ **s 9(2)(b)** - 2024 \$ **S**

Can we also please adjust the estimated number of attendees below to **180** during the day & **230** for the evening:

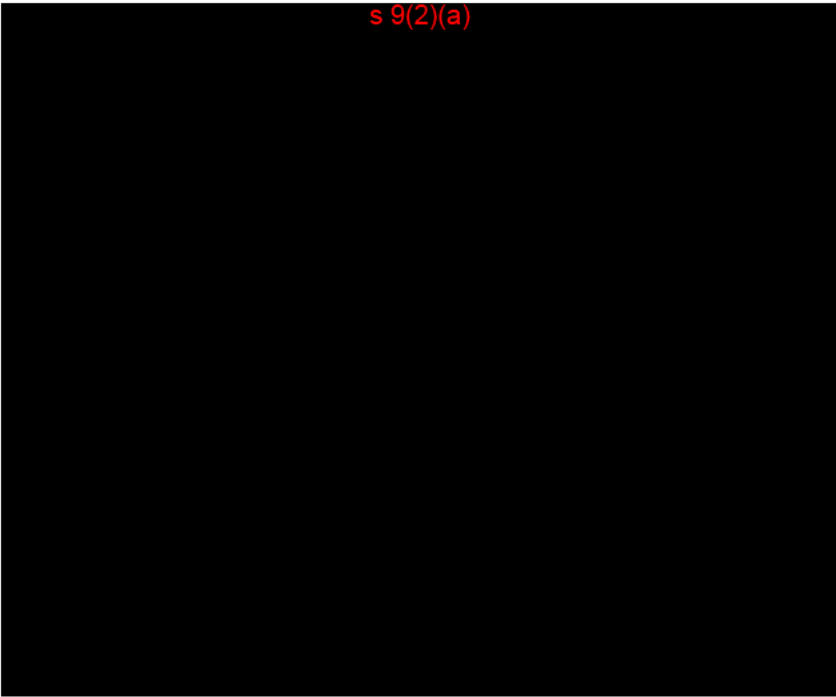


We have also noticed that there is a new payment plan schedule compared to the payment arrangements for this year. Can you please confirm that this is correct?

We will need to adjust the catering numbers to 180 for tea/coffee, morning tea, lunch and afternoon tea with 230 for dinner.

I've also been asked to add s 9(2) detail at the end rather than s 9(2)'s. Can we please update this to s 9(2)(a) 9(2)

s 9(2)(a)



Thank you, Tory. Appreciate you getting this to us quickly.

Looking forward to hearing back from you.

Best regards,

s

s 9(2)(a)



From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Monday, November 13, 2023 11:36 AM

To: s 9(2)(a)

Subject: RE: s 9(2)(a) - 1 November 2024 - Takina Events contract to sign off

Good morning s 9(2)

Thank you for confirming your s 9(2)(a) at Takina Events. We look forward to welcoming you in our spaces!

Please find attached the contract for your review and note the following:

- There is a minimum catering spend of \$ s 9(2)(b) + GST per person per day based on 180 people (equivalent of [Daily Menu](#) morning/afternoon tea and lunch)
- The minimum spend for dinner is still \$ s 9(2)(b) + GST per person per day based on 240 people (equivalent of 3-course dinner with alternate drop main)
- Our daily menu does not include arrival tea/coffee, I have added this as a separate charge for \$ s 9(2)(a) + GST per person
- Staging is an additional charge at Takina, the AV details of what is included and what is additional charge can be viewed [here](#). I am still waiting for our AV Team to come back to me with the 2024 prices, so I have made a note of this in the contract and your co-ordinator can add this in
- Apologies, I had the wrong total for the corkage fee in the quote, it is updated in the contract
- If you wish to bring your own wine, you will need to hire a commercial chiller to store this in

Could you return a signed copy of the contract (included terms & conditions) **by next Monday 20th November** If you anticipate needing an extension on this, please let me know. After this deadline, we reserve the right to release the spaces to another client if we haven't heard back from you.

Once we receive the signed contract and the countersigned copy is sent, the agreement becomes binding.

s 9(2)(i)

We look forward to having you back with us next year s 9(2)
()

Kind regards,

Nga mihi

Tory Chan

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Takina or Te Papa

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From: s 9(2)(a)

Sent: Friday, November 10, 2023 11:07 AM

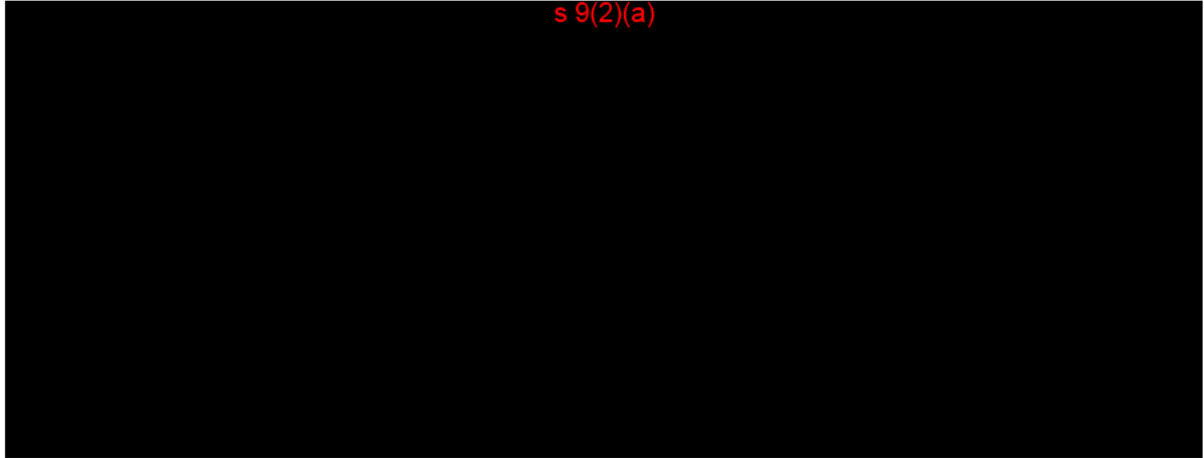
To: Tory Chan <Tory.Chan@takinaevents.co.nz>

Subject: RE: s 9(2)(a) - 1 November 2024 - Takina Events Quote

Hi Tory,

That works well. Thanks.

You too have a great weekend



From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Friday, November 10, 2023 10:08 AM
To: s 9(2)(a)
Subject: RE: s 9(2)(a) - 1 November 2024 - Takina Events Quote

Hi s 9(2)

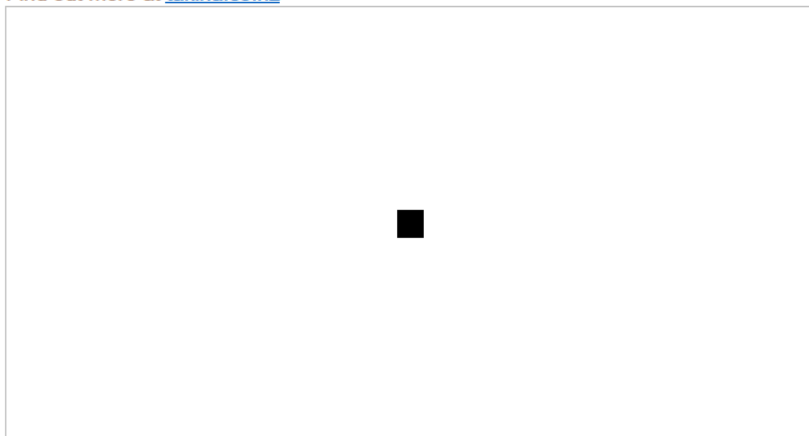
Thank you for these details, I will work on the contract and send through when I can. Most likely early next week if that works.

Have a great weekend s 9(2)

Nga mihi
Tory Chan
Account Manager
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 s 9(2)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: s 9(2)(a)
Sent: Thursday, November 9, 2023 3:08 PM

To: Tory Chan <Tory.Chan@takinaevents.co.nz>

Subject: RE: [REDACTED] s 9(2)(a) - 1 November 2024 - Takina Events Quote

Hi Tory,

Sorry, I've just been advised to not have the contract going direct [REDACTED] s 9(2)(a) have his name on it for signage. Can you have it going to me as contact.

[REDACTED] s 9(2)(a)

Thanks

[REDACTED] s 9(2)(a)

From: [REDACTED] s 9(2)(a)

Sent: Thursday, November 9, 2023 1:46 PM

To: Tory Chan <Tory.Chan@takinaevents.co.nz>

Subject: RE: [REDACTED] s 9(2)(a) - Takina Events Quote

Hi Tory,

Thanks for sharing the proposal.

Here are the details:

[REDACTED] s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Thursday, November 9, 2023 12:30 PM

To: [REDACTED]

Subject: RE: [REDACTED] - 1 November 2024 - Takina Events Quote

Hi [REDACTED]
()

Thank you for your interest in Takina Events, we would love to welcome [REDACTED] Ltd back to our spaces.

I am pleased to confirm availability on **Friday 1st November** and have tentatively pencilled you in. If we receive another enquiry for the same date, I will reach out to ensure you're interested. If so, we require a signed contract to confirm your booking

I have quoted for the following spaces on **Level 1** at Takina:

- **Rongomatane Plenary Hall A + B** – for your Plenary Room + Breakout Room 1 + Dinner Room
- **Rongomatane Plenary Hall C** – for your Breakout Room 2
- **Rongomatane Foyer** – for your Catering + Pre-Dinner Drinks

Please find attached a quotation for review and note the following:

- There is a minimum catering spend of \$[REDACTED] + GST per person per day based on 180 people (equivalent of [Daily Menu](#) morning/afternoon tea and lunch)
- The minimum spend for dinner is still \$[REDACTED] + GST per person per day based on 240 people (equivalent of 3-course dinner with alternate drop main)
- Our daily menu does not include arrival tea/coffee, I have added this as a separate charge for \$[REDACTED] + GST per person
- Staging is an additional charge at Takina, the AV details of what is included and what is additional charge can be viewed [here](#). I have sent a request to our AV team and will send you through the updated pricing once I hear back from them
- For 2024 onwards, we are charging a corkage fee of \$[REDACTED] + GST per person (instead of per bottle)
- If you wish to bring your own wine, you will need to hire a commercial chiller to store this in

If you wish to go ahead with this, are you able to confirm the below details so I can include the correct information in the contract:

- Name of the event
- Will it be your name that I pop onto the contract [REDACTED] If not, please advise who's details I put on there (Please advise full name, title, contact email and phone number and address)
- Who will this be billed to? (Please advise full name, title, contact email and phone number and address if different from above)

Thank you again for the opportunity to host 2024 [REDACTED], look forward to hearing from you.

Nga mihi

Tory Chan

Account Manager

Takina Events

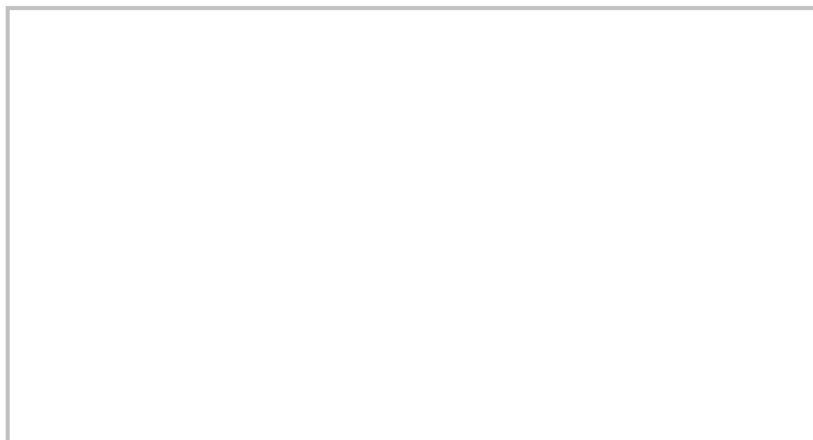
PO Box 467 155 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

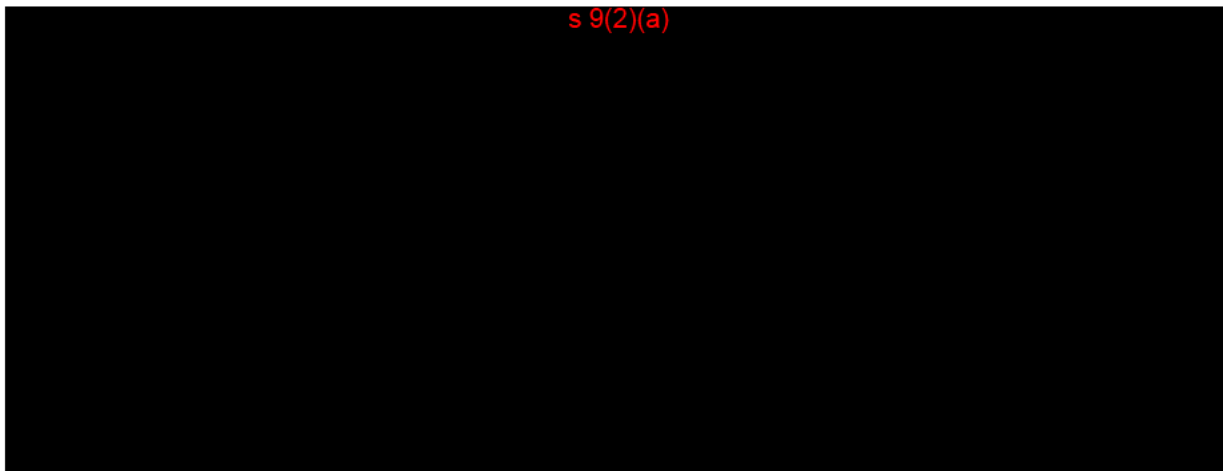
I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: [REDACTED] s 9(2)(a)
Sent: Wednesday, November 8, 2023 3:21 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: Takina Venue - [REDACTED] s 9(2)(a) - 1 November 2024

Amazing thank you. You have a lovely day ahead



From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Wednesday, November 8, 2023 3:20 PM
To: [REDACTED] s 9(2)(a)
Subject: RE: Takina Venue - [REDACTED] s 9(2)(a) - 1 November 2024

Hi [REDACTED] s 9(2)

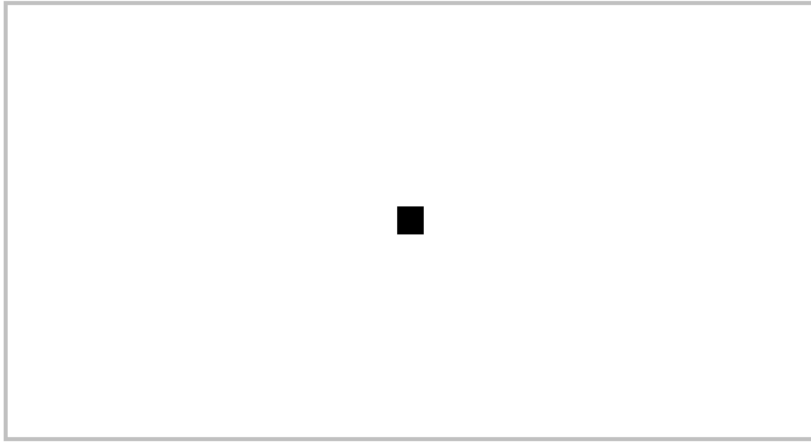
That is great, I am heading offline soon but will get a quote to you by end of week.

I am holding the space on 1st November 2024 for you anyway

Nga mihi
Tory Chan
Account Manager
Takina Events
PO Box 467, 155 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 [REDACTED] s 9(2)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Takina or Te Papa
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From: [REDACTED] s 9(2)(a)
Sent: Wednesday, November 8, 2023 3:19 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: Takina Venue - [REDACTED] s 9(2)(a) - 8 November 2024

Hi Tory,

Just received official confirmation. We'd like to lock in **1 November at Takina.**

Once you send through the quote, let me know the next steps. Thanks

[REDACTED] s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Wednesday, November 8, 2023 2:36 PM
To: [REDACTED] s 9(2)(a)
Subject: RE: Takina Venue - [REDACTED] s 9(2)(a) - 8 November 2024

Hi [REDACTED] s 9(2)

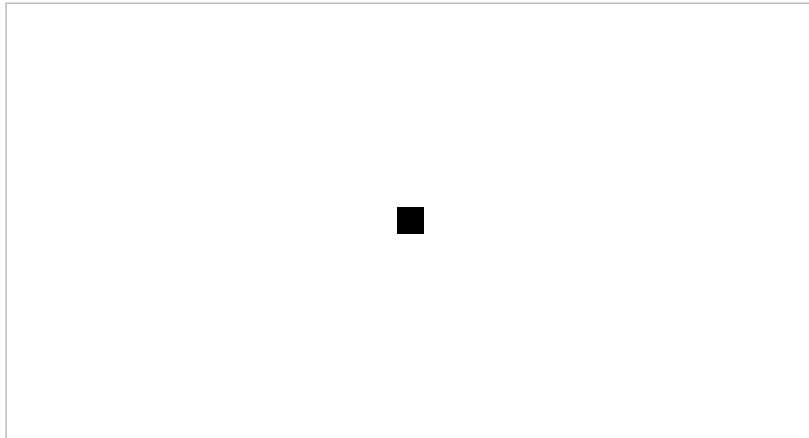
I can offer **Friday 1st November 2024** in at Takina for next year, same rooms as you had this year.

I will work on a quote and send through to you.

Nga mihi
Tory Chan
Account Manager
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 [REDACTED] s 9(2)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Wednesday, November 8, 2023 9:41 AM
To: [REDACTED] s 9(2)(a)
Subject: RE: Takina Venue - [REDACTED] s 9(2)(a) - 8 November 2024

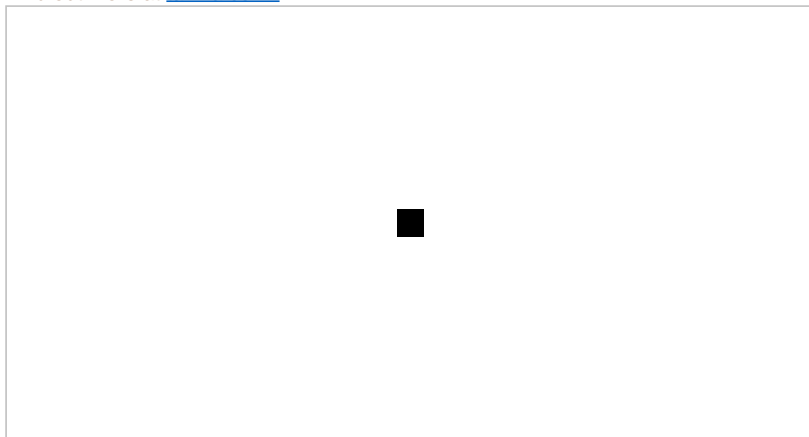
Hi [REDACTED] s 9(2)

I am heading into back to back meetings today but I will check on these dates and come back to you!

Nga mihi
Tory Chan
Account Manager
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 [REDACTED] s 9(2)

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From: [REDACTED] s 9(2)(a)
Sent: Wednesday, November 8, 2023 9:23 AM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: Takina Venue - [REDACTED] s 9(2)(a) - 8 November 2024

Hi Tory,

Me again, apologies for the spam. Can we also please check if Te Papa would be available on either the 1st or 8th of Nov. Thanks

s 9(2)(a)

From: s 9(2)(a)
Sent: Wednesday, November 8, 2023 8:38 AM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: Takina Venue - s 9(2)(a) - 8 November 2024

Hi Tory,

Can I also please check if any Friday in the month of Oct is available? Preference late Oct please.

Thanks Tory

s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Tuesday, November 7, 2023 5:45 PM
To: s 9(2)(a)
Subject: RE: Takina Venue - s 9(2)(a) - 8 November 2024

Thank you for that information s 9(2) we have a tentative booking for another client on the 1st November as well. It is shaping up to be a busy month! Could you look at Friday 29th November? Again we have a pencil booking for another client but just want to check what your date options are.

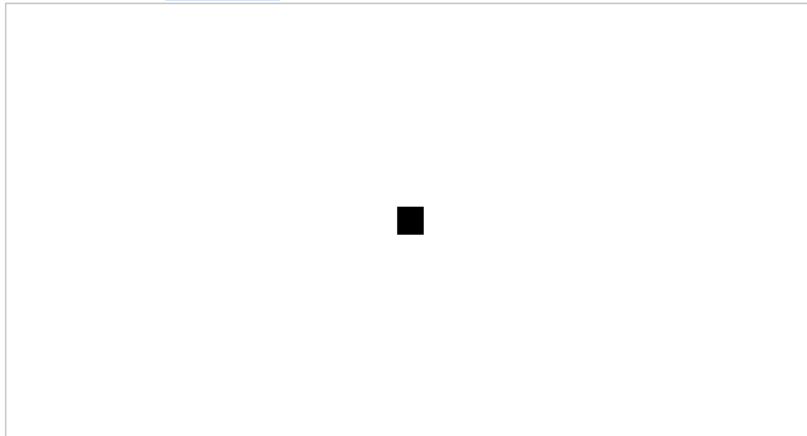
Would you consider October?

Nga mihi
Tory Chan
Account Manager

Takina Events
PO Box 467 ;55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 **s 9(2)**

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: **s 9(2)(a)**
Sent: Tuesday, November 7, 2023 1:06 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: Takina Venue - **s 9(2)(a)** - 8 November 2024

Kia ora Tory,

Appreciate your quick response.

Yes please, if you could please follow up on that booking would really appreciate it. Our preference is the 8th Nov, but if we are unable to secure the venue for this day, would 1st Nov be available?

-
We are looking to secure the venue as soon as possible. Looking forward to your reply.

Thanks and have a lovely afternoon.

s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Tuesday, November 7, 2023 11:07 AM
To: **s 9(2)(a)**
Subject: RE: Takina Venue - **s 9(2)(a)** - 8 November 2024

Good morning s 9(2)

Thank you for your email to Floriana yesterday, I am so pleased to hear everything went well last week!

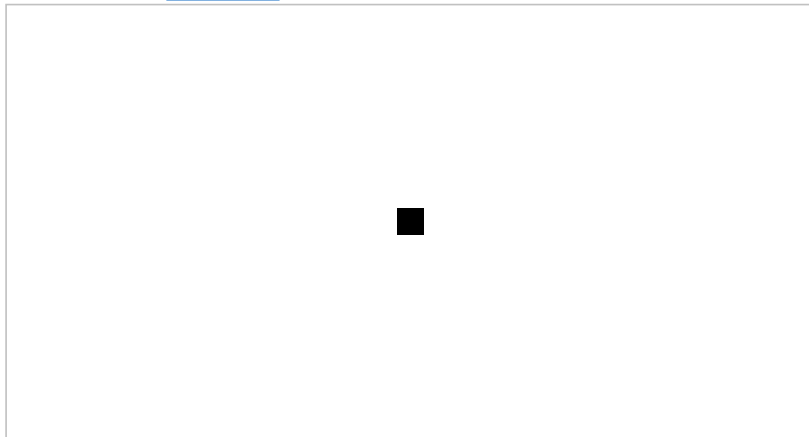
I am happy to assist you with your 2024 booking, we currently have a tentative booking on Friday 8th November which we will follow up on. Are you flexible with your date if we can't accommodate the 8th s 9(2)

**Nga mihi
Tory Chan**

Account Manager
Takina Events
PO Box 467 |55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 s 9(2)

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Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: s 9(2)(a)
Sent: Monday, November 6, 2023 3:51 PM
To: Floriana Medina <floriana.medina@takinaevents.co.nz>
Subject: Takina Venue - s 9(2)(a) 2024

Kia ora Floriana,

Hope you had a lovely weekend.

s 9(2)(a) here, I've recently joined s 9(2)(a) as their Marketing and Events Coordinator and will be in charge of organising our Advisor Conferences just like the one we recently hosted this past Friday. I understand that you have been in contact with my colleague, s 9(2)(a).

We were genuinely impressed with the professional ambiance and felt it fit our requirements well. We are interested in reserving the same venue for our conference next year.

Given how busy this period can become, were we please able to secure Takina's venue for us for next year? The date for our conference next year will be **8 November 2024**.

For now, will be the same place and specifications as this year's venue: Rongomatane Foyer, Rongomatane Plenary (A,B,C) – Full Day

Please do let me know if you need any other information from me at this stage to secure the venue.

Looking forward to your response.

Have a lovely afternoon.

Best regards,

s 9(2)

s 9(2)(a)



From: [Michealle Gelderblom](#)
To: s 9(2), s 9(2)
Cc: [Michealle Gelderblom](#)
Subject: RE: AV Requirements
Date: Monday, 31 July 2023 3:13:33 pm
Attachments: [image001.jpg](#)
[image002.jpg](#)

Hi s 9(2)(a)

Thank you for the feedback. I am tentatively holding the dates for you . If the date is challenged, I will let you know.

Have a Great Day

Nga mihi,

Michealle Gelderblom

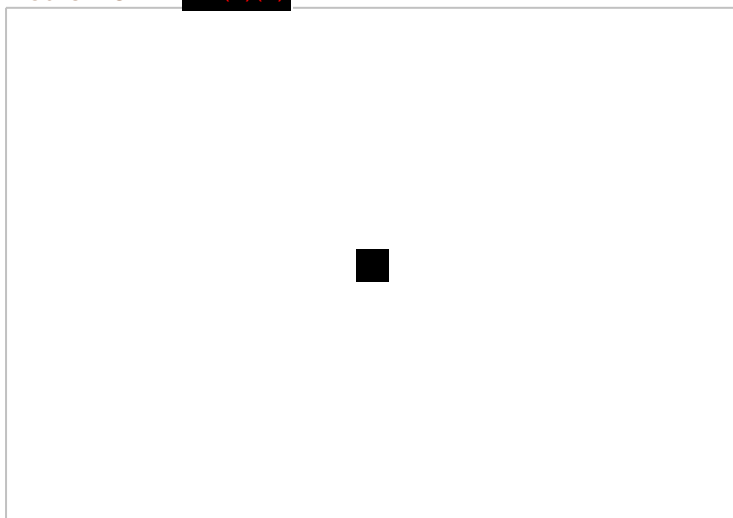
Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a)
Sent: Monday, July 31, 2023 2:48 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: AV Requirements

Hi there,

Thanks for the follow up, the additional AV requirements we need are not extensive so I have made an allowance in my budget for components.

The client is very keen on the dates and space so please don't release this to anyone else, I will be in touch regarding next steps as soon as I can.

Nga Mihi | Kind Regards



s 9(2)(a) s 9(2)(a)

Director, CEM, Certified Event Manager
PO Box 44195, Pt Chevalier, Auckland
Tel: 09 845 5540
Mobile: 021 659 988
www.iconevents.co.nz

Please consider the environment before printing this e-mail

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Friday, July 28, 2023 2:28 PM
To: s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: AV Requirements

Hi s 9(2)(a)

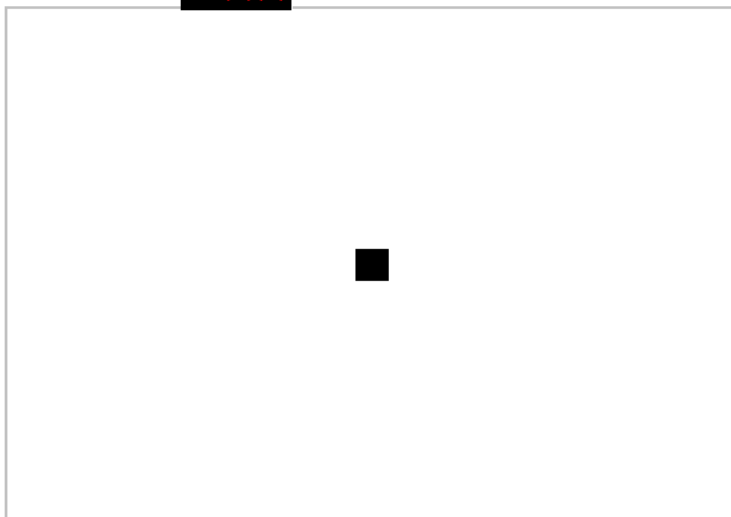
Thank you for your call earlier just a reminder to send me your AV requirements so I can ask my AV team to have a look at it.

Have a Great Weekend

Nga mihi,

Michealle Gelderblom

Account Manager
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)



From: [Michealle Gelderblom](#)
To: s 9(2)(a)
Cc: [Michealle Gelderblom](#)
Subject: RE: 100789 - s 9(2) | s 9(2)(a) / RE: introduction I- Takina and s 9(2)(a)
Date: Monday, 7 August 2023 2:17:33 pm
Attachments: [56158 Icon Events 9th November 2023 V2pdf.pdf](#)
[image002.png](#)
[image003.png](#)

Good afternoon, s 9(2)

I hope you are well and had a great weekend.

I have spoken with my manager, and we must use our contract we have in place.

Attached is the proposal I sent s 9(2)(a). If you could let me know if you would like me to send you a contract.

Hope to hear from you soon.

Nga mihi,

Michealle Gelderblom

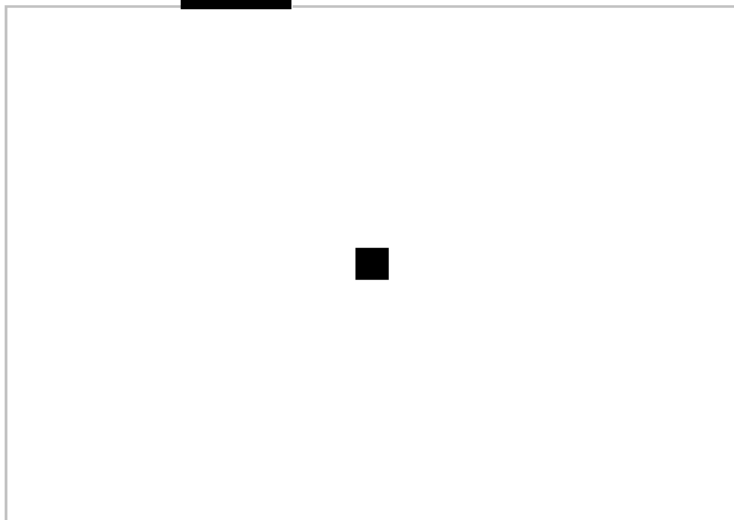
Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a)
Sent: Thursday, August 3, 2023 2:21 AM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: 100789 - s 9(2)(a) | s 9(2)(a) / RE: introduction I- Takina and s 9(2)(a)

Hello Michealle

Lovely to meet you virtually.

I will be supporting in the contracting of this booking. Please can you send me the last full proposal that the client is looking to move forward with.

What I need to understand is if you can use one of these documents for contracting.

- **s 9(2)(a)** Agreement – This is a stand alone contract and will be the only document used for contracting this booking
- **s 9(2)(a)** Addendum – This will be used in addition to your venue contract.

I look forward to working with you on this booking

Kind regards

s 9(2)(a)

From: **s 9(2)(a)**

Sent: 02 August 2023 05:53

To: **s 9(2)(a)**

Michealle.Gelderblom@takinaevents.co.nz

Cc: **s 9(2)(a)**

Subject: introduction I- Takina and **s 9(2)(a)**

s 9(2)(a)

Hello Michealle,

As per my email, please allow me to introduce you to **S** who will be taking over the contract for this particular event.

Her contact details are outlined below. Please note that **S** is based in the UK.

s 9(2)(a)

s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Thursday, July 27, 2023 2:24 PM

To: [REDACTED] s 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: Quotation Version 2

Hi Maureen,

Thank you for your call, I have added the extra room into your quotation as you requested. I have also attached floor plans; these floor plans are rough and show the max capacity in theatre but gives you an idea of the set set up.

Let me know if there is anything else I can assist with

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)

Out of scope

From: Michealle Gelderblom
Sent: Wednesday, 9 August 2023 2:50 pm
To: Sarah A Cooper
Cc: Michealle Gelderblom
Subject: RE: 100789 - s 9(2)(a) s 9(2)(a)

Hi Sarah,

Thank you for the below information I just need to confirm the bill to is s 9(2)(i)

Ngā mihi,

Michealle Gelderblom

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a)
Sent: Tuesday, August 8, 2023 8:45 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: 100789 - s 9(2)(a) s 9(2)(a)

Hello Michaelle

Please see the below information requested.

Please do send me the contract by email as I will be facilitating the signatories.

Event Name: Microsoft s 9(2)(a)

Contract details: To whom I should address the contract to (please forward full name with title/Company, postal address, contact email and phone number)

Company Name: s 9(2)(a) LIMITED (1083)

Primary Contact : s 9(2)(a)

s 9(2)(a)

Kind regards

s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: 07 August 2023 22:27

To: s 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: Contract Information

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and expect that the content is safe.

Good morning, Sarah,

Please can you supply the below information, so I am bale to do the contract for you.

Event Name:

Contract details: To whom I should address the contract to (please forward full name with title/Company, postal address, contact email and phone number)

Who is the bill to person: (please forward full name, title, contact email and phone number and address if different from above)

Hope to hear from you soon

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: [Redacted] s 9(2)(a)
Sent: Tuesday, August 8, 2023 3:04 AM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: 100789 - s 9(2)(a) [Redacted] s 9(2)(a) / RE: introduction I- Takina and [Redacted] s 9(2)(a)

Hello Michealle

Please can you send me your contract in full for this booking so I can share with the client.

Thank you

[Redacted] s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: 07 August 2023 03:17
To: [Redacted] s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: 100789 - s 9(2)(a) [Redacted] s 9(2)(a) / RE: introduction I- Takina and [Redacted] s 9(2)(a)

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and expect that the content is safe.

Good afternoon, Sarah,

I hope you are well 😊 and had a great weekend.

I have spoken with my manager, and we must use our contract we have in place.

Attached is the proposal I sent **s 9(2)(a)** If you could let me know if you would like me to send you a contract.

Hope to hear from you soon.

Ngā mihi,

Michealle Gelderblom

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**



From: **s 9(2)(a)**

Sent: Thursday, August 3, 2023 2:21 AM

To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: 100789 - **s 9(2)(a)** **s 9(2)(a)** / RE: introduction I- Takina and **s 9(2)(a)**

Hello Michealle

Lovely to meet you virtually.

I will be supporting in the contracting of this booking. Please can you send me the last full proposal that the client is looking to move forward with.

What I need to understand is if you can use one of these documents for contracting.

- Microsoft Agreement – This is a stand alone contract and will be the only document used for contracting this booking
- Microsoft Addendum – This will be used in addition to your venue contract.

I look forward to working with you on this booking

Kind regards

s 9(2)(a)

From: [REDACTED] s 9(2)(a)
Sent: 02 August 2023 05:53
To: [REDACTED] s 9(2)(a) Michealle.Gelderblom@takinaevents.co.nz
Cc: [REDACTED] s 9(2)(a)
Subject: introduction I- Takina and [REDACTED] s 9(2)(a)

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and expect that the content is safe.

Hello Michealle,

As per my email, please allow me to introduce you to Sarah who will be taking over the contract for this particular event.

Her contact details are outlined below. Please note that Sarah is based in the UK.

s 9(2)(a)

s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Thursday, July 27, 2023 2:24 PM
To: [REDACTED] s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Quotation Version 2

Hi Maureen,

Thank you for your call, I have added the extra room into your quotation as you requested. I have also attached floor plans; these floor plans are rough and show the max capacity in theatre but gives you an idea of the set set up.

Let me know if there is anything else I can assist with 😊

Ngā mihi,

Michealle Gelderblom

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)



From: [Michealle Gelderblom](#)
To: [Sarah A Cooper](#)
Cc: [Michealle Gelderblom](#)
Subject: s 9(2) s 9(2)(a) Contract
Date: Monday, 14 August 2023 3:07:44 pm
Attachments: [image001.jpg](#)
[56158 s 9\(2\) Govtech Furures Contract 9-11-2023.pdf](#)

Good afternoon, Sarah,

Hope you had a great weekend , attached is the contract For s 9(2)(a) s 9(2)(a)

Let me know if I need to change anything.

Have a Great Day further.

Nga mihi,

Michealle Gelderblom

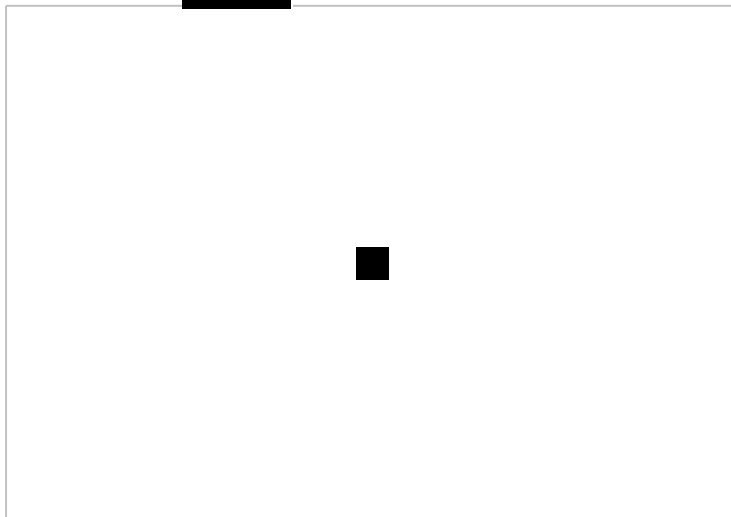
Account Manager

Takina Events

PO Box 467 '55 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: [Michealle Gelderblom](#)
To: [Sarah A Cooper](#)
Cc: [Michealle Gelderblom](#)
Subject: RE: 100789 - RE: s 9(2) s 9(2)(a) Contract
Date: Thursday, 31 August 2023 9:03:14 am
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)

Good morning, Sarah,

I hope you are well

Rongomatane B&C combined – This is the plenary; the walls will not be moved to create 2 separate rooms. Moving of the walls will take about 1.5-2 hours and will be an additional charge.

Rongomatane A – Breakout session

Matiu – Breakout session

Makaro – you asked to add this room on

Nga mihi,

Michealle Gelderblom

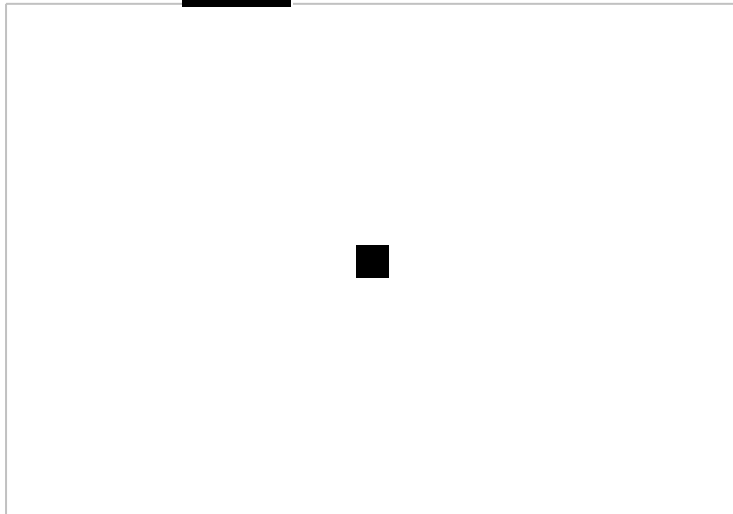
Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a)
Sent: Wednesday, August 30, 2023 9:59 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: 100789 - RE: s 9(2)(a) s 9(2)(a) Contract

Hello Michealle

I have received a query from the client on the room layout. Can you please help with the below;

Can I please ask for some clarity on the room layout

The Rongomatane room is the main plenary room. Following the key note this room will need to be split into two rooms (ie Rongomatane B and C) Is that right?

Plus we have the other rooms

1. *Rongomatane A*
2. *Matui 1A*
3. *Makoro*

So once the plenary room is split into two we would have 5 rooms in total.

Can you please confirm the above

Thank you

s 9(2)(a)



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: 24 August 2023 21:49

To: s 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: RE: 100789 - RE: s 9(2)(a) s 9(2)(a) Contract

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and expect that the content is safe.

Thank you Sarah.

Nga mihi,

Michealle Gelderblom

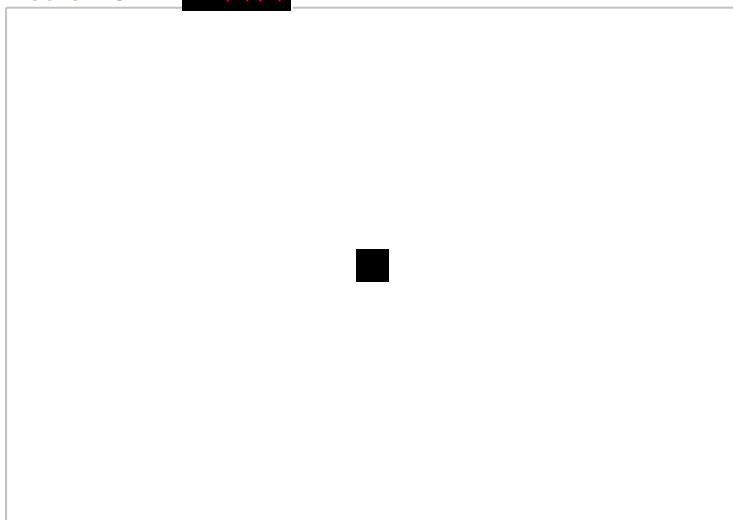
Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**



From: **s 9(2)(a)**

Sent: Thursday, August 24, 2023 11:22 PM

To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

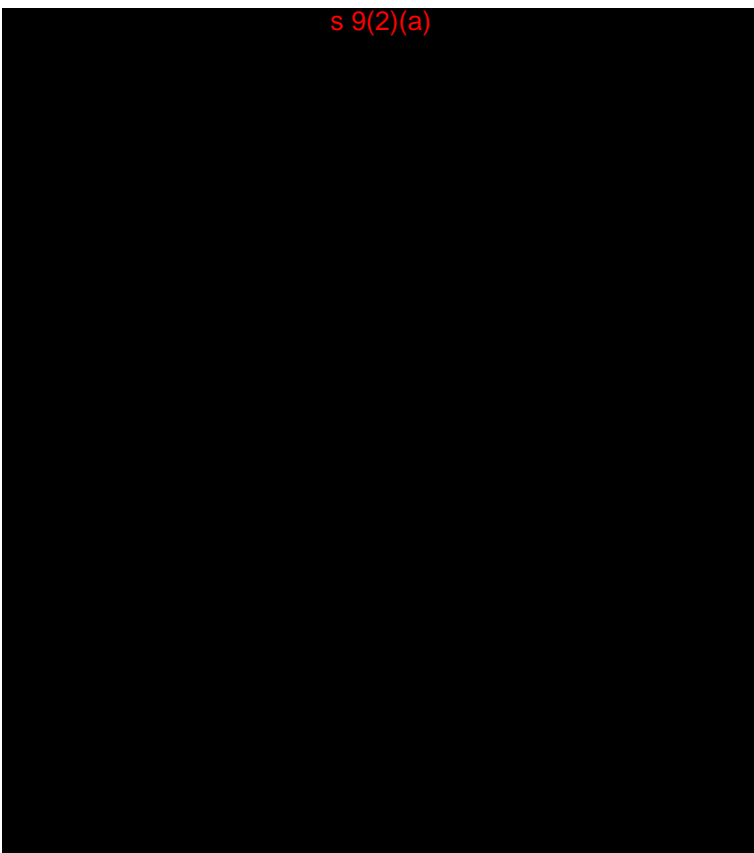
Subject: RE: 100789 - RE: **s 9(2)(a)** **s 9(2)(a)** Contract

Hello Michealle

Thank you yes. This is all with the client for their authorisations and signature process.

Kind regards

s 9(2)(a)



s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: 24 August 2023 03:46
To: [REDACTED] s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: FW: 100789 - RE: s 9(2)(a) [REDACTED] s 9(2)(a) Contract

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and expect that the content is safe.

Good afternoon, Sarah,

Hope you well, just checking if the contract I sent on the 22 August is correct and if all is in order

Nga mihi,

Michealle Gelderblom

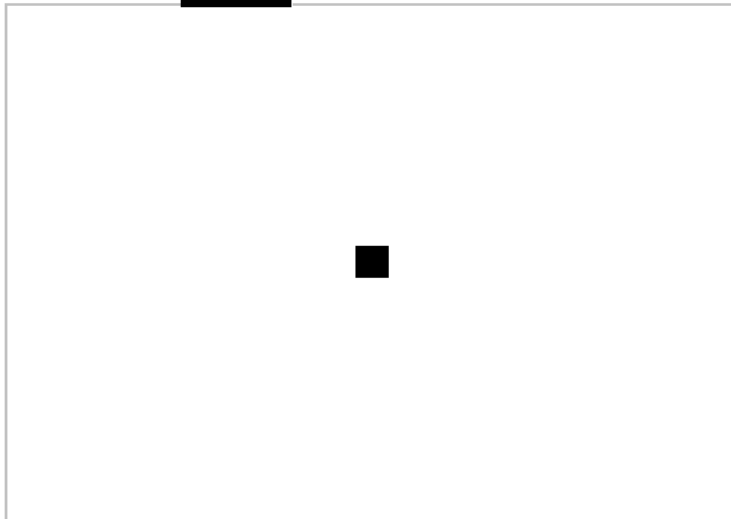
Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Tuesday, August 22, 2023 10:23 AM
To: [REDACTED] s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: 100789 - RE: s 9(2)(a) [REDACTED] s 9(2)(a) Contract

Hi Sarah,

Please let me know if the attached is correct.

Have a Great Day

Nga mihi,

Michealle Gelderblom

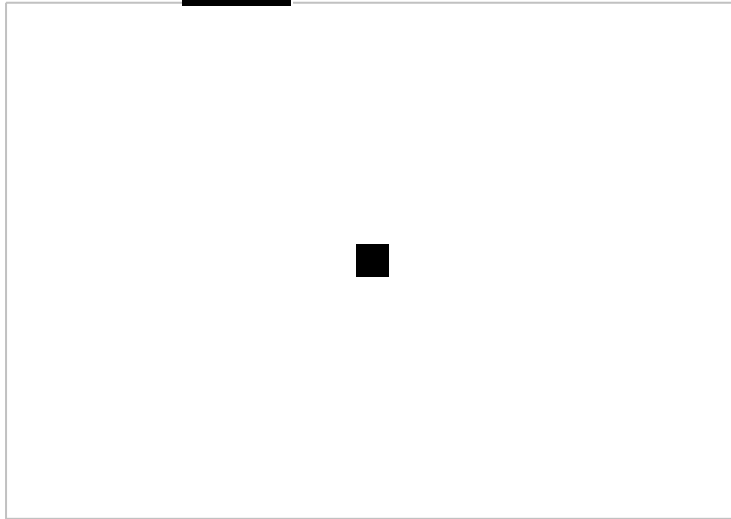
Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

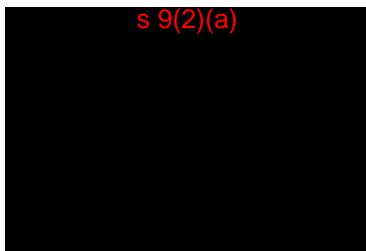
Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a)
Sent: Monday, August 21, 2023 10:32 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: 100789 - RE: s 9(2)(a) s 9(2)(a) Contract

Hello Michealle

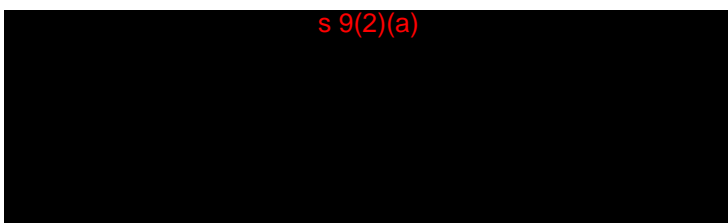
I am very sorry about this. We need to revert back to the s 9(2)(a)



Signatory- s 9(2)(a)

I do apologise about this. Could you possibly update so I can pass through for signatures.

Thank you



s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: 16 August 2023 22:53

To: s 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: RE: 100789 - RE: s 9(2)(a) s 9(2)(a) Contract

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and expect that the content is safe.

Hi Sarah,

I have made the change please see attached.

Nga mihi,

Michealle Gelderblom

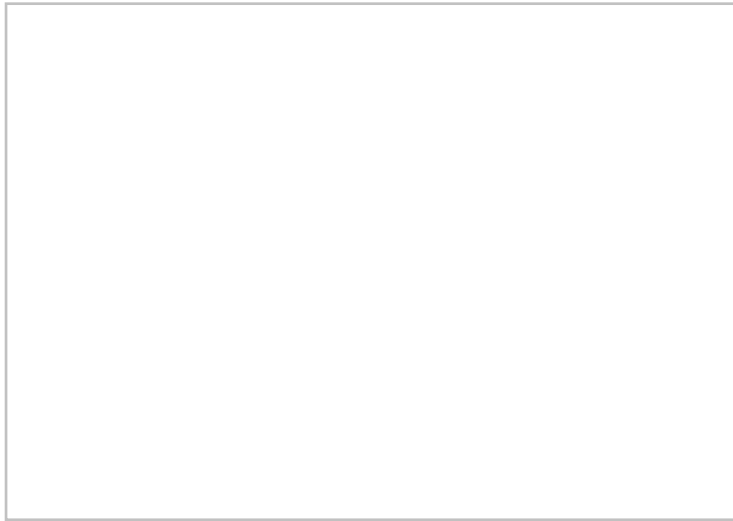
Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: [REDACTED] s 9(2)(a)
Sent: Wednesday, August 16, 2023 12:12 AM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: 100789 - RE: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a) Contract

Hello Michealle

I have sent this to the client for review and there is a slight change please.

Please can you update the contract to the revised entity - [REDACTED] s 9(2)(a) New Zealand Ltd

The entity name needs to read [REDACTED] s 9(2)(a) Limited please on Page 1 in order for Helen He to sign, once the contract is updated – we can start the raising of the PO for payment.

Kind regards

[REDACTED] s 9(2)(a)



s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: 14 August 2023 04:08
To: [REDACTED] s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: s 9(2)(a) [REDACTED] s 9(2)(a) Contract

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and expect that the content is safe.

Good afternoon, Sarah,

Hope you had a great weekend , attached is the contract For [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)

Let me know if I need to change anything.

Have a Great Day further.

Nga mihi,

Michealle Gelderblom

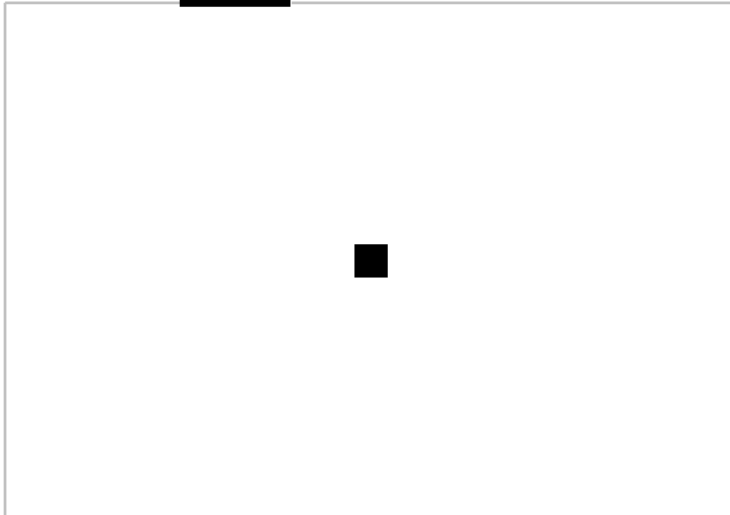
Account Manager

Takina Events

PO Box 467 |55 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)



s 9(2)(a)

From: s s 9(2)
To: [Michealle Gelderblom](#)
Cc: s 9(2); [Jeanine Smit](#)
Subject: RE: date change
Date: Monday, 9 October 2023 5:03:28 pm
Attachments: [image003.jpg](#)
[image007.jpg](#)
[image008.jpg](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)

Thanks would be great to receive that information sooner rather than later.

How about the day catering packs including options for the networking will that come to us from them as well as would love to receive that also for our planning.

s 9(2)(a)



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Monday, October 9, 2023 2:52 PM
To: s 9(2)(a)
Cc: s 9(2)(a); s 9(2)(a)
Subject: RE: date change

Hi s 9(2)

This is something co-ordination will assist you with

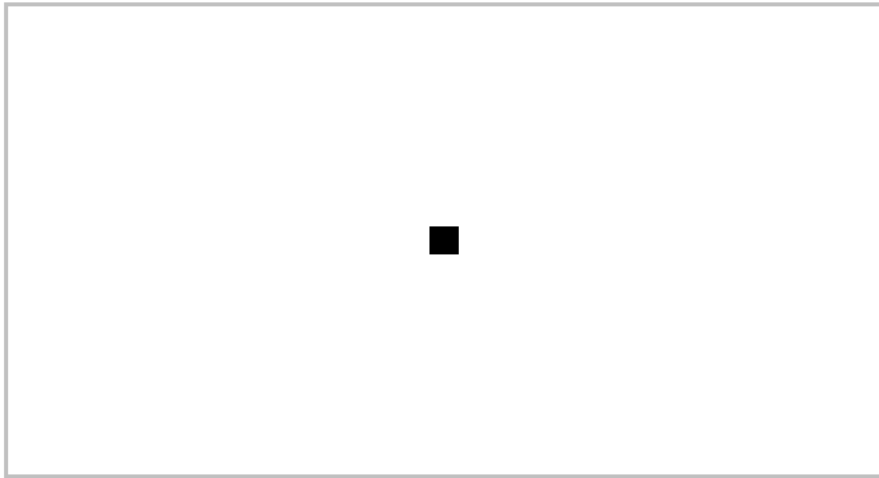
Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events



PO Box 467 ,50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 21 s 9(2)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: [REDACTED] s 9(2)(a)
Sent: Monday, October 9, 2023 1:25 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Cc: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)
Subject: RE: date change

Hello,

In addition to my earlier email can you please send photos for all digital signage available to us for the [REDACTED] s 9(2) event (and specs please) so we can get this designed, if required.

Nga Mihi | Kind Regards



[REDACTED] s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Thursday, September 28, 2023 12:03 PM
To: [REDACTED] s 9(2)(a)
Cc: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)
Subject: RE: date change

Afternoon [REDACTED] s 9(2)

I can confirm the event date has been changed 9/11/2023 Pack in 10/11/2023 conference day. We have added Mokopuna (another breakout room), this room can seat 45 Theatre style \$ [REDACTED] s 9(2)(0) + GST per day. We can offer a 20% discount on this room.

Let me know if there is anything else I can assist with.

Nga mihi,

Michealle Gelderblom

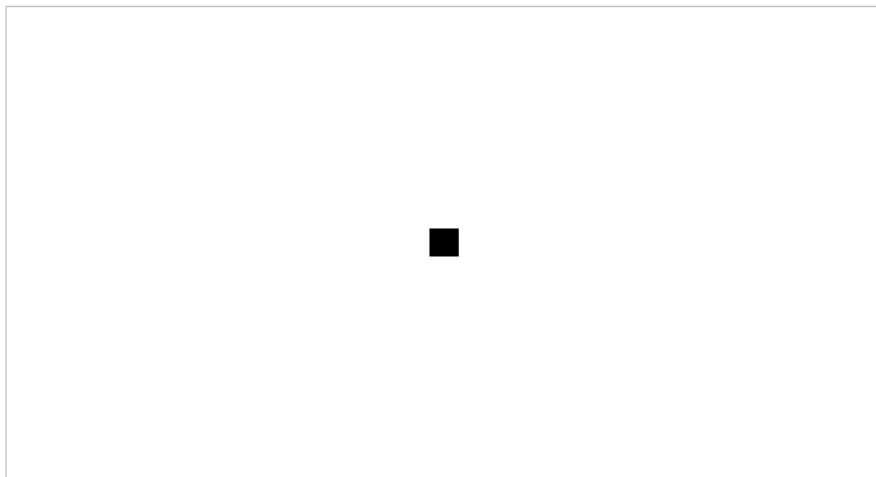
Account Manager

Takina Events



PO Box 467 |50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 21 **s 9(2)**

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Find out more at takina.co.nz



From: **s 9(2)(a)**
Sent: Wednesday, September 27, 2023 2:59 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Cc: **s 9(2)(a)**
Subject: RE: date change

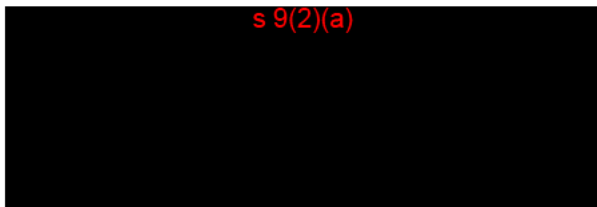
Hello,

I have just heard back from the client:

- Thursday 9th November pack in day
- Friday 10th November event day

1 x additional breakout room including AV requirements. – 50 people

Nga Mihi | Kind Regards



s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Wednesday, September 27, 2023 8:31 AM

To: s 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: FW: date change

Good morning, s 9(2)

Hope you keeping warm please could you let me know if any decision has been made regarding this? I must put the changes through, change dates and inform Co-ordination.

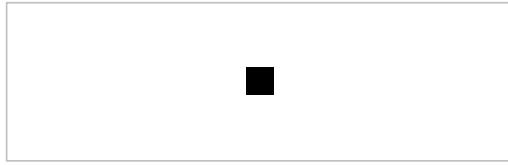
Your feedback would be greatly appreciated.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events



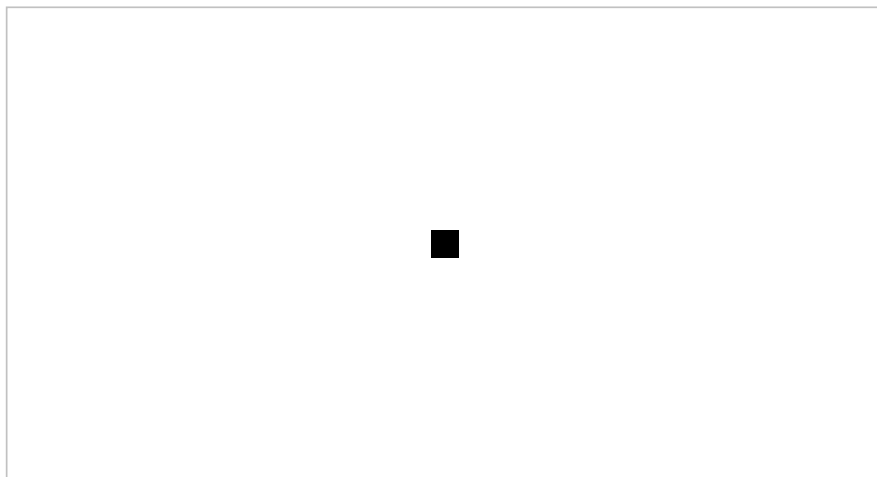
PO Box 467 150 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 21 s 9(2)

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Tuesday, September 26, 2023 8:44 AM

To: s 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: date change

Good morning, Marlene,

Hope you well

Not sure why I didn't see it yesterday but your original event as per below:

8th November 2023 pack in

9th November 2023 Event

The new dates can work as per below and there would be no change in pricing everything would stay the same except the dates

9th November 2023 pack in

10th November Event

The other option would be to move to level 2 at Takina, this space is a lot larger than level 1. Costing below.

15th November 2023 pack in

16th November 2023 event

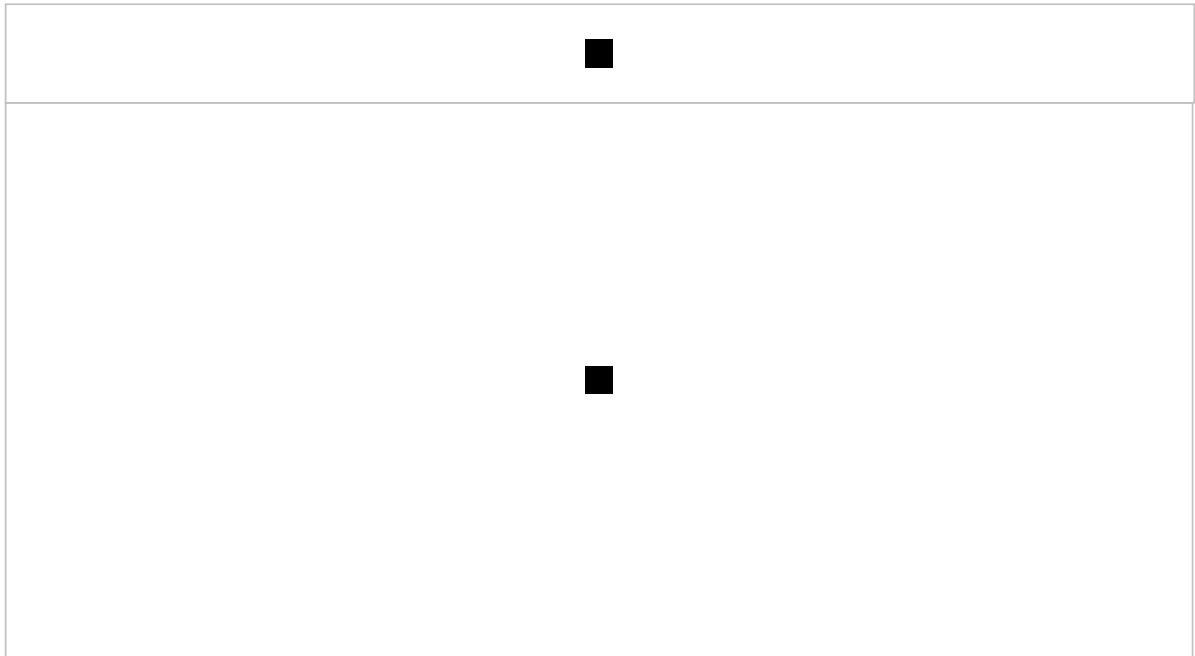
Tawhirimatea 2.1 also known as room C cat seat 240 theatre style or 180 banquet style.

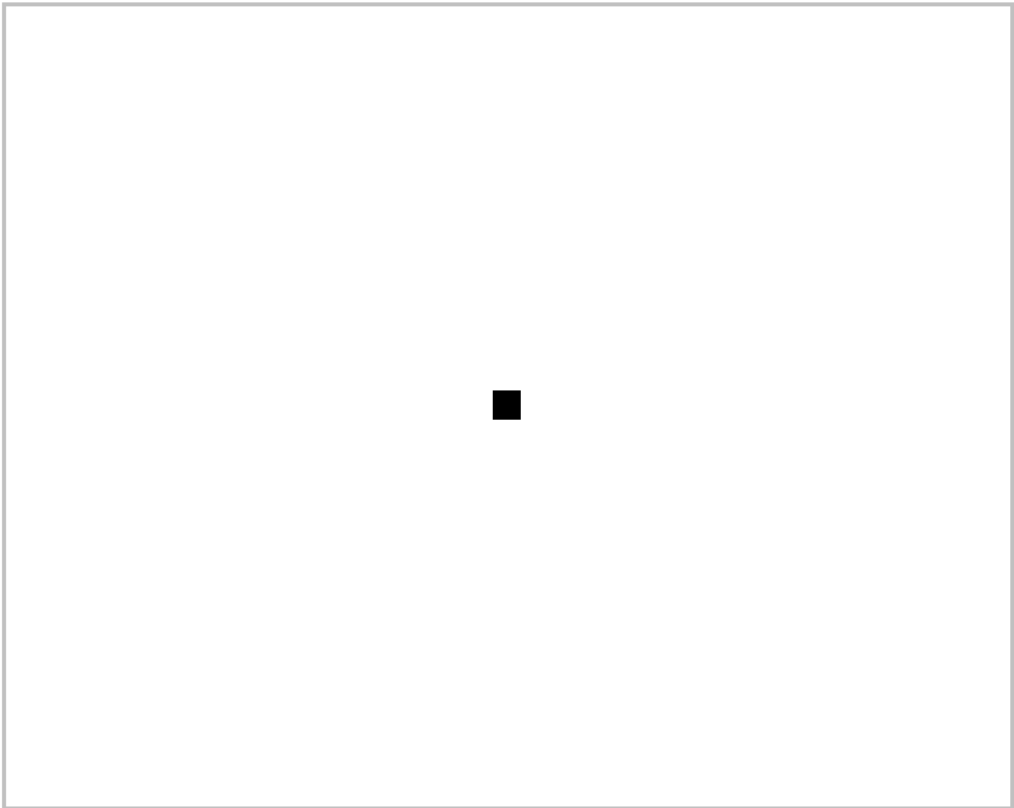
Tawhirimatea 2.3 also known as room A cat seat 240 theatre style or 180 banquet style.

Tawhirimatea 2.4 also known as room E cat seat 240 theatre style or 180 banquet style.

Tawhirimatea 2.6 also known as room G cat seat 240 theatre style or 180 banquet style.

[Tawhirimatea plenary](#) \$ s 9(2)(i) + GST per day. Pack in will cost \$ s 9(2)(i) + GST staging, and wash lights are an additional cost.





Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events



PO Box 467 ,50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 21 **s 9(2)**

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Find out more at takina.co.nz

From: [Jeanine Smit](#)
To: [Michealle Gelderblom](#)
Subject: RE: s s 9(2)(a)
Date: Tuesday, 10 October 2023 9:55:38 am
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)

Good Morning

Just to let you know I have chatted to s 9(2)

Will get everything sorted today for her. Just have back to back meeting for the rest of the morning.

Nga mihi,

Jeanine Smit

Senior Functions Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jeanine.smit@takinaevents.co.nz

Mobile: +64 21 s 9(2)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Tuesday, October 10, 2023 8:21 AM

To: s 9(2)(a) s 9(2)(a)

Cc: s 9(2)(a)

Subject: RE: s 9(2) s 9(2)(a)

Morning s 9(2)

Hope you had a good evening. This sounds more like an AV question.

[@Jeanine Smit](#) please could you assist with putting s 9(2) in touch with her AV co-ordinator

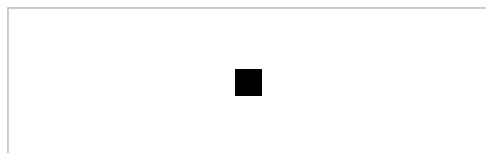
Have a great day further.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events



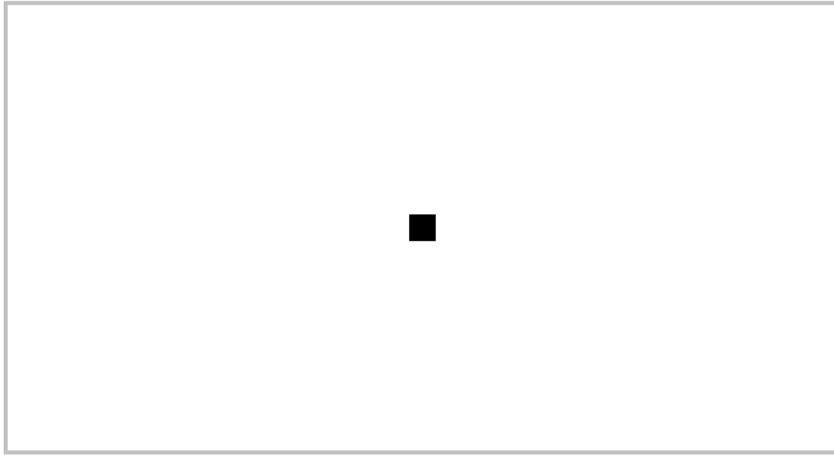
PO Box 467 | 50 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 21 s 9(2)

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: [REDACTED] s 9(2)(a)
Sent: Monday, October 9, 2023 4:37 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Cc: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2) [REDACTED] s 9(2)(a)

Thanks, this is much appreciated and what would the cost of an extra fold back monitor and a time keeping device be please ??

Nga Mihi | Kind Regards



[REDACTED] s 9(2) [REDACTED] s 9(2)
Director, CEM (Certified Event Manager)
PO Box 44195, Pt Chevalier, Auckland
Tel: 09 845 5540
Mobile: 021 659 988
www.iconevents.co.nz

 Please consider the environment before printing this e-mail

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Monday, October 9, 2023 4:08 PM
To: [REDACTED] s 9(2)(a)
Cc: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2) [REDACTED] s 9(2)(a)

Hi [REDACTED] s 9(2)

Hope the below helps

Rongomatane Foyer – Catering and cocktail function
Rongomatane A + B Plenary and breakout room
Rongomatane C Breakout room
Matiu – Breakout room
Makaro – Breakout room

1 x Av Technician rate is [REDACTED] s 9(2)(b) + GST per hour for a minimum of 4 hours.



From: [REDACTED] s 9(2)(a)
Sent: Monday, October 9, 2023 3:25 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Cc: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2) [REDACTED] s 9(2)(a)

Thanks !!

Could you please do me a huge favour and outline which rooms we are holding for [REDACTED] s 9(2) as there have been some changes I'd hate to mess it up

I couldn't see pricing for the requests below:

Would love to know the cost per technician per hour, the cost for an additional fold back/comfort monitor if 1 is already included and a time keeping clock.

Nga Mihi | Kind Regards



[REDACTED] s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Monday, October 9, 2023 2:49 PM
To: [REDACTED] s 9(2)(a)
Cc: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)
Subject: [REDACTED] s 9(2) [REDACTED] s 9(2)(a)

Afternoon [REDACTED] s 9(2)

Thank you for your email

Please click on the link [AV Systems at Takina](#) you will be able to see all AV included in the rooms you have hired as well as additional costs for wash lights and stage.

Hope this helps, let me know if there is anything else I can assist with

Nga mihi,

Michealle Gelderblom

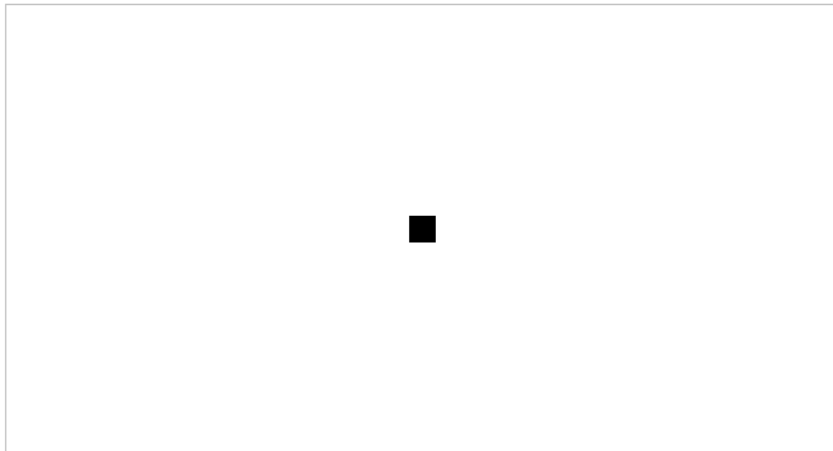
Account Manager

Takina Events



PO Box 467, 50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 21 **s 9(2)**

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: **s 9(2)(a)**

Sent: Monday, October 9, 2023 1:19 PM

To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Cc: **s 9(2)(a)**

s 9(2)(a)

Subject: RE: date change

Good afternoon

Thank you for your email,

Can you please do me a favour and outline exactly what AV we have available and included in each of the rooms which is booked for **s 9(2)**

Would love to know the cost per technician per hour, the cost for an additional fold back/comfort monitor if 1 is already included and a time keeping clock.

Nga Mihi | Kind Regards



s 9(2)(a)

s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Thursday, September 28, 2023 12:03 PM

To: s 9(2)(a)

Cc: s 9(2)(a) s 9(2)(a)

Subject: RE: date change

Afternoon s 9(2)

I can confirm the event date has been changed 9/11/2023 Pack in 10/11/2023 conference day. We have added Mokopuna (another breakout room), this room can seat 45 Theatre style s 9(2)(b) + GST per day. We can offer a 20% discount on this room.

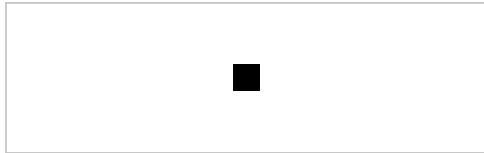
Let me know if there is anything else I can assist with.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events



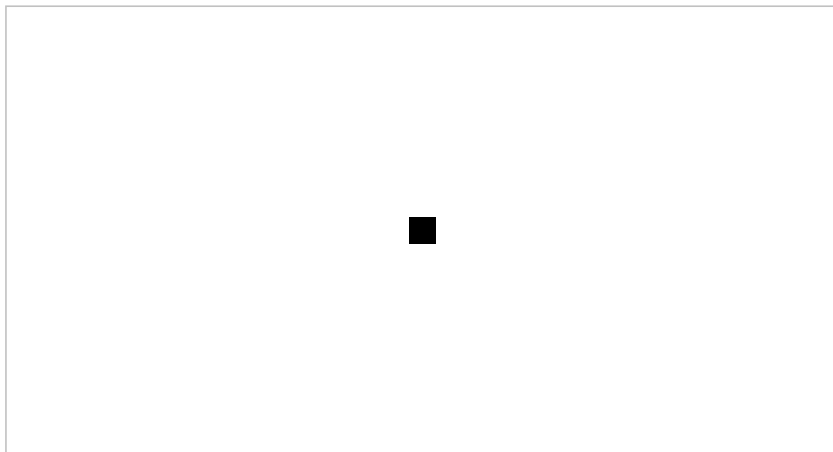
PO Box 467 150 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 21 s 9(2)

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: s 9(2)(a)

Sent: Wednesday, September 27, 2023 2:59 PM

To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Cc: s 9(2)(a)

Subject: RE: date change

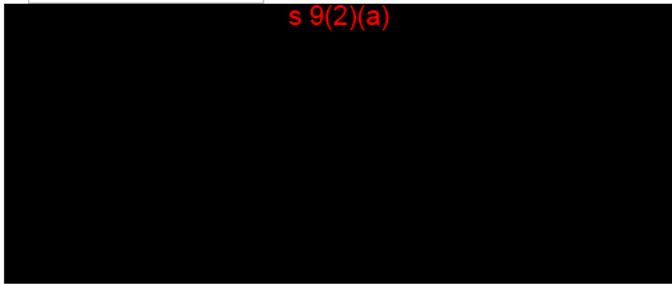
Hello,


I have just heard back from the client:


- Thursday 9th November pack in day
- Friday 10th November event day

1 x additional breakout room including AV requirements. – 50 people

Nga Mihi | Kind Regards



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Wednesday, September 27, 2023 8:31 AM
To:  s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: FW: date change

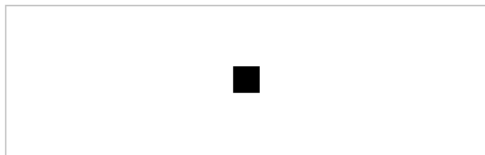
Good morning,  s 9(2)

Hope you keeping warm please could you let me know if any decision has been made regarding this? I must put the changes through, change dates and inform Co-ordination.

Your feedback would be greatly appreciated.

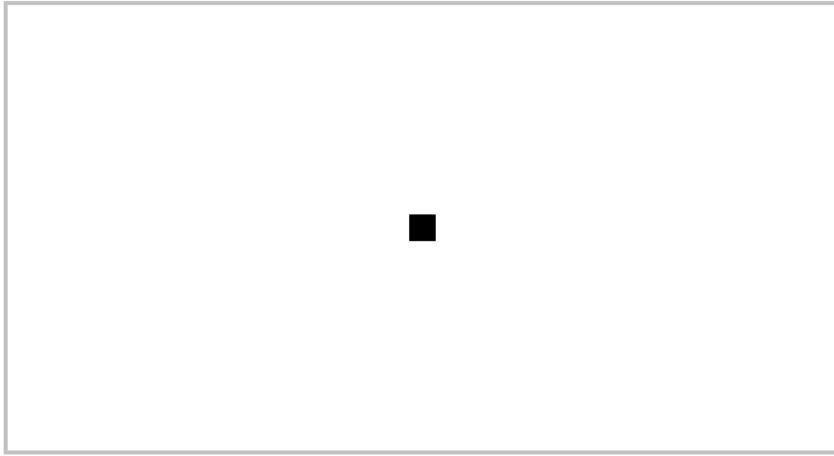
Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events



PO Box 467 | 50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 21  s 9(2)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Tuesday, September 26, 2023 8:44 AM
To: [REDACTED] s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: date change

Good morning, Marlene,

Hope you well

Not sure why I didn't see it yesterday but your original event as per below:

8th November 2023 pack in

9th November 2023 Event

The new dates can work as per below and there would be no change in pricing everything would stay the same except the dates

9th November 2023 pack in

10th November Event

The other option would be to move to level 2 at Takina, this space is a lot larger than level 1. Costing below.

15th November 2023 pack in

16th November 2023 event

Tawhirimatea 2.1 also known as room C cat seat 240 theatre style or 180 banquet style.

Tawhirimatea 2.3 also known as room A cat seat 240 theatre style or 180 banquet style.

Tawhirimatea 2.4 also known as room E cat seat 240 theatre style or 180 banquet style.

Tawhirimatea 2.6 also known as room G cat seat 240 theatre style or 180 banquet style.

[Tawhirimatea plenary](#) \$ [REDACTED] s 9(2)(b) + GST per day. Pack in will cost \$ [REDACTED] s 9(2)(b) + GST staging, and wash lights are an additional cost.



From: [REDACTED]
To: Jeanine Smit; Michealle Gelderblom; John Fernie
Cc: [REDACTED]
Subject: RE: [REDACTED] | 09 - 10 November 2023
Date: Wednesday, 11 October 2023 4:42:36 pm
Attachments: [image003.jpg](#)
[image013.jpg](#)
[image014.jpg](#)
[image015.png](#)
[image016.png](#)
[image017.png](#)
[image018.png](#)
[image019.png](#)
[image020.png](#)
[image021.png](#)
[image022.png](#)
[image023.png](#)

Hello,

Can I please have the costs for the additional foldback/comfort monitor and countdown clock.

I would also love to know the specs and photos for the signage devices ?

Nga Mihi | Kind Regards



[REDACTED]

From: [REDACTED]
Sent: Tuesday, October 10, 2023 1:16 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>; [REDACTED]
John Fernie <John.Fernie@takinaevents.co.nz>
Cc: [REDACTED]
Subject: [REDACTED] | 09 - 10 November 2023

Good Morning [REDACTED]

I trust this email finds you well?

I would like to introduce you to John Fernie, he will be the AV coordinator taking care of your event.

He will be the best person to assist you with all your AV Requirements.

John's contact details are as follows:

John Fernie
Senior Audio-Visual Coordinator
Email: john.fernies@takinaevents.co.nz
Mobile: +64 21 [REDACTED]

[@John Fernie](#) would you please assist [REDACTED] with the following:

-
Venues:

Rongomatane Foyer – Catering and cocktail function
Rongomatane A + B Plenary and breakout room
Rongomatane C Breakout room
Matiu – Breakout room

Makaro – Breakout room

We have confirmed the cost of an AV Technician:

1 x Av Technician rate is [REDACTED] + GST per hour for a minimum of 4 hours.

If you could please offer some guidance on how many technicians we would require for the event.

- Costs for a fold back monitor
- Costs for a time keeping device

@ [REDACTED] [REDACTED] if you could please let John know if there is any other specific requirements.

I look forward to hearing from you.

Nga mihi,

Jeanine Smit

Senior Functions Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jeanine.smit@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Tuesday, October 10, 2023 8:21 AM

To: [REDACTED] [REDACTED]

Cc: [REDACTED]

Subject: RE: [REDACTED] [REDACTED]

Morning [REDACTED]

Hope you had a good evening. This sounds more like an AV question.

@Jeanine Smit please could you assist with putting [REDACTED] in touch with her AV co-ordinator

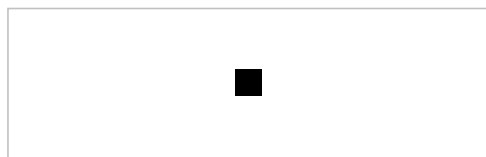
Have a great day further.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events



PO Box 467 | 50 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

Talk to us about hosting your next event at Takina or Te Papa

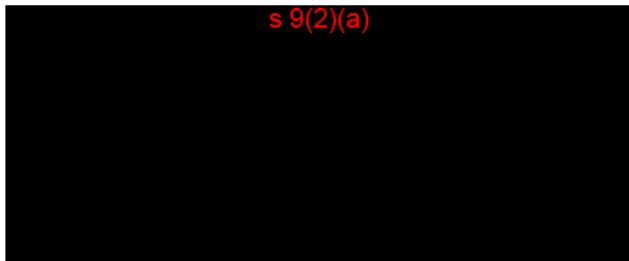
Find out more at takina.co.nz



From: [REDACTED] s 9(2)(a)
Sent: Monday, October 9, 2023 4:37 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Cc: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2) [REDACTED] s 9(2)(a)

Thanks, this is much appreciated and what would the cost of an extra fold back monitor and a time keeping device be please ??

Nga Mihi | Kind Regards



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Monday, October 9, 2023 4:08 PM
To: [REDACTED] s 9(2)(a)
Cc: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2) [REDACTED] s 9(2)(a)

Hi [REDACTED] s 9(2)

Hope the below helps

- Rongomatane Foyer – Catering and cocktail function
- Rongomatane A + B Plenary and breakout room
- Rongomatane C Breakout room
- Matiu – Breakout room
- Makaro – Breakout room

1 x Av Technician rate is [REDACTED] s 9(2)(f) + GST per hour for a minimum of 4 hours.



From: [REDACTED] s 9(2)(a)
Sent: Monday, October 9, 2023 3:25 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Cc: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2) [REDACTED] s 9(2)(a)

Thanks !!

Could you please do me a huge favour and outline which rooms we are holding for [REDACTED] s 9(2) as there have been some changes I'd hate to mess it up

I couldn't see pricing for the requests below:

Would love to know the cost per technician per hour, the cost for an additional fold back/comfort monitor if 1 is already included and a time keeping clock.

Nga Mihi | Kind Regards



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Monday, October 9, 2023 2:49 PM
To: [REDACTED] s 9(2)(a)
Cc: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)
Subject: [REDACTED] s 9(2) [REDACTED] s 9(2)(a)

Afternoon [REDACTED] s 9(2)

Thank you for your email

Please click on the link [AV Systems at Takina](#) you will be able to see all AV included in the rooms you have hired as well as additional costs for wash lights and stage.

Hope this helps, let me know if there is anything else I can assist with

Nga mihi,

Michealle Gelderblom

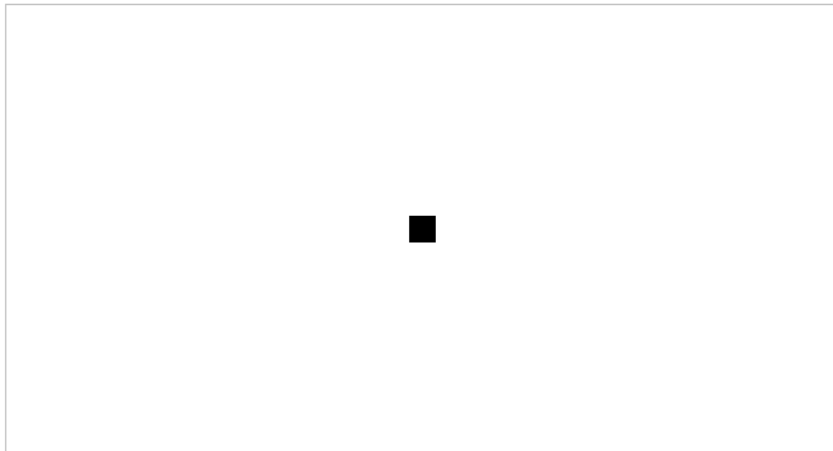
Account Manager

Takina Events



PO Box 467, 50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 21 **s 9(2)**

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: **s 9(2)(a)**

Sent: Monday, October 9, 2023 1:19 PM

To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Cc: **s 9(2)(a)**

s 9(2)(a)

Subject: RE: date change

Good afternoon

Thank you for your email,

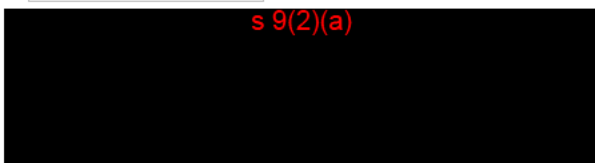
Can you please do me a favour and outline exactly what AV we have available and included in each of the rooms which is booked for **s 9(2)**

Would love to know the cost per technician per hour, the cost for an additional fold back/comfort monitor if 1 is already included and a time keeping clock.

Nga Mihi | Kind Regards



s 9(2)(a)



s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Thursday, September 28, 2023 12:03 PM

To: s 9(2)(a)

Cc: s 9(2)(a) s 9(2)(a)

Subject: RE: date change

Afternoon s 9(2)

I can confirm the event date has been changed 9/11/2023 Pack in 10/11/2023 conference day. We have added Mokopuna (another breakout room), this room can seat 45 Theatre style s 9(2)(b) + GST per day. We can offer a 20% discount on this room.

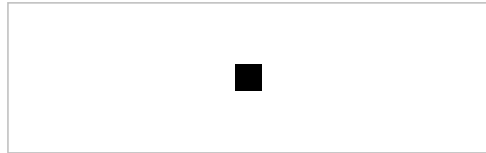
Let me know if there is anything else I can assist with.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events



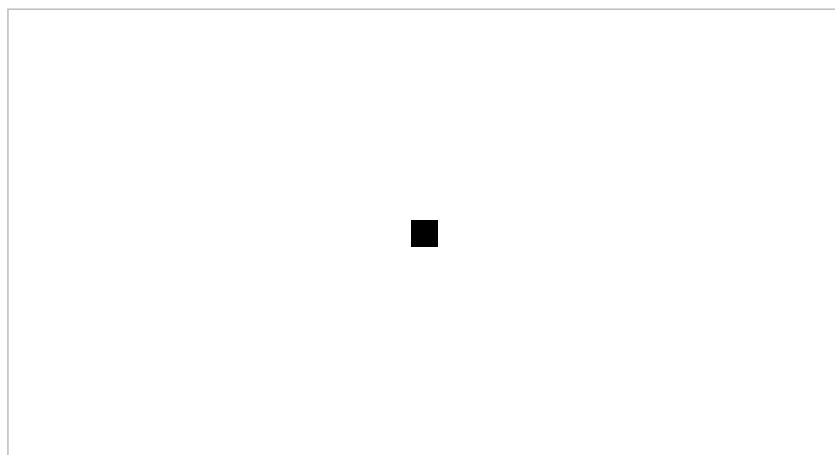
PO Box 467 150 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 21 s 9(2)

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: s 9(2)(a)

Sent: Wednesday, September 27, 2023 2:59 PM

To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Cc: s 9(2)(a)

Subject: RE: date change

Hello,

I have just heard back from the client:

- Thursday 9th November pack in day
- Friday 10th November event day

1 x additional breakout room including AV requirements. – 50 people

Nga Mihi | Kind Regards



s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Wednesday, September 27, 2023 8:31 AM
To: s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: FW: date change

Good morning, s 9(2)

Hope you keeping warm please could you let me know if any decision has been made regarding this? I must put the changes through, change dates and inform Co-ordination.

Your feedback would be greatly appreciated.

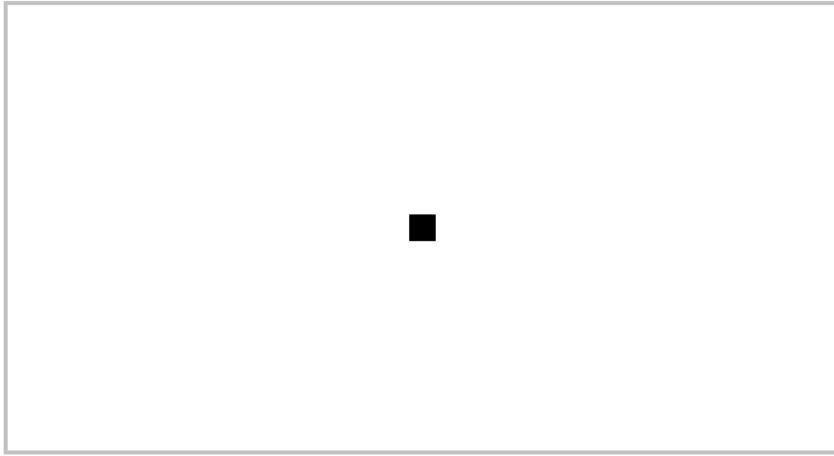
Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events



PO Box 467 |50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 21 s 9(2)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Tuesday, September 26, 2023 8:44 AM
To: [REDACTED] s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: date change

Good morning, Marlene,

Hope you well

Not sure why I didn't see it yesterday but your original event as per below:

8th November 2023 pack in

9th November 2023 Event

The new dates can work as per below and there would be no change in pricing everything would stay the same except the dates

9th November 2023 pack in

10th November Event

The other option would be to move to level 2 at Takina, this space is a lot larger than level 1. Costing below.

15th November 2023 pack in

16th November 2023 event

Tawhirimatea 2.1 also known as room C cat seat 240 theatre style or 180 banquet style.

Tawhirimatea 2.3 also known as room A cat seat 240 theatre style or 180 banquet style.

Tawhirimatea 2.4 also known as room E cat seat 240 theatre style or 180 banquet style.

Tawhirimatea 2.6 also known as room G cat seat 240 theatre style or 180 banquet style.

[Tawhirimatea plenary](#) \$ [REDACTED] s 9(2)(b) + GST per day. Pack in will cost \$ [REDACTED] s 9(2)(b) + GST staging, and wash lights are an additional cost.



Out of scope

From: Jeanine Smit
Sent: Wednesday, 18 October 2023 4:37 pm
To: s 9(2) s 9(2)(a) s 9(2)(a); Michealle Gelderblom; s 9(2)(a)
Cc: John Fernie s 9(2)(a)
Subject: RE: s 9(2)(a) s 9(2)(a) s 9(2)(a) | 09 - 10 November 2023

Kia Ora s 9(2)(a)

Just from my side, with regards to the final details:

I will require as much as possible details before Thursday, 26 October 2023.

However, if any of these details is available earlier, you are more than welcome to send them through to me, so that we can lock in your event details.

We have until Monday, 30 October 2023 to update only the final numbers and final dietary requirement list (10% from the most up to date number provided).

Any further changes within a week prior the event start date must be discussed first before confirmation.

Thank you for the provisional timings.

Kindly send through the pack in schedules as well.

I look forward to hearing from you.

Kind regards;
Jeanine

From: s 9(2)(a)
Sent: Wednesday, October 18, 2023 4:13 PM
To: s 9(2)(a) s 9(2)(a) Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>; s 9(2)(a) John Fernie <John.Fernie@takinaevents.co.nz>
Cc: s 9(2)(a)
Subject: FW: s 9(2)(a) s 9(2)(a) s 9(2)(a) | 09 - 10 November 2023

Hello,

Thank you for your email.

We will need to make a few changes to the proposal as – at this stage, we don't have enough funding for all you have included.

I have also noticed that you included AV equipment for all venues for 2 days, however we only have the plenary room for a pack in day on 9 November, the other rooms are only booked for 1 day on Friday 10th November.

We were waiting for an individual cost for the second fold back monitor and the clock which I can see has been included in the attached proposal.

Please prepare a revised AV proposal based on the following requirements:

Rongomatana A and B (plenary and breakout)

Pack in day 9 November and event day 10 November

- Standard AV inclusions as per contract
- Stage
Stage Wash
- Second fold back monitor / comfort monitor
- Time keeping clock
- Technician x 1 only for rehearsals from 12pm on 9th November (what time would you/the team be ready for rehearsals that day ?)
- Technician x 1 only for the event day. - See timings attached

Rongomatana C - Breakout room Event Day 10 November – only used on 1 day

- Standard AV inclusions as per contract
- Stage
Stage Wash
- Technician x 1 only for the event day - See timings attached
- * please advise cost for second fold back monitor and clock as an optional extra

Matiu – Breakout room Event Day 10 November – only used on 1 day

- Standard AV inclusions as per contract
- Stage
Stage Wash
- Technician x 1 only for the event day -- See timings attached
- * please advise cost for second fold back monitor and clock as an optional extra

Makaro – Breakout room Event Day 10 November – only used on 1 day

- Standard AV inclusions as per contract
- Stage
Stage Wash
- Technician x 1 only for the event day -- See timings attached
- * please advise cost for second fold back monitor and clock as an optional extra

Mokupuna:

- Please advise what AV is included in the room rental

Notes:

- We won't require a speaker prep room at this stage.
- We will try and get all presentations and holding slides to you prior to the event.
- The programme is being finalised by the client, I have attached high level timings so you can see when the attendees will be breaking and moving to break out rooms etc.
- Please advise capacities in theatre style for all rooms (with stage)
- Thanks for providing digital lectern and digital signage specifications, we will get our designer to create these and send them through.

[@Jeanine Smit](#), thanks for confirming that we are allowed to use any contingency (between minimum numbers of 176 and 220) towards AV is required and thanks for advising that we can use the registration tea and coffee allowance towards a coffee cart, if required.

[@Jeanine Smit](#), please confirm deadline dates for final numbers and dietary requirements for this event.

[@Jeanine Smit](#), timings attached for your banquet event order timings

Once the revised AV quote is received, we will review it and advise final catering choices and whether we will have a coffee cart onsite also.

Ngā Mihi | Kind Regards

s 9(2)(a)

From: John Fernie <John.Fernie@takinaevents.co.nz>

Sent: Monday, October 16, 2023 5:00 PM

To: s 9(2)(a)

Cc: s 9(2)(a)

s 9(2)(a)

Michealle

Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: RE: s 9(2)(a) s 9(2)(a) s 9(2)(a) | 09 - 10 November 2023

Kia ora s 9(2)(a)

Please find attached your AV proposal. The staff timings are estimates at this stage. Please send through a detailed agenda at your earliest convenience.

Rongomātāne A/B Combined:

In room presentation equipment.

4 x Hand Held microphones.

2 x lapel microphones.

Digital signage lectern situated stage left with plinth.

6m x 2m stage at 600mm high.

Stage Lighting – wash and lectern highlight

Countdown timer – 42" foldback floor mounted.

AV operator control.

Rongomātāne C/Matiu/Makāro Breakouts:

In room presentation equipment.

1 x Hand Held microphones.

1 x lapel microphones.

Digital lectern.

Speaker Prep:

Technician to load presentation for presenters.

Position to be arranged.

Rongomātāne Foyer:

Background music

Staff:

2 x AV operator for plenary.

2 x float technicians for the breakout rooms to assist with technology.

1 x speaker prep technician.

The attached includes our recommendations with the spaces you are allocated and their uses.

The quote does not contain any video conferencing, livestreaming or camera recording services.

You will find the lectern signage template and building signage specifications attached here for reference.

Please feel free to contact me with any questions.

Best regards,

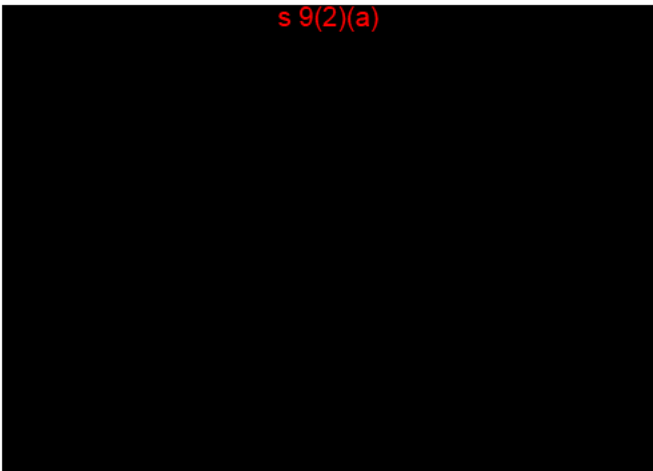
John Fernie
Senior Audio-Visual Coordinator
Tākina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: john.fernie@takinaevents.co.nz
Mobile: +64 21 s 9(2)
()

From: s 9(2)(a)
Sent: Monday, October 16, 2023 11:23 AM
To: s 9(2)(a) Michealle Gelderblom
<Michealle.Gelderblom@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>
Cc: s 9(2)(a)
Subject: RE: s 9(2)(a) | s 9(2)(a) | s 9(2)(a) | 09 - 10 November 2023
Importance: High

Good morning,

Following up on the email below which is now urgent thanks.

Ngā Mihi | Kind Regards



From: s 9(2)(a) | s 9(2)(a)
Sent: Wednesday, October 11, 2023 4:42 PM
To: s 9(2)(a) Michealle Gelderblom
<Michealle.Gelderblom@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>
Cc: s 9(2)(a)
Subject: RE: s 9(2)(a) | s 9(2)(a) | s 9(2)(a) | 09 - 10 November 2023

Hello,

Can I please have the costs for the additional foldback/comfort monitor and countdown clock.

I would also love to know the specs and photos for the signage devices ?

Ngā Mihi | Kind Regards

s 9(2)(a)

From: s 9(2)(a)
Sent: Tuesday, October 10, 2023 1:16 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>; s 9(2)(a)
John Fernie <John.Fernie@takinaevents.co.nz>
Cc: s 9(2)(a)
Subject: s 9(2)(a) s 9(2)(a) | s 9(2)(a) | 09 - 10 November 2023

Good Morning s 9(2)(a)

I trust this email finds you well?

I would like to introduce you to John Fernie, he will be the AV coordinator taking care of your event. He will be the best person to assist you with all your AV Requirements. John's contact details are as follows:

John Fernie
Senior Audio-Visual Coordinator
Email: john.fernier@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

@John Fernie would you please assist s 9(2)(a) with the following:

Venues:

Rongomātāne Foyer – Catering and cocktail function
Rongomātāne A + B Plenary and breakout room
Rongomātāne C Breakout room
Matiu – Breakout room
Mākaro – Breakout room

We have confirmed the cost of an AV Technician:

1 x Av Technician rate is s 9(2)(i) + GST per hour for a minimum of 4 hours.

If you could please offer some guidance on how many technicians we would require for the event.

- Costs for a fold back monitor
- Costs for a time keeping device

@s 9(2)(a) s 9(2)(a) if you could please let John know if there is any other specific requirements.

I look forward to hearing from you.

Ngā mihi,

Jeanine Smit

Senior Functions Coordinator

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jeanine.smit@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Tuesday, October 10, 2023 8:21 AM

To: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)

Cc: [REDACTED] s 9(2)(a)

Subject: RE: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)

Morning [REDACTED] s 9(2)(a)

Hope you had a good evening. This sounds more like an AV question.

[@Jeanine Smit](#) please could you assist with putting [REDACTED] s 9(2)(a) in touch with her AV co-ordinator 😊

Have a great day further.

Ngā mihi,

Michealle Gelderblom

Account Manager

Tākina Events



PO Box 467 | 50 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)

Talk to us about hosting your next event at Tākina or Te Papa

Find out more at takina.co.nz

Celebrate 2023 at Tākina Events

Finish 2023 in style inside
Wellington's preeminent
venues – **Te Papa and Tākina**



From: [REDACTED] s 9(2)(a)
Sent: Monday, October 9, 2023 4:37 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Cc: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)

Thanks, this is much appreciated and what would the cost of an extra fold back monitor and a time keeping device be please ??

Ngā Mihi | Kind Regards

[REDACTED] s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Monday, October 9, 2023 4:08 PM
To: [REDACTED] s 9(2)(a)
Cc: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)

Hi [REDACTED] s 9(2)(a)

Hope the below helps 😊

Rongomātāne Foyer – Catering and cocktail function
Rongomātāne A + B Plenary and breakout room
Rongomātāne C Breakout room
Matiu – Breakout room
Mākaro – Breakout room

1 x Av Technician rate is [REDACTED] s 9(2)(b) + GST per hour for a minimum of 4 hours.

Tākina – Standard AV Inclusions, production lighting, and staging

Space	Standard AV Inclusions									Additional costs	
Tākina	Projector	Projector Spec	Screen	Screen Size	Sound	Lectern Mic	Hand held Mic	Lapel Mic	Comfort Monitor	Presentation Lighting	Stage Size
Rongomātāne Foyer	-	-	-	-	Yes	-	-	-	-	-	-
Rongomātāne Full	2	Laser 12000 Lumen HD	2	5.5m x 3.1m	Yes	Yes	6	3	1	s 9(2)(i)	-
Rongomātāne C	1	Laser 12000 Lumen HD	1	5.5m x 3.1m	Yes	Yes	6	1	1		-
Rongomātāne B	-	-	-	-	Yes	-	1	1	-		-
Rongomātāne A	1	Laser 12000 Lumen HD	1	5.5m x 3.1m	Yes	Yes	2	1	1		-
Rongomātāne A & B	1	Laser 12000 Lumen HD	1	5.5m x 3.1m	Yes	Yes	4	2	1		-
Matiu 1A	1	Laser 12000 Lumen HD	1	4.4m x 2.5m	Yes	Yes	2	1	1		-
Mokopuna 1B	1	Laser 5000 Lumen HD	1	3.3m x 1.8m	Yes	Yes	1	1	1		-
Mākaro 1C	1	Laser 5000 Lumen HD	1	3.3m x 1.8m	Yes	Yes	1	1	1		-
Organiser Office	-	-	-	-	-	-	-	-	-		-

RONGOMĀTĀNE FOYER – LEVEL 1

Audio Reinforcement System	1	QSC DSP, Amplifier, 53 x QSC AD-C6T ceiling speakers
Control System	1	QSC Control and QSC Touch Panels
Room Lighting	1	House Lights
AV Set up/Pack down		
AV Technician Meet and Greet kick-start		

RONGOMĀTĀNE A & B

Projection Screen	1	Screen Technics 275", 5.5m x 3.1m (16:9 ratio)
12000 Lumen High Brightness Laser Projector, Flown	1	Panasonic PT- RZ120 WUXGA
Presentation Computer installed in Rack	1	HP SFF PC
Audio Reinforcement System	1	QSC DSP, Amplifiers, 2 x QSC KW152 Program speakers 18 x QSC A C6T ceiling speakers
Control System, Touch Panel, Wall Mounted	2	QSC Control and QSC Touch Panels
Room Lighting	1	House Lights
Digital Signage Lectern	1	Lectrum L20, Panasonic 43" monitor & Brightsign
Lectern Microphone	1	Shure 412/C-X
Black Laptop Plinth	1	Portable (Lockable Wheels)
Presentation Remote Slide Advancer with Laser Pointer	1	Logitech R700
Keyboard and Mouse	1	HP wireless keyboard and mouse, Extron USB extender
Presenter Foldback Monitor Screen 22inch	1	HP z22, SVSI receiver
HDMI Input at Lectern for Guest Device	1	SVSI Wallplate
PC Audio for Guest Device	1	SVSI Wallplate
Wireless Handheld Microphone	4	Shure MXW2/SM58
Wireless Lapel Microphone	2	Shure MXW1/WL184
AV Set up/Pack down		
AV Technician Meet and Greet kick-start		

RONGOMĀTĀNE C

Projection Screen	1	Screen Technics 275", 5.5m x 3.1m (16:9 ratio)
12000 Lumen High Brightness Laser Projector, Flown	1	Panasonic PT- RZ120 WUXGA
Presentation Computer installed in Rack	1	HP SFF PC
Audio Reinforcement System	1	QSC DSP, Amplifiers, 2 x QSC KW152 Program speakers 18 x QSC AL C6T ceiling speakers
Control System, Touch Panel, Wall Mounted	2	QSC Control and QSC Touch Panels
Room Lighting	1	House Lights
Digital Signage Lectern	1	Lectrum L20, Panasonic 43" monitor & Brightsign
Lectern Microphone	1	Shure 412/C-X
Black Laptop Plinth	1	Portable (Lockable Wheels)
Presentation Remote Slide Advancer with Laser Pointer	1	Logitech R700
Keyboard and Mouse	1	HP wireless keyboard and mouse, Extron USB extender
Presenter Foldback Monitor Screen 22inch	1	HP z22, SVSI receiver
HDMI Input at Lectern for Guest Device	1	SVSI Wallplate
PC Audio for Guest Device	1	SVSI Wallplate
Wireless Handheld Microphone	1	Shure MXW2/SM58
Wireless Lapel Microphone	1	Shure MXW1/WL184
AV Set up/Pack down		
AV Technician Meet and Greet kick-start		

MATIU 1A

Projection Screen	1	Screen Technics 0620029-D, 200" 4.4m x 2.5m (16:9 ratio)
12,000 Lumen High Brightness Laser Projector, Flown	1	Panasonic PT-RZ120 WUXGA
Presentation Computer installed in Rack	1	HP SFF PC
Audio Reinforcement System	1	QSC DSP, Amplifiers, 2 x QSC AD-S8T Program speakers 8 x QSC AD C6Tceiling speakers
Control System, Touch Panel, Wall Mounted	2	QSC Control and QSC Touch Panels
Room Lighting	1	House Lights
Digital Signage Lectern	1	Lectrum L20, Panasonic 43" monitor & Brightsign
Lectern Microphone	1	Shure 412/C-X
Black Laptop Plinth	1	Portable (Lockable Wheels)
Presentation Remote Slide Advancer with Laser Pointer	1	Logitech R700
Keyboard and Mouse	1	HP wireless keyboard and mouse, Extron USB extender
Presenter Foldback Monitor Screen 22inch	1	HP z22, SVSI receiver
HDMI Input at Lectern for Guest Device	1	SVSI Wallplate
PC Audio for Guest Device	1	SVSI Wallplate
Wireless Handheld Microphone	2	Shure MXW2/SM58
Wireless Lapel Microphone	1	Shure MXW1
AV Set up/Pack down		
AV Technician Meet and Greet kick-start		

MĀKARO 1C		
Projection Screen	1	Screen Technics 0615029-BR, 150" 3.3m x1.8m (16:9 ratio)
5000 Lumen High Brightness Laser Projector, Flown	1	Panasonic PT-FRZ50 WUXGA
Presentation Computer installed in Rack	1	HP SFF PC
Audio Reinforcement System	1	QSC DSP, Amplifiers, 2 x QSC AD-S6T Program speakers 4 X QSC AD-C6Tceiling speakers
Control System, Touch Panel, Wall Mounted	2	QSC Control and QSC Touch Panels
Room Lighting	1	House Lights
Digital Signage Lectern	1	Lectrum L20, Panasonic 43" monitor & Brightsign
Lectern Microphone	1	Shure 412/C-X
Black Laptop Plinth	1	Portable (Lockable Wheels)
Presentation Remote Slide Advancer with Laser Pointer	1	Logitech R700
Keyboard and Mouse	1	HP wireless keyboard and mouse, Extron USB extender
Presenter Foldback Monitor Screen 22inch	1	HP z22, SVSI receiver
HDMI Input at Lectern for Guest Device	1	SVSI Wallplate
PC Audio for Guest Device	1	SVSI Wallplate
Wireless Handheld Microphone	1	Shure MXW2/SM58
Wireless Lapel Microphone	1	Shure MXW1
AV Set up/Pack down		
AV Technician Meet and Greet kick-start		

Ngā mihi,

Michealle Gelderblom

Account Manager

Tākina Events



PO Box 467 | 50 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

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Find out more at takina.co.nz

Celebrate 2023 at Tākina Events

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Wellington's preeminent
venues – Te Papa and Tākina



From: [REDACTED] s 9(2)(a)
Sent: Monday, October 9, 2023 3:25 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Cc: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)
Subject: RE: s 9(2)(a) s 9(2)(a)

Thanks !!

I couldn't see pricing for the requests below:

Would love to know the cost per technician per hour, the cost for an additional fold back/comfort monitor if 1 is already included and a time keeping clock.

Ngā Mihi | Kind Regards

[REDACTED] s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Monday, October 9, 2023 2:49 PM
To: [REDACTED] s 9(2)(a)
Cc: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)
Subject: s 9(2)(a) s 9(2)(a)

Afternoon [REDACTED] s 9(2)(a)

Thank you for your email 😊

Please click on the link [AV Systems at Takina](#) you will be able to see all AV included in the rooms you have hired as well as additional costs for wash lights and stage.

Hope this helps, let me know if there is anything else I can assist with 😊

Ngā mihi,

Michealle Gelderblom
Account Manager
Tākina Events



PO Box 467 | 50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 21 **s 9(2)(a)**

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From: **s 9(2)(a)**
Sent: Monday, October 9, 2023 1:19 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Cc: **s 9(2)(a)** **s 9(2)(a)**
Subject: RE: date change

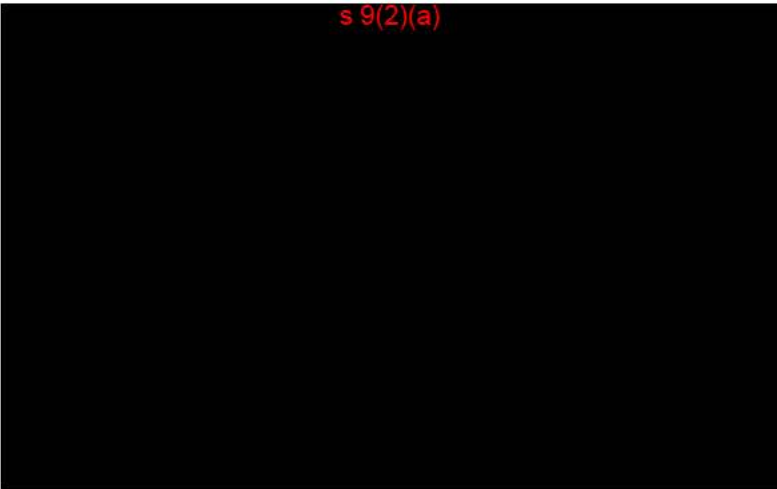
Good afternoon

Thank you for your email,

Can you please do me a favour and outline exactly what AV we have available and included in each of the rooms which is booked for **s 9(2)(a)**

Would love to know the cost per technician per hour, the cost for an additional fold back/comfort monitor if 1 is already included and a time keeping clock.

Ngā Mihi | Kind Regards



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Thursday, September 28, 2023 12:03 PM
To: [Redacted] s 9(2)(a)
Cc: [Redacted] s 9(2)(a) [Redacted] s 9(2)(a)
Subject: RE: date change

Afternoon [Redacted] s 9(2)(a)

I can confirm the event date has been changed 9/11/2023 Pack in 10/11/2023 conference day. We have added Mokopuna (another breakout room), this room can seat 45 Theatre style \$ [Redacted] s 9(2)(a) + GST per day. We can offer a 20% discount on this room.

Let me know if there is anything else I can assist with.

Ngā mihi,

Michealle Gelderblom
Account Manager
Takina Events



PO Box 467 | 50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 21 [Redacted] s 9(2)(a)

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From: [REDACTED] s 9(2)(a)
Sent: Wednesday, September 27, 2023 2:59 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Cc: [REDACTED] s 9(2)(a)
Subject: RE: date change

Hello,

I have just heard back from the client:

- Thursday 9th November pack in day
- Friday 10th November event day

1 x additional breakout room including AV requirements. – 50 people

Ngā Mihi | Kind Regards

[REDACTED] s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Wednesday, September 27, 2023 8:31 AM
To: [REDACTED] s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: FW: date change

Good morning, [REDACTED] s 9(2)(a)

Hope you keeping warm 😊 please could you let me know if any decision has been made regarding this? I must put the changes through, change dates and inform Co-ordination.

Your feedback would be greatly appreciated.

Ngā mihi,

Michealle Gelderblom

Account Manager
Tākina Events



PO Box 467 | 50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

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From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Tuesday, September 26, 2023 8:44 AM

To: s 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: date change

Good morning, Marlene,

Hope you well 😊

Not sure why I didn't see it yesterday but your original event as per below:

8th November 2023 pack in

9th November 2023 Event

The new dates can work as per below and there would be no change in pricing everything would stay the same except the dates 😊

9th November 2023 pack in

10th November Event

The other option would be to move to level 2 at Tākina, this space is a lot larger than level 1. Costing below.

15th November 2023 pack in

16th November 2023 event

Tāwhirimātea 2.1 also known as room C cat seat 240 theatre style or 180 banquet style.

Tāwhirimātea 2.3 also known as room A cat seat 240 theatre style or 180 banquet style.

Tāwhirimātea 2.4 also known as room E cat seat 240 theatre style or 180 banquet style.

Tāwhirimātea 2.6 also known as room G cat seat 240 theatre style or 180 banquet style.

[Tāwhirimātea plenary](#) \$ **s 9(2)(i)** + GST per day. Pack in will cost \$ **s 9(2)(i)** + GST staging, and wash lights are an additional cost.

Tākina – Standard AV Inclusions, production lighting, and staging												
Space	Standard AV inclusions									Additional costs		
Tāwhirimātea foyer	-	-	-	-	Yes	-	-	-	-	-	-	-
Tāwhirimātea full	2	Laser 20000 Lumen HD	2	7.1m x 4m	Yes	Yes	8	4	1	Wash – Front	12m x 3m	s 9(2)(i)
Tāwhirimātea C & E	2	Laser 16000 Lumen HD	2	7.1m x 4m	Yes	Yes	4	2	1	V		
Tāwhirimātea A & G	2	Laser 20000 Lumen HD	2	7.1m x 4m	Yes	Yes	4	2	1	V		
Tāwhirimātea C	1	Laser 16000 Lumen HD	1	7.1m x 4m	Yes	Yes	2	1	1	V		
Tāwhirimātea B	-	-	-	-	Yes	-	1	1	1			
Tāwhirimātea A	1	Laser 20000 Lumen HD	1	7.1m x 4m	Yes	Yes	2	1	1	V		
Tāwhirimātea E	1	Laser 16000 Lumen HD	1	7.1m x 4m	Yes	Yes	2	1	1	V		



Ngā mihi,

Michealle Gelderblom
Account Manager
Tākina Events



PO Box 467 | 50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 21 **s 9(2)(a)**

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Out of scope

From: [REDACTED] s 9(2)(a)
Sent: Friday, 27 October 2023 3:15 pm
To: Jeanine Smit
Cc: [REDACTED] s 9(2)(a); Michealle Gelderblom
Subject: RE: Outstanding details | [REDACTED] s 9(2)(a) | 09 - 10 November 2023

Follow Up Flag: Follow up
Flag Status: Completed

Hello,

Catering numbers as per below:

- 180 pax for arrival tea and coffee and day catering and
- then 100 pax for the networking function.

Dietary requirements will be advised next week.

PO Number:

Did you see my note that the full PO amount of \$ [REDACTED] s plus GST should be invoiced to [REDACTED] s 9(2)(a) cover AV, Catering, Venue etc and then the remainder to [REDACTED] s 9(2)(a) Conference and Event Management.

Question:

If the client decided that they no longer needed to use the (Mokopuna @ \$ [REDACTED] s and instead split out Rongomātāne Room B & C into separate breakout rooms? (due to current numbers etc) what would the cost implications be? Would there be a venue cancellation fee?

What would the additional AV cost be to split the room into two (I am guessing just the cost of an additional stage as the remainder of the standard AV is included in the venue hire)

Floor plans have been forwarded to the client for their feedback.

Ngā Mihi | Kind Regards

[REDACTED] s 9(2)(a)

From: [REDACTED] s 9(2)(a)
Sent: Friday, October 27, 2023 1:08 PM
To: [REDACTED] s 9(2)(a)
Subject: Outstanding details | [REDACTED] s 9(2)(a) | 09 - 10 November 2023

Kia Ora s 9(2)(a)

Kindly find the floorplans for your upcoming event attached.

Kindly confirm that all is in order and if there are any changes that should be made.
Do you have a detailed runsheet for the event?
Could you also confirm the final amount of delegates & dietary requirements?

I look forward to hearing from you.

Ngā mihi,

Jeanine Smit

Senior Functions Coordinator

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jeanine.smit@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

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TĀKINA
EVENTS

Te Whare Whakahuihui
Iwi o te Motu
The Nation's Meeting Place

Museum of New Zealand
Te Papa Tongarewa
Tākina Wellington Convention
& Exhibition Centre

Two stunning
venues
One experienced
team

From: [Jonty Datson](#)
To: [OIA](#)
Subject: Email Thread for [REDACTED] Meeting 20 NOV - Takina
Date: Thursday, 15 February 2024 1:00:40 pm
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.jpg](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)
[image013.png](#)
[image014.png](#)
[Signed contract](#); [Exec meeting Takina 20-21 November 2023 - COUNTERSIGNED.pdf](#)

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Sent: Thursday, October 12, 2023 2:20 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: [REDACTED]; Reference 56822 - From 20/11/23 to 21/11/23 - Takina Events contract

Kia ora [REDACTED]

Thank you for returning that and thank you for confirming re P.L Insurance.

I have attached a countersigned copy for your records.

I will actually be handing the event over to **Emmanuelle** from our coordination team, she will be your best point of contact when it comes to final numbers, dietary requirements etc., as well as any questions you may have in the lead up.

I'll do a brief handover with her tomorrow and introduce you shortly thereafter.

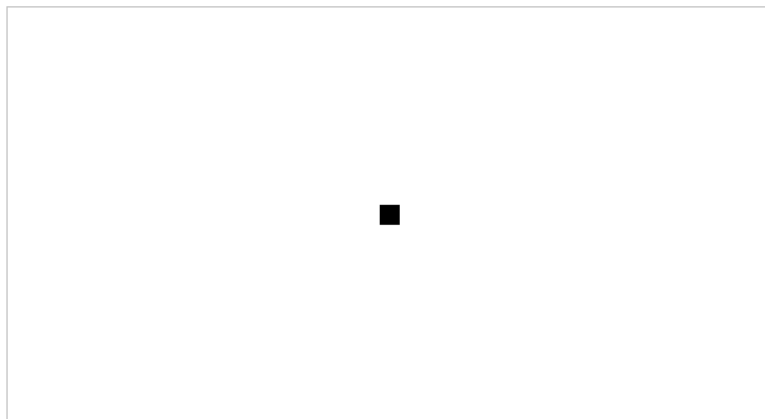
Talk soon.

Nga mihi,

Jonty Datson

Function Sales and Coordinator
Takina Events
PO Box 467 155 Cable Street, Wellington 6011
Email: jonty.datson@takinaevents.co.nz
Mobile: [REDACTED]

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From: [REDACTED]
Sent: Thursday, October 12, 2023 12:24 PM
To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Cc: [REDACTED]
Subject: RE: [REDACTED]; Reference 56822 - From 20/11/23 to 21/11/23 - Takina Events contract

Kia ora Jonty,

Thank you for clarifying that Takina trade as the Museum of New Zealand Te Papa Tongarewa, which means I won't need to create a new supplier

Purchase order [REDACTED]

Please find attached:

- Signed contract
- [REDACTED] Certificate of Insurance (\$20M)

I will be in touch closer to the time to confirm numbers, table layout (classroom style – TBC how many seats per table), break times and provide any additional dietary requirements

Nga mihi

S

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Sent: Tuesday, 10 October 2023 3:41 pm

To: [REDACTED] s 9(2)(a)

Subject: RE: [REDACTED] s 9(2)(a) ; Reference 56822 - From 20/11/23 to 21/11/23 - Takina Events contract

Kia ora S

Yes that is fine re extension.

I have attached x 2 PDFs that have been forwarded on by the finance team.

It may be that Te Papa are already listed as a supplier with [REDACTED] s 9(2)(a) ? In which case there is no need to create a new supplier as we are continuing to trade as "Museum of New Zealand Te Papa Tongarewa".

Let me know if there is anything else that I can help with.

Nga mihi,

Jonty Datson

Function Sales and Coordinator
Takina Events

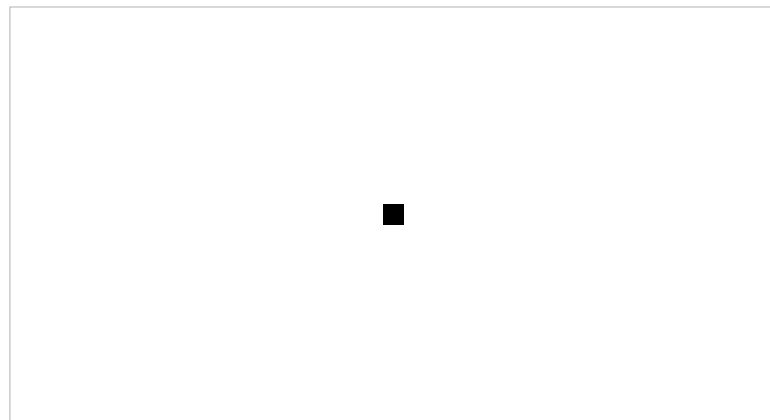
PO Box 467 155 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: [REDACTED] s 9(2)(a)

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From: [REDACTED] s 9(2)(a)

Sent: Tuesday, October 10, 2023 2:59 PM

To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Subject: RE: [REDACTED] s 9(2)(a) ; Reference 56822 - From 20/11/23 to 21/11/23 - Takina Events contract

Importance: High

Kia ora Jonty,

Apologies for the slow response

I was pre-occupied last week with Board papers and finalising arrangements for the Board and Exec Team to be in the Hawkes Bay this week (9-11 October)

I would be grateful if you can provide an extension to come back to you with the signed contract by the end of this week?

I will be back in the office on Thursday (12th) to review the contract and liaise with our CFO re [REDACTED] s public liability insurance

In the meantime, can you please (as requested in an earlier email) provide one of the following so I can set Takina up in the system to allow me to enter a purchase requisition to receive a purchase order number:

- Bank details confirmation issued by vendor's bank (in PDF version), or
- Screenshot of bank details from vendor's online banking portal, or
- Bank statement (or bank deposit slip) with correct account name and account numbers

I look forward to hearing from you

Nga mihi

S

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Sent: Tuesday, 3 October 2023 9:26 am
To: [REDACTED] s 9(2)(a)
Subject: [REDACTED] s 9(2)(a) ; Reference 56822 - From 20/11/23 to 21/11/23 - Takina Events contract

Kia ora [REDACTED] s

Thank you for confirming your [REDACTED] s 9(2)(a) with Takina Events. We look forward to welcoming you in our spaces.

Please find attached the contract for your review.

Could you return a signed copy of the contract (included terms & conditions) by 10/10/23?

If you anticipate needing an extension on this, please let me know. After this deadline, we reserve the right to release the spaces to another client if we haven't heard back from you.

Once we receive the signed contract and the countersigned copy is sent, the agreement becomes binding.

Please let me know the contact person in your office who we should forward any invoices to. If your company uses Purchase Orders, kindly let me know the Purchase Order number for this event, and we will plan to include that on our invoice.

[REDACTED] s 9(2)(i)

Thank you again for choosing our spaces, we look forward to working with your team.

Nga mihi,

Jonty

Takina Events Logo

Jonty Datson | Function and Sales Coordinator | Takina Events
| Email: jonty.datson@takinaevents.co.nz | Mobile: [REDACTED] s 9(2)(a)
PO Box 467 | 55 Cable Street | Wellington

From: [REDACTED] s [REDACTED] s 9(2)
Sent: Friday, 29 September 2023 7:49 am
To: Jonty Datson Jonty.Datson@takinaevents.co.nz
Cc: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)
Subject: RE: Booking for [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a) 20-21 November - Takina

Kia ora Jonty,

See below in red.

Nga mihi

[REDACTED] s

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Sent: Thursday, 28 September 2023 10:20 am
To: [REDACTED] s 9(2)(a)
Cc: [REDACTED] s 9(2)(a)
Subject: RE: Booking for [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a) 20-21 November - Takina

Kia ora [REDACTED] s

Just a few of things I'll need from your end before I can issue your contract –

1: Who will be your onsite representative for both days? Please provide a name and contact number

Monday 20 November – [REDACTED] s 9(2) [REDACTED] s 9(2)(a)

Tuesday 20 November - TBC

2: Who is the contract signatory, and what is their designation ?

s 9(2)(a)

3: Who is responsible for processing your invoice ? I will need a name, contact number, email address, postal address (we will only send you digital material)

s 9(2)(a)

4: Do you require a Purchase Order number or specific reference to be attached to your invoice ?

Yes, I will need to provide PO number.

Can you please send through one of the following so I can set Takina up in the system to allow me to enter a purchase requisition.

- Bank details confirmation issued by vendor's bank (in PDF version), or
- Screenshot of bank details from vendor's online banking portal, or
- Bank statement (or bank deposit slip) with correct account name and account numbers

Nga mihi,

Jonty Datson

Function Sales and Coordinator

Takina Events

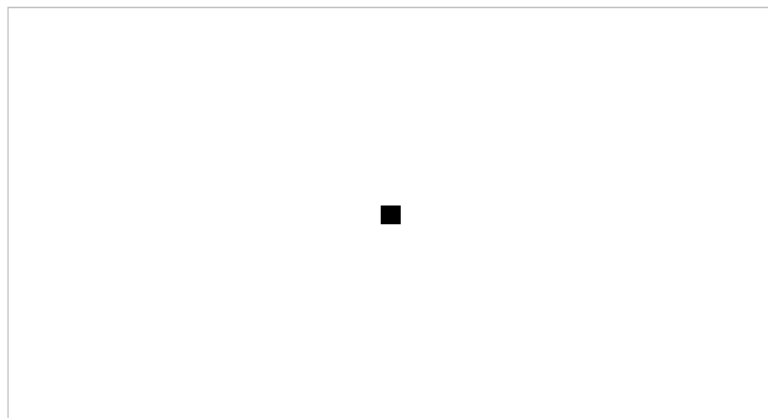
PO Box 467 | 55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: s 9(2)(a)

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Find out more at takina.co.nz



From: s 9(2)(a)

Sent: Wednesday, September 27, 2023 10:21 AM

To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Cc: s 9(2)(a) s 9(2)(a)

Subject: Booking for s 9(2)(a) s 9(2)(a) 20-21 November - Takina

Kia ora Jonty,

Apologies for the slow response

Yes, please send through a contract to book the Matiu room 20 & 21 November @ s + GST per person per day

We'll need the following (included in the venue hire):

- 1 x s 12000 Lumen HD Projector
- 1 x 4 4m x 2 5m Screen
- 1 x whiteboard + pens
- 1 x flipchart + paper

Venue hire – 8 00am to 6 00pm

Room setup – TBC

- Mon 20 Nov - 9pax
- Tue 21 Nov – 10pax

Catering – break times TBC

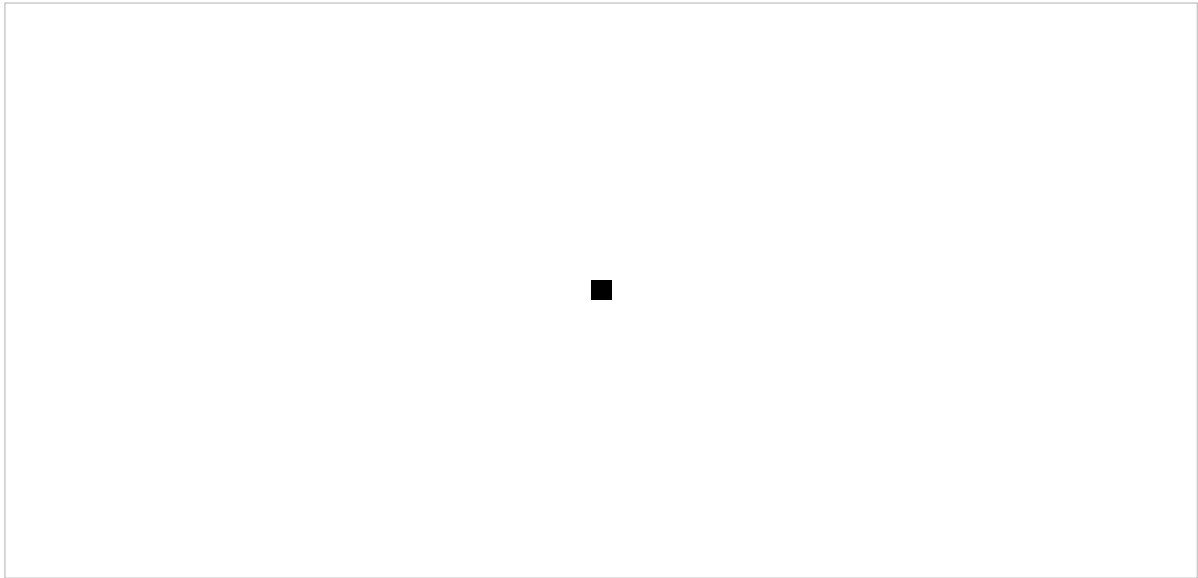
- Mon 20 Nov - 9pax
- Tue 21 Nov – 10pax

Dietary requirements

- 1 x allergic to fresh tomato

1 x allergic to banana, kiwifruit & avocado

Menus



Nga mihi

S

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Sent: Tuesday, 26 September 2023 11:18 am

To: [REDACTED]

Cc: [REDACTED]

Subject: RE: Booking for [REDACTED] [REDACTED] 20-21 November - Takina

Kia ora **S**

Just wanting to follow up on my email below.

If you could please advise should you wish to proceed to contract.

Nga mihi,

Jonty Datson

Function Sales and Coordinator

Takina Events

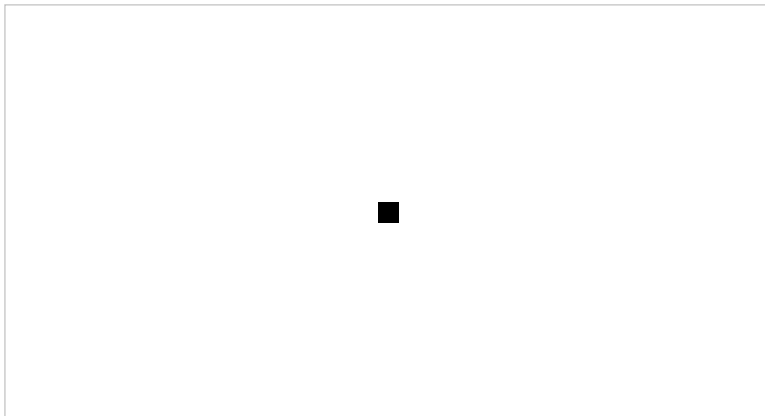
PO Box 467 | 55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: [REDACTED]

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Sent: Tuesday, September 19, 2023 1:45 PM

To: [REDACTED]

Cc: [REDACTED]

Subject: RE: Booking for [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a) 20-21 November - Takina

Kia ora [REDACTED] S

Thank you for getting in touch.

Confirming hire of Matiu under the day delegate rate would be charged at \$[REDACTED] s 9(2)(a) + GST per person, per day.

I have attached a copy of our *Daily Menu*, and you can find audio – visual inclusions below.

Matiu Audio – Visual Inclusions

1 x [REDACTED] S 12000 Lumen HD Projector

1 x 4.4m x 2.5m Screen

1 x Lectern & Lectern Microphone

2 x Wireless Handheld Microphones

1 x Wireless Lapel Microphone

Do let me know if you have any further questions or queries

Nga mihi,

Jonty Datson

Function Sales and Coordinator

Takina Events

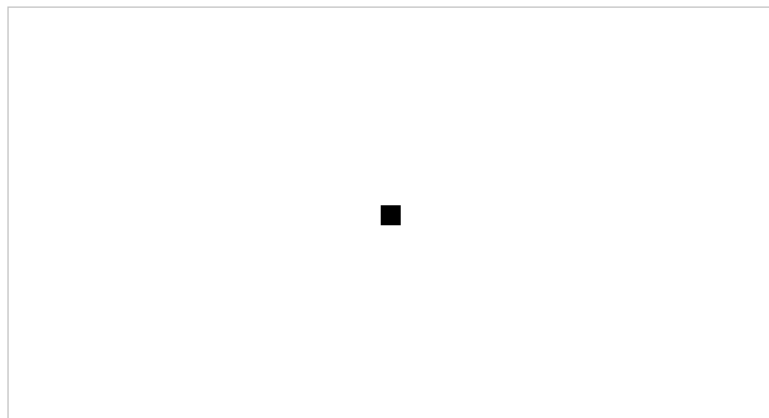
PO Box 467 ;55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: [REDACTED] s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: [REDACTED] s 9(2)(a)

Sent: Tuesday, September 19, 2023 12:21 PM

To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Cc: [REDACTED] s 9(2)(a)

Subject: Booking for [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a) 20-21 November - Takina

Kia ora Jonty,

[REDACTED] s 9(2)(a) has forwarded your email to me to finalise the details for [REDACTED] S Exec meeting at Takina 20 & 21 November

I understand the preference is to book Matiu for both days, so please go ahead and book that space

Is the day delegate rate for Matiu \$[REDACTED] S + GST per person?

Can you please send through the daily menu and also the standard audio-visual package for the space

I look forward to hearing from you

Nga mihi, na [REDACTED] S

[REDACTED] 9(

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

s 9(2)(a)

From: s 9(2)(a)
Sent: Thursday, 14 September 2023 1:51 pm
To: s 9(2)(a)
Subject: FW: Booking for s 9(2)(a) | s 9(2)(a) - Takina

Kia ora s

Hope you are having a good week.

Please see email below for all the details re the venue.

Aku mihi,

s 9(2)(a)

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Sent: Tuesday, 12 September 2023 2:09 pm
To: s 9(2)(a) | s 9(2)(a)
Subject: Booking for s 9(2)(a) | s 9(2)(a) - Takina

Kia ora korua,

Thank you for both taking the time last Friday to come in and view our spaces here at Takina.

Just wanting to reiterate that we currently have pencil holds placed on your behalf for **Makaro, Matiu, and Mokopuna** on both the 20th and 21st of November.

I understand your preference of the three spaces was Matiu? I would be happy to hold all three spaces until COB Tuesday the 19th.

Regarding price, our Day Delegate rate starts at \$ s 9(2)(a) + GST and includes –

- Single venue hire from 08:00 – 18:00
- Full Day Catering from our *Daily Menu* including tea and coffee, morning and afternoon tea, and lunch.
- A Standard audio – visual package to suit your designated venue.

Do let me know if there is anything else I can assist with.

Nga mihi,

Jonty Datson
Function Sales and Coordinator
Takina Events
PO Box 467, 55 Cable Street, Wellington 6011
Email: jonty.datson@takinaevents.co.nz
Mobile: s 9(2)(a)

Mobile: +64 21 s 9(2)(a)

Email: Jeanine.Smit@takinaevents.co.nz

s 9(2) – should Jeanine contact Suzanne regarding logistics from hereon? I have received the purchase order number as well, thank you 😊

Once again thank you for booking with Tākina Events, we look forward to working with you and your team!

Thank you for your support and have a great day!

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Wednesday, Thursday & Friday

Talk to us about hosting your next event at Tākina or Te Papa

Find out more at takina.co.nz



From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Tuesday, June 27, 2023 1:42 PM

To: s 9(2)(a)

Cc: s 9(2)(a)

Subject: RE: Takina Events - 5th & 6th December 2023 - counter signed contract

Hi s 9(2)

Apologies for the delay, we had a Trade Show last week so have been tied up with that.

I have attached a copy of the countersigned contract for your records. I will do an e-introduction to the co-ordinator who will be working with you to finalise all the details for your event later on this week.

Thank you again **s** and I will be in touch!
9(2)

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **s** 9(2)(a)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Wednesday, Thursday & Friday

Talk to us about hosting your next event at Tākina or Te Papa

Find out more at takina.co.nz



From: **s** 9(2)(a)

Sent: Tuesday, June 27, 2023 10:45 AM

To: Tory Chan <Tory.Chan@takinaevents.co.nz>

Cc: **s** 9(2)(a)

Subject: RE: Takina Events - 5th & 6th December 2023 - signed contract received

Kia ora Tory,

Hope you've having a good day so far.

Have you had a chance to sign off the contract yet?

Many thanks,

s
9(2)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Wednesday, June 21, 2023 2:47 PM

To: **s** 9(2)(a)

Cc: **s** 9(2)(a)

Subject: RE: Takina Events - 5th & 6th December 2023 - signed contract received

Hi [REDACTED]
9(2)

Thank you for your signed contract, I will sign a copy and send back to you when I am back in the office on Friday.

Have a lovely Wednesday and I will be in touch!

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 [REDACTED]
9(2)(a)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Wednesday, Thursday & Friday

Talk to us about hosting your next event at Tākina or Te Papa

Find out more at takina.co.nz



From: [REDACTED]
s 9(2)(a)

Sent: Tuesday, June 20, 2023 10:52 AM

To: Tory Chan <Tory.Chan@takinaevents.co.nz>

Cc: [REDACTED]
s 9(2)(a)

Subject: RE: Takina Events - 5th & 6th December 2023 - public liability query

Mōrena Tory,

Please find attached a copy of the signed contract.

I've raised a PO so once that has gone through, we'll send it through to you.

Let us know if there is anything else we can do in the meantime.

Many thanks,

[REDACTED]
9(2)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Monday, June 19, 2023 9:29 AM
To: [REDACTED] s 9(2)(a)
Cc: [REDACTED] s 9(2)(a)
Subject: RE: Takina Events - 5th & 6th December 2023 - public liability query

Hi [REDACTED] s 9(2)

No problems at all, I have updated the 'Public Liability Insurance' row under GENERAL on page 5 of the contract and attached for sign off.

Cheers,

Ngā mihi
Tory Chan
Account Manager
Tākina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 [REDACTED] s 9(2)(a)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Wednesday, Thursday & Friday

Talk to us about hosting your next event at Tākina or Te Papa
Find out more at takina.co.nz



From: [REDACTED] s 9(2)(a)
Sent: Friday, June 16, 2023 12:47 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Cc: [REDACTED] s 9(2)(a)
Subject: RE: Takina Events - 5th & 6th December 2023 - public liability query

Hi Tory,

Yes, that would be fine.

Thanks,

s
9(2)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Friday, June 16, 2023 11:35 AM

To: s 9(2)(a)

Cc: s 9(2)(a)

Subject: RE: Takina Events - 5th & 6th December 2023 - public liability query

Hi s
9(2)

Thank you for your response, your insurance only covers sites managed by the s 9(2)(a) s 9(2)(a) and any subsidiary company and other entity, whether incorporated or otherwise, over which the s 9(2)(a) exercises management control".

There is an option to pay for Takina Events Public Liability Insurance at s 9(2)(i) + GST per day if that works for you?

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Wednesday, Thursday & Friday

Talk to us about hosting your next event at Tākina or Te Papa

Find out more at takina.co.nz



From: s 9(2)(a)

Sent: Friday, June 16, 2023 9:56 AM

To: Tory Chan <Tory.Chan@takinaevents.co.nz>

Cc: s 9(2)(a)

Subject: RE: Takina Events - 5th & 6th December 2023 - public liability query

Kia ora Tory,

The Financial Division at the University has confirmed that they are currently in the middle of renewing the insurance and the policy will be finalised and accepted around September. The certificate for the next period won't be issued until after this process is completed, which is usually in November.

I can send you an updated certificate in November. The one I sent you is the only Public Liability policy document we have currently.

I will forward you my email communication with Financial Divisions confirming this.

If this is acceptable to you, we can go ahead with signing the contract.

Thank you,

S
9(2)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Friday, June 16, 2023 9:02 AM

To: **S** 9(2)(a)

Cc: **S** 9(2)(a)

Subject: RE: Takina Events - 5th & 6th December 2023 - public liability query

Good morning **S**
9(2)

The attached insurance only covers sites managed by the university and it expires in November 2023 with the event being held in December.

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **S** 9(2)(a)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Wednesday, Thursday & Friday

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**Flexible spaces, latest
technology & local cuisine**

Click here to discover our range of
event packages

From: [REDACTED] s 9(2)(a)
Sent: Wednesday, June 14, 2023 3:39 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Cc: [REDACTED] s 9(2)(a)
Subject: RE: Takina Events - 5th & 6th December 2023 - amended contract with contact details changed

Kia ora Tory,

Sorry, one more thing, referring to Public Liability cover (under General (page 5) and clause 18.1 of the General Conditions (page 12)), the University's insurance provider is Vero Liability Insurance Ltd (see attached).

Does the provider fall under the approved list of insurance providers by Tākina Events?

Thanks,

[REDACTED]
s
9(2)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Tuesday, June 13, 2023 2:33 PM
To: [REDACTED] s 9(2)(a)
Cc: [REDACTED] s 9(2)(a)
Subject: RE: Takina Events - 5th & 6th December 2023 - amended contract with contact details changed

Hi [REDACTED]
s
9(2)

No problems at all, I have attached an amended contract swapping out your name with Suzanne's.

Ngā mihi
Tory Chan
Account Manager
Tākina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 [REDACTED] s 9(2)(a)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Wednesday, Thursday & Friday

Talk to us about hosting your next event at Tākina or Te Papa
Find out more at takina.co.nz



From: [REDACTED] s 9(2)(a)
Sent: Monday, June 12, 2023 12:47 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Cc: [REDACTED] s 9(2)(a)
Subject: RE: Takina Events - 5th & 6th December 2023 - contract for sign off

Kia ora Tory,

Thank you for sending through the contract.

I would like to inform you that my colleague [REDACTED] s 9(2)(a) is taking over my role as the [REDACTED] s 9(2) Centre Coordinator and we have already begun the handover process. I have had a chance to read through the contract and would like to request for my details to be changed to Suzanne's.

Specifically in the contract, on pages 5 and 6, for Client Relationship Manager and Health and Safety Representative – please replace my name and contact number with:

- [REDACTED] s 9(2)(a)
- [REDACTED] s 9(2)(a)

Please note the [REDACTED] s 9(2) email and address remain unchanged.

Once you have amended those details, please send through an updated contract for us to check and sign.

Ngā mihi nui,

[REDACTED] s 9(2)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Thursday, June 8, 2023 1:53 PM
To: [REDACTED] s 9(2)(a)
Subject: FW: Takina Events - 5th & 6th December 2023 - contract for sign off

Hi **s**
9(2)

Thank you for confirming the 9th **s 9(2)(a)** at Tākina Events. We look forward to welcoming you in our spaces!

Please find attached the contract for your review and note the following:

- There is a minimum catering spend of \$ **s 9(2)(i)** + GST per person per day based on 150 people (equivalent of [Daily Menu](#) morning/afternoon tea and lunch)
- Please note there is basic audio visual included in the rate. Any additional AV such as staging additional microphones will incur an additional charge and this can be confirmed with your co-ordinator closer to the time

Once we receive the signed contract and the countersigned copy is sent, the agreement becomes binding.

s 9(2)(i)

Thank you again for choosing our spaces, we look forward to working with your team.

Kind regards,

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**

I work on a part-time basis from 9:00am to 12:00pm on Monday, Wednesday, Thursday & Friday

Talk to us about hosting your next event at Tākina or Te Papa

Find out more at takina.co.nz



From: [REDACTED] s 9(2)(a)
Sent: Wednesday, June 7, 2023 3:38 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: Takina Events - 5th & 6th December 2023 - contract requirements

Kia ora Tory,

No worries, sorry I wasn't aware you were away.

Name of the event

9th [REDACTED] s 9(2)(a)

Will it be your name that I put onto the contract? If someone else is signing off, please advise their full details (Full name, title, contact email and phone number and address)

For sign off:

[REDACTED] s 9(2)(a)

Who will this be billed to? (Please advise full name, title, contact email and phone number and address if different from above)

[REDACTED] s 9(2)(a)

Many thanks,

[REDACTED] s 9(2)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Wednesday, June 7, 2023 9:22 AM
To: [REDACTED] s 9(2)(a)
Cc: [REDACTED] s 9(2)(a)
Subject: RE: Takina Events - 5th & 6th December 2023 - contract requirements

Good morning [REDACTED] s 9(2)

Apologies for the delay, I was away from the office yesterday.

That is great news you wish to proceed with your function on the 5th & 6th December 2023. Are you able to confirm the below details so I can include the correct information in the contract:

- Name of the event
- Will it be your name that I put onto the contract ? If someone else is signing off, please advise their full details (Full name, title, contact email and phone number and address)

- Who will this be billed to? (Please advise full name, title, contact email and phone number and address if different from above)

Thank you **s 9(2)** I look forward to hearing from you.

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**

Talk to us about hosting your next event at Tākina or Te Papa
Find out more at takina.co.nz



From: **s 9(2)(a)**

Sent: Wednesday, June 7, 2023 9:20 AM

To: Tory Chan <Tory.Chan@takinaevents.co.nz>

Cc: **s 9(2)(a)**

Subject: RE: Takina Events - 5th & 6th December 2023 - revised quote with reduced minimum numbers

Kia ora Tory,

Just wanting to follow up on this. We would like to book in those dates discussed initially.

Please advise the procedures for locking in those dates, payment, contract, etc.

Thank you,

s 9(2)

From: **s 9(2)(a)**

Sent: Friday, June 2, 2023 12:00 PM

To: Tory Chan <Tory.Chan@takinaevents.co.nz>

Cc: Iain Lamont <iain.lamont@otago.ac.nz>

Subject: RE: Takina Events - 5th & 6th December 2023 - revised quote with reduced minimum numbers

Kia ora Tory,

Yes, please, we would like to lock that in. Please advise the procedures for this.

Thanks,

s
9(2)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Friday, June 2, 2023 9:58 AM

To: **s** 9(2)(a)

Subject: RE: Takina Events - 5th & 6th December 2023 - revised quote with reduced minimum numbers

Good morning **s**
9(2)

I was actually going to get in touch with you this morning to advise that the other client have released their pencil booking so you are now first pencil on the 4th to 6th December. If we receive another enquiry for the same date, I will reach out to ensure you're interested. If so, we require a signed contract to confirm your booking.

I am happy to reduce the minimum number to 150 delegates, please find attached a revised quote for your consideration.

Let me know if you have any further queries **s**
9(2)

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **s** 9(2)(a)

Talk to us about hosting your next event at Tākina or Te Papa

Find out more at takina.co.nz



From: [REDACTED] s 9(2)(a)
Sent: Friday, June 2, 2023 9:26 AM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Cc: [REDACTED] s 9(2)(a)
Subject: RE: Takina Events - 5th & 6th December 2023

Kia ora Tory,

Thank you for the information – it's very extensive which is great.

Are you able to requote to cater for 150 people?

And would you be able to confirm with the other client if they can confirm/release their 5-6 December booking? We would prefer those dates if available. If your other client are going to take up those dates, can you please advise us with alternative dates (any 2 subsequent weekdays from anywhere between mid-November to mid-December)?

Thank you in advance for your help.

Ngā mihi,

[REDACTED] s
9(2)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Thursday, June 1, 2023 10:57 AM
To: [REDACTED] s 9(2)(a)
Subject: RE: Takina Events - 5th & 6th December 2023

Hi [REDACTED] s
9(2)

Great timing, I was just about to hit the send button!

Thank you for your patience and for your interest in Tākina Events, we would love to welcome One health Aotearoa to our spaces.

We currently have another tentative booking on **the 5th & 6th December 2023**, if you are interested in holding your conference with us we will get in touch with the other client to give them 48 hours to proceed or release their booking. After this time availability will be on a first in first serve basis.

I have quoted for the following spaces on **Level 1** at Takina:

- **Rongomatane Plenary 1.2 & 1.3** – for your Conference Room
- **Rongomatane Foyer** – for your catering and 20x poster boards (We have offered a complimentary room hire for this as it will be used as a shared space)

Click on below links to access to each space and **interactive floor plans**

1. [Plenary Hall One](#)
2. [Tākina meeting rooms](#)
3. [Exhibition Hall](#)

Please find attached a quotation for review and note the following:

- There is a minimum catering spend of \$ [REDACTED] s 9(2)(i) + GST per person per day based on 180 people (equivalent of [Daily Menu](#) morning/afternoon tea and lunch)

The offer is valid until 30th June 2023. After this, we reserve the right to cancel the offer and to release the spaces to another client if we haven't heard back from you.

Thank you again for the opportunity **s 9(2)** feel free to call me if you have any questions, or would like to organise a famil of the spaces.

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**

Talk to us about hosting your next event at Tākina or Te Papa
Find out more at takina.co.nz



From: **s 9(2)(a)**
Sent: Thursday, June 1, 2023 10:35 AM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: Takina Events - 5th & 6th December 2023

Kia ora Tory,

Just following up on this – have you had a chance to look at availability and the quote for the symposium?

Many thanks,

s 9(2)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Monday, May 29, 2023 2:19 PM
To: **s 9(2)(a)**
Subject: RE: Takina Events - 5th & 6th December 2023

Hi **s 9(2)**

Thank you for your response with those details, I check availability and come back to you with a quote for your Symposium.

I am not in the office tomorrow but will be back on Wednesday and will be in touch then.

Have a great afternoon!

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**

Talk to us about hosting your next event at Tākina or Te Papa

Find out more at takina.co.nz



From: **s 9(2)(a)**
Sent: Friday, May 26, 2023 4:28 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: Takina Events - 5th & 6th December 2023

Kia ora Tory,

Thank you for getting back to me so quickly and I apologise for missing your call. Moving forward, I wonder if our communication can take place via email so that I'm able to forward the details to the symposium organising committee – this would be a huge help.

Here are the answers to your questions:

- Do you require any breakout rooms?
[No, but we do need space for catering.](#)
- How many poster presentations will you be having?
[We're not sure until much later in the planning process. In the past we have approximately 12-14 posters – are you able to cater up to 20 posters?](#)
- I can quote you for full day catering for both the 5th & 6th December, do you have any evening functions?
[No, we don't have any evening functions.](#)
- What time would you want to pack in on the 4th December?
[From around midday.](#)

- Has **s 9(2)(a)** advised of any budgets for this Symposium?
We do have a budget, but it's not a big one. Are you able to provide a quote (or even a preliminary estimate) then **s 9(2)** can decide whether it's within the budget or not.
- Do you have anyone based in Wellington that wishes to come in to take a look at our spaces?
Yes, we can arrange a representative for this.
- Are you flexible with your dates if we don't have availability? We currently have some pencil bookings in our space that would be suitable for you.
We can potentially work with other dates, depending on what alternative dates you have.

Thank you and looking forward to your reply.

Ngā mihi,

s 9(2)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Friday, May 26, 2023 1:45 PM

To: **s 9(2)(a)**

Subject: Takina Events - 5th & 6th December 2023

Good afternoon **s 9(2)**

Thank you for your enquiry here at Takina Events, I have just tried to give you a call but you're on your lunch break so thought I would send you through a quick email.

I just require a few further details for your Symposium:

- Do you require any breakout rooms?
- How many poster presentations will you be having?
- I can quote you for full day catering for both the 5th & 6th December, do you have any evening functions?
- What time would you want to pack in on the 4th December?
- Has **s 9(2)(a)** advised of any budgets for this Symposium?
- Do you have anyone based in Wellington that wishes to come in to take a look at our spaces?
- Are you flexible with your dates if we don't have availability? We currently have some pencil bookings in our space that would be suitable for you

Thank you for your time **s 9(2)** once I have the above information I can put together some pricing and send through.

Kindest regards,

Ngā mihi

Tory Chan

Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz

From: s 9(2)(a)
To: Jonty Datson
Subject: RE: s 9(2)(a) 2024
Date: Tuesday, 30 January 2024 4:08:50 pm
Attachments: [image005.png](#)
[image008.jpg](#)
[image009.jpg](#)
[image001.png](#)

Kia ora Jonty,

Sure thing, here you go

Contract:

- Contact on behalf of the hirer including name, email, telephone number.
 - s 9(2)(a)
 -
 -
- Onsite health and safety representative on behalf of the hirer
 - s 9(2)(a)
- Contract signatory and their designation
 - s 9(2)(a)

Billing:

- Bill to contact including their name, email, telephone, postal address (we will only send you digital material)
 - s 9(2) as previous contracts.
- Will you require a Purchase Order Number or other reference to be attached to your invoice ?
 - No

Nga mihi,

s 9(2)(a)

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Sent: Tuesday, January 30, 2024 4:01 PM

To: s 9(2)(a)

Subject: RE: s 9(2)(a) 2024

You don't often get email from jonty.datson@takinaevents.co.nz. [Learn why this is important](#)

Kia ora s 9(2)
()

Not to worry, and yes we can certainly progress this booking to contract.

I will need the following info from you to be reflected on both your contract and any financials we issue to you –

Contract:

- Contact on behalf of the hirer including name, email, telephone number.
- Onsite health and safety representative on behalf of the hirer
- Contract signatory and their designation

Billing:

- Bill to contact including their name, email, telephone, postal address (we will only send you digital material)
- Will you require a Purchase Order Number or other reference to be attached to your invoice ?

Nga mihi,

Jonty Datson

Function Sales and Coordinator

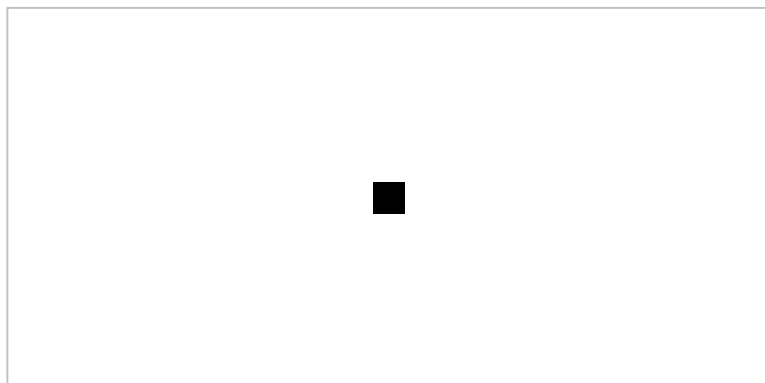
Takina Events

PO Box 467 ;55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: s 9(2)(a) <s 9(2)(a)> s 9(2)(a)

Sent: Tuesday, January 30, 2024 3:44 PM

To: Jonty Datson <jonty.datson@takinaevents.co.nz>

Subject: RE: s 9(2)(a) 2024

Kia ora Jonty,

Thank you for the revised rate for the Tawhirimatea venue fee. Can we please lock in the date and move forward with this booking?

Nga mihi,

s 9(2)(a) (She/Her)

s 9(2)(a)

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Sent: Friday, January 19, 2024 1:40 PM

To: s 9(2)(a) <s 9(2)(a)> s 9(2)(a)

Subject: RE: s 9(2)(a) 2024

You don't often get email from jonty.datson@takinaevents.co.nz. [Learn why this is important](#)

Kia ora s 9(2)
()

We are willing to compromise on the venue fee and are happy to offer up Tawhirimatea at a rate of \$ s 9(2)(0) + GST (\$ s 9(2)(0) on initial quote).

We cannot compromise on any of the F&B as this will begin to significantly impact on our bottom line.

In terms of cost saving measures, my first suggestion would be to examine what can be cut in terms of the themed lighting, but as I said we cannot be flexible when it comes to any of the F&B pricing I'm afraid.

Do let me know your thoughts.

Nga mihi,

Jonty Datson

Function Sales and Coordinator

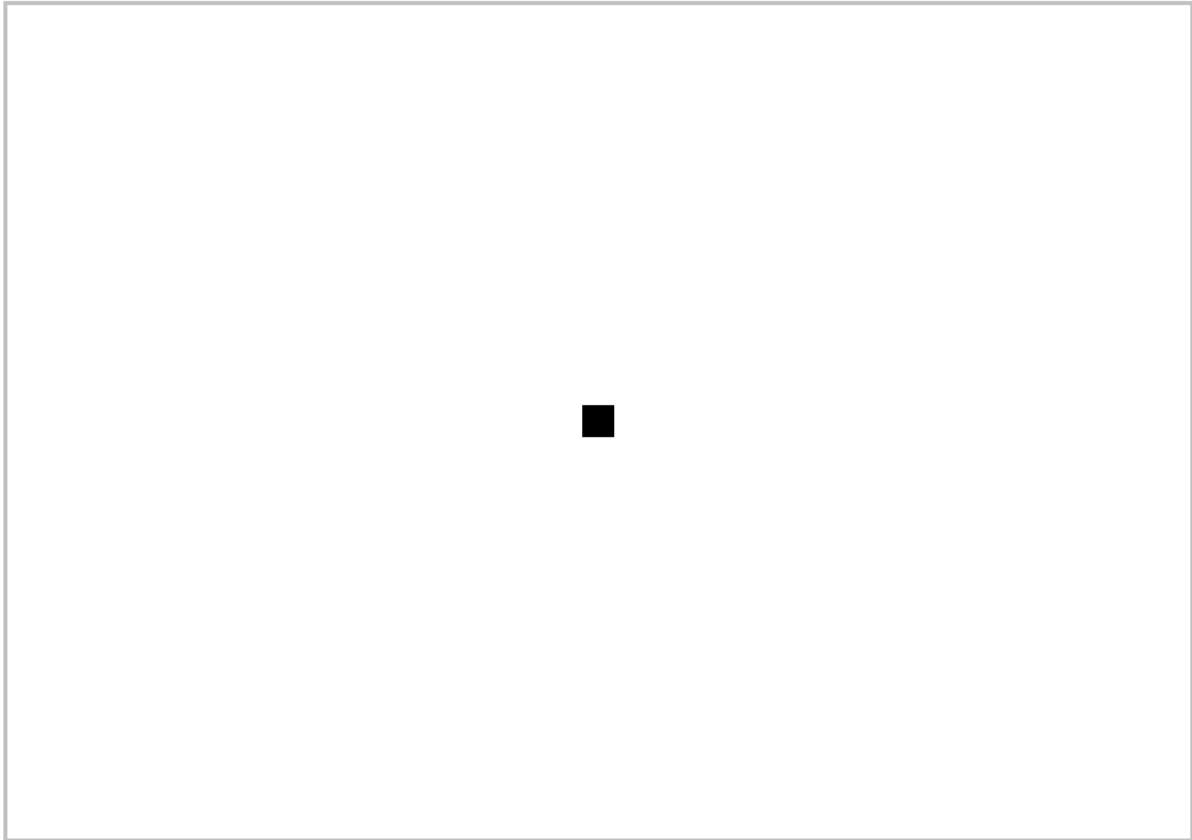
Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: s 9(2)(a) <s 9(2)(a) s 9(2)(a)>
Sent: Thursday, January 18, 2024 4:31 PM
To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Subject: RE: s 9(2)(a) 2024

Kia ora Jonty,

Thank you for confirming the Thursday 5th of December. That date works well for us. I appreciate that there may be some inflation but is there any room to work on the prices of the mocktail, alternate drop dinner and venue? The increases over these three areas equate to a difference of approx. s 9(2)(b) which is a stretch for us.

As a charity we a focus on fostering s 9(2)(a) of Aotearoa. This event held each year to celebrate the s 9(2)(a) as a part of s 9(2)(a) throughout that year.

Nga mihi,

s 9(2)(a)

s 9(2)(a)

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Sent: Thursday, January 18, 2024 3:21 PM

To: s 9(2)(a) <s 9(2)(a)>, s 9(2)(a)

Subject: RE: s 9(2)(a) 2024

You don't often get email from jonty.datson@takinaevents.co.nz. [Learn why this is important](#)

Good afternoon s 9(2)
()

Thank you so much for contacting the team here at Takina and considering hosting your awards evening once again with us in 2024. I would be happy to look after your booking in Martina's absence.

I can confirm we do have availability to host you on **Thursday the 5th of December 2024** within Tahwirimatea, and have tentatively pencilled you in for the time being. Unfortunately the venue is engaged on both the 3rd and 4th of December.

Attached is a provisional proposal for the event that breaks down projected costs for venue hire, catering and audio-visual. I have noted your request to have the disco ball removed and reflected this in the quote for A.V, as well as adjustments for inflation. Let me know if there is anything else you wish to add or subtract from the proposal.

Let me know how you feel about that 5th date, and how that works for stakeholders at your end, and we can go from there.

I look forward to working with you.

Nga mihi,

Jonty Datson

Function Sales and Coordinator

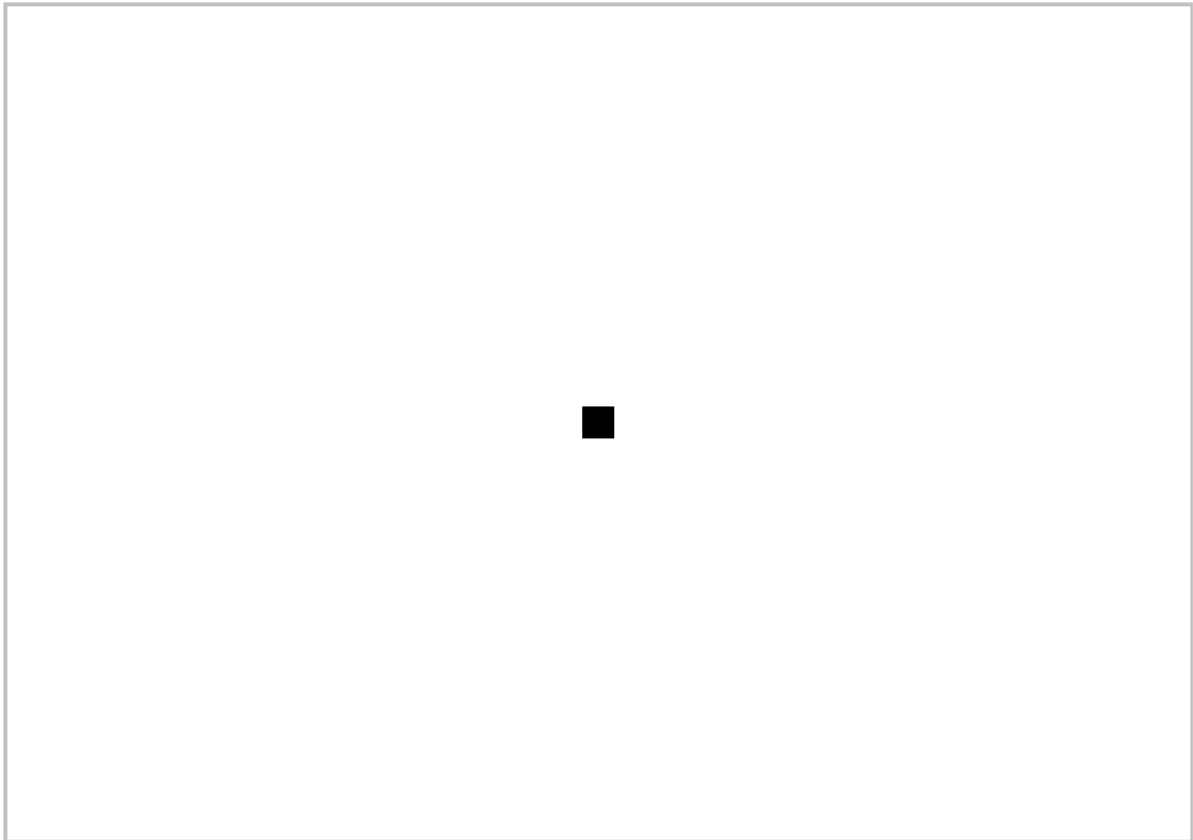
Takina Events

PO Box 467 |55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: s 9(2)(a) <s 9(2)(a) s 9(2)(a)>
Sent: Thursday, January 18, 2024 11:46 AM
To: Tara Terry <Tara.Terry@takinaevents.co.nz>
Subject: FW: s 9(2)(a) 2024

Kia ora Tara,

Hope you had a good holiday break.

I have reached out to Martina this morning to start looking at our awards dinner for 2024. However, I received a bounce back on her email. Do you have a contact or account manager I could reach out to for this booking?

Nga mihi,

s 9(2)(a)

A large, solid black rectangular redaction box covering the signature area. The text 's 9(2)(a)' is visible at the top left corner of the redaction.

From: s 9(2)(a)
Sent: Thursday, January 18, 2024 11:28 AM
To: 'martina.cenzato@takinaevents.co.nz' <martina.cenzato@takinaevents.co.nz>
Subject: s 9(2)(a) 2024

Kia ora Martina,

Hope you have had a good Christmas and New year's.

Young Enterprise thoroughly enjoyed working with Takina to hold our s 9(2)(a) evening in December. We would like to continue to work with you and Takina for delivering this event again for 2024. What is the availability like at Takina for the 3rd, 4th or 5th of December?

We would like the Tawhirimatea Plenary Hall and Banquet style for the gala dinner. AV would be the same, except for the Disco Balls.

Nga mihi,



s 9(2)(a)

From: s 9(2)(a)
To: [Aaron Telford](#)
Cc: s 9(2)(a) [Bushra Nur](#)
Subject: Re: Takina contact form: 27/03/2023
Date: Friday, 30 June 2023 3:29:57 pm
Attachments: [PastedGraphic-1.png](#)
[image001.png](#)
[image002.jpg](#)
[PastedGraphic-1.png](#)
[image003.png](#)
s 9(2) [Standard floorplan- Plenary Hall split into 4.pdf](#)

Hi Aaron

We have now secured a PCO - Brightstar. Will be meeting with them next Tuesday. They have a conference at Takina. I think that will be the best time to get the contracts signed, or shortly thereafter depending on the circumstances..

Kind Regards

s 9(2)
(a)

On 29/06/2023, at 1:08 PM, Aaron Telford
<aaron.telford@takinaevents.co.nz> wrote:

Kia ora s 9(2)(a)

I hope you are well.

I just wanted to check in with you in regard to your event dates that we are now holding for February 2024.

Are you in the position to review an updated proposal and contract your event as yet?

Thanks in advance,

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Thursday, March 30, 2023 2:38 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a)
Subject: Re: Takina contact form: 27/03/2023

Kia ora Aaron

Thank you for the quotation. May you please clarify the following

1. Does the room hire include the standard AV hire charges - if not, how much extra would that be?
2. I forgot to mention that we will have about 10-15 exhibitor stands. These would be in the room where morning/afternoon tea and lunch are served. May you please factor this in in terms of whether you supply the exhibitor stands or we have to provide this ourselves.

The set-up time for the plenary and change into breakout rooms each time may present a challenge. I am willing to meet you and have a discussion about how this would look like.

Kind Regards

s 9(2)
()



On 30/03/2023, at 11:38 AM, Aaron Telford
<aaron.telford@takinaevents.co.nz> wrote:

Kia ora s 9(2)
()

Thank you again for interest in Takina Events and our spaces to host your event.

Please see attached your tailored proposal

Dates quoted are:

Friday 22nd and Saturday 23rd September 2023

Alternate Dates available (not being held)

Thursday 28th and Friday 29th September

Friday 29th and Saturday 30th September

Friday 20th and Saturday 21st October

No dates available in November

I have quoted your event into Level 2 of the centre and this will be the best fit for your numbers for the plenary space. As mentioned your numbers even at 300 will not fit in Te Papa, based on the event requirements and current spaces available over the period you are looking at hosting your event. So we won't quote on Te Papa on this occasion.

Plenary Hall 2, can be divided into four sections for breakout sessions. We will also require approx 30 mins to put the walls in and refresh the rooms when turning from plenary to breakouts and back.

I have also included in the proposal an additional meeting room that can also be used for the breakfast service for the two mornings required. Along with the complimentary organisers office.

Catering is our Full day option and consists of Morning Tea, Buffet lunch and Afternoon Tea. There are links to the menus in the attached document.

We will need to reset the room for the dinner and awards evening- based on numbers of 300 we would require 1.5- 2 hours to do this depending on if we need to move AV and staging etc.

I have attached a standard floorplan to this email for you to see how the space breaks into 4 sections for breakouts- your plenary space would be in 2 sections of the room to start with and we would only need to put in one wall during a break for this.

Thank you again for the opportunity to quote on your event, If you have any questions, or would like to arrange for a site visit to see the spaces please let me know.

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

From: s 9(2)(a) <[s 9\(2\)\(a\)](mailto:s 9(2)(a)@takinaevents.co.nz)>
Sent: Wednesday, 29 March 2023 11:14 am
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a)
s 9(2)(a)
Subject: Re: Takina contact form: 27/03/2023

Hi Aaron

Thanks for getting back to me.

See my response to your questions in red below.

Kind Regards

s 9(2)
()



On 28/03/2023, at 3:21 PM, Aaron Telford
<aaron.telford@takinaevents.co.nz> wrote:

Kia ora s 9(2)
()

Thank you for your enquiry with us here at Takina Events and information provided for your event.

If you can please provide me with some more information below so I can provide the best proposal for you that will be appreciated.

Based on the numbers indicated, I would quote your event into Takina as the numbers will be too large for the available venues at Te Papa.

] May you please give us a quote for TePapa if our delegate numbers are reduced to 300pax maximum with proportionately reduced numbers for other activities?

Structure

2 Days of Conference - 9am to 5pm

2 breakfast sessions on each morning of the conference:
7:00am - 8:30am- **are the numbers for breakfast 400 each day? No. Breakfast will be limited to 50 on day 1 and 75 on day 2**

1 Plenary Room - 400pax- **what would the preferred room set up be for this? No particular preference as long as all delegates have direct line of site of the stage area**

4 Breakout Rooms - 100pax **what would the preferred room set up be for this? Round tables of 6 people. Some breakout rooms can have a capacity of 50-75, with the Plenary room becoming the main breakout room.**

Are both days full day catering, morning tea, lunch and afternoon tea? Yes

1 room for evening awards ceremony and dinner - either 1st day or second day of conference, **is this a 3 course plated dinner and do you have pre dinner canapes? 3 course plated dinner - It would be good to have a tasting if we choose Takina as a preferred venue to make the final decision**

Thanks and I look forward to hearing back from you,

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

From: no-reply@takina-prod.sites.silverstripe.com <no-reply@takina-prod.sites.silverstripe.com>

Sent: Monday, 27 March 2023 4:10 pm

To: Venues <enquiries@takinaevents.co.nz>

Subject: Takina contact form: 27/03/2023

Takina contact form submission

Submitted on 27/03/2023

Form details

Enquiry Type: Detailed Event Enquiry

Name: s 9(2)(a)

Email: s 9(2)(a)

Phone: s 9(2)(a)

Message: Organisation: s 9(2)(a)
s 9(2)(a)

Name of Event: NZ s 9(2)(a)

Duration: 2 days with evening dinner and awards ceremony

Timing: 20-30 September, 20-31 October, November 2023 - depending on availability. Prefer Thursday-Friday or Friday-Saturday.

Structure

2 Days of Conference - 9am to 5pm

Sessions

2 breakfast sessions on each morning of the conference: 7:00am - 8:30am

1 plenary room - 400pax

4 breakout rooms - 100pax each

1 room for evening awards ceremony and dinner - either 1st day or second day of conference

Option 1. - additional 1 day of professional development, before or after the two day conference

Option 2. - 1 day conference with awards dinner as above.
4 rooms - up to 25 pax per room

Venue - quotation for both Takina and Tepapa

From: [Aaron Telford](#)
To: s 9(2)(a)
Subject: RE: Pencil hold s 9(2) pre-event masterclass
Date: Tuesday, 10 October 2023 12:57:00 pm
Attachments: [image001.jpg](#)
[image002.jpg](#)

Hi s 9(2)(a)

Thanks- I have pencilled this separately for you.

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

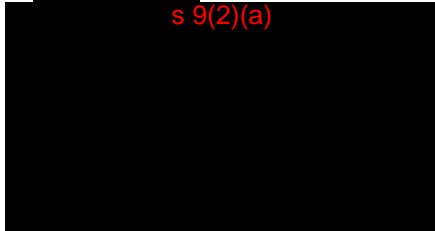
From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, October 10, 2023 9:53 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Pencil hold s 9(2) pre-event masterclass

Hi Aaron

At this stage we only want to pencil hold the Angus rooms not contract on them. We are not sure if they are needed yet so don't want to be committed to paying for them.

Thanks

s 9(2)(a)
s 9(2)(a)



■

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, October 10, 2023 9:09 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: FW: Pencil hold s 9(2) pre-event masterclass

Hi s 9(2)(a)

Did you want me to add the Angus Rooms in the existing booking that e are nearly

ready to contract on?

Thanks

Aaron

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

From: Elena Ford <Elena.Ford@takinaevents.co.nz>

Sent: Friday, October 6, 2023 4:46 PM

To: [REDACTED] <[REDACTED]>

Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: Pencil hold [REDACTED] pre-event masterclass

Kia ora [REDACTED]

Thank you, I copied in Aaron who is managing this booking from our team. He will book those rooms for you and come back with confirmation and cost.

Wishing you a nice weekend!

Nga mihi,

Elena

Elena Ford

Venues Sales Manager

Takina Events

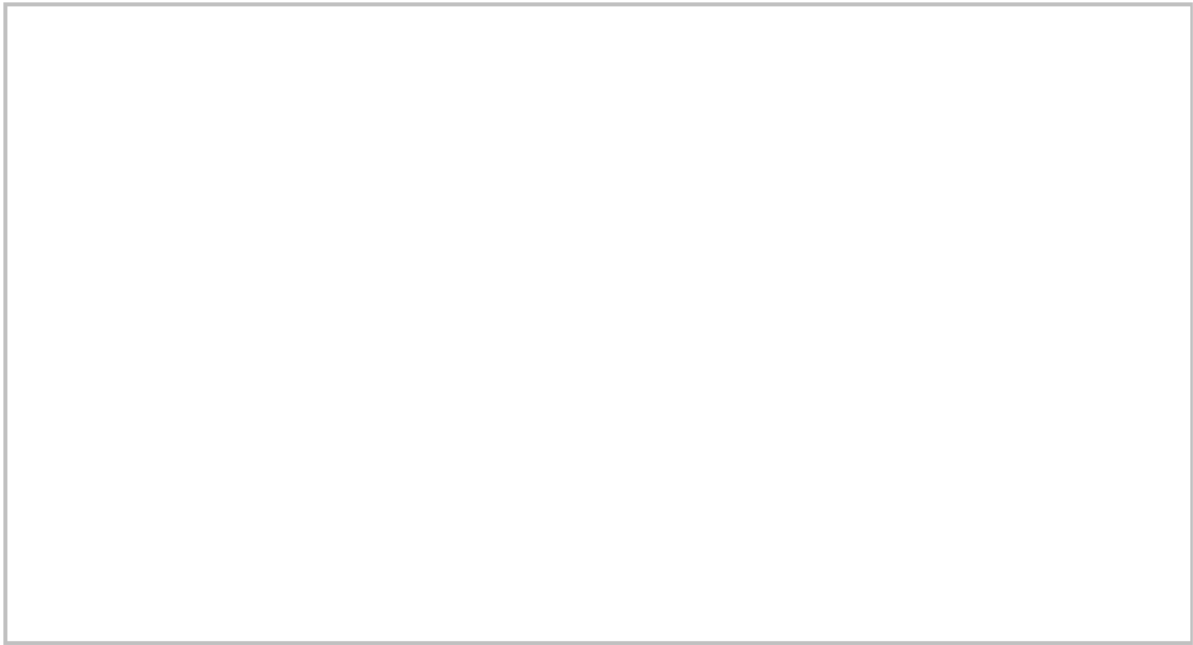
PO Box 467 155 Cable Street, Wellington 6011

Email: elena.ford@takinaevents.co.nz

Mobile: +64 [REDACTED]

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From: s 9(2)(a) <s 9(2)(a)>
Sent: Friday, October 6, 2023 3:52 PM
To: Elena Ford <Elena.Ford@takinaevents.co.nz>
Subject: Pencil hold s 9(2)(a) pre-event masterclass

Hi Elena

Could I please pencil hold the Angus room for the 20th and 21st February 2024. It will be used for a s 9(2)(a) pre-event masterclass which is a partnered event we are running at Takina.

Please let me know if you require further detail from me.

Thanks

s 9(2)(a)

s 9(2)(a)

From: [Reynold Henkel](#)
To: [Aaron Telford](#)
Cc: [Andrew Dorrington](#); [Jeanine Smit](#)
Subject: Re: s 9(2) February 2024
Date: Wednesday, 11 October 2023 5:04:41 pm
Attachments: [image001.png](#)
[image002.jpg](#)

Hi Aaron

Please see comments below.

Get [Outlook for iOS](#)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, October 11, 2023 4:46:24 PM
To: Reynold Henkel <Reynold.Henkel@takinaevents.co.nz>
Cc: Andrew Dorrington <AndrewD@tepapa.govt.nz>; s 9(2)(a)
[REDACTED]
Subject: s 9(2)(a) February 2024

Hi Reynold,

I have a client in February next year who has asked the following questions re beverage on consumption:

1. Are we able to provide non-alcoholic beverage that are not the standard coke, juice etc, if so, what can we offer? **Yes we have the kombucha**
2. Could we do a mocktail with beverage on consumption? **Yes but will be pre made. A flavoured syrup topped with lemonade or ginger ale**
3. Can we supply low alcoholic wine and an alternative? **We can get a low alcoholic in depending on quantity client prepared to pay for**

This event will be on level 2 at Takina, and she has also asked that we can have 2 x bars **Yes** for service for the welcome function (held in the gallery) and dinner (in the gallery and part of the plenary hall)- numbers are at 300. She doesn't ant people lining up for two long or creating a bottle neck.

Thanks

Aaron Telford
Senior Account Manager

Takina Events
PO Box 467 155 Cable Street, Wellington 6011
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 **s 9(2)(a)**



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Find out more at takina.co.nz

From: [Ilavarasu Rajendran](#)
To: [Aaron Telford](#)
Subject: Re: Buffet Dinner- February
Date: Tuesday, 31 October 2023 11:54:52 am
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.png](#)
[image004.jpg](#)

That would be great, thanks! JANUARY would be good.

Get [Outlook for Android](#)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, October 31, 2023 11:53:32 AM
To: Ilavarasu Rajendran <Ilavarasu.Rajendran@tepapa.govt.nz>
Subject: RE: Buffet Dinner- February

There are a couple of bigger events that day, so I'm thinking no- I could try to push it to January?

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

From: Ilavarasu Rajendran <Ilavarasu.Rajendran@tepapa.govt.nz>
Sent: Tuesday, October 31, 2023 11:52 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: Buffet Dinner- February

How is the week looking ???
If it's a busy week, we will be pushing it too much

Regards
Ila

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From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, October 31, 2023 11:41:26 AM
To: Ilavarasu Rajendran <Ilavarasu.Rajendran@tepapa.govt.nz>
Subject: FW: Buffet Dinner- February

Hi Ila,

The client is very happy with the below menu- thanks.

They have now asked if they could do a tasting of this. I have gone back to say that we don't offer menu tastings for these types of menus, due to the fact it is a tailored menu, and there are ingredients that we don't just have to hand etc,

plus manpower and prep to execute during our busy time (she wants to do this on 29th November)

She is being quite instant and is happy to pay the \$[REDACTED] tasting fee.

Is this something that we can look to do- even just some of the items?

Happy to say No, if we need to.

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED]

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Thursday, October 26, 2023 9:35 AM
To: Ilavarasu Rajendran <ilavarasu.Rajendran@tepapa.govt.nz>
Subject: RE: Buffet Dinner- February

Thanks Chef!

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED]

From: Ilavarasu Rajendran <ilavarasu.Rajendran@tepapa.govt.nz>
Sent: Thursday, October 26, 2023 9:16 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Buffet Dinner- February

Hi Aaron,

Here is the menu below. This will not be separate stations, will be only a mirrored buffet. Let me know if you if any feedback from clients.Thanks

Station 1: Seafood

Grilled rewena bread topped with mussel and cheese.
Smoked Kahawai, Arugula, pickles, salsa

Station 2: Asian

Stir fry chicken soba noodles tubs with root vegetables and scallions.
Assortment of Sushi

Station 3: Spanish/ Mediterranean

Antipasto station with variety of cured meats/salmon/grilled and picked vegetables/variety of breads and dips.

Seafood Paella topped with Spiced Sour Cream

Station 4: European

NZ prime beef slider with caramelized onion and spiced tomato chutney

Halloumi and red pepper slider

European Potato Salad

Station 5: Dessert

Pavlova with Kiwifruit

Raspberry Lamingtons

Ilavarasu Rajendran (Ila)

Executive Chef

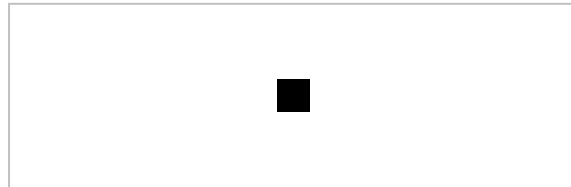
Takina Events

PO Box 467 155 Cable Street, Wellington 6011

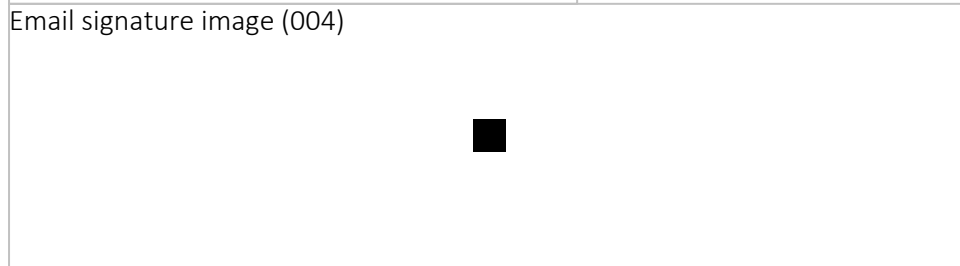
Email: ilavarasu.rajendran@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

Find out more at takina.co.nz



Email signature image (004)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, October 25, 2023 11:03 AM

To: Ilavarasu Rajendran <ilavarasu.Rajendran@tepapa.govt.nz>

Subject: FW: Buffet Dinner- February

Hi Ila,

Sorry just following up on the below, have you had a chance to see what we can offer for this client event- their brief was foods from around the world- diversity is the conference theme.

The client is chasing me!

Aaron Telford
Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, October 11, 2023 4:13 PM
To: Ilavarasu Rajendran <ilavarasu.Rajendran@tepapa.govt.nz>
Cc: [REDACTED]
Subject: RE: Buffet Dinner- February

Thanks Ila,

The client is wanting to have more of a walk n fork style dinner now with some food stations and trayed substantial canapes

Some ideas that have are as below, please let me know what you may be able to accommodate, the price we had originally quoted is \$ [REDACTED] pp for a dinner buffet. Can we work something in with this pricing?

Paella Station

Seafood- like sashimi, sushi

Sliders

Dessert station- featuring NZ theme like pavlova , nz cheese etc.

Aaron Telford
Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

From: Ilavarasu Rajendran <ilavarasu.Rajendran@tepapa.govt.nz>
Sent: Wednesday, October 11, 2023 10:23 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: [REDACTED]
Subject: RE: Buffet Dinner- February

Hi Aaron,

Yes, I remember now.

Our menu itself reflects multi cuisine concept in some areas of the menu.

If we get their view on what cuisine they want to focus on will be great to design the menu.

Thanks

Ilavarasu Rajendran (Ila)

Executive Chef

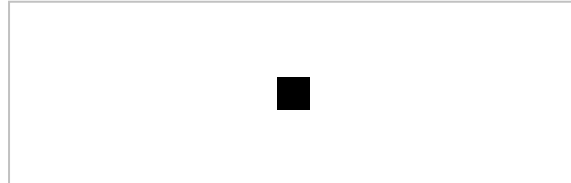
Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

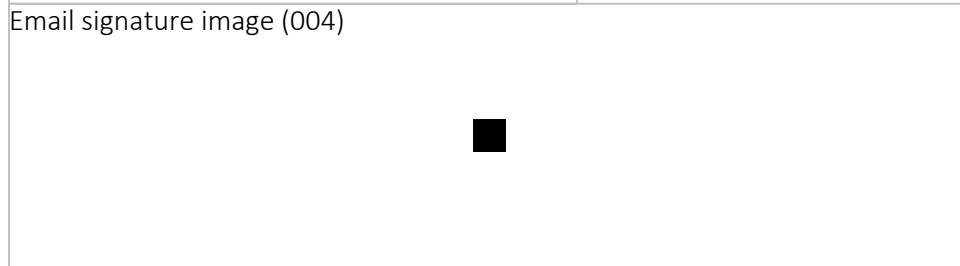
Email: ilavarasu.rajendran@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

Find out more at takina.co.nz



Email signature image (004)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, October 11, 2023 10:20 AM

To: Ilavarasu Rajendran <ilavarasu.Rajendran@tepapa.govt.nz>

Cc: [REDACTED]

Subject: FW: Buffet Dinner- February

Hi Chef,

This is the client that Jeanine and I are meeting with this morning.

The brief is not very detailed in terms of the food they require and I have asked them for some guidance, but haven't really had anything back.

Have you done something like this before, with different cuisines served or do you have some suggestions that you think will be appropriate?

Thanks

Aaron

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

From: Ilavarasu Rajendran <Ilavarasu.Rajendran@tepapa.govt.nz>
Sent: Wednesday, August 23, 2023 11:30 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Buffet Dinner- February

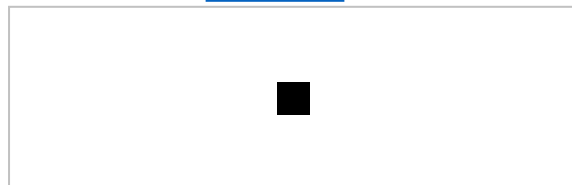
Hi Aaron,

Yes, fine we can work something on it.
Just confirm with the client what cuisine should the menu reflect. Cheers

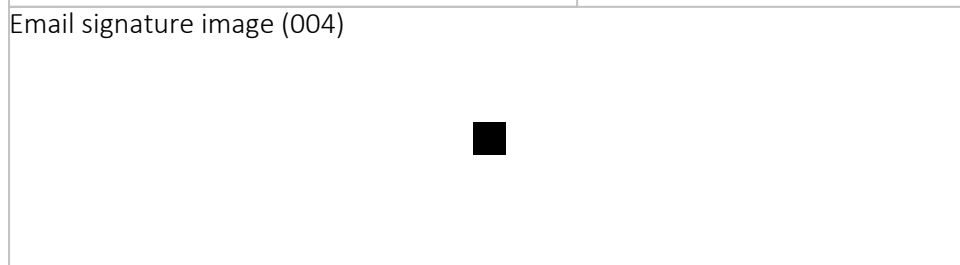
Ilavarasu Rajendran (Ila)

Executive Chef
Takina Events
PO Box 467 155 Cable Street, Wellington 6011
Email: ilavarasu.rajendran@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

Find out more at takina.co.nz



Email signature image (004)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, August 23, 2023 11:27 AM
To: Ilavarasu Rajendran <Ilavarasu.Rajendran@tepapa.govt.nz>
Subject: Buffet Dinner- February

Hi Ila,

I have a client in February next year- who has asked if we can do a tailored buffet for them -based on food around the world...(not sure on anything more specific at this stage)

Approx 250-300 pax- at Takina.

If we can do this will I charge the same as a plated dinner?

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

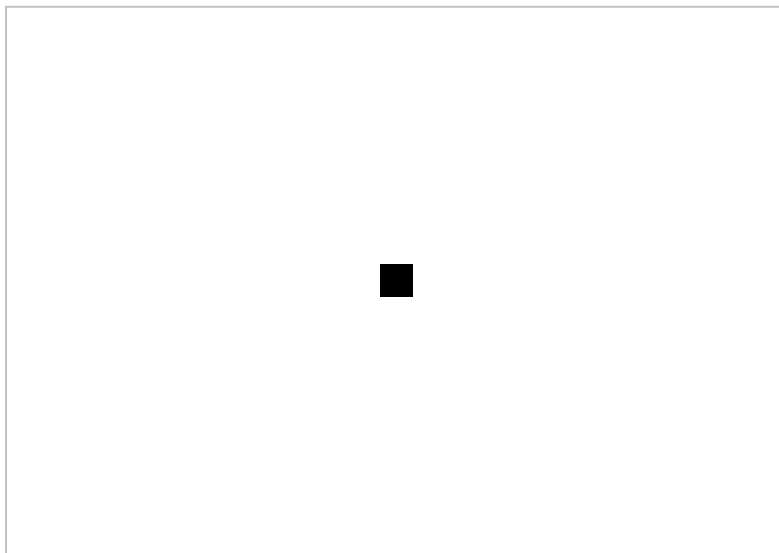
Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



Out of
office

From: [REDACTED] <[REDACTED]>
Sent: Friday, 10 November 2023 2:40 pm
To: Aaron Telford
Cc: [REDACTED]
Subject: Re: Introduction Takina Events Function Coordinator - [REDACTED] - 48165 - 11/03/24

Hi Aaron,

Yes, we do have Masterclasses on 20 & 21 of Feb. We will only need Meeting Room 2A for the Masterclass on the 20th of Feb and will be packing in in the remaining space.

It is important that the dinner is presented as a high end multicultural interactive experience, not a serve yourself buffet although some part of the stations maybe self served to manage volume (the desert/cheese station can be fully self served), so having considered the menu, I'd like to suggest the following

- Middle East Kebab station & Koftas, falafel, couscous salad and tabouleh salads on the side
- Indian curry and station - Butter chicken; Beef Korma pots + Vegetarian curry
- Sushi + Noodle station
- Sliders (beef/chicken and vege)
- Desert station one side with some cheese and fruit also

We will also plan to have a background cultural music/entertainment, so will need to plan for this.

This is what I'd like to meet about and discuss on the 29th of Nov - anytime between 11am and 4pm please.

Thanks

[REDACTED]
[REDACTED]

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Friday, November 10, 2023 2:25 PM
To: [REDACTED] <[REDACTED]>
Subject: RE: Introduction Tākina Events Function Coordinator - [REDACTED] - 48165 - 11/03/24

Hi [REDACTED]

Sorry for the delayed reply.

I will see what images we can find for you.

The current quoted rate is for an unmanned buffet/food station set up. If you want to have more interactive event, I will need to get chef and our GM Venues to review what this will look like from both a set up and cost perspective.

I will organise the handover of the event to your coordinator next week, and they will be able to continue the conversations and finalize the above for you.

Also, as a side note, did you still want me to hold the masterclass dates as well?

Thanks in advance,

Aaron

Aaron Telford
Senior Account Manager

Tākina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED]

From: [REDACTED] <[REDACTED]>
Sent: Wednesday, November 8, 2023 9:20 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: [REDACTED] <[REDACTED]>
Subject: Re: Introduction Tākina Events Function Coordinator - [REDACTED] - 48165 - 11/03/24

Hi Aaron,

Thank you. Can you please put us in touch with our Ops contact for the [REDACTED]

If there are some photos of the food options, including how the food stations are presented (from previous events) that would be great to have. Perhaps from the Takina Opening event? We are keen to have a vibrant and interactive dinner experience which will include a space for a cultural music performance as background entertainment. We want to ensure the food is varied, of high quality, well presented with chefs/servers and the stands aren't basic buffet stations.

Perhaps when we have our Ops contact we can meet to discuss this further. I will be in WLG on 29 of November so can meet with the necessary person/s on site or we can catch up on zoom.

[REDACTED]

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, November 7, 2023 11:56 AM
To: [REDACTED] <[REDACTED]>
Subject: RE: Introduction Tākina Events Function Coordinator - [REDACTED] - 48165 - 11/03/24

Hi [REDACTED]

Sorry for the delayed reply, I have been on leave.

I have checked with Chef and unfortunately it is just not possible with the current events inhouse.

He is happy to look at doing this for you in January, however- if this can be an option at all?

Thank you for the contract return, please see countersigned attached for your records.

Thanks

Aaron

Aaron Telford
Senior Account Manager

Tākina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

From: [REDACTED] <[REDACTED]>
Sent: Tuesday, November 7, 2023 11:41 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: [REDACTED] <[REDACTED]>
Subject: Re: Introduction Tākina Events Function Coordinator - [REDACTED] - 48165 - 11/03/24

Hi Aaron,

Thank you, please let me know if there is any possibility of doing the tasting on the day of the 29th of November? Im flexible anytime between 11am and 4pm that day.

Please find attached the signed contract. Thank you for your support.

[REDACTED]

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, October 31, 2023 11:47 AM
To: [REDACTED] <[REDACTED]>
Subject: RE: Introduction Tākina Events Function Coordinator - [REDACTED] - 48165 - 11/03/24

Hi [REDACTED]

Thanks, yes confirming the price is \$[REDACTED] plus gst for the [REDACTED] menu.

This type of menu is tailored, and not something we will offer for many events, as its not the direction that we ideally want to be moving in. Due to our sustainability focus, and the food waste this style of catering has the potential to create.

I have gone back to the team to see if we can possibly do a tasting in November....

Thaks

Aaron Telford
Senior Account Manager

Tākina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

From: [REDACTED] <[REDACTED]>
Sent: Friday, October 27, 2023 4:00 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: [REDACTED] <[REDACTED]>
Subject: Re: Introduction Tākina Events Function Coordinator - [REDACTED] - 48165 - 11/03/24

Hi Aaron,

Thank you for your email and the menu. It looks great, before I discuss this with the s 9(2)(a) and other clients/partners who may have interest, can you confirm for me that this will be priced at \$ s 9(2)

I understand about the ability to provision this tasting, as it's new, but we do have a number of events early in the new year that this would be an option for. It would be good to have confidence and ensure we have the right selections for the audiences, so if it can be provisioned sooner rather than later that would help to progress the decision. We are ok to pay. If not, so be it.

s 9(2)(a) will be in touch re the site visit on the 29th on her return from leave the week after next. It may not be necessary to be on site if we can't get the tasting, she can do planning and AV meetings remotely.

Thank you,

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Thursday, October 26, 2023 9:45 AM

To: s 9(2)(a) <s 9(2)(a)>

Cc: s 9(2)(a) <s 9(2)(a)>

Subject: FW: Introduction Tākina Events Function Coordinator - s 9(2)(a) - 48165 - 11/03/24

Hi s 9(2)(a)

I hope you are well.

Just touching base with you in regard to the menu tastings and emails below.

I have had a discussion with Elena and as below we don't offer menu tastings on anything apart from the plated dinner menu.

In addition, we also now charge \$ s 9(2)(i) for these, to cover food costs, preparation time, staffing, & venue hire. We also need to be able to operate with our current business patterns and menu content as well, which is not currently feasible for us in peak season.

As you are aware, we do get excellent feedback regarding our food, and I can totally understand that you want to menu taste for your client. I can speak to chef and see if we may be able to do something in January when things are a bit quieter for the teams, but it would be a selection of dishes and not the full menus offered as these are tailored menus and some items need to be produced in bulk.

Please see attached the proposed menu for s 9(2)(a) that chef has just sent me now, I think this covers the brief for this event well.

Day catering menus are set by day of the week, and these will change in March next year- please see this link for current menus. [Daily-menu-.pdf \(takina.co.nz\)](#)

**Changes to these daily menus will incur additional fees

Thanks in advance,

Aaron

Aaron Telford
Senior Account Manager

Tākina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

From: [REDACTED] <[REDACTED]>
Sent: Wednesday, October 25, 2023 10:43 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>; [REDACTED]
Cc: [REDACTED] <[REDACTED]>
Subject: RE: Introduction Tākina Events Function Coordinator - [REDACTED] - 48165 - 11/03/24

Hi Aaron

Thank you for confirming the site visit.

We will be doing food stations for both [REDACTED] and the Life Sciences. We ask that you reassess the ability to do a tasting on our site visit, we are not comfortable having a dinner where we have not tasted and selected the food based on that tasting. **We can escalate this is required.**

Could I please also be sent the menu options for the day catering as well as the Dinner for both events. [REDACTED] is a partnered event and Life Sciences is for a client. I need to be able to share with them the menu options for discussion.

We will be aiming to be onsite around 11am as we will be flying in from Auckland on the 9am.

I look forward to receiving the calendar invite if you could please include [REDACTED] also.

Thanks

[REDACTED]

[REDACTED]

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, October 25, 2023 10:17 AM

To: s 9(2)(a) <s 9(2)(a)> s 9(2)(a)

Subject: RE: Introduction Tākina Events Function Coordinator - s 9(2)(a) - 48165 - 11/03/24

Kia ora s 9(2)(a)

Thanks for the below, we can do the site visit for you, at this stage we can access the full centre, however if we gain a booking that may change.

We can't offer a menu tasting for the s 9(2)(a) dinner as it will be food stations and we only offer tastings for plated dinners.

Once AV have assigned a coordinator, I will send the calendar invite out.

Will aim for an 11.30am site and then go from there.

Thanks

Aaron

Aaron Telford
Senior Account Manager

Tākina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>

Sent: Tuesday, October 24, 2023 12:25 PM

To: s 9(2)(a) Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: Introduction Tākina Events Function Coordinator - s 9(2)(a) - 48165 - 11/03/24

Hi Jeanine, nice to meet you.

I am also going to include @Aaron Telford in this email as it also relates to the s 9(2)(a) conference that s 9(2)(a) and I have been liaising with Aaron on.

My manager s 9(2)(a) and I are coming down to wellington on the 29th November. We are wanting to come for a visit to Takina around 11am on this date to meet with the relevant people to go over ops, AV, catering ect and also do a tasting for the dinners for both events.

Could one of you please confirm that this can be booked in.

Thanks

s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

From: [REDACTED] s 9(2)(a)
Sent: Tuesday, October 24, 2023 12:08 PM
To: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)> [REDACTED] s 9(2)(a)
Subject: RE: Introduction Tākina Events Function Coordinator - [REDACTED] s 9(2)(a) - 48165 - 11/03/24

Hi Jeanine,

Good morning and I hope you had a great long weekend. I would like to introduce you to my colleague [REDACTED] s 9(2)(a) who will be looking after the logistics for life sciences.

Many Thanks

[REDACTED] s 9(2)

[REDACTED] s 9(2)(a)

Senior Event Manager

[REDACTED] s 9(2)(a)

From: [REDACTED] s 9(2)(a)
Sent: Thursday, June 29, 2023 6:48 PM
To: Elena Ford <Elena.Ford@takinaevents.co.nz>; [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)>
Cc: [REDACTED] s 9(2)(a) Nique van Selm <niquevs@brightstar.co.nz>
Subject: RE: Introduction Tākina Events Function Coordinator - [REDACTED] s 9(2)(a) - 48165 - 11/03/24

Kia Ora [REDACTED] s 9(2)(a)

It is lovely to meet you.

I am just a phone call or email away if you need any assistance or information for your event.

I look forward to working with you to create a memorable event.

Kind Regards,

Jeanine Smit

Senior Functions Coordinator

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jeanine.smit@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)

From: Elena Ford <Elena.Ford@takinaevents.co.nz>
Sent: Thursday, June 29, 2023 4:01 PM
To: Cleghorn, [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)>
Cc: [REDACTED] s 9(2)(a) Baldey, Emily <emilyb@brightstar.co.nz>; van Selm, Nique <niquevs@brightstar.co.nz>
Subject: Introduction Tākina Events Function Coordinator - [REDACTED] s 9(2)(a) - 48165 - 11/03/24

Hi [REDACTED] s 9(2)(a)

I would like to introduce **Jeanine Smit** (cc) who will be your Function Coordinator, going forward, supporting you to deliver a successful event.

You can now liaise directly with Jeanine using below details:

Mobile: +64 21 [REDACTED] s 9(2)(a)

Email: Jeanine.Smit@takinaevents.co.nz

Once again thank you for booking with Tākina Events, we look forward to working with you and your team!

Feel free to contact me directly for any new enquiries.

Kind regards,

Elena

Elena Ford

Venues Sales Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: elena.ford@takinaevents.co.nz | Mobile: +64 [REDACTED] s 9(2)(a)

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Find out more at takina.co.nz

From: [Jeanine Smit](#)
To: s 9(2)(a)
Cc: s 9(2)(a) [Aaron Telford](#)
Subject: Dinner Costing s 9(2) | 21 - 23 February 2024
Date: Thursday, 23 November 2023 1:51:59 pm

Good Afternoon s 9(2)(a) & s 9(2)(a)

I trust this email finds you both well?

I have confirmed with our chef this morning that the cost for the Dinner Menu would be \$ s 9(2)(a) plus GST, subject to final requirements.

We will discuss the menu when you are here on the 29th of November 2023, just wanted to give you a heads up as well.

Please do not hesitate to contact me should you require any additional information or assistance.

Nga mihi,

Jeanine Smit

Senior Functions Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jeanine.smit@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

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Find out more at takina.co.nz

From: s 9(2)(a) <s 9(2)(a)>
Sent: Thursday, November 16, 2023 11:59 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>; Jeanine Smit <Jeanine.Smit@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a)>
Subject: Re: Coordinator Hanover

Hi Aaron & Jeanine,

Thank you for your support Aaron, as we worked through the contract and the delivery elements that are important for the PM Conference to be successful.

It's nice to be working with you again Jeanine. I understand that you are already working with s 9(2)(a) who will be the Delivery Lead and your main point of contact for this event.

We are available from 11am -2.30pm on the 29 Nov and s 9(2)(a) will also fly down to WLG to make the most of the planning time on site.

It would be great to also meet the F&B or Head Chef if possible?

s 9(2)(a) will plan to engage the AV team to meet them on site and run through the requirements.

Please advise what time suits on the 29th.

Thank you

s 9(2)
(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Thursday, November 16, 2023 8:31 AM

To: s 9(2)(a) <s 9(2)(a)>

Cc: Jeanine Smit <Jeanine.Smit@takinaevents.co.nz>

Subject: Coordinator Hanover

Kia ora s 9(2)(a)

Thank you for the signed contract for your event s 9(2)(a) at Takina in 2024. Please see attached the countersigned copy for your records.

I am pleased to introduce you to Jeanine who will be your coordinator moving forward, ccd in this email.

Jeanine will be in touch soon to introduce herself and start to organise the finer details of your event with you.

I am away on the 29th when you are here, but Jeanine will be able to meet with you- so will let her organise a time that suits you both. We are waiting to hear back from Chef regarding the menu and pricing- Jeanine is across this as well.

If I don't see you before, I will see you at the Auckland PCO lunch co hosted by BEW and Venues Wellington in December.

Thanks

Aaron

Aaron Telford

From: [Aaron Telford](#)
To: s 9(2)(a)
Subject: RE: s
Date: Wednesday, 31 January 2024 11:41:00 am

Hi s
9(2)

Unfortunately, we can't store the container as we have another event that will require full access to the Dockway- we are also not able to do the s
9(2)

I can suggest that you could reach out to council and see if there is an option to store to at the Barnet Street carpark next to Te Papa, please see map link below- it is marked" council operated parking" and is on the corner of Bennett and Cable streets.

https://www.takina.co.nz/assets/Planning-guides/TP_Takina-and-Te-Papa-Venue-Map_v8.pdf

The link to contact is:

<https://wellington.govt.nz/parking-roads-and-transport/parking/car-park-buildings-and-areas/waterfront-car-park-areas>

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

-----Original Message-----

From: s 9(2)(a)
Sent: Tuesday, January 30, 2024 7:11 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: s 9(2)(a)

Hey Aaron,

If I was to ship my container of exhibition equipment over could you do the s
9(2) clearance at Takina? Is that laneway/dock an approved s
9(2) site?

I have previously shipped to the Arena and dropped outside the dock whilst I ran an expo.

Could I potentially drop the 20 foot container in the laneway dock area next to Takina & could it stay there for the duration of my event?

Regards

s
9(2) s 9(2)(a)

From: [Aaron Telford](#)
To: [REDACTED]
Subject: RE: 1E - [REDACTED] - May/June 2024
Date: Saturday, 22 April 2023 10:54:00 am
Attachments: [image001.png](#)
[image002.jpg](#)

Hi [REDACTED]

Sorry didn't realise you just wanted dates for now.

Please see below what we could do at present

OPTION 1: 250 - 300 / 25 3x2 booths
OPTION 2: 500 - 550 pax+ / 40-50 3x2 booths

Wednesday 15th May to Saturday 18th May – **Second Pencil- Level 2**
Wednesday 26th June to Saturday 29th June – **Second Pencil- either level**

Thursday to Sunday 9th May to 12th May- **First Pencil – Level 2**

As mentioned there are not a lot of options over this time period and none of the events are holding more than one date.

Let me know if they may want to look at other date options further out?

Thanks and have a good weekend.

Aaron

Nga mihi

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED]



From: [REDACTED] <[\[REDACTED\]@wellingtonnz.com](mailto:[REDACTED]@wellingtonnz.com)>
Sent: Friday, 21 April 2023 3:08 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: 1E - [REDACTED] - May/June 2024

Hey Aaron

Thanks for your email – so sorry, I was out at a meeting and just back in front of my pc.

Catering is 2 x Full Day Catering + Gala Dinner – Welcome Function potentially off-site as are other events.

We don't need a formal proposal – just date options, and look forward to receiving these back from you tomorrow. I forgot to mention, that Option 1 – the 300 pax would be for NZ delegates only | Option 2 – 500+ are for a combined AU/NZ Conference .

Look forward to hearing from you tomorrow

[REDACTED]

9(

2)

[REDACTED]

Business Development Manager - [REDACTED]
Business Events Wellington

+61 [REDACTED]
[\[REDACTED\]@WellingtonNZ.com](mailto:[REDACTED]@WellingtonNZ.com)

WellingtonNZ
Takina Project Team – Wellington City Council
www.WellingtonNZ.com



The information contained in this email is confidential and intended for the addressee only. If you are not the intended recipient, you are asked to respect that confidentiality by destroying this email and do not disclose, copy or make use of its contents. Your assistance is appreciated.

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Friday, 21 April 2023 10:45 AM
To: [REDACTED] <[\[REDACTED\]@wellingtonnz.com](mailto:[REDACTED]@wellingtonnz.com)>
Subject: RE: [REDACTED] - May/June 2024

Kia ora [S]

Thanks for the below can I just confirm what the catering requirements are?

- 2 x FDC
- 1 x Gala dinner
- Any welcome function?

I am finishing up for the day now but will be popping into the office tomorrow am so will get this finalised and to you then so you will have it first thing Monday morning.

There are no duplicate dates that I can second pencil behind- but there are a couple of events that are due to confirm/decline early next week- so can 2nd pencil behind those for now to at least get an idea of pricing for the client.

Nga mihi

Aaron Telford
 Business Development Manager - Venues
Takina Events
 Email: aaron.telford@takinaevents.co.nz
 Mobile: +64 21 [S 9(2)]



From: [S 9(2)] <[S 9(2)(a)]@wellingtonnz.com>
Sent: Friday, 21 April 2023 10:55 am
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: [S] - [S 9(2)(a)] - May/June 2024
Importance: High

Kia ora Aaron

I had a catch-up with [S] yesterday afternoon – this group is for the [S 9(2)(a)]. It had been tabled to return to NZ in 2025 but their plans for [S 9(2)] in 2024 have blown out budget wise, and as such they are considering returning to NZ in 2024.

[S] is looking at Wellington as a back-up option (we should have notification within the next week if it's a go) as they are keen to contract and announce at this year's conference (taking place the week after MEETINGS) on the Sunshine Coast, AU.

[S] is notoriously brief on his details....but from a past quote we were looking at for this year – I'd suggest you look at the following (excuse the dates):

Start date	End date	Days	Description	Takina Space	Seating style	PAX	Unit charge	Charges	
11-Jul-23	15-Jul-23	5	Conference Managers Office	Level 1 - Organisers Office	Boardroom	10	-	-	
11-Jul-23	12-Jul-23	2	Pack-In - Exhibition Hall	Exhibition Hall	1,800 sqm		[S]	[S 9(2)(f)]	
12-Jul-23	12-Jul-23	1	Pack-In - Plenary Hall	Plen Hall 1	Cabaret	360	[S]		
13-Jul-23	14-Jul-23	2	Exhibition + Catering	Exhibition Hall	1,800 sqm		[S 9(2)]		
13-Jul-23	15-Jul-23	3	Plenary Room	Plen Hall 1	Cabaret	360	[S]		
15-Jul-23	15-Jul-23	1	Gala Dinner Room	Plen Hall 1	Banquet	450	-		
Total Takina Venue Pricing (excl. GST)								\$	

His Option 1 and Option 2 are dependent on if the client wants a NZ only meeting or a Trans-Tasman Meeting.

Our priority is to see if we have any Wed-Saturday or 4-day options that would suit...I've had a look at your calendar, and it's looking pretty full, but if there are any duplicates could we potentially 2nd pencil options behind some of the bookings?

If you could possibly come back to me today – so [S] is able to advise the client if Wellington is indeed an option.

Thanking you!

[S]

[S 9(2)(a)]
 Business Development Manager - [S]
 Business Events Wellington
 +61 [S 9(2)]
 [S 9(2)(a)] WellingtonNZ.com

WellingtonNZ
 Takina Project Team – Wellington City Council
www.WellingtonNZ.com



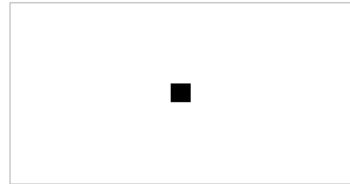
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From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Friday, 21 April 2023 6:45 AM
To: Elena Ford <Elena.Ford@takinaevents.co.nz>
Cc: s 9(2); s 9(2)(a) <[s 9\(2\)\(a\)@wellingtonnz.com](mailto:s 9(2)(a)@wellingtonnz.com)>
Subject: RE: space and availability

Sounds great thank you!

Nga mihi

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)



From: Elena Ford <Elena.Ford@tepapa.govt.nz>
Sent: Thursday, 20 April 2023 5:07 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2); s 9(2)(a) <[s 9\(2\)\(a\)@wellingtonnz.com](mailto:s 9(2)(a)@wellingtonnz.com)>
Subject: FW: space and availability

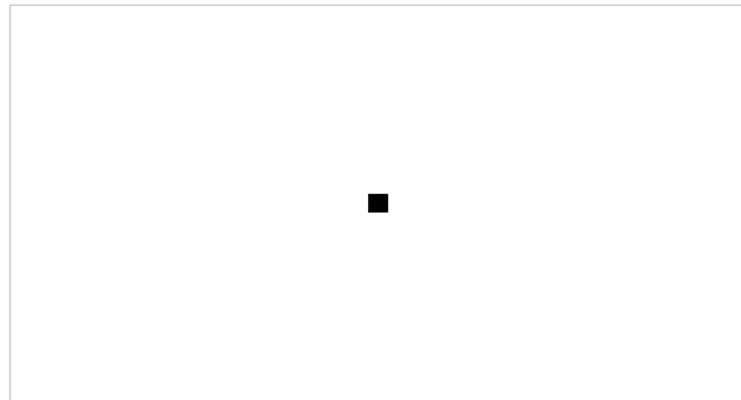
Hi Aaron,

s will qualify further and will come back to you with the brief.

Kind regards,
Elena

Elena Ford
Venues Sales Manager
Takina Events
PO Box 467 /55 Cable Street, Wellington 6011
Email: elena.ford@takinaevents.co.nz
Mobile: +64 s 9(2)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: s 9(2); s 9(2)(a) <[s 9\(2\)\(a\)@wellingtonnz.com](mailto:s 9(2)(a)@wellingtonnz.com)>
Sent: Thursday, 20 April 2023 4:17 pm
To: s 9(2)(a)
Cc: Venues <enquiries@takinaevents.co.nz>; Elena Ford <Elena.Ford@tepapa.govt.nz>
Subject: RE: space and availability

Kia ora s

I'm in a meeting till around 4pm but will call you then!

Cheers - s

s 9(2)(a)
Business Development Manager - s
Business Events Wellington

s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

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www.WellingtonNZ.com



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From: s 9(2)(a)
Sent: Thursday, 20 April 2023 2:11 PM
To: enquiries@takinaevents.co.nz; s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>; Elena Ford <Elena.Ford@tepapa.govt.nz>
Subject: space and availability

Hi Team,
can you please advise availability for **Takina** for May & June next year 2024?
looking for 2 options

4 days use of space for plenary - OPTION 1: 250 - 300 / OPTION 2: 500 - 550 pax+
and
3 days use of space for trade hall expo - OPTION 2: 25 3x2 booths / OPTION 2: 40-50 3x2 booths

ideally we can use dates over a weekend,
ie; weds - saturday
but open to best available dates you have that are currently showing available space

regards

s 9(2)(a)



From: [Aaron Telford](#)
To: s 9(2)
Subject: RE: s 9(2)(a)
Date: Monday, 8 May 2023 11:35:00 am
Attachments: s 9(2)(a)_1E- Contract - Takina Events- 2024.pdf
image001.png
image002.jpg

Kia ora s

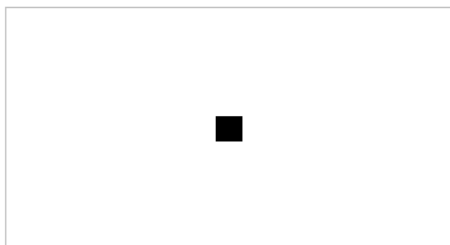
I hope you had a good weekend, please see attached the contract as required with numbers at 350 for catering.

Any questions, please let me know.

Cheers.

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Friday, 5 May 2023 6:41 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(a)

Kia ora Aaron

So sorry – s has literally just got back to me. s would like to proceed to contract – only change being at this stage, can they contract catering at 350 delegates to be conservative (anticipating final number to be 550+).

He's off to Perth to deliver their AU event tomorrow for next week, and will sit down and ask for signature on contract next Friday – so if you can flick this to me before then.

Thanking you –

s
9(2)
(a)

(2)(a)
Business Development Manager - s 9(2)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

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From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, 3 May 2023 12:25 PM

To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Subject: RE: s 9(2)(a)

Kia ora s

Please see attached the updated proposal for s 9(2)(a) 2024 at Takina WCEC, with the additional pack in day added and numbers based on 400.

The convention centre is a new purpose-built building that allows flexibility and space for larger events.

I have quoted your event into the full centre for the first days and L2 only on the last day.

You can view the floorplans via the link in the attached document.

Please note that we will need to allow various timings to move walls in and out to create breakout spaces and room turns for dinner as well. The cost of these will be finalised based on the final event run sheet and requirements.

Day catering is our Full day option and consists of Morning Tea, Buffet lunch and Afternoon Tea. There are links to the menus in the attached document.

- **Audio Visual:**

- Our spaces all have the latest conference technology, and the venue hire includes:

Data Projectors and Screens
Lectern and Microphone
Suite of additional microphones (lapel, handheld)
Sound
Comfort Monitor

Staging and lighting are an additional cost, and our AV team will quote this for you on a case-by-case basis along with any other AV requirements you may have.

Please refer to the Audio Visual section of the proposal to view the inclusions for each room and pricing for AV Tech support.

If you have any questions, please don't hesitate to contact me.

Nga mihi,

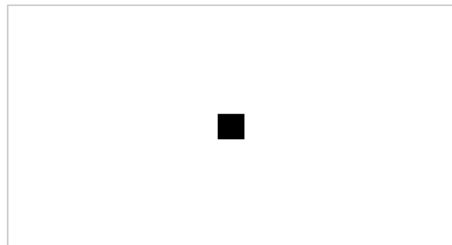
Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Tuesday, 2 May 2023 3:33 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: s 9(2)(a)

Hi Aaron

Yes please – if you could quote WF in for a 2-hour cocktail event on the Thursday evening.

Thanks!

s
9(2)
(a)

(2)(a)
Business Development Manager - s 9(2)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

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From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, 2 May 2023 1:15 PM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: RE: s 9(2)(a)

Kia ora s

Fantastic news, bit of back and forwards there!

I will re-do the proposal for the event first before we draw the contract and highlight all charges - now that we have a tighter run.....to make sure everything is correct- as this is easier to change if needed.

- WF is available- do you jut want a 2-hour Welcome function quoted in this space?
- Noted additional pack in day for the Tuesday as well.

Thanks

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)
()



From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Tuesday, 2 May 2023 12:22 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: Elena Ford <Elena.Ford@takinaevents.co.nz>; s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: RE: s 9(2)(a)

Kia ora Aaron

I've just gotten off the phone from s Taylor from 1E Conferences, and he'd like us to contract the dates you are holding for the s 9(2)(a) at Takina.

If you can proceed as per your proposal, with the addition of the exhibition build on Level 1 to take place on the Tuesday 25th June (this will be by Peak Exhibitions) | Wednesday 26th will be pack-in day for exhibitors and rehearsal on Level 2 Plenary Room.

Thursday 27th Expo Day 1 + Plenary Sessions

Friday 28th Expo Day 2 + Plenary Sessions | 3pm that afternoon expo to unpack/be removed

Saturday 29th Plenary Sessions + Gala Dinner – no need for Level 1 on this day

If you could contract catering for 400 pax – however, numbers will be likely 550 – 600 delegates.

s would also like to check the availability of the Wellington Foyer on Thursday 27th for a cocktail function/welcome event, if you can advise on this.

s is meeting with his client this afternoon and I've advised it's a priority that this contract is secured/signed asap. He's also looking to come for a site visit potentially Thursday 1 / Friday 2 June if this works for your also.....I'll also be in town with other clients for site inspections.

Thanks in advance – sorry s ☹️ - I'll advise back regarding AAFNZ asap also.

Cheers

s
9(2)
(a)

(2)(a)
Business Development Manager - s 9(2)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

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From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Thursday, 27 April 2023 11:21 AM

To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Subject: RE: s 9(2)(a)

Hi s

Please see attached the proposal or this event as requested.

Note these dates are holding at **First Pencil**.

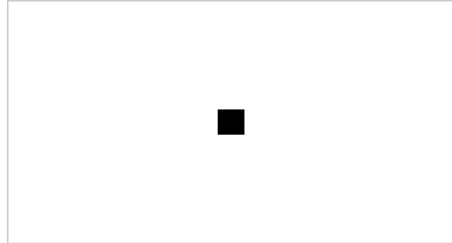
If you have any questions or require anything further- please let me know.

Thanks

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 **s 9(2)**



From: **s 9(2)(a)** <**s 9(2)(a)**@wellingtonnz.com>
Sent: Thursday, 27 April 2023 11:48 am
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: **s 9(2)(a)**

Hey Aaron

It's just the Stage/AV Build which I believe is quite big – and allows for speaker rehearsals etc.

They won't need a pack-out day.

Cheers – **s 9(2)(a)**

(2)(a)
Business Development Manager - **s 9(2)**
Business Events Wellington
+61 **s 9(2)(a)**
s 9(2)(a) WellingtonNZ.com

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From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Thursday, 27 April 2023 6:11 AM
To: **s 9(2)(a)** <**s 9(2)(a)**@wellingtonnz.com>
Subject: RE: **s 9(2)(a)**

Hey **s**

Can I just check the below please:

- Day 1 - Pack-in – Level 1 Exhibition Hall
- Day 2 – Exhibition Day – Level 1 + Conference **Build** – Level 2 – 500-550 Cabaret- **is this supposed to be Conference Day?**
- Day 3 – Exhibition Day + Conference Day – Level 1 & 2
- Day 4 – Conference Day – Level 2 – Gala Dinner and Awards in the evening in Plenary Room

Do they need a pack out day?

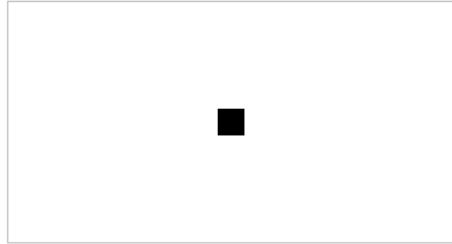
Cheers

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]



From: [REDACTED] <[REDACTED]@wellingtonnz.com>

Sent: Wednesday, 26 April 2023 12:27 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: [REDACTED]

Hey Aaron

I know you'll be heading to the joint meeting now – but I'm wondering if we can chat through options for [REDACTED] [REDACTED]

I've had a catch-up with [REDACTED] this morning and it's looking 90% positive to proceed with Wellington for 500-550 Delegates next May/June (and/or early July)....

[REDACTED] would need 2 x floors based on this capacity – potentially as follows:

Day 1 - Pack-in – Level 1 Exhibition Hall

Day 2 – Exhibition Day – Level 1 + Conference Build – Level 2 – 500-550 Cabaret

Day 3 – Exhibition Day + Conference Day – Level 1 & 2

Day 4 – Conference Day – Level 2 – Gala Dinner and Awards in the evening in Plenary Room

Based on your email/available dates – could we check the likelihood of the events 1st pencil quoted (Wednesday 26th June to Saturday 29th June – **Second Pencil- either level**) if this may proceed?

Thanks in advance – perhaps we can have a quick chat after our meeting?

Cheers

[REDACTED]
[REDACTED]
(a)

[REDACTED] (2)(a)
Business Development Manager - [REDACTED]
Business Events Wellington
+61 [REDACTED]
[REDACTED] WellingtonNZ.com

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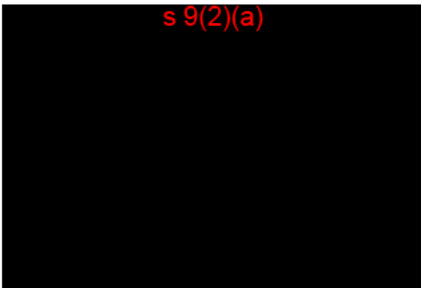
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From: s 9(2)(a)
Sent: Monday, 24 April 2023 3:42 PM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: Re: Available dates - Wellington

Ok
So we need to firm it up
Whats going to be possible what's unlikely?

Would most probably need 2 spaces for plenary in cabaret and the then trade regardless of numbers ie;
AU/NZ or NZ only

Chat when you free?



On 24 Apr 2023, at 2:18 pm, s 9(2)(a) <s 9(2)(a)@wellingtonnz.com> wrote:

Kia ora s

I hope you are having a great day – further to my email on Friday, below are the best options from Takina.

Wednesday 15th May to Saturday 18th May – **Second Pencil- Level 2**
Wednesday 26th June to Saturday 29th June – **Second Pencil- either level**

Thursday to Sunday 9th May to 12th May- **First Pencil – Level 2**

Let me know when you hear back from the team at s and we can get to work on the remainder of the details.

Look forward to hearing from you.

Cheers – s
9(2)
(a)

(2)(a)
Business Development Manager - s 9(2)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a)@WellingtonNZ.com

WellingtonNZ

From: s 9(2)(a)
To: [Aaron Telford](#)
Cc: [Elena Ford](#)
Subject: FW: ASH UPDATE DATES
Date: Sunday, 21 May 2023 2:58:21 pm

Kia ora Aaron

I hope you are well – please see below an update from s 9(2)(a) and the s 9(2)(a) for next year. He is pushing for WGT – but s 9(2)(a) are keen on CHC.

Would you have availability to showcase Takina with him/his client on 15th June or late afternoon/evening 14th? I'll get to organising other logistics for the site, but wanted to check your end first.

Thanking you

s
9(2)
(a)

(2)(a)
Business Development Manager - s 9(2)(a)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

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From: s 9(2)(a)
Sent: Friday, 19 May 2023 6:17 PM
To: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Cc: s 9(2)(a)
Subject: Fwd: ASH UPDATE DATES

s 9(2)(a)

This is still at a head to head CHC v WLG.

SEE BELOW PROPOSED FAMIL SITE DATES

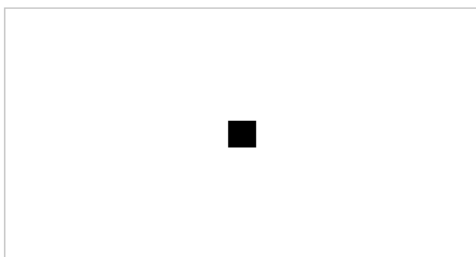
From: [Aaron Telford](#)
To: [Glenn Lust](#)
Cc: [Elena Ford](#)
Subject: RE: Site Inspection [REDACTED]
Date: Wednesday, 7 June 2023 11:25:00 am
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.png](#)

Thanks Glenn, and for the attached also. Handy to have!

I will proceed and do a recon before the client arrives to see what areas we can walk and not walk.

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED]



From: Glenn Lust <Glenn.Lust@takinaevents.co.nz>
Sent: Wednesday, June 7, 2023 11:23 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: Elena Ford <Elena.Ford@takinaevents.co.nz>
Subject: RE: Site Inspection - [REDACTED] - 14th June

Hi Aaron

As on Weds afternoon the venue is a build site and belongs to Peek.
Looking at V1 schedule it looks minimal but that means there isn't other stuff going on/ or we will get an updated build plan.
The risk is all ours taking a client on site so over to you.

In time we will be instigating a process similar to when we went on site when Takina was been built

Nga mihi

Glenn Lust
Manager Venues Coordination
glenn.lust@takinaevents.co.nz
029 [REDACTED]



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, June 7, 2023 10:02 AM

+61 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

WellingtonNZ

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From: [Aaron Telford](#)
To: s 9(2)(a)
Subject: s Site
Date: Thursday, 15 June 2023 9:41:00 am
Attachments: [image001.png](#)
[image002.jpg](#)

Kia ora s 9(2)

Just follow up from yesterday's site.

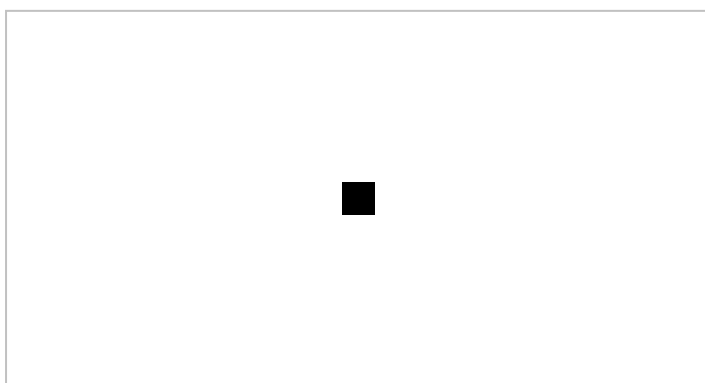
They seemed impressed with the venue and are undecided on what floor (or Both) based on expected numbers. L1 Plenary may be too small, but L2 Gallery too small for trade, we have discussed using $\frac{3}{4}$ of Plenary 2 for conference component and then using the other $\frac{1}{4}$ to house some trade as well if they want to stay on one floor.

I had this contract pending but have changed the status down to tentative now as they are undecided on location and use of the venue as well. In addition, s 9(2) has asked for a range of dates available over June to September.

Thanks

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Sunday, May 21, 2023 2:58 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: Elena Ford <Elena.Ford@takinaevents.co.nz>
Subject: FW: ASH UPDATE DATES

Kia ora Aaron

I hope you are well – please see below an update from s 9(2) and the s 9(2)(a) for next year. He is pushing for WGT – but s 9(2) are keen on CHC.

Would you have availability to showcase Takina with him/his client on 15th June or late afternoon/evening 14th? I'll get to organising other logistics for the site, but wanted to check your end first.

Thanking you

s 9(2)(a)

(2)(a)
Business Development Manager - s 9(2)(a)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

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From: s 9(2)(a)
Sent: Friday, 19 May 2023 6:17 PM
To: s 9(2)(a) s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Cc: s 9(2)(a)
Subject: Fwd: ASH UPDATE DATES

s 9(2)(a)
s 9(2)(a)

APPROX 500PAX - 600?

This is still at a head to head CHC v WLG.

SEE BELOW PROPOSED FAMIL SITE DATES

Please confirm ASAP if you can assist.

Just reply to me no need to cc each other

3-5 pax

s 9(2)(a) TAYLOR 1E/PCO
JOE PEZZANO 1E/ED
ASHLEY CLEMMETT GM
**NZ STAFF (POSS 2 PAX)

TUE 13TH

QF 905 13JUN 2 MCYSYD 0720 0905
QF 137 13JUN 2 SYDCHC 1045 1550

TUE ARVO DINNER WITH CHC BUREAU?

O/NIGHT CHC - PROVIDED BY BUREAU 3 ROOMS / POSS 5

WED 14TH

CHC FAMIL - ALL MORNING

EARLY LUNCH

AT CHC AIRPORT 13:00

NZ360 14JUN 3 CHCWLG 1405 1455

WED ARVO & DINNER WITH WLG BUREAU?

O/NIGHT WLG - PROVIDED BY BUREAU 3 ROOMS / POSS 5

THU 15TH

WLG FAMIL MORNING

AT WLG AIRPORT 13:30PM

QF 164 15JUN 5 WLGSYD 1545 1730
QF 904 15JUN 5 SYDMCY 1925 2105

From: [Aaron Telford](#)
To: s 9(2)(a)
Subject: IE dates
Date: Friday, 16 June 2023 1:25:00 pm
Attachments: [image001.png](#)
[image002.jpg](#)

Hey s 9(2)(a)

Please see below what we can offer to s 9(2)(a) as discussed.

Currently Holding:

June Dates

Alternate Dates:

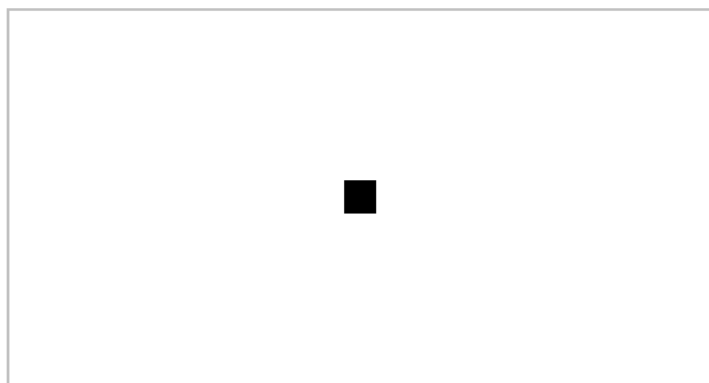
July- Wednesday 10th to Saturday 13th- this is over school holidays. (First Pencil)

September- Wednesday 4th to Saturday 7th- if s 9(2)(a) don't take those dates

There are October dates but it would be 2nd Pencil and Master builders is likely to proceed.

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Thursday, June 15, 2023 5:08 PM
To: s 9(2)(a)
Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Info

Kia ora s 9(2)(a)

Thanks for your email and hope you have a safe onward journey home. We will hold the June dates - I can see from the Takina Events calendar shows 10 - 14 July also open and an option on Level 2 for you.

All other dates look at 2nd pencil, but I'll need Aaron to check from his end the status of these bookings.

Will come back to you tomorrow if that's ok - chat then!

TB

s 9(2)(a)

Business Development Manager - s 9(2)(a)
Business Events Wellington

+61 s 9(2)(a)

s 9(2)(a) WellingtonNZ.com

WellingtonNZ

Takina Project Team – Wellington City Council

www.WellingtonNZ.com



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-----Original Message-----

From: s 9(2)(a)

Sent: Thursday, 15 June 2023 1:45 PM

To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Subject: Info

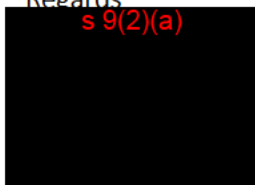
Can you please send me all available blocks of four dates TAKINA June July August September October. Preferably, Wednesday Thursday, Friday, Saturday Asap

And cost for top floor for the event will not require both floors

Don't release June just yet

Regards

s 9(2)(a)



From: s 9(2)(a)
To: s Taylor
Cc: Aaron Telford
Subject: RE: Info
Date: Friday, 16 June 2023 1:33:19 pm
Importance: High

Kia ora s 9(2)
()

Great to catch-up just now, I hope you enjoy some rest over the weekend and wish you all the best for next week!

I've just heard back from Aaron – and options for dates are as follows:

Currently Holding:

25 – 29 June Dates

Alternate Dates:

July- Wednesday 10th to Saturday 13th- this is over school holidays. (First Pencil)

September- Wednesday 4th to Saturday 7th- (Second Pencil) – this client is holding 2 x sets of dates, and will make a decision on this next week at MEETINGS – but likely to stick with this date period

October – No dates available at 1st pencil – Wed 02 – Saturday -05 October (Second Pencil) – this client is also holding another date and can be challenged

Will leave it with you to discuss – but you do have options....! Will come back with info from the hotels hopefully Monday afternoon at the latest.

Cheers

s
9(2)
(a)

(2)(a)
Business Development Manager - s 9(2)(a)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

WellingtonNZ

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From: s 9(2)(a)
Sent: Friday, 16 June 2023 8:55 AM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: Info

awesome
i'm hangin onto the June dates coz its a better fit imho
but they are toying with springtime

regards

s 9(2)(a)

On Fri, 16 Jun 2023 at 08:53, s 9(2)(a) <s 9(2)(a)@wellingtonnz.com> wrote:

Kia ora s 9(2)(a)

Flight invoice is being processed and sitting with our accounts team. Aaron and I will be back in touch later this morning with further dates etc for you

Cheers s 9(2)(a)

(2)(a)
Business Development Manager - s 9(2)(a)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

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From: [REDACTED] s 9(2)(a)
Sent: Thursday, 15 June 2023 7:22 PM
To: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a) wellingtonnz.com>
Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: Info

What's happening with the flight invoice? Hoping that doesn't get left behind in the wash (or lost in the noise of meetings next week). Christchurch of already paid their half .

Let me know

Regards

[REDACTED] s 9(2)(a)

On 15 Jun 2023, at 3:08 pm, [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a) wellingtonnz.com> wrote:

Kia ora [REDACTED] s 9(2)(a)

Thanks for your email and hope you have a safe onward journey home. We will hold the June dates - I can see from the Takina Events calendar shows 10 - 14 July also open and an option on Level 2 for you.

All other dates look at 2nd pencil, but I'll need Aaron to check from his end the status of these bookings.

Will come back to you tomorrow if that's ok - chat then!

TB

s 9(2)(a)
Business Development Manager - **s 9(2)(a)**
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+61 **s 9(2)(a)**
s 9(2)(a) WellingtonNZ.com

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-----Original Message-----

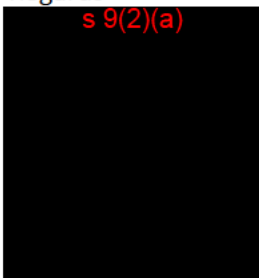
From: **s 9(2)(a)**
Sent: Thursday, 15 June 2023 1:45 PM
To: **s 9(2)(a)** <**s 9(2)(a)** wellingtonnz.com>
Subject: Info

Can you please send me all available blocks of four dates TAKINA June July August September October. Preferably, Wednesday Thursday, Friday, Saturday Asap

And cost for top floor for the event will not require both floors

Don't release June just yet

Regards

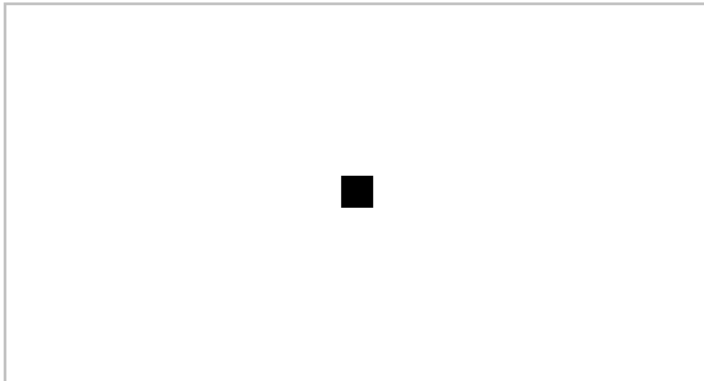
s 9(2)(a)


From: [Aaron Telford](#)
To: [S Taylor](#)
Subject: RE: September~Dates
Date: Tuesday, 20 June 2023 11:30:00 am
Attachments: [image001.png](#)
[image002.jpg](#)

Correct.

Nga mihi,

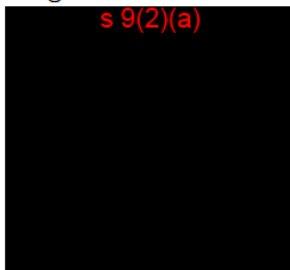
Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [s 9\(2\)\(a\)](#)



From: [s 9\(2\)\(a\)](#)
Sent: Tuesday, June 20, 2023 11:29 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: [s 9\(2\)\(a\)](#) <[s 9\(2\)\(a\)](#)@wellingtonnz.com>
Subject: Re: September~Dates

So we could potentially contract 14-17 sept today?/this week? If it works for the client

Regards



On 20 Jun 2023, at 9:19 am, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Hi s 9(2)

Just following up on the below, we have had some movement since the last update, and the 3rd to 6th on L2 is now booked by the other client.

Available in September are:

Week of:

3rd to 6th- **Level 1**- First Pencil

14th to 17th- **Level 2** – First pencil (this falls over a weekend however)

Thanks

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)
<image001.png>

<image002.jpg>

From: s 9(2)(a)
Sent: Tuesday, June 20, 2023 10:09:43 AM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: September

Tan

They are honing in on September

Is there really only 1 option?

That 2nd pencil?

Is Aron suggesting No other September dates of 3-4 dates at all??

We Only need top floor Level 2.

Could work with level 1 if we absolutely had to.

Let me know

From: [REDACTED] Taylor
To: Aaron Telford; s 9(2)(a)
Subject: Re: FW: September~Dates
Date: Wednesday, 21 June 2023 8:45:02 pm
Attachments: [image001.png](#)
[image002.jpg](#)

Tan / Aaron

We have to release June 26 - 29 there is a major event from parent company Belron, sorry, this was not on the radar previously.

Can we grab this? - happy to request contract for Level 2 now

Sep-24

Wednesday 4th to Saturday 7th- (Second Pencil)

NB* Dates we cannot do in September are Mon16 & Tue17 and probably a day each side
regards

s 9(2)(a)

On Tue, 20 Jun 2023 at 09:28, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Hi [REDACTED]

Sorry the client holding 3rd to 6th has just called now asked me to hold L1 as well for catering overflow. I am meeting with her to finalise this event over the next couple of days, so can update you on that as soon as I can.

So there is only really a second pencil option in September at this stage.

Let me go back to a couple of tother clients that are holding September dates and see where they are up to and try and clear some dates for you.

Thanks

Nga mihi,

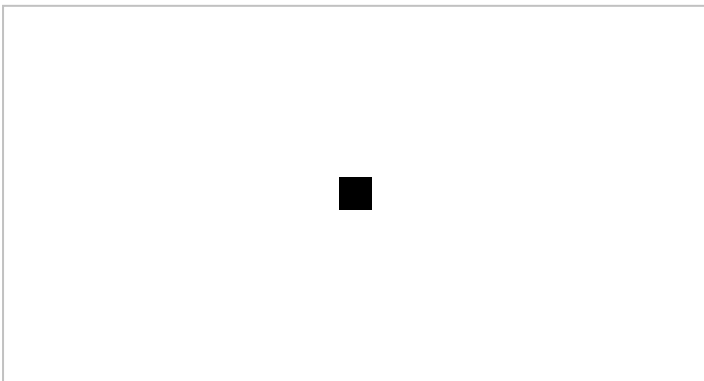
Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]



From: Aaron Telford
Sent: Tuesday, June 20, 2023 11:19 AM
To: gt@le.com.au
Cc: [REDACTED] <[REDACTED]@wellingtonnz.com>
Subject: September~Dates

Hi [REDACTED]

Just following up on the below, we have had some movement since the last update, and the 3rd to 6th on L2 is now booked by the other client.

Available in September are:

Week of:

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14th to 17th- **Level 2** – First pencil (this falls over a weekend however)

Thanks

Aaron

Nga mihi,

Aaron Telford

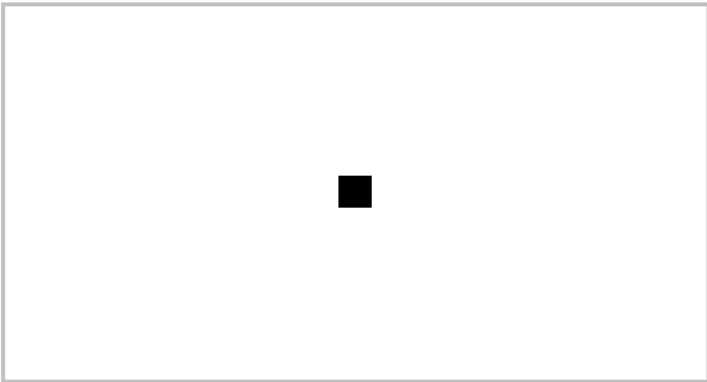
Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)





From: [REDACTED] s 9(2)(a)
Sent: Tuesday, June 20, 2023 10:09:43 AM
To: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)> <[\[REDACTED\]@wellingtonnz.com](mailto:[REDACTED]@wellingtonnz.com)>
Subject: September

Tan

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That 2nd pencil?

Is Aron suggesting No other September dates of 3-4 dates at all??

We Only need top floor Level 2.

Could work with level 1 if we absolutely had to.

Let me know

Regards

[REDACTED] s 9(2)(a)

From: s 9(2)(a)
To: [Aaron Telford](#)
Subject: s Contract -
Date: Monday, 26 June 2023 11:54:28 am
Attachments: [image001.png](#)
[image002.jpg](#)
Importance: High

Hey Aaron

Just confirming – s 9(2) is keen 3 – 7 September (3rd being dark/pack in day) for Level 2. If you can issue the contract, he'll get this signed this week and they'll be announcing it at this weeks conference on the Sunshine Coast.

I'm getting onto the Hotels now – thanking you!

TB

s 9(2)(a)
Business Development Manager - s 9(2)(a)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

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From: s 9(2)(a)
Sent: Wednesday, 21 June 2023 8:44 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>; s 9(2)(a)
<s 9(2)(a)@wellingtonnz.com>
Subject: Re: FW: September~Dates

Tan / Aaron

We have to release June 26 - 29 there is a major event from parent company Belron, sorry, this was not on the radar previously.

Can we grab this? - happy to request contract for Level 2 now

Sep-24
Wednesday 4th to Saturday 7th- (Second Pencil)

NB* Dates we cannot do in September are Mon16 & Tue17 and probably a day each side

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s 9(2)(a)

On Tue, 20 Jun 2023 at 09:28, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Hi s 9(2)(a)

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Let me go back to a couple of tother clients that are holding September dates and see where they are up to and try and clear some dates for you.

Thanks

Nga mihi,

Aaron Telford

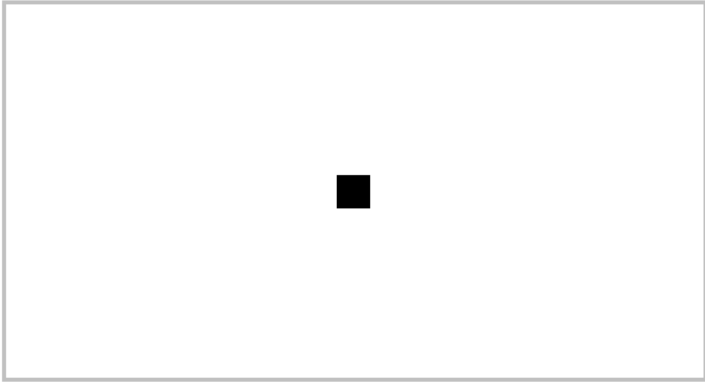
Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)





From: Aaron Telford
Sent: Tuesday, June 20, 2023 11:19 AM
To: gt@1e.com.au
Cc: [s 9\(2\)\(a\)](#) <[s 9\(2\)\(a\)](#)> wellingtonnz.com>
Subject: September~Dates

Hi [s 9\(2\)\(a\)](#)

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Week of:

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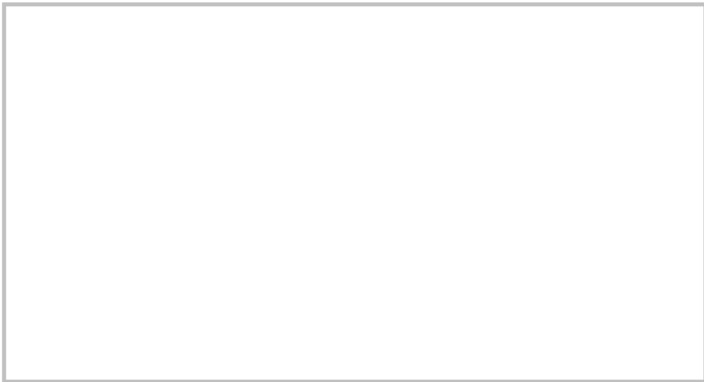
Thanks

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [s 9\(2\)\(a\)](#)





From: [REDACTED] s 9(2)(a)
Sent: Tuesday, June 20, 2023 10:09:43 AM
To: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)@wellingtonnz.com>
Subject: September

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Is Aron suggesting No other September dates of 3-4 dates at all??

We Only need top floor Level 2.

Could work with level 1 if we absolutely had to.

Let me know

Regards

[REDACTED] s 9(2)(a)

From:  Taylor
To: [Aaron Telford](#)
Subject: Re: Takina Contract
Date: Wednesday, 28 June 2023 3:45:37 pm
Attachments: [image001.png](#)
[image002.jpg](#)

I just found out I have both AU & NZ legal teams with me at the NZ event here on Sunny Coast.

Aaron If I can have the tweaked doc today, I can hopefully get them to clear it internally
(wont be able to answer the invoicing issue today though)

regards,

s 9(2)(a)



On Wed, 28 Jun 2023 at 13:29, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Nga mihi,

Aaron Telford

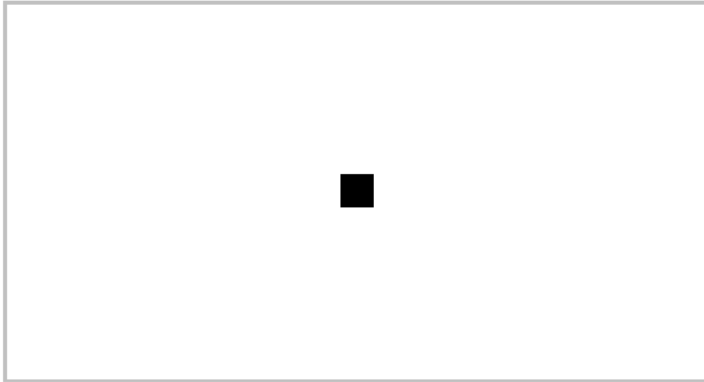
Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 





From: [REDACTED] s 9(2)(a)
Sent: Wednesday, June 28, 2023 2:47 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)> [\[REDACTED\]@wellingtonnz.com](mailto:[REDACTED]@wellingtonnz.com)>
Subject: Re: Takina Contract

Hi [REDACTED] s 9(2)(a)

I will get the GST scenario investigated by our finance team and see what they come back with.

GREAT & WILL DO MY BEST TO IDENTIFY THE NZ ENTITY ISSUE IN THIS FIN YEAR

I am going to remove the room refresh fee for your event, based on the room set going from cabaret to banquet for dinner and not a full reset from theatre to banquet.

YES

ALWAYS CABARET / INTO GALA – **Noted- Thanks**

For the catering, we can look to have the dinner as a set three course for \$ [REDACTED] s 9(2)(b) instead of the alternate drop main at \$ [REDACTED] s 9(2)(b) or is there an option to do a standing type dinner?

FOR NOW YES – **I will change this to the \$ [REDACTED] pp and we can review closer to the time if the budget allows.**

Will they have a coffee cart sponsored? If so we could remove the arrival tea and coffee each day?

YES PROBABLY MORE THAN 1 - HOW MANY HAVE YOU GOT 2,3? **We out source these now, and the sponsor can cover the cost, we can recommend a supplier. I will remove the arrival tea and coffee for now based on this.**

Just some ideas to assist budget wise.

Thanks

Nga mihi,

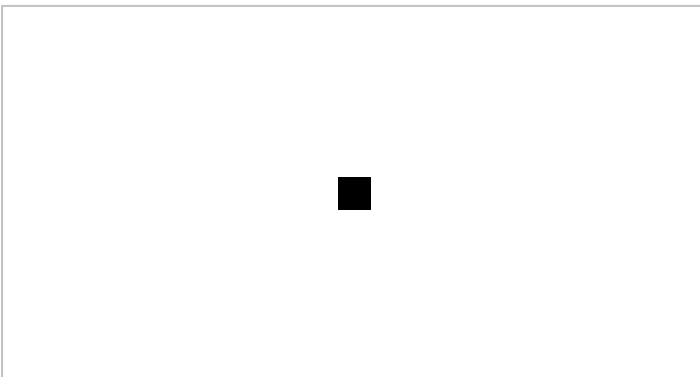
Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]



From: [REDACTED] s 9(2)(a)
Sent: Wednesday, June 28, 2023 12:10 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)> <[\[REDACTED\]@wellingtonnz.com](mailto:[REDACTED]@wellingtonnz.com)>
Subject: Re: Takina Contract

- The current contract is based on the minimum numbers of 350, **do you want this reduced to 300 for the contract as the minimum number? (this is as low as we can go)**, we need a minimum number for food and beverage to contract the event, after that any wash in numbers will be as per the clause(s) in the contract.

OK AGREED

-
- As mentioned, the venue hire charges wont vary as there is no F&B offset provided by us.

ARE THERE ANY COMMISSIONS PAYABLE TO [REDACTED] s 9(2)(a) FOR THE WORK/SPEND?

MAY NEED TO WORK ON HOW WE DO CATERING TO STAY WITHIN BUDGET AND REMAIN COMPETITIVE WITH THE CHC OFFER (WHICH THE CLIENT HAS BOTH)

-
- Unfortunately, we are unable to issue Pro-forma invoices- (as I thought would be the case), so can organise a tax invoice for the deposit for you, once the contract is amended and countersigned by us.

THIS IS VERY ODD.

NOT AN UNUSUAL REQUEST FROM ME

A 'SECURITY DEPOSIT' IS A REAL THING AND IT IS NOT A GST ITEM

I CANNOT CURRENTLY CLAIM BACK THE GST. AS AN [REDACTED] s 9(2)(a) TAX RESIDENT.

IN SAYING THAT, I'M NOT ALL THAT SURPRISED IF IRD HAVE POSSIBLY CHANGED THIS.

IE; IRD SUPPORTED OFFSHORE INBOUND BUSINESS BY REFUNDING GST TO NON NZ ENTITIES (EVENT PRODUCERS ETC) THEN RENEGED ON THAT.

SO, IF FINANCE CANT SEE A WAY TO ISSUE A SECURITY DEPOSIT REQUEST TO [REDACTED] GST FREE THEN....

AS WE GET CLOSER TO FINAL EVENT INVOICE (WHICH WOULD SHOW ALL PAYMENTS).

CAN WE ADDRESS THAT FINAL TOTAL EVENT TAX INVOICE TO AN ENTITY THAT I WILL ADVISE YOU OF, AT THAT TIME (OR SOONER) ?

SHOWING ALL COSTS AND ALL PAYMENTS, ISSUED TO A NZ ENTITY FOR GST PURPOSES?

(UNDERSTAND I HAVE SIGNED THE CONTRACT AS [REDACTED] AS AGENT FOR THE TWO ENTITIES NOW)

I AM SORRY TO HAVE TO ASK FOR THIS,

BUT WHILST I CAN PAY ANYTHING NOW FROM [REDACTED] AU, I AM NOT ABLE TO PROVIDE THIS NZ ENTITY (PURELY FOR TAX PURPOSES) AT THIS TIME.

AS A GUIDE IT MAY BE [REDACTED] (BUT, THIS IS WHAT I AM UNABLE TO ADVISE ON THIS WEEK OR FOR A LITTLE TIME UNTIL WE GET LEGALS AND DETAILS SORTED.)

-
- The event name changes etc in the contract are all fine

OK

-
- Happy to review the payment plan for you as well, and split across 4 payments, with the final amount due 14 days prior to the event start date.(this is reduced from the standard payment plan)

OK

-

- We acknowledge that timings etc will be finalised closer to the date for the run of the event, as is the case once the coordination process starts from our end.

OK

-

If you can please confirm suggested changes above, I will redraw the contract for you, and get it out this afternoon.

Thanks

Aaron

Nga mihi,

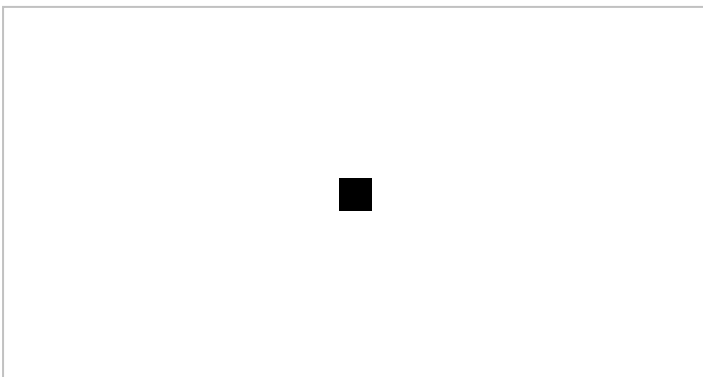
Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: [REDACTED] s 9(2)(a)
Sent: Wednesday, June 28, 2023 7:54 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)> [\[REDACTED\]@wellingtonnz.com](mailto:[REDACTED]@wellingtonnz.com)>
Subject: Re: Takina Contract

See my NOTES/notes below in caps (not shouting)

On 27 Jun 2023, at 1:35 pm, Aaron Telford
<aaron.telford@takinaevents.co.nz> wrote:

Hi [REDACTED] s 9(2)(a)

Thank you for this.

The estimated costs are for venue hire and catering, we have this as anticipated, to allow for changes such as additional events and AV charges outside of the standard inclusions. So the base charges in the contract wouldn't change as stated.

I AM HAPPY TO SIGN VENUE/DATES OFF NOW

-HOWEVER IF CATERING DOES NOT OFFSET/AFFECT VENUE HIRE AS I HAD ANTICIPATED IT WOULD, THEN IT WOULD APPEAR TO ME [REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a) WE ARE IM GUESSING ROUGHLY [REDACTED] s 9(2)(a) OUT ON THE HEAD TO HEAD.

SO THIS WILL NEED ATTENTION

TAN - YOU ASKED WHAT WILL IT TAKE TO WIN VS. CHC, WELL A COMPETITIVE RATE WAS ASSUMED OBVIOUS, IVE SOLD WLG IN AS THAT.

WE ARE PRETTY MUCH THERE BUT IM GOING TO NEED TO WORK ON THE FIGURES LATER - BEYOND JUST HOLDING / CONFIRMING SPACE TODAY.

Nb: THERE MAY BE LESS, THERE MAY BE MORE THAN THE NOTED GROSS SPEND.

We don't provide a F&B offset for venue hire for the dinner, as we normally use the same space and turn it for dinner, hence there is a refresh fee to cover the manning and set up for dinner. Which is more cost effective than additional venue hire charges with an offset applied.

STANDARD ROOM TURNS ARE NORMAL - THIS IS USUALLY ONLY A FEW \$K AND DOESNT MAKE A DENT

I will need to check with our manager when she is back in the office tomorrow to review the attached tweaks,

SURE THING - WE ANNOUNCE THURSDAY LUNCHTIME QLD TIME

payment plan and the deposit invoice, as I don't think we can issue pro-forma with no gst.

25 YEARS IN THIS INDUSTRY

A PRO FORMA IS NOT A TAX INVOICE

A SECURITY DEPOSIT PAYMENT ACKNOWLEDGES NO GOODS/SERVICES HAVE AS YET BEEN PROVIDED. USUALLY SHOWS AS A GROSS PAYMENT/ CREDIT ON A FINAL INVOICE.

IE IS NOT A NZ TAX RESIDENT FOR GST PURPOSES

THE CLIENT IS 2 X ENTITIES AU & NZ

AS YET WE HAVENT WORKED OUT WHICH ONE OF THEM WILL BE MANAGING MAJORITY OF THE PAYMENTS. - I NEED TIME FOR THIS TO BE WORKED OUT AT MY END

THERE IS A ^s GST ISSUE WE NEED TO MANAGE, I JUST NEED A LITTLE MORE ⁹⁽²⁾ TIME TO WORK OUT OUR PROCESS.

FOR NOW - ^{s 9(2)(a)} (AN ^{s 9(2)(i)} ENTITY) CAN PAY A SECURITY DEPOSIT OF ^{s 9(2)(i)} TODAY

IDEALLY THIS IS A PROFORMA AND NOT A NZ GST TAX INVOICE

Please see below link to the latest promo video for Wellington and Takina, let me know if you have any issues opening this link.

s 9(2)(a)

We are looking forward to hosting this event at Takina and I will be in touch tomorrow, on the above.

Thanks

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

[<image001.png>](#)

[<image002.jpg>](#)

From: [REDACTED] s 9(2)(a)
Sent: Tuesday, June 27, 2023 2:55 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a) [wellingtonnz.com](mailto:[REDACTED]@wellingtonnz.com)>
Subject: Re: Takina Contract

Hey Aaron / Tan

ATTACHED WITH TWEAKS

Unsure about this grand total of anticipated costs, please clarify if catering offsets venue hires, as it does in most venues inc CHC, this is what client expects, perhaps you have a different approach, possibly venues hires are reduced in other ways?>

I can certainly sign off on the DRAFT venue costs now an anticipated figure of [REDACTED] s 9(2)(a) final tbc

Can I please have an invoice now for [REDACTED] s 9(2)(i)

Potential additions/tweaks that I will advise at the earliest possible

Womens only Breakfast 7;30-8:30 Day2 or Day3
(champagne breakfast - licensing??)

Gala Dinner may relocate to Friday night instead of Saturday

nb: All of our funding comes from suppliers in the 60days towards event

we need to stagger deposits accordingly and higher amounts should be much closer to event

happy to have prepay of all known costs by 7 days TBC

I also need a sizzle reel video in order to announce WLG Thursday afternoon - what was used for MEETINGNZ any new content ?

regards,

s 9(2)(a)



On Mon, 26 Jun 2023 at 14:47, Aaron Telford
<aaron.telford@takinaevents.co.nz> wrote:

Kia ora s 9(2)
()

Thank you for confirming your event with Takina events, we look forward to welcoming your delegates and yourself into our spaces.

Please find attached the contract for your event at Takina in 2024 for s 9(2)(a)

I have quoted the event based on a minimum of 350 delegates attending and if you decide to host a welcome or other social function with us, we can add this in at a later date for you.

If you can please take the time to review the attached document, sign and return it to me that will be appreciated. Once received I will countersign this and provide a copy for your records.

Please note that final AV costs and requirements for your event, will amend the totals as indicated.

Once the contract is returned I will hand over your event to one of our coordinators and introduce you to one of our AV team who will be assigned to your event, they will pick up the conversation around this for you.

Your coordinator will finalise all of the finer details for your event and will be your main point of contact moving forward.

If you have any questions, please do let me know.

Thank you again for selecting Takina events!

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

From: [REDACTED] s 9(2)(a)
Sent: Monday, June 26, 2023 1:52 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>; [REDACTED] s 9(2)(a) <[\[REDACTED\]@wellingtonz.com](mailto:[REDACTED]@wellingtonz.com)>
Subject: Re: Takina Contract

[REDACTED] s 9(2)(a)
CONFERENCE 2024

Tuesday 3rd September – PACK IN / DARK - build expo only
Wednesday 4th September – PACK IN / EXHIBITOR BUMP IN
MIDDAY / PLENARY A/V AND REHEARSALS ARVO

Thursday 5th September - Conference Day 1 & TRADE HALL
Friday 6th September - Conference Day 2 & TRADE HALL / trade
hall out 3pm
Saturday 7th September - Conference day 3 & Gala Dinner

From: [Aaron Telford](#)
To: [Takina Audio-Visual Events Coordination Team](#)
Subject: EN# 54201 **5.9(2)(a)** 2024 - Ass gn Coordinator
Date: Thursday, 25 June 2024, 11:11
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Hi team

Can a coordinator please be assigned for the below



Nga mihi

Aaron Telford
Business Development Manager - Venues
Takina Events
PO Box 467, 55 Cable Street, Wellington 6011
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 **S**

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: [Aaron Telford](#)
To: s Taylor; s 9(2)(a)
Subject: RE: s 9(2) conference 2024
Date: Thursday, 29 June 2023 1:16:00 pm
Attachments: [image001.png](#)
[image002.jpg](#)
s 9(2)(a) [.Countersigned.pdf](#)

Hi s 9(2)

Thanks for returning this much appreciated. Please see the countersigned copy for your records

I will engage with the coordinator of your event next Thursday at our handover meeting and they will be in touch to finalise payment plans and deposit payments as well.

At the same time I will provide the contact details of our AV contact for your event so you can have the AV requirement discussions directly with them as well.

If you need anything further at this stage, please don't hesitate to reach out to me.

Thanks

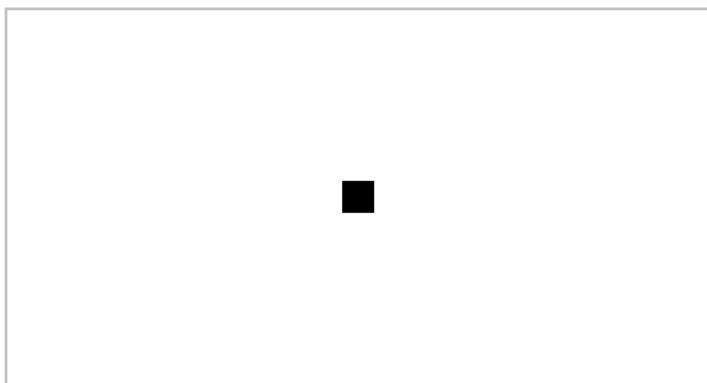
Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a)
Sent: Thursday, June 29, 2023 12:41 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>; s 9(2)(a)
<s 9(2)(a)@wellingtonnz.com>
Subject: s 9(2)(a) conference 2024

Hey guys
signed agreement as per latest version

s 9(2)(a)

regards

s 9(2)(a)

From: [REDACTED] Taylor
To: [Aaron Telford](#)
Subject: Re: FW: EVENINGS - [REDACTED] s 9(2)(a)
Date: Saturday, 13 January 2024 12:53:53 pm
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.jpg](#)

let me know what you need
am just awaiting a deposit from NZ entity for [REDACTED] s 9(2)(a) and can forward relevant
deposits to you as soon as this arrives

regards,

[REDACTED] s 9(2)(a)

On Wed, 10 Jan 2024 at 07:36, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Hi [REDACTED] s 9(2)(a)

Hope you are well.

Just wanted to follow up on the below, so I can prep your event to be
handed over to your dedicated coordinator ssoon.

Cheers

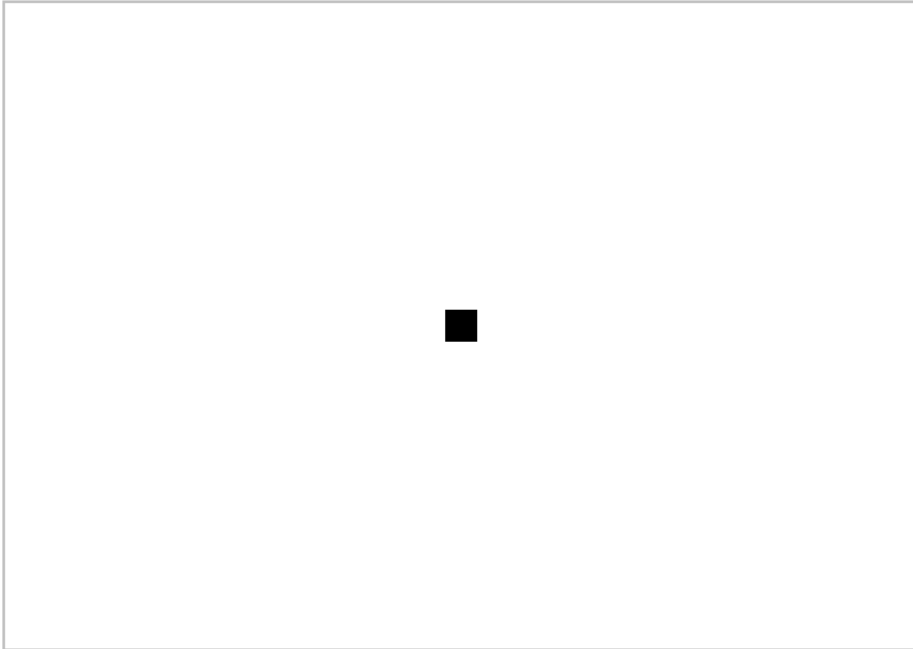
Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, November 7, 2023 10:46 AM

To: [REDACTED] <[REDACTED]> <[REDACTED]> <[\[REDACTED\]@wellingtonnz.com](mailto:[REDACTED]@wellingtonnz.com)>

Subject: RE: EVENINGS - [REDACTED]

Hi [REDACTED]

Wellington Foyer is booked and confirmed for the 4th September.

Walk and Fork catering can be done, this is \$[REDACTED] plus gst.

3 Hour Beverage package is s 9(2)(i)

5 Hour beverage package \$ s 9(2) for the gala dinner

If you would like the above added/updated, please let me know and I can do this and organise an amendment for the contract items.

The cost to open Gallipoli will be for hosts, these are currently charged at \$ s 9(2) plus GST per hour and two will be required- final cost will be provided during the planning stage closer to the event.

Please see attached the AV inclusion document for Takina.

Once the event is handed to your coordinator, they will be able to introduce you to the AV coordinator assigned and you will be able to have the conversation with them around the requirements you have.

Thanks

Aaron

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

From: s 9(2)(a)
Sent: Friday, November 3, 2023 1:11 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>; s 9(2)(a)
<[REDACTED] wellingtonnz.com>
Subject: Re: EVENINGS - [REDACTED] s 9(2)(a)

Aaron

do we have an agreement doc for Wellington Foyer museum welcome night

can you send through please

We will definitely need better than canape catering

it will be a walk around dinner so substantial walk and fork and bevs
3hr package

Gallipoli - cost to open please?

Gala night Takina beverage package cost for 5hrs please 7pm - 12?>

A/V Takina LEVEL 2

what is the included A/V gear - Some screens / projectors and mics -
any operating gear?

We will need to go into detail with someone on this as they are
available to do so please.

I will most likely bring my own Tech lead - Vision operator, Possibly
also an audio guy

regards,

[REDACTED] s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

On Wed, 20 Sept 2023 at 06:32, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Hi s 9(2)(a)

Thanks for this- everything is good at this end as per below:

Welcome Function- Wellington Foyer

Venue Hire \$ s 9(2)(i) (50% discount applied)

Beverage- on consumption

Substantial Canapes- 2 Hours service – 6 items \$ s 9(2)(i) per person

Host charges to open Gallipoli TBC

Gala Dinner- Turn of Plenary

\$ [redacted] s 9(2)(i) pp 3 course set plated dinner (\$ [redacted] s 9(2) for alternate drop mains)

Beverage on Consumption

Pre dinner canapes- ½ hour \$ [redacted] s 9(2)(i) pp

Cheers,

Aaron

Nga mihi,

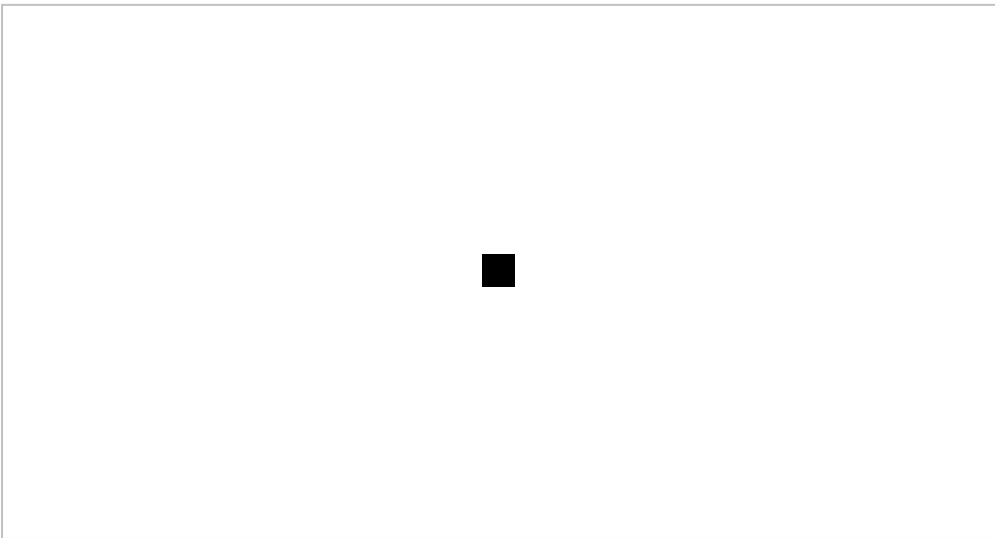
Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [redacted] s 9(2)(a)



From: [REDACTED] s 9(2)(a)
Sent: Tuesday, September 19, 2023 12:38 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)> <[\[REDACTED\]@wellingtonz.com](mailto:[REDACTED]@wellingtonz.com)>
Subject: Re: EVENINGS - [REDACTED] s 9(2)(a)

Aaron

[REDACTED] s 9(2)(a) / [REDACTED] s 9(2)(a) Conference nights are looking like

Weds 4/9 - Museum Welcome night

Thurs 5/9 - Beertown offsite activities and casual night

Fri 6/9 - Renouf foyer / themed networking event

Sat 7/9 - Gala @ Takina

anything i need to sign off for Museum welcome night?

regards,

[REDACTED] s 9(2)(a)



s 9(2)(a)

On Tue, 18 Jul 2023 at 11:39, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Yes thats correct

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

From: s 9(2)(a)
Sent: Tuesday, July 18, 2023 1:37 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: Re: EVENINGS - Laser Electrical

[and the conference venue is all locked away?](#)

regards,

s 9(2)(a)

s 9(2)(a)

On Tue, 18 Jul 2023 at 11:33, Aaron Telford <aaron.telford@takinaevents.co.nz>
wrote:

Hi s 9(2)(a)

From my end:

Welcome Function and Gala dinner as per below pricing. please let

me know if you want to confirm this (am holding space etc)

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

From: s 9(2)(a)
Sent: (a) Tuesday, July 18, 2023 1:29 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>; s 9(2)(a)
<s 9(2)(a) wellingtonnz.com>
Subject: Re: EVENINGS - Laser Electrical

Hey Guys,

where are we at now

I have been off and obviously in the thick of it with the last conference prior to that.

Do we have offers for all 4 evenings?

Museum - welcome

Renouf - theme night

[Gala - awards Takina](#)

[Beertown - wrap party](#)

[regards,](#)

s 9(2)(a)

s 9(2)(a)

On Tue, 11 Jul 2023 at 11:20, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Hi s 9(2)(a)

Please see below pricing and link to menus:

Welcome Function- Wellington Foyer

Venue Hire \$ s 9(2)(i) (50% discount applied)

Beverage- on consumption

Substantial Canapes- 2 Hours service – 6 items \$ s 9(2)(i) per person

Host charges to open Gallipoli TBC

Gala Dinner- Turn of Plenary

\$ s 9(2)(i) pp 3 course set plated dinner (\$ s 9(2) for alternate drop mains)

Beverage on Consumption

Pre dinner canapes- ½ hour \$ s 9(2)(i) pp

[Canape-menu-v2.pdf \(takina.co.nz\)](#)

[Set-plated-menu-4.pdf \(takina.co.nz\)](#)

Thanks

Nga mihi.

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

From: [REDACTED] s 9(2)(a)
Sent: Tuesday, July 11, 2023 11:10 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: EVENINGS - [REDACTED] s 9(2)(a)

Work on 500+ potentially

Regards

[REDACTED] s 9(2)(a)

On 11 Jul 2023, at 8:52 am, Aaron Telford
<aaron.telford@takinaevents.co.nz> wrote:

Hi [REDACTED] s 9(2)(a)

I hope you are well.

Happy to look at the below for you. What numbers are
you expecting for each event? Just so I can match the
best venue etc. 300 for each?

Thanks

[Aaron](#)

[Nga mihi.](#)

[Aaron Telford](#)

[Business Development Manager - Venues](#)

[Takina Events](#)

[Email: aaron.telford@takinaevents.co.nz](mailto:aaron.telford@takinaevents.co.nz)

[Mobile: +64 21 \[REDACTED\]](#)

[<image001.png>](#)

From: [REDACTED] s 9(2)(a)
Sent: Wednesday, July 5, 2023 8:18 AM
To: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)@wellingtonnz.com>
Subject: EVENINGS

TB

Drafted evening plan for [REDACTED] s 9(2)(a) 2024

Can you get the following held and some pricing agreements etc through to me at your earliest convenience?

~

1. **4th Sept Welcome Night @ Te Papa** - including a walk-through of the *Gallipoli: The*

Scale of Our War exhibition, as this has great [REDACTED] theming for both countries coming back together again for the Conference

2. **6th Sept Gala Awards Night @ Takina**

(*this plan could also mean we are clear of Takina 1pm Thursday 7th)

regards,

[REDACTED]
s 9(2)(a)

[REDACTED]
s 9(2)(a)

From: [REDACTED] Taylor
To: Aaron Telford
Subject: Re: EVENINGS - [REDACTED] s 9(2)(a)
Date: Monday, 15 January 2024 8:43:11 am

Gala could be 4hr 7-11 and 1hr consumption 11-12
How do you serve?
Are there wine bottles on tables?
Or only by the glass?

Regards

[REDACTED] s 9(2)(a)

On 15 Jan 2024, at 4:46 am, Aaron Telford
<aaron.telford@takinaevents.co.nz> wrote:

Hi [REDACTED] s 9(2)(a)

Just confirmation on the below please, then I can handover to the coordinator and they will work with you on the payment schedule etc,

Welcome Function:

Walk and Fork catering can be done, this is \$ [REDACTED] s 9(2)(a) plus gst.

3 Hour Beverage package is \$ [REDACTED] s 9(2)(a)

Gala Dinner:

5 Hour beverage package \$ [REDACTED] s 9(2)(a) for the gala dinner

Thanks

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)

<image001.jpg>

From: [REDACTED] s 9(2)(a)
Sent: Saturday, January 13, 2024 12:53 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Re: FW: EVENINGS - s 9(2)(a)

let me know what you need
am just awaiting a deposit from NZ entity for s 9(2)(a)
and can forward relevant deposits to you as soon as this
arrives

regards,

s 9(2)(a)

s 9(2)(a)

On Wed, 10 Jan 2024 at 07:36, Aaron Telford <aaron.telford@takinaevents.co.nz>
wrote:

Hi s 9(2)(a)

Hope you are well.

Just wanted to follow up on the below, so I can prep your event to
be handed over to your dedicated coordinator ssoon.

Cheers

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

<image001.jpg>

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, November 7, 2023 10:46 AM

To: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)
<[REDACTED] s 9(2)(a) wellingtonnz.com>

Subject: RE: EVENINGS - [REDACTED] s 9(2)(a)

Hi [REDACTED] s 9(2)(a)

Wellington Foyer is booked and confirmed for the 4th September.

Walk and Fork catering can be done, this is \$[REDACTED] s 9(2)(a) plus gst.
3 Hour Beverage package is \$[REDACTED] s 9(2)(a)

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If you would like the above added/updated, please let me know an di can do this and organise an amendment for the contract items.

The cost to open Gallipoli will be for hosts, these are currently charged at [REDACTED] s 9(2)(a) plus GST per hour and two will be required- final cost will be provided during the planning stage closer to the event.

Please see attached the AV inclusion document for Takina.

Once the event is handed to your coordinator, they will be able to introduce you to the AV coordinator assigned and you will be able to have the conversation with them around the requirements you have.

Thanks

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED] s 9(2)(a)

From: [REDACTED] s 9(2)(a)

Sent: Friday, November 3, 2023 1:11 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>; [REDACTED] s 9(2)(a)
<[REDACTED] s 9(2)(a) wellingtonnz.com>

Subject: Re: EVENINGS - [REDACTED] s 9(2)(a)

Aaron
do we have an agreement doc for Wellington Foyer museum
welcome night
can you send through please

We will definitely need better than canape catering
it will be a walk around dinner so substantial walk and fork
and bevs 3hr package

Gallipoli - cost to open please?

Gala night Takina beverage package cost for 5hrs please
7pm - 12?>

A/V Takina LEVEL 2

what is the included A/V gear - Some screens / projectors
and mics - any operating gear?

We will need to go into detail with someone on this as they
are available to do so please.

I will most likely bring my own Tech lead - Vision operator,
Possibly also an audio guy

regards,

s 9(2)(a)

s 9(2)(a)

On Wed, 20 Sept 2023 at 06:32, Aaron Telford

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Hi s 9(2)(a)

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Venue Hire \$ s 9(2)(i) (s 9(2)(i) t applied)

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Host charges to open Gallipoli TBC

Gala Dinner- Turn of Plenary

\$ s 9(2) pp 3 course set plated dinner (\$ s for alternate drop mains)

Beverage on Consumption

Pre dinner canapes- ½ hour \$ s 9(2) pp

Cheers,

Aaron

Nga mihi,

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

[<image002.png>](#)

[<image003.jpg>](#)

From: s 9(2)(a)

Sent: Tuesday, September 19, 2023 12:38 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: s 9(2)(a) <s 9(2)(a)> wellingtonnz.com

Subject: Re: EVENINGS - s 9(2)(a)

Aaron

O'Brien/ s 9(2) Conference nights are looking like

Weds 4/9 - Museum Welcome night

Thurs 5/9 - Beertown offsite activities and casual night

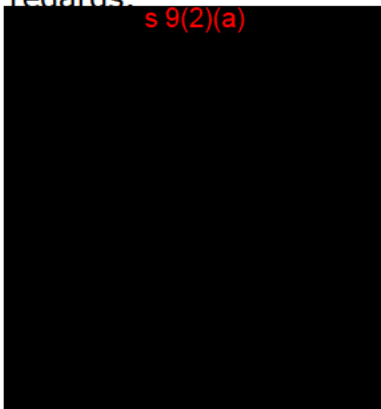
Fri 6/9 - Renouf foyer / themed networking event

Sat 7/9 - Gala @ Takina

anything i need to sign off for Museum welcome night?

regards,

s 9(2)(a)




s 9(2)(a)





On Tue, 18 Jul 2023 at 11:39, Aaron Telford
<aaron.telford@takinaevents.co.nz> wrote:

Yes thats correct

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 

-
-
-

From:  s 9(2)(a) -
Sent: Tuesday, July 18, 2023 1:37 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc:  s 9(2)(a) < s 9(2)(a)@wellingtonnz.com>
Subject: Re: EVENINGS -  s 9(2)(a)

-
[and the conference venue is all locked away?](#)

-
regards,

 s 9(2)(a)

s 9(2)(a)

-
-
On Tue, 18 Jul 2023 at 11:33, Aaron Telford
<aaron.telford@takinaevents.co.nz> wrote:

Hi s 9(2)(a)

-
From my end:

-
Welcome Function and Gala dinner as per below pricing, please let me know if you want to confirm this (am holding space etc)

-
Thanks

-
Nga mihi,

-
Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

-
-
-

From: s 9(2)(a)
Sent: Tuesday, July 18, 2023 1:29 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>; s 9(2)(a)
<s 9(2)(a)@wellingtonnz.com>
Subject: Re: EVENINGS - s 9(2)(a)

-
Hey Guys,
where are we at now.
I have been off and obviously in the thick of it with the last conference prior to that.

-
Do we have offers for all 4 evenings?

-
Museum - welcome
Renouf - theme night

Gala - awards Takina
Beertown - wrap party

-
-
regards,

s 9(2)(a)

- s 9(2)(a)

-
-
On Tue, 11 Jul 2023 at 11:20, Aaron Telford
<aaron.telford@takinaevents.co.nz> wrote:

Hi s 9(2)

-
Please see below pricing and link to menus:

-
Welcome Function- Wellington Foyer

Venue Hire \$ s 9(2)(i) (50% discount applied)

Beverage- on consumption

Substantial Canapes- 2 Hours service – 6 items \$ s 9(2)(i) per person

Host charges to open Gallipoli TBC

-
Gala Dinner- Turn of Plenary

\$ s 9(2)(i) pp 3 course set plated dinner (\$ s 9(2) for alternate drop mains)

Beverage on Consumption

Pre dinner canapes- ½ hour \$ s 9(2)(i) pp

-
[Canape-menu-v2.pdf \(takina.co.nz\)](#)

[Set-plated-menu-4.pdf \(takina.co.nz\)](#)

-
Thanks

-

Nga mihi.

-
Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED]

-
-
-

From: [REDACTED]
Sent: Tuesday, July 11, 2023 11:10 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: EVENINGS [REDACTED]

-
Work on 500+ potentially

Regards

[REDACTED]

-
On 11 Jul 2023, at 8:52 am, Aaron Telford
<aaron.telford@takinaevents.co.nz> wrote:

Hi [REDACTED]

-
I hope you are well.

-
Happy to look at the below for you. What
numbers are you expecting for each event?
Just so I can match the best venue etc. 300 for
each?

-
Thanks

-
Aaron

-
Nga mihi,

-
Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [redacted] s 9(2)(a)
[redacted] s 9(2)(f)

-
-
-
-

From: [redacted] s 9(2)(a)
Sent: Wednesday, July 5, 2023 8:18 AM
To: [redacted] s 9(2)(a) <[redacted] s 9(2)(a)@wellingtonnz.com>
Subject: EVENINGS

TB

Drafted evening plan for [redacted] s 9(2)(a)
2024

Can you get the following held and some pricing agreements etc through to me at your earliest convenience?

~

1. **4th Sept Welcome Night @ Te Papa** - including a walk-through of the *Gallipoli: The Scale of Our War* exhibition, as this has great [redacted] s 9(2)(a) theming for both countries coming back together again for the Conference
2. **6th Sept Gala Awards Night @ Takina**

(*this plan could also mean we are clear of Takina 1pm Thursday 7th)

[redacted] s 9(2)(a)

[redacted] s 9(2)(a)

From: [S Taylor](#)
To: [Aaron Telford](#)
Cc: [s 9\(2\)\(a\)](#)
Subject: Lobby Bar>?
Date: Thursday, 25 January 2024 11:58:41 am

Aaron
seems like HotSauce have booked an event over the top of our Thursday request
So whilst they can do wed fri sat 10pm-2am we now dont have thursday and thats a
problem

Was there a Lobby Bar/Operator in Takina?
could we use that Weds Thurs Fri Sat?
potentially to 2am?

Anywhere else in very close proximity worth approaching for our [s 9\(2\)](#) BAR?
[@s 9\(2\)\(a\)](#) any further thoughts on this appreciated ()

regards

[s 9\(2\)\(a\)](#)

[s 9\(2\)\(a\)](#)

From: [Aaron Telford](#)
To: s 9(2)(a)
Cc: [Tara Terry](#)
Subject: Meet your Takina Events Function Coordinator - s 9(2)(a) 2024 - 54201 - 5/09/2024
Date: Friday, 9 February 2024 1:09:01 pm
Attachments: s 9(2)(a) [September 2024- 1E- Contract Countersigned.pdf](#)

Kia ora s 9(2)(a)

I hope you are doing well.

I want to introduce **Tara Terry** who will be your Function Coordinator from here on. Tara is here to assist you in making your event a success.

You can reach out to Tara directly through:

Mobile: +64 21 s 9(2)(a)

Email: Tara.Terry@takinaevents.co.nz

Thank you once again for choosing Takina Events. We're excited about the opportunity to work with you and your team.

Please don't hesitate to contact me directly for any new enquiries.

Nga mihi,

Aaron Telford

Senior Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



Out of
scope

From: Michealle Gelderblom
Sent: Monday, 11 December 2023 8:02 am
To: s 9(2)(a)
Cc: Michealle Gelderblom
Subject: Site Visit

Good morning, s 9(2)(a)

I hope you had a fabulous weekend 😊

Could I ask that we change the site visit to Tuesday any time will suite me please, I got an email from my child's school saying they having the junior prize giving and Braydon is getting an award and really don't want to miss it. If you are fine with this please let me know what time and I sill change the invite 😊

Have a great day further.

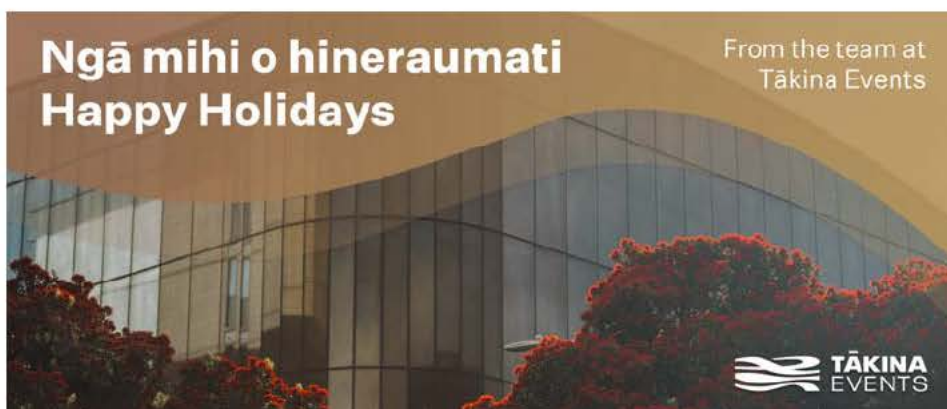
Ngā mihi,

Michealle Gelderblom
Account Manager
Tākina Events



PO Box 467 | 50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

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Find out more at takina.co.nz



Out of
scope

From: s 9(2)(a) <s 9 s 9(2)(a)>
Sent: Tuesday, 12 December 2023 7:57 am
To: Michealle Gelderblom
Subject: RE: Site Visit 13th December 11:00AM

Perfect!

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Tuesday, December 12, 2023 7:54 AM
To: s 9(2)(a) <s 9 s 9(2)(a)>
Subject: RE: Site Visit 13th December 11:00AM

This email was sent from someone outside of s 9(2)(a) Please take extra care.

Defiantly, we can arrange to have a coffee sometime 😊

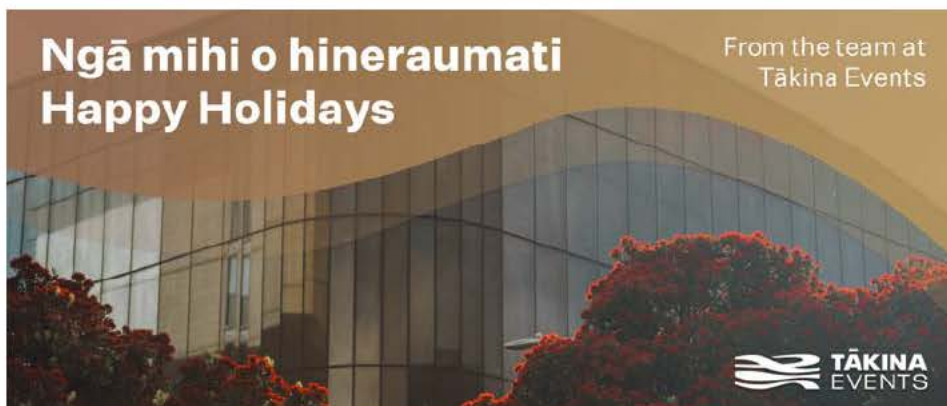
Ngā mihi,

Michealle Gelderblom
Account Manager
Tākina Events



PO Box 467 | 50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

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Find out more at takina.co.nz



From: [REDACTED] <[REDACTED]>
Sent: Tuesday, December 12, 2023 7:52 AM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: Site Visit 13th December 11:00AM

That's great thank you Michealle, especially as today was going to be a little tricky. Great that you can be there for [REDACTED]'s award – they're the important things in life for sure.

Sorry I won't get to meet you after all our emails, but no doubt there will be another time,

[REDACTED]

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Monday, December 11, 2023 9:45 AM
To: [REDACTED] <[REDACTED]>
Subject: Site Visit 13th December 11:00AM
Importance: High

This email was sent from someone outside of [REDACTED]. Please take extra care.

Hi [REDACTED]

Please ignore my previous email my colleague Grace has offered to take you around Tākina on Wednesday at 11am so all sorted 😊 her contact details are below:

Grace +64 21 [REDACTED]
()

Ngā mihi,

Michealle Gelderblom
Account Manager
Tākina Events



PO Box 467 | 50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 21 [REDACTED]

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Find out more at takina.co.nz

From: s 9(2)(a)
To: [Michealle Gelderblom](mailto:Michealle.Gelderblom)
Subject: RE: Availability September/October 2024
Date: Thursday, 1 February 2024 4:33:35 pm
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)

It really is!

Here goes below in red: thanks Michealle,

s 9(2)
()

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Thursday, February 1, 2024 3:52 PM
To: s 9(2)(a) <s 9(2)(a)>
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: Availability September/October 2024

This email was sent from someone outside of s 9(2)(a) Please take extra care.

Hahahahaha that is spooky

I am happy to hear you moving forward, can I ask for the below information, and I will get the contract done for you.

Confirmed Event Name: s 9(2)(a)

Contract details: To whom I should address the contract to (please forward full name with title/Company, postal address, contact email and phone number)

s 9(2)(a)

Who is the bill to person: (please forward full name, title, contact email and phone number and address if different from above)

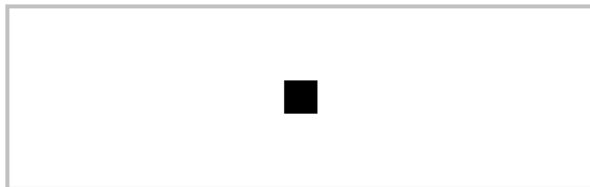
s 9(2) as above thank you

Have a great day further.

Nga mihi,

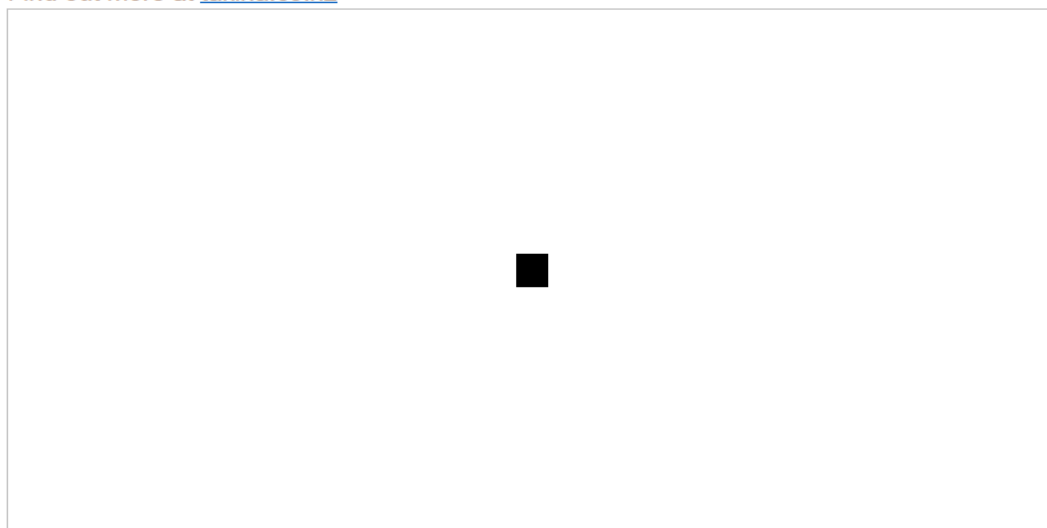
Michealle Gelderblom

Account Manager
Takina Events



PO Box 467, 50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 21 **s 9(2)(a)**

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Find out more at takina.co.nz



From: **s 9(2)(a)** <**s 9 s 9(2)(a)**>
Sent: Thursday, February 1, 2024 3:45 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: Availability September/October 2024

Kia ora Michealle

This is very spooky as I was about to message you to confirm that we would like to move to contract please! Great minds and all that.

Thanks for following up,

s 9(2)
()

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Thursday, February 1, 2024 3:42 PM
To: **s 9(2)(a)** <**s 9 s 9(2)(a)**>
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: Availability September/October 2024

This email was sent from someone outside of **s 9(2)(a) Please take extra care.**

Kia ora s 9(2)
()

Hope you keeping well this email is to touch base regarding your event, is there any feedback are you happy to move to contract?

Hope to hear from you soon.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events



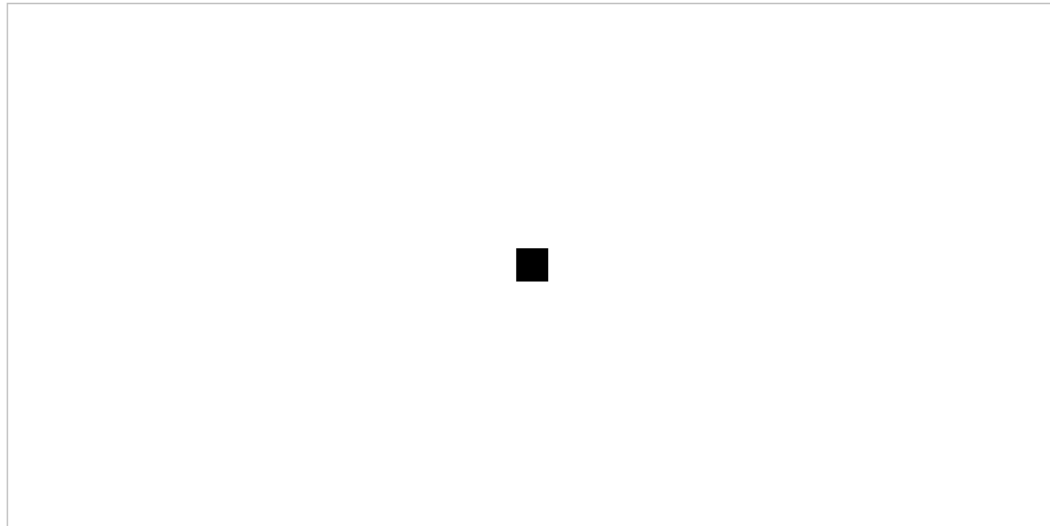
PO Box 467 | 50 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

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From: s 9(2)(a) <s 9(2)(a)>

Sent: Tuesday, January 16, 2024 3:12 PM

To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: RE: Availability September/October 2024

Thanks, Michealle, for all this information.

Fine to stick with white tablecloths thank you.

Also checked the AV requirements and could see the additional costs for the staging and presentation lighting for the space and we'll go ahead with these.

I wasn't sure about the draping. Is it generally required? If not, then all good, but if so, then how do we source that?

Thanks again,

s 9(2)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Tuesday, January 16, 2024 12:13 PM

To: s 9(2)(a) <s 9(2)(a)>

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: RE: Availability September/October 2024

This email was sent from someone outside of s 9(2)(a) Please take extra care.

Kia ora s 9(2) please see below
()

- Can you please confirm the availability of a Green Room and our organisers room. Think I recall there was no extra charge for these? **I have booked the green room and the organisers office (no charge)**
- Do we need to arrange for tablecloth hire? **White tablecloths are included if you want black, they are \$ s 9(2) + GST per cloth.**
- Checking if there is a ramp onto the stage (if we need one) and checking that the standard staging is included in the venue hire? **There is no stage included with the venue hire that is an additional charge.**

Is draping additional? **Yes, draping is additional.**

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

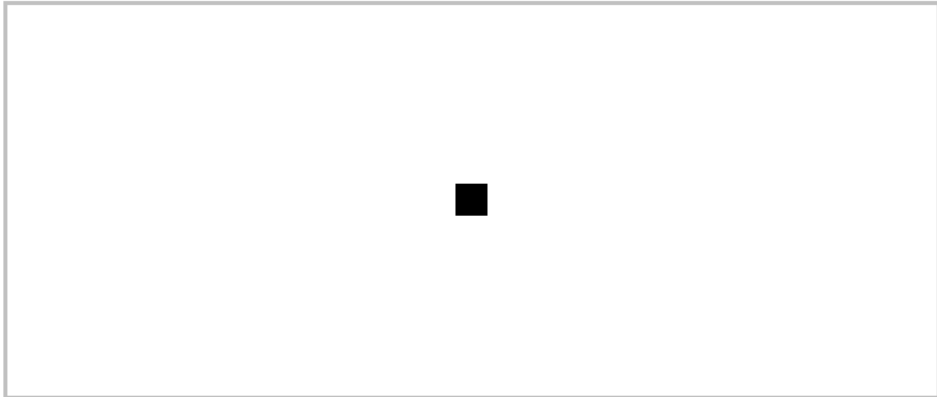


PO Box 467, 50 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

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From: s 9(2)(a) <s 9 s 9(2)(a)>
Sent: Tuesday, January 16, 2024 10:06 AM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: Availability September/October 2024

Kia ora Michealle

Thanks for the speedy reply and great we're pencilled in thank you.

I have looked through the proposal and just have a few questions thanks:

- Can you please confirm the availability of a Green Room and our organisers room. Think I recall there was no extra charge for these?
- Do we need to arrange for tablecloth hire?
- Checking if there is a ramp onto the stage (if we need one) and checking that the standard staging is included in the venue hire?
- Is draping additional?

Thanks again,

s 9(2)
()

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Monday, January 15, 2024 3:49 PM
To: s 9(2)(a) <s 9 s 9(2)(a)>
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: Availability September/October 2024

This email was sent from someone outside of s 9(2)(a) Please take extra care.

Kia ora s 9(2)
()

Thank you for your email, I hope you had a great Christmas and New Year

I have tentatively pencilled your dinner into the calendar. Please find attached a formal proposal,

let me know if you would like me to make any changes.

Have a great day
Kind Regards
Michealle

From: s 9(2)(a) <s 9 s 9(2)(a)>
Sent: Monday, January 15, 2024 12:10 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: FW: Availability September/October 2024

Hi Michealle

Here's to a good New Year ahead for 2024 and look forward to working with you on this event later in the year.

Just to follow up from our site visit mid-December that we're keen to proceed and understand the next step is that you send us through a quote with all the various considerations and from there we proceed to contract? We'd like to go with the attached plan as would be almost an ideal fit for our numbers which will be close to the maximum number of 360.

Look forward to hearing from you and appreciate any other guidance you can provide.

Thanks

s 9(2)
()

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Wednesday, December 6, 2023 3:51 PM
To: s 9(2)(a) <s 9 s 9(2)(a)>
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: Availability September/October 2024

This email was sent from someone outside of s 9(2)(a) Please take extra care.

Kia ora s 9(2)
()

Lovely to hear from you again I hope you are well.

I checked the calendar and I have Rongomatane level 1 available on the 26th of September 2024 this space can seat max 430 lengthways, I have attached a rough floorplan so you have an idea or the other set up would be max seating of 360 **(take note of where the stage is situated in both setups)**

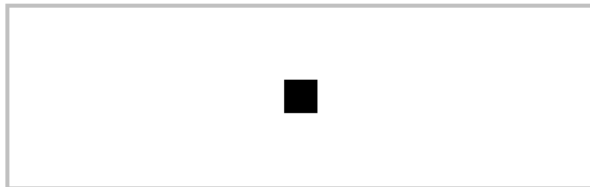
I have not pencilled this in so if you could let me know if you happy with this I can pencil it in for you

Nga mihi,

Michealle Gelderblom

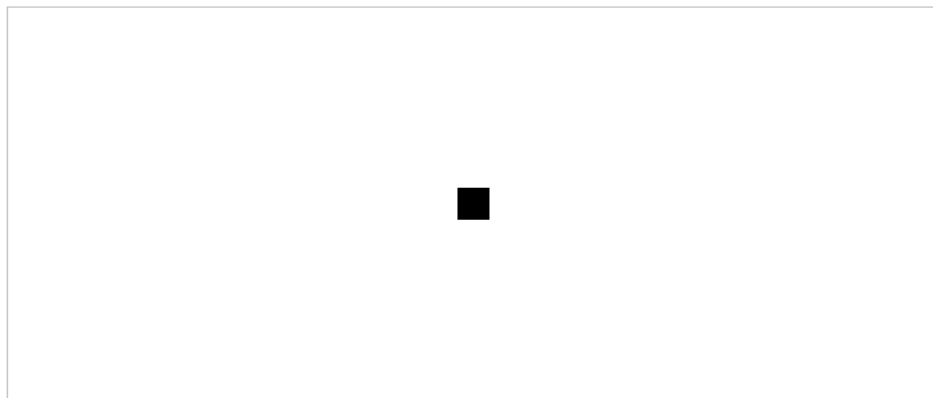
Account Manager

Takina Events



PO Box 467 | 50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

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From: s 9(2)(a) <s 9 s 9(2)(a)>
Sent: Wednesday, December 6, 2023 2:53 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Availability September/October 2024

Hi Michealle

I'm back again checking availability for dates on this same event as follows please:

September 2024

Wednesday 11, Thursday 12
Wednesday 18, Thursday 19
Wednesday 25, Thursday 26

-

October 2024

Wednesday 02, Thursday 03
Wednesday 09, Thursday 10
Wednesday 16, Thursday 17
Wednesday 23, Thursday 24

Look forward to hearing from you thanks.

s 9(2)
(a)

s 9(2)(a)

s 9(2)(a)

Out of scope

From: Michealle Gelderblom
Sent: Thursday, 15 February 2024 2:07 pm
To: s 9(2)(a)
Cc: Michealle Gelderblom
Subject: Revised Contract
Attachments: s 9(2)(a) s 9(2)(a) 2024 Contract V2.pdf

Kia ora s 9(2)(a)

Sorry for the late response, it's been a hectic week. Please find attached revised Contract as requested. Let me know if there is anything I can assist with.

Ngā mihi,

Michealle Gelderblom
Account Manager
Tākina Events



PO Box 467 | 50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

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From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, February 14, 2024 9:27 AM
To: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Subject: RE: Important: Action Required - Contract for s 9(2)(a) 2024; s 9(2)(a) - From 26/09/24 to Midnight

Hi Michealle

Thanks for sending this through and confirming our legal and finance team have reviewed the contract.

Can you please adjust the number of attendees (page 3) to the maximum of 360 and then update the costings to reflect these increased numbers.

Our public liability insurance is well in excess of this figure so we don't need to take additional insurance thanks. We'll cross this out once we have the contract with updated numbers.

Also, please advise what our pack-in time would be for the event.

Otherwise, that's us thanks and appreciate your patience,

s 9(2)

From: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>

Sent: Friday, February 2, 2024 10:07 AM

To: s 9(2)(a) <s 9(2)(a)>

Cc: Victoria Girling <[\(a\)](mailto:Victoria@s 9(2)(a))>

Subject: Important: Action Required - Contract for s 9(2)(a) 2024; s 9(2)(a) - From 26/09/24 to Midnight

This email was sent from someone outside of s 9(2)(a) Please take extra care.

Kia ora s 9(2)(a) and Victoria

I hope this message finds you well. Thank you for confirming s 9(2)(a) 2024 with Tākina Events. We are thrilled to have you back in our spaces.

Attached to this email, you will find the contract for your review. Please carefully review the attached contract, including the terms and conditions. If you have any questions or need further clarification, feel free to reach out.

Kindly return a signed copy of the contract to us by the 09/02/24. If you anticipate needing an extension on this deadline, please let us know as soon as possible. Please be aware that after this deadline, we reserve the right to release the spaces to another client if we haven't received your signed contract. Once we receive the signed contract and the countersigned copy is sent, the agreement becomes binding.

s 9(2)(i)

We are here to assist you, and please don't hesitate to reach out if you have any questions or require further assistance.

On another note, please let me know the contact person for any future invoices. If your company uses purchase orders, we kindly request the purchase order number for this event and we will plan to include that on the upcoming invoice.

Thank you for choosing our spaces. We eagerly anticipate the opportunity to work with your team and make s 9(2)(a) 2024 a resounding success.

Ngā mihi,

Gelderblom, Michealle

Tākina Events

From: s 9(2)
To: [Jonty Datson](mailto:Jonty.Datson)
Subject: Re: Proposal for s 9(2)(a) 15 MAR - Takina Events
Date: Friday, 26 January 2024 3:29:35 pm
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.png](#)
[image005.gif](#)

Hey Jonty,

Yep that sounds good, keep it simple for now.

I don't have a decision on the drinks/ canapes yet.

Nga mihi

s 9(2)(a)

Wellington Office

Level 6, 111 Customhouse Quay
Te Aro, Wellington 6011

PO Box 11965, Manners Street
Wellington 6142, New Zealand

On Fri, 26 Jan 2024 at 11:13, Jonty Datson <Jonty.Datson@takinaevents.co.nz> wrote:

Yeah no worries,

I'm just drawing up your contract now and wanted to check whether or not you wanted me to include the drinks and canapes ?

My preference would be to keep it simple and just contract you to the Day Delegate rate, adding on the drinks/canapes later if need be, but entirely up to you.

Nga mihi,

Jonty Datson

Function Sales and Coordinator

Takina Events

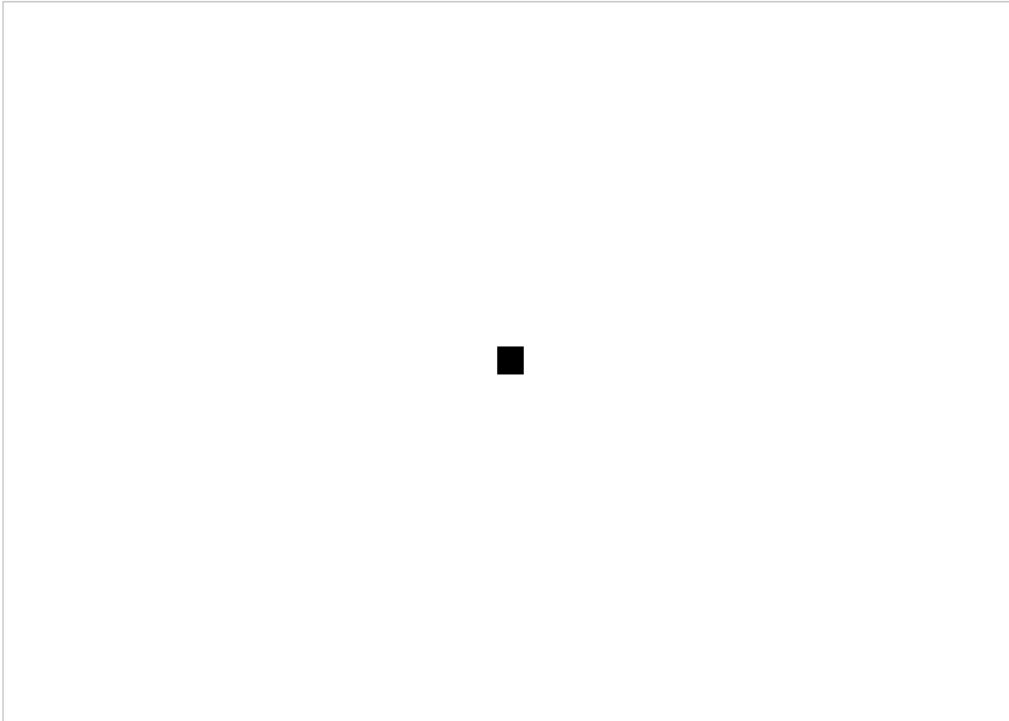
PO Box 467 !55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: s 9(2)(a)

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From: s 9(2)(a) <s 9(2)(a)>
Sent: Friday, January 26, 2024 11:10 AM
To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Subject: Re: Proposal for s 9(2)(a) 15 MAR - Takina Events

Hi Jonty

I think I just missed a call from you. Currently in a meeting, will give you a call back soon.

Nga mihi

s 9(2)(a)



s 9(2)(a)

On Wed, 24 Jan 2024 at 07:43, s 9(2)(a) <s 9(2)(a)> wrote:

Thanks Jonty, info you need below:

Contract

- Onsite contact person on behalf of the hirer including; a name, contact number, email address –

s 9(2)(a)

- Contract signatory on behalf of the hirer including their name and designation –

s 9(2)(a)

- Your official event title e.g. ‘s 9(2)(a) 2024’

s 9(2)(a)

- Invoicing
- Bill – to contact on behalf of the hirer including; a name, contact number, email address, postal address (we will only send you digital material)

s 9(2)(a)

- Please advise you wish to attach a purchase order, or specific reference to any invoice we issue you
 - **Not required**
- No real need to make a decision on the drinks/canapes aspect of the event at this stage, we can always add this on later.
 - **Thanks will get back to you on this ASAP**

Nga mihi

s 9(2)(a)

s 9(2)(a)

On Tue, 16 Jan 2024 at 12:01, Jonty Datson <Jonty.Datson@takinaevents.co.nz> wrote:

Hi s 9(2)

Apologies for the late reply, I have just returned from leave.

If you are happy to proceed to contract I will require the following information from your end to be reflected on both the contract and any financials –

Contract

- Onsite contact person on behalf of the hirer including; a name, contact number, email address –
- Contract signatory on behalf of the hirer including their name and designation –
- Your official event title e.g. “s 9(2)(a) 2024”

Invoicing

- Bill – to contact on behalf of the hirer including; a name, contact number, email address, postal address (we will only send you digital material)
- Please advise you wish to attach a purchase order, or specific reference to any invoice we issue you

No real need to make a decision on the drinks/canapes aspect of the event at this stage, we can always add this on later.

Nga mihi,

Jonty Datson

Function Sales and Coordinator

Takina Events

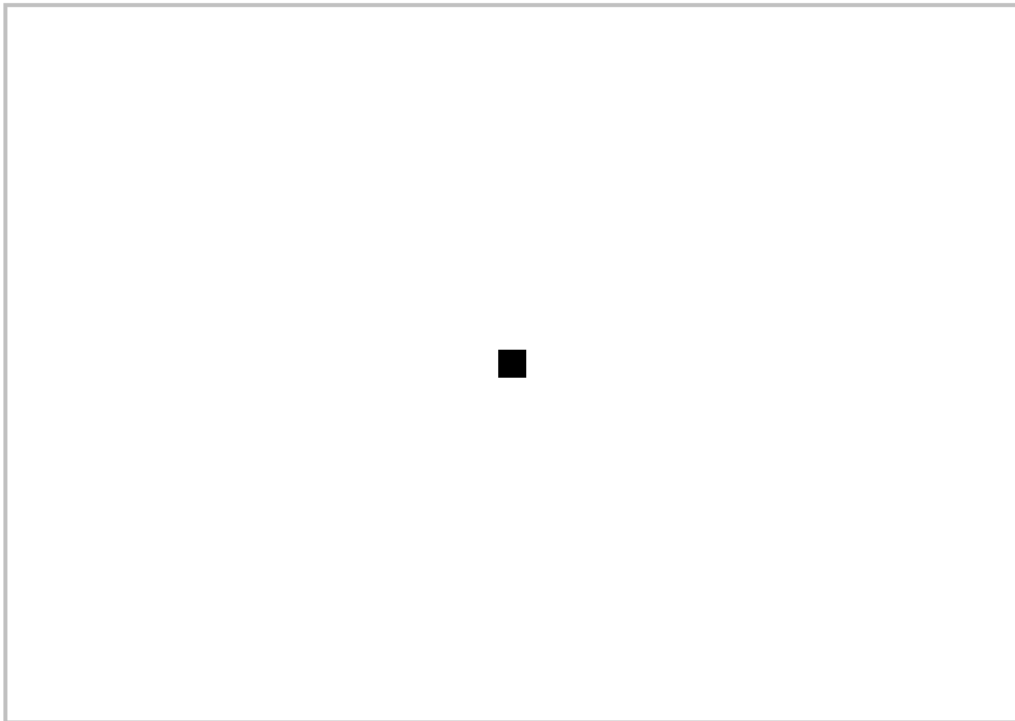
PO Box 467 |55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: s 9(2)(a)

Ta k to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: s 9(2)(a) <[REDACTED] s 9(2)(a)>
Sent: Wednesday, January 3, 2024 2:27 PM
To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Subject: Re: Proposal for [REDACTED] s 9(2)(a) 15 MAR - Takina Events

Kia ora Jonty

Thanks for sending this through. Can we go ahead and lock this date and venue in for the conference part of the event.

In regards to the networking/ drinks part of the event, I didn't get any feedback on this before the break and people I need to talk to aren't back until the 15th - so will get back to you on that part.

Nga mihi

[REDACTED] s 9(2)(a)

s 9(2)(a)

On Fri, 22 Dec 2023 at 09:13, Jonty Datson <Jonty.Datson@takinaevents.co.nz> wrote:

Morning S
9(2)

Please find revised proposal attached to include hire of Tawhirimatea Plenary Hall and Foyer, as well as options for networking drinks and nibbles.

I have also included a proposed floor plan for the plenary session, as well as some menus for your review.

Nga mihi,

Jonty Datson

Function Sales and Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>

Sent: Thursday, December 21, 2023 9:23 AM

To: s 9(2)(a) <[REDACTED] s 9(2)(a)>

Subject: RE: Proposal for [REDACTED] s 9(2)(a) 15 MAR - Takina Events

Good morning [REDACTED] s 9(2)

Just wanting to confirm I have placed a pencil booking in for **Tawhirimatea** for you on the 15th of March and will hold it for you over the New Year break.

I am just putting together a revised quote and some floor plans, I will most likely send those through later on in the day.

Nga mihi,

Jonty Datson

Function Sales and Coordinator

Takina Events

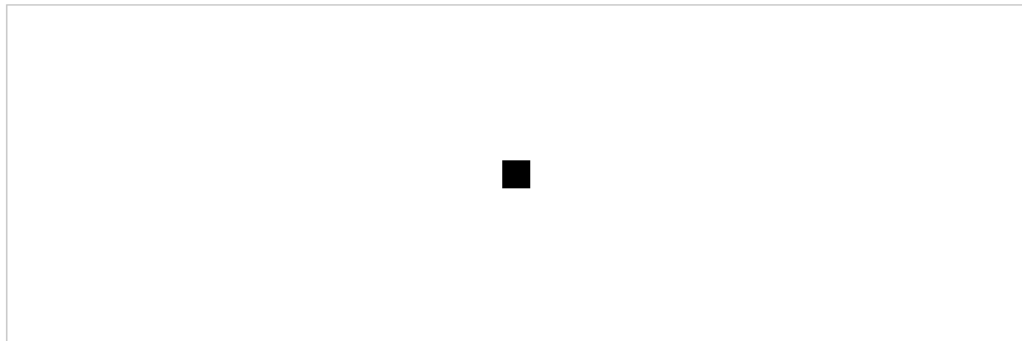
PO Box 467 | 55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: [REDACTED] s 9(2)(a)

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From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, December 19, 2023 4:55 PM
To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Subject: Re: Proposal for s 9(2)(a) 15 MAR - Takina Events

Hi Jonty

Thanks for showing us through the venues today. As discussed, can we please go ahead and lock in the 15th March in the room in the Takina conference centre.

Look forward to hearing from you in regards to the cocktail event.

s 9(2)(a)



On Thu, 14 Dec 2023 at 17:01, s 9(2)(a) <s 9(2)(a)> wrote:

Hi Jonty

Yes we would love to look through both venues, if that is all good. I will be bringing our Tech Lead with us so he can check out any AV requirements.

We could head over around lunchtime on Tuesday 19th Dec, around 12:15 if that works for you?

Nga mihi

s 9(2)(a)



s 9(2)(a)

On Wed, 13 Dec 2023 at 09:50, Jonty Datson <Jonty.Datson@takinaevents.co.nz> wrote:

Kia ora s
9(2)

Correct, Oceania is located within Te Papa as opposed to Takina.

We can certainly have a look through Takina next week, although I fear the plenary spaces may be a little too large given your proposed numbers.

Tuesday next week works best for me as I work from home on Monday's, I am free all day with the exception of 14:00 – 15:00 just let me know when works for you and I will send through an invite.

Nga mihi,

Jonty Datson

Function Sales and Coordinator

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz

■

From: s 9(2)(a) <[REDACTED] s 9(2)(a)>
Sent: Wednesday, December 13, 2023 9:29 AM
To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Subject: Re: Proposal for [REDACTED] s 9(2)(a) 15 MAR - Takina Events

Thanks Jonty, this all sounds great. Could we come check out the venue Monday or Tuesday?

Just checking is this room in Te Papa or in the new conference centre? Preferably we would like to be in the new conference centre.

Nga mihi

[REDACTED] s 9(2)(a)

On Tue, 12 Dec 2023 at 12:25, Jonty Datson <Jonty.Datson@takinaevents.co.nz> wrote:

Good afternoon [REDACTED] s 9(2)

My name is Jonty, I work with the sales team here at Takina, [REDACTED] s has forwarded on your enquiry to host your team's workshop with us in March of next year. [REDACTED] s 9(2)

I can confirm we do have availability to host you on your preferred date of the 15th of March in [Oceania](#) and have tentatively pencilled you in.

In terms of pricing, our **Full Day Delegate** package is charged at \$ **S** + GST per person and includes the following **9(2)**

- Single venue hire from 08:00 – 18:00
- Full Day catering
- A standard audio- visual package

For further package inclusions and conditions please refer to the brochure attached.

The venue can accommodate up to 200 pax in a banquet set up style (max 10 per table) and includes a 6m x 2m stage, double projector and screen, ample natural light, and harbour views. Do let me know if you wish to arrange a time to view in person.

Let me know if you have any questions that I can assist with, and I look forward to your reply.

Nga mihi,

Jonty Datson

Function Sales and Coordinator

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: **s 9(2)(a)**

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz

From: [REDACTED] s 9(2)(a)
Sent: Monday, December 11, 2023 9:57 PM
To: s 9(2)(a) <[REDACTED] s 9(2)(a)>
Cc: Venues <enquiries@takinaevents.co.nz>
Subject: RE: Events at Takina

Kia ora [REDACTED] s
9(2)

Thank you for reaching out and great to hear you are keen to use Takina on the 15th of March for the below workshop.

I have copied the team from Takina Events in on this email who will come back to you shortly to confirm availability and costs.

Many thanks again,

[REDACTED] s
9(2)
(a)

[REDACTED] (2)(a)

Manager

Business Events Wellington

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a) WellingtonNZ.com

WellingtonNZ

Takina Project Team – Wellington City Council

WellingtonNZ.com



The information contained in this email is confidential and intended for the addressee only. If you are not the intended recipient, you are asked to respect that confidentiality by destroying this email and do not disclose, copy or make use of its contents. Your assistance is appreciated.

From: s 9(2)(a) <[REDACTED] s 9(2)(a)>
Sent: Monday, December 11, 2023 3:25 PM
To: s 9(2)(a) <[REDACTED] s 9(2)(a)> [wellingtonnz.com](mailto:[REDACTED]@wellingtonnz.com)>
Subject: Events at Takina

Kia ora s
9(2)

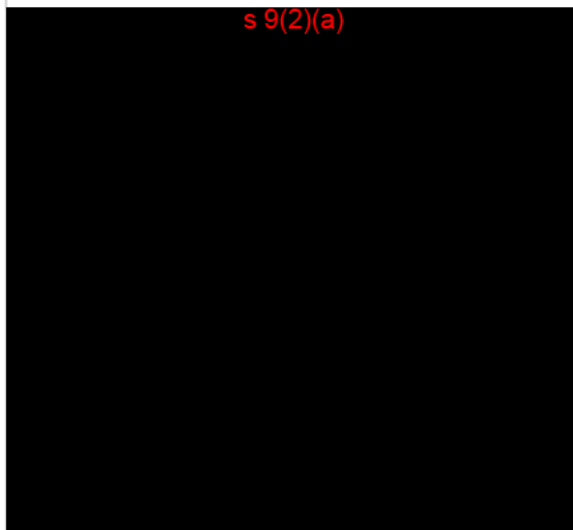
Hope your week is going well.

A while back s 9(2) passed on your details as a good contact to reach out to about holding events Takina. We are holding our all team workshop on Friday the 15th March, there will be around 150people. We will need catering for the day and AV set up with a screen, mics etc.

Would be great if you could like us know if there are any rooms available with capacity for 150? We would prefer to have circle tables so we can split everyone up into groups.

Look forward to hearing from you.

Nga mihi



On Thu, 11 May 2023 at 15:31, s 9(2) Pittrich <s 9(2) Pittrich@wcc.govt.nz> wrote:

Hi s 9(2)

All good. Reach out to s 9(2) see below. She'll send you some information.

s 9(2)(a)

Manager

Business Events Wellington

+64 22 s 9(2)

s 9(2)(a) WellingtonNZ.com

WellingtonNZ

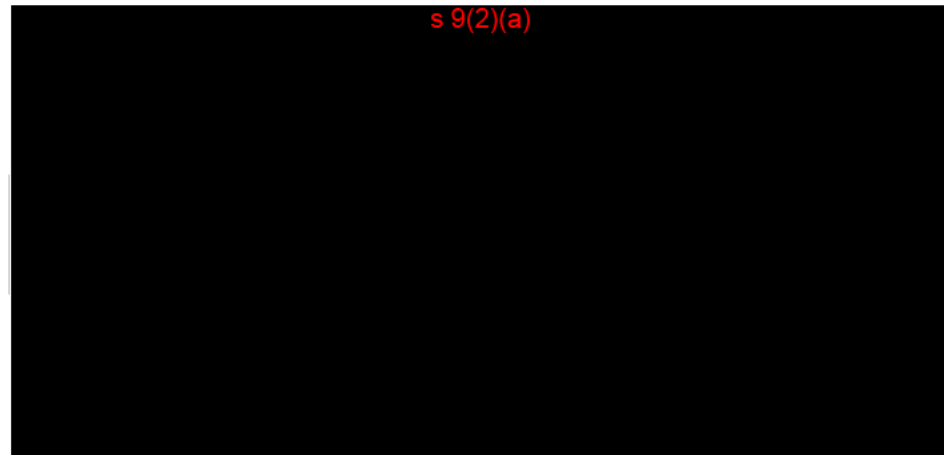
Takina Project Team – Wellington City Council

www.WellingtonNZ.com



Thanks

s 9(2)(a)



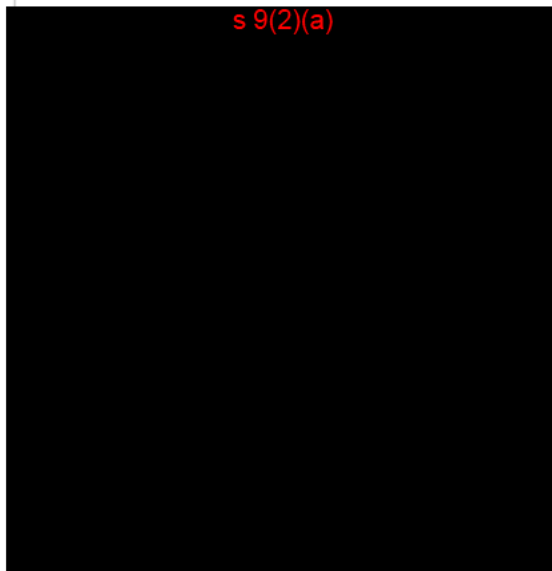
From: s 9(2)(a) <s 9(2)(a)>
Sent: Thursday, 11 May 2023 3:16 pm
To: s 9(2) Pittrich <s 9(2) Pittrich@wcc.govt.nz>
Cc: s 9(2)(a)
Subject: Re: Sonya Williams

Sounds great! Let me know if you require any further information. s 9(2) would love to be kept in the loop for any future events. ()

You are probably very busy, but when you have some time, I would love it if you could send me information for holding events at Takina - starting to make plans for Christmas functions.

Nga mihi

s 9(2)(a)



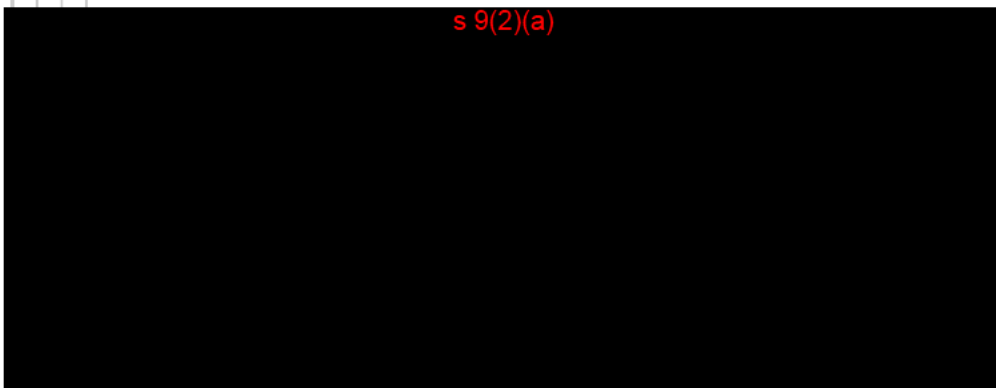
On Wed, May 10, 2023 at 4:40 PM s 9(2) Pittrich <s 9(2) Pittrich@wcc.govt.nz> wrote:

Excellent, trusty EA to save the day. Thanks s () Thanks for letting me know that Sonya is going. We'll check she is down as a yes! 9(2)

And yes, Leighton has said yes and s 9(2) mentioned she has another commitment. ()

Nga mihi nui,

s 9(2)(a)



or make use of its content. If received in error you are asked to destroy this email and contact the sender

immediately. Your assistance is appreciated.

From: s 9(2)(a) <[REDACTED] s 9(2)(a)>
Sent: Wednesday, 10 May 2023 4:37 pm
To: s 9(2) Pittrich <[REDACTED] s 9(2) Pittrich@wcc.govt.nz>
Subject: Re: Pls reply (next week Wednesday / Attending evening function for the opening of Takina?)

Kia ora [REDACTED] s 9(2)
()

Just checked with Sonya and yes she is going to come along.

Am I correct that Leighton as also RSVP'd yes?

[REDACTED] s 9(2) wants to try make it but unfortunately don't think she will be able to get there in time)

Nea mihi

[REDACTED] s 9(2)(a)

On Wed, May 10, 2023 at 4:25 PM [REDACTED] s 9(2) Pittrich <[REDACTED] s 9(2) Pittrich@wcc.govt.nz> wrote:

Hi [REDACTED] s 9(2)

I'm working through the list of those that have not yet RSVP'd to the formal invitation sent by email last month. This is for the evening event next week Wednesday, 17 May

to mark the opening of Takina. **Can you advise if s 9(2)(a) will be attending.**

We'd then update her regarding entry to the event. If she can't attend, please still reply and let me know, I'll indicate it's a 'no' for her.

I look forward to hearing from you. Many thanks.

Nga mihi nui,

s 9(2)(a)



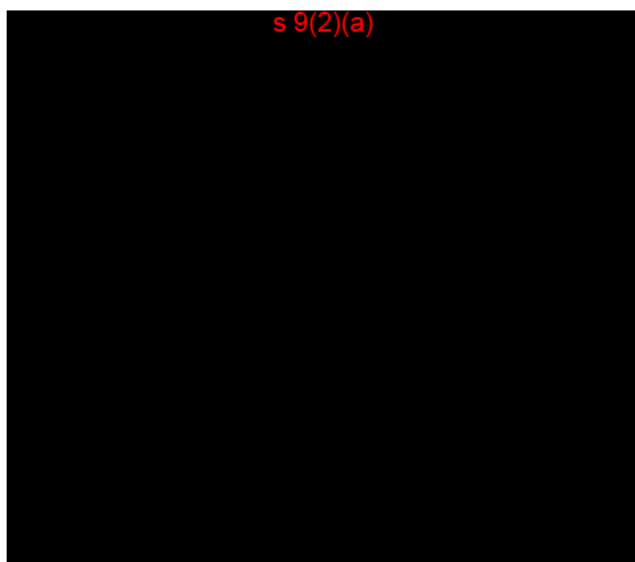
From: s 9(2)
To: [Jonty Datson](#)
Subject: Re: Important: Action Required - Contract for s 9(2)(a) 2024; s 9(2) - From 15/03/2024 to 15/03/2024 - Takina Events
Date: Wednesday, 7 February 2024 4:11:32 pm
Attachments: [image001.jpg](#)
[Venue Hire Contract for s 9\(2\)\(a\) 2024 - Takina Events \(2\).pdf](#)

Kia ora Jonty

Please see the signed contract attached.

In regards to the AV set-up on the day, is there someone our Tech guys can chat to, to ensure we have everything covered.

Nga mihi



On Wed, 7 Feb 2024 at 13:41, Jonty Datson <Jonty.Datson@takinaevents.co.nz> wrote:

Hi s
9(2)

No worries and thank you for the update.

Re catering times, I would say standard run sheet is as follows –

Morning Tea – 10:30 – 10:45

Lunch – 12:30 – 13:30

Afternoon Tea – 15:15 – 15:30

That's fairly typical for most day conferences we host. So long as you allow 15 mins for morning and afternoon tea and an hour for lunch there's no real right or wrong time for service.

Nga mihi,

Jonty Datson

Function Sales and Coordinator

Takina Events

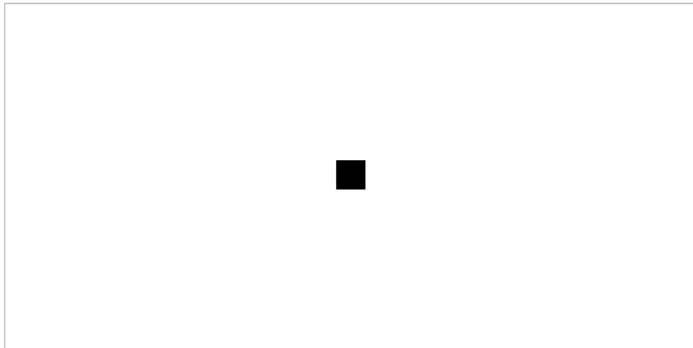
PO Box 467 | 55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: s 9(2)(a)

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From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, February 7, 2024 1:01 PM
To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Subject: Re: Important: Action Required - Contract for s 9(2)(a) 2024; s 9(2)(a) - From 15/03/2024 to 15/03/2024 - Takina Events

Kia ora Jonty

Just confirming we haven't forgotten about this. Finance has confirm we've got our own public liability insurance that covers that amount - so we won't need the add-on.

Just waiting for s 9(2) to send through the final signed copy.
()

In regards to Morning Tea, Lunch and Afternoon Tea - what is the normal timings for these breaks?

Nga mihi

s 9(2)(a)

On Tue, 30 Jan 2024 at 11:25, s 9(2)(a) <s 9(2)(a)> wrote:

Thanks Jonty, have sent this off to Finance for approval. Will get it back to you soon.

Nga mihi

s 9(2)(a)

On Tue, 30 Jan 2024 at 09:14, Jonty Datson <Jonty.Datson@takinaevents.co.nz> wrote:

Kia ora s 9(2)(a) ,

Thank you for confirming s 9(2)(a) 2024 with Takina Events. We are thrilled to have you in our spaces.

Attached to this email, you will find the contract for your review. Please carefully review the attached contract, including the terms and conditions. If you have any questions or need further clarification, feel free to reach out.

Kindly return a signed copy of the contract to us by COB Wednesday the 7th of February. If you anticipate needing an extension on this deadline, please let us know as soon as possible. Please be aware that after this deadline, we reserve the right to release the spaces to another client if we haven't received your signed contract. Once we receive the signed contract and the countersigned copy is sent, the agreement becomes binding.

s 9(2)(i)

We are here to assist you, and please don't hesitate to reach out if you have any questions or require further assistance.

On another note, please let me know the contact person for any future invoices. If your company uses purchase orders, we kindly request the purchase order number for this event and we will plan to include that on the upcoming invoice.

Thank you for choosing our spaces. We eagerly anticipate the opportunity to work with your team and make s 9(2)(a) 2024 a resounding success.

Nga mihi,

Datson, Jonty

Takina Events

Takina Events Logo



Jonty Datson | Function and Sales Coordinator | Takina Events
| Email: jonty.datson@takinaevents.co.nz Mobile: s 9(2)
PO Box 467 | 55 Cable Street | Wellington

Out of
scope

From: [REDACTED] s 9(2)(a)
Sent: Tuesday, 1 August 2023 10:51 am
To: Tory Chan
Subject: TAKINA EVENTS & [REDACTED] s 9(2)(a)
Attachments: TAKINA CONTRACT 2023.pdf

Hi Tory

Trust you are well.

Please find attached Contract for our event at Takina Friday 8 December 2023.

Should you have any queries, please feel free to contact me.

Kind Regards,

[REDACTED] s 9(2)(a)

Out of
scope

From: Tory Chan
Sent: Friday, 4 August 2023 10:06 am
To: s 9(2)(a)
Subject: RE: s 9(2)(a) - Takina Events - 8 December 2023 - countersigned contract
Attachments: 55571 - s 9(2)(a) - countersigned contract.pdf

Hi s
9(2)

Happy Friday to you!

Thank you for sending through your signed contract, I have attached a copy of the countersigned contract for your records. Let me know if you need a purchase order number on your invoice as well.

In the next few weeks, I will do an e-introduction to the co-ordinator who will be working with you to finalise all the details for your event.

I will be in touch and have a great weekend s
9(2)

Ngā mihi

Tory Chan

Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Tākina or Te Papa
Find out more at takina.co.nz

From: s 9(2)(a)
Sent: Tuesday, August 1, 2023 10:51 AM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: TAKINA EVENTS & s 9(2)(a)

Hi Tory

Trust you are well.

Please find attached Contract for our event at Takina Friday 8 December 2023.

Should you have any queries, please feel free to contact me.

Kind Regards,

Out of scope

From: Tory Chan
Sent: Thursday, 24 August 2023 12:04 pm
To: s 9(2)(a)
Cc: Clarisse Le Floch
Subject: RE: Go For s 9(2)(a) s 9(2)(a) - Friday 8 December - Handover to Takina Co-ordinator

Good afternoon s 9(2)

I hope you're having a good week!

I would like to introduce Clarisse Le Floch (cc) who will be your Function Coordinator, going forward, supporting you to deliver a successful event.

You can now liaise directly with Clarisse using below details:

Mobile: +64 s 9(2)(a)

Email: clarisse.lefloch@takinaevents.co.nz

Are you able to send through some date options that work for your menu tasting and Clarisse can confirm what works for her and Chef.

Thank you for your support and have a great afternoon s 9(2)

Ngā mihi

Tory Chan

Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

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Find out more at takina.co.nz



From: Tory Chan

Sent: Tuesday, August 15, 2023 2:07 PM

To: [REDACTED] s 9(2)(a)

Subject: RE: MENU TASTING FOR CCF EVENT FRIDAY 8 DECEMBER 2023

Hi [REDACTED] s 9(2)

I hope you had a nice weekend! This is a quick email to advise that I will hand you over to your co-ordinator next Friday 25th August. She will also be able to organise the menu tasting with you as well.

Have a great week and I will be in touch with you next week!

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)

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Find out more at takina.co.nz



From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Thursday, August 10, 2023 3:30 PM

To: [REDACTED] s 9(2)(a)

Subject: RE: MENU TASTING FOR CCF EVENT FRIDAY 8 DECEMBER 2023

Hi [REDACTED] s 9(2)

The co-ordinator that I am handing your event over to is currently sick, hopefully she'll be back on deck soon and I can e-introduce you.

I will be in touch in the coming weeks!

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)

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From: [REDACTED] s 9(2)(a)
Sent: Tuesday, August 8, 2023 5:05 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: Re: MENU TASTING FOR CCF EVENT FRIDAY 8 DECEMBER 2023

Hi Tory

Open to Chefs suggestions

Thanks

Get [Outlook for Android](#)

[REDACTED] s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Thursday, August 3, 2023 2:25:17 PM

To: s 9(2)(a)

Subject: RE: MENU TASTING FOR CCF EVENT FRIDAY 8 DECEMBER 2023

Hi s 9(2)

Thank you for your email, are there any specific dishes you wish to try? I can take this to Chef and confirm the price of the tasting and book this in for you.

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

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Talk to us about hosting your next event at Tākina or Te Papa

Find out more at takina.co.nz

From: s 9(2)(a)

Sent: Tuesday, August 1, 2023 11:22 AM

To: Tory Chan <Tory.Chan@takinaevents.co.nz>

Subject: MENU TASTING FOR CCF EVENT FRIDAY 8 DECEMBER 2023

Hi Tory,

I know you will need to assign me to an Events Manager / Coordinator for our event in December. As discussed, when I was in Wellington, I would like to book a menu tasting for our event. We have two ladies in Wellington region that would be looking at the menu for our event, and also tasting on our behalf. Once done we will confirm menu choices.

When appropriate, please advise time/day for menu tasting.

Await your information.

Kind Regards,

s 9(2)(a)

Out of scope

From: Tory Chan
Sent: Thursday, 9 November 2023 11:26 am
To: s 9(2)(a)
Subject: RE: s 9(2)(a) - 22 March 2024 - Takina Events contract V3 to sign
Attachments: s 9(2)(a) Contract V3 - 22 March 2024.pdf

Hi s 9(2)

No further discount applies for the removal of the foyer, this is already a very heavily discounted rate for Takina.

I have highlighted the clauses in the contract, we can't remove these clauses, however we approve them. Please note any liquor that is raffled off cannot be consumed onsite during the event.

I have updated contract V3 for you to sign.

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

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Finish 2023 in style inside
Wellington's preeminent
venues – Te Papa and Tākina



From: s 9(2)(a)
Sent: Wednesday, November 8, 2023 4:03 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Cc: s 9(2)(a)
Subject: RE: s 9(2)(a) - 22 March 2024 - Takina Events contract V2 to sign

Hi Tory,

I have just gone over revised contract V2.

Please amend the following;

Pg 3) Currently has 5.30PM to 11.00PM
Booking For 9.00AM to 11.30pm, 22/3/24

The Rongomatane Foyer – given we are no longer using this space is there a discounted figure to be applied. Note, it still has the same price as having the Foyer and Plenary Hall One.

Clauses 15 OTHER PROHIBITED ACTIVITIES

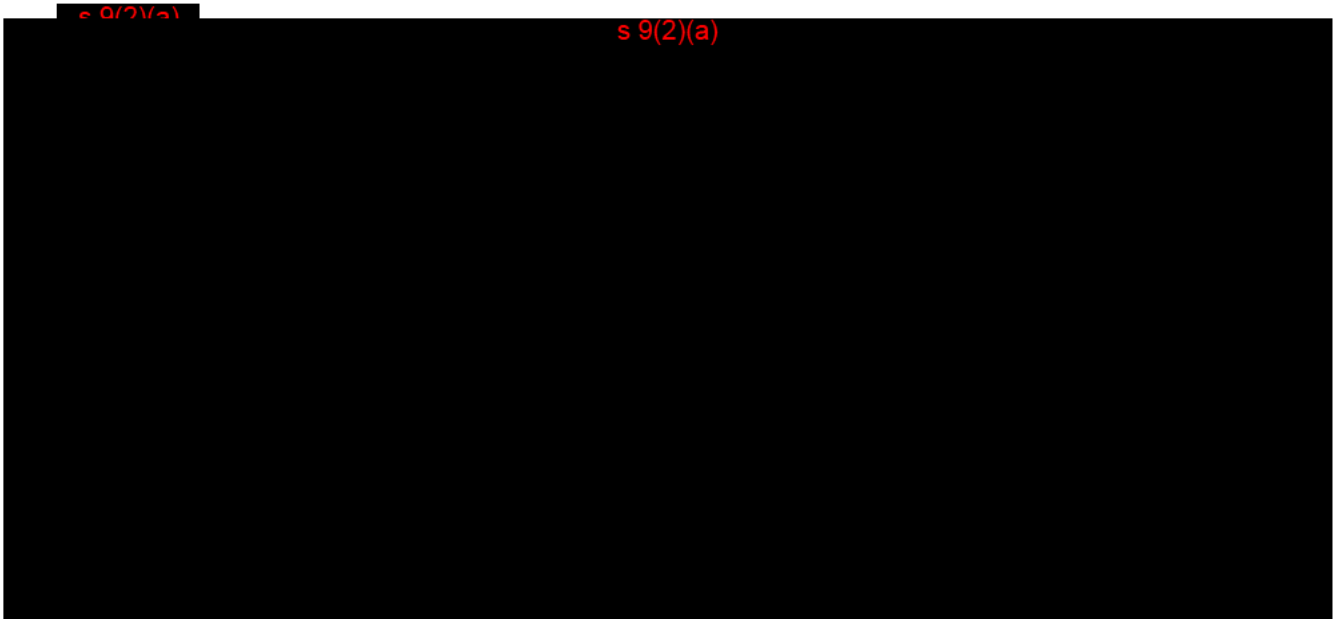
Please waive where applicable for	15. 1c (iii)	= solicit donations within the Building
	15. 1d	= sell or the allow the sale of :raffles etc
	15. 1g	= liquor and alcohol supply etc

Lastly kindly approve where applicable in Clause 17	External Suppliers and
Clause 22	Photography, Video and Motion Pictures

Await your revised Contract.

Thank you.

Nga mihi,



From: Tory Chan <Tory.Chan@takinaevents.co.nz>
 Sent: Wednesday, November 8, 2023 3:18 PM
 To: [Redacted] s 9(2)(a)
 Cc: [Redacted] s 9(2)(a)
 Subject: RE: [Redacted] s 9(2)(a) - 22 March 2024 - Takina Events contract V2 to sign

Hi [Redacted] s 9(2)

I have put access at 9:00am, as mentioned the rooms may not be 100% set up but you can have access to set up things on your side.

Thank you for confirming the Foyer, I have removed from the contract since you're only using the plenary room for the cocktail room.

Please find attached V2 of the contract for you to sign off.

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**

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Wellington's preeminent
venues – **Te Papa and Tākina**



From: **s 9(2)(a)**
Sent: Wednesday, November 8, 2023 3:03 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Cc: **s 9(2)(a)**
Subject: RE: **s 9(2)(a)** - 22 March 2024 - Takina Events contract to sign

Hi Tory,

- 1) If it helps, 9AM access for furniture/theming etc.
- 2) Foyer not required due to change from sit down banquet to cocktail. But would need access to foyer to get to Rongomatane room.

We will hire furniture ie bar leaners, bar stools, a few lounge set to dress room for our event

Any further queries, please advise.

Thank you.

Kind Regards,

s 9(2)(a)

s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Wednesday, November 8, 2023 2:27 PM

To: s 9(2)(a)

Cc: s 9(2)(a)

Subject: RE: s 9(2)(a) - 22 March 2024 - Takina Events contract to sign

Hi s 9(2)

Thank you for your email.

In terms of set up, we have an evening function on the 21st March 2024 so the rooms may not be 100% set up by 8:00am on the 22nd March.

Did you just need access to set up furniture/theming etc..? We can give you access to the spaces, but Operations may still be setting up around you. I believe you're now after a stand up set up (not banquet style) so it won't take us as long though.

I was also thinking, since it's changed to a cocktail event, do you still require the foyer? As this was being used for pre-dinner drinks for mixing and mingling before sitting down in the Plenary Hall.

Once you've confirmed the above I can send you an updated contract.

Ngā mihi

Tory Chan

Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

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From: [REDACTED] s 9(2)(a)
Sent: Wednesday, November 8, 2023 12:10 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Cc: [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2)(a) - 22 March 2024 - Takina Events contract to sign

Hi Tory,

Trust you are well.

Please can you update the following details in your contract;

BOOKING DETAILS

Event Title : [REDACTED] s 9(2)(a) Wellington
Description of Event : Cocktail
Booking Period : 22/03/24 8.00AM – 11.30PM
SETUP : Cocktail

Noted venue hire	Rongomatane Foyer & Plenary Hall One etc, 22/03/24	: 1pm – 11.30pm
We need Setup Start Time for	Rongomatane	: 8.00AM – 11.30PM
	Makaro	: 8.00AM – 11.30PM
	Green Rm 3 & 4	: 8.00AM – 11.30PM

Everything looks ok.

Please update and resend for signing.

Any further queries, please advise.

Thank you.

Nga mihi,

s 9(2)(a)

s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Tuesday, November 7, 2023 12:32 PM

To: [REDACTED] s 9(2)(a)

Cc: [REDACTED] s 9(2)(a)

Subject: RE: [REDACTED] s 9(2)(a) - 22 March 2024 - Takina Events contract to sign

Hi [REDACTED] s 9(2)

Thank you for confirming your new date, please find attached the contract for your review and note the following:

- There is a minimum catering spend of \$ [REDACTED] s 9(2) + GST per person per day based on 200 people (equivalent of the supper buffet menu)

Could you return a signed copy of the contract (included terms & conditions) **by next Tuesday 14th November**, If you anticipate needing an extension on this, please let me know. After this deadline, we reserve the right to release the spaces to another client if we haven't heard back from you. Once we receive the signed contract and the countersigned copy is sent, the agreement becomes binding.

[REDACTED] s 9(2)(i)

[REDACTED] s 9(2)

There are a few questions at my end:

- Are you still wanting the guests to sit down at the oval tables? Or do you want more of a stand-up set up now?
- Are you looking at having a similar agenda to December?
1300 Client access for set up

1745 Doors open
1800 Drinks served
No canapes at this stage but may want to add later on
1900 Guests enter room to sit down for supper (or slightly earlier if they want to start formalities at 7pm)
2300 Last call for drinks
2330 Guest departure

Thank you again for choosing our spaces, we look forward to working with your team.

I will send through the invoice later this week to keep these emails separate.

Kind regards,

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**

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From: **s 9(2)(a)**

Sent: Monday, November 6, 2023 2:57 PM

To: Tory Chan <Tory.Chan@takinaevents.co.nz>

Cc: **s 9(2)(a)** Clarisse Le Floch

<Clarisse.LeFloch@takinaevents.co.nz>

Subject: RE: **s 9(2)(a)**

Hi Tory,

Thank you,

Nga mihi,

s 9(2)(a)

s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Monday, November 6, 2023 2:55 PM

To: s 9(2)(a)

Cc: s 9(2)(a)

Clarisse Le Floch

<Clarisse.LeFloch@takinaevents.co.nz>

Subject: RE: s 9(2)(a)

Hi s
9(2)

Thank you for your email with that confirmation, I will send through a new contract for you to sign off later this week for the 22nd March 2024.

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

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From: [REDACTED] s 9(2)(a)
Sent: Monday, November 6, 2023 2:11 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Cc: [REDACTED] s 9(2)(a)
Subject: RE: CCF EVENT- GO FOR GOLD 2024

Hi Tory

After much considerations, we will remain with the 22 MARCH 2024 date.

Thanks for your all efforts and apologise for all the to and fro. We will now proceed with advertising for our event.

Nga mihi,

[REDACTED] s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Monday, November 6, 2023 1:38 PM

To: [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2)(a)

Yes that is correct, we have a multi conference which has booked Level 1 and Level 2 at Takina on Friday 12th April.

Ngā mihi
Tory Chan
Account Manager
Tākina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 [REDACTED] s 9(2)(a)

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From: [REDACTED] s 9(2)(a)
Sent: Monday, November 6, 2023 11:59 AM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: CCF EVENT- GO FOR GOLD 2024

Hi Tory,

12th April 2024 – I think you mentioned it was booked – please confirm.

Await your info.

Thank you.

[REDACTED] s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Monday, November 6, 2023 11:53 AM

To: [REDACTED] s 9(2)(a)

Subject: RE: [REDACTED] s 9(2)(a)

Hi [REDACTED] s 9(2)

Thank you for your email, sorry I have been in meetings all morning.

Email is best for me this week as I have more meetings later in the week!

Both Level 1 and 2 at Takina are booked with multiday conferences on Friday 5th April so we are unable to host a cocktail function.

Did you want to look at any other dates?

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)

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From: [REDACTED] s 9(2)(a)
Sent: Monday, November 6, 2023 10:40 AM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: CCF EVENT- GO FOR GOLD 2024

Hi Tory,

As you know we are changing our corporate sit down banquet dinner to a cocktail evening. Just had a chat with our Team and perhaps another room that Takina can offer?. We would love to have our event at Takina as this is the first Wellington event Child Cancer Foundation has had post Covid in Wellington.

We want to make a statement with a grand venue such as Takina being one of our draw cards.

Tory, is there any other room you can offer 5th April 2024.

Await your info.

Thanks,

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Friday, November 3, 2023 2:05 PM
To: [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2)(a)

Hi [REDACTED] s 9(2)

I will hold off sending you the invoice until we decide what is happening with the new date.

Let me know if you're able to make the 22nd March work.

I hope you have a lovely weekend!

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

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From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Thursday, November 2, 2023 11:10 AM

To: s 9(2)(a)

Subject: RE: CCF EVENT- GO FOR GOLD 2024

Hi s 9(2)

I have been in back-to-back meetings this morning, not sure if you received my text as it bounced back (something to do with my phone).

Unfortunately, we only look after Takina and Te Papa venues.

Let me know what you would like to do from here.

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

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From: [REDACTED] s 9(2)(a)
Sent: Thursday, November 2, 2023 10:32 AM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: [REDACTED] s 9(2)(a)

Hi Tory,

Given that Takina cannot accommodate us for 5th or 12th APRIL 2024, is there any subsidiary venues that is under Takina umbrella as an alternative venue for our cocktail event in Wellington?.

Await yr info.

Thanks

[REDACTED] s 9(2)(a)

Out of
scope

From: Tory Chan
Sent: Friday, 17 November 2023 10:20 am
To: s 9(2)(a)
Subject: RE: TAKINA CONTRACT V4 - s 9(2)(a)
Attachments: s 9(2)(a) Contract V4 - 22 March 2024.pdf

Hi s
9(2)

I have attached V4 of the contract for you to sign off which includes the changes below:

- Changed to a 3-course set dinner menu for \$ s 9(2)(a) + GST per person
- We are in touch with Chef regarding our new menus and what will be changing
- Set up changed back to banquet style and added in the Foyer for pre-dinner drinks again
- I have based the catering on 250 pax but you will see the minimums are 200 pax
- Now that the set up has changed to banquet, we can allow early access for you to set up but the banquet tables may not be ready to access that early

Thank you s
9(2)

Ngā mihi
Tory Chan
Account Manager
Tākina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

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From: s 9(2)(a)
Sent: Thursday, November 16, 2023 3:28 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: Re: TAKINA CONTRACT V3 - s 9(2)(a)

Hi Tory

That's fine.

The menu tasting that was done a couple of weeks ago, can we still use that menu come March 2024?

Await yr info.

Thanks

s
9(2)

Get [Outlook for Android](#)

s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Thursday, November 16, 2023 3:24:01 PM

To: s 9(2)(a)

Subject: RE: TAKINA CONTRACT V3 - s 9(2)(a)

Hi s
9(2)

The 2024 rates for a set 3-course plated dinner is \$ s + GST per person, did you want to go ahead with this change?
9(2)

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

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From: [REDACTED] s 9(2)(a)
Sent: Thursday, November 16, 2023 10:11 AM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: TAKINA CONTRACT V3 - [REDACTED] s 9(2)(a)
Importance: High

Hi Tory

Trust you are well.

FYI, I have not received your signed contract as yet. Which is good!.

Troy, we just had our committee meeting for our Wellington event and we have decided to revert back to our Dinner Banquet, sit down table of 10. Financially a cocktail event would not work for the amount of effort. Therefore decided to stick to our original plan of a Banquet Dinner for our Fundraising event at Takina. Everything else stays the same ie :

Even : [REDACTED] s 9(2)(a) 2024
Date : Friday 22 March 2024
Type : Banquet Dinner
Minimum : 200 people (20 Tables)
Estimated : 300 people (30 tables)
Times : Access to room 9am – 11.30pm
Please kindly amend contract to reflect above changes.

Apologies for any inconvenience caused.

Any queries, please advise.

Thank you.

Kind Regards,

s 9(2)(a)

s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Monday, November 13, 2023 11:43 AM

To: s 9(2)(a)

Subject: RE: TAKINA CONTRACT V3 - s 9(2)(a)

Hi s
9(2)

I hope you had a nice weekend!

This is all received thank you, I will send you back a countersigned copy when I am next in the office.

Have a great Monday!

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

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From: [REDACTED] s 9(2)(a)
Sent: Thursday, November 9, 2023 2:11 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: TAKINA CONTRACT V3 - [REDACTED] s 9(2)(a)

Hi Tory,

Thank you for the amendments and updated Contract.

Please find attached signed contract, await your signed version to complete process.

Any further queries, please feel free to contact me.

Kind Regards,

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

Out of
scope

From: [REDACTED] s 9(2)(a)
Sent: Tuesday, 21 November 2023 12:36 pm
To: Tory Chan
Cc: [REDACTED] s 9(2)(a)
[REDACTED]
Attachments: SIGNED TAKINA CONTRACT FOR 2024 - [REDACTED] s 9(2)(a)
TAKINA CONTRACT SIGNED 2024.pdf

Hi Tory,

Attached our signed contract for your reference. Please send us a copy of your signed version to complete the contractual process.

Any queries, please advise.

Thank you.

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

Out of scope

From: Tory Chan
Sent: Thursday, 2 November 2023 7:16 pm
To: s 9(2)(a)
Subject: RE: s 9(2)(a) - 22 March 2024 - Takina Events - countersigned contract
Attachments: s 9(2)(a) 22 March 2024 - countersigned contract.pdf

Hi s 9(2)(a)

Thank you for confirming that and sending your certificate of insurance through. I have attached a countersigned contract for your files.

Once a co-ordinator has been assigned, I will e-introduce you both and you will continue liaising with them to finalise all the details for your event.

I will be in touch and have a great Friday tomorrow s 9(2)(a)

Ngā mihi
Tory Chan
Account Manager
Tākina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

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From: s 9(2)(a)
Sent: Wednesday, November 1, 2023 3:45 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: s 9(2)(a) - 22 March 2024 - Takina Events - signed contract received

Thanks Tory

No need for the insurance, we hold our own cover. Please see certificate of insurance attached for your records.

Ngā mihi

s 9(2)(a)

s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Wednesday, November 1, 2023 3:16 PM

To: s 9(2)(a)

Subject: RE: s 9(2)(a) - 22 March 2024 - Takina Events - signed contract received

Hi s 9(2)(a)

Thank you for your signed contract, this is to confirm I have received this and I will send you a countersigned copy when I am in the office.

Did you want to use Takina Events Public Insurance for s 9(2)(i) per day?

Cheers,

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

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From: [REDACTED] s 9(2)(a)
Sent: Tuesday, October 31, 2023 2:32 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: [REDACTED] s 9(2)(a) - 22 March 2024 - Takina Events - contract V2 to sign off

Hi Tory

Please find the signed contract attached. Please return with a countersigned copy.

Ngā mihi

[REDACTED] s 9(2)(a)
[REDACTED] s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Thursday, October 26, 2023 2:29 PM
To: [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2)(a) - 22 March 2024 - Takina Events - contract V2 to sign off

Hi [REDACTED] s 9(2)

I have attached an updated contract for your review and note the following:

- There is a minimum catering spend of \$ [REDACTED] s 9(2) + GST per person per day based on 200 people (equivalent of [3-course Dinner](#))
- The AV details of what is included and what is additional charge can be viewed [here](#), an 8m x 3m stage is \$ [REDACTED] s 9(2) + GST per day in Tāwhirimātea C+E. There will be an additional charge for audio visual if you require this in the foyer for pre-drinks
- Please note we have another client using Tāwhirimātea A & G up until lunch time – these are not the rooms you have booked but it's more of an FYI
- I have put the access time of 11:00am for Tāwhirimātea C+E and access to the Foyer at 1:00pm to ensure the other client has departed

Could you return a signed copy of the contract (included terms & conditions) by Thursday 2nd November, If you anticipate needing an extension on this, please let me know. After this deadline, we reserve the right to release the spaces to another client if we haven't heard back from you.

Once we receive the signed contract and the countersigned copy is sent, the agreement becomes binding.

[REDACTED] s 9(2)(i)

[REDACTED]

[REDACTED]

[REDACTED]

Thank you again for choosing our spaces, we look forward to working with your team.

Ngā mihi
Tory Chan
Account Manager
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

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From: s 9(2)(a)
Sent: Thursday, October 26, 2023 12:23 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: s 9(2)(a) - 22 March 2024 - Takina Events - contract details

Thanks Tory

Can you please resend the updated contract?

Ngā mihi

s 9(2)(a)

s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Thursday, October 26, 2023 9:47 AM
To: s 9(2)(a)
Subject: RE: s 9(2)(a) - 22 March 2024 - Takina Events - contract details

Sorry **s 9(2)** following from my email below, the cost of staging below is in the dinner room, not in the foyer where pre-drinks are held

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**

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From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Thursday, October 26, 2023 9:35 AM

To: **s 9(2)(a)**

Subject: RE: **s 9(2)(a)** - 22 March 2024 - Takina Events - contract details

Hi **s 9(2)**

Thank you for coming back to me.

Here is the link to our plated dinner menus, please use this as a sample menu as our menus will be updated early next year - <https://www.takina.co.nz/assets/PDF-menus/Final-2023-Menus-/Set-plated-menu-4.pdf>

The AV details of what is included and what is additional charge can be viewed [here](#), an 8m x 3m stage is \$ **s 9(2)** + GST per day.

The additional hours are if you want access to the room prior to 7am - this won't apply to you if you don't want access that early. Please note the premise must be vacated by midnight.

We can offer a 11:00am set up if that works for you?

Apologies, I am not sure how it pulled your old information, I have updated the contract with your correct phone number and address.

Lets firm up the above details then I can send through an amended contract.

Cheers,

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**

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From: **s 9(2)(a)**

Sent: Wednesday, October 25, 2023 8:01 AM

To: Tory Chan <Tory.Chan@takinaevents.co.nz>

Subject: RE: **s 9(2)(a)** - 22 March 2024 - Takina Events - contract to sign

Morena Tory

Thanks for sending through the contract, it is great to have this all underway! A few questions and corrections

- Minimum catering – can you please resend the link to the **3 course menu** as it is not working.
- Can you please advise the cost of staging
- Additional hours – can you explain what this refers to?
- 1pm is ok, but there would be a preference for earlier if possible to allow the stager to set up the tables, is earlier possible? Please advise time and cost (if applicable)
- Can you please update the phone number and address – you seem to have pulled through my contact

s 9(2)(a)
[Redacted]

Ngā mihi

s 9(2)(a)
[Redacted]

s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Friday, October 20, 2023 12:24 PM

To: s 9(2)(a)

Subject: RE: s 9(2)(a) - 22 March 2024 - Takina Events - contract to sign

Hi s 9(2)
()

Thank you for confirming your s 9(2)(a) Fellows Dinner 2024 Day at Tākina Events. We look forward to welcoming you in our spaces!

Please find attached the contract for your review and note the following:

- There is a minimum catering spend of \$ s 9(2) + GST per person per day based on 200 people (equivalent of [Set 3-course dinner](#))
- Staging is an additional charge at Takina, the AV details of what is included (page 18 under Tāwhirimātea C & E) and what is additional charge (page 3) can be viewed [here](#). Did you require any AV in the foyer anymore or is it just in the dinner room?
- Please note we have another client using Tāwhirimātea A & G up until lunch time – these are not the rooms you have booked but it's more of an FYI
- I have put the access time from 1:00pm, is this about the time you would want to come in to set up? Please advise if you would like this earlier or later
- I also realised the 'Additional Hours Fees' didn't pull through on the second quote (it was advised on the first quote), so I have added this into the contract

Could you return a signed copy of the contract (included terms & conditions) by **Monday 30th October**, If you anticipate needing an extension on this, please let me know. After this deadline, we reserve the right to release the spaces to another client if we haven't heard back from you.

Once we receive the signed contract and the countersigned copy is sent, the agreement becomes binding.

s 9(2)(i)

s
9(2)

Thank you again for choosing our spaces, we look forward to working with your team.

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

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From: [REDACTED] s 9(2)(a)
Sent: Wednesday, October 18, 2023 1:50 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: [REDACTED] s 9(2)(a) - 22 March 2024 - Takina Events - contract details

Thanks Tory

Please see below

- Name of the event – [REDACTED] s 9(2)(a) Fellows Dinner 2024
- Will it be your name that I pop onto the contract [REDACTED] s 9(2)(a) If not, please advise who's details I put on there (Please advise full name, title, contact email and phone number and address) – yes, me thanks
- Who will this be billed to? (Please advise full name, title, contact email and phone number and address if different from above) [REDACTED] s 9(2)(a) 40 Taranaki Street, Wellington

Ngā mihi

[REDACTED] s 9(2)(a)
[REDACTED] s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Wednesday, October 18, 2023 11:37 AM
To: [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2)(a) - 22 March 2024 - Takina Events - contract details

Hi [REDACTED] s 9(2)(a)

That is wonderful news you wish to proceed with your Awards Dinner next year and great work for you getting a change of location over the line!

I will draw up a contract for you, are you able to confirm the below details so I can include the correct information in the contract:

- Name of the event
- Will it be your name that I pop onto the contract **s 9(2)** If not, please advise who's details I put on there (Please advise full name, title, contact email and phone number and address)
- Who will this be billed to? (Please advise full name, title, contact email and phone number and address if different from above)

Thank you **s 9(2)** I look forward to hearing from you.

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**

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From: **s 9(2)(a)**

Sent: Wednesday, October 18, 2023 11:11 AM

To: Tory Chan <Tory.Chan@takinaevents.co.nz>

Subject: RE: **s 9(2)(a)** - 22 March 2024 - Takina Events - follow up

Hi Tory

Sorry I missed your call yesterday, still playing catch up from my holiday. I hope you managed to have a nice break.

So, perfect timing you have reached out. Our leadership team has confirmed today that we will go ahead with Takina! Can you please send through the necessary contract and deposit invoice.

Ngā mihi

s 9(2)(a)
s 9(2)(a)

s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Tuesday, October 17, 2023 12:05 PM

To: s 9(2)(a)

Subject: RE: s 9(2)(a) - 22 March 2024 - Takina Events - follow up

Hi s 9(2)
()

I hope you had a nice weekend, what a big one for NZ right?!

I just left you a voice message as I wanted to see if a decision has been made for your Awards in March?

Thank you for your time s 9(2) and look forward to hearing from you.

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

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From: Tory Chan

Sent: Monday, September 18, 2023 11:52 AM

To: s 9(2)(a)

Subject: RE: s 9(2)(a) - 22 March 2024 - Takina Events - Tory Chan on leave

Hi s 9(2)
()

I hope you're enjoying your time off!

This is a quick email to advise that I will be on leave over the school holidays from next Monday 25th September to Friday 6th October. I will be checking my emails most evenings, but may not be online much during working hours.

Let me know if you have any queries or updates at this stage when you're back, otherwise I will touch base when I am back in the office.

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

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From: Tory Chan

Sent: Tuesday, September 5, 2023 11:53 AM

To: s 9(2)(a)

Subject: FW: s 9(2)(a) - 22 March 2024 - Takina Events - Tāwhirimātea C+E floor plan & dinner photos

Hi s 9(2)(a)

I have attached a photo of a dinner we have hosted. Please note that theming is done externally and it is an additional charge for staging and lighting which our AV company can organise.

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

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From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Tuesday, September 5, 2023 11:37 AM

To: [REDACTED] s 9(2)(a)

Subject: Re: [REDACTED] s 9(2)(a) - 22 March 2024 - Takina Events - Tāwhirimātea C+E floor plan & dinner photos

I have only got the attached floor plan which doesn't show where the foyer is in relation to C & E. But hopefully the link below will be OK to show where they are both located.

I will see if I can get some photos and send through.

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)



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From: [REDACTED] s 9(2)(a)
Sent: Tuesday, September 5, 2023 11:09 AM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: [REDACTED] s 9(2)(a) - 22 March 2024 - Takina Events - link to Takina Floor Plan

Hi Tory

Do you have the ability to resend to me with outlines on C + E as well as the foyer?

Also can you please send a few images of C + E set up for a dinner.

Ngā mihi

[REDACTED] s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Tuesday, September 5, 2023 9:33 AM
To: [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2)(a) - 22 March 2024 - Takina Events - link to Takina Floor Plan

Hi [REDACTED] s 9(2)(a)

That is no problems at all, I know what it's like trying to tie everything up for going on leave! Are you going away on holiday?

Great idea including a map of the space, you can view the floor plans of Takina here - <https://www.takina.co.nz/assets/Planning-guides/Takina-Floor-Plans.pdf>. We have quoted for Tāwhirimātea Rooms C & E for your dinner and the Foyer for pre-dinner drinks, this is on Level 2 of Takina so you will need to scroll down to page 3.

Is this what you were after?

Ngā mihi

Tory Chan

Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**

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From: **s 9(2)(a)**

Sent: Tuesday, September 5, 2023 8:35 AM

To: Tory Chan <Tory.Chan@takinaevents.co.nz>

Subject: RE: **s 9(2)(a)** - 22 March 2024 - Takina Events - Quote V2

Morena Tory

I do apologise for taking so long to get onto this, it has been a busy month and now I am off on leave 6 – 20 September! I am putting together a paper for our senior leadership team with a recommendation we shift the event to Takina for 2024. In that paper I would like to include a map of the room layout so they can see where the rooms are in relation to each other, can you please send through?

As noted I am off on leave, if you receive an enquiry for the rooms whilst I am away can you please email **s 9(2)(a)** she is aware of the situation and will chase leadership for an answer.

Ngā mihi

s 9(2)(a)

s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Monday, August 14, 2023 3:44 PM

To: s 9(2)(a)

Subject: RE: s 9(2)(a) - 22 March 2024 - Takina Events - Quote V2

Hi s 9(2)(a)

It was lovely to meet yourself and Caitlin earlier, thank you for taking the time to come in and view our spaces.

I am pleased to advise that level 2 at Takina is available on Friday 22 March 2024. I have put together an updated quote for your consideration, please note the quote is based on 200 pax (minimum number) but the space has room for you to grow in numbers.

Let me know if you need anything else from me at this stage!

Ngā mihi

Tory Chan

Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

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From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Wednesday, August 9, 2023 2:58 PM

To: [REDACTED] s 9(2)(a)

Subject: RE: [REDACTED] s 9(2)(a) - 22 March 2024 - Takina Events - site visit on Monday 14 August

Great, thank you [REDACTED] s 9(2)(a) I will also bring Aaron Telford our Business Development Manager 😊

Ngā mihi

Tory Chan

Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)

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Find out more at takina.co.nz



From: [REDACTED] s 9(2)(a)
Sent: Wednesday, August 9, 2023 10:54 AM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: [REDACTED] s 9(2)(a) - 22 March 2024 - Takina Events - site visit on Monday 14 August

Thanks Tory

I will pop over with my colleague Caitlin at 11am. We have both been to the venue before so just a walk through the two areas and an explainer of how both options will work will be great 😊

I will send you a calendar invite shortly.

Ngā mihi

[REDACTED] s 9(2)(a)
[REDACTED] s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Wednesday, August 9, 2023 9:15 AM
To: [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2)(a) - 22 March 2024 - Takina Events - site visit on Monday 14 August

Good morning [REDACTED] s 9(2)

Yes I can do 11:00am, I do need to leave at 11:45am though – that should be enough time to show you around and perhaps a quick coffee we have time?

I will meet you at the Cable Street entrance of the new Takina building – 50 Cable Street which is right by the new traffic lights.

See you there on Monday at 11:00am, my cell number is below if you need anything. Looking forward to catching up then **s 9(2)**

Ngā mihi

Tory Chan

Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**

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From: **s 9(2)(a)**

Sent: Tuesday, August 8, 2023 5:22 PM

To: Tory Chan <Tory.Chan@takinaevents.co.nz>

Subject: RE: **s 9(2)(a)** - 22 March 2024 - Takina Events - site visit

Hi Tory

I have a 9.30 – 10.30am meeting. Could you do 11am?

Ngā mihi

s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Tuesday, August 8, 2023 9:28 AM

To: s 9(2)(a)

Subject: RE: s 9(2)(a) - 22 March 2024 - Takina Events - site visit

Hi s 9(2)(a)

That is no problems at all, how did your Awards go on the 28th?

Yes I am more than happy to show you the space, how does next Monday 14th August at 10:00am suit?

Ngā mihi

Tory Chan

Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

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Iwi o te Motu
The Nation's Meeting Place

Museum of New Zealand
Te Papa Tongarewa
Takina Wellington Convention
& Exhibition Centre

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One experienced team

From: [REDACTED] s 9(2)(a)
Sent: Monday, August 7, 2023 10:00 AM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: [REDACTED] s 9(2)(a) - 22 March 2024 - Takina Events - estimated AV rates

Hi Tory

Sorry for the delay in getting back to you. We had an awards event 28 July so I am playing a bit of catch up. Could I please arrange a time to pop over and see the space so I can get an idea of how the two options would work?

Ngā mihi

[REDACTED] s 9(2)(a)
[REDACTED] s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Wednesday, July 26, 2023 9:47 AM
To: [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2)(a) - 22 March 2024 - Takina Events - estimated AV rates

Good morning [REDACTED] s 9(2)(a)

Happy Wednesday to you!

I have some indicative rates for audio visual to be set up in the foyer:

- 4m x 2m stage - \$[REDACTED] s 9(2)(a) + GST
- Lectern and Lectern microphone - \$[REDACTED] s 9(2)(a) + GST
- Sound system using active speakers on stands at stage, mixing desk with audio output to ceiling speakers for room coverage - \$[REDACTED] s 9(2)(a) + GST
- Wireless hand held microphone with stand - \$[REDACTED] s 9(2)(a) + GST
- AV technician - \$[REDACTED] s 9(2)(a) + GST (4hr minimum shift @ \$[REDACTED] s 9(2)(a)/hour)

Please note the above is indicative pricing and is audio only for speeches. If you need visuals and/or a PA system for entertainment, AV will need to put together a more detailed quote (projector and screen set up would be approximately \$[REDACTED] s 9(2)(a) + GST). We would recommend speaking to an AV Co-ordinator so they can discuss your requirement further and price accordingly. Let me know if you want me to put you in touch with our AV team or if the above is enough information for your budgets for now?

Ngā mihi

Tory Chan

Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)

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From: [REDACTED] s 9(2)(a)
Sent: Monday, July 24, 2023 12:01 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: [REDACTED] s 9(2)(a) - 22 March 2024 - Takina Events

No worries, thanks for keeping me updated 😊

Ngā mihi

[REDACTED] s 9(2)(a)
[REDACTED] s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Monday, July 24, 2023 12:01 PM
To: [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2)(a) - 22 March 2024 - Takina Events

Hi [REDACTED] s 9(2)(a)

I hope you had a nice weekend! You haven't fallen off my radar, I am still waiting to hear back from AV, I will chase them up and come back to you when I can.

Speak soon!

Ngā mihi
Tory Chan
Account Manager
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 [REDACTED] s 9(2)(a)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

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From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Thursday, July 20, 2023 12:48 PM
To: [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2)(a) - 22 March 2024 - Takina Events

Hi [REDACTED] s 9(2)(a)
()

Thank you for coming back to me, you can host your dinner in the foyer but please note there will be a room hire charge for the Foyer of \$[REDACTED] s 9(2)(a) to cover set up, staffing etc..

Audio visual will be additional charge since there is no built in AV in the foyer, I will need to find this out and come back to you.

I will be in touch **s 9(2)**
()

Ngā mihi

Tory Chan

Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**

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From: **s 9(2)(a)**
Sent: Wednesday, July 19, 2023 10:19 AM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: **s 9(2)(a)** - 22 March 2024 - Takina Events

Morena Tory

Thank you for sending through the information and great to hear the venue is available! With the spaces my preference is for the dinner to be in the Foyer as this will allow views of the harbour and city beyond. Given the size of the foyer space I feel we have enough room to host both the welcome cocktails and the dinner? How does this work for pricing, AV and staging?

Ngā mihi

s 9(2)(a)

s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Wednesday, July 12, 2023 12:57 PM
To: **s 9(2)(a)**
Subject: RE: **s 9(2)(a)** - 22 March 2024 - Takina Events

Good afternoon **s 9(2)**
()

Thank you for your time over the phone earlier and for your interest in Tākina Events, we would love to welcome **s 9(2)(a)** to our spaces.

I am pleased to advise we do have availability at Takina on **Friday 22nd March 2024** and have tentatively pencilled you in. If we receive another enquiry for the same date, I will reach out to ensure you're interested. If so, we require a signed contract to confirm your booking.

I have quoted for the following spaces on **Level 1** at Takina:

- **Rongomātāne Room A & B (Plenary Hall 1.2 & 1.3)** – for your Dinner
- **Rongomātāne Foyer** – for your Pre-dinner Drinks (please note this space is 1,800sqm, you could look at hiring bar leaners and plants to help fill the space if you wish)

Click on below links to access to each space and [interactive floor plans](#)

1. [Plenary Hall One](#)
2. [Exhibition Hall](#)

Please find attached a quotation for review and note the following:

- There is a minimum catering spend of \$ **s 9(2)** + GST per person per day based on 200 people (equivalent of [Set 3-course dinner](#))
- Staging is an additional charge at Takina, the AV details of what is included (page 7 under Plenary Hall 1.3) and what is additional charge (page 3) can be viewed [here](#)
- We are happy to offer complimentary room hire for the Rongomātāne Foyer and a discount on Rongomātāne Rooms A & B

The offer is valid until 14th August 2023. After this, we reserve the right to cancel the offer and to release the spaces to another client if we haven't heard back from you.

Thank you again for the opportunity **s 9(2)** feel free to call me if you have any questions, or would like to organise a famil of the spaces.

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**

I work on a part-time basis from 9:00am to 12:00pm on Monday, Wednesday, Thursday & Friday

Talk to us about hosting your next event at Tākina or Te Papa

Find out more at takina.co.nz

From: **s 9(2)(a)**
Sent: Tuesday, July 11, 2023 4:34 PM
To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Subject: Venue enquiry

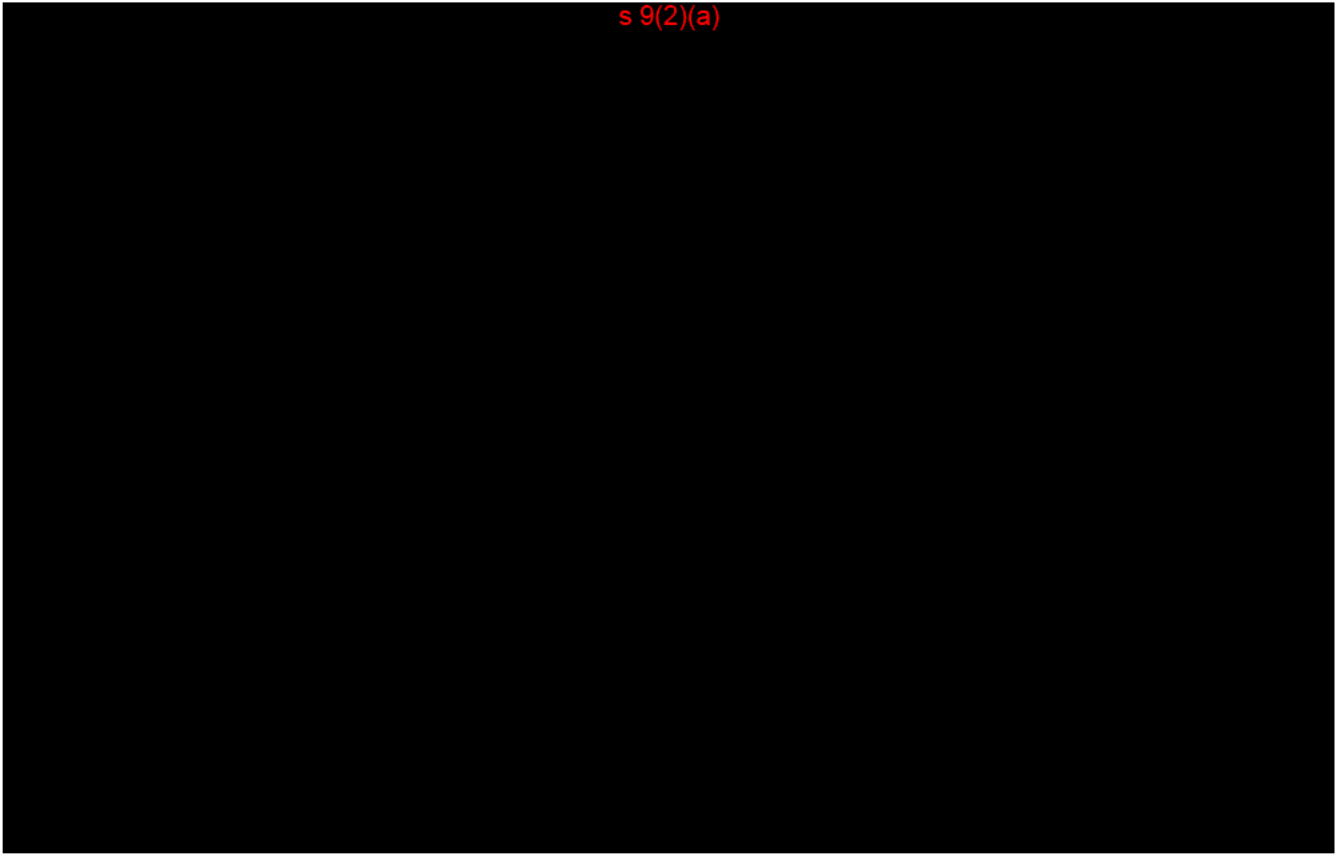
Kia ora Jonty

I am looking for a venue to an awards dinner and would love to see if you are available and what the costs would be. Please see the details below

- Friday 22 March 2024
- 6.00 – 7.00pm drinks and canapes
- 7.00pm onwards seated dinner
- 200 – 250 pax
- Basic AV required, plus stage, lectern

Please sing out if you need more info. I look forward to hearing from you soon.

Ngā mihi



Out of
scope

From: Jeanine Smit
Sent: Wednesday, 20 December 2023 10:23 am
To: Tory Chan; s 9(2)(a)
Subject: RE: s 9(2)(a) - Friday 22 March - e-introduction to Takina Events coordinator

Kia Ora s
9(2)

I look forward to working with you to create a successful and memorable event.
I will be in touch early next year with a summary of details that we require for your event.
If you require this earlier, please let me know and I will send the information through to you.

Wishing you and your loved ones a Blessed Festive Season.

Ngā mihi,
Jeanine Smit
Senior Functions Coordinator
Tākina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: jeanine.smit@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

Talk to us about hosting your next event at Tākina or Te Papa
Find out more at takina.co.nz

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Tuesday, December 12, 2023 3:40 PM
To: s 9(2)(a)
Cc: s 9(2)(a)
Subject: RE: s 9(2)(a) - Fellows dinner - Friday 22 March - e-introduction to Takina Events coordinator

Hi s 9(2)

It was great to see you and Caitlin and to meet Catherine yesterday. Here are the answers to the queries from our meeting:

- The tablecloths we use are not floor length, they just cover the tables so we would recommend organising full length ones as they do look nicer. We can organise these for you for \$ s 9(2)(a) +GST per table
- I can confirm that we use cloth napkins
- We can arrange for coat racks to be available in the foyer for when guests arrive. Please note we do not have anyone manning these coat racks, but you are welcome to organise a 'coat check' system from your end
- As mentioned, we have a client packing into the other part of Tāwhirimātea Plenary Hall during the day on Friday 22nd but we will ensure they have departed before your guests arrive
- I have attached a floor plan of the maximum capacity we can fit in Tāwhirimātea C & E, it is actually 32 tables so you have plenty of space to grow if need be. If you have less tables, Operations can curve the tables slightly
- Jeanine will be able to put you in touch with an AV coordinator closer to the time to finalise the size of the stage, I am pretty sure the one we saw yesterday was an 8m stage.

As promised, I would like to introduce **Jeanine Smit** (cc) who will be your Function Coordinator, going forward, supporting you to deliver a successful dinner in March.

You can now liaise directly with Jeanine using below details:

Mobile: +64 21 **s 9(2)(a)**

Email: Jeanine.Smit@takinaevents.co.nz

Jeanine is still away from the office but she will get in touch when she is back on deck.

We look forward to hosting your Fellows Dinner next year!

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

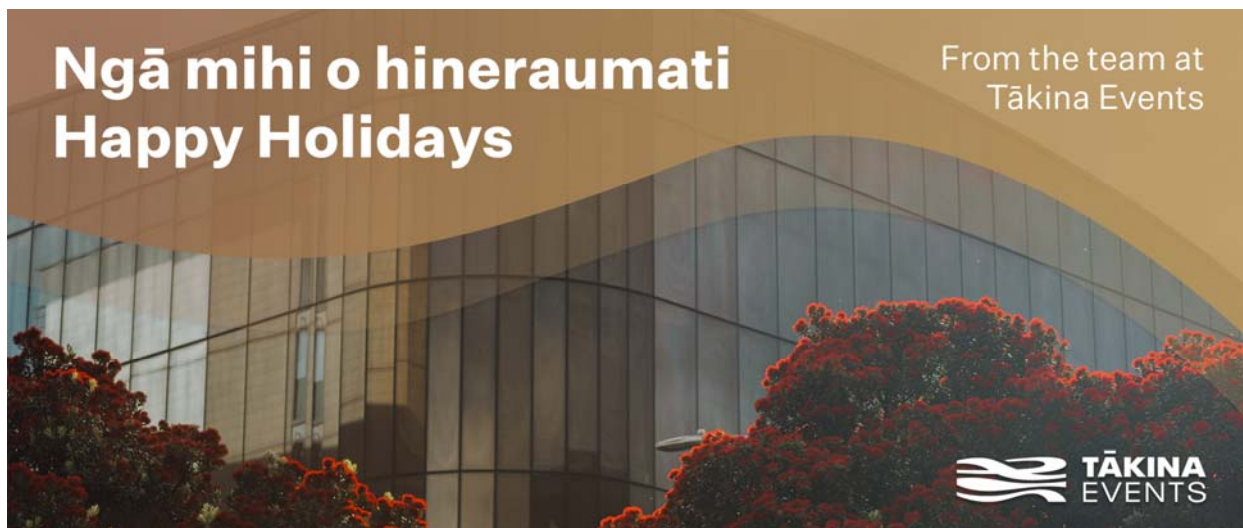
Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Tākina or Te Papa

Find out more at takina.co.nz



From: **s 9(2)(a)**

Sent: Thursday, November 30, 2023 2:01 PM

To: Tory Chan <Tory.Chan@takinaevents.co.nz>

Subject: RE: Fellows dinner 22 March - site visit at Takina

Great, see you then!

I will be with my colleagues Caitlin (who you have met) and Catherine.

Ngā mihi

s 9(2)(a)

Engagement Manager, Technical Groups

s 9(2)(a)

Te Ao Rangahau

P :: 04 473 2023

M :: 0274 263 050

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Thursday, November 30, 2023 1:38 PM

To: s 9(2)(a)

Subject: RE: Fellows dinner 22 March - site visit at Takina

Let's do Monday 11th December at 11:00am, I will bring along Jeanine who will be the co-ordinator looking after your event.

We will meet you at the Cable Street entrance of the new Takina building – 50 Cable Street which is right by the new traffic lights.

Ngā mihi

Tory Chan

Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

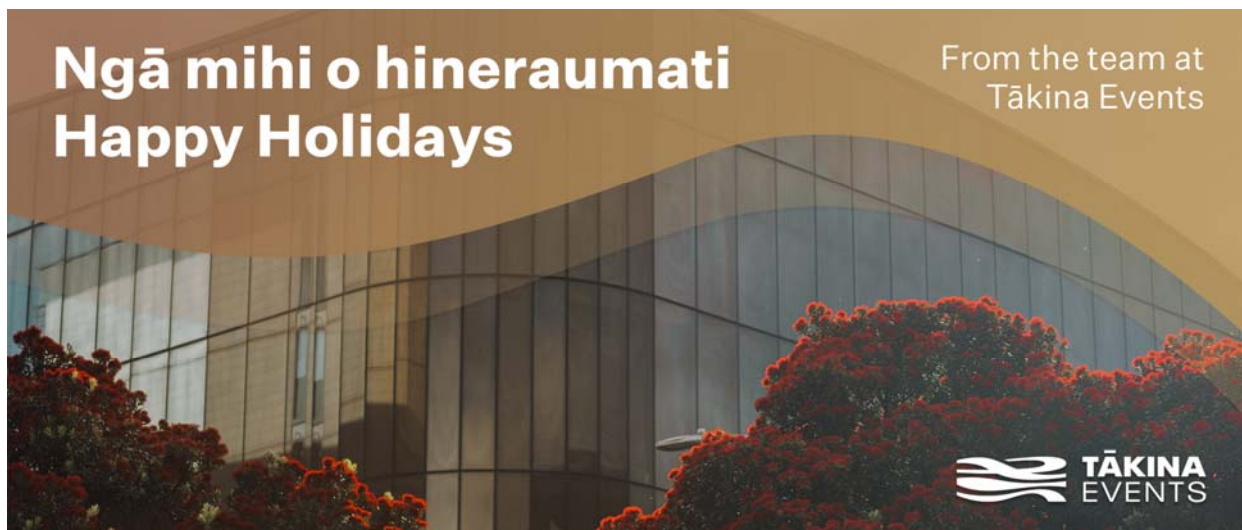
Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Tākina or Te Papa

Find out more at takina.co.nz



From: s 9(2)(a)

Sent: Thursday, November 30, 2023 11:25 AM

To: Tory Chan <Tory.Chan@takinaevents.co.nz>

Subject: RE: Fellows dinner 22 March - site visit at Takina

Hi Tory

Those times don't work either sorry. As our calendars stand at the moment we have the following availability

- Tuesday 5 Dec 2 – 3.30pm
- Friday 8 Dec 9.15 – 10am

- Monday 11 Dec 11am – 1pm
- Tuesday 12 Dec 3 – 3.30pm
- Friday 15 Dec 9.15 – 10.15am

Ngā mihi

s 9(2)(a)

Engagement Manager, Technical Groups

s 9(2)(a)

Te Ao Rangahau

P :: 04 473 2023

M :: 0274 263 050

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Thursday, November 30, 2023 11:16 AM

To: s 9(2)(a)

Subject: RE: Fellows dinner 22 March - site visit at Takina

Can you do 11:30am? Or midday?

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

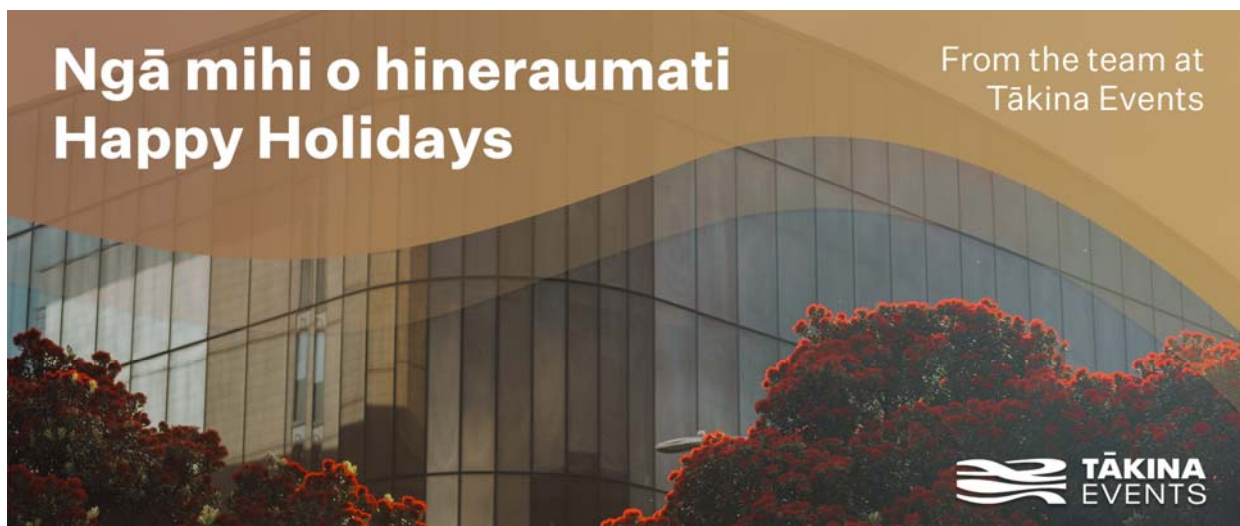
Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Tākina or Te Papa

Find out more at takina.co.nz



From: s 9(2)(a)

Sent: Thursday, November 30, 2023 11:09 AM

To: Tory Chan <Tory.Chan@takinaevents.co.nz>

Subject: RE: Fellows dinner 22 March - site visit at Takina

Hi Tory

No I have a meeting at that time.

Ngā mihi

s 9(2)(a)

Engagement Manager, Technical Groups

s 9(2)(a)
s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Thursday, November 30, 2023 10:52 AM

To: s 9(2)(a)

Subject: RE: Fellows dinner 22 March - site visit at Takina

Hi s 9(2)(a)

Are you available to come in at 10:30am next Thursday 7th December?

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



Ngā mihi o hineraumati
Happy Holidays

From the team at
Tākina Events



TĀKINA
EVENTS

From: Tory Chan
Sent: Wednesday, November 29, 2023 12:08 PM
To: [REDACTED] s 9(2)(a)
Subject: RE: Fellows dinner 22 March

Hi [REDACTED] s 9(2)(a)

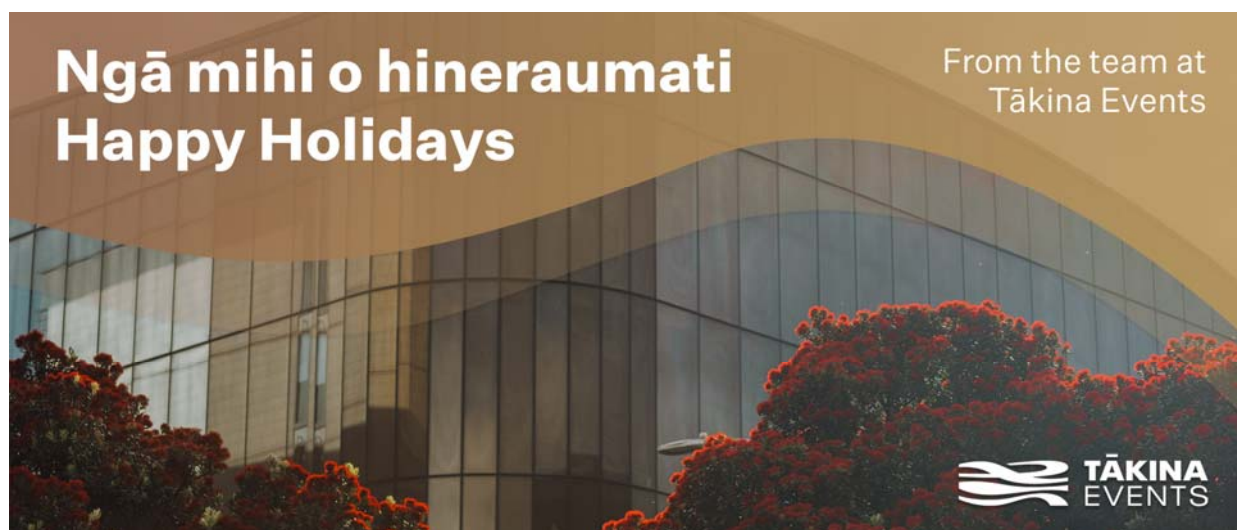
Lovely to hear from you! I will check with Jeanine who is the coordinator for your event and see when we're all free to bring you in for a site visit.

I will be in touch!

Ngā mihi
Tory Chan
Account Manager
Tākina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 [REDACTED] s 9(2)(a)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Tākina or Te Papa
Find out more at takina.co.nz



From: [REDACTED] s 9(2)(a)
Sent: Tuesday, November 28, 2023 3:16 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: Fellows dinner 22 March

Hi Tory

How are you doing? I have another staff member I would like to bring through the venue, can you please let me know a few times over the next two weeks that you are available and we can lock it in a visit 😊

Ngā mihi

[REDACTED] s 9(2)(a)
[Engagement Manager, Technical Groups](#)

From: s 9(2)(a)
To: Aaron Terford
Subject: FW: s 9(2)(a) Support Confirmation
Date: Friday, 31 March 2023 12:43:48 pm
Attachments: image001.png
s 9(2)(a) Pricing - 2024 - Takina.pdf

Hey Aaron

Hope you are well – I see the Wellington Art Show is in 19-21 April – is this contracted and would s 9(2)(a) be in a position to challenge?

Would you potentially have spaces at Te Papa on 20 or 21 April that could accommodate 6 x meeting rooms?

Thanks in advance – s 9(2)(a)

(2)(a)
Business Development Manager - s 9(2)(a)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

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www.WellingtonNZ.com



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From: s 9(2)(a)
Sent: Friday, 31 March 2023 9:25 AM
To: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Cc: s 9(2)(a)
Subject: RE: s 9(2)(a)
Support Confirmation

Hi s 9(2)(a)

Got some feedback from my client about 2024.

1. Some of her council questioned why we would go to Wellington instead of Auckland where they have most members and my client is looking for a way to counter that argument. Have you had to deal with that argument before? Any insight/suggestions would be welcomed
2. The dates are still a problem. Their preference is 3 days with 20-24 April 2024. Is that a chance? The first day they need multiple rooms (up to 6) but after that not so much as mainly in a plenary.

Regards
s 9(2)(a)

s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Monday, March 20, 2023 1:38 PM

To: s 9(2)(a) s 9(2)(a)

Subject: RE: s 9(2)(a)

Support Confirmation

Importance: High

Kia ora s & s
9(2) 9(

Apologies for the delay in coming back to you – We do have a couple of options available March – June that may work – however not on the Wed-Fri option that the client prefers.

We can offer you the following:

Fri 22 to Sun 24 March – 1st Pencil availability (FYI – the following Week is Easter)

Sun 14 – Tue 15 April – 1st Pencil availability

Sat 11 – Mon 13 May – 1st Pencil availability

Mon 03 – Wed 05 June – 1st Pencil availability

Sorry – it's a bit of a jigsaw puzzle with the diary for Takina but hope the above assists if they do have flexibility in days of the week.

Let me know if you'd like me to hold any of the above – thanks in advance.

Kind regards

s
9(2)
(a)

(2)(a)
Business Development Manager - s 9(2)(a)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

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www.WellingtonNZ.com



assistance is appreciated.

From: [REDACTED] s 9(2)(a)
Sent: Monday, 20 March 2023 9:55 AM
To: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a) [wellingtonnz.com](mailto:[REDACTED]@wellingtonnz.com)>>
Subject: RE: [REDACTED] s 9(2)(a)
Support Confirmation

Hi [REDACTED] s 9(2)

Are there any dates in late March by chance? They are hoping to make a decision this week but I will need to know available dates please. They will not decide on a challenge basis

[REDACTED] s 9(2)(a)

[REDACTED]

From: [REDACTED] s 9(2)(a)
Sent: Monday, 20 March 2023 9:14 AM
To: [REDACTED] s 9(2)(a)
Subject: FW: [REDACTED] s 9(2)(a)
Support Confirmation
Importance: High

FYI

Regards

[REDACTED] s 9(2)(a)

From: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a) [wellingtonnz.com](mailto:[REDACTED]@wellingtonnz.com)>
Sent: Friday, 17 March 2023 6:10 PM
To: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)
[REDACTED]
Cc: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a) (2)(a)>
Subject: RE: [REDACTED] s 9(2)(a)
Support Confirmation
Importance: High

Kia Ora Gents

The wonderful @ [REDACTED] s 9(2)(a) beat me to the punch – and I must apologise for not getting our

proposal to you earlier than 6.05pm on a Friday evening!! However, please find attached pricing from Takina Events for your submission to [REDACTED] for their meeting in 2024. Please note that the dates quoted are 2nd pencil at this stage. The client in front is not yet at decision stage so if you are keen to move forward we can challenge and search alternate dates.

I haven't included any accommodation pricing at this time and Tim, I wonder if you've received a proposal directly from the Intercontinental for this event also? Have a flick through and let me know if you have any questions at all.

Thanks so much for considering Takina for this event, I have to say, my recent walk-through (without hard hats) was fabulous and I can't wait to see a real life event in the spaces – it's going to be wonderful!

I look forward to touching base with you both early next week but wish you all the best with your upcoming event for 2023.

Kind regards

[REDACTED]
s
9(2)
(a)

[REDACTED] (2)(a)
Business Development Manager - [REDACTED] s 9(2)(a)
Business Events Wellington
+61 [REDACTED] s 9(2)(a)
[REDACTED] s 9(2)(a) WellingtonNZ.com

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From: [REDACTED] s 9(2)(a)
Sent: Friday, 17 March 2023 5:05 PM
To: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a) (2)(a)>
Cc: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a) wellingtonnz.com>
Subject: RE: [REDACTED] s 9(2)(a)
Support Confirmation

Thanks so much Helen!

I'll pass on the good news to the team.

Can't wait to bring the conference to Welly! Fingers crossed the committee agrees.

Regards

[Redacted]

From: s 9(2)(a) <s 9(2)(a) (2)(a)>
Sent: Friday, 17 March 2023 4:44 PM
To: s 9(2)(a)
Cc: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Subject: s 9(2)(a)
Support Confirmation

Hi s 9(2)

Trust you've had a good week.

Further to our conversation and your completed application I'm pleased to forward through our confirmed letter of support for the s 9(2)(a) considering holding their s 9(2)(a) meeting in Wellington in April 2024.

I understand you're working directly with s 9(2) from Business Events Wellington on a destination proposal.

s 9(2) upon review of the attached letter please let me know if you have any questions. We welcome the opportunity to work with you to secure this conference for New Zealand and Wellington.

Many thanks and have a lovely weekend.

s 9(2)(a)
Business Events Manager - s 9(2)(a)
s 9(2)(a) | Manaakitanga
Aotearoa
M +61 415 933 325
E s 9(2)(a) (2)(a)

From: no-reply@businessevents.newzealand.com <no-reply@businessevents.newzealand.com>
Sent: Thursday, 16 March 2023 10:47 AM
To: s 9(2)(a) <s 9(2)(a) (2)(a)>
Subject: AU: Business Events Conference Assistance Programme Application

Name Of Conference

[Redacted] s 9(2)(a)

Organisation Name

[Redacted] s 9(2)(a)

Title

Mr

First Name

[Redacted] s 9(2)

Last Name

s 9(2)
()

Phone Number

+61 s 9(2)(a)

Email

s 9(2)(a)

Street 1

s 9(2)(a)

Street 2

s 9(2)
()

City

s 9(2)
()

Postal Code

s
9(2)

Country

s 9(2)
()

State

s 9(2)(a)

Propo

Numb

Propo

NZ Del

s 9(2)(a)

Intern

Total

Exhibition Booths

8

Proposal Due Date

03/2023

Proposal Process Timeline

s 9(2)(a)

Decision Making Process

[Redacted] s 9(2)(a) s 9(2)
()

Marketing Materials

Yes

Other

Yes

NZ Chance Of Winning

[Redacted] s 9(2)(a)

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Past C

Past C

Past C

Past C

Past C

Anythi

[Redacted] s 9(2)(a)

Representative

[Redacted] s 9(2)(a)

Accepted Terms And Conditions

Yes

From: s 9(2)(a)
To: aaron.telford
Subject: RE: NEW LEAD - s 9(2)(a)
Date: Monday, 20 March 2023 12:10:51 pm
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

Hi Aaron

Just checking on the below – they’ve asked if there are any available dates end-March that would work for this group on 1st Pencil?

I know the PCO is keen to secure it for Takina so all options are welcome!

If you could let me know asap – thanking you!

s
9(2)
(a)
(2)(a)
Business Development Manager - s 9(2)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

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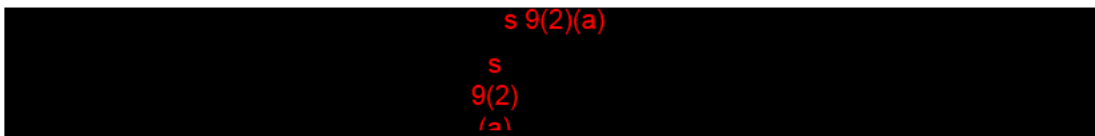
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From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Friday, 10 March 2023 12:56 PM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: RE: NEW LEAD - s 9(2)(a)

Kia ora s

Please see attached the pricing for s 9(2)(a) for 2024.

As mentioned I have added this event as below:



I have assumed that the meeting rooms are not required on the 2nd and 3rd days- if they are the pricing will be the same for day 1.

Dinner quoted into Wellington Foyer as well.

If you have any questions, please let me know.

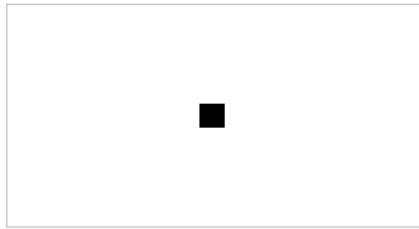
Thanks

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)





From: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Sent: Tuesday, 7 March 2023 4:23 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: NEW LEAD - s 9(2)(a)

Hi Aaron

If you can quote the May dates following on from s 9(2)(a) – we can firm up dates with s later this week.

Thanking you – s
9(2)
(a)

(2)(a)
Business Development Manager - s 9(2)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

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From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, 7 March 2023 1:03 PM
To: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Subject: RE: NEW LEAD - s 9(2)(a)

Kia ora s

I'm glad the group enjoyed their taste of Wellington!

Thanks for the below lead and info.

May is pretty tight as you know! The school holidays fall towards the end of April 13th to 28th.

Based on the brief – Level one will work due to the breakout spaces required.

I can look at the below dates:

22nd to 24th May 2024 – following on from potential s 9(2) Conference – 1st Pencil
8th to 10th May 2024- behind s 9(2) 2nd Pencil

Let me know if these dates will be suitable and then I can propose.

Thanks

Aaron

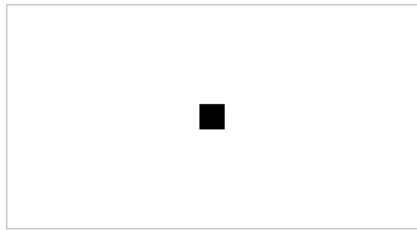
Nga mihi,

Aaron Telford
Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]



From: [REDACTED] <[REDACTED]@wellingtonnz.com>

Sent: Monday, 6 March 2023 8:05 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: Elena Ford <Elena.Ford@takinaevents.co.nz>

Subject: NEW LEAD - [REDACTED]

Kia ora Aaron

I hope you are keeping well – thanks again for your assistance with the famil last week – the group had a lovely evening at Te Papa and were super impressed with Takina!

Aaron, I've received the below inquiry through from Tim Hancock from [REDACTED] who we hosted late last year. The brief is very informal, but I'd like you to firstly check on availability for the group. If you have enough information, please can you prepare a proposal.

Thanking you

[REDACTED]
9(2)
(a)

[REDACTED] (2)(a)
Business Development Manager - [REDACTED]
Business Events Wellington
+61 [REDACTED]
[REDACTED] WellingtonNZ.com

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From: [REDACTED] s 9(2)(a)

Sent: Monday, 6 March 2023 2:36 PM

To: [REDACTED] <[REDACTED]@wellingtonnz.com>

Subject: [REDACTED]

Hi [REDACTED]

How are you mate?

We've got a potential conference for next year to come to Wellington!

[REDACTED] s 9(2)(a) (maybe partnering with allied group, [REDACTED] s 9(2)(a)

Late April/Early May (miss school hols, but could back on them)

3 days – prefer Wed - Fri

Day one – Pre Conf workshops x 6 rooms (cabaret seating) + Welc function – Gallery Space

Day two - Plenary (cabaret seating) + Conference Dinner – can be off-site (Wellington Foyer?)

Day three – Plenary

300 Pax

7-8 3x3 Booths.

The convenor is more inclined to a Hotel venue like Intercon, but I'd love to use Takina if we can convince her. She doesn't like convention centres because of the perception that everyone goes off to various hotels afterwards, but I reckon we could find a way to show her how Takina could be central to everything. They have their 2023 conference 22-24 March, so I'm trying to fast track. Who should I speak to at each of Intercon and Takina?

Who should we hit up for some funding in NZ?

s 9(2)(a)



From: [Aaron Telford](#)
To: s 9(2)
Subject: RE: BID WIN - s 9(2)(a)
Date: Tuesday, 9 May 2023 8:55:00 am
Attachments: [image001.png](#)
[image004.jpg](#)
[image005.png](#)
[image006.png](#)

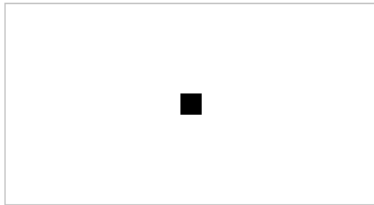
Kia ora s

Great news!

Will wait on the update from you. The current dates being held are 20th to 24th. so can adjust as required

Nga mihi

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)
()



From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Monday, 8 May 2023 5:54 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>; Elena Ford <Elena.Ford@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: BID WIN - s 9(2)(a)

Kia ora Aaron

I hope you are keeping well and enjoying a busy start to the week. Aaron, just a quick update the s 9(2) have confirmed that the s 9(2)(a) Meeting will take place in Wellington next year, as per our proposal.

I'll head back to s and tweak our proposal and send you through an updated version (removing the pre-conference workshop day) once s is in agreement. This will then be what you can issue your contract on.

If you could just ensure we are still holding 22 – 24 April and I'll be back in touch in due course.

Thanking you

s
9(2)
(a)
(2)(a)
Business Development Manager - s 9(2)
Business Events Wellington
+61 s 9(2)
s 9(2)(a) WellingtonNZ.com

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From: s 9(2)(a)
Sent: Monday, 8 May 2023 3:31 PM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Cc: s 9(2)(a) | s 9(2)(a)
Subject: RE: s 9(2)(a) Support Confirmation

Hi s

I spoke with s 9(2) (CEO) today and she confirmed s 9(2)(a) will come to Wellington next year which is excellent news.

Her preferred dates are Monday 22 – Wednesday 24th April 2024. The initial scoping is essentially unchanged and she is considering two venues, Takina and the Intercon (or possibly doing the first day workshops at Intercon and the 2 days of conference at Takina)

A couple of slight tweaks to her thinking though.

1. s 9(2)(a) have traditionally had classroom seating for all sessions. However the single stream plenary of the two conference days doesn't actually warrant a full classroom setup. She could cope with a slightly smaller space with 3 or 4 rows of classroom at the front and the rest of the room set theatre style.
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3. She has asked me to set the budget at a conservative 250 attendees (though they did exceed targets this year and got 337 attendees)
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Would you please double check your proposal for any updating that might need to be done and share with me as soon as you can. There is a chance their CEO will come to Meetings next month.

s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Friday, March 31, 2023 11:33 AM
To: s 9(2)(a); s 9(2)(a)
Subject: FW: s 9(2)(a) Support Confirmation

Kia ora s

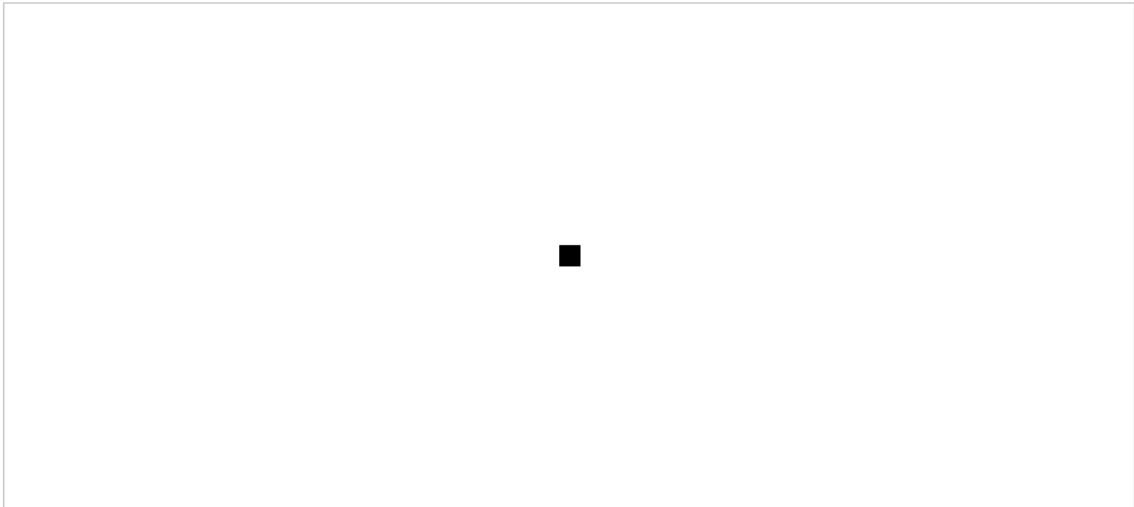
Thanks for coming back to me with the feedback from the client in terms of Wellington vs. Auckland etc. Some additional points of consideration for your client would be as follows:

s 9(2)(a)

-
-
-
-
-
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-
-

s we can work with your client, to build promotional material to support registrations (encourage partners to attend) and facilitate introductions with key industry people in these Ministries/Research institutes etc.

In terms of availability – I've spoken with the team at Takina Events and with a little persuasion/negotiation with another client, we have had the green light to offer s 9(2)(a) 1st Pencil for their preferred dates 20-24 April – as per below:



I hope this helps!! Let me know if you have any questions and/or require additional information.

Thanks in advance.

s
9(2)
(a)

(2)(a)
Business Development Manager - s 9(2)
Business Events Wellington
+61 s 9(2)
s 9(2)(a) WellingtonNZ.com

WellingtonNZ
Takina Project Team – Wellington City Council
www.WellingtonNZ.com



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From: s 9(2)(a)
Sent: Friday, 31 March 2023 9:25 AM
To: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Cc: s 9(2)(a)
Subject: RE: s 9(2)(a) Support Confirmation

Hi s

Got some feedback from my client about 2024.

1. Some of her council questioned why we would go to Wellington instead of Auckland where they have most members and my client is looking for a way to counter that argument. Have you had to deal with that argument before? Any insight/suggestions would be welcomed
2. The dates are still a problem. Their preference is 3 days with 20-24 April 2024. Is that a chance? The first day they need multiple rooms (up to 6) but after that not so much as mainly in a plenary.

s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Sent: Monday, March 20, 2023 1:38 PM
To: s 9(2)(a) | s 9(2)(a)
Subject: RE: s 9(2)(a) Support Confirmation
Importance: High

Kia ora s & s

Apologies for the delay in coming back to you – We do have a couple of options available March – June that may work – however not on the Wed-Fri option that the client prefers.

We can offer you the following:

Fri 22 to Sun 24 March – 1st Pencil availability (FYI – the following Week is Easter)

Sun 14 – Tue 15 April – 1st Pencil availability

Sat 11 – Mon 13 May – 1st Pencil availability

Mon 03 – Wed 05 June – 1st Pencil availability

Sorry – it's a bit of a jigsaw puzzle with the diary for Takina but hope the above assists if they do have flexibility in days of the week.

Let me know if you'd like me to hold any of the above – thanks in advance.

Kind regards

s
9(2)
) (a)

(2)(a)
Business Development Manager - s 9(2)
Business Events Wellington
+61 s 9(2)
s 9(2)(a) WellingtonNZ.com

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From: s 9(2)(a)
Sent: Monday, 20 March 2023 9:55 AM
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Subject: RE: s 9(2)(a) Support Confirmation

Hi s

Are there any dates in late March by chance? They are hoping to make a decision this week but I will need to know available dates please. They will not decide on a challenge basis

Regards
s 9(2)(a)

From: s 9(2)(a)
Sent: Monday, 20 March 2023 9:14 AM
To: s 9(2)(a)
Subject: FW: s 9(2)(a) Support Confirmation
Importance: High

FYI

Regards
s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Friday, 17 March 2023 6:10 PM
To: s 9(2)(a); s 9(2)(a)
Cc: s 9(2)(a); s 9(2)(a); s 9(2)(a)

Subject: RE: [REDACTED] s 9(2)(a) Support Confirmation
Importance: High

Kia Ora Gents

The wonderful @ [REDACTED] s 9(2)(a) beat me to the punch – and I must apologise for not getting our proposal to you earlier than 6.05pm on a Friday evening!! However, please find attached pricing from Takina Events for your submission to [REDACTED] s 9(2)(a) for their meeting in 2024. Please note that the dates quoted are 2nd pencil at this stage. The client in front is not yet at decision stage so if you are keen to move forward we can challenge and search alternate dates.

I haven't included any accommodation pricing at this time and Tim, I wonder if you've received a proposal directly from the Intercontinental for this event also? Have a flick through and let me know if you have any questions at all.

Thanks so much for considering Takina for this event, I have to say, my recent walk-through (without hard hats) was fabulous and I can't wait to see a real life event in the spaces – it's going to be wonderful!

I look forward to touching base with you both early next week but wish you all the best with your upcoming event for 2023.

Kind regards

[REDACTED] s
9(2)
(a)

[REDACTED] (2)(a)
Business Development Manager - [REDACTED] s 9(2)
Business Events Wellington
+61 [REDACTED] s 9(2)
[REDACTED] s 9(2)(a) WellingtonNZ.com

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From: [REDACTED] s 9(2)(a)
Sent: Friday, 17 March 2023 5:05 PM
To: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a) 2(a)>
Cc: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a) wellingtonnz.com>
Subject: RE: [REDACTED] s 9(2)(a) Support Confirmation

Thanks so much Helen!

I'll pass on the good news to the team.

Can't wait to bring the conference to Welly! Fingers crossed the committee agrees.

Regards

[REDACTED] s 9(2)(a)

From: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a) 2(a)>
Sent: Friday, 17 March 2023 4:44 PM
To: [REDACTED] s 9(2)(a)
Cc: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a) wellingtonnz.com>
Subject: [REDACTED] s 9(2)(a) Support Confirmation

Hi [REDACTED] s

Trust you've had a good week.

Further to our conversation and your completed application I'm pleased to forward through our confirmed letter of support for the [REDACTED] s 9(2) [REDACTED] considering holding their [REDACTED] s 9(2)(a) meeting in Wellington in April 2024. (a)

I understand you're working directly with [REDACTED] s from Business Events Wellington on a destination proposal.

[REDACTED] s upon review of the attached letter please let me know if you have any questions. We welcome the opportunity to work with you to secure

this conference for New Zealand and Wellington.

Many thanks and have a lovely weekend.

s 9(2)(a)
Business Events Manager - s 9(2)
s 9(2)(a) | Manaakitanga
Aotearoa

M +61 415 933 325

E s 9(2)(a) 2)(a)

From: s 9(2)(a)
Sent: Thursday, 16 March 2023 10:47 AM
To: s 9(2)(a), s 9(2)(a) 2)(a)
Subject: s 9(2)(a)

Name Of Conference
s 9(2)(a) s 9(2)(a)

Organisation Name
s 9(2)

Title
Mr

First Name
s

Last Name
s 9(2)(a)

Phone

Email

Street
s 9(2)(a)

Street

City

Postal

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State

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Anything Further To Know

s 9(2)(a)

s 9(2)(a)

Representative

s 9(2)(a)

Accepted Terms And Conditions

Yes

From: [Aaron Telford](#)
To: s 9(2)
Subject: FW: BID WIN - s 9(2)(a)
Date: Friday, 9 June 2023 10:41:00 am
Attachments: [image001.png](#)
[image004.jpg](#)
[image005.png](#)
[image006.png](#)

Hi s

Just an FYI I will be meeting with s and s during MEETINGS to discuss the event further.

Nga mihi

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)
s 9(2)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Friday, May 26, 2023 9:11 AM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: RE: BID WIN - s s 9(2)(a)

Kia ora s

Did you have any update on the below to proceed to contract?<

Thanks

Nga mihi

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)
s 9(2)



From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Monday, May 8, 2023 5:54 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>; Elena Ford <Elena.Ford@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: BID WIN - s s 9(2)(a)

Kia ora Aaron

I hope you are keeping well and enjoying a busy start to the week. Aaron, just a quick update the s 9(2) have confirmed that the s 9(2) Meeting will take place in Wellington next year, as per our proposal.

I'll head back to s and tweak our proposal and send you through an updated version (removing the pre-conference workshop day) once s is in agreement. This will then be what you can issue your contract on.

If you could just ensure we are still holding 22 – 24 April and I'll be back in touch in due course.

Thanking you

s
9(2)
(a)

(2)(a)
Business Development Manager - s 9(2)
Business Events Wellington
+61 s 9(2)
s 9(2)(a) WellingtonNZ.com

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From: s 9(2)(a)
Sent: Monday, 8 May 2023 3:31 PM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Cc: s 9(2)(a) <kara.b@asnevents.net.au>
Subject: RE: s 9(2)(a) Support Confirmation

Hi s

I spoke with s 9(2) (CEO) today and she confirmed s 9(2)(a) will come to Wellington next year which is excellent news.

Her preferred dates are Monday 22 – Wednesday 24th April 2024. The initial scoping is essentially unchanged and she is considering two venues, Takina and the Intercon (or possibly doing the first day workshops at Intercon and the 2 days of conference at Takina)

A couple of slight tweaks to her thinking though.

1. s 9(2)(a) have traditionally had classroom seating for all sessions. However the single stream plenary of the two conference days doesn't actually warrant a full classroom setup. She could cope with a slightly smaller space with 3 or 4 rows of classroom at the front and the rest of the room set theatre style.
2. She is interested doing one of the social functions at Te Papa (welcome Monday evening, conference dinner Tuesday)
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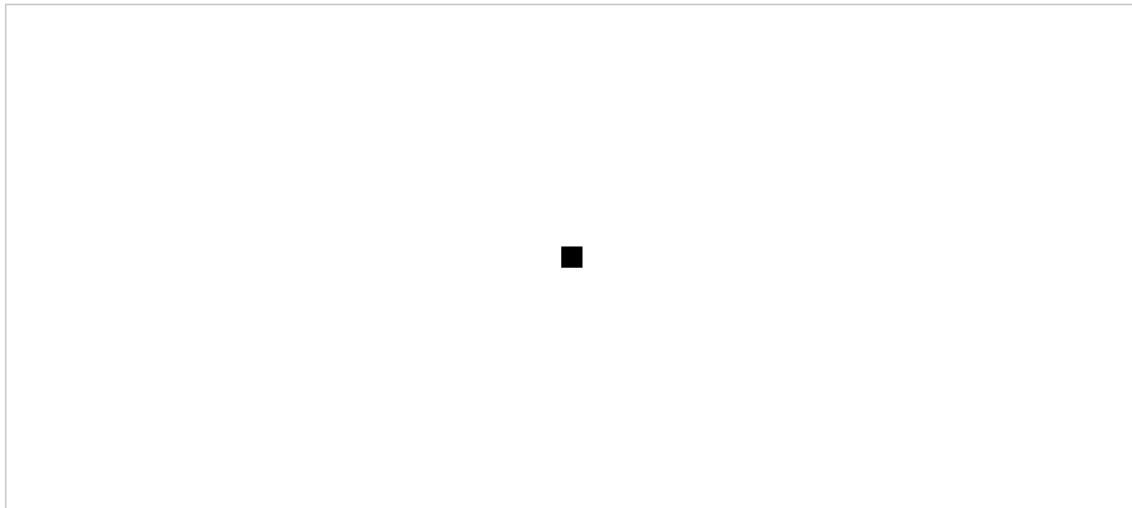
Thanks for coming back to me with the feedback from the client in terms of Wellington vs. Auckland etc. Some additional points of consideration for your client would be as follows:

- **Centrally located for all NZ Members** – especially those flying up from the South Island.
- **Added ease of access to Government Ministers** – NZ Ministry of Health is headquartered in Wellington, as is the NZ Cancer Society with Dr's and Policy Makers on-hand to either attend and/or speak at their event.
- **Specialist Research Institutes** – Malaghan Institute of Medical Research – also Wellington based and running a huge amount of research in Immunotherapy the treatment of Cancers - [Malaghan Institute of Medical Research](http://Malaghan.Institute.of.Medical.Research)

- **Potential to grow membership base** – s 9(2)(a) Wellington Campus has a large Department of Obstetrics, Gynaecology and Women’s Health – both for students to study these subjects, but also with their own Research projects in this specific field - [Department of Obstetrics, Gynaecology and Women’s Health](#) - s 9(2)(a) Wellington s 9(2)(a) Wellington s 9(2)(a) New Zealand
- **Walkable/Central City** – old argument but a good one – the range of accommodation and venues all within a flat walkable distance makes Wellington a much easier destination than Auckland to navigate and enjoy.
- **Colour/Food/Fabulous Weekend away** – again, taking attendees away for the weekend and encouraging their partners to join them, and experience all the fun, food and art/culture the City has to offer.
- **School Holidays** – s the client’s preferred dates fall over School Holidays – again, we can promote and assist with building a program for families wishing to attend – including outings for children to Weta Workshops | Zealandia | Parliament | Wellington Zoo etc.

s we can work with your client, to build promotional material to support registrations (encourage partners to attend) and facilitate introductions with key Industry people in these Ministries/Research institutes etc.

In terms of availability – I’ve spoken with the team at Takina Events and with a little persuasion/negotiation with another client, we have had the green light to offer s 9(2)(a) 1st Pencil for their preferred dates 20-24 April – as per below:



I hope this helps!! Let me know if you have any questions and/or require additional information.

Thanks in advance.

s
9(2)
(a)

(2)(a)
Business Development Manager - s 9(2)
Business Events Wellington
+61 s 9(2)
s 9(2)(a) [WellingtonNZ.com](#)

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Cc: s 9(2)(a)
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Importance: High

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Kind regards

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9(2)
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To: [REDACTED] s 9(2)(a)
Subject: FW: [REDACTED] s 9(2)(a) Support Confirmation
Importance: High

FYI

[REDACTED] s 9(2)(a)

From: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)@wellingtonnz.com>
Sent: Friday, 17 March 2023 6:10 PM
To: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)
Cc: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a) 2)(a)
Subject: RE: [REDACTED] s 9(2)(a) Support Confirmation
Importance: High

Kia Ora Gents

The wonderful @ [REDACTED] s 9(2)(a) beat me to the punch – and I must apologise for not getting our proposal to you earlier than 6.05pm on a Friday evening!! However, please find attached pricing from Takina Events for your submission to [REDACTED] s 9(2)(a) for their meeting in 2024. Please note that the dates quoted are 2nd pencil at this stage. The client in front is not yet at decision stage so if you are keen to move forward we can challenge and search alternate dates.

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[REDACTED] s
9(2)
(a)

[REDACTED] (2)(a)
Business Development Manager - [REDACTED] s 9(2)
Business Events Wellington
+61 [REDACTED] s 9(2)
[REDACTED] s 9(2)(a) WellingtonNZ.com

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Sent: Friday, 17 March 2023 5:05 PM
To: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a) 2)(a)
Cc: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)@wellingtonnz.com>
Subject: RE: [REDACTED] s 9(2)(a) Support Confirmation

Thanks so much [REDACTED] s

I'll pass on the good news to the team.

Can't wait to bring the conference to Welly! Fingers crossed the committee agrees.

Regards



S Fawcett
Director of Projects (AUS & NZ), **s 9(2)**
P 03 8658 9530 (Head Office) M: 0449 251 659

From: **s 9(2)(a)** <**s 9(2)(a) 2(a)**>
Sent: Friday, 17 March 2023 4:44 PM
To: **s 9(2)(a)**
Cc: **s 9(2)(a)** <**s 9(2)(a)** wellingtonnz.com>
Subject: **s 9(2)(a)** Support Confirmation

Hi **s**

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Further to our conversation and your completed application I'm pleased to forward through our confirmed letter of support for the **s 9(2)** **s 9(2)(a)** considering holding their **s 9(2)(a)** meeting in Wellington in April 2024. **(a)**

I understand you're working directly with **s** from Business Events Wellington on a destination proposal.

S upon review of the attached letter please let me know if you have any questions. We welcome the opportunity to work with you to secure this conference for New Zealand and Wellington.

Many thanks and have a lovely weekend.

s 9(2)(a)

From: **s 9(2)(a)**
Sent: Thursday, 16 March 2023 10:47 AM
To: **s 9(2)(a)** <**s 9(2)(a) 2(a)**>
Subject: AU: Business Events Conference Assistance Programme Application

Name Of Conference

s s 9(2)(a)

Organisation Name

s 9(2)

Title

Mr

First Name

s

Last Name

s 9(2)(a)

Phone

Email

[t.au](mailto:)

Street

Street

City

Postal

Country

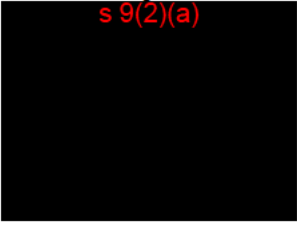
State

Propo

Number Of Days

Proposed Location

Wellington



Total Delegates

300

Exhibition Booths

8

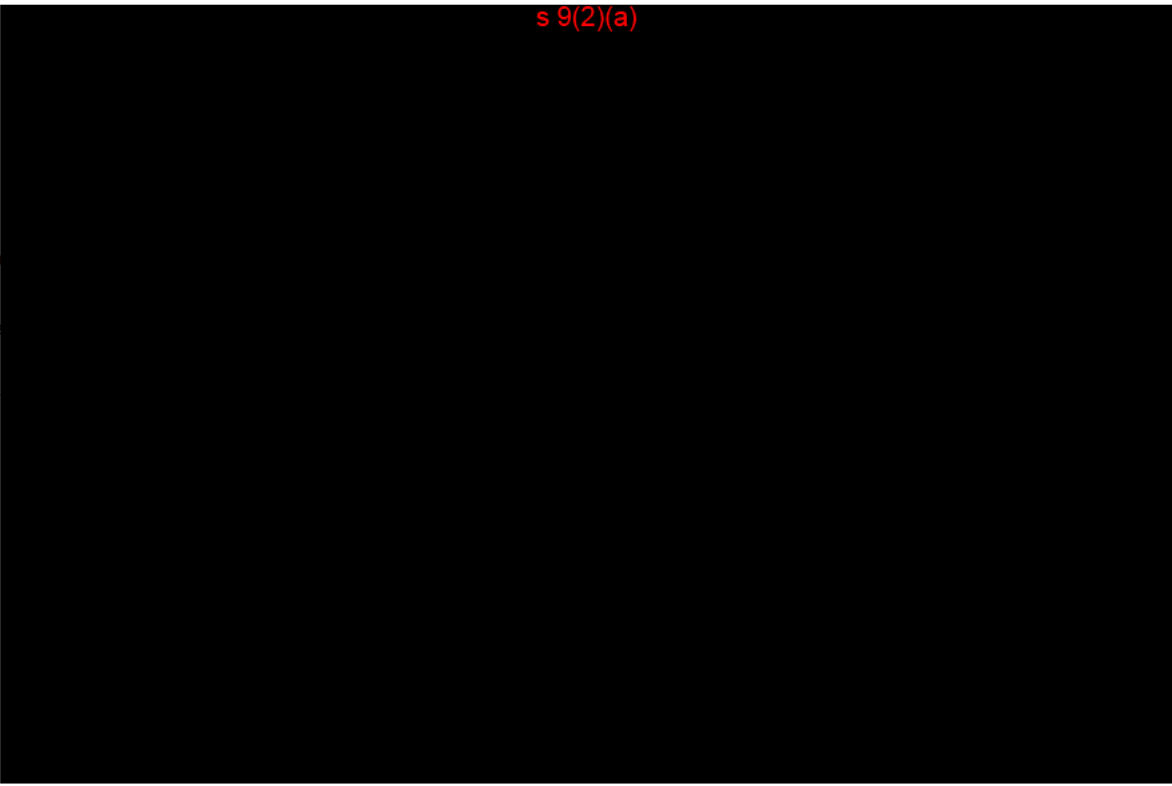
Proposal Due Date

03/2023

Proposal Process Timeline



Decisi



Marke

Other

NZ Cha

Compe

Confer

Past C

Past C

Past C

Past C

Past C

Anything Further To Know

s 9(2)(a) has members within s & New Zealand. The conference has never been held in NZ and they are keen to take the conference to Wellington in 2024 however there are significant financial concerns from pharmaceutical support (based on current regulations). A financial contribution from s (?) would go a long way to securing the conference for 2024 in Wellington.

Representative

s 9(2)(a)

Accepted Terms And Conditions

Yes

From: [Aaron Telford](#)
To: [REDACTED] s 9(2)(a)
Subject: RE: MEETINGS NZ
Date: Tuesday, 11 July 2023 9:17:00 am
Attachments: [image001.png](#)
[image002.jpg](#)

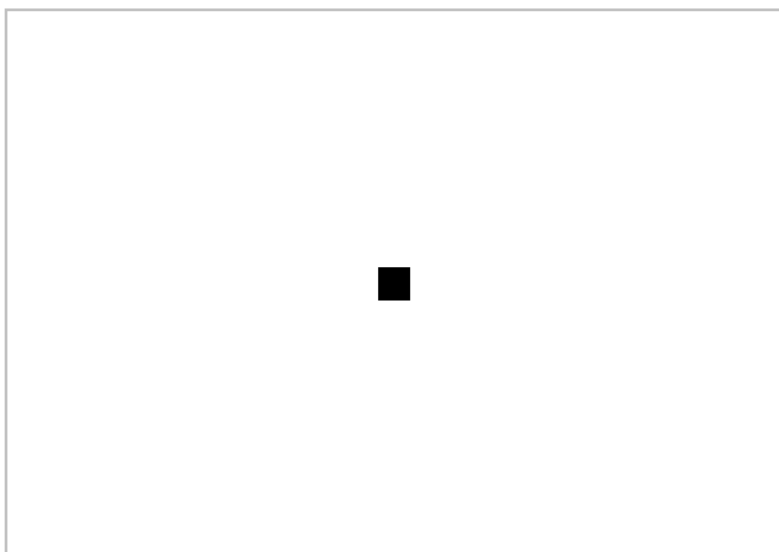
Hi [REDACTED] s 9(2)(a)

Thanks for this, we had originally quoted a canape function and a dinner, is the stand up function at Te Papa replacing one of these?

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED] s 9(2)(a)



From: [REDACTED] s 9(2)(a)
Sent: Monday, July 10, 2023 1:46 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: MEETINGS NZ

Hi Aaron

Re [REDACTED] s 9(2)(a) amending the quote to three days, 22-24th, and having a stand up function at te papa on one of the 22 or 23

Regards
[REDACTED] s 9(2)(a)

s 9(2)(a)

On 10 Jul 2023, at 6:28 AM, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Hi s 9(2)(a)

Thank you for the below, was since to meet you also.

I am working form home for the next couple of days and don't have my meetings notes with me.

Can you please refresh me on what we discussed and then I can get to work on it for you.

Thanks

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)
<[image001.png](#)>

<[image002.jpg](#)>

From: s 9(2)(a)
Sent: Thursday, July 6, 2023 11:08 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a)
Subject: FW: MEETINGS NZ

Great to meet the other week Aaron. Are you able to send me an updated proposal as per our discussion for the Monday to Wednesday? Please also include a quote on the use of Te Papa as discussed

Regards

s 9(2)(a)

s 9(2)(a)

From: s 9(2)(a)
Sent: Monday, June 19, 2023 11:03 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: FW: MEETINGS NZ

Hi Aaron

Even though s 9(2) is stuck in s 9(2)(a) with Covid, I'll still keep the meeting if that is ok?
()

Regards

s 9(2)(a)

From: s 9(2)(a)
Sent: Thursday, June 8, 2023 6:28 PM
To: s 9(2)(a) Aaron Telford
<aaron.telford@takinaevents.co.nz>; Elena Ford <Elena.Ford@takinaevents.co.nz>
Subject: RE: MEETINGS NZ

great

s 9(2)(a)

From: s 9(2)(a)
Sent: Tuesday, June 6, 2023 7:32 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>; s 9(2)(a)
Elena Ford <Elena.Ford@takinaevents.co.nz>
Subject: RE: MEETINGS NZ

I can make that work, I'll cancel a couple of my meetings appointments

Regards

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, June 7, 2023 10:27 AM

To: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)
[REDACTED] Elena Ford <Elena.Ford@takinaevents.co.nz>

Subject: RE: MEETINGS NZ

Hi [REDACTED] s 9(2)(a) and [REDACTED] s 9(2)(a)

Look forward to seeing you both, will 22nd June at 11.30am work for you both to meet?

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED] s 9(2)(a)
<[image001.png](#)>

<[image003.jpg](#)>

From: [REDACTED] s 9(2)(a)

Sent: Wednesday, June 7, 2023 12:16 PM

To: [REDACTED] s 9(2)(a) Elena Ford
<elena.ford@takinaevents.co.nz>

Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: MEETINGS NZ

And I hope to be involved with both as well please (I'm there in Wellington all day Tuesday if that is useful)

Regards

[REDACTED] s 9(2)(a)

From: [REDACTED] s 9(2)(a)

Sent: Tuesday, June 6, 2023 8:03 AM

To: Elena Ford <elena.ford@takinaevents.co.nz>

Cc: [REDACTED] s 9(2)(a) Aaron Telford
<aaron.telford@takinaevents.co.nz>

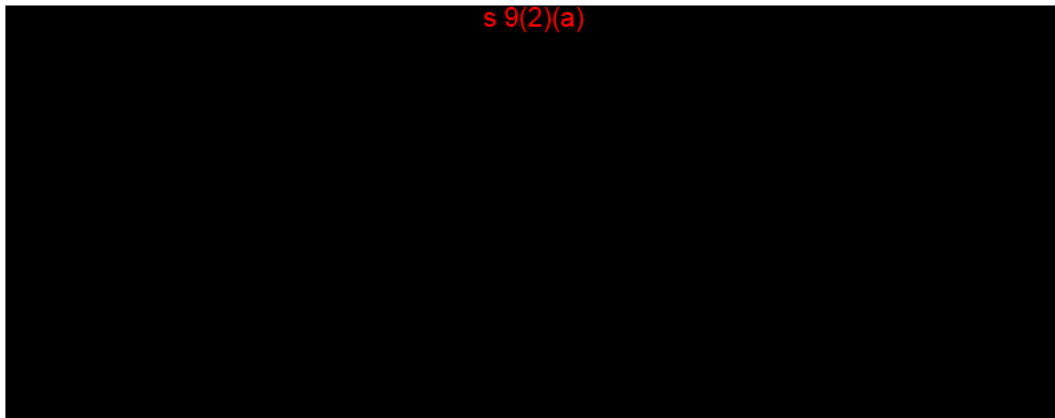
Subject: RE: MEETINGS NZ

Thanks Elena,

I am also interested in looking at Te Papa for one of our events so will speak with him about that as well. I understand from Sharon Auld that both venues are combined.

Best regards

[REDACTED] s 9(2)
(a)



From: Elena Ford <elena.ford@takinaevents.co.nz>

Sent: Monday, June 5, 2023 4:16 PM

To: [REDACTED] s 9(2)(a)

Cc: [REDACTED] s Pickford <mike.p@asnevents.net.au>; Aaron Telford
<aaron.telford@takinaevents.co.nz>

Subject: RE: MEETINGS NZ

Good morning [REDACTED] s 9(2)
()

Thank you, I copied in my colleague Aaron who has been working on your tentative booking alongside [REDACTED] s 9(2)(a) from BEW team. Aaron will confirm the time he can meet with you while you in Wellington. He is on leave today and back online tomorrow.

Thank you and we are looking forward to catching up with you soon!

Kind regards,
Elena

Elena Ford
Venues Sales Manager
Takina Events

see the site on the Tuesday famil but would like a more in depth view if possible.
Look forward to your advice.

s 9(2)(a)



From: [Aaron Telford](#)
To: [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2)(a) requote
Date: Thursday, 21 September 2023 3:50:00 pm
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.png](#)
[image004.jpg](#)
[Takina Floor Plan - 11 July.pdf](#)

Hi Kara,

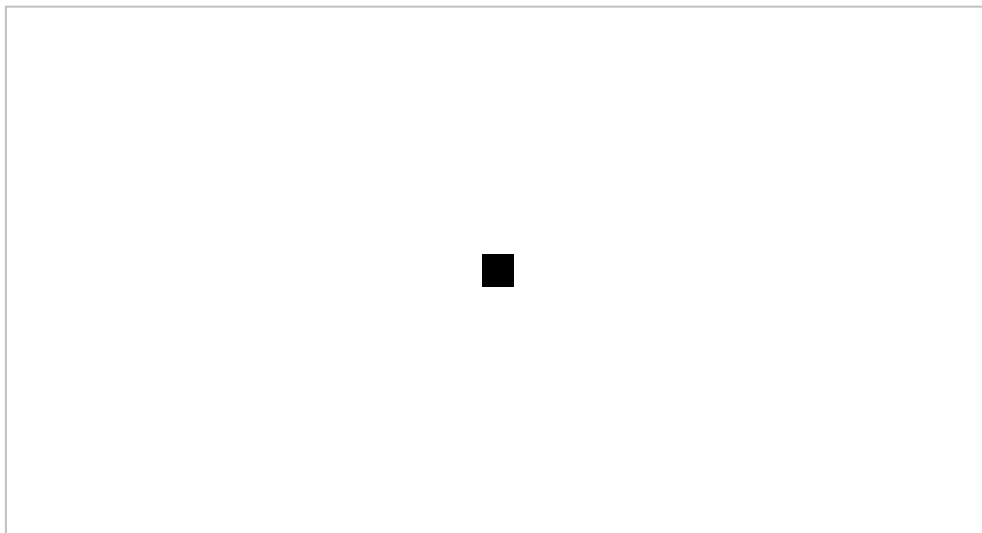
Sorry for the misunderstanding, the names have changed since the original quotation, please see attached the basic floor plans indicating the spaces. You are looking at Level 1.

If you need anything further, please let me know.

Thanks

Nga mihi,

Aaron Telford
Senior Account Manager
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED] s 9(2)(a)



From: [REDACTED] s 9(2)(a) <kara.b@asnevents.net.au>
Sent: Thursday, September 21, 2023 3:40 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: [REDACTED] s 9(2)(a) requote

Thanks very much Aaron.

I was actually indicating that names on the websites of the rooms are different to what is quoted – not the capacities.

As I haven't been to the venue, I was trying to navigate how all the spaces were connected.

Do you have a venue floor plan that indicates where each of the spaces are located in conjunction with each other?

Thanks,

s
9(2)

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, September 19, 2023 12:21 PM

To: s 9(2)(a) <kara.b@asnevents.net.au>

Subject: RE: s 9(2)(a) requote

Hi Kara,

Please see attached the capacities for the spaces held or s 9(2)(a) As previously mentioned, they do vary to the on the website, and we have adjusted them to operational levels for delegate comfort, service, health, and safety. I have left this in excel so you can use this to build the breakouts based on rooms available.

Note that if we need to change the plenary spaces from an existing set up for breakouts on days two and three, we will need to allow time in the programme, and this would be finalised once you have the rooms allocated for the event and how they will be utilised. Where possible to save time and additional charges, I would try to have the plenary and then the breakouts set the same for Rongomatane. With the additional breakouts spaces in the classroom or Boardroom set up.

**Note our Cabaret is based on 8 delegates per table and we use ovals.

I have attached some floor plans to this email for you also- we don't have Boardroom set up floorplans.

If you need anything further at this stage , please let me know. I look forward to finalising this and contracting soon!

Thanks,

Aaron

Nga mihi,

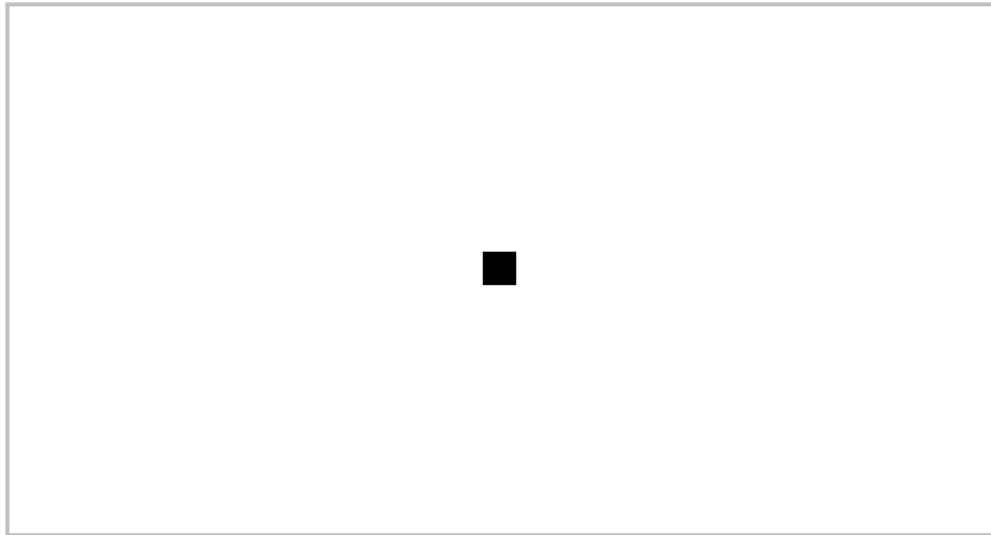
Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)



From: [REDACTED] s 9(2)(a) <kara.b@asnevents.net.au>

Sent: Friday, September 15, 2023 12:55 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: [REDACTED] s 9(2)(a)

Subject: RE: [REDACTED] s 9(2)(a) requote

Hi Aaron,

Hope you are well.

I am working with [REDACTED] s on [REDACTED] s 9(2)(a) 2024, along with the Event Manager, [REDACTED] s 9(2)(a) also cc'd into this email.

I understand we have not finalised the contract for the [REDACTED] s 9(2)(a) meeting and I'm working on the assessing their program needs. But I was a little confused about the capacities on the website as they don't seem to label the spaces the same way as the quote.

Are you able to please send through the capacities for each space in classroom and board room set up? These and cabaret are their usual set ups in each room. If you could also send the floor plans of the rooms we have on the quote, that would be great.

Thanks,

[REDACTED] s
9(2)

[REDACTED] s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, July 18, 2023 10:00 AM

To: [REDACTED] s 9(2)(a)

Subject: RE: [REDACTED] s 9(2)(a) requote

Kia ora s 9(2)

Thank you for your reply, please see below and attached with updated information, if these are now correct, please let me know and I can draw the contract for you.

Dinner would be in the plenary hall on the Tuesday- so we will need time to turn the room (approx. 1.5 hours)

The centre section of the plenary room doesn't have built in AV, so there will be an additional charge for this, and we will need to get a quote from the AV team- which I have asked for.

Please see attached updated room allocations broken down into pre-con and conference days and catering with updated numbers:

Nga mihi,

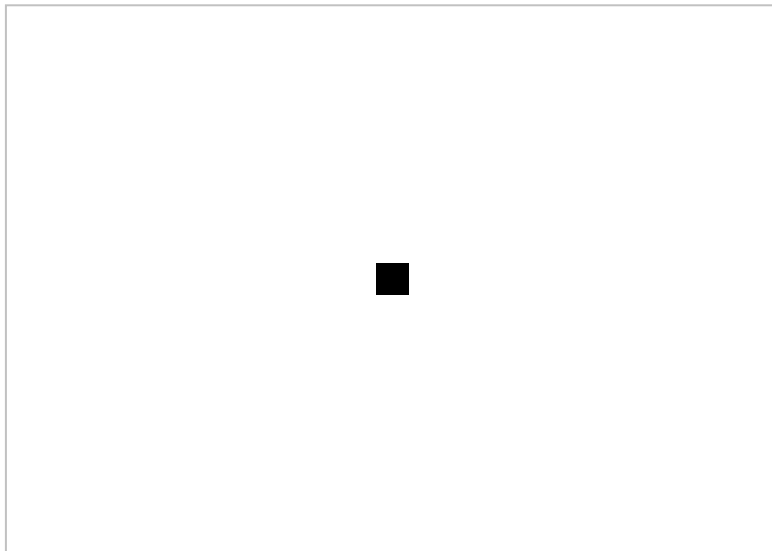
Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a)
Sent: Sunday, July 16, 2023 7:21 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a)> wellingtonnz.com>
Subject: RE: s 9(2)(a) requote

Couple of tweaks/queries please Aaron

- Budget should only be for 250 delegates though we hope to exceed that

On the monday workshops, likely to be slightly less than that, aim for 175, but all should be there for the welcome that night.

- Monday the plenary needs to be split into 3, I'm not sure whether the middle room AV was included form the info shared, please let me know. The plenary will be joined on Tuesday and Wednesday
- Where will the dinner be on the Tuesday night?

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, July 12, 2023 7:51 AM

To: s 9(2)(a)

Cc: s 9(2)(a) <s 9(2)(a)> wellingtonnz.com

Subject: s 9(2)(a) requote

Kia ora mike,

Please see attached an updated proposal for s 9(2)(a) as required.

I have based this on the conference being three days and the Welcome Function at Te Papa in Signs of a Nation on L4 of the Museum, please note that we can only access this space after the Museum has closed, so from approx. 6:30pm onwards. I have provided this venue complimentary for you.

I have quoted beverage on consumption and 1 hour of canapes for this, please refer to the link in the attached document for menu options should the client wish to extend the food offering or see what other options there are available as well.

I have also attached to this email a copy of the AV inclusions for our spaces as well. Any dates or timings in this proposal can be refined at the contract stage.

If you have any questions or require any changes to the attached , please do let me know.

Thanks

Aaron

Nga mihi,

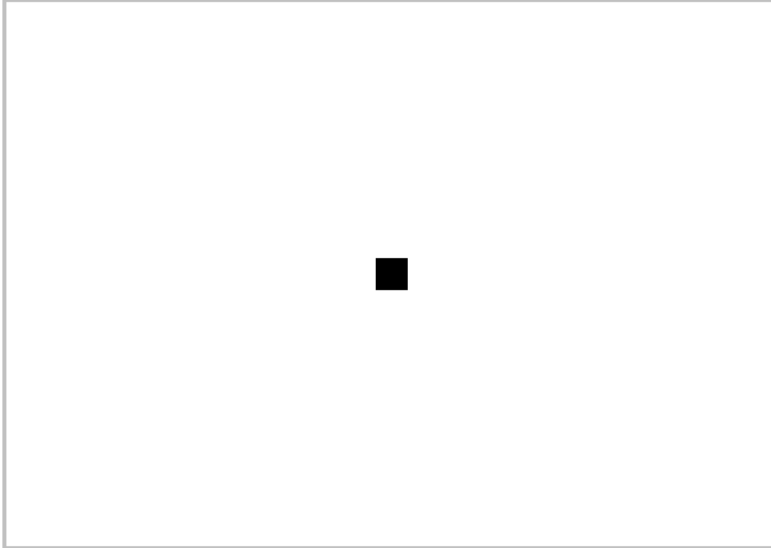
Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

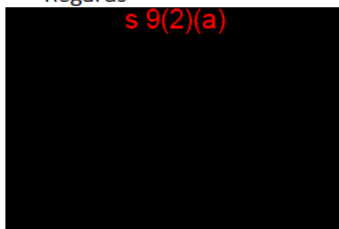
Mobile: +64 21 s 9(2)(a)



From: [REDACTED] s 9(2)(a)
Sent: Tuesday, July 11, 2023 11:31 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: MEETINGS NZ

Yes, the first night welcome will be at Te Papa please. I understood you could also organise that quote form our conversation.

Regards



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, July 11, 2023 7:18 AM
To: [REDACTED] s 9(2)(a)
Subject: RE: MEETINGS NZ

Hi [REDACTED] s 9(2)(a)

Thanks for this, we had originally quoted a canape function and a dinner, is the stand up function at Te Papa replacing one of these?

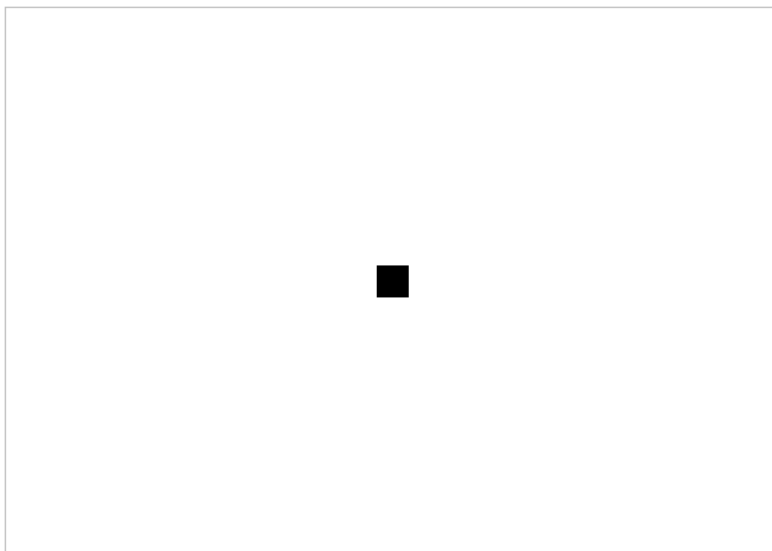
Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)



From: [REDACTED] s 9(2)(a)

Sent: Monday, July 10, 2023 1:46 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Re: MEETINGS NZ

Hi Aaron

Re [REDACTED] amending the quote to three days, 22-24th, and having a stand up function at te papa on one of the 22 or 23

Regards

[REDACTED] s 9(2)(a)

From: s 9(2)(a)
To: [Aaron Telford](mailto:Aaron.Telford@takinaevents.co.nz)
Subject: RE: s 9(2)(a) Site Inspection - Wednesday 6th December
Date: Tuesday, 14 November 2023 10:57:40 pm

Amazing! Thanks Aaron

Please let me know where you would like to meet s 9(2)(a) exactly and assuming you will show her both Takina and Te Papa? Wish I could come! 😞

Am I right to pass on your mobile number?

Thanks,

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, November 14, 2023 6:39 AM
To: s 9(2)(a)
Subject: RE: s 9(2)(a) Site Inspection - Wednesday 6th December

Hi s 9(2)(a)

The 19th will work, our office closes for summer break on the 22nd and I am on leave from the 20th.

Aaron Telford
Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

From: s 9(2)(a)
Sent: Monday, November 13, 2023 10:24 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(a) Site Inspection - Wednesday 6th December

Hi Aaron,

What about Tuesday the week after 12 December so 19 December? The client will be back in Wellington for a short time before their flight to Sydney at 4pm, so could meet at 11.45-12.45pm on that day. Does that suit?

Thanks,

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Monday, November 13, 2023 6:41 AM
To: s 9(2)(a)

Subject: RE: [REDACTED] Site Inspection - Wednesday 6th December

Hi [REDACTED]

Monday would work well to see both venues, as we have pack-in for the two events happening and Takina and most of the Te Papa venues are available as well.

Tuesday onwards both venues are fully booked in all spaces.

Thanks

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED]

From: [REDACTED] s 9(2)(a)
Sent: Friday, November 10, 2023 4:49 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: [REDACTED] Site Inspection - Wednesday 6th December

Hey Aaron,

That's ok – thanks for letting me know. If you could send images/video – that would be great. So you would only be available on the Friday? What about the Tuesday or Monday?

Would a site at Te Papa be available on any of these days?

Thanks,
Marynne

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Friday, November 10, 2023 1:48 PM
To: [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] Site Inspection - Wednesday 6th December

Hi [REDACTED]

Thanks for the below, unfortunately we won't be able to show Takina, as per below the event that's on is of a very sensitive nature and won't allow access.

Sorry we can't work around this.

I can arrange for some recent mages of the spaces to be sent through if this may help?

Thanks

Aaron

Aaron Telford
Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

From: [REDACTED] s 9(2)(a)
Sent: Thursday, November 9, 2023 2:03 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: [REDACTED] Site Inspection - Wednesday 6th December

Hi Aaron,

Very well, thanks!

Is there any possibility that our client come in on the Tuesday or early morning/late evening either Tuesday or Wednesday? They are not in town Friday unfortunately.

Thanks!

[REDACTED]

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Thursday, November 9, 2023 11:54 AM
To: [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] Site Inspection - Wednesday 6th December

Hi [REDACTED]

Thanks for reaching out, I am well thanks and hope you are also.

Unfortunately, we have a full week of events at Takina and won't be able to do any sites on that day. Friday the 8th would be free if [REDACTED] may be able to make that work at all?

Sorry but with the nature and client of the event on the 6th I know we won't be able to access.

Thanks

Aaron

Aaron Telford
Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

From: [REDACTED] s 9(2)(a)

Sent: Thursday, November 9, 2023 1:37 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: [REDACTED] Site Inspection - Wednesday 6th December

Hi Aaron,

Hope you are well!

[REDACTED] s 9(2)(a) our client for the [REDACTED] s 9(2)(a) Conference is coming to Wellington on **Wednesday 6th December** and would like to do a site at Takina. Is this possible? If so, can you please confirm the time you can show her around the venue? Maybe around 11am would be great if possible. She will need to see the Conference spaces we have on hold so hoping there isn't another Conference running! Ha.

Thank you, Thank you

[REDACTED] s 9(2)(a)

From: [Aaron Telford](#)
To: [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2)(a) Floor plan
Date: Friday, 17 November 2023 9:43:00 am
Attachments: [L1 Floorplan- Updated.pdf](#)

Kia ora [REDACTED] s 9(2)(a)

Happy Friday!

Please see attached the floor plans for level 1 as requested.

If you need anything further, please let me know.

Thanks

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED] s 9(2)(a)

From: [REDACTED] s 9(2)(a)
Sent: Thursday, November 16, 2023 6:55 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: [REDACTED] s 9(2)(a) Floor plan

Hi Aaron,
Could you please send me through a floor plan of the area/s we have proposed at Takina?

Thank you,
[REDACTED] s 9(2)(a)

From: [Aaron Telford](#)
To: s 9(2)(a) s 9(2) s 9(2)
Cc: s 9(2)(a) s 9(2)(a)
Subject: RE: s 9(2)(a) 2024 - Gelato Cart
Date: Thursday, 30 November 2023 1:47:00 pm
Attachments: [image002.jpg](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.jpg](#)
[image012.jpg](#)
[image013.jpg](#)

Hi Atit,

Please see below a local supplier who you can contact for pricing etc for the

s 9(2) ..
()

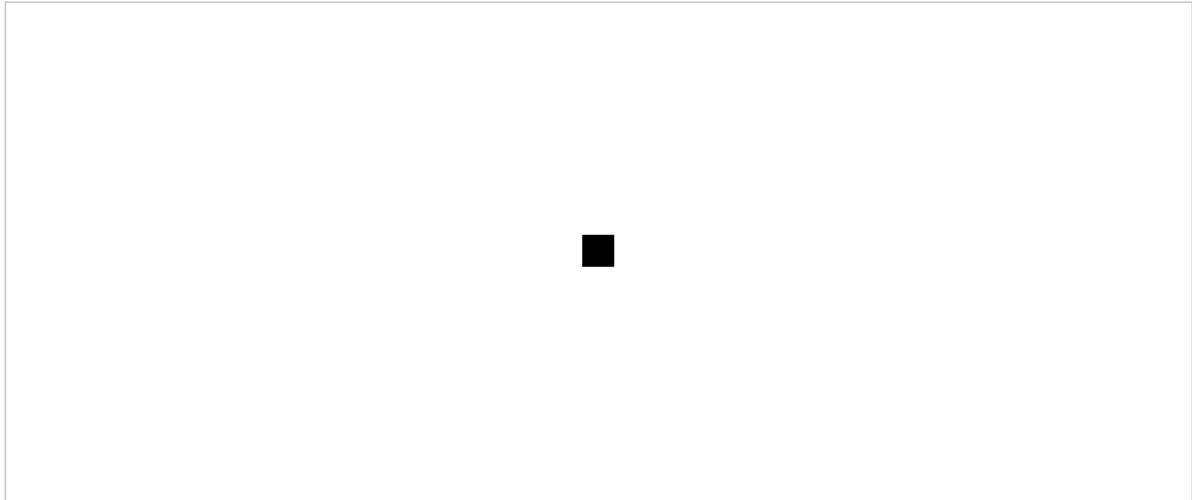
s 9(2)(a)

Thanks

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a) s 9(2)(a)
Sent: Thursday, November 30, 2023 1:43 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>; s 9(2)(a)
s 9(2)(a)
Cc: s 9(2)(a) s 9(2)(a)
s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2)(a) 2024 - Gelato Cart

Hi Aaron,

Thank you for your prompt reply and we do understand your concern here, however sponsors would like to have an idea about the Gelato Cart in the conference ASAP, as they're in process of securing their budget for our conference and I'm afraid if they didn't come on board due to contract delays .

Would it be possible for you to advise us about the rough cost of a Gelato cart with ice cream?

I really appreciate your assistance here.

Thanks, Aaron.

Regards,

[Redacted signature block containing s 9(2)(a)]

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Thursday, November 30, 2023 11:20 AM

To: s 9(2)(a) - s 9(2)(a) s 9(2)(a)

Cc: s 9(2)(a) <s 9(2)(a)> s 9(2)(a)

Subject: RE: s 9(2)(a) 2024 - Gelato Cart

Kia ora s 9(2)(a)

Thank you for reaching out.

The below information will be able to be provided by the coordinator that will be assigned to this event.

At this stage, the coordinators contact details will be finalised when we have the returned contract, and the event is handed over to them.

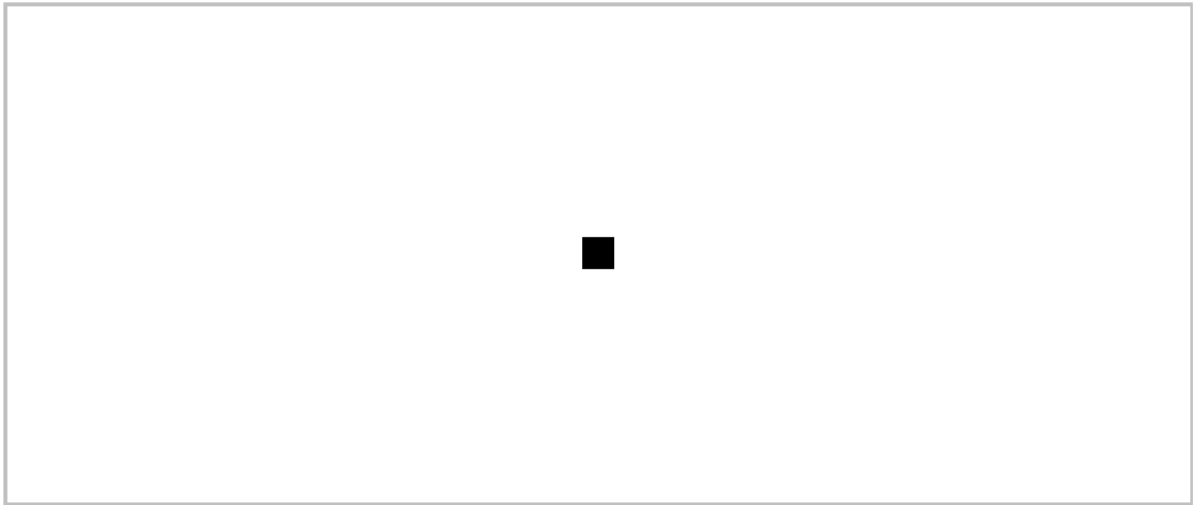
I will let you know when this has been done and put you in touch.

Thanks

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a) - s 9(2)(a) <s 9(2)(a)>

Sent: Thursday, November 30, 2023 1:11 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: s 9(2)(a) <s 9(2)(a)> s 9(2)(a)

s 9(2)(a)

Subject: s 9(2)(a) 2024 - Gelato Cart

Hi Aaron,

I'm s working with s 9(2)(a) on the s 9(2)(a) event next year. I'll be managing the exhibition for the event.

We have a sponsor asking if they can hire a gelato cart for their booth. Do you have a document listing all menu add-ons for the exhibitors? If not, can you please let me know if you have a gelato cart available for our event and the costs + inclusions with the hire?

Have a wonderful day,

s
9(2)

s 9(2)(a)

From: [Aaron Telford](#)
To: [REDACTED] s 9(2)(a)
Subject: RE: Contract - [REDACTED] s 9(2)(a) 2024
Date: Monday, 4 December 2023 11:45:00 am
Attachments: [image002.jpg](#)
[image003.png](#)

Hi [REDACTED] s 9(2)

Thanks- we don't supply dance floors any longer, so this will need to be organised and hired in by yourselves.

[REDACTED] s 9(2)(a) For you will be the best options.

[REDACTED] s 9(2)(a)

[REDACTED]

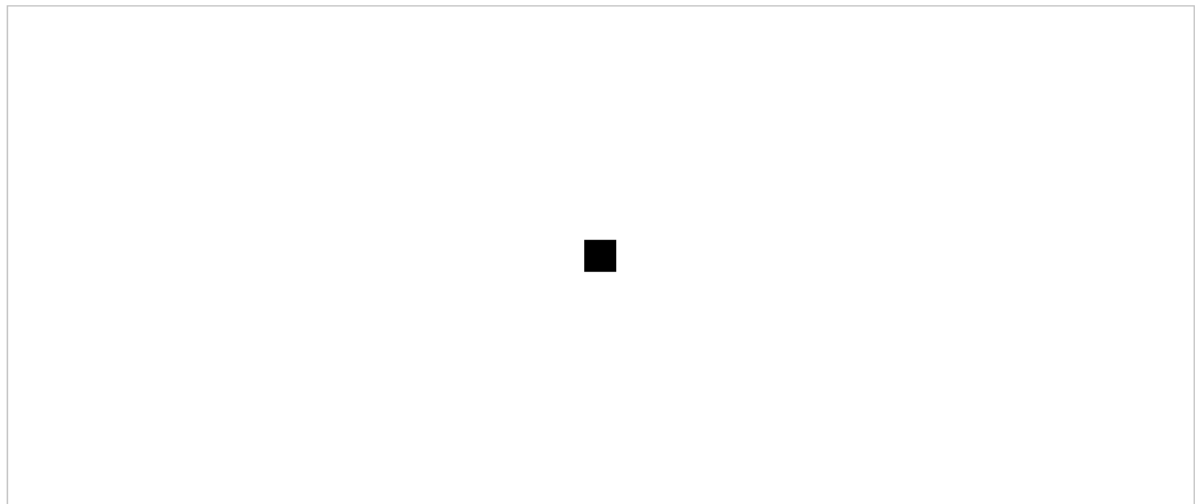
[REDACTED]

Thanks

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED] s 9(2)(a)



From: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)>
Sent: Monday, December 4, 2023 11:32 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Contract - [REDACTED] s 9(2)(a) 2024

Hi Aaron,

I hope you are well!

Just confirming, is there an extra cost for a dancefloor set up in this room?

Kind Regards,

[Redacted signature block]

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, November 28, 2023 11:32 AM

To: [Redacted] <[Redacted]>

Cc: [Redacted]

Subject: RE: Contract - [Redacted] 2024

Hi [Redacted]

Thanks, sorry the plenary room will be Rongomatane. (A, B and C combined)

Yes, the refresh fee is to cover the room re-set for dinner.

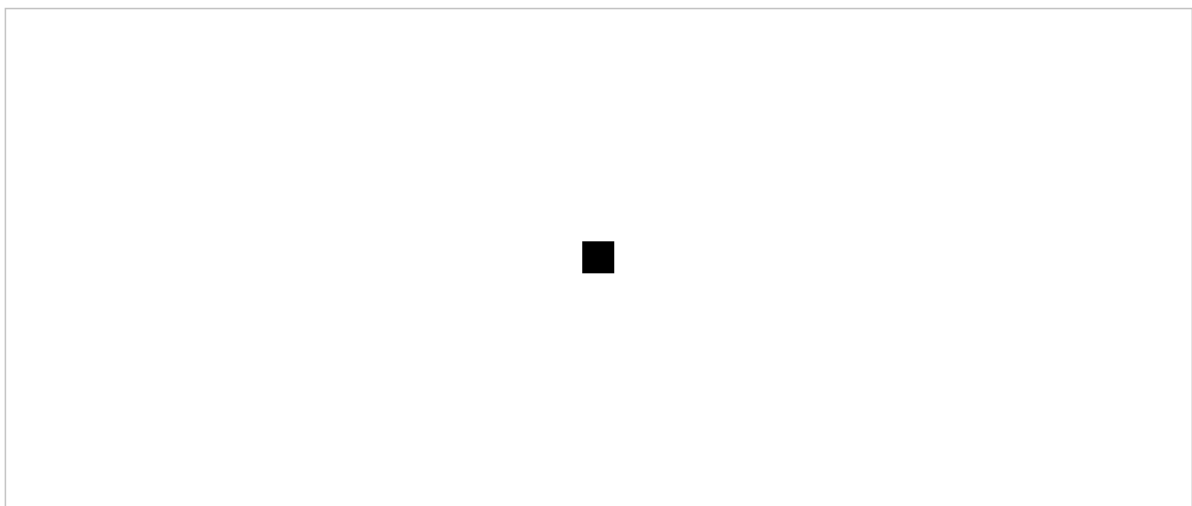
In terms of menus these won't be finalised until the new year- and the coordinator will be able to discuss these with you.

Thanks

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [Redacted]



From: [Redacted] <[Redacted]>

Sent: Tuesday, November 28, 2023 1:26 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Contract - [REDACTED] 2024

Hi Aaron,

Thanks for sending through.

Do you know how similar the options are for menus, the committee would like to decide on the menu, or at least have an idea of their options.

You say we will be using the plenary space? Can you clarify what this space is called, as your attachment has different names.

The refresh fee would essentially be setting up the room correct?

Kind Regards,

[REDACTED]
s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, November 28, 2023 10:11 AM

To: [REDACTED] <[REDACTED]>

Subject: RE: Contract - [REDACTED] 2024

Hi [REDACTED]

Thanks, please see links below to the current menus, please note these will change in March next year.

[Daily-menu-.pdf \(takina.co.nz\)](#)

[Canape-menu-v2.pdf \(takina.co.nz\)](#)

[Set-plated-menu-4.pdf \(takina.co.nz\)](#)

[Drinks-menu-.pdf \(takina.co.nz\)](#)

In terms of AV- please see attached the AV inclusion document , this has the inclusions for each space. You will be covered audio and visual wise for what you will require based on the base AV inclusions.

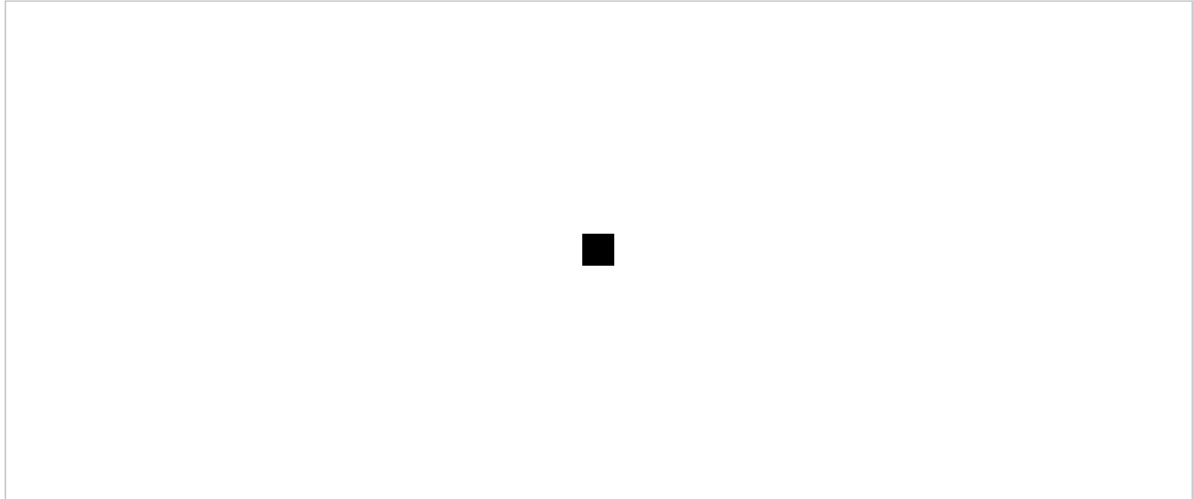
Additional charges will apply for staging and wash lighting as indicated and AV techs to run the equipment. Final pricing for AV will depend on what is required when finalising your requirements with the AV coordinator who will be assigned your event to look after.

They will take these conversations up with you , once the contract is signed and I hand the event over to the team.

Thanks

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, November 28, 2023 12:01 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Contract - s 9(2)(a) 2024

Hi Aaron,

Yes please, that would be fantastic.

Any costings as well for AV as they will be running their awards, with most likely a mic and (which we could use the bands production for, but just so we are aware of the costings) and projector for any slides potentially as well!
Thanks so much!

s 9(2)(a)
s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Monday, November 27, 2023 12:34 PM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Contract - s 9(2)(a) 2024

Hi [REDACTED]
9(2)

Hope you had a good weekend.

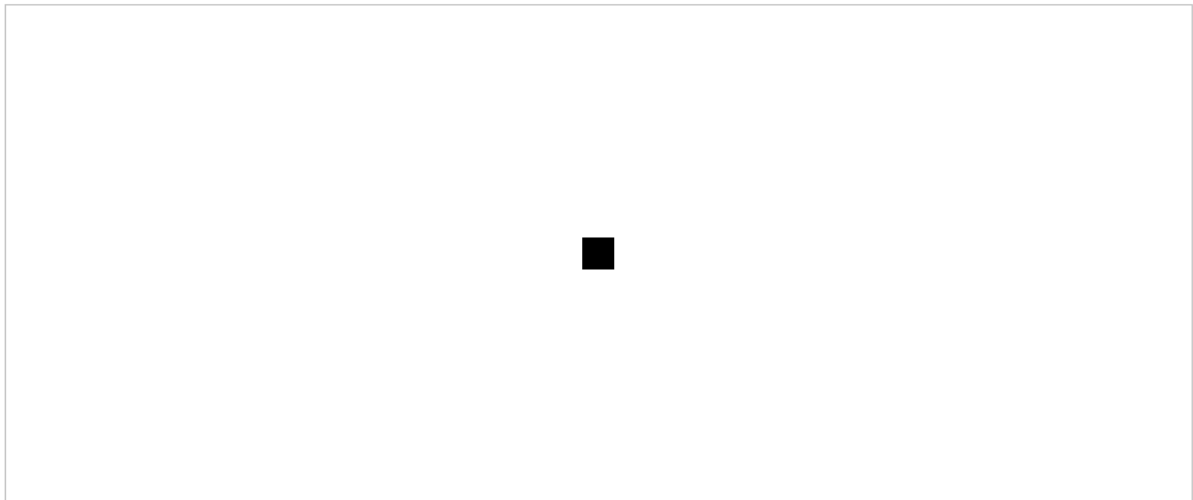
Do you want copies of the current menus for the below?

Thanks

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED]
9(2)(a)



From: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)>
Sent: Monday, November 27, 2023 12:57 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Contract - [REDACTED] 2024

Hi Aaron,

I hope you are well!

Just touching base, can we please get a break down of these menu and drinks options?

Kind Regards,

[REDACTED]
s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, November 22, 2023 9:42 AM

To: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)> [REDACTED] s 9(2)(a)
[REDACTED]
Subject: RE: Contract - [REDACTED] s 9(2)(a) 2024

Hi [REDACTED] s 9(2)

Thanks for the below, hope you days going well!

We can offer the below for dinner:

3 course with alternate drop mains \$ [REDACTED] s 9(2)(b) pp

I would suggest beverage on consumption- we can do red and white on the tables and then the rest on consumption served from bars- and work towards effectively a Tab amount. (We can do full table service however there are additional charges for labour.)

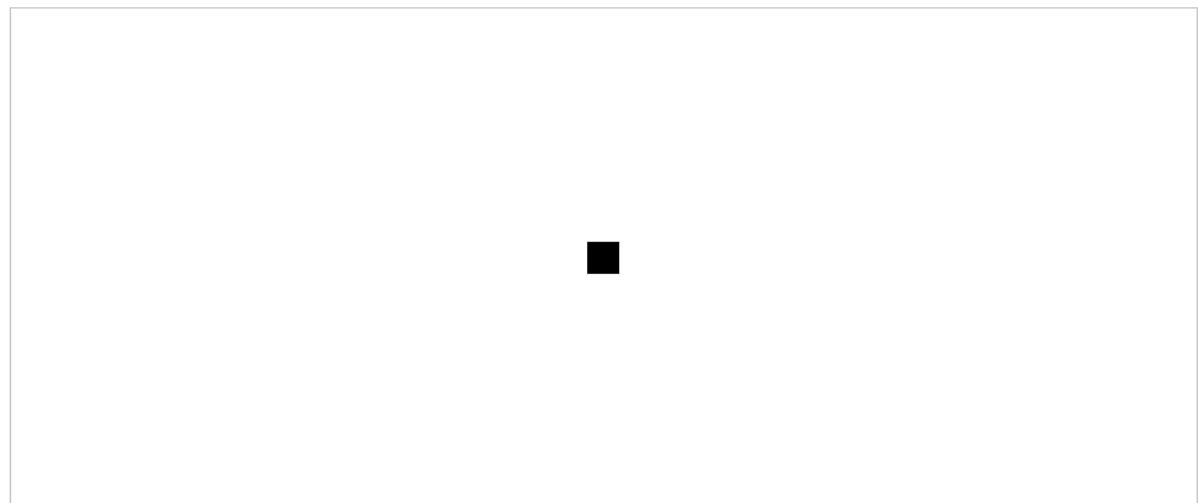
Would look to turn the plenary space for this. There is refresh fee of [REDACTED] s 9(2)(b)

Please let me know if this will work and I can add it to the contract once I hear back from @ [REDACTED] s 9(2)(a) re breakout spaces.

Ideally, I like to get the contract locked away this week if we can.

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED] s 9(2)(a)



From: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)>
Sent: Wednesday, November 22, 2023 10:29 AM
To: [REDACTED] s 9(2)(a) Aaron Telford
<aaron.telford@takinaevents.co.nz>; [REDACTED] s 9(2)(a) <kara.b@asnevents.net.au>
Subject: RE: Contract - [REDACTED] s 9(2)(a) 2024

Hi Aaron,

Lovely to meet you!

Just reaching out for a quote as we are looking for a venue for the [REDACTED] conference dinner.
Please see some details below to for reference:

[REDACTED] Conference Dinner

Date: Tuesday 23 April 2024

Time: 7:00pm-11:00pm

Estimated PAX: 210-240

Looking for sit down three course options with alternate drop at \$ [REDACTED] pp

For drinks we would love to look at options for \$ [REDACTED] pp

We would also need space for a dancefloor and entertainment, most likely a band.

Let me know if you have any further questions!

Looking forward to hearing from you,

Kind Regards,

[REDACTED]
s 9(2)(a)

From: [REDACTED] s 9(2)(a)

Sent: Monday, November 20, 2023 12:09 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>; [REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

Cc: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)>

Subject: RE: Contract - [REDACTED] 2024

Hi Aaron,

I am looking after this one

Just confirming breakout spaces with the client and will get back to you if that's ok.

Also, cc'd in [REDACTED] s 9(2)(a) as she will discuss Conference Dinner potential with you onsite!

Thanks so much,

[REDACTED] s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Monday, November 20, 2023 11:55 AM

To: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)>

Cc: [REDACTED] s 9(2)(a)

Subject: FW: Contract - [REDACTED] 2024

Importance: High

Kia ora s 9(2)

I trust you had a good weekend.

Just following up on the return of the attached contract for this event please.

Thanks

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

From: Aaron Telford
Sent: Tuesday, September 26, 2023 10:00 AM
To: s 9(2)(a) s 9(2)(a)
Subject: Contract - s 9(2)(a) 2024
Importance: High

Kia ora Kara,

Thank you for selecting Takina events for your clients conference s 9(2)(a) to be held at Takina in 2024.

Please see attached the tailored contract for your event, along with the AV inclusions document for venues at Takina.

If you can please review the document, and note the payment plan and also indicate if you will require the Public Liability cover or not.

Once you return the signed document to myself, I will countersign it and return a copy for your records.

After this is done I will handover your event to one of our coordinators, who will work with you moving forward to organise the deposit payment and to finalise all of the details for your event.

You can view venue information and menus at anytime on our website [Home - Takina \(takina.co.nz\)](https://www.takina.co.nz)

If you have any questions, please don't hesitate to reach out to me.

We look forward to welcoming yourself and your delegates.

Aaron Telford
Senior Account Manager
Takina Events
PO Box 467 155 Cable Street, Wellington 6011
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

From: [Aaron Telford](#)
To: s 9(2) - s 9(2)
Subject: RE: s 9(2) 2024 - Exhibitor bump-in
Date: Tuesday, 5 December 2023 2:56:00 pm
Attachments: [image006.jpg](#)
[image007.png](#)
[image008.png](#)
[image009.jpg](#)
[image010.jpg](#)
[image011.jpg](#)

Hi s 9(2)
(a)

Our dockway at Takina is accessible as below, there can be absolutely no movement in the dockway outside of the opening hours.

You can work in the building, so you would need everything packed in by 9.30pm

Takina Wellington Convention and Exhibition Centre access

Due to local resource consent and location within the CBD, traffic access to the Takina dockway is only available from 07:00am to 10:00pm. No access can be granted outside of these hours. Please take this into consideration when reviewing the pack-in and pack-out requirements for your event.

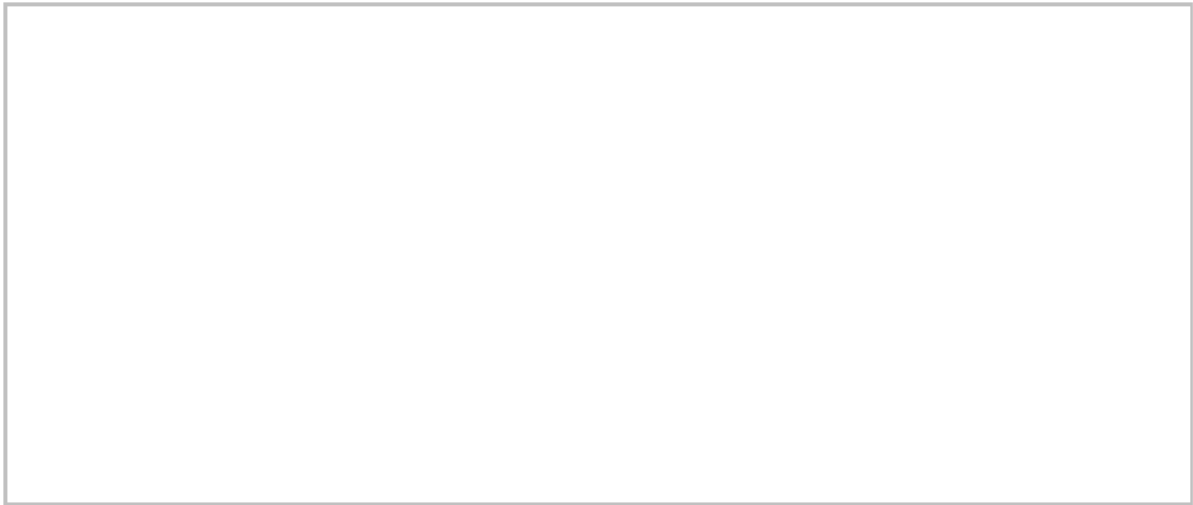
Clients can access Takina from 06:00am to perform soft and low-noise conference set ups for plenary spaces and registration if required. Additional staffing and costs may be required for earlier access.

Evening events require the centre to be vacated by midnight.

Thanks

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a) - s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, December 5, 2023 2:49 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: s 9(2)(a) 2024 - Exhibitor bump-in

Good afternoon again Aaron,

I hope your week is going well.

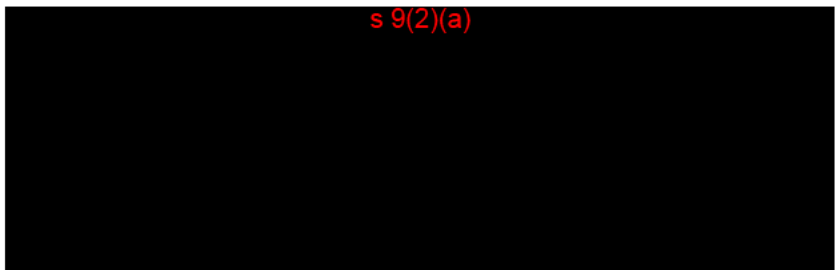
I am writing again regarding the s 9(2)(a) event next year. In understand our contract still hasn't been signed but we would like to try and work out the bump-in details for the exhibition as early as possible.

We will be bumping in approximately 5x standard booths plus 3x custom booths. Seeing we will be using the Foyer for the exhibition, and this will be used for breaks during the workshops on Monday, it looks like we'll need to bump in between 6:30pm on Monday and 7am on Tuesday. Can you please advise if there are any restrictions to bumping-in after-hours? Does your loading dock close at a certain time that we should be aware of?

If it's easier, I'm happy to jump on a call to discuss this.

Have a wonderful day,

s
9(2)



From: [Aaron Telford](#)
To: [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2)(a) Contract
Date: Tuesday, 5 December 2023 9:51:00 am
Attachments: [image001.jpg](#)

Hi [REDACTED] s 9(2)(a)

Thanks for the below,

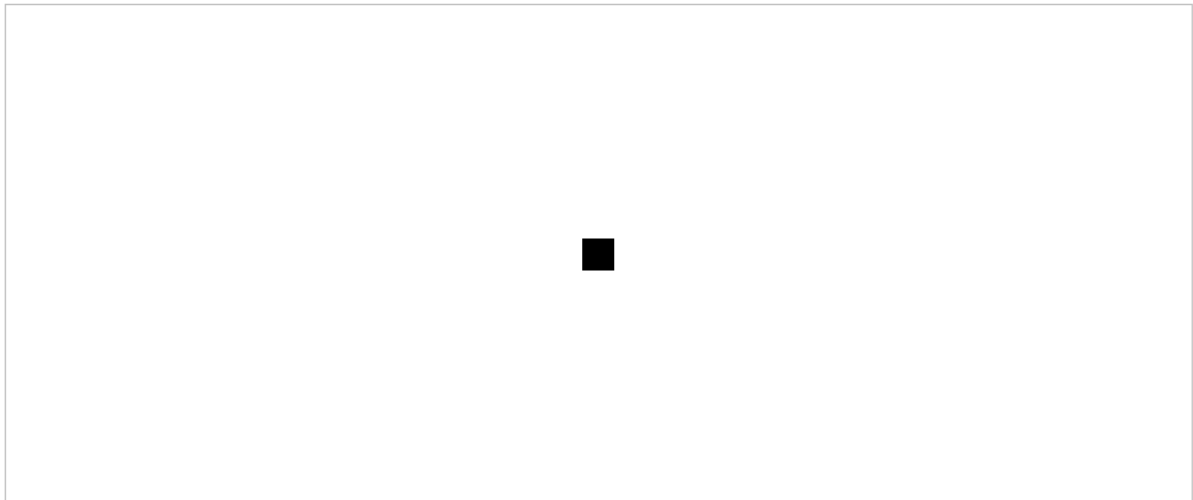
If you only require Matiu the cost is \$ [REDACTED] s 9(2)(b) - we don't offer half day hire rates.

Noted that the contract will be made out to yourself and signed after [REDACTED] s 9(2)(b) visit on the 12th.
()

Thanks

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED] s 9(2)(a)



From: [REDACTED] s 9(2)(a)
Sent: Friday, December 1, 2023 5:37 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)>
Subject: RE: [REDACTED] s 9(2)(a) Contract

Hi Aaron,

Thank you so much for reaching out! It's been a big week but great all the same. Hope the same for you.

In all honesty, the contract looks great – it's just to be confirmed how many breakout rooms we require on the Tuesday/Wednesday. If we were only to require Matiu Meeting Room (L1) Room for half the day. How much would this cost?

The client, s 9(2) is coming for the site inspection next week. Can we please sign it straight after?

()

The contract will need to be made out to myself.

Any further questions, please ask.

Hope you have a great weekend!

Thank you,

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, November 28, 2023 12:17 PM

To: s 9(2)(a)

Subject: s 9(2)(a) Contract

Importance: High

Kia ora s 9(2)(a)

I hope your weeks started well!

Just following up on the attached contract that was issued in September.

Did you have any update in terms of venue hire that may need amending? I think this was all pretty much correct from previous requirements.

The questions that are coming through now from your team are more at the coordination level for the event and I would like to hand the event over to your coordinator as they are best placed to liaise with our operational teams, AV etc and provide further information.

If you can please come back to me with any rooms changes required that will be great, also please let me know if the contract now needs to be made out to yourself?

Thanks

Aaron Telford

Senior Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz

From: [Aaron Telford](#)
To: [REDACTED] s 9(2)(a)
Subject: FW: Takina Basic Floor Plans
Date: Saturday, 16 December 2023 2:48:00 pm
Attachments: [image001.jpg](#)
[L1 Floorplan- Updated.pdf](#)

Hi [REDACTED] s 9(2)(a)

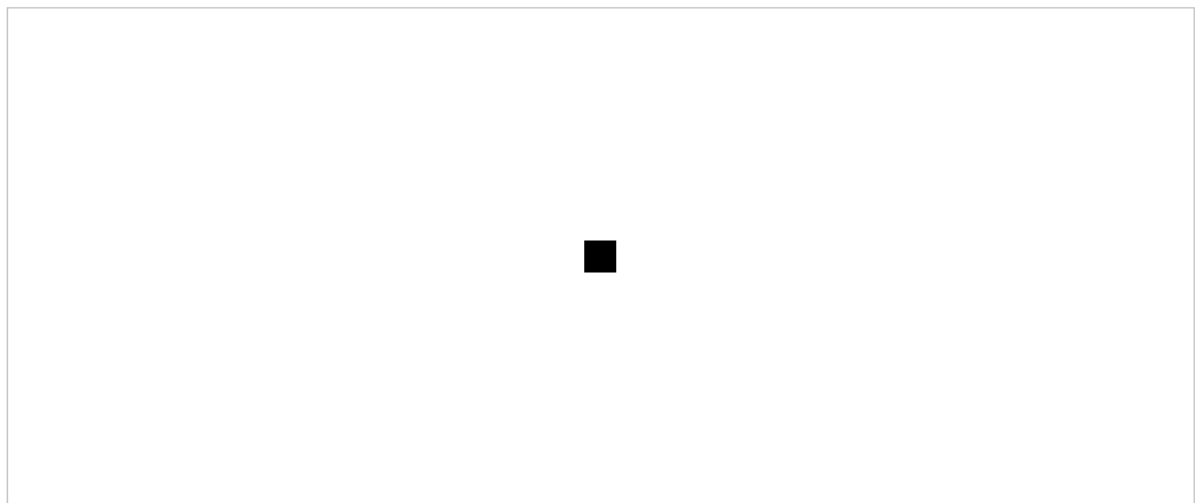
Please see below communication sent to [REDACTED] s 9(2) post site visit this week. It went well and she seemed happy with the venues shown for all aspects of the conference.

Thanks

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED] s 9(2)(a)



From: Aaron Telford
Sent: Saturday, December 16, 2023 2:47 PM
To: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a) org.au
Subject: Takina Basic Floor Plans

Kia ora [REDACTED] s 9(2)

It was lovely to meet you last week and thank you again for your time.

Please see attached a basic floor plan for Takina as discussed.

If you need anything further, please do let me know.

I look forward to hearing from [REDACTED] s 9(2)(a) soon.

Thanks

Aaron

From: [REDACTED] s 9(2)(a)
To: [Aaron Telford](#)
Cc: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)
Subject: Welcome Reception and Conference Dinner swap
Date: Saturday, 20 January 2024 4:50:19 pm
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.png](#)
[image004.jpg](#)

Hi Aaron,

Hope you are well! Happy New Year!

I believe you spoke to [REDACTED] s 9(2) about swapping the Conference dinner and Welcome Reception venues? So we are now wanting to hold the Welcome reception on Monday night, to be held at Takina around the exhibitors – this is Monday 22nd April 2024.

The Conference dinner, held on Tuesday 23rd April 2024 we would like held at Te Papa. Is this ok?

In relation to the Conference dinner, [REDACTED] s 9(2) was talking about a big 10 x 6m sign that we would like to cover in the entrance. Apparently a lot of [REDACTED] () people cover it with signage – a war sign? Sorry for the ambiguity here. Also, if there is a dance floor cost – can you please advise [REDACTED] s Please send through floor plan and menus costs etc. [REDACTED] s [REDACTED] 9(2) will finalise all this with you [REDACTED] 9(2)

In regards to venue rooms – we are after a consumer room to accommodate about 10 people, boardroom. Would you have this available?

If you require any clarification on the above, please reach out.

Thank you,

[REDACTED] s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Thursday, January 18, 2024 2:18 PM
To: [REDACTED] s 9(2)(a)
Cc: [REDACTED] s 9(2)(a)
Subject: RE: FW: Takina and Te Papa Site Visit

Kia ora [REDACTED] s 9(2)

Happy New Year!

Please see attached the floorplans that had previously been sent to you. I am looking forward to finalising your event details soon!

If you require anything further, please let me know.

Thanks

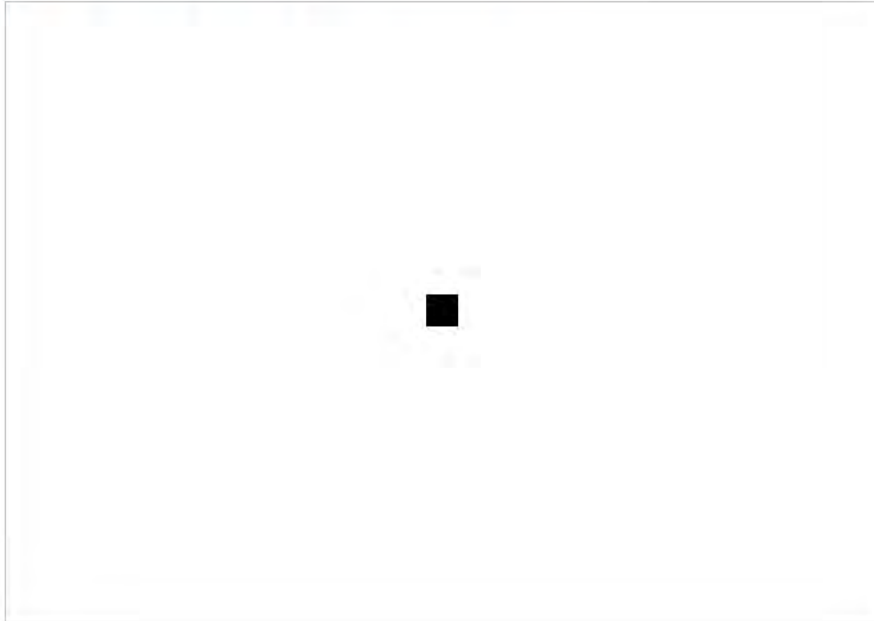
Aaron

Aaron Telford
Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]



From: [REDACTED]
Sent: Thursday, January 18, 2024 3:38 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: [REDACTED]
Subject: RE: FW: Takina and Te Papa Site Visit

Hello Aaron

I seem to have mislaid/deleted the floorplans email you sent me – could you send again to both myself and [REDACTED] at [REDACTED] (copied into this email). We are ready to firm up plans for our April [REDACTED] Meeting and functions program at Takina and Te Papa.

Thank you

[REDACTED]

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Friday, November 24, 2023 10:50 AM
To: [REDACTED] s 9(2)(a)
Subject: RE: FW: Takina and Te Papa Site Visit

Hi [REDACTED] s 9(2)(a)

That will be fine. Thanks for updating me!

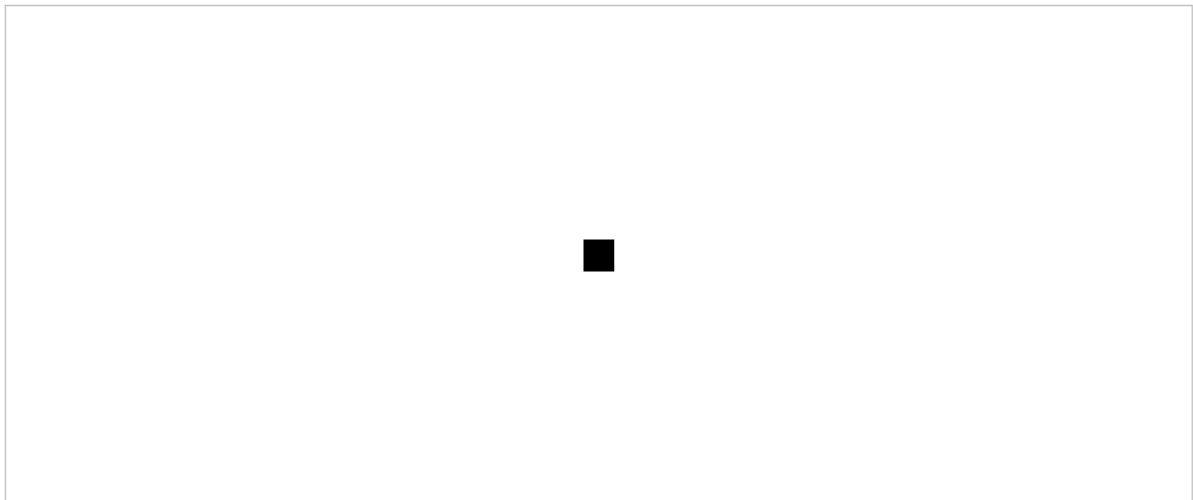
I will meet you at Takina on the ground floor by the lifts.

Thanks

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED] s 9(2)(a)



-----Original Appointment-----

From: [REDACTED] s 9(2)(a)
Sent: Friday, November 24, 2023 12:44 PM
To: Aaron Telford
Subject: New Time Proposed: FW: Takina and Te Papa Site Visit
When: Tuesday, 19 December 2023 11:45 am-12:45 pm (UTC+12:00) Auckland, Wellington.
Where: [REDACTED] s 9(2)(a) Teams Meeting

Hello Aaron

It is actually Tuesday 12 December that I will be in Wellington. I am catching the Ferry from Picton and arrive in Wellington at 11am and then fly to Sydney departing later in the afternoon. I have the window from 11.45am to 12.45pm. Please advise if you can do this revised date.

Thank you

[REDACTED] s 9(2)(a)
()

From: s 9(2)(a)
To: [Aaron Telford](#)
Subject: RE: Photographer/ Videographer recommendations
Date: Thursday, 25 January 2024 5:09:48 pm
Attachments: [image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.jpg](#)
[image010.jpg](#)
[image011.jpg](#)

Hi Aaron,

Just also following up on this, but also we are looking for some recommendations on bands, maybe a 5 piece?

Have you got any suggestions you may commonly use?

Kind Regards,

s 9(2)(a)

From: s 9(2)(a)
Sent: Wednesday, January 24, 2024 4:01 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Photographer/ Videographer recommendations

Hi Aaron,

I hope you are well!!

Just reaching out as I need to engage in some videographers and photographers for our conference and wondered if you had any recommendations?

Any help would be appreciated!

Kind Regards,

s 9(2)(a)

From: s 9(2)(a)
To: [Aaron Telford](#)
Subject: s 9(2)(a) Virtual Presenter
Date: Monday, 29 January 2024 2:11:37 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.jpg](#)

Hi Aaron,

I hope you are well!

I have just received confirmation that one of our main speakers can now unfortunately not make it. She is scheduled to be speaking on Monday 1.30 pm – 5pm and Tuesday 9.30-10am and 12-12.30pm. We would like to make it interactive so communication (audio) both ways with video. Zoom should be the platform that is used.

Could you provide a quote based on this extra cost?

Thanks so much!

Kind Regards,

s 9(2)(a)



From: [REDACTED] s 9(2)(a)
To: [Aaron Telford](#)
Cc: [Tim Hancock](#) - s 9(2)(a) [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)
Subject: RE: Contract return Takina Events- URGENT
Date: Monday, 5 February 2024 2:15:11 pm
Attachments: [image001.jpg](#)
[Contract \[REDACTED\] s 9\(2\)\(a\) - Takina 2024_5.02.2024.pdf](#)

Thanks Aaron,

Please find attached the signed contract. Really, really appreciate your patience on this, thank you.

The poor Event Planner may now be inundated with questions, but we will try our very best to space them out,

Have a great week! And hopefully see you at AIME.

Thank you,
[REDACTED] s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Monday, February 5, 2024 11:31 AM
To: [REDACTED] s 9(2)(a)
Subject: RE: Contract return Takina Events- URGENT

Hi,

Sorry I did to, it got lost in all of our emails, , please see updated with that charged reduced,

Yes there will be space for dancing in Wellington Foyer- please see a basic floorplan attached from a previous event. The dancing area would be on :The Void" (circle area)

Thanks

Aaron Telford
Senior Account Manager- Venues

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED] s 9(2)(a)

From: [REDACTED] s 9(2)(a)
Sent: Monday, February 5, 2024 12:13 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)>
Subject: RE: Contract return Takina Events- URGENT

Kia ora Aaron,

This is great, thank you.

I thought you said the venue hire would be discounted to half price?
Also, can you please confirm the delegates will be able to dance at the Conference dinner with a band?

Thank you,
s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Sunday, February 4, 2024 11:32 AM

To: s 9(2)(a)

Subject: RE: Contract return Takina Events- URGENT

Kia ora s 9(2)(a)

Thank you for the below, please see attached the revised contract for
s 9(2)(a)

I have included the VH charge for the dinner and also the catering as well.

The break fast charges are not in this as they will be billed separately to the sponsor for this. There is no space allocated for this at present, but the coordinator can work through this with you, as suggested we could use a break out space and reset it after breakfast.

I look forward to the return of the contract, then I can hand it to the coordinator who will be able to assist with payments and all of the final planning moving forward to create a great event for the client!

Thanks

Aaron

Aaron Telford
Senior Account Manager- Venues

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

From: s 9(2)(a)

Sent: Friday, February 2, 2024 6:02 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: s 9(2)(a) <s 9(2)(a)> s 9(2)(a)
s 9(2)(a)

Subject: RE: Contract return Takina Events- URGENT

Hi Aaron,

We are right to sign the contract once we have updated the welcome reception to be held at Takina and Conference dinner to be held at Te Papa. Assuming although we can't have a dance floor, we can still have dancing to a 4-5 piece band? Big night for this group!

Let me know if you need anything from me.

Have a great weekend!

Thank you

s 9(2)(a)

From: s 9(2)(a)

Sent: Wednesday, January 31, 2024 9:19 AM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: s 9(2)(a) <s 9(2)(a)> s 9(2)(a)
s 9(2)(a)

Subject: Contract return Takina Events- URGENT

Hi Aaron,

Just wanted to keep you updated that we have followed the client up again regarding the contract. s 9(2)(a) is now assisting with communicating the urgency around this as he has a relationship with them.

Will keep you posted.

Thank you,

s 9(2)(a)

From: s 9(2)(a)

Sent: Monday, January 29, 2024 12:39 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: s 9(2)(a) <s 9(2)(a)>

Subject: RE: Contract return Takina Events- URGENT

Thanks so much Aaron,

The client has said (public holiday on Friday) - "Will be back to you overnight today at the latest"

So sorry – I hope this is ok?

Thank you,

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Monday, January 29, 2024 12:20 PM

To: [REDACTED] s 9(2)(a)

Subject: RE: Contract return Takina Events- URGENT

Hi [REDACTED] s 9(2)(a)

Just following up- how did you go with the costings to have the dinner at Te Papa?

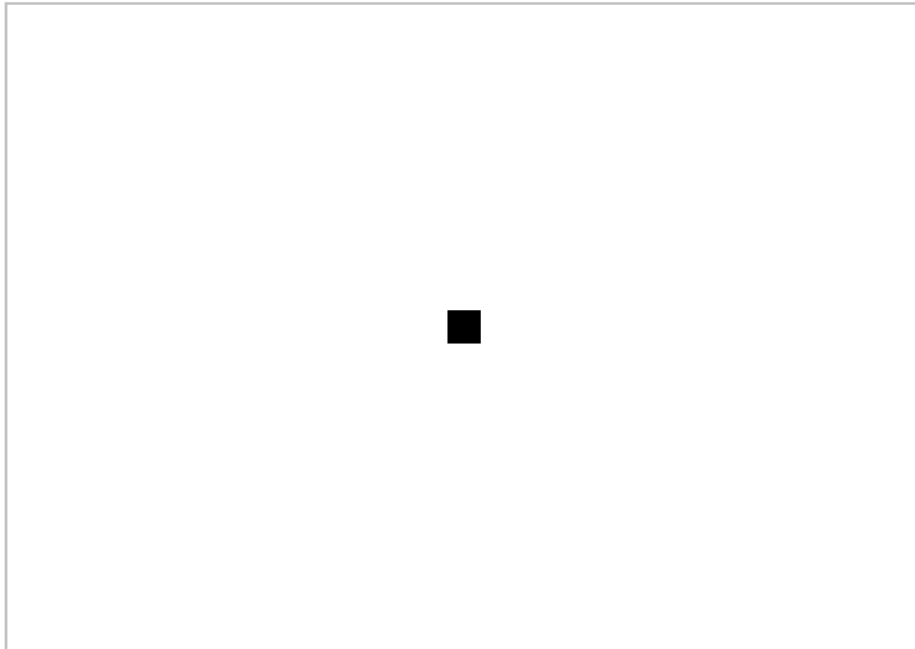
I have amended the contract to reflect the changes made so far- so just need to know this before I re-send it to you.

Thanks

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED] s 9(2)(a)



From: [REDACTED] s 9(2)(a)

Sent: Friday, January 26, 2024 10:47 AM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)> [REDACTED] s 9(2)(a)

[REDACTED]

Subject: RE: Contract return Takina Events- URGENT

Hi Aaron,

Thanks for sending this through.

I would love to sign the contract and I'm so sorry that things are changing last minute with the client. The contract does include Te Papa for the Welcome reception on the Monday night but as discussed, they want the welcome reception now at Takina around exhibition and conference dinner at Te Papa. I have sent the cost to the client you sent through earlier this week and just waiting to hear back confirmation. As today is a public holiday in **s 9(2)(a)** I will call the client first thing Monday morning to get this signed. Otherwise, can we sign it and still have the change go ahead without any fees? Just don't want to be locked in to Te Papa for the Welcome Reception.

We will remove Matiu Meeting Room (L1) on Tuesday and Wednesday only.

Any questions, please ask.

Thank you,

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Friday, January 26, 2024 7:33 AM

To: **s 9(2)(a)**

Cc: **s 9(2)(a)** <**s 9(2)(a)**> **s 9(2)(a)**
s 9(2)(a)

Subject: Contract return Takina Events- URGENT

Importance: High

Hi **s 9(2)(a)**

I hope your weeks going well,

I am fielding enquires that will sit with and be answered/organised by the event coordinator as part of the planning process.

Please see attached a contract that needs to be signed off for the basics of the event- additional things can be added as you move forward with the event planning.

Unfortunately, I will not be responding to any enquires/questions etc as this may create confusion with the coordinator once the event is handed over.

If you can please return this as soon as possible – so a handover can be completed at our end and then you can move forward with further planning.

Aaron

From: s 9(2)(a)
To: [Aaron Telford](#)
Cc: s 9(2)(a)
Subject: RE: s 9(2)(a) Breakfast Symposium
Date: Wednesday, 7 February 2024 5:06:34 pm
Attachments: [image001.jpg](#)
[image002.png](#)

Hi Aaron,

Hope your day is going well!

Any update regarding the contracts for catering? We are looking to square away this for our Breakfast symposium at s 9(2)(a)

Looking forward to hearing from you!

Warm regards,

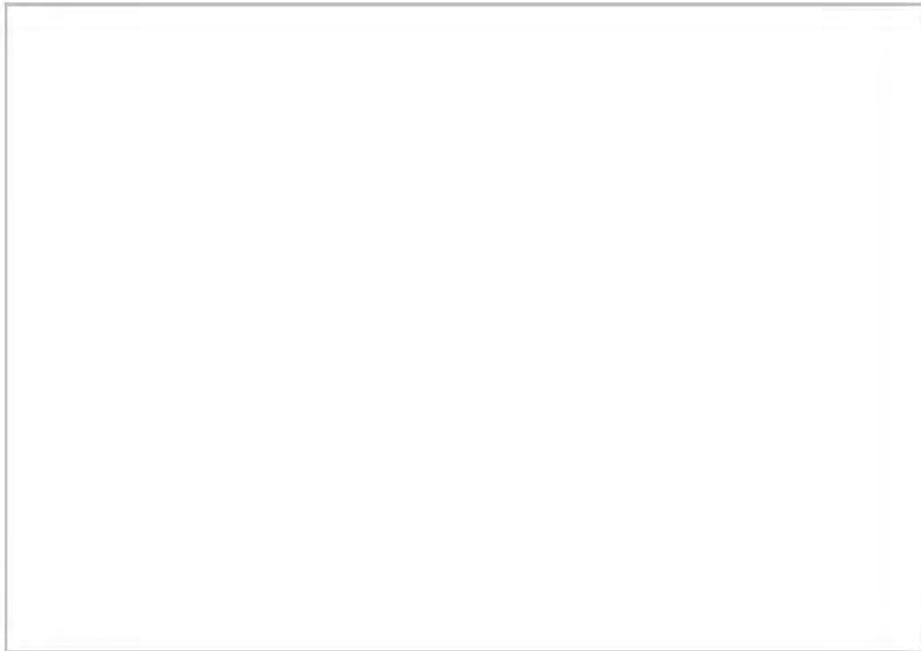
s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, January 30, 2024 9:55 AM
To: s 9(2)(a) Singh, Goldy
<s 9(2)(a) s 9(2)(a)>
Subject: RE: s 9(2)(a) Breakfast Symposium

Sure, no problem.

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)



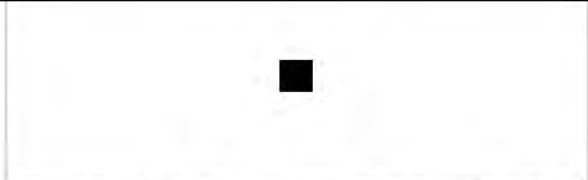
From: [REDACTED] s 9(2)(a)
Sent: Tuesday, January 30, 2024 11:53 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>; [REDACTED] s 9(2)(a)
[REDACTED]
Subject: RE: [REDACTED] s 9(2)(a) Breakfast Symposium

Thanks Aaron.

Can you please include [REDACTED] s 9(2) in the email as I will be on leave next week.
()

Kind Regards,

[REDACTED] s 9(2)(a)



Please consider the environment before printing this e-mail

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, January 30, 2024 9:51 AM

To: [REDACTED] s 9(2)(a)

Subject: RE: [REDACTED] Breakfast Symposium

Hui [REDACTED] s 9(2)

Thanks for following up, I am waiting on a contract return for this event- so it can be handed to a coordinator who will deal with all of the event requirements. Once this has been done, they will be in touch- hopefully early next week.

Thanks

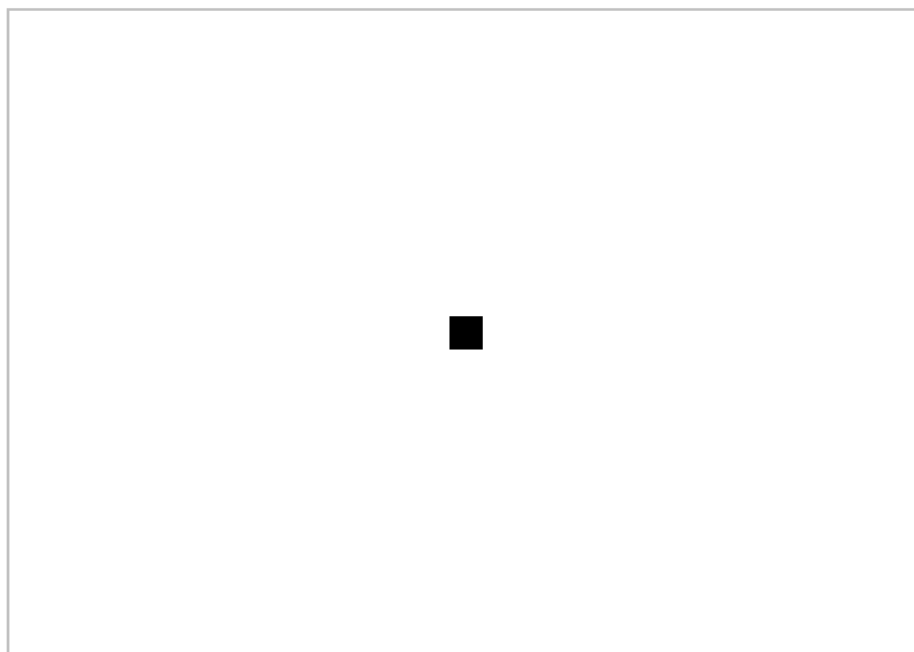
Aaron

Aaron Telford
Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)



From: [REDACTED] s 9(2)(a)

Sent: Tuesday, January 30, 2024 11:49 AM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)

Subject: RE: [REDACTED] Breakfast Symposium

Hi Aaron,

Sorry to bother you again.

Are you able to send me some catering options for our breakfast symposium at s 9(2)(a)

Kind Regards,

s 9(2)(a)

From: s 9(2)(a)

Sent: Thursday, January 25, 2024 3:36 PM

To: aaron.telford@takinaevents.co.nz

Subject: s 9(2)(a) Breakfast Symposium

Hi Aaron,

S has passed your details onto me.
9(2)

I am organising the Breakfast Symposium at s 9(2)(a) on 24th April. Are you able to send me the catering options and pricing?

Kind Regards,

s 9(2)(a)

From: [Aaron Telford](#)
To: s 9(2)(a)
Cc: [Elena Ford](#)
Subject: RE: s 2024
Date: Wednesday, 26 October 2022 9:28:00 am
Attachments: s 2024 Proposal 25.10.22.xlsx
image001.jpg
image002.png

Kia ora s 9(2)

Apologies for the oversight there.

Please see attached the updated document with full venue hire applied for the 3 pack in days for exclusive use, as per your email below.

I will also update our system to reflect s 9(2) as first pencil and move the below events to second pencil.

- s 9(2)(a) - finishes on the 3rd May- has alternate date notes for July?
- s 9(2)(a) – final day of conference is 5rd May

If you need anything else please let me know.

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Wednesday, 26 October 2022 7:40 am

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: Elena Ford <Elena.Ford@takinaevents.co.nz>

Subject: RE: s 9(2) 2024
()

Hi Aaron,

I have reviewed the proposal and we please need to adjust the rate for the 3rd to 5th of May. They are looking for exclusive use of both floors from 3-8 May as per the email below so the daily rate should be applied (31,450) for all those dates. Currently you have only given them run of house from 6 to 8 May. Could you please amend and then I will send the pricing tab, deposit schedule tab and AV tab (see attached) which we have been sending to clients as it covers the detail of what is included and excluded in the spaces as approved by your AV team.

Many thanks,

s
9(2)
(a)

s 9(2)(a)

WellingtonNZ

Takina Project Team – Wellington City Council

www.WellingtonNZ.com



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From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Tuesday, 25 October 2022 4:59 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: Elena Ford <Elena.Ford@takinaevents.co.nz>

Subject: Re: s 9(2) 2024

Hi Aaron,

Thank you for this. I will have a look in more detail later. Just one thing in the meantime - s 9(2) should currently in 1st pencil over the requested dates. Everything else was booked in after. ()

Many thanks,

s
9(2)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, October 25, 2022 4:10:00 PM

To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Cc: Elena Ford <Elena.Ford@takinaevents.co.nz>

Subject: RE: s 9(2) 2024

Kia ora s 9(2) ()

Please find attached an updated proposal for s 9(2) 24 as requested last week.

In the attached document I have added a tab for you with the deposit schedules, so the client has an idea of the payment plan required. Charges to be confirmed at contracting stage based on final requirements.

Please note catering costs remain the same based on previous proposal provided by yourselves and based on 1000 attendees, so have not revised in this document.

These dates are currently in a second pencil as they sit within the flowing events in the diary:

- Local Government NZ Annual Conference- finishes on the 3rd May- has alternate date notes for July?
- Royal NZ College of General Practitioners 2024 – final day of conference is 5th May

If you require anything further please let me know.

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

From: Elena Ford <Elena.Ford@takinaevents.co.nz>

Sent: Friday, 21 October 2022 3:27 pm

To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: s 9(2) 2024

Hi s 9(2) ()

Thank you, Aaron will come back to you with a revised venue proposal for s 9(2) based on the new dates. He is on leave today, but will back in the office on Tuesday. ()

Wishing you a nice long weekend!

Kind regards,

Elena

Elena Ford

Venues Sales Manager

Takina Events

PO Box 467 ;55 Cable Street, Wellington 6011

Email: elena.ford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>

Sent: Friday, 21 October 2022 12:56 pm

To: Elena Ford <Elena.Ford@takinaevents.co.nz>

Subject: FW: s 9(2) 2024
()

Hi Elena,

I hope the rest of your week went well.

Could you or someone in your team please help with an updated venue proposal for s 9(2) 2024 based on the below dates? They would like exclusive use from 3-8 May and then Level 1 only for pack-out on 9-10 May.
()

If you could share with me along with your deposit schedule, that would be great.

Many thanks,

s
9(2)
(a)

3(2)(a)

Manager

Business Events Wellington

+64 22 s 9(2)(a)

s 9(2)(a) WellingtonNZ.com

WellingtonNZ

Takina Project Team – Wellington City Council

www.WellingtonNZ.com



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From: s 9(2)(a)

Sent: Thursday, 20 October 2022 10:28 am

To: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>

Cc: s 9(2)(a) Briscoe <rebecca.briscoe@wellingtonnz.com>

Subject: RE: s 9(2) 2024
()

Morning s 9(2)

A while ago we received the attached proposal for s 9(2) 2024, however our requirements have changed a bit since then. I'm hoping you would be able to provide an updated version to include exclusive use of the venue for 3-8 May as well as the deposit schedule. Would be good to get this updated should we get challenged on the dates and need to confirm the booking.

- 3-5 May (pack in)
- 6-8 May (event days)
- 9-10 May (pack out – level 1)

If you have any questions, just let me know.

Many thanks,

Melissa

s 9(2)(a)

Events & Marketing Specialist

D [+64 4 499 0104](tel:+6444990104) M [+64 22 0149 330](tel:+64220149330)



Level 2 Inspire House
125 Featherston Street
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Wellington 6140, New Zealand

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s 9(2)(a)

in this email.

From: [Jake Downing](#)
To: [Andrew Dorrington](#); [Aaron Telford](#)
Subject: FW: [REDACTED] 2024 lunches
Date: Wednesday, 22 November 2023 4:17:21 pm
Attachments: [ATT00001.png](#)
[ATT00002.jpg](#)

Just FYI

I met [REDACTED] to discuss the future of TRNEZ and what it may look like from 2025 onwards – very interesting.

Cheers

JD

From: [REDACTED] s 9(2)(a)
Sent: Friday, November 17, 2023 3:23 PM
To: Jake Downing <jake.downing@tepapa.govt.nz>
Cc: [REDACTED] s 9(2)(a); [REDACTED] s 9(2)(a)
Subject: [REDACTED] s 2024 lunches

Kia ora Jake,

Thanks so much for your time this morning, it was a very interesting discussion and I am very appreciate of all your ideas.

I've touched base with the team regarding your question about using Te Papa for the lunches. The main issue we have with using Te Papa is the time it would take for 1000 delegates to go across the road to Te Papa – our lunch break will be a little shorter than at previous [REDACTED] s 9(2) events. Also, there's weather to consider, as well as the logistics of getting everyone in via stairs/lifts and to the right place. However, we will definitely keep it in mind if our other options don't work. [REDACTED] s is going to check, but she thinks Aaron is already holding those spaces for us.

Safe travels this weekend, and I hope your bag turns up soon!

Nga mihi nui,

[REDACTED] s

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

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[REDACTED] s 9(2)(a)
in this email.

From: s 9(2)(a)
To: s 9(2)(a) [Aaron Telford](#)
Subject: RE: s 9(2) Menus
Date: Thursday, 7 December 2023 8:59:42 am
Attachments: [image002.png](#)
[image005.jpg](#)
[image006.png](#)
[image007.jpg](#)
[ATT00001.png](#)

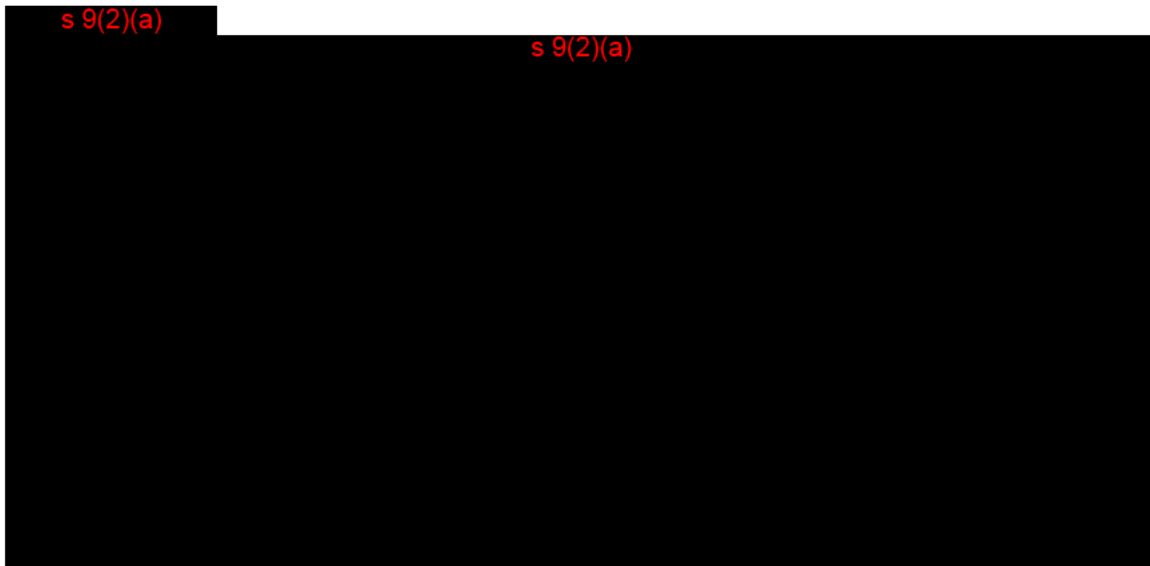
Kia ora Aaron,

I have just spoken with s 9(2) and she has confirmed we will not require the 13th May for pack out. They will be done on the Sunday. You can release this day.

Many thanks,

s 9(2)

s 9(2)(a) s 9(2)(a)



From: s 9(2)(a)
Sent: Wednesday, December 6, 2023 12:22 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>; s 9(2)(a)
Subject: RE: s 9(2)(a) Menus

Kia ora Aaron

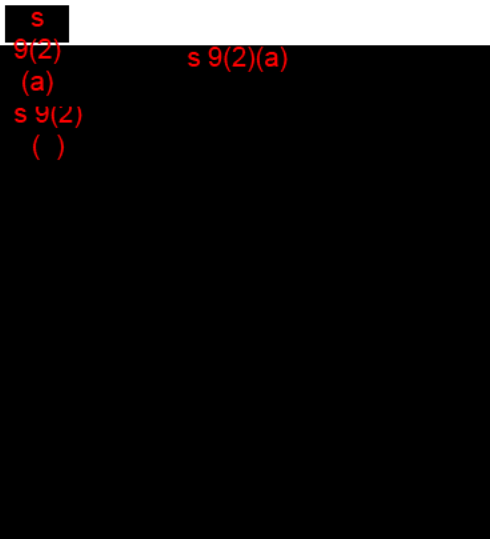
Thank you for the follow-up. I'll come back to you shortly about the budget for catering.

Melissa is just checking with s 9(2)(a) about pack-out and if they will need the 13th to pack-out as well, or how much of that day they will require.

I should also be able to get you through a draft plan of our event timings later this week as well.

Thank you

s
9(2) s 9(2)(a)
(a)
s 9(2)
()



s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, December 5, 2023 3:48 PM

To: s 9(2)(a); s 9(2)(a)

Subject: RE: s 9(2)(a) Menus

Kia ora s 9(2)(a),

I hope you are both well.

Just wanted to follow up on the below before our next walk through on the 19th, so I can get some things in motion before we all take what is a well-deserved break all round!!

Mainly wanting to look at the budget for catering so we can start to work menus around this please.

Also, as a side note- do you have a draft plan for the event as yet? I am wanting to see what the final day (I have this as the 13th- will look like in terms of finishing time and pack out plans?) I have another client who needs to look at their pack in plan. Thanks heaps and chat soon!

Aaron Telford

Senior Account Mana g

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

From: s 9(2)(a)

Sent: Monday, November 6, 2023 9:14 AM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>; s 9(2)(a)

Cc: Ilavarasu Rajendran <ilavarasu.Rajendran@tepapa.govt.nz>; Andrew Dorrington <AndrewD@tepapa.govt.nz>

Subject: RE: s 9(2)(a) Menus

Kia ora Aaron

Thank you for your email – things got a bit busy in the lead up to the Summit and Awards, so apologies for not replying sooner.

Thank you again for taking the time to meet with us last month. The purpose of the catering consultant is for them to work with s as part of our team, and to work with your team in regards to menu approval and input. Due to the number of s 9(2) s 9(2) that attend this event and the fact that is the most important s 9(2) event on the New Zealand calendar contributing significantly to both the s 9(2) sector and the economy, the food served at s 9(2) has always been

a key focus, and we're looking forward to working with your team to showcase this and the venue to the delegates.

The menus should definitely have a Wellington focus, in fact as much Wellington focus as possible. Being in Wellington (and New Zealand), I would expect some seafood but the emphasis may not be as much as there was in Christchurch with Akaroa and Kaikoura part of the region down there. Where possible it would be good to acknowledge suppliers used, as they have done in the sample menu supplied as well.

I will come back to you early next week with more information around our budgets.

We're looking forward to the Summit and Awards at Takina tomorrow – it's great to be holding an event in this fantastic new venue.

Thank you

s
9(2)

s 9(2)(a)

s 9(2)
()

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Monday, October 30, 2023 5:12 PM

To: s 9(2)(a)

Subject: FW: s 9(2)(a) Menus

Hi s 9(2)

Sorry I ccd s 9(2)(a) from BEW in and not yourself!

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

From: Aaron Telford

Sent: Monday, October 30, 2023 4:48 PM

To: s 9(2)(a) s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Cc: Ilavarasu Rajendran <ilavarasu.Rajendran@tepapa.govt.nz>; Andrew Dorrington

<AndrewD@tepapa.govt.nz>

Subject: s 9(2)(a) Menus

Hi s 9(2)(a) s 9(2)

I hope you are both well.

Just wanting to gain some more clarification and direction around the menu expectations for next year.

As discussed in our meeting with your consultants, we are happy to review and

design menus as required, but we also want to retain some ownership and the ability to showcase what the venue supplies through our regular menus as well, as there will be domestic clients attending who will either have or will attend events at Takina in the future.

Do you want menus to be on a similar level as the ones attached- with a seafood focus, or are you happy for Chef to spin a Wellington focus on the menus?

When we review the attached menu, costs will be more than the originally quoted daily menu, so if you can please indicate the budget that chef can work towards for MT/LUNCH/AT that will be appreciated- then Chef can start to write the menus, which he would like to get under way soon.

At the moment, we can't look to offer the pass around food based on the manpower currently required. This can potentially be reviewed further down the track.

Thanks in advance,

Aaron

Aaron Telford

Senior Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

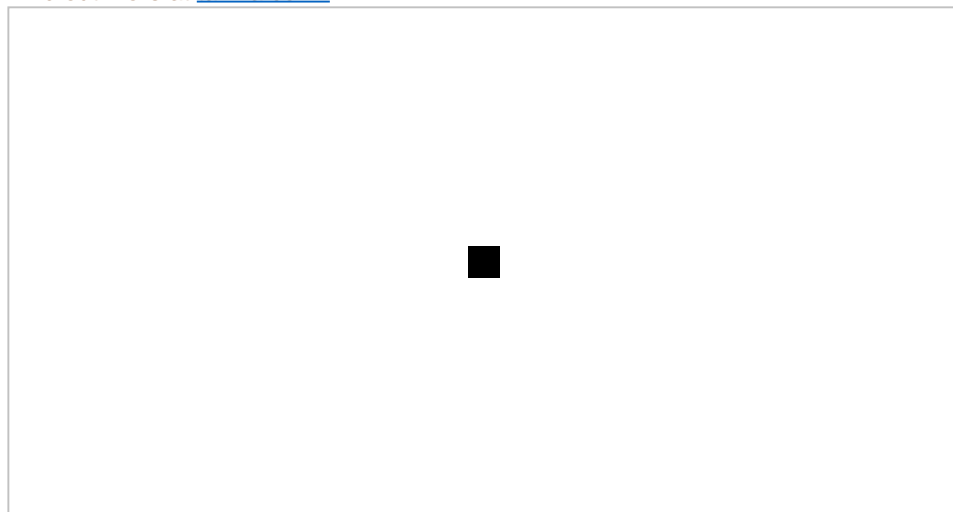
Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



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From: [Emmanuelle Souche](#)
To: [Aaron Telford](#)
Subject: RE: Digi Signage
Date: Tuesday, 12 December 2023 10:26:40 am
Attachments: [image001.jpg](#)
[Takina Signage Specifications.pdf.pdf](#)

Kia Ora Aaron,

Here we go!

Nga mihi,

Emmanuelle Souche

Function Coordinator

Takina Events

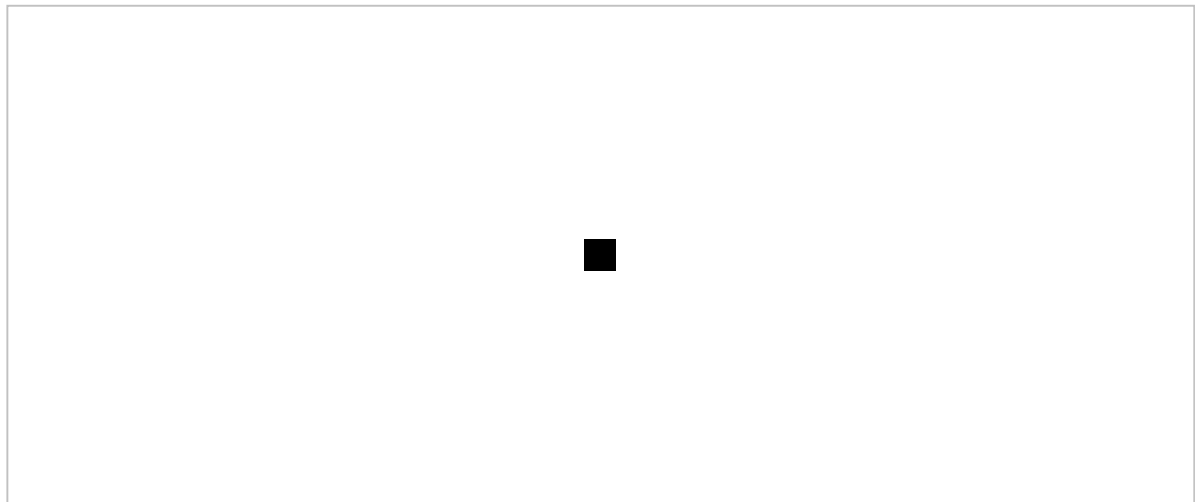
PO Box 467 | 55 Cable Street, Wellington 6011

Email: Emmanuelle.Souche@takinaevents.co.nz

Mobile: +64 21 s 9(2)

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From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, December 12, 2023 10:23 AM

To: Emmanuelle Souche <Emmanuelle.Souche@takinaevents.co.nz>

Subject: Digi Signage

Hi!

Can you please send me the document with the digital signage specs for Takina.

Aaron Telford

Senior Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

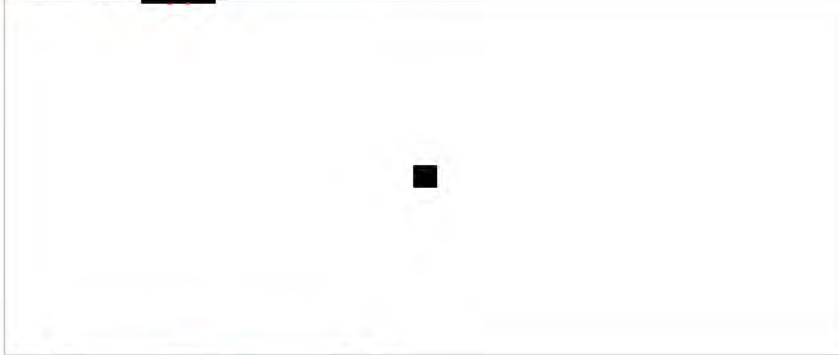
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Find out more at takina.co.nz

From: [Aaron Telford](#)
To: [s 9\(2\)](#)
Subject: RE: Digital screens at Takina
Date: Tuesday, 12 December 2023 10:30 00 am
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.jpg](#)
[Takina Signage Specifications.pdf.pdf](#)

Hi [s](#)
Hope your weeks started well.
Please see attached signage information as required. Let me know if you need anything else.

Aaron
Aaron Telford
Senior Account Manager
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [s 9\(2\)](#)



From: [s 9\(2\)\(a\)](#)
Sent: Tuesday, December 12, 2023 9:17 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Digital screens at Takina

Hi Aaron
I hope you're well. Just a quick question. Can you please send me a list of all the digital signage at Takina, image specs and any other info. Is there also a map that indicates where each one is?
Thank you

[s](#)

[s](#) [s 9\(2\)\(a\)](#)

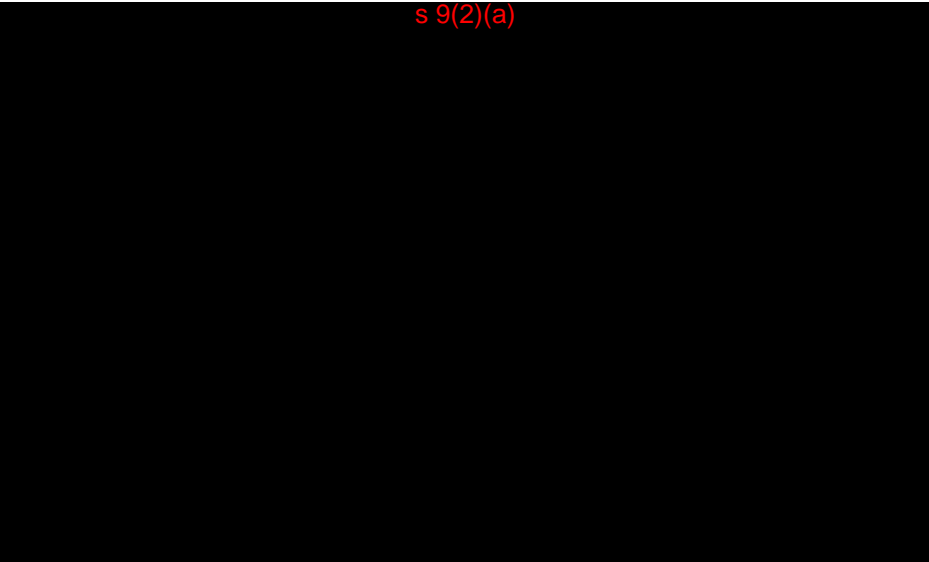
[s 9\(2\)\(a\)](#)

From: s 9(2)
To: [Aaron Telford](mailto:Aaron.Telford)
Cc: s 9(2) s 9(2)
Subject: Re: Floorplan sign off
Date: Tuesday, 13 February 2024 10:01:46 am
Attachments: [image001.png](#)
[image002.png](#)

Absolutely no problem at all
We will monitor this and ensure that this doesn't happen :)

Thanks Aaron

s 9(2)(a)



On Tue, 13 Feb 2024 at 10:00, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Hi s 9(2)

That will be okay, nothing can be stored behind this stand, as there are fire regress fans- we also take no responsibility if the fire system is activated and there is any damage to the booth, and or exhibitor belongings.

Thanks

Aaron

Aaron Telford

Senior Account Manager- Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)

From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, February 13, 2024 9:18 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a) s 9(2)(a)
Subject: Re: Floorplan sign off

Hi Aaron

There is 1m clearance behind that one (which I am told is ok?)

)

s 9(2)(a)

On Tue, 13 Feb 2024 at 09:06, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Thanks- the only issue I can see is Interislander is built across a no build red zone. If this can please be reviewed and then I can get final sign off today.

Thanks

Aaron

Aaron Telford

Senior Account Manager- Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)
()

From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, February 13, 2024 8:54 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a) s 9(2)(a)
Subject: Re: Floorplan sign off

Hi Aaron

Please see attached - note that we haven't committed to this being the placements of the catering stations or necessarily having this number - this plan was more to show options to s

We just need sign off on the actual booth layout to be able to place people and then place catering at a later date - obviously s will work closely with you on catering station placements :)

s 9(2)(a)

On Tue, 13 Feb 2024 at 08:49, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Hi s 9(2)

The last communication is that I am waiting for the floor plan to be redone with catering and tea and coffee stations added into it, as the ground floor is not looking like an option for catering.

Thanks

Aaron

Aaron Telford

Senior Account Manager- Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

From: [REDACTED] <[REDACTED]>
Sent: Monday, February 12, 2024 3:58 PM
To: [REDACTED] Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: Floorplan sign off

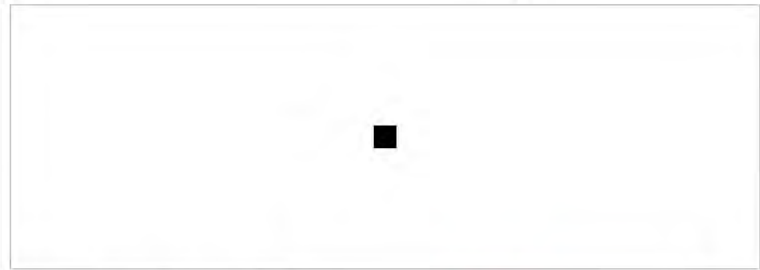
Hi Aaron

I hope you had a lovely weekend

I am just wondering whether you were able to come back to me with the signed off floor plan for [REDACTED] as we need to start allocating the sites out (OR any changes you need made in order to obtain sign off)

Thanks Aaron, I look forward to hearing from you

[REDACTED]



On Mon, 12 Feb 2024 at 10:20, [REDACTED] wrote:

Hi [REDACTED]

Hope you had a nice weekend.

Any update on venue sign off for the floorplan from Takina? Keen to keep that moving and get onto allocations

Cheers,

[REDACTED]

From: s 9(2)
To: s 9(2)
Cc: s 9(2)(a) s 9(2)(a) [Aaron Telford](#)
Subject: First round of sketches..... s 2024
Date: Saturday, 13 January 2024 1:30:11 pm
Attachments: [Outlook-A person w.png](#)
[Outlook-A black ba.png](#)
[12554-SKETCHES: s 9\(2\)\(a\) s 9\(2\)\(a\) -RockCheandelier1.jpg](#)
[12554-SKETCHES: s 9\(2\)\(a\) s 9\(2\)\(a\) -LuxuryLounge.jpg](#)
[12554-SKETCHES: s 9\(2\)\(a\) s 9\(2\)\(a\) -RockChandelier2.jpg](#)
[12554-SKETCHES: s 9\(2\)\(a\) s 9\(2\)\(a\) -FoodStationChandeliers.jpg](#)

Hi s 9(2)

OK I have been inspired

Happy new Year everyone!

Attached are the first round of Chandeliers and key area design elements.....

Any feedback welcome.

Talk soon

s 9(2)(a)



From: s 9(2)
To: s 9(2)
Cc: s 9(2)(a) s 9(2)(a) [Aaron Telford](#)
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[12554-SKETCHES: s 9\(2\)\(a\) s 9\(2\)\(a\) -RockChandelier2.jpg](#)
[12554-SKETCHES: s 9\(2\)\(a\) s 9\(2\)\(a\) -FoodStationChandeliers.jpg](#)

Hi s 9(2)

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Talk soon

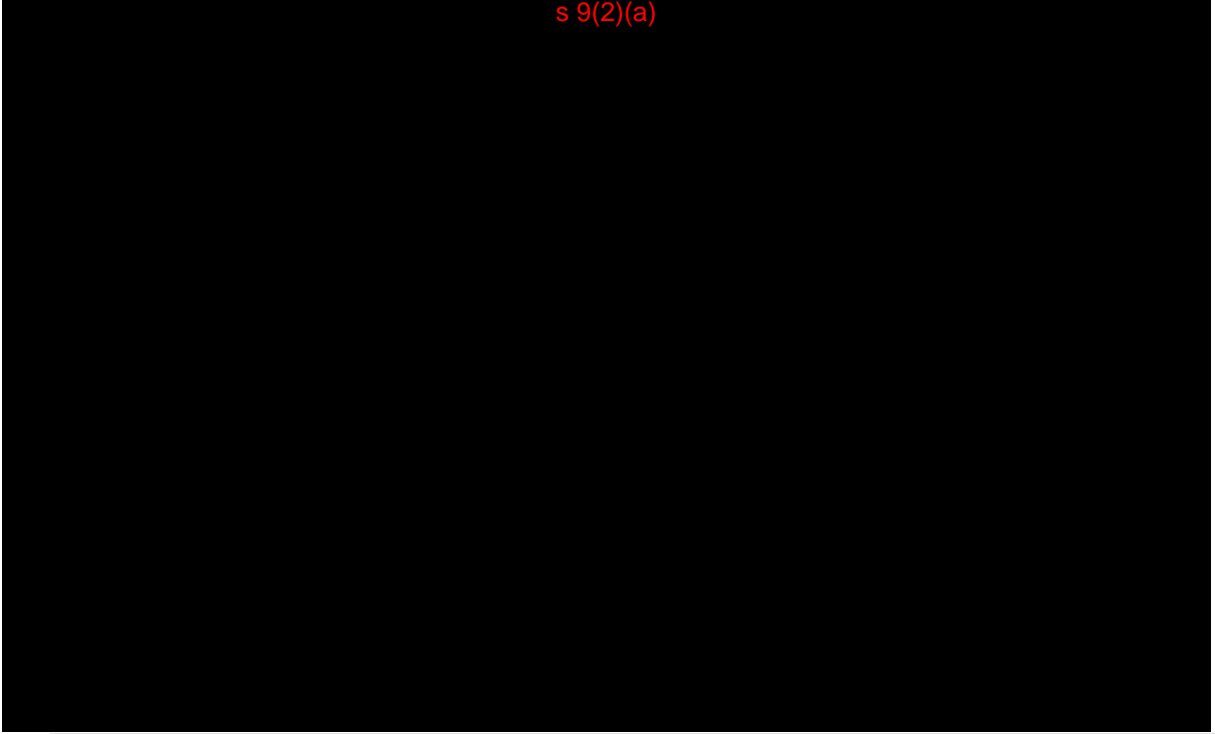
s 9(2)(a)



From: s 9(2)
To: [Aaron Telford](#)
Subject: RE: s
Date: Thursday, 18 January 2024 12:11:57 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.jpg](#)

Awesome – I know that Te Papa are quite specific about this

s 9(2)(a)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Thursday, January 18, 2024 11:54 AM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2)

They look fine!

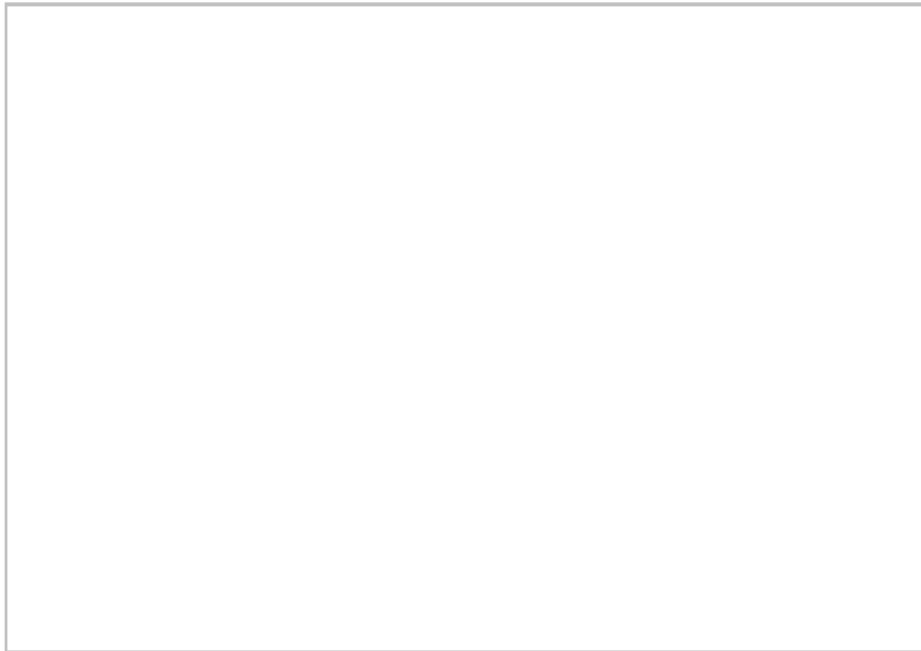
Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

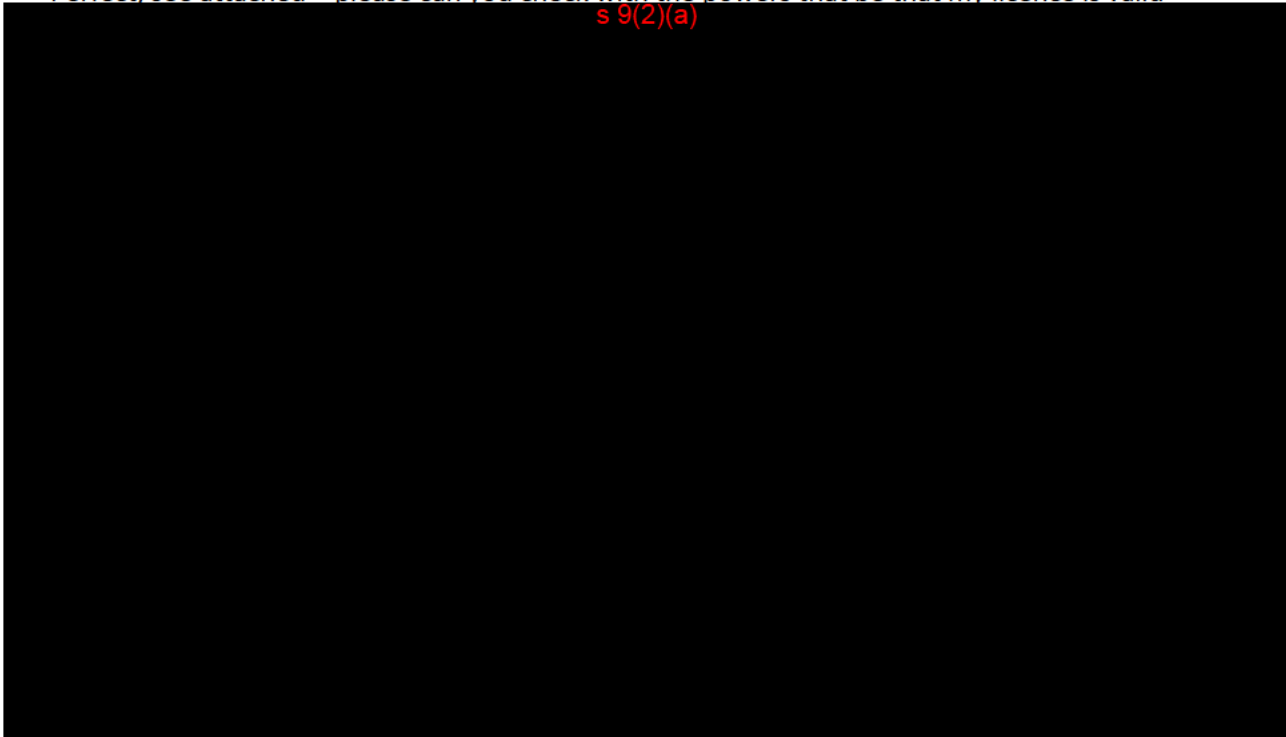
Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Thursday, January 18, 2024 11:49 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)

Thanks Aaron, ()

Perfect, see attached – please can you check with the powers that be that my licence is valid
s 9(2)(a)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Thursday, January 18, 2024 11:34 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2)

Hi s ()

HNY to you as well, I hope you enjoyed some downtime!

There is no charge for the EWP, if you have a licenced/ Certified user.

If our team need to operate this, it is \$ s 9(2)(b) plus GST per operator per hour.

Hope that helps.

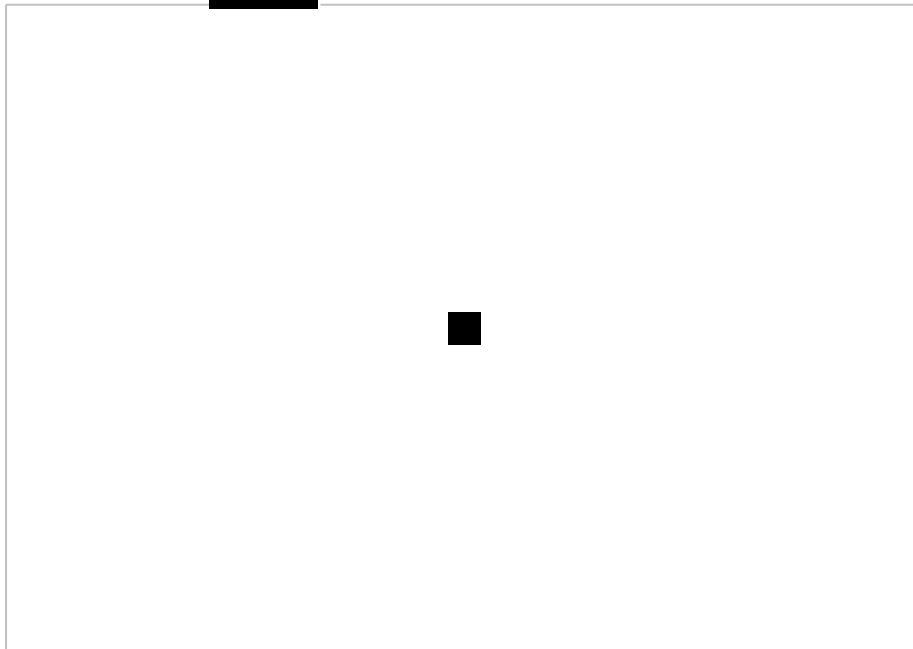
Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]



From: [REDACTED] <[REDACTED]>

Sent: Thursday, January 18, 2024 11:07 AM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: [REDACTED]

Hi Aaron, ()

Happy New Year!

I'm just tweaking budget around [REDACTED] and have a question around scissor lifts.....I'm guessing the venue has one? Do we book it? What's the cost and is this billed to the clients bill directly?

[REDACTED]

From: s 9(2)
To: [Aaron Telford](mailto:Aaron.Telford)
Subject: RE: s 9(2)(a) Lounge - s 2024
Date: Thursday, 25 January 2024 9:42:02 am
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[ATT00001.png](#)

Hi Aaron

Just a couple of quick questions:

On Thursday we are looking at options for a networking hour at the end of the day from 6.15pm-7.15pm. One option would be to hold it on the ground floor foyer – I think we might have mentioned this at the last walkthrough. If we do that, is it the café that would do the catering and bar for that?

Menus – how are things tracking with the menus. I know you said the chef was away for most of January but just thought I'd check in on this.

I'm away for a week from tomorrow and then have a busy start of Feb, but it would be good to put in another catch-up in for mid-February – are you available on 14 or 16 Feb?

Also Melissa will be in touch next week about the floorplan and getting venue sign-off for that.

Cheers

s
9(2)

s 9(2)(a)

s 9(2)
()

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Thursday, January 25, 2024 9:34 AM

To: s 9(2)(a)

Subject: RE: s 9(2)(a) Lounge - s 9(2) 2024

Thanks s 9(2) ()

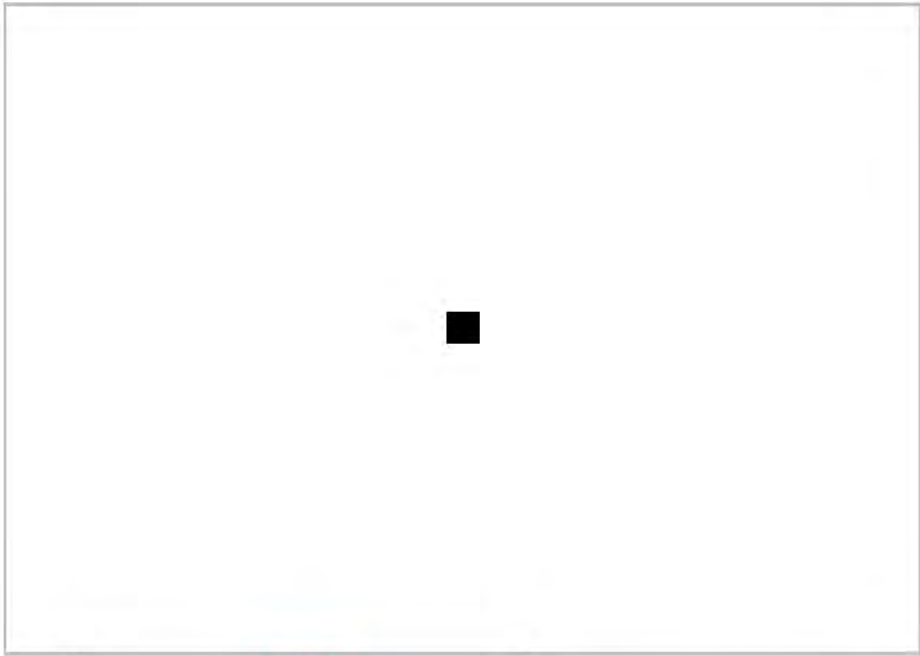
Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: [REDACTED] s 9(2)(a)
Sent: Wednesday, January 24, 2024 4:31 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>; [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)>
Cc: Spencer Dowson <Spencer.Dowson@aucklandairport.co.nz>
Subject: RE: [REDACTED] s 9(2)(a) Lounge - [REDACTED] s 9(2) 2024

Hi [REDACTED] s 9(2) ()
The coffee cart is included as part of the [REDACTED] s 9(2) [REDACTED] s 9(2)(a) sponsorship contract so [REDACTED] s 9(2) will provide that and I can talk to you about the [REDACTED] s 9(2) below.
We'll also co-ordinate the sign-off for any food at the stand with you.

Thanks

[REDACTED] s 9(2)

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, January 24, 2024 3:51 PM
To: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)> [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)>
Cc: Spencer Dowson <Spencer.Dowson@aucklandairport.co.nz>

Subject: RE: [REDACTED] Lounge - [REDACTED] 2024

Kia ora all,

Thanks [REDACTED]

Please see answers are required below;

Coffee Cart and Staff

- who books the cart?
- which coffee bean brand is it? Do we supply the beans?
- do we supply the cups?
- if we supply cups - is there a compost procedure at the venue?
- who supplies the barista - and how many staff are supplied?
- can we supply a uniform?
- can we supply a sweet donut treat which we will supply from an external supplier each day?
- how is the coffee cart charged? Is the cost included in the contract?

We no longer provide the coffee carts- this needs to be booked directly with either of the below suppliers.

- [REDACTED] r Café- [REDACTED] z
- Coffee [REDACTED]

The donut treat is fine daily and there will be a sign off form for this in the exhibitor manual that the event coordinator will issue as you work with them to finalise event details.

AV Supplier

- we have requirements for AV past the Takina AV equipment - LED Screens - can we go to an outside supplier directly or do we need to do this through AV at Takina?

Our AV team do work with local supplier to source items for you- you are more than welcome to engage your own supplier for these.

Windows in Lounge area

- can we decal the windows in our lounge area? We would of course install and remove.

Unfortunately this cant be done.

AA Forum

- **Aaron** - please can you send me the dimensions of the two "banners" either side of the stage – we will very likely produce banners for these bars.

The panels are 1.7 meters wide and 6 meters long.

The suggested banner size is 5meters long maximum and 1.7 meters wide, only if it has several tabs at the top to enable ropes to be tied and any point.

A pocket in the bottom is suggested to add weight to keep the banner straight. The suggested material is Tyvek as it is lightweight and doesn't reflect like heavy canvas does.

AA Forum & Lounge

- we are looking at utilizing elements in both venues - Te Papa in Soundings then Takina in the lounge.....any concerns here? We would move the items over that evening.

That's fine,.

Let me know if you anything else at this stage!

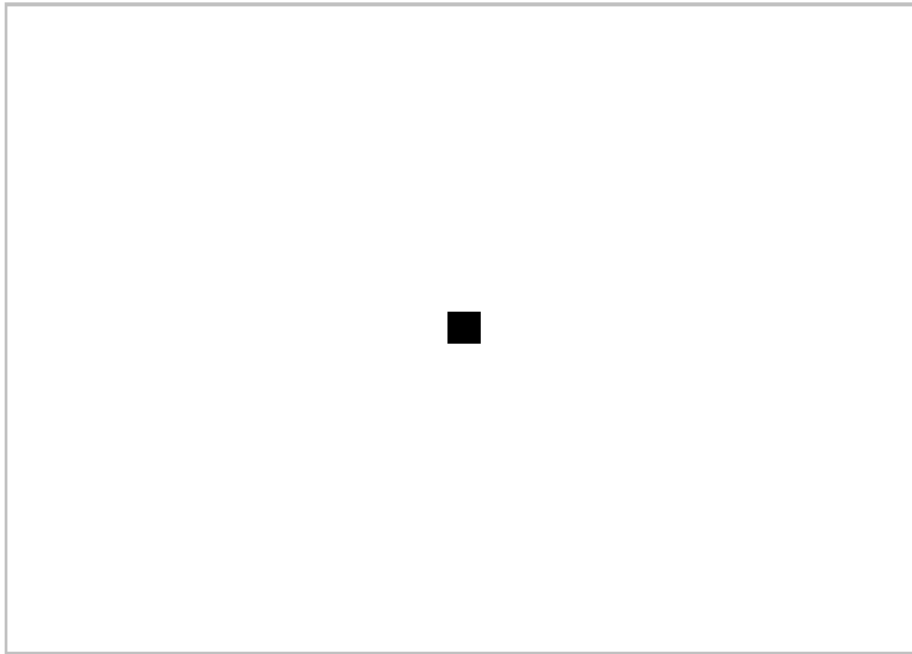
Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]



From: s 9(2)(a) <s 9(2)(a)>

Sent: Wednesday, January 24, 2024 3:00 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>; s 9(2)(a)

Cc: s 9(2)(a)

Subject: s 9(2)(a) Lounge - s 9(2) 2024

Hi Aaron & s 9(2)

Just back from s 9(2)(a) s 9(2) meeting and I have some questions.

Not sure who they pertain too..... ()

Coffee Cart and Staff

- who books the cart?
- which coffee bean brand is it? Do we supply the beans?
- do we supply the cups?
- if we supply cups - is there a compost procedure at the venue?
- who supplies the barista - and how many staff are supplied?
- can we supply a uniform?
- can we supply a sweet donut treat which we will supply from an external supplier each day?
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AA Forum

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AA Forum & Lounge

- we are looking at utilizing elements in both venues - Te Papa in Soundings then Takina in the lounge.....any concerns here? We would move the items over that evening.

Thanks team

From: [Aaron Telford](#)
To: [Ilavarasu Rajendran](#); [Andrew Dorrington](#)
Subject: [REDACTED] 2024- Menus
Date: Friday, 26 January 2024 10:10:00 am
Attachments: [REDACTED] MENUs 2023 .docx
[image001.jpg](#)

Hi both,

We need to start to look at menus for [REDACTED] in May.

They have come back with a budget as below:

\$[REDACTED] per person per day (based on 900-950)

They also want a "noodle bar" for 100- 150 people per day which has a separate budget to above.

Attached are menus from te Pae in 2023 that were provided.

Can we arrange a time to sit and go through this next week, as based on their budget- expectations will need to be managed!

Thanks

Aaron

Aaron Telford

Senior Account Manager

Takina Events

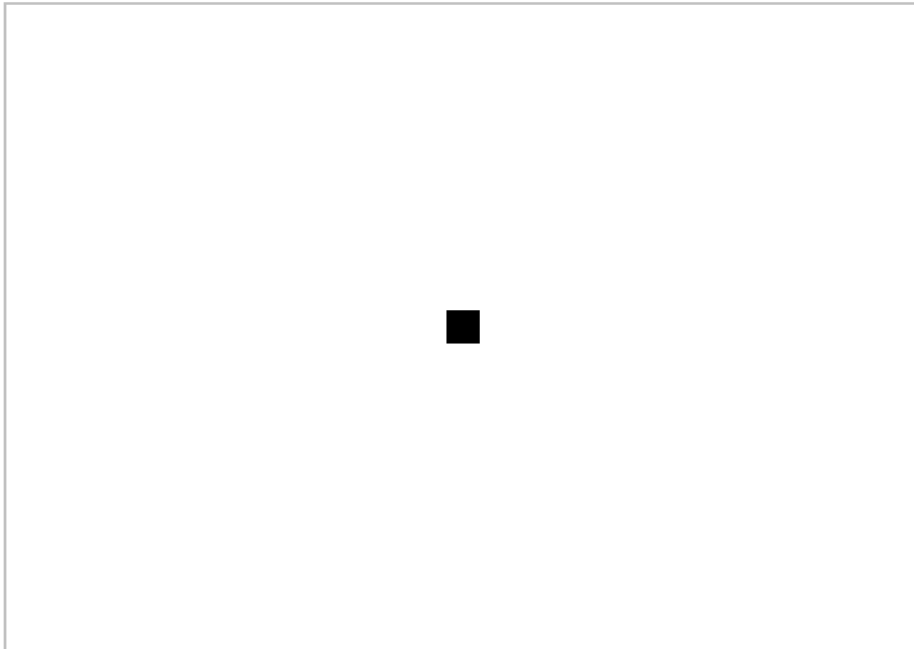
PO Box 467 ,55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

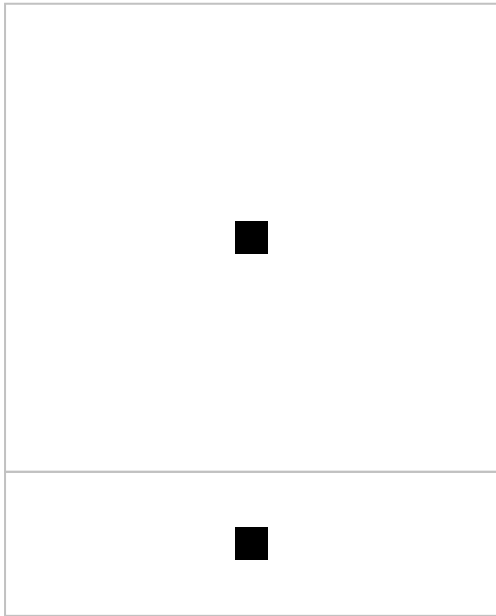
Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: s 9(2)
To: [Aaron Telford](#)
Subject: Toilets
Date: Monday, 29 January 2024 11:13:24 am
Attachments: [image001.png](#)
[image002.png](#)

Hey Aaron,
How many toilet blocks are there at Takina.....? Including all disabled?
I have been asked to provide some decorating in these spaces.....



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From: [Aaron Telford](#)
To: [Ilavarasu Rajendran](#); [Andrew Dorrington](#)
Cc: [Clarisse Le Floch](#)
Subject: FW: Chef's contact details for [REDACTED]
Date: Wednesday, 31 January 2024 12:24:00 pm
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)

Hi Team,

Can one of you please pick up this conversation with [REDACTED] around menus and expectations based on their budgets. I feel the "consultant" will push us to menus that are outside of their budget!

There is an event in March-25th at Takina for suppliers etc , but I wasn't aware that we would showcase these menus at this event.

Thanks

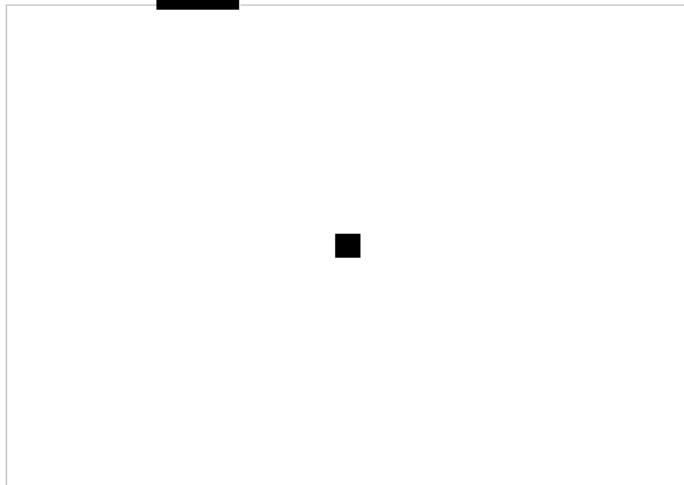
Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]



From: [REDACTED]
Sent: Wednesday, January 31, 2024 12:21 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: [REDACTED]
Subject: RE: Chef's contact details for [REDACTED]

Hi Aaron,

Thank you for the update.

I do just want to reiterate how essential it is that [REDACTED] is engaged with at the planning stage otherwise time may be wasted by creating menus and service styles that aren't appropriate for this event. This is not saying that what your Chef may create won't be appropriate but just ensuring all the right people are included in the conversation from the very start.

We have our [REDACTED] event with our key sponsors and suppliers at the end of March, and this will be our first opportunity to show them what they will be able to expect food wise from the venue, so this doesn't allow a lot of time to get it right before then.

I think it would be important to have [REDACTED] sit in on that meeting you have with your Chef and GM Venues or at least a follow up call after your meeting to ensure the direction is right. He is not there to take over or do the Chef's job, he is there for guidance and suggestions as he knows this event particularly well and what we and the delegates will expect.

Many thanks,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Monday, January 29, 2024 2:17 PM

To: [REDACTED] s 9(2)(a)

Subject: RE: Chef's contact details for [REDACTED] s

Hi [REDACTED] s 9(2),

I had great break thanks and hope you had the same!

I have emailed our Executive Chef and GM Venues on Friday so we can organise a catch up this week to look at the menu direction for [REDACTED] s and see what ideas he has to work within the budget given.

He will then draft some menus and will be able to contact [REDACTED] s 9(2) and work from there.

Thanks heaps!

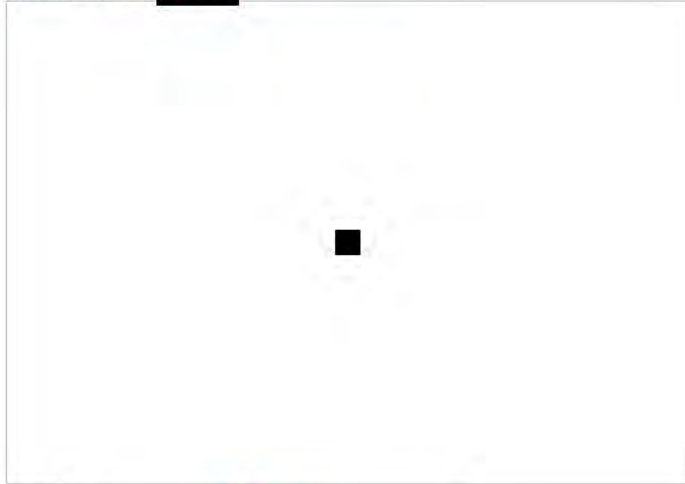
Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)



From: [REDACTED] s 9(2)(a)

Sent: Monday, January 29, 2024 1:50 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Chef's contact details for [REDACTED] s

Hi Aaron,

Hope you had a lovely break over the Christmas and New Year period.

Jonny our catering consultant is keen to connect with your Chef is discussing menu options for [REDACTED] s and just generally planning for the next few months. Are you able to confirm who the best point of contact is and their contact information? I did have it but now can't find it in my emails.

Thanks so much,

[REDACTED] s 9(2)

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

From: [Aaron Telford](#)
To: [Ilavarasu Rajendran](#); [Andrew Dorrington](#)
Subject: FW: Contact with Chef
Date: Wednesday, 31 January 2024 12:16:00 pm
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)

FYI

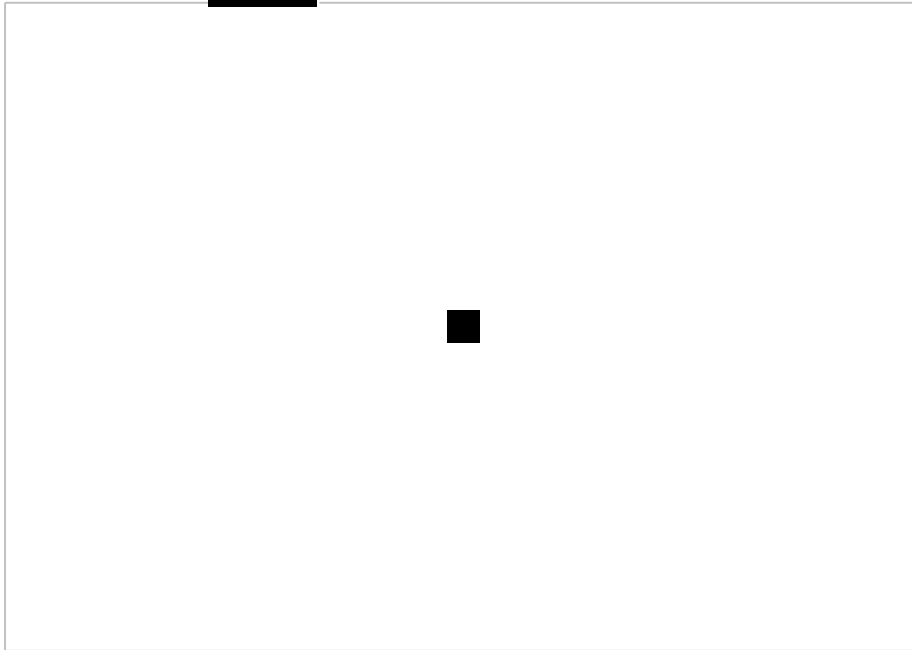
Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a)
Sent: Wednesday, January 31, 2024 11:44 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a)
Subject: RE: Contact with Chef

Kia ora Aaron

Appreciate the update and we are really excited about working with your team to deliver an excellent experience.

N

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, January 31, 2024 11:41 AM

To: [REDACTED] s 9(2)(a)
Cc: [REDACTED] s 9(2)(a)
Subject: FW: Contact with Chef

CAUTION - This email is from outside your organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Kia ora [REDACTED] s 9(2)(a),
Thanks for reaching out, Chef and our GM venues will be working through the menu drafts and they will be in touch when they are ready to move forward with you.

Hopefully in the next week or so.

Thanks

Aaron

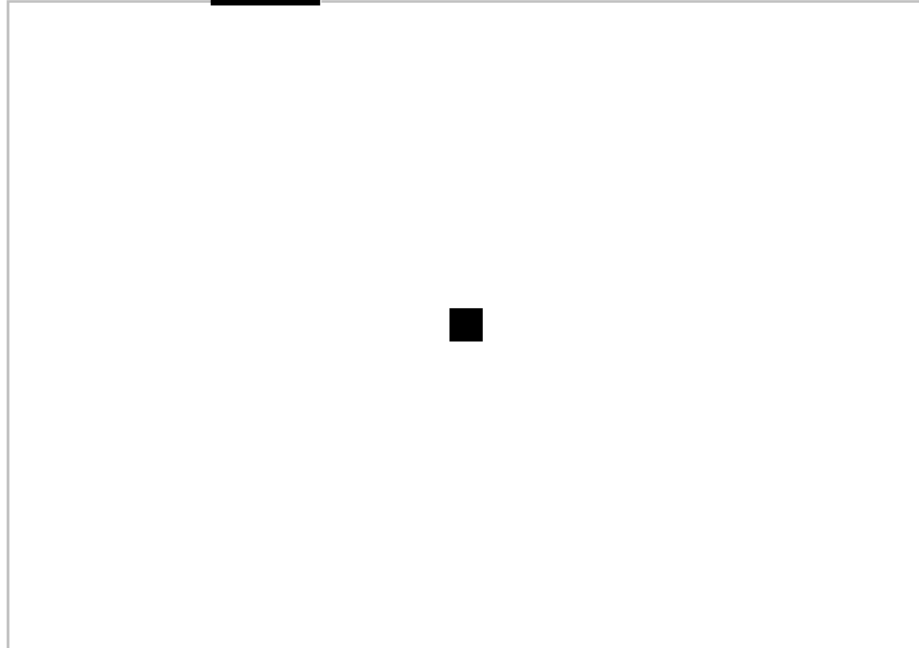
Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)



From: [REDACTED] s 9(2)(a)
Sent: Wednesday, January 31, 2024 11:00 AM
To: Glenn Lust <glenn.lust@takinaevents.co.nz>
Cc: [REDACTED] s 9(2)(a)
Subject: Contact with Chef

Good morning Glenn

I trust you have had a great start to the New Year.

We are really looking forward to working alongside your team for the [REDACTED] s 9(2)(a) event later this year.

Could you please put me in touch with your Chef so I can begin outlining the structure of menus and service styles for this event.

Warmest regards

[REDACTED] s 9(2)(a)

From: s 9(2)(a)
To: [Aaron Telford](#)
Subject: FW: s
Date: Wednesday, 31 January 2024 4:53:00 pm

And then the answer lands in my inbox.... I think as per my earlier email that its best now to make alternative arrangements. Will you communicate that to s 9(2) or do you want me to?
Cheers

s 9(2)(a)
General Manager
Takina Commercial Development
Wellington City Council
+64 27 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

WellingtonNZ
Takina Project Team – Wellington City Council
WellingtonNZ.com



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From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Wednesday, January 31, 2024 4:49 PM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: RE: s 9(2)
()

No change unfortunately sorry s 9(2) There is every likelihood that we may have space available but the exhibition owner is unwilling to commit on this until we are in the throes of exhibition deinstall which I know isn't helpful for your planning.
Cheers

s
9(2)
(a)
s 9(2)(a)
Programme Manager
Takina Exhibitions
+64 21 s 9(2)(a)

WellingtonNZ
50 Cable Street, Te Aro, Wellington 6011
New Zealand
WellingtonNZ.com

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From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Monday, January 29, 2024 12:28 PM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: RE: s 9(2)()

Hi s 9(2)()
I'm back properly now and though I'd just check in with you re the s 9(2)() ion the ground floor thing before I go back to s 9(2)() and let them know it's a no-go. Let me know
Cheers

s 9(2)(a)
2(a)
General Manager
Takina Commercial Development
Wellington City Council
+64 27 s 9(2)(a)
s 9(2)(a)@WellingtonNZ.com

WellingtonNZ
Takina Project Team – Wellington City Council
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From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Wednesday, January 10, 2024 11:42 AM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: RE: s 9(2)()

It'll be challenging but we can work through solutions and a process with Herwig and the team once we have an idea of the s 9(2)() pack out and the container arrival timings. The PCO will need to better manage deliveries and logistics a lot smoother than what was done for the s 9(2)(i) – it was absolute chaos for that event.

s 9(2)(a)
Programme Manager
Takina Exhibitions
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contents. Your assistance is appreciated.

From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Wednesday, January 10, 2024 10:32 AM

To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Subject: RE: s 9(2)
()

Oh no that's no good.

I'm wondering how that 10/11 is going to work in the Dockway given the pressures of s 9(2) packing out and needing to be gone so s 9(2)(a) can pack in? Feeling a bit concerned as this is the same client upstairs that was impacted with the pack in of s 9(2)(a) in the Spring. What do you think?

s 9(2)(a)

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From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Wednesday, January 10, 2024 8:37 AM

To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Subject: RE: s 9(2)
()

Hi s

s 9(2) Sorry for getting hopes up but it's bad news I'm afraid. Marvel have digging their heels in re the bump out timings – it's a pretty tight deinstall and they are adamant that they need to load all 7 containers onsite on 10 and 11 May to work in with the exhibition requirements. They have dismissed the option of us removing some of the crates and loading some of the containers offsite even with the knowledge that they will not have access to any of the dockway space.

Contractually we don't really have any wiggle room here. Once they are onsite and we see how the deinstall is tracking they could be more open to flexibility but at this stage it's a definite no to being open to any changes in timing or exhibition deinstall which I know isn't particularly helpful for the s 9(2) planning sorry.

Cheers
()

s
9(2)

s 9(2)(a)

Programme Manager
Takina Exhibitions
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From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Tuesday, January 9, 2024 11:03 AM

To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Subject: RE: s 9(2)
()

Yes..... that's what I thought when I did my superficial look at what's in and out!
I think from a s 9(2) perspective they will bend over backwards to make it work so if there is a solution, I'd be up for recommending it to them... let me know if there's anything I can do in the meantime
cheers

s 9(2)(a)

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From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Tuesday, January 9, 2024 10:31 AM

To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Subject: RE: s 9(2)
()

Wow it's going to be challenging for all I think.
If the exhibition does not have access to the dockway on week of 6 May then they will

require all of the exhibition space unfortunately. We have Doctor Who installation on Monday 13 May and contractually need to have the gallery handed over by then. Also the Marvel crew were planning to depart on 12 May so I'm not sure whether delaying pick up would work – but it's worth exploring and would need some cooperation from Marvel and

s 9(2)

Another option could be that the crates are removed from the exhibition gallery and stored and then loaded into containers offsite. There obviously would be costs associated with this and would need Marvel approval.

Let me see what the freight company come back with first – I'll keep thinking.

s 9(2)(a)

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From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Tuesday, January 9, 2024 10:19 AM

To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Subject: RE: s 9(2)

Hmmm OK...

I would say that s 9(2) will be the biggest conference exhibition pack in that we'll ever have its using both levels in their entirety and the ground floor lobby.

My understanding is that s 9(2) will pack in from start of 6th to 8th May and pack out over that weekend (the 10th and 11th). This corresponds with the dates they have Takina booked for and also is in my s 9(2)(a) Trust board papers (conflicted I know) where it is noted that this is a shorter time than they had at Te Pae in 2023 but they have plans in place to make sure its OK.

What if Marvel was packed down and in containers at the back / left of the ground floor exhibition space, and then screened off so the rest of the room could be used? Then the freight company picks up Marvel on the Monday?

Probably worth noting that on that Monday TE have s 9(2)(a) packing into their trade show for their conference on Level One..... this is a much smaller affair.

Cheers

s 9(2)(a)

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From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Tuesday, January 9, 2024 10:11 AM

To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Subject: RE: s 9(2)
()

Sooooo not quite the positive news I was hoping for I'm afraid.

It sounds like the container loadout will take place on 10 and 11 May. I'm exploring with the freight company whether this is even a possibility – we don't usually load containers on a weekend day.

Also depending on the scale of the s 9(2) conference in terms of bump in it might mean that we have limited space available in the dockway. If this is the case then we'd need the exhibition gallery for the crates and pallets before they are loaded into the containers. So some more digging to do. I'll be back in touch once I have more info. In the meantime I'll chat with Elena and the team to get an understanding of likely bump in timings and space requirements for s 9(2)

Cheers
()

s
9(2)
(a)

s 9(2)(a)

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From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Monday, January 8, 2024 11:36 AM

To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Subject: RE: s 9(2)
()

That sounds very positive.... Look forward to hearing more form you!

Thank you

s 9(2)(a)

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From: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>

Sent: Monday, January 8, 2024 11:33 AM

To: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>

Subject: RE: s 9(2)
()

Cool that should be doable as we should be loading containers on 8/9/10. Let me try and confirm before you head away on leave.

Talk soon

s
9(2)
(a)

s 9(2)(a)

Programme Manager
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From: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>

Sent: Monday, January 8, 2024 10:44 AM

To: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>

Subject: RE: s 9(2)
()

Hi

Merry New Year! Nice to get a bit of a break, trust it was for you too.

The critical times are lunch service on 9 and 10 May. The setup would be largely done by the Takina Events Team so I guess we'd need to ask them but that's the basics of it.

In regard to how much space the truth is they'd like it all... rolling lunch for about 1400 people... but if it were half that would still be useful and they'd figure out how to combine what they did have with the ground floor lobby space etc.

Look forward to hearing from you!

Cheers

s 9(2)(a)

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From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Monday, January 8, 2024 10:25 AM

To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Subject: RE: s 9(2)
()

Hi s

9(2)
Happy New Year. Hope you had a relaxing time over the break.

Can you please remind me of the date/s that s 9(2) would like to use the exhibition gallery space if we can make it available and ideal space (m²) they'd need?

Cheers

Syd

s 9(2)(a)

Programme Manager
Takina Exhibitions
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From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Thursday, December 21, 2023 9:57 AM

To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Subject: RE: s 9(2)
()

That would be great. As discussed they would be appreciative are part of the space if that were the option, and probably willing to incur some expense if that did the trick.

Cheers... enjoy Christmas!

s 9(2)(a)

General Manager

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From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Thursday, December 21, 2023 9:45 AM

To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Subject: RE: s 9(2)
()

Cool I'm back on 8 Jan too. Will try and get an answer for you before you leave on 10 Jan.

s 9(2)(a)

Programme Manager

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From: s 9(2)(a) < s 9(2)(a) wellingtonnz.com>
Sent: Thursday, December 21, 2023 8:23 AM
To: s 9(2)(a) < s 9(2)(a) wellingtonnz.com>
Subject: RE: s 9(2)
()

I'm in on 8,9,10 Jan and then back on 29th... let me know what you're thinking.
Cheers

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From: s 9(2)(a) < s 9(2)(a) wellingtonnz.com>
Sent: Wednesday, December 20, 2023 6:24 PM
To: s 9(2)(a) < s 9(2)(a) wellingtonnz.com>
Subject: RE: s 9(2)
()

When are you back from the holidays?

s 9(2)(a)
Programme Manager
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From: s 9(2)(a) < s 9(2)(a) wellingtonnz.com>
Sent: Wednesday, December 20, 2023 2:25 PM

To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Subject: RE: s 9(2)(
()

Hi

No worries, of course.

I bumped into the s crew who were having a look around Takina yesterday with s 9(2)(a) Services and they were pleading with me! I said that an answer was more likely in the new year after the crew had chance to get home etc. It would be good if I could indicate some timeline to them... I hope we can work something out the floor plans they were showing me look very, very tight!

Have a good break, if I don't bump into you before
cheers

s 9(2)(a)

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From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Monday, December 18, 2023 3:03 PM

To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Subject: RE: s 9(2)(
()

Let me see how much progress I can make with Semmel but not sure they want to contemplate the deinstall just yet when they haven't quite reached home shores. Could we possibly wait till the new year or do you need an answer this side of xmas?

s 9(2)(a)

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From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Monday, December 18, 2023 11:44 AM

To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Subject: RE: s 9(2)
()

Hi

Hey, we said we should coffee this week... and perhaps get a little further with the below
When would suit you?

Cheers

s 9(2)(a)

General Manager
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From: s 9(2)(a)

Sent: Thursday, December 14, 2023 3:43 PM

To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Subject: s 9(2)

Importance: () High

Hi s
9(2)

Just following up on the s 9(2) conversation in regard to the exhibition space. I am of course hoping that now the team know how the jigsaw of the exhibition packs in they will be confident to be able to get it out in time for s 9(2) to be able to use the exhibition space for catering. I think for everyone (s and Takina Events and WNZ) this is causing a fair degree of angst and it would be fabulous if we could find a solution.

I think even a compromise solution would be well considered, for instance if Marvel isn't able to fully clear out by s 9(2) is there a ½ or something that they could be and pause for the time of s 9(2) s I think would be willing to consider helping support and cost consequences of making such a decision.

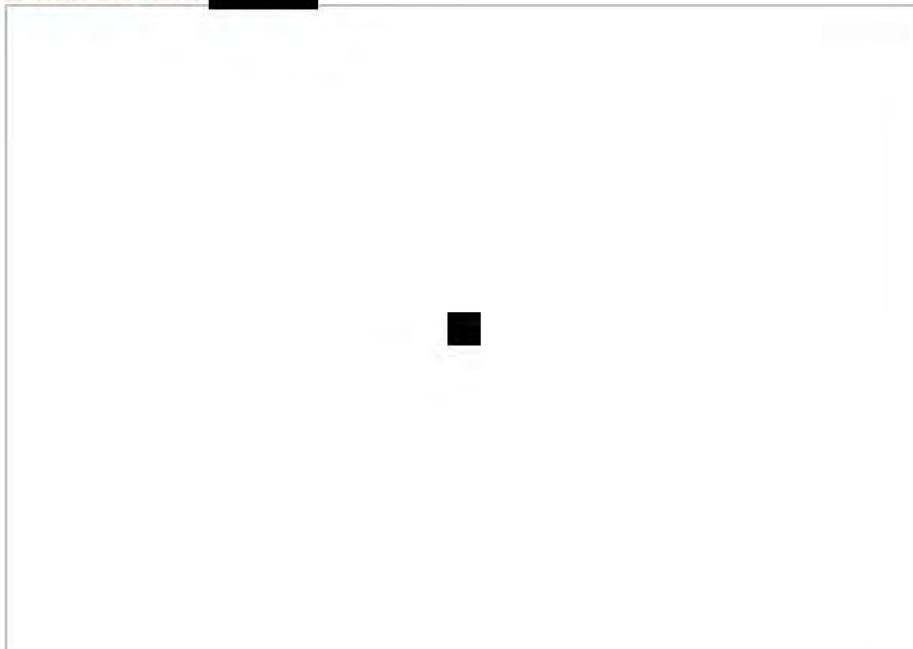
I'm not sure if this is something we need to get together on, or something that we can, or need to, discuss with others, but I would imagine that the Marvel team would be keen to move things out as quickly as possible and if we can facilitate that, this will be good for Wellington.

Let me know your thoughts or give me a shout.

From: [Aaron Telford](#)
To: [Glenn Lust](#)
Subject: RE: Contact with Chef
Date: Wednesday, 31 January 2024 11:06:00 am
Attachments: [image006.jpg](#)
[image007.jpg](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)

My god, leave it with me! I'm sick f **s 9(2)** already! LOL
This is why it hasnt been handed over yet!

Aaron Telford
Senior Account Manager
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 **s 9(2)(a)**



From: Glenn Lust <glenn.lust@takinaevents.co.nz>
Sent: Wednesday, January 31, 2024 11:04 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: FW: Contact with Chef

Exactly what is happening or do you want to give Ila the heads up directly and cc Clarissa /me in?
Nga mihi,

Glenn Lust
Manager - Venues Coordination
Takina Events
Mobile: +64 29 601 0100

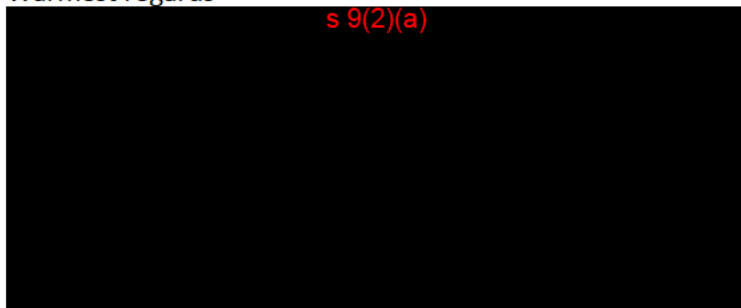
From: **s 9(2)(a)**
Sent: Wednesday, January 31, 2024 11:00 AM
To: Glenn Lust <glenn.lust@takinaevents.co.nz>
Cc: **s 9(2)(a)**
Subject: Contact with Chef

Good morning Glenn
I trust you have had a great start to the New Year.

We are really looking forward to working alongside your team for the s 9(2) event later this year.

Could you please put me in touch with you Chef so I can begin outlining the structure of menus and service styles for this event.

Warmest regards



From: [Aaron Telford](#)
To: [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s floor plan
Date: Wednesday, 31 January 2024 9:21:00 am
Attachments: [image001.jpg](#)

Hi [REDACTED] s 9(2)(a)

Thank you, I have passed this onto my operations manager, and he will review and comeback to me if there are any issues/queries.

Thanks

Aaron

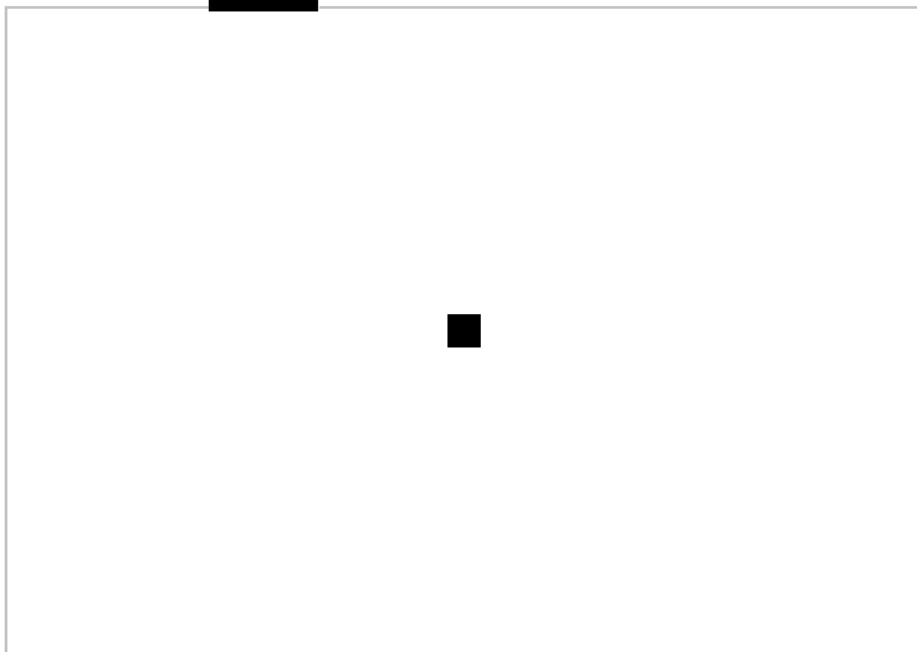
Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)



From: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)>
Sent: Tuesday, January 30, 2024 3:51 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: [REDACTED] s 9(2) floor plan

Hi Aaron ()

Happy 2024! Hope you're well and ready for what is looking like a huge year for you guys!

I just thought I would send you the attached for sign off, as they would like to start allocating booths soon

Let me know if you see any issues with this one

Thanks Aaron

[REDACTED] s 9(2)(a)

From: [Aaron Telford](#)
To: s 9(2)(a)
Subject: RE: Takina Ground Floor Exhibition Space- Day Catering
Date: Thursday, 1 February 2024 2:31:00 pm
Attachments: [image002.jpg](#)
[image003.png](#)
[image004.jpg](#)

Hi s 9(2)(a)

Our buffets are approx 1.8mtrs long and Tea and Coffee standard trestles. Nicola should have our dimensions.

Thanks

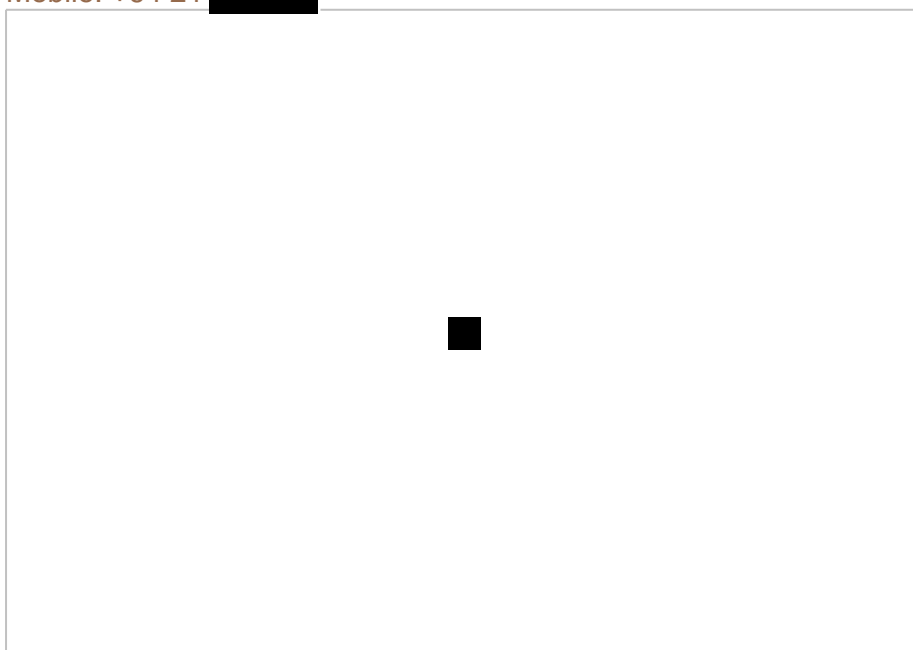
Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a)

Sent: Thursday, February 1, 2024 11:05 AM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>; s 9(2)(a)

Subject: RE: Takina Ground Floor Exhibition Space- Day Catering

Hi Aaron,

Oh bummer, that's such a shame but thank you for letting us know and for yours and s 9(2) Perk's efforts to try and secure it for us.

I will chat to Nicola re the floorplan and how we can best fit the catering stations on the exhibition floor. Can you please confirm the size of your catering stations and tea/coffee stations?

Many thanks,

Melissa

s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Thursday, February 1, 2024 10:14 AM

To: s 9(2)(a)

Cc: s 9(2)(a)

Subject: Takina Ground Floor Exhibition Space- Day Catering

Importance: High

Hi s 9(2) and s 9(2)(a),

We have had confirmation that we are unable to use the exhibition space on the ground floor for catering during s 9(2) s 9(2)(a) has pushed to get an answer for this, and the MARVEL team have come back to say they can't commit to the time frame for the deinstall.

We will now have to look at our other option to have catering amongst the exhibition and the unused portion of the plenary hall on level 1. We will need at minimum of 10 catering stations (7 standard and 3 for dietary) and will need to provide space for tea and coffee stations as well, across both floors.

I would suggest that you get s 9(2) to review the floorplans again and add these in.

This will be the only option I can see for this to work.

Thanks in advance,

Aaron

Aaron Telford

Senior Account Manager

Takina Events

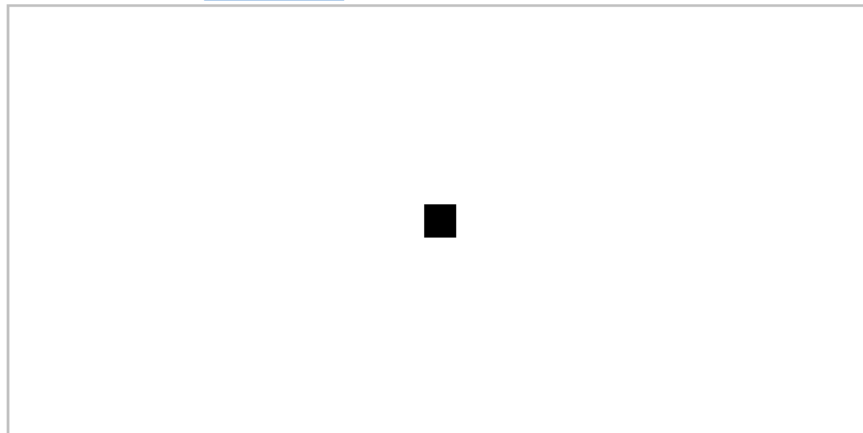
PO Box 467 ,55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa

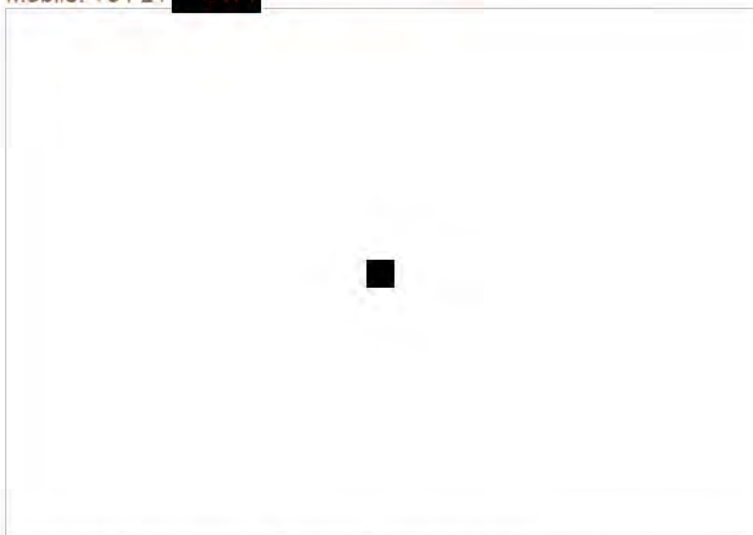
Find out more at takina.co.nz



From: [Aaron Telford](#)
To: [Jake Downing](#)
Subject: RE: [REDACTED] - 9 May
Date: Thursday, 1 February 2024 9:37:00 am
Attachments: [image001.jpg](#)

Thanks- will have a look at space options and see what we can do. This wouldn't fit in Toi Art and [REDACTED] has WF booked already for an event- so it might be the same one. Will check with the [REDACTED] team as to what they are doing socially!

Aaron Telford ()
Senior Account Manager
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED]



From: Jake Downing <jake.downing@tepapa.govt.nz>

Sent: Thursday, February 1, 2024 9:10 AM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: FW: [REDACTED] - 9 May

He Arron – this was the media / sponsors event at [REDACTED] we discussed the other day.

It is for 80-100 seated and [REDACTED] was hopping / thinking for something different / unique. Could we squeeze this many into Toi Art do you think? If not any other thoughts of where they could go?

Can I please leave it with you to discuss and chew it over with [REDACTED]

Cheers

jake

From: [REDACTED] <[\[REDACTED\]@wellingtonnz.com](mailto:[REDACTED]@wellingtonnz.com)>

Sent: Monday, January 29, 2024 4:26 PM

To: Jake Downing <jake.downing@tepapa.govt.nz>

Subject: [REDACTED] - 9 May

Hey,
Thursday, 9 May from 18:00.
Many thanks,

[REDACTED]
[REDACTED]
(a)

[REDACTED]
Manager
Business Events Wellington
+64 22 [REDACTED]
[REDACTED] WellingtonNZ.com

WellingtonNZ
Takina Project Team – Wellington City Council
WellingtonNZ.com

From: [Aaron Telford](#)
To: s 9(2)(a)
Subject: RE: s Ground Floor Takina
Date: Thursday, 1 February 2024 9:48:00 am
Attachments: [image002.jpg](#)
[image003.jpg](#)

Hi s 9(2)

I hope you enjoyed dinner last night,

Thanks for this- I thought it would be the case, I will go back to s 9(2) and let them know we need to go to plan B and have the floor plans redrawn to have catering across the venue.

I will speak to Sarah and see if they are happy to cater the event on the GF and go from here.

Thanks

Aaron

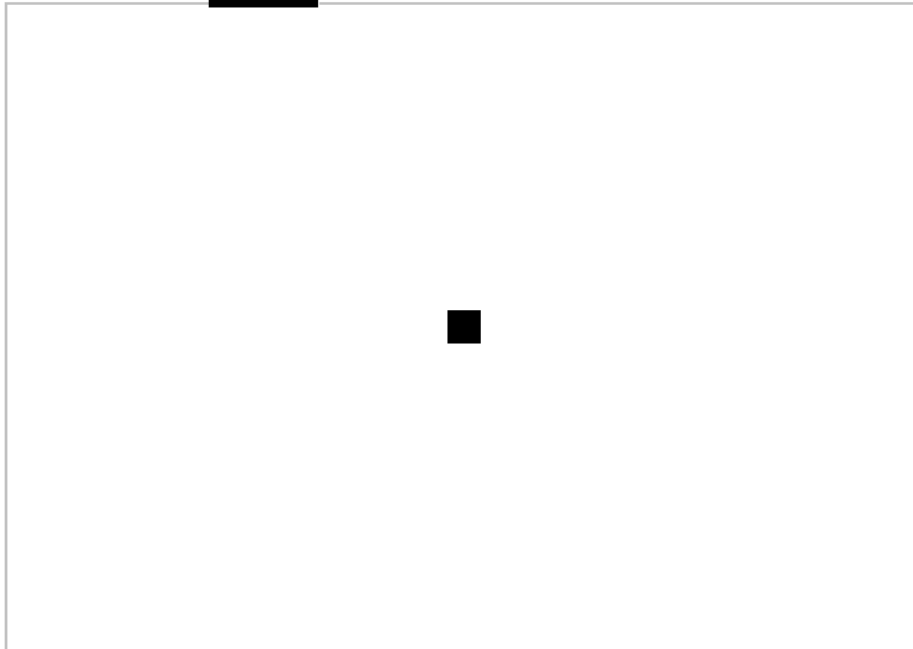
Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Wednesday, January 31, 2024 4:49 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2) Ground Floor Takina
()

Hi Aaron

Thanks for stepping in with s 9(2)(a) today.... Seems like a complex matter!

Hey regarding the below, I had discussed the ground floor again with s 9(2) a couple of weeks back and she talked to the Marvel people who really were not willing to consider anything that would impact their schedule. I have yesterday gone back to s 9(2) for one last try but haven't heard back from her yet. I have communicated this to s 9(2) not to get her hopes up. I guess if there's no movement now then a different solution needs to be agreed.

In regard to s 9(2) request, you've outlined below I'm not aware of this but not surprised, the deal for catering in that space as I think you are aware is that Searancke's have the first option. I'm sure it would work well in that space. If you need me to get involved on this one, do just let me know.

Cheers

s 9(2)(a)

General Manager
Takina Commercial Development
Wellington City Council
+64 27 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

WellingtonNZ

Takina Project Team – Wellington City Council
WellingtonNZ.com



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From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Monday, January 29, 2024 12:26 PM

To: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>

Subject: s 9(2) Ground Floor Takina

Hi s 9(2) ()

I hope you had a good weekend.

Just wanted to follow up and see if there had been any update for s 9(2) to use the ground floor at Takina for catering, Registration etc.

s 9(2) has also sent me the below request.

"On Thursday we are looking at options for a networking hour at the end of the day from 6.15pm-7.15pm. One option would be to hold it on the ground floor foyer – I think we might have mentioned this at the last walkthrough. If we do that, is it the café that would do the catering and bar for that?"

Any update(s) you may have will be great.

Thanks

Aaron

Aaron Telford

Senior Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

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From: [REDACTED] s 9(2)(a)
[REDACTED] [Aaron Telford](mailto:Aaron.Telford)
Cc: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)
Subject: FW: Takina Ground Floor Exhibition Space- Day Catering
Date: Thursday, 1 February 2024 5:14:38 pm
Attachments: [image001.jpg](#)
[ATT00001.png](#)
Importance: High

Kia ora Aaron,

Thanks for the info about the ground floor, we appreciate your efforts to try and secure this for us.

We understand that MARVEL can't commit to the timeframe for the deinstall, but in the spirit of optimism, would like to put a couple of things on the table as an 'option B':

1. We would be prepared to offer a financial incentive to gain access to some or all of that ground floor exhibition space by 8 May (or even the morning of 9 May), if that helps.
2. We would also like to look at having an alternative plan ready in case the space does become available at the last minute. Is it possible to be wait listed for the space? We can have an alternative build/theming plan ready to go, should we receive advice prior to 6 May (date tbc) that the deinstall has taken less time than anticipated.

I will leave [REDACTED] s 9(2)(a) to pick this up with you when [REDACTED] s 9(2) back on deck next week, but wanted to let you know what we are thinking. ()

Thanks and kind regards,

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Thursday, February 1, 2024 10:14 AM
To: [REDACTED] s 9(2)(a)
Cc: [REDACTED] s 9(2)(a)
Subject: Takina Ground Floor Exhibition Space- Day Catering
Importance: High

Hi **s 9(2)** and **s 9(2)(a)**

We have had confirmation that we are unable to use the exhibition space on the ground floor for catering during **s 9(2)** **s 9(2)(a)** has pushed to get an answer for this, and the MARVEL team have come back to say they can't commit to the time frame for the deinstall.

We will now have to look at our other option to have catering amongst the exhibition and the unused portion of the plenary hall on level 1. We will need at minimum of 10 catering stations (7 standard and 3 for dietary) and will need to provide space for tea and coffee stations as well, across both floors.

I would suggest that you get **s 9(2)** to review the floorplans again and add these in.

This will be the only option I can see for this to work.

Thanks in advance,

Aaron

Aaron Telford

Senior Account Manager

Takina Events

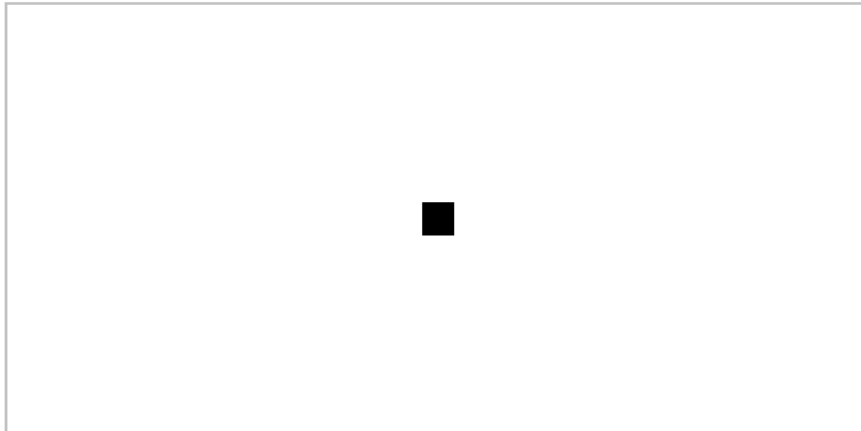
PO Box 467 155 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**

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Find out more at takina.co.nz



From: Jake Downing
To: Aaron Telford
Subject: Fwd: Marvel Pack Out and s 9(2)(a) Event
Date: Wednesday, 7 February 2024 9:46:42 pm
Attachments: ~WRD0296.jpg

FYI I'll keep you in the loop.

Sent from my iPhone

Begin forwarded message:

From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Date: 7 February 2024 at 9:37:26 PM NZDT
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>, Jake Downing <Jake.Downing@tepapa.govt.nz>
Subject: RE: Marvel Pack Out and s 9(2)(a) Event
()

Thanks s 9(2)(a) this.

I have discussed briefly with the s lead on s 9(2)(a) and shared what you have shared with us. I have asked them to consider a response quickly so that all parties can get on with planning.

Cheers

Sent from my Galaxy

s 9(2)(a)
General Manager
Takina Commercial Development
Wellington City Council
+64 27 s 9(2)(a)
s 9(2)(a)@WellingtonNZ.com

WellingtonNZ
Takina Project Team – Wellington City Council
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----- Original message -----

From: s 9(2)(a)
Date: 7/02/24 9:18 am (GMT+12:00)
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>, s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>, Jake Downing <Jake.Downing@tepapa.govt.nz>
Subject: FW: s 9(2)(a) and s 9(2)(a) Event

Hi team,

I had a call with s 9(2)(a) last night and proposed a shared use of the Gallery over the 9th/10th May to accommodate the s lunch catering. This is the response they have come back with – around 400sqm of the Gallery will be all they can accommodate due to the stage of packing they will be at and the need to manoeuvre crates around and transport to the shipping containers in the dockway.

What would be needed by s is to pay for a temporary wall to be installed to secure and separate the exhibition, and the reality is there will be noise from the work being done over the wall as containers are moved and transported to the shipping containers (likely mostly the beeping of forklifts), although they would work to co-ordinate the crew breaks with the lunch service. Responsibility for cleaning and any make-good of the allocated space would transfer to s rather than stay with Semmel per their contract.

This is the only real option for s and if not sufficient space then a plan B will need to be considered.

Let me know your thoughts on this.

Cheers,

s

From: s 9(2)(a)
Sent: Wednesday, 7 February 2024 3:15 am
To: s 9(2)(a)
Cc: s 9(2)(a)
Subject: AW: Marvel Pack Out and s Event

Hi Kiri,
thank you for the call this morning. We understand the importance of this event for you, it is indeed an unfortunate situation, that the dates cross to a minimum, but at an important time for our deinstallation and loading of the containers.
Just for the background information – when loading the containers, we need to follow some specific requirements. The pallets (56 in total) will be arranged and re-arranged during the loading process as we need to have a full transparency of the contents of each container due to the customs, while fitting all the crates into the containers.

After we've discussed the issue with our technical director, it became clear that half of the space of the gallery will not be enough to complete the loading. If you could consider freeing some more space for the exhibition (approx. a half of the rest of the space you were planning to use for the guests of the s event), we would be able to work with that.
I've marked the approximate space on your sketch with a blue line (attached) for a better understanding. Please, let me know if that would be something you could work with.
Many thanks!
Best,

s
Von: s 9(2)(a)
Gesendet: Dienstag, 6. Februar 2024 09:28
An: s 9(2)(a) s 9(2)(a)
Betreff: s 9(2)(a) and s Event

Some people who received this message don't often get email from s 9(2)(a)

Hi s 9(2)(a)
Thanks for the call just now and letting me talk through the problem we have with a very large s 9(2) trade event called s which is happening on the upper levels of Takina at the end of your pack-out period.
Below are the key dates for Marvel bump out that s has provided me:

28 April	Last day of exhibition Possible closing blessing once exhibition has closed
29 April to 11 May incl	Deinstall of exhibition
9, 10 and 11 May	Loading of exhibition into containers onsite at Takina – 7 containers
9 th & 10 th May	s Lunch for 1000 pax
12 May	Exhibition gallery clean and make good

We are wondering if there may be some flexibility within the Tangaroa Exhibition Gallery by the 9th & 10th May which are the days this event is looking for space to feed the 1000 pax attendees lunch.
The question I would really appreciate you exploring is whether there is the possibility of sharing the Gallery space on those days (as proposed in the attached, or something similar) if the exhibition is packed into exhibition crates and ready to be loaded into the shipping containers, and therefore possibly half of the Gallery may be free to clean and put a temporary wall up to allow for use in catering the lunch, and flow of guests in and out of the Tangaroa Foyer area.
I understand that this is a favour we are asking, but I wanted to raise this to make sure all options are considered as it would be a great help to this large event happening upstairs. If this was agreed, we would obviously release your responsibilities for the space being used by s and s would take on responsibility around cleaning and any costs associated with the secure segregation of spaces. We would need to make it clear that packing of the shipping containers would be occurring during the lunch service where we cannot co-ordinate breaks.
If you can discuss the logistics with your deinstall team it would be greatly appreciated to see if we can get some shared use of the space to work by those dates of 9th & 10th May.
Please let me know if you have any questions around this or have any other ideas to consider.
With best regards

s
s 9(2)(a)

From: s 9(2)
To: [Aaron Telford](mailto:Aaron.Telford)
Subject: RE: Media Dinner
Date: Thursday, 8 February 2024 9:33:07 am
Attachments: [image001.png](#)
[image002.jpg](#)
[ATT00001.png](#)

Thanks Aaron – 11.30am next Wednesday sounds good. I'll send through a meeting invite. Should we meet you at the Café at Takina?
Thank you also for the note about the catering and costs. I will come back to you about that probably early next week, I just need to look at our budgets, etc.

Nga mihi

s
9(2)

s 9(2)(a)

s 9(2)(a)

s 9(2)

()

s 9(2)(a)

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, February 7, 2024 12:54 PM

To: s 9(2)(a)

Subject: RE: Media Dinner

Hi s 9(2)

Sounds good- I have put the request forward to the team here, the main contact is back in the office tomorrow, I'm not sure if their fortnightly hui is this week or next week- but I have put some urgency around it.

How are you fixed for next Wednesday to catch up- Im free from 11.30 onwards?

Thanks

Aaron Telford

Senior Account Manager- Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

From: s 9(2)(a)

Sent: Wednesday, February 7, 2024 9:00 AM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: Media Dinner

Hi Aaron

Thank you – if you can let me know about Te Marae, and I will let you know as soon as I can if we

do have another offsite option.

I have a runsheet for the event and all the spaces, etc we are using that is nearly complete so I'll be able to send that through to you early next week. Happy to jump on a call to discuss next week to discuss as well.

Thank you

s
9(2)

(a) 2(a)
s 9(2) Manager
()

s 9(2)(a)

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, February 7, 2024 7:40 AM

To: s 9(2)(a)

Subject: RE: Media Dinner

Hi s 9(2)

(a) hold the space as is for now (it is quite a big space for that number, and they may feel a bit lost) the other option is:

To have it in Signs of a Nation,

I will try for Te Marae, but I don't like my chance.

If you find another option offsite, can you please let me know asap.

I want to start to lock things away by Thursday next week in terms of spaces being used and a flow of the event as that is when the event will be handed to the coordinator.

Thanks

Aaron

Aaron Telford

Senior Account Manager- Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

From: s 9(2)(a)

Sent: Monday, February 5, 2024 5:04 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>; s 9(2)(a)

Subject: RE: Media Dinner

Hi Aaron

This is the same function that you are currently holding space for in Wellington Foyer. We talked

to our CEO about the Wellington Foyers as a potential space for this function and she wanted us to explore additional options – which is where the request from [REDACTED] has come from. The function is for 80-100 people from 6.30pm-8.30pm. The format is still to be decided, but it will be a cocktail function – it is an exclusive function for Media, Sponsor representatives (CE's and Senior Executives from [REDACTED] Air New Zealand, Airports, etc), Board members, etc. One option is a seated event, or potentially more of a standing function but with some seating options. Food - either sharing platters or canapes with some substantial canape options. As this function is exclusive, it really needs to have that additional wow factor for both media and those senior representatives.

Please let me know if you need any further information.

Thank you

[REDACTED]
9(2)

[REDACTED]

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Thursday, February 1, 2024 9:32 AM

To: [REDACTED] s 9(2)(a)

Cc: [REDACTED] s 9(2)(a)

Subject: Media Dinner

Hi [REDACTED] s 9(2)(a),

I have had an email from [REDACTED] s 9(2)(a) at BEW to look for a space for a media dinner on the 9th of May.

Do you have a draft programme you can send me so I can see what spaces you are using in terms of social events? I currently have the 9th booked out in Wellington Foyer for a cocktail event?

Just need to see what spaces we can potentially host this in.

Thanks

Aaron Telford

Senior Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)

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Out of scope

From: s 9(2)(a) <s 9(2)(a)>
Sent: Saturday, 10 February 2024 11:36 pm
To: s 9(2)(a)
Cc: s 9(2)(a); Aaron Telford
Subject: s 9(2)(a)

Hi s 9(2)(a)

I am wanting to build a counter around the coffee cart to allow for more surface area to serve coffees and donuts.....something like this:



Red being the cart and black a counter.

In order for me to get Nicola to quote and for AA's Agency to draw up files for signage, I need to get the dimensions of the carts.

I also need to understand how milk storage works too.....is a fridge built into the cart or do we have to supply one?

If you have any images of the carts, this would help immensely.

I am still waiting from cup suppliers with options but the metal cups look like a no-go. Im waiting back on a supplier who composts thier own cups.....

AA would like to brand cups so if we go down that road then we wouldnt need them from the cart supplier.

Look forward to the above info,

Talk soon,

From: [Chrissie Locke](#)
To: [Jake Downing](#); [Aaron Telford](#); [Tikanga](#)
Subject: RE: Te Marae- URGENT Request- [REDACTED] s 9(2)(a)
Date: Monday, 12 February 2024 4:43:57 pm
Attachments: [image002.jpg](#)
[image003.jpg](#)

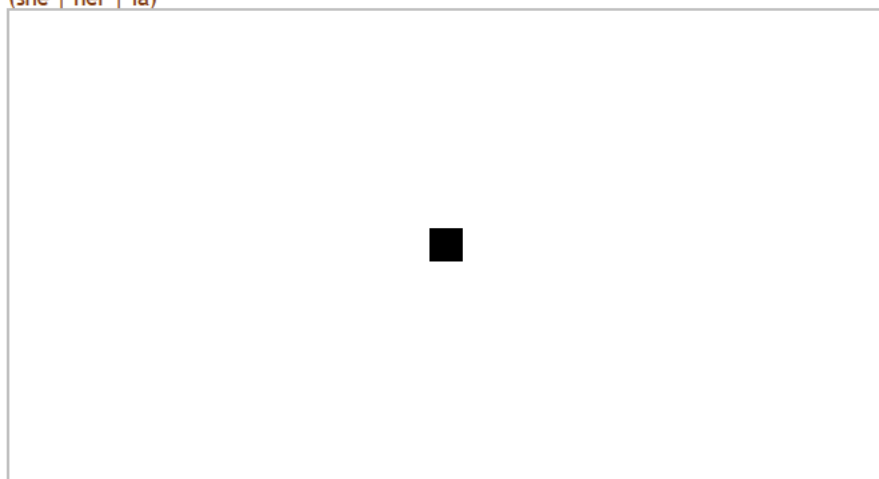
Tena korua

Arapata and Carolyn are supportive of this kaupapa taking place on Rongomaraeroa Marae and just wanted to reiterate that no food or drinks are to be taken on to the mahau (stage).

Nga mihi

Chrissie

Chrissie [REDACTED] te Oha Locke
Kaitohutohu Rautaki-a-Iwi | Strategic Advisor Iwi Relationships
Museum of New Zealand Te Papa Tongarewa
DDI: [REDACTED] s 9(2)(a)
Email: Chrissie.Locke@tepapa.govt.nz | Website: www.tepapa.govt.nz
P O Box 467 | 55 Cable Street | Te Aro | Wellington 6011 | Aotearoa New Zealand
(she | her | ia)



From: Jake Downing <Jake.Downing@tepapa.govt.nz>
Sent: Wednesday, February 7, 2024 9:51 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>; Chrissie Locke <ChrissieL@tepapa.govt.nz>; Tikanga <Tikanga@tepapa.govt.nz>
Subject: RE: Te Marae- URGENT Request- Media and VIP Cocktail Event- [REDACTED] s 9(2)(a)

Kia ora Chrissie

I would like to back up Aaron's request. Wellington has never hosted [REDACTED] s 9(2) over the 25+ years it has been running. It is the [REDACTED] s 9(2)(a) in the [REDACTED] s 9(2)(a) calendar and VIP's from the industry and international will be in attendance. It is a great opportunity for Te Papa and Wellington to showcase what we do and what there is to offer.

Let me and Aaron know if you need any more information to help with the process.

Thanks

Jake

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, February 7, 2024 8:02 AM
To: Chrissie Locke <ChrissieL@tepapa.govt.nz>; Tikanga <Tikanga@tepapa.govt.nz>
Cc: Jake Downing <Jake.Downing@tepapa.govt.nz>
Subject: Te Marae- URGENT Request- Media and VIP Cocktail Event- [REDACTED] s 9(2)(a)
Kia ora Chrissie,

I hope you are well!

Chrissie, I have a bit of an urgent request to hold an event on Te Marae on Thursday 9th May from [REDACTED] s 9(2)(a)

The event is for a VIP attended media launch for [REDACTED] s 9(2)

[REDACTED] is an annual national trade event for the [REDACTED] s 9(2)(a) industry, with 1500 attendees and they are having this at Takina over a 4-day period.

There will be a large range of buyers- international and national attending- and Te Papa also exhibits as well.

The event brief is as below:

Standing Cocktail

Media interviews and VIP speeches/ welcomes

80-100 attending

6.30pm to 8.30pm

I will need to go back to [REDACTED] s 9(2)(a) as soon as possible, so if this can please be given priority in discussions that would be appreciated.

Thanks,

Aaron

Aaron Telford

Senior Account Manager- Venues

Takina Events

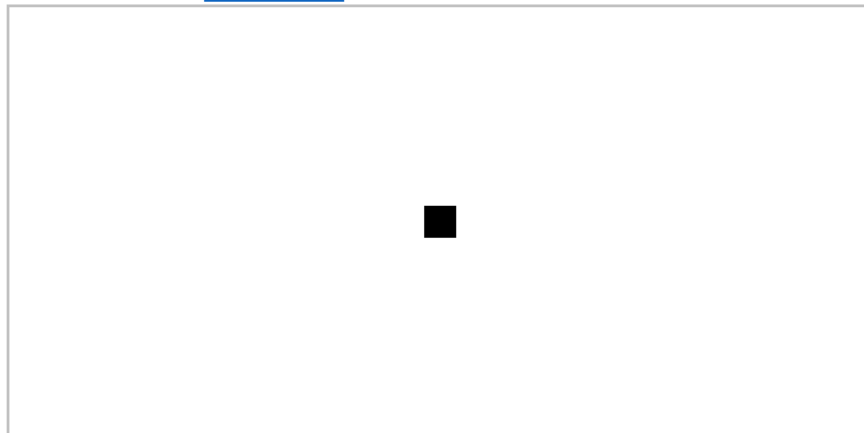
PO Box 467 | 55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)

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From: [Ilavarasu Rajendran](#)
To: [Aaron Telford](#)
Cc: [Andrew Dorrington](#); [Elena Ford](#); [Clarisse Le Floch](#)
Subject: RE: s 9(2)(a) - 25 March
Date: Monday, 12 February 2024 12:14:33 pm
Attachments: [image001.png](#)
[image002.png](#)

Hi Aaron,
Yes, I am aware of it. Once we land the menu, we will use one of those menus for Tasting.
I have discussed this with consultant the other day and he is Ok with it.
Will advice dishes once we have final draft.
Thanks for Checking.
Regards
Ila

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Monday, February 12, 2024 11:53 AM
To: Ilavarasu Rajendran <ilavarasu.Rajendran@tepapa.govt.nz>
Cc: Andrew Dorrington <AndrewD@tepapa.govt.nz>; Elena Ford <Elena.Ford@takinaevents.co.nz>; Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>
Subject: FW: s 9(2)(a) - 25 March

Hi Chef,

s are holding an event on the 25th March- as below. Its is for the suppliers/ vendors for the conference in May.

They have requested that the lunch we serve will be what we will be showcasing in May.

It will be approx. 50 pax and at Takina in Whataitai.

I have gone back to say that the lunch cost will be hat they decide on in terms of the two options we have given them.

Will you be able to produce this menu on that date?

Thanks

Aaron

Aaron Telford

Senior Account Manager- Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)

From: s 9(2)(a)
Sent: Monday, February 12, 2024 11:25 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: s 9(2)(a) - 25 March

Hi Aaron,

My attention is starting to turn to the s 9(2)(a) we will be holding with you and the team at Takina on the 25th March.

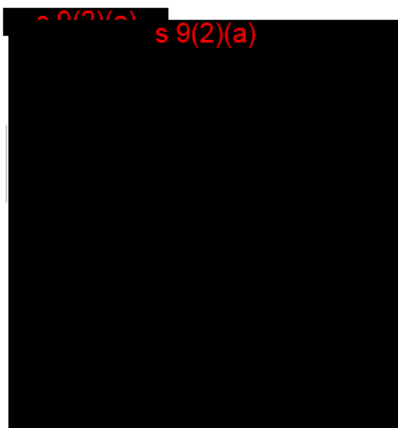
Can you please just confirm if there is a venue hire fee for this and if so, what that fee would be? And also what the catering cost for the lunch would be? Again, the lunch is to showcase what delegates can expect at s so we won't want the standard lunch offerings for this event. It should be based off the menus to Chef and Jonny are working on.

If you could let me know, that would be great.

Many thanks,

Melissa

s 9(2)(a)
s 9(2)(a)



Out of scope

From: Ilavarasu Rajendran
Sent: Thursday, 15 February 2024 4:03 pm
To: Aaron Telford
Subject: RE: s 9(2)(a) Smoothies

Hi Aaron,

I was told its during morning tea sessions.. he dint tell me anything about the cost.

Regards
Ila

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Thursday, February 15, 2024 4:02 PM
To: Ilavarasu Rajendran <Ilavarasu.Rajendran@tepapa.govt.nz>
Subject: s 9(2)(a) Smoothies

Hey Ila,

During your conversations with s 9(2)(a) has he mentioned smoothies been served on the lunch buffets at all?

s 9(2)(a) mentioned this to me yesterday and said they have a separate budget for this?

Aaron Telford
Senior Account Manager- Venues

Tākina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

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Find out more at takina.co.nz



From: s 9(2)
To: [Aaron Telford](#)
Cc: s 9(2)(a)
Subject: s runsheet
Date: Tuesday, 13 February 2024 4:28:05 pm
Attachments: [ATT00001.png](#)
[ATT00002.png](#)
240213 s Runsheet Takina.xlsx

Hi Aaron

Please find attached the initial runsheet and timings for s 9(2) Look forward to catching up tomorrow.

Thank you

s
9(2)

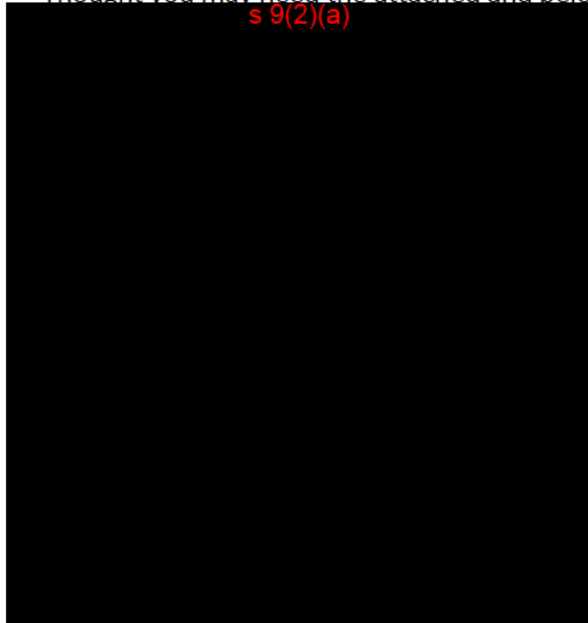
s 9(2)(a)
s 9(2)
()

s 9(2)(a)

s 9(2)(a)

From: s 9(2)
To: [Aaron Telford](#)
Subject: FW: Rigging all chandeliers/clouds/Rock Chandeliers etc....
Date: Wednesday, 21 February 2024 12:13:46 pm
Attachments: [image001.png](#)
[image002.png](#)
[12554-FLOORPLAN: s 9\(2\)\(a\) s 9\(2\)\(a\) -Rigging2.jpg](#)
[12554-FLOORPLAN: s 9\(2\)\(a\) s 9\(2\)\(a\) -Rigging.jpg](#)

Thought you may need the attached and below info



s 9(2)(a)

s 9(2)(a)

From: s 9(2)(a)
Sent: Wednesday, February 21, 2024 11:43 AM
To: s 9(2)(a) <s 9(2)(a)> s 9(2)(a)
Subject: RE: Rigging all chandeliers/clouds/Rock Chandeliers etc....

Hey guys,

Attached are first rigging plans.....hopefully it kinda makes sense.....

I have a meeting with s 9(2) this week to go over all the design areas so this is still technically tentative.

Will wait to hear confirmation of rigging schedule Nicola.

Grouse - Rigging elements as follows: (EWP)

- 5 x giant clouds over South Island booths – L2
- 3 x Rock Chandeliers (our black ring) outside doors on L2
- 1 x Giant crystal chandelier outside Luxury Door – L1
- Various smaller chandeliers in middle of the Luxury Lounge
- Archway & hanging drops chandeliers – AA Lounge – L2

CTM - Rigging elements as follows: (off ladders)

- Various hanging wire balls and greenery over catering stations – L1 & L2

Any questions – let me know.

s 9(2)(a)

From: s 9(2)(a)

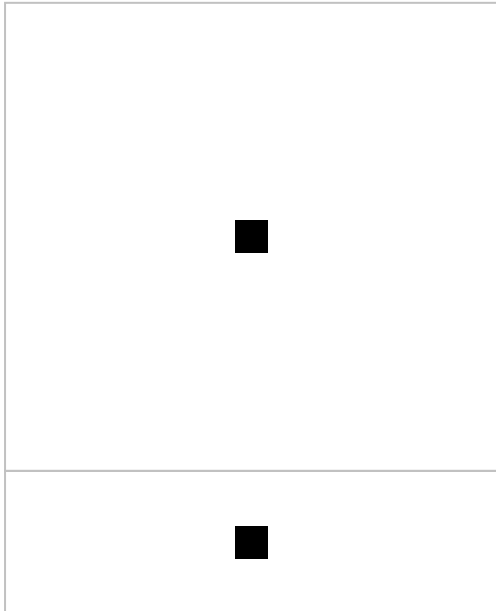
Sent: Wednesday, February 21, 2024 9:11 AM

To: s 9(2)(a) <s 9(2)(a)>

Cc: s 9(2)(a)

Subject: RE: Rigging all chandeliers/clouds/Rock Chandeliers etc....

OK no problem....are you loading in on Monday as day one or earlier?



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From: s 9(2)(a) <s 9(2)(a)>

Sent: Tuesday, February 20, 2024 5:35 PM

To: s 9(2)(a) <s 9(2)(a)>

Cc: s 9(2)(a)

Subject: Re: Rigging all chandeliers/clouds/Rock Chandeliers etc....

Hey s
9(2)

You're probably going to have to wait until we have a schedule as we'll need to use the venue

s 9(2)(a)

On Tue, 20 Feb 2024 at 16:46, s 9(2)(a) < s 9(2)(a) > wrote:

H s 9(2)

I have just spoken to s 9(2)(a) – cc'd in – re all our rigging which I'm hoping to get done on Monday 6th.

He has booked the 2 scissor lifts for 8am – 5pm that day and will have 4 staff to set all our elements in the air.

Does this clash with you needing them – scissor lifts - that day?

Thanks hun

s 9(2)(a)

From: s 9(2)
To: [Aaron Telford](#)
Cc: s 9(2)(a)
Subject: RE: Catering s
Date: Wednesday, 21 February 2024 1:45:05 pm
Attachments: [image001.jpg](#)
[ATT00001.png](#)

Hi Aaron

We'd like to go with the option of:

3 x Food Items for MT and AT

9 x Food items for Lunch

The price would be \$ s 9(2)(i) plus GST

Thanks

s

9(2)

s 9(2)(a)

s 9(2)

()

s 9(2)(a)

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, February 7, 2024 2:19 PM

To: s 9(2)(a)

Subject: Catering s 9(2)

Hi s 9(2) ()

I have just had a meeting with Andrew (GM Venues) in regard to the catering costs.

The brief that our chef has been given by Jonny is:

4 x Food Items for MT and AT

13 x Food items on the buffet.

This can be achieved for you, however the price would be \$ s 9(2)(i) pp plus GST

If you reduce this to:

3 x Food Items for MT and AT

9 x Food items for Lunch

The price would be \$ s 9(2)(i) plus GST

Please let me know which way you would like to go- so chef can start to finalise the curated menus for you.

Thanks

Aaron

Aaron Telford

Senior Account Manager- Venues

Out of
scope

From: s 9(2)(a)
Sent: Thursday, 6 July 2023 1:59 pm
To: s 9(2)(a) Aaron Telford
Subject: RE: Contract - s 9(2)(a)
Attachments: s 9(2)(a) (1) @ Takina.pdf

Kia ora s 9(2)(a)

Hope my email finds you well.

I would like to let you know that I am going overseas from the end of this week, therefore not able to assist while I am away.

I have cc in here my colleague Aaron, that will be able to assist while I am away.

@Aaron Telford attached is contract sent to s 9(2)(a)

Thanks and we look forward to hearing from you.

Ngā mihi

Martina Cenzato

Senior Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

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venues
One experienced
team

Museum of New Zealand
Te Papa Tongarewa
Tākina Wellington Convention
& Exhibition Centre

From: Martina Cenzato

Sent: Wednesday, July 5, 2023 12:21 PM

To: s 9(2)(a) s 9(2)(a)

Subject: RE: Contract - s 9(2)(a) Conference

Hi s 9(2)(a)

How are you?

Nay update on this one?

Thanks 😊

Ngā mihi

Martina Cenzato

Senior Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

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From: Martina Cenzato

Sent: Friday, June 30, 2023 11:09 AM

To: s 9(2)(a) s 9(2)(a)

Subject: RE: Contract - s 9(2)(a) Conference

Ok no worries – lets work on this, and I can always handover the contract to one of my colleague if we don't reach signature by next week 😊

Feel free to send me questions to review 😊

Ngā mihi

Martina Cenzato

Senior Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

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From: s 9(2)(a) s 9(2)(a)
Sent: Friday, June 30, 2023 10:20 AM
To: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Subject: RE: Contract - s 9(2)(a) Conference

Thanks Martina for you remail.

The contract won't be signed by Monday as there are a number of questions from me and the client which have received this week. I am just formulating an email to you.

Ngā mihi | Kind regards,

s 9(2)(a) s 9(2)(a)

From: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Sent: Thursday, June 29, 2023 8:06 PM
To: s 9(2)(a) s 9(2)(a)
Subject: RE: Contract - s 9(2)(a) Conference

Kia ora s 9(2)(a)
Hope you are well.

Could I ask on an update on contract signature?

It will be ideal to have it signed by Monday next week, I am going on an extended leave the week after next and I would love for you to be introduced to our coordination team before then 😊

Thanks

Ngā mihi

Martina Cenzato

Senior Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 21 s 9(2)

()

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From: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>

Sent: Wednesday, June 14, 2023 2:45 PM

To: s 9(2)(a)

Subject: RE: Contract - s 9(2) Taiwhenua Rural Health Network Conference

Thanks – no problem, happy to help with any questions.

Ngā mihi

Martina Cenzato

Senior Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 21 s 9(2)

()

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From: s 9(2)(a) s 9(2)(a)
Sent: Wednesday, June 14, 2023 1:41 PM
To: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Subject: RE: Contract - s 9(2)(a) Conference

Hi Martina,

Its sill with our legal team. As soon as I have it back, I will be in touch.

Ngā mihi | Kind regards,

s 9(2)(a) s 9(2)(a)

From: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Sent: Wednesday, June 14, 2023 10:30 AM
To: s 9(2)(a) s 9(2)(a)
Subject: RE: Contract - s 9(2)(a) Conference

Kia ora s 9(2)(a)
How are you?

Let me know if you were able to check contract sent – happy to assist anytime.

Ngā mihi
Martina Cenzato
Senior Account Manager
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 21 s 9(2)

()

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From: Martina Cenzato

Sent: Wednesday, June 7, 2023 9:28 AM

To: s 9(2)(a) s 9(2)(a)

Cc: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Subject: RE: Contract - s 9(2)(a) Conference

Thanks s 9(2)(a) 😊 Any questions, let me know.

Ngā mihi

Martina Cenzato

Senior Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 21 s 9(2)

()

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From: s 9(2)(a) s 9(2)(a)
Sent: Tuesday, June 6, 2023 9:34 PM
To: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Subject: RE: Contract - s 9(2)(a) Conference

Thanks Martina, we will review this week and get our legal team to do a once over.

No requirements for Sunday, thanks for checking.

Ngā mihi | Kind regards,

s 9(2)(a) s 9(2)(a)
s 9(2)(a)

From: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Sent: Tuesday, June 6, 2023 12:41 PM
To: s 9(2)(a) s 9(2)(a)
Cc: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Subject: Contract - s 9(2)(a) Conference

Kia ora s 9(2)(a)

Hope you had a nice long weekend.

Following our conversation, I have prepared contract for the s 9(2)(a) Conference – please find it here attached.

I noted that the event is from THU 4th to SAT 6th APR 2024 – pack in on WED 3rd APR 2024; level 1 at Tākina.
I don't have anything booked on SUN 7th APR (just making sure as below we mentioned this date).

Thanks for reconfirming, looking forward to hearing from you.

Ngā mihi

Martina Cenzato

Senior Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 21 **s 9(2)**

()

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From: Martina Cenzato

Sent: Tuesday, May 30, 2023 1:33 PM

To: Elena Ford <Elena.Ford@takinaevents.co.nz>; **s 9(2)(a)** <**s 9(2)(a)** wellingtonnz.com>; **s 9(2)(a)**

Subject: RE: To contract - **s 9(2)(a)** Conference

Wonderful news **s 9(2)** thanks for your assistance and thank the client for confirming this business with Tākina events.

Happy to liaise with **s 9(2)(a)** direct from now onwards.

@ **s 9(2)(a)** looking forward to working with you.

I will be in touch with a contract agreement for consideration.

Thanks

Ngā mihi

Martina Cenzato

Senior Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 21 **s 9(2)**

()

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From: Elena Ford <Elena.Ford@takinaevents.co.nz>
Sent: Tuesday, May 30, 2023 11:29 AM
To: s 9(2)(a) <s 9(2)(a)> <wellingtonnz.com>; Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a)>
Subject: RE: To contract - s 9(2)(a) Conference

Kia ora s 9(2)

Fantastic news! Martina will issue our contract to lock it in- and will send it to s 9(2)(a) for review and to pass it to the client for signing.

Thank you!

Ngā mihi,
Elena

Elena Ford
Venues Sales Manager
Tākina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: elena.ford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

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From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Tuesday, May 30, 2023 11:12 AM

To: Elena Ford <Elena.Ford@takinaevents.co.nz>; Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>

Cc: s 9(2)(a) s 9(2)(a)

Subject: To contract - s 9(2)(a) Conference

Kia ora Elena & Martina,

I am pleased to let you know s 9(2)(a) are happy to proceed to contract for their conference at Tākina for 3rd – 7th April 2024.

I have cc'd in s 9(2)(a) if you could please provide the contract directly to her. Please refer to contract minimum numbers in addition to who the contract should be made out to. Please send all communications to s 9(2)(a) directly. I will leave you to liaise directly from here.

Contract minimum numbers

- Thursday 4 April – day numbers will be 120 (morning tea, lunch and afternoon tea)
- Friday and Saturday – day numbers will be 280 (morning tea, lunch and afternoon tea)
- Friday – dinner numbers will be 160

Contract to be made out to:

s 9(2)(a)

But all communication including invoices to come through me.

Ngā mihi nui,

s
9(2)

Out of
scope

From: Aaron Telford
Sent: Monday, 18 September 2023 11:57 am
To: s 9(2)(a)
Subject: RE: Contract - s 9(2)(a) Conference
Attachments: s 9(2)(a) Conference - 3-4 APR 2024 - contract
Cpunteersigned.pdf

Kia ora s 9(2)(a)

Thank you for the contract return, please see attached the countersigned copy for your records.

I will hand your event over this Thursday to your coordinator and they will be in touch to arrange the deposit payment and work with you moving forward on details of the event,

Thanks and have a good week ahead!

Ngā mihi,

Aaron Telford
Senior Account Manager
Tākina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)



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From: s 9(2)(a)
Sent: Monday, September 18, 2023 10:55 AM
To: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>; Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Contract - s 9(2)(a) Conference

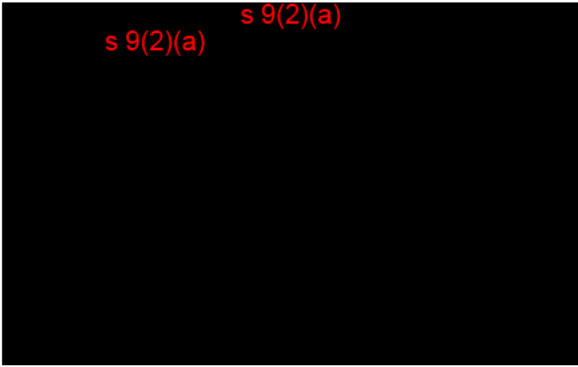
Kia ora Martina and Aaron,

Please find attached the signed contract. Can you please return a countersigned contract at your earliest convenience.

Can you please resend the appropriate deposit invoice so we can get this paid ASAP.

Look forward to being connected to our Event Coordinator.

Ngā mihi | Kind regards,



From: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>

Sent: Thursday, July 6, 2023 1:59 PM

To: s 9(2)(a) s 9(2)(a) Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: Contract - s 9(2)(a) Conference

Kia ora s 9(2)(a)

Hope my email finds you well.

I would like to let you know that I am going overseas from the end of this week, therefore not able to assist while I am away.

I have cc in here my colleague Aaron, that will be able to assist while I am away.

@Aaron Telford attached is contract sent to s 9(2)(a)

Thanks and we look forward to hearing from you.

Ngā mihi

Martina Cenzato

Senior Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 21 s 9(2)

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venues
One experienced
team

Museum of New Zealand
Te Papa Tongarewa
Tākina Wellington Convention
& Exhibition Centre

From: Martina Cenzato
Sent: Wednesday, July 5, 2023 12:21 PM
To: s 9(2)(a) s 9(2)(a)
Subject: RE: Contract - s 9(2)(a) Conference

Hi s 9(2)(a)
How are you?
Nay update on this one?
Thanks 😊

Ngā mihi
Martina Cenzato
Senior Account Manager
Tākina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: martina.cenzato@takinaevents.co.nz
Mobile: +64 21 s 9(2)

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From: Martina Cenzato

Sent: Friday, June 30, 2023 11:09 AM

To: s 9(2)(a) s 9(2)(a)

Subject: RE: Contract - s 9(2)(a) Conference

Ok no worries – lets work on this, and I can always handover the contract to one of my colleague if we don't reach signature by next week 😊

Feel free to send me questions to review 😊

Ngā mihi

Martina Cenzato

Senior Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 21 s 9(2)

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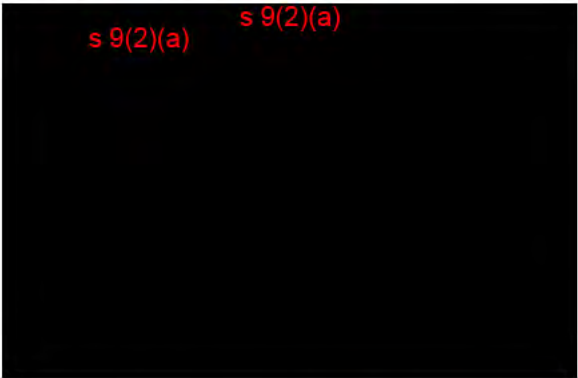


From: s 9(2)(a) s 9(2)(a)
Sent: Friday, June 30, 2023 10:20 AM
To: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Subject: RE: Contract - s 9(2)(a) Conference

Thanks Martina for you remail.

The contract won't be signed by Monday as there are a number of questions from me and the client which have received this week. I am just formulating an email to you.

Ngā mihi | Kind regards,



From: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Sent: Thursday, June 29, 2023 8:06 PM
To: s 9(2)(a) s 9(2)(a)
Subject: RE: Contract - s 9(2)(a) Conference

Kia ora s 9(2)(a)
Hope you are well.

Could I ask on an update on contract signature?

It will be ideal to have it signed by Monday next week, I am going on an extended leave the week after next and I would love for you to be introduced to our coordination team before then 😊

Thanks

Ngā mihi

Martina Cenzato

Senior Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 21 **s 9(2)**

()

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From: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>

Sent: Wednesday, June 14, 2023 2:45 PM

To: **s 9(2)(a)**

Subject: RE: Contract - **s 9(2)(a)** Conference

Thanks – no problem, happy to help with any questions.

Ngā mihi

Martina Cenzato

Senior Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 21 **s 9(2)**

()

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From: s 9(2)(a) s 9(2)(a)
Sent: Wednesday, June 14, 2023 1:41 PM
To: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Subject: RE: Contract - s 9(2)(a) Conference

Hi Martina,

Its sill with our legal team. As soon as I have it back, I will be in touch.

Ngā mihi | Kind regards,

s 9(2)(a) s 9(2)(a)



From: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Sent: Wednesday, June 14, 2023 10:30 AM
To: s 9(2)(a) s 9(2)(a)
Subject: RE: Contract - s 9(2)(a) Conference

Kia ora s 9(2)(a)
How are you?

Let me know if you were able to check contract sent – happy to assist anytime.

Ngā mihi
Martina Cenzato
Senior Account Manager
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 21 s 9(2)

()

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From: Martina Cenzato

Sent: Wednesday, June 7, 2023 9:28 AM

To: s 9(2)(a) s 9(2)(a)

Cc: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>

Subject: RE: Contract - s 9(2)(a) Conference

Thanks s 9(2)(a) 😊 Any questions, let me know.

Ngā mihi

Martina Cenzato

Senior Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 21 s 9(2)

()

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From: s 9(2)(a) s 9(2)(a)
Sent: Tuesday, June 6, 2023 9:34 PM
To: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Subject: RE: Contract - s 9(2)(a) Conference

Thanks Martina, we will review this week and get our legal team to do a once over.

No requirements for Sunday, thanks for checking.

Ngā mihi | Kind regards,

s 9(2)(a) s 9(2)(a)

From: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Sent: Tuesday, June 6, 2023 12:41 PM
To: s 9(2)(a) s 9(2)(a)
Cc: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Subject: Contract - s 9(2)(a) Conference

Kia ora s 9(2)(a)

Hope you had a nice long weekend.

Following our conversation, I have prepared contract for the s 9(2)(a) Conference – please find it here attached.

I noted that the event is from THU 4th to SAT 6th APR 2024 – pack in on WED 3rd APR 2024; level 1 at Tākina.
I don't have anything booked on SUN 7th APR (just making sure as below we mentioned this date).

Thanks for reconfirming, looking forward to hearing from you.

Ngā mihi

Martina Cenzato

Senior Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 21 **s 9(2)**

()

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From: Martina Cenzato

Sent: Tuesday, May 30, 2023 1:33 PM

To: Elena Ford <Elena.Ford@takinaevents.co.nz>; **s 9(2)(a)** <**s 9(2)(a)** wellingtonnz.com>; **s 9(2)(a)**

Subject: RE: To contract - **s 9(2)(a)** Conference

Wonderful news **s 9(2)** thanks for your assistance and thank the client for confirming this business with Tākina events.

Happy to liaise with **s 9(2)(a)** direct from now onwards.

@ **s 9(2)(a)** looking forward to working with you.

I will be in touch with a contract agreement for consideration.

Thanks

Ngā mihi

Martina Cenzato

Senior Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 21 **s 9(2)**

()

Talk to us about hosting your next event at Tākina or Te Papa
Find out more at takina.co.nz



From: Elena Ford <Elena.Ford@takinaevents.co.nz>
Sent: Tuesday, May 30, 2023 11:29 AM
To: s 9(2)(a) <s 9(2)(a)> <wellingtonnz.com>; Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a)>
Subject: RE: To contract - s 9(2)(a) Conference

Kia ora s 9(2)

Fantastic news! Martina will issue our contract to lock it in- and will send it to s 9(2)(a) for review and to pass it to the client for signing.

Thank you!

Ngā mihi,
Elena

Elena Ford
Venues Sales Manager
Tākina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: elena.ford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

Talk to us about hosting your next event at Tākina or Te Papa
Find out more at takina.co.nz



From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Tuesday, May 30, 2023 11:12 AM

To: Elena Ford <Elena.Ford@takinaevents.co.nz>; Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>

Cc: s 9(2)(a) s 9(2)(a)

Subject: To contract - s 9(2)(a) Conference

Kia ora Elena & Martina,

I am pleased to let you know s 9(2)(a) are happy to proceed to contract for their conference at Tākina for 3rd – 7th April 2024.

I have cc'd in s 9(2)(a) if you could please provide the contract directly to her. Please refer to contract minimum numbers in addition to who the contract should be made out to. Please send all communications to s 9(2)(a) directly. I will leave you to liaise directly from here.

Contract minimum numbers

- Thursday 4 April – day numbers will be 120 (morning tea, lunch and afternoon tea)
- Friday and Saturday – day numbers will be 280 (morning tea, lunch and afternoon tea)
- Friday – dinner numbers will be 160

Contract to be made out to:

s 9(2)(a)

But all communication including invoices to come through me.

Ngā mihi nui,

s
9(2)

Out of scope

From: s 9(2)(a) <s 9(2)(a)>
Sent: Friday, 22 September 2023 12:53 pm
To: Aaron Telford
Cc: s 9(2)(a)
Subject: Re: s 9(2)(a) 2024 - exhibition floor plan sign off
Attachments: image009.png

Thanks Aaron

Apologies I was under the impression we could build here, but as long as there was a gap (i.e not hard up against the wall)?

If you can confirm for me as above, I'll get the plan adjusted

s 9(2)(a)

On Fri, 22 Sept 2023 at 12:50, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Kia ora s 9(2)(a)

Thanks for the attached.

It looks good, apart from the below booths that are blocking doorways/entrance paths as indicated by the red no build zones.

22 & 23

25 & 26

Thanks

Aaron

Ngā mihi,

Aaron Telford

Senior Account Manager

Tākina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a) s 9(2)(a)
Sent: Friday, September 22, 2023 12:42 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a)>
Subject: s 9(2)(a) 2024 - exhibition floor plan sign off

Kia ora Aaron,

Please find attached the exhibition Floor plan for the s 9(2) conference in April next year.
()

I am keen to get your ok and this plan signed off please as we are keen to sell exhibition space soon.

Ngā mihi | Kind regards,

s 9(2)(a)

s 9(2)(a)

Out of
scope

From: s 9(2)(a) s 9(2)(a)
Sent: Monday, 25 September 2023 8:35 pm
To: Aaron Telford; s 9(2)(a)
Subject: RE: s 9(2)(a) 2024 - exhibition floor plan sign off

Hi Aaron,

Any luck on whether these spaces can have stands in front of them?

Ngā mihi | Kind regards,

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Friday, September 22, 2023 1:53 PM
To: s 9(2)(a) <s 9(2)(a)>
Cc: s 9(2)(a)
Subject: RE: National Rural Health Conference 2024 - exhibition floor plan sign off

Thanks s 9(2)(a)

Let me re-confirm this with our ops team and will come back you to today.

Ngā mihi,

Aaron Telford
Senior Account Manager
Tākina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)



Celebrate 2023 at Tākina Events

Finish 2023 in style inside
Wellington's preeminent
venues – Te Papa and Tākina



From: s 9(2)(a) <s 9(2)(a)>
Sent: Friday, September 22, 2023 12:53 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a)
Subject: Re: National Rural Health Conference 2024 - exhibition floor plan sign off

Thanks Aaron

Apologies I was under the impression we could build here, but as long as there was a gap (i.e not hard up against the wall)?

If you can confirm for me as above, I'll get the plan adjusted

s 9(2)(a)



On Fri, 22 Sept 2023 at 12:50, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Kia ora s 9(2)(a)

Thanks for the attached.

It looks good, apart from the below booths that are blocking doorways/entrance paths as indicated by the red no build zones.

22 & 23

25 & 26

Thanks

Aaron

Ngā mihi,

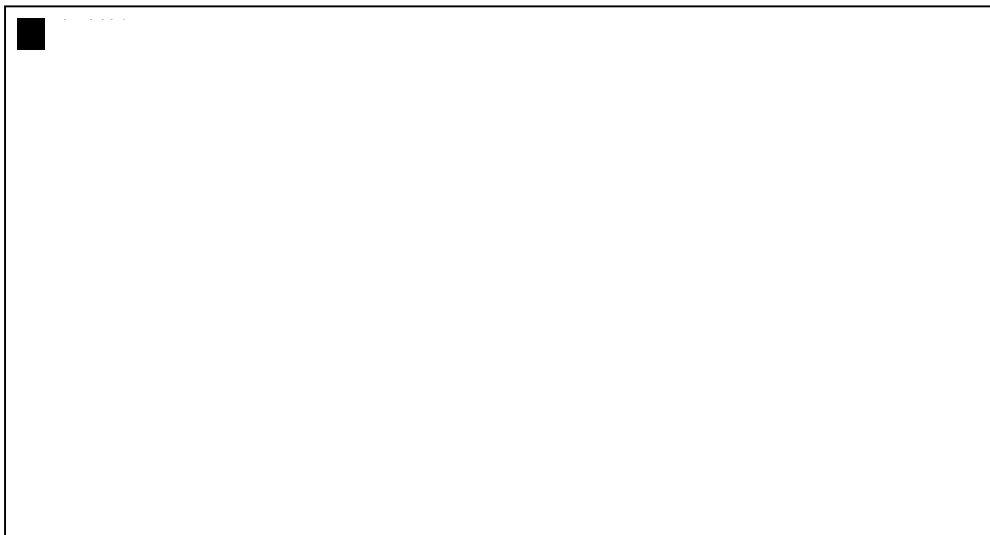
Aaron Telford

Senior Account Manager

Tākina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a) s 9(2)(a)
Sent: Friday, September 22, 2023 12:42 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a)>
Subject: s 9(2)(a) 2024 - exhibition floor plan sign off

Kia ora Aaron,

Please find attached the exhibition Floor plan for the s 9(2) conference in April next year.
()

I am keen to get your ok and this plan signed off please as we are keen to sell exhibition space soon.

Ngā mihi | Kind regards,

s 9(2)(a)
s 9(2)(a)

s 9(2)(a)

Out of
scope

From: Aaron Telford
Sent: Tuesday, 3 October 2023 11:25 am
To: s 9(2)(a) s 9(2)(a)
Subject: RE: Attached Image **Do Not Reply**

Kia ora,

This floor plan has been approved.

Thanks

aaron

Aaron Telford
Senior Account Manager
Tākina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Monday, October 2, 2023 11:04 AM
To: s 9(2)(a)
Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Fwd: Attached Image **Do Not Reply**

Hi s 9(2)(a)

Please find attached the updated plan for s 9(2) as discussed

Aaron, can you please confirm for me that this is ok from your end?

s 9(2)(a)



----- Forwarded message -----

From: [redacted] s 9(2)(a)

Date: Mon, 2 Oct 2023 at 08:01

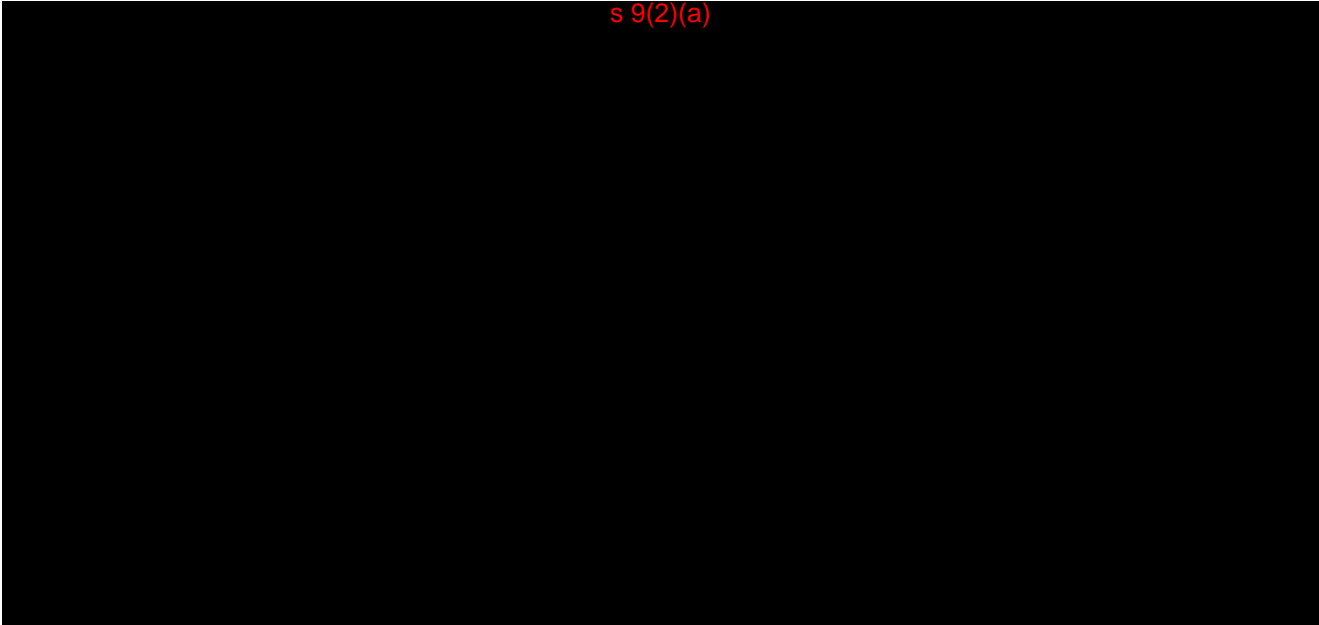
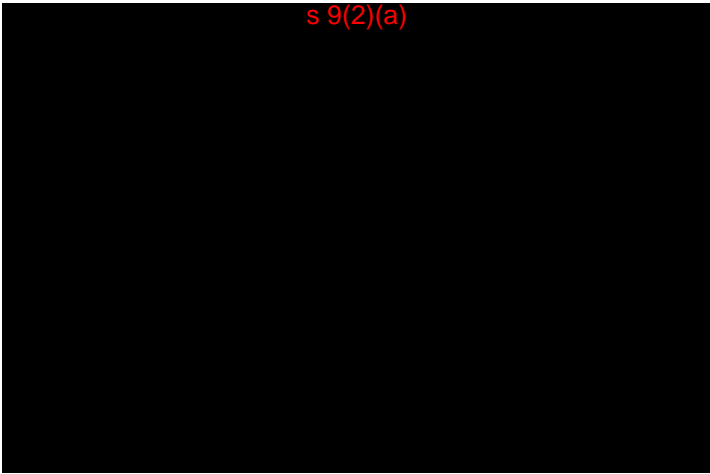
Subject: Re: Attached Image **Do Not Reply**

To: [redacted] s 9(2)(a) <[redacted] s 9(2)(a)>

morning

see attached under same version v04

Many Thanks ;)



On Fri, Sep 29, 2023 at 9:59 AM [redacted] s 9(2)(a) <[redacted] s 9(2)(a)> wrote:

Can we just move 15 & 40 up a bit so it sits in the gap

§ 9(2)(a)

On Fri, 29 Sept 2023 at 09:57, § 9(2)(a) wrote:

SEE ATTACHED

Many Thanks ;)

§ 9(2)(a)

On Tue, Sep 26, 2023 at 3:26 PM s 9(2)(a) <s 9(2)(a)> wrote:

Hey Mate

Please update as attached

s 9(2)(a)

----- Forwarded message -----

s 9(2)(a)

Date: Tue, 26 Sept 2023 at 15:23

Subject: Attached Image ****Do Not Reply****

To: nicola <s 9(2)(a)>

s 9(2)(a)

From: [Tory Chan](#)
To: s 9(2)(a)
Subject: RE: Takina Events - s 9(2)(a) - 1 & 2 May 2024 - countersigned contract, public liability & purchase order number
Date: Friday, 4 August 2023 1:50:52 pm
Attachments: [55115 - Tall Poppy - countersigned contract.pdf](#)
[image003.png](#)

Hi s

Following on from my email below, I have attached a copy of the countersigned contract for your records. Let me know about the public liability and if you need a purchase order number on your invoice.

In the next few months, I will do an e-introduction to the co-ordinator who will be working with you to finalise all the details for your event.

I will be in touch and have a great weekend!

Nga mihi

Tory Chan

Account Manager
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 s 9(2)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Friday, August 4, 2023 9:58 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Takina Events - s 9(2)(a) - 1 & 2 May 2024 - Public Liability Insurance & Purchase Order Number

Hi s

Happy Friday to you! Thank you for sending that through, does your Public Liability Insurance meet our required amount of s 9(2)(a) If not, you can also use Takina Events Public Insurance for s GST per day.

Also, let me know if you need a purchase order number to be on your invoice.

Cheers,

Nga mihi

Tory Chan

Account Manager
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 s 9(2)

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Find out more at takina.co.nz

From: s 9(2)(a) <s 9(2)(a)>
Sent: Friday, August 4, 2023 8:54 AM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: Takina Events - s 9(2)(a) - 1 & 2 May 2024 - contract for sign off

Good morning, Tory!

Thank you so much for the extension regarding the signing of the contract.
I have attached it for you here.

Please reach out if you have anything further you need!

s
9(2)
(a)
s 9(2)(a)

s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Thursday, August 3, 2023 2:22 PM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Takina Events - s 9(2)(a) - 1 & 2 May 2024 - contract for sign off

Hi s

Thank you for your emails and that is no problems at all, I have extended the sign off date to next Monday 7th August. Let me know if that is enough time for you both to catch up and complete the contract.

Cheers,

Nga mihi
Tory Chan
Account Manager
Takina Events
PO Box 467, 55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 s 9(2)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz

From: s 9(2)(a) <s 9(2)(a)>
Sent: Thursday, August 3, 2023 10:17 AM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: Takina Events - s 9(2)(a) - 1 & 2 May 2024 - contract for sign off

Good morning, Tory!

Hope you are having a good week so far.
Apologies for the delay in getting the signed contract to you. Belle and I haven't had the chance to get it completed. I am hoping to see her this afternoon and get this signed off for you.
We are definitely going ahead with this!

Is there any chance you can hold off releasing these dates just in case she cannot sign it today? (although I will still aim to have it for you before EOD)

So sorry for this!

Hope this is okay,

s

s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Thursday, July 27, 2023 12:54 PM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Takina Events - s 9(2)(a) - 1 & 2 May 2024 - contract for sign off

Hi s

Thank you for confirming the Tall Poppy Real Estate Conference 2024 at Takina Events. We look forward to welcoming you in our spaces!

Please find attached the contract for your review and note the following:

- There is a minimum catering spend of \$ s 9(2)(a) + GST per person per day based on 200 people (equivalent of [Daily Menu](#) morning/afternoon tea and lunch)
- Dinner Catering minimum spend of s 9(2) + GST based on 200 people (equivalent of 3 course dinner)
- If you decide that you want to have a trade component in the Rongomatane Foyer, the room hire rate will increase
- Please note there is basic audio visual included in the rate. Any additional AV such as staging will incur an additional charge and this can be confirmed with your co-ordinator closer to the time

Could you return a signed copy of the contract (included terms & conditions) **by next Thursday 3rd August**. If you anticipate needing an extension on this, please let me know. After this deadline, we reserve the right to release the spaces to another client if we haven't heard back from you.

Once we receive the signed contract and the countersigned copy is sent, the agreement becomes binding.

s 9(2)(i)

s
9(2)

Thank you again for choosing our spaces, we look forward to working with your team.

Have a lovely weekend if we don't speak before then s 9(2)

Kind regards,

Nga mihi
Tory Chan
Account Manager
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 s 9(2)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz

From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, July 26, 2023 1:07 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: Takina Events - s 9(2)(a) - 1 & 2 May 2024 - contract details

Afternoon, Tory,

Here is the details below:

- Name of s 9(2)(a)
- Contract
- Who will

Thanks so much!

s

s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Wednesday, July 26, 2023 9:27 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Takina Events - s 9(2)(a) - 1 & 2 May 2024 - contract details

Hi s

That's fantastic that you had a successful conference, well done!! And you do need the weekend to recover, you're 'on' pretty much the entire time, not to mention the lead up!!

That is wonderful news you wish to proceed with your conference on 1 & 2 May 2024. I will draw up a contract for you. Are you able to confirm the below details so I can include the correct information in the contract:

- Name of the event
- Will it be your name that I pop onto the contract s If not, please advise who's details I put on there (Please advise full name, title, contact email and phone number and address if different from above)
- Who will this be billed to? (Please advise full name, title, contact email and phone number and address if different from above)

Thank you s I look forward to hearing from you.

Nga mihi

Tory Chan

Account Manager
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 **s 9(2)**

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz

From: **s 9(2)(a)** <**s 9(2)(a)**>
Sent: Tuesday, July 25, 2023 4:12 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: Takina Events - **s 9(2)(a)** - 1 & 2 May 2024 - update for 2024 conference

Good Afternoon, Tory!

It was a fabulous conference thank you, definitely needed the weekend to recover haha!

Yes, we are wanting to go ahead with the conference at Takina! We absolutely loved the venue and feel the spaces would work beautifully for us.

Please let us know what you are requiring from us to keep the ball rolling.

Thanks!

s
9(2)
(a)
(2)(a)

s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Monday, July 24, 2023 10:48 AM
To: **s 9(2)(a)** <**s 9(2)(a)**>
Subject: RE: Takina Events - **s 9(2)(a)** - 1 & 2 May 2024 - update for 2024 conference

Hi **s**

How did your conference go last week? Hope you managed to recover over the weekend! Do you have any updates on your conference for next year?

Also, I am only online until midday today and in meetings all morning tomorrow so I won't be back online until Thursday.

Have a lovely rest of the day and speak soon!

Nga mihi
Tory Chan
Account Manager
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Monday, July 10, 2023 2:57 PM

To: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)>

Subject: RE: Takina Events - [REDACTED] s 9(2)(a) - 1 & 2 May 2024 - V2 quote with audio visual details

Hi [REDACTED] s

Thank you for your email, that is no problems at all. I will hear from you when Belle is back from leave.

All the best for your conference next week!

Nga mihi

Tory Chan

Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Wednesday, Thursday & Friday

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz

From: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)>

Sent: Monday, July 10, 2023 1:10 PM

To: Tory Chan <Tory.Chan@takinaevents.co.nz>

Subject: RE: Takina Events - [REDACTED] s 9(2)(a) - 1 & 2 May 2024 - V2 quote with audio visual details

Thank you, Tory!

We appreciate all your help so far. We will be in touch in a couple of weeks as Belle is overseas now & we have a conference next week.

Will be in touch.

[REDACTED] s
9(2)
(a)

[REDACTED] (2)(a)

[REDACTED] s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Friday, July 7, 2023 3:26 PM

To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Takina Events - s 9(2)(a) - 1 & 2 May 2024 - V2 quote with audio visual details

Hi s

I hope you're having a good week! I understand you had a good site visit earlier today and Grace has passed your queries onto me.

I have updated the quote to include what AV is included and additional in the rooms at Takina and added the additional charges for AV in Wellington Foyer. Both of these updates can be found on page 9 and I have highlighted it in **YELLOW** so you can find it easily.

Let me know if you need anything else from me at this stage.

Thank you again for the opportunity and have a great weekend!

Nga mihi
Tory Chan
Account Manager
Takina Events
PO Box 467, 55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 s 9(2)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Wednesday, Thursday & Friday

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Wednesday, June 21, 2023 2:40 PM
To: s 9(2)(a)
Cc: Grace Barron <Grace.Barron@takinaevents.co.nz>
Subject: RE: Takina Events - s 9(2)(a) - 1 & 2 May 2024 - site visit on Friday 7 July at 11:45am

Hi s

Thank you for coming back to me, let me e-introduce you to Grace Barron. She will meet you on Friday 7th July at 11:45am by the water ball just through the main entrance of Te Papa. Her contact details are as follows:

Grace Barron
Account Manager
Takina Events
PO Box 467, 50 Cable Street, Wellington 6011
Email: grace.barron@takinaevents.co.nz
Mobile: +64 21 s 9(2)

Apologies again I can't meet you that day s but you will be in good hands with Grace

Are you able to email through your cell number just in case?

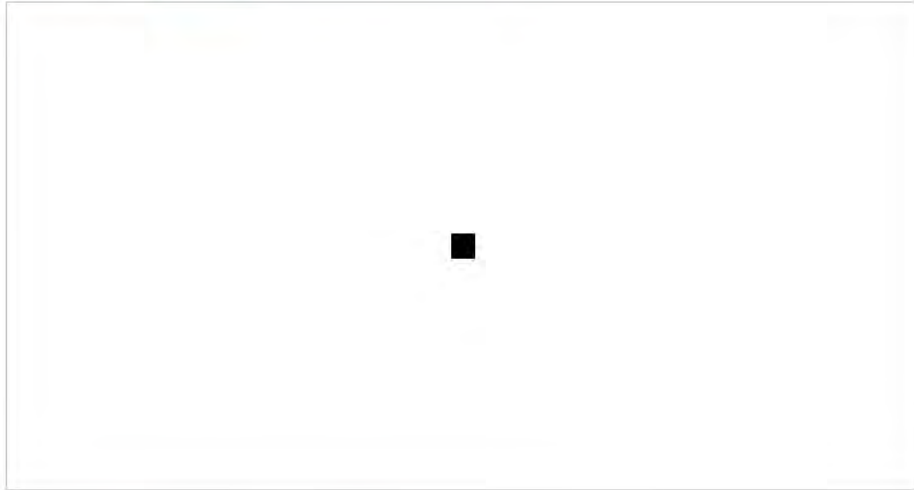
Thank you again for the opportunity and I will touch base with you after the site visit.

Kindest regards,

Nga mihi
Tory Chan
Account Manager
Takina Events
PO Box 467 /55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 **s 9(2)**

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Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: **s 9(2)(a)** <**s 9(2)(a)**>
Sent: Wednesday, June 21, 2023 9:35 AM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: Takina Events - **s 9(2)(a)** - 1 & 2 May 2024 - AV queries

Hey Tory,

Yes, let's lock in 11:45am.

s
9(2)
(a) **s 9(2)(a)**

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Tuesday, June 20, 2023 2:28 PM
To: **s 9(2)(a)** <**s 9(2)(a)**>
Subject: RE: Takina Events - **s 9(2)(a)** - 1 & 2 May 2024 - AV queries

No problems at all **s** And that's great that Friday 7th July works for you to come in. I am actually away that day due to school

holidays, but my colleague Grace Barron will be available to show you around. Does 11:45am on Friday 7th July work for you? Once you confirm the time, I will e-introduce you

Also, are you able to advise your cellphone number?

Nga mihi

Tory Chan

Account Manager

Takina Events

PO Box 467 /55 Cable Street, Wellington 6011

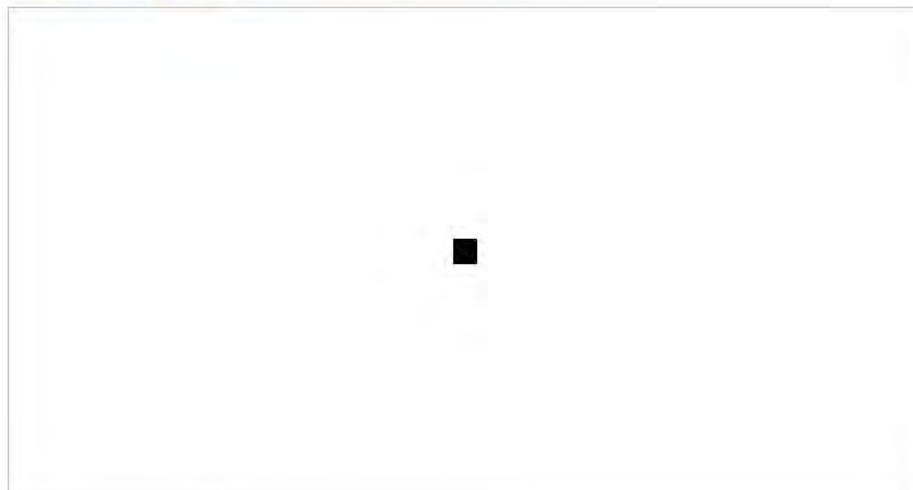
Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **s 9(2)**

I work on a part-time basis from 9:00am to 12:00pm on Monday, Wednesday, Thursday & Friday

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: **s 9(2)(a)** <**s 9(2)(a)**>

Sent: Tuesday, June 20, 2023 9:47 AM

To: Tory Chan <Tory.Chan@takinaevents.co.nz>

Subject: RE: Takina Events - **s 9(2)(a)** - 1 & 2 May 2024 - AV queries

Thank you for the AV details – I will go over that with my manager and see if we require any of the add ons.

In regard to coming to visit – yes please, can we do **Friday 7th July**. What time would suit you guys?

s

s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Monday, June 19, 2023 10:46 AM

To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Takina Events - s 9(2)(a) - 1 & 2 May 2024 - AV queries

Good morning s

Thank you for your response, the below AV is what is included in the room hire:

Rongomatane Plenary Hall One

- 2x 12000 Lumen HD Data projectors
- 2x 5.5m x 3.1m screens
- Sound system
- Lectern & lectern microphone
- 5x hand held microphones
- 3x lapel microphones
- 1x Comfort Monitor

Additional AV charges are as follows:

Front/Top Wash Presentation lighting - \$ s + GST
8m x 3m stage - \$ s + GST 9(2)

Matiu Meeting Room 1A

- 1x 12000 Lumen HD Data Projector
- 1x 4.4m x 2.5m screen
- Sound system
- Lectern & lectern microphone
- 2x hand held microphones
- 1x lapel microphone
- 1x comfort monitor

Additional AV charges are as follows:

- Wash Presentation lighting - \$ s + GST
- 6m x 2m stage - \$ s + GST 9(2)

Mokopuna Meeting Room 1B

- 1x 5000 Lumen HD Data Projector
- 1x 3.3m x 1.8m screen
- Sound system
- Lectern & lectern microphone
- 1x hand held microphone
- 1x lapel microphone
- 1x comfort monitor

Staging and lighting are not necessary in these smaller rooms

Makaro Meeting Room 1C

- 1x 5000 Lumen HD Data Projector
- 1x 3.3m x 1.8m screen
- Sound system
- Lectern & lectern microphone
- 1x hand held microphone
- 1x lapel microphone
- 1x comfort monitor

Staging and lighting are not necessary in these smaller rooms

Unfortunately Takina is not available to view tomorrow when you're in the city! We're looking quite full in the next few weeks, would Friday 7th July work for you to come in for a site visit?

Kindest regards,

Nga mihi

Tory Chan

Account Manager

Takina Events

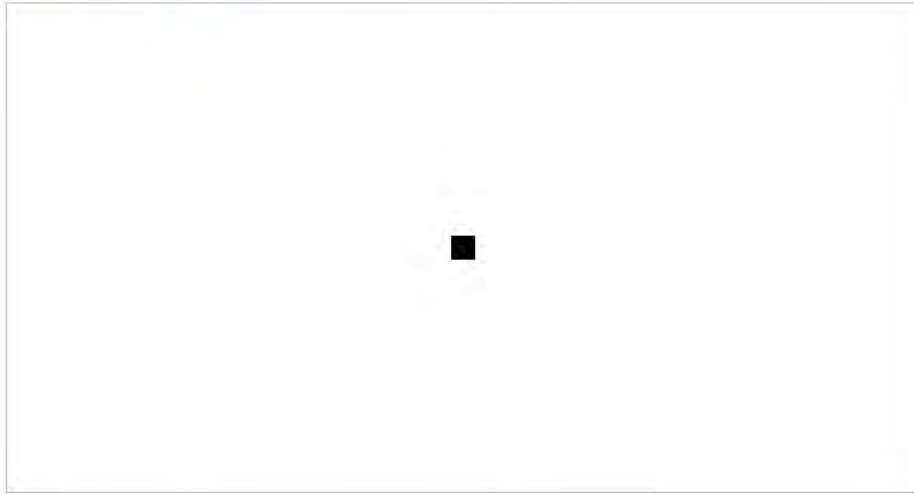
PO Box 467 i55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Wednesday, Thursday & Friday

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: s 9(2)(a) <s 9(2)(a)>
Sent: Friday, June 16, 2023 3:13 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: Takina Events - s 9(2)(a) - 1 & 2 May 2024 - follow up

Good afternoon, Tory!

Yes, thank you. I do have a couple further questions which I have below:

- What is included in the 'Standard Audio-Visual package'?
- What extras are included for AV and at what costs?

Would **Tuesday 20th June** in the morning work for us to come in and have a look around? Our office is based in s 9(2)(a) that date!

Sorry for the late notice,
Hope this is all alright.

s
9(2)
(a)

s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Friday, June 16, 2023 9:15 AM

To: s 9(2)(a) <[REDACTED] s 9(2)(a)>

Subject: FW: Takina Events - [REDACTED] s 9(2)(a) - 1 & 2 May 2024 - follow up

You don't often get email from tory.chan@takinaevents.co.nz. [Learn why this is important](#)

Good morning [REDACTED] S

I hope you've had a good week!

Have you had a chance to look through the quote I sent you for your conference in May next year? Let me know if you have any questions or want to T up a day/time to come in and view our spaces.

Kindest regards,

Nga mihi

Tory Chan

Account Manager

Takina Events

PO Box 467, 55 Cable Street, Wellington 6011

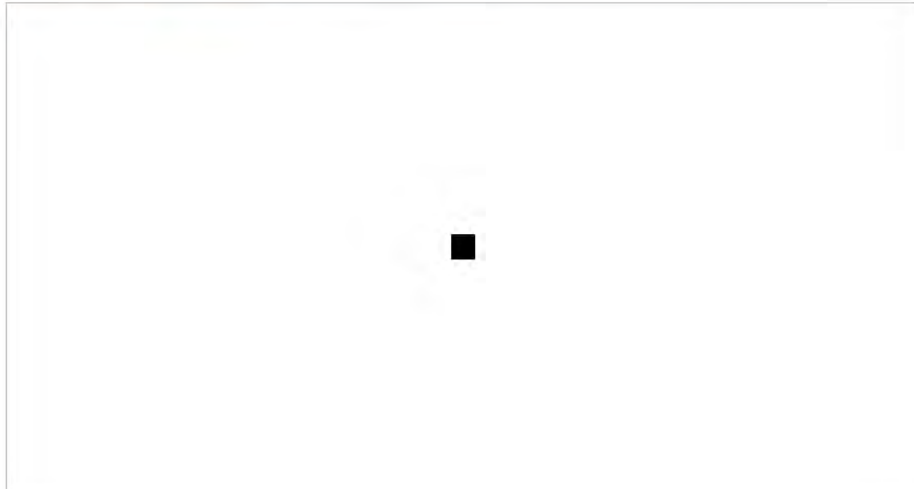
Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)

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From: Tory Chan

Sent: Monday, June 12, 2023 11:06 AM

To: [REDACTED] s 9(2)(a)

Subject: Re: Takina Events - [REDACTED] s 9(2)(a) - 1 & 2 May 2024

H [REDACTED] S

I hope you had a lovely weekend! Thank you for coming back to me with all that useful information, we would love to welcome Tall Poppy to our spaces.

I am pleased to confirm availability on **1st & 2nd May 2024** and have tentatively pencilled you in. If we receive another enquiry for the same date, I will reach out to ensure you're interested. If so, we require a signed contract to confirm your booking.

I have quoted for the following spaces on **Level 1** at Takina:

- **Rongomatane Plenary Hall 1** – for your main conference room
- **Rongomatane Foyer** – for your catering area
- **Matiu Meeting Room A** – for your breakout room
- **Mokopuna Meeting Room B** – for your breakout room
- **Makaro Meeting Room C** – for your breakout room
- [Wellington Foyer](#) for your Conference Dinner

Click on below links to access to each space and [interactive floor plans](#)

1. [Plenary Hall One](#)
2. [Takina meeting rooms](#)
3. [Exhibition Hall](#)

Please find attached a quotation for review and note the following:

- Conference Catering minimum spend of \$ s 9(2)(b) + GST per day based on 200 people per day (equivalent of [Daily Menu](#) morning/afternoon tea and lunch).
- Dinner Catering minimum spend of \$ s 9(2)(b) + GST based on 200 people (equivalent of 3 course dinner)
- I have offered a discounted rate for s 9(2)(b)ongomatane Foyer, if you decide that you want to have a trade component the room hire rate will increase

The offer is valid until 10th July 2023. After this, we reserve the right to cancel the offer and to release the spaces to another client if we haven't heard back from you.

Thank you again for the opportunity s 9(2) feel free to call me if you have any questions, or would like to organise a family of the spaces.

Nga mihi

Tory Chan

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

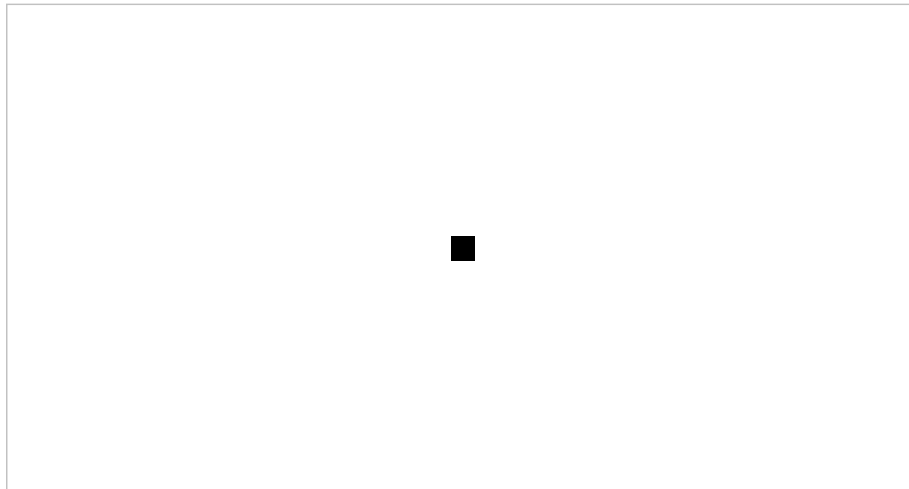
Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)

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Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: s 9(2)(a) <s 9(2)(a)>
Sent: Friday, June 9, 2023 2:14 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: Takina Events - s 9(2)(a) Availability Enquiry

Good afternoon, Tory,

Sorry for the delay in response I had to reach out to my manager regarding some of the questions. I have put together the answers for you below.

- How many people are you expecting for this conference? **Around 200 pax.**
- Do you require any breakout rooms? **Yes, we would.**
- Will you be having any trade component? **Not typically, we normally just have sponsors as guest speakers.**
- What time do you require pack in from on Tuesday 30th? **As much of the day as possible, whatever suits you.**
- Is the conference for two full days and you require full day catering for both days? **Yes, we would.**
- Do you have any evening functions? **We have a gala dinner/awards night on May 1st.**
- Have you been advised of any budgets for this conference? **No, we have not, we are trying to figure out availability/costs come back from different venues.**
- Are you Wellington based and wish to come in to take a look around? **Yes, we are Wellington based and would love to have a look around!**
- Are you flexible with your dates if we don't have availability? **Slightly flexible, although we would still need it to be early May**

(during weekdays).

- Is this an annual conference? If so, when was it last held in Wellington and what venue? Yes, this is an annual conference (minus this year). Our last conference was held at TSB & Shed 6 2022.

Please let me know if you require any further information from me.
Look forward to hearing back.

s
9(2)
(a)

(2)(a)

s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Wednesday, June 7, 2023 9:46 AM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: Takina Events - s 9(2)(a) Availability Enquiry

You don't often get email from tory.chan@takinaevents.co.nz. [Learn why this is important](#)

Good morning s

Thank you for your enquiry here at Takina Events, I will require a few further details for your conference then I can check availability and put together a quote for you:

- How many people are you expecting for this conference?
- Do you require any breakout rooms?
- Will you be having any trade component?
- What time do you require pack in from on Tuesday 30th?
- Is the conference for two full days and you require full day catering for both days?
- Do you have any evening functions?
- Have you been advised of any budgets for this conference?
- Are you Wellington based and wish to come in to take a look around?
- Are you flexible with your dates if we don't have availability?
- Is this an annual conference? If so, when was it last held in Wellington and what venue?

Thank you for your time s if it's easier I can give you a call if you can advise your contact number. Once I have the above information I can put together some pricing and send through.

Nga mihi

Tory Chan

Account Manager

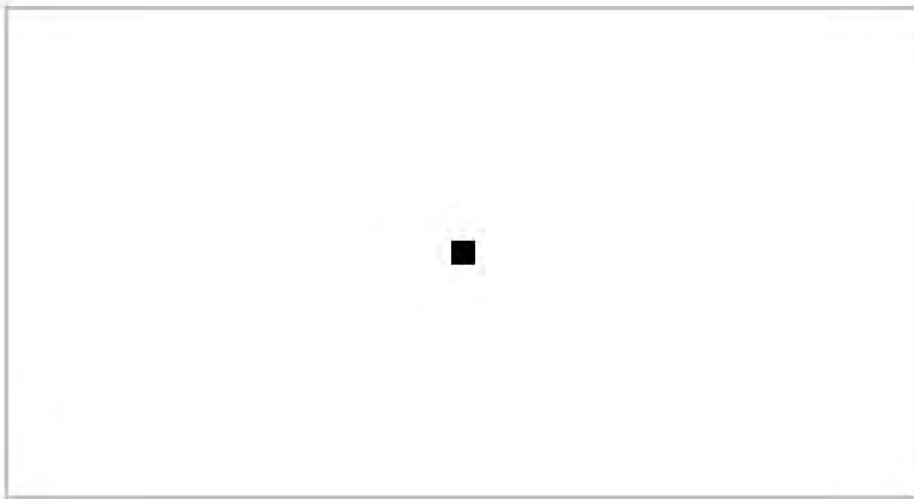
Takina Events

PO Box 467 /55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)

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Find out more at takina.co.nz



From: s 9(2)(a) <s 9(2)(a)>

Sent: Tuesday, June 6, 2023 3:07 PM

To: Venues <enquiries@takinaevents.co.nz>

Subject: Conference Availability Enquiry

Kia Ora,

My name is s & I work at Tall Poppy Real Estate.

We are currently starting to make plans for our 2024 National Conference and would love to enquire on your availability.

We are open to looking into holding it at either Te Papa or Takina.

Can you please let me know if either of these venues have the availability on the below dates:

Pack in: Tuesday 30th April 2024

Conference day 1: Wednesday 1st May 2024

Conference day 2 & pack down: Thursday 2nd May

Can we please also have a breakdown of the hire costs for each of these venues.

Thanks so much,

Look forward to hearing back from you.

s
9(2)
(a)

s 9(2)(a)

From: [Jeanine Smit](#)
To: s 9(2)(a)
Cc: [Tory Chan](#)
Subject: RE: Takina Events - s 9(2)(a) - 1 & 2 May 2024 - handover to Jeanine Smit (Takina Coordinator)
Date: Friday, 18 August 2023 12:15:12 pm
Attachments: [image004.png](#)

Kia Ora s

Nice to meet you too

I am just a phone call or email away if you need anything.

I look forward to working with you to create a memorable event.

Nga mihi,

Jeanine Smit

Senior Functions Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jeanine.smit@takinaevents.co.nz

Mobile: +64 21 s 9(2)
()

From: s 9(2)(a) <s 9(2)(a)>
Sent: Friday, August 18, 2023 12:11 PM
To: s 9(2)(a)
Cc: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: Takina Events - s 9(2)(a) - 1 & 2 May 2024 - handover to Jeanine Smit (Takina Coordinator)

Good afternoon, Jeanine!

Lovely to virtually meet you.

Looking forward to progressing with our conference planning with you.

s
9(2)
(a)

(2)(a)

s 9(2)(a)



From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Friday, August 18, 2023 12:04 PM
To: s 9(2)(a) <s 9(2)(a)>
Cc: s 9(2)(a)
Subject: RE: Takina Events - s 9(2)(a) - 1 & 2 May 2024 - handover to Jeanine Smit (Takina Coordinator)

Hi s

Happy Friday to you, I hope you're having a good week!

I would like to introduce **Jeanine Smit** (cc) who will be your Function Coordinator, going forward, supporting you to deliver a successful event.

You can now liaise directly with Jeanine using below details:

Mobile: +64 21 **s 9(2)**

Email: Jeanine.Smit@takinaevents.co.nz

Once again thank you for booking with Takina Events, we look forward to working with you and your team!

Thank you for your support and have a great weekend **s**

Nga mihi

Tory Chan

Account Manager

Takina Events

PO Box 467 |55 Cable Street, Wellington 6011

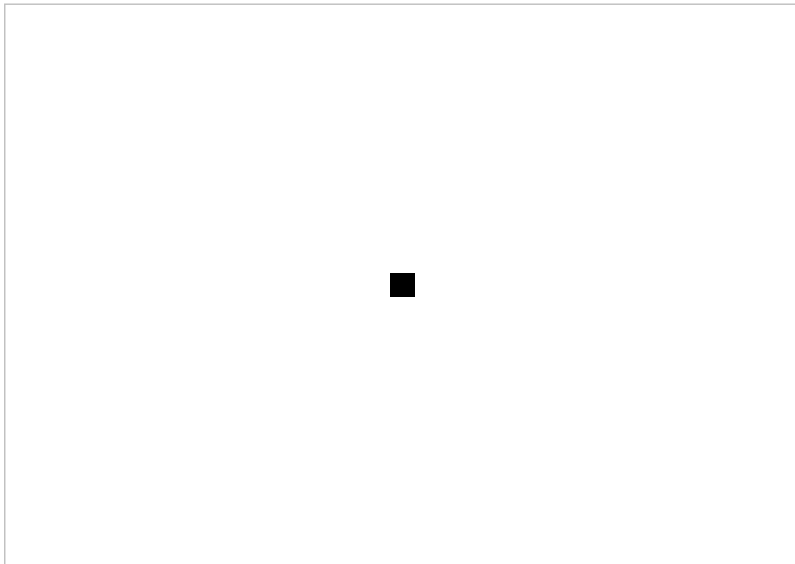
Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **s 9(2)**

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Friday, August 11, 2023 1:09 PM

To: **s 9(2)(a)** <**s 9(2)(a)**>

Subject: RE: Takina Events - **s 9(2)(a)** - 1 & 2 May 2024

Hi **s**

Thank you for that, I will make a note that you do not require a PO number on the invoice.

I will be in touch next week to e-introduce you to your coordinator.

Have a great weekend!

Nga mihi

Tory Chan

Account Manager

Takina Events

PO Box 467 |55 Cable Street, Wellington 6011

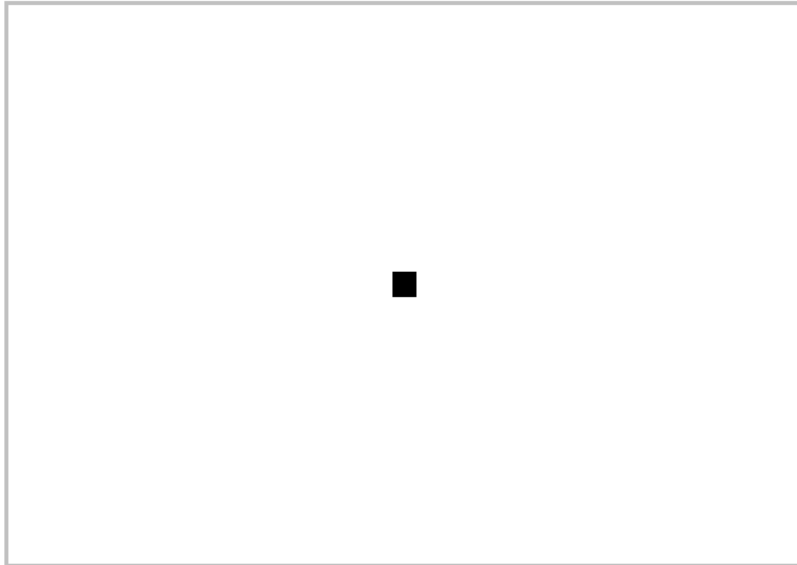
Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **s 9(2)**

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Find out more at takina.co.nz



From: s 9(2)(a) <s 9(2)(a)>
Sent: Friday, August 11, 2023 9:00 AM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: RE: Takina Events - s 9(2)(a) - 1 & 2 May 2024

Morena, Tory,

After confirming with our accounts team, they have said they don't really require PO numbers anymore. So, if the invoice could just be done under Belle Hanrahan's name or Bulsara t/a Tall Poppy.
Hope this is okay, sorry for the confusion!

We look forward to meeting our co-ordinator.

Thanks,
Nic.

s 9(2)(a)

s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Tuesday, August 8, 2023 9:14 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Takina Events - s 9(2)(a) - 1 & 2 May 2024

Hi s

Thank you for your response, I have made a note that you will use Takina's Public Liability for s GST and you require a PO number on your invoice. Please send this through once you have it.

As per my below email, I will be in touch to introduce you to your co-ordinator in the coming months.

In the meantime, let me know if you need anything else from me, otherwise I will be in touch!

Nga mihi

Tory Chan

Account Manager

Takina Events

PO Box 467, 55 Cable Street, Wellington 6011

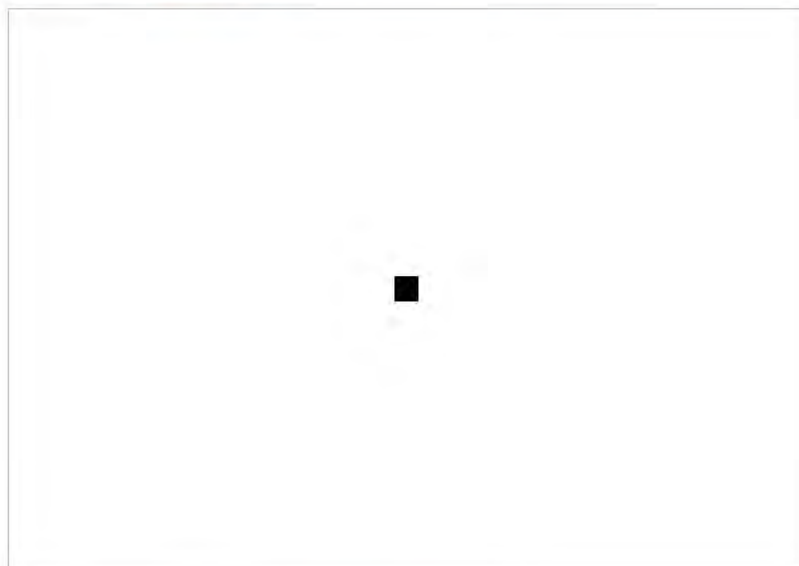
Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **s 9(2)**

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Takina or Te Papa

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From: **s 9(2)(a)** <**s 9(2)(a)**>

Sent: Monday, August 7, 2023 12:00 PM

To: Tory Chan <Tory.Chan@takinaevents.co.nz>

Subject: RE: Takina Events - **s 9(2)(a)** - 1 & 2 May 2024 - countersigned contract, public liability & purchase order number

Happy Monday, Tory!

Hope you had a lovely weekend.

For the public liability – can we please use Takina Events Public Insurance for **s 9(2)** + GST per day.

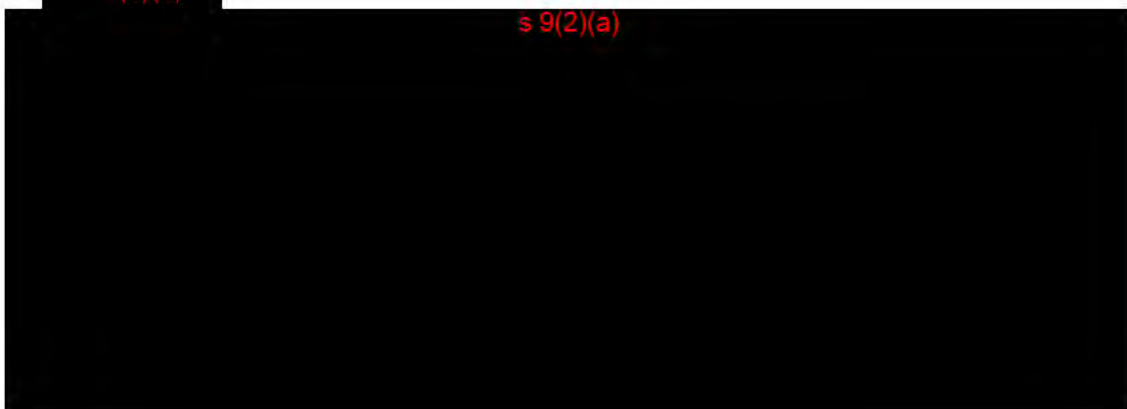
Additionally, yes, we will require a purchase order number on our invoice.

Thanks so much!

s
9(2)
(a)

(2)(a)

s 9(2)(a)



Out of
[redacted]

From: Jeanine Smit
Sent: Wednesday, 20 December 2023 10:20 am
To: Tory Chan; [redacted] s 9(2)(a) - FV National Conference Organiser
Subject: RE: [redacted] () s 9(2)(a) - 29 & 30 May 2024 - introduction Takina Events coordinator

Kia Ora [redacted] s 9(2)(a)
()

I look forward to working with you to create a memorable and successful event.

I will be in touch early next year with a summary of details that we require from you and a detailed timeline. However if you require this information any sooner, please let me know and I will send it through to you.

Wishing you a blessed Festive Season with your loved ones.

Ngā mihi,
Jeanine Smit
Senior Functions Coordinator
Tākina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: jeanine.smit@takinaevents.co.nz
Mobile: +64 21 [redacted] s 9(2)(a)

Talk to us about hosting your next event at Tākina or Te Papa
Find out more at takina.co.nz

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Sunday, December 17, 2023 2:42 PM
To: [redacted] s 9(2)(a)
Cc: [redacted] s 9(2)(a)
Subject: RE: [redacted] s 9(2)(a) - 29 & 30 May 2024 - introduction Takina Events coordinator

Hi [redacted] s 9(2)(a)

I hope you had a lovely weekend and winding down for Christmas break.

I would like to introduce **Jeanine Smit** (cc) who will be your Function Coordinator, going forward, supporting you to deliver a successful conference in 2024.

You can now liaise directly with Jeanine using below details:

Mobile: +64 21 [redacted] s 9(2)(a)
Email: Jeanine.Smit@takinaevents.co.nz

Once again thank you for booking with Tākina Events, we look forward to working with you and your team!

Wishing you a fantastic Christmas and a safe new year [redacted] s 9(2)(a)

Ngā mihi
Tory Chan
Account Manager

Tākina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 **s 9(2)(a)**

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Tākina or Te Papa
Find out more at takina.co.nz



From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Wednesday, November 29, 2023 10:27 AM
To: **s 9(2)(a)**
Subject: RE: **s 9(2)(a)** - 29 & 30 May 2024 - Takina Events - counter signed contract

Thanks **s 9(2)(a)** I will be in touch 😊

Ngā mihi
Tory Chan
Account Manager
Tākina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 **s 9(2)(a)**

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Find out more at takina.co.nz

Ngā mihi o hineraumati Happy Holidays

From the team at
Tākina Events



From: [REDACTED] s 9(2)(a)
Sent: Friday, November 24, 2023 6:52 AM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: Re: [REDACTED] s 9(2)(a) - 29 & 30 May 2024 - Takina Events - counter signed contract

Thanks Tory - I look forward to hearing from the coordination team in due course

many thanks

[REDACTED] s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Thursday, 23 November 2023 9:41 am
To: [REDACTED] s 9(2) s 9(2)(a) s 9(2)
Cc: [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2)(a) - 29 & 30 May 2024 - Takina Events - counter signed contract

Hi [REDACTED] s 9(2)
[REDACTED] ()

Thank you again for returning the signed contract, I have attached a counter-signed copy for your records.

If your Public Liability Insurance doesn't meet our required amount of [REDACTED] s 9(2), you can also use Tākina Events Public Insurance for [REDACTED] s 9(2) GST per day. Please advise if you wish to do so.

@ [REDACTED] s 9(2)(a) - FV National Conference Organiser - I will prepare the handover with the coordination team in the next few weeks and will introduce you to your coordinator once assigned. You can continue working with them to finalise the details of your event.

We are delighted to welcome your team to Tākina Events in 2024.

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**

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Wellington's preeminent
venues – **Te Papa and Tākina**



From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Tuesday, November 21, 2023 10:15 AM

To: **s 9(2)** **s 9(2)(a)** **s 9(2)**

Cc: **()** **s 9(2)(a)**

Subject: RE: **s 9(2)(a)** - 29 & 30 May 2024 - Takina Events - signed contract received

Hi **s 9(2)**
()

Thank you for sending back the signed contract so quickly. I will countersign and scan back to you when I am in the office. Apologies for having the incorrect address on there, I have updated that in our system.

I will be in touch **s 9(2)**
()

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**

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From: s 9(2) s 9(2)(a) s 9(2)

Sent: Sunday, November 19, 2023 10:58 AM ()

To: Tory Chan <Tory.Chan@takinaevents.co.nz>

Cc: s 9(2)(a)

Subject: Re: s 9(2)(a) - 29 & 30 May 2024 - Takina Events - Contract
V2 to sign off

Kia ora Tory

Please find attached the signed copy of the contract for our event on 29 & 30 May 2024. I took the liberty of changing my address on the contract as the address detailed is not mine.

Nāku iti noa, nā

s 9(2)(a)

s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Wednesday, 15 November 2023 2:06 pm
To: s 9(2) s 9(2)(a) s 9(2)
Cc: () s 9(2)(a)
Subject: RE: s 9(2)(a) - 29 & 30 May 2024 - Takina Events - Contract V2 to sign off

Good afternoon s 9(2)
()

Thank you for your time over the phone earlier, I have attached V2 of the contract for you to sign off with the correct payment schedule.

Have a lovely afternoon!

Ngā mihi
Tory Chan
Account Manager
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

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Find out more at takina.co.nz

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venues – **Te Papa and Tākina**



From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Monday, November 13, 2023 2:13 PM
To: s 9(2) s 9(2)(a) s 9(2)
Cc: () s 9(2)(a)
Subject: RE: s 9(2)(a) - 29 & 30 May 2024 - Takina Events - Contract to sign off

Good afternoon s 9(2)
()

Thank you for your email and there is no need to apologise, I hope you and the team have made a full recovery.

Thank you for confirming the 2024 Aotearoa/New Zealand **s 9(2)(a)** Conference at Tākina Events. We look forward to welcoming you in our spaces!

Please find attached the contract for your review and note the following:

- There is a minimum catering spend of \$**s 9(2)(i)** + GST per person per day based on 300 people (equivalent of Daily Menu morning/afternoon tea and lunch)
- Our daily menu does not include arrival tea/coffee for any of the days, if you wish to organise this, it will be \$**s 9(2)(i)** + GST per person
- Please note there is basic audio visual included in the rate which can be viewed here. Any additional AV such as staging and extra microphones will incur an additional charge and this can be confirmed with your co-ordinator closer to the time
- I have noted that you are the main contact and signatory for the contract, Lucy does the invoices and **s 9(2)** will be in charge of logistics. Once we have a countersigned contract, I will e-introduce **s 9(2)** to the coordinator who will be looking after this conference and will be working with **s 9(2)** to finalise all the details

Could you return a signed copy of the contract (included terms & conditions) **by Monday 20th November**, If you anticipate needing an extension on this, please let me know. After this deadline, we reserve the right to release the spaces to another client if we haven't heard back from you.

Once we receive the signed contract and the countersigned copy is sent, the agreement becomes binding.

s 9(2)(i)

s 9(2)

Thank you again for choosing our spaces, we look forward to working with your team.

Kind regards,

Ngā mihi
Tory Chan
Account Manager
Tākina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 **s 9(2)(a)**

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

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venues – **Te Papa and Tākina**



From: s 9(2) s 9(2)(a) s 9(2)
Sent: Friday, November 10, 2023 12:45 PM ()
To: Tory Chan <Tory.Chan@takinaevents.co.nz>; s 9(2)(a)
Subject: Re: s 9(2)(a) - 29 & 30 May 2024 - Takina Events - Contract details

Kia ora Tory

Many thanks for your email and apologies for the delay in responding - s 9(2)(a) has been hard hit with COVID and other illnesses over the last week s 9(2)(a) and only now emerging from the fog.

Yes, we definitely want to proceed with the booking for 29 & 30 May 2024. I will be the signatory and primary contact for contract purposes so my full details are:

s 9(2)(a)

s 9(2)(a)

At this stage, we are still settling the formal conference name but, for the purposes of the contract, we can call in the

s
9(2)
()

While I will be the primary contact for contract purposes, all bills/invoices can be sent to

s 9(2)(a)

Finally, s 9(2) will be the primary contact in terms of interfacing with the venue regarding conference logistics.

Please do let me know if you need any further information. I look forward to receiving the contract from you.

Nāku iti noa, nā

s 9(2) 2)(a)

s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Wednesday, 1 November 2023 2:04 pm

To: s 9(2)(a) s 9(2) s 9(2)(a)

Subject: RE: () s 9(2)(a) - 29 & 30 May 2024 - Takina Events - Contract details

Hi s 9(2)(a)

I'm so pleased the storm has passed; I hope everyone is ok up there! I've lived in Wellington all my life and some of the windy days still shock me!

That is wonderful news you wish to proceed with your conference on the 29th and 30th May 2024, I will draw up a contract for you.

@ s 9(2) ?)(a) - Kaiarahi Are you able to confirm the below details so I can include the correct information in the contract:

- Name of the event
- Will it be your name that I pop onto the contract s 9(2)(a) If not, please advise who's details I put on there (Please advise full name, title, contact email and phone number and address)
- Who will this be billed to? (Please advise full name, title, contact email and phone number and address if different from above)

Thank you and I look forward to hearing from you.

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz

Celebrate 2023 at Tākina Events

Finish 2023 in style inside
Wellington's preeminent
venues – Te Papa and Tākina



From: [REDACTED] s 9(2)(a)
Sent: Tuesday, October 31, 2023 10:25 AM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>; [REDACTED] s 9(2) [REDACTED] s 9(2)(a) [REDACTED] s 9(2)
Subject: Re: [REDACTED] s 9(2)(a) () - 29 & 30 May 2024 - Takina Events - Takina Quote V2

Hi Troy

Many thanks for your email. The storm appears to have passed and we are still standing!! (of course Wellingtonians would laugh at our wind which is like a sunny day for them....)

Thanks for the updated quote with an extra breakout room at \$ [REDACTED] s 9(2)(i) +beverages inc GST. We would like to book this please. I have cc'ed [REDACTED] s 9(2) into this email who is the Manager for [REDACTED] s 9(2) and holds the purse strings and makes the calls, to finalise the details with you.

It does look like the cocktails and canopies are set for both days which although nice might be a bit keen so will let [REDACTED] s 9(2) have a think and get back to you to confirm that part.

Again thank you for your help and hopefully chat soon

Kind Regards

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)

Conference Organiser

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Monday, October 30, 2023 2:29 PM
To: [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2)(a) - 29 & 30 May 2024 - Takina Events - Takina Quote V2

Hi s 9(2)(a)

I hope you're all ok up North with the storms, we've been fortunate enough to have some good weather in Wellington and not much wind which is rare! That is a shame that s 9(2) has Covid, I feel it's making its way around again, but hear it is a milder case this time. ()

I have added on our Mākaro Meeting Room 1C which fits a maximum of 78 delegates, theatre style and attached an updated quote.

If Mākaro Meeting Room 1C is too small, we could split Rongomātāne Plenary Hall into two (as per attached floor plan).

- Rongomātāne Plenary Hall A+B - Plenary Room (fits a maximum of 320 delegates, theatre style and 280 delegates, banquet style)
- Rongomātāne Plenary Hall C - Breakout Room 3 (maximum of 190 delegates, theatre style and 150 delegates, banquet style)

The price will remain the same if you wish to split Rongomātāne Plenary Hall and keep the same set up over the two days. Please note staging and lighting is additional which can be viewed [here](#)

Please note I work part time hours as per my signature below and I have a meeting at 11am to midday tomorrow. I have just popped on quickly this afternoon whilst my son naps, I will pop online tomorrow around the same time when he's asleep to check emails as well 😊

Thank you s 9(2)(a) I look forward to hearing from you with an update from your Zoom meeting.

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Tākina or Te Papa

Find out more at takina.co.nz

From: [REDACTED] s 9(2)(a)
Sent: Monday, October 30, 2023 10:16 AM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: Re: [REDACTED] s 9(2)(a) - 30 & 31 May 2024 - Takina Events - Takina
Quote

Hi Tory

Hope you and the team are good. Not sure if you guys are getting the storm we are having up here in the North.

I have now been able to touch base with [REDACTED] s 9(2) the CE who unfortunately has covid.

She has asked if we can revise the Takina quote to have a 3rd breakout room? If you can get that back to me today I would be grateful as I am due to zoom [REDACTED] s 9(2) tomorrow and will hopefully get the final confirmation to go ahead full steam with this.

Kind Regards

[REDACTED] s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Wednesday, October 25, 2023 2:33 PM
To: [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2)(a) - 30 & 31 May 2024 - Takina Events - Takina
Quote

Hi [REDACTED] s 9(2)(a)

I have followed up with the other client who has a pencil booking in Rongomātāne Plenary Hall and the Foyer and they are not able to make a decision. So I now have you on first pencil on the 29th and 30th May 2024, if we receive another enquiry I will get in touch with you.

Thank you **s 9(2)** and I look forward to hearing from you.
()

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Tākina or Te Papa

Find out more at takina.co.nz

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Tuesday, October 24, 2023 2:55 PM

To: [REDACTED] s 9(2)(a)

Subject: RE: [REDACTED] s 9(2)(a) - 30 & 31 May 2024 - Takina Events - Takina
Quote

Hi [REDACTED] s 9(2)(a)

Thank you for letting me know and understand she'll need some time to catch up on work and to meet up with you to discuss the venue options. I will wait for you to get in touch once you've caught up with her.

In the meantime, I will follow up the other pencil booking for these dates and keep you posted.

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Tākina or Te Papa

Find out more at takina.co.nz

From: [REDACTED] s 9(2)(a)
Sent: Tuesday, October 24, 2023 9:43 AM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: Re: [REDACTED] s 9(2)(a) - 30 & 31 May 2024 - Takina Events - Takina
Quote

Hi Tory

Many thanks for this - I think she is back later this week so will discuss with her probably Thursday although I know she will want to take a bit of time to reflect on this decision. I am pretty sure she will prefer the Takina venue to the Te Papa one but being 2nd on the card might make that difficult. I will try to get back to you as soon as

possible

many thanks

[REDACTED] s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Monday, October 16, 2023 3:13 PM
To: [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2)(a) - 30 & 31 May 2024 - Takina Events - Takina
Quote

Hi [REDACTED] s 9(2)(a)

That's great you're flexible with your days of week, the only Wed/Thur combination in May we have is Wednesday 29th and Thursday 30th May 2024 – will this date work? We currently have a tentative booking over these dates so you are second pencil, if these dates and pricing work for you and you wish to go ahead with this I can challenge the other client.

I have attached a quote based on these dates for **Level 1** at Takina:

- **Rongomātāne Plenary Hall 1** – for your conference and can be used as one breakout room
- **Rongomātāne Foyer** – for your catering area and cocktails
- **Matiu Meeting Room A** – for your second breakout room (maximum capacity of 100 attendees, theatre style)

Click on below links to access to each space and [interactive floor plans](#)

1. [Plenary Hall One](#)
2. [Tākina meeting rooms](#)
3. [Exhibition Hall](#)

Please find attached a quotation for review and note the following:

- There is a minimum catering spend of \$^{s 9(2)(f)} + GST per person per day based on 300 people (equivalent of [Daily Menu](#) morning/afternoon tea and lunch)
- Our daily menu does not include arrival tea/coffee for any of the days, if you wish to organise this, it will be \$^{s 9(2)(f)} + GST per person
- Staging is an additional charge at Takina, the AV details of what is included and what is additional charge can be viewed [here](#)

The offer is valid until Monday 13th November. After this, we reserve the right to cancel the offer and to release the spaces to another client if we haven't heard back from you.

For both venues, I have quoted you 1x main conference which can be used as a breakout room plus 1x additional breakout room. Is this correct ^{s 9(2)(a)} Or do you require 2x additional breakout rooms to make 3x breakout rooms all together?

When will your CE be back ^{s 9(2)(a)} Just so I can pop a note in my diary to contact you a week or so after her return to follow up the two quotes.

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 ^{s 9(2)(a)}

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Tākina or Te Papa

From: [REDACTED] s 9(2)(a)
Sent: Monday, October 16, 2023 2:02 PM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: Re: [REDACTED] s 9(2)(a) - 30 & 31 May 2024 - Takina Events -Quote

Hi Tory

Yes that might work - especially if earlier in May

thanks

[REDACTED] s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Monday, October 16, 2023 11:37 AM
To: [REDACTED] s 9(2)(a)
Subject: RE: [REDACTED] s 9(2)(a) - 30 & 31 May 2024 - Takina Events -Quote

Hi [REDACTED] s 9(2)(a)

Thank you for the update, unfortunately there are no Thursday/Friday combinations available in May next year. Would you consider a Wednesday/Thursday?

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

From: [REDACTED] s 9(2)(a) [REDACTED] s 9(2) ()
Sent: Monday, October 16, 2023 9:56 AM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: Re: [REDACTED] s 9(2)(a) - 30 & 31 May 2024 - Takina Events -Quote

Hi Tory

Many thanks for the email and information. The [REDACTED] s 9(2) CE is away at present so I will present this to her on her return. I wonder though if you are able to prepare a similar quote for the Takina Centre as I know that would be her preferred space if possible? any Thursday Friday in May is good.

Kind Regards

[REDACTED] s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>
Sent: Thursday, October 12, 2023 11:13 AM
To: [REDACTED] s 9(2)(a) [REDACTED] s 9(2)
Subject: FW: [REDACTED] s 9(2)(a) - 30 & 31 May 2024 - Takina Events -Quote

Apologies [REDACTED] s 9(2)(a) I hit the send button too early! I have amended my text in the email below 😊

Ngā mihi

Tory Chan

Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)

From: Tory Chan <Tory.Chan@takinaevents.co.nz>

Sent: Thursday, October 12, 2023 11:12 AM

To: [conference@s9\(2\).org.nz](mailto:conference@s9(2).org.nz)

Subject: () s 9(2)(a) - 30 & 31 May 2024 - Takina Events -Quote

Good morning s 9(2)(a)

Thank you for your interest in Tākina Events, we would love to welcome s 9(2) () to our spaces.

I am pleased to confirm availability on **Thursday 30th and Friday 31st May 2024** and have tentatively pencilled you in. If we receive another enquiry for the same date, I will reach out to ensure you're interested. If so, we require a signed contract to confirm your booking.

I have quoted for the following spaces:

1. [Amokura Gallery](#) for your plenary room plus a breakout room
2. [Icon](#) for your second breakout room
3. [Wellington Foyer](#) for your cocktails

Please find attached a quotation for review and note the following:

- There is a minimum catering spend of \$ s 9(2)(i) + GST per person per day based on 280 people (equivalent of [Daily Menu](#) morning/afternoon tea and lunch)
- Our daily menu does not include arrival tea/coffee for any of the days, if you wish to organise this, it will be \$ s 9(2)(i) + GST per person
- The Wellington Foyer is a public space during the museum opening hours. They can only be privatised after 6.30pm
- Two AV Operators (minimum) are required to run the equipment in Amokura (plenary room). This service is additional to the package inclusions and costs \$ s 9(2)(i) + GST per hour, per operator, for a minimum call of four hours
- Additional staff are required outside of Te Papa's opening hours for the safety of your guests and the continued preservation of Te Papa and Te Papa's collections. Functions held after 6.00pm will incur in a one off charge of \$ s 9(2)(i) + GST for functions with an attendance below 200 people, and \$ s 9(2)(i) + GST for functions with an attendance of 200 people or above

The offer is valid until **Monday 13th November**. After this, we reserve the right to cancel the offer and to release the spaces to another client if we haven't heard back from you.

Thank you again for the opportunity **s 9(2)(a)** feel free to call me if you have any questions, or would like to organise a famil of the spaces.

Ngā mihi

Tory Chan

Account Manager

Tākina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: tory.chan@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Tākina or Te Papa

Find out more at takina.co.nz

Out of
[redacted]

From: Aaron Telford
Sent: Monday, 18 December 2023 1:40 pm
To: [redacted] s 9(2)(a)
Cc: Jeanine Smit
Subject: RE: [redacted] s 9(2)(a) Conference 2024
Attachments: Contract-[redacted] s 9(2)(a) 2024- Takina-[redacted] s 9(2) Countersigned.pdf
()

Thank you! Please see attached counter signed for your records.

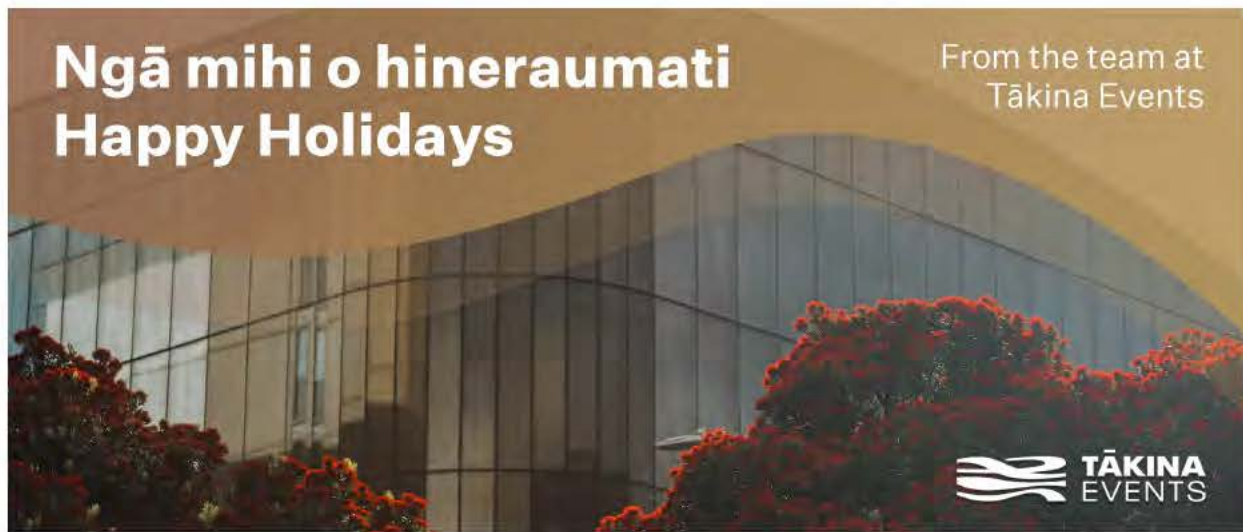
Have a great Christmas break and talk in the new year!

Cheers

Aaron

Aaron Telford
Senior Account Manager

Tākina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [redacted] s 9(2)(a)



From: [redacted] s 9(2)(a) <[redacted] s 9(2)>
Sent: Monday, December 18, 2023 1:25 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: [redacted] s 9(2)(a) Conference 2024

Thanks Aaron.

Signed and attached.

Cheers

[redacted] s 9(2)(a)
[redacted] s 9(2)(a)

s 9(2)(a)

On Mon, Dec 18, 2023 at 11:53 AM Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Hi,

Last year we bundled the canapes in at a set price of \$ **s 9(2)(i)** per person and charged it that way.

This year we have split it out to make it easier for the tracking of the items- so it is an \$ **s 9(2)(i)** increase in total on last year.

Thanks

Aaron Telford

Senior Account Manager

Tākina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 **s 9(2)(a)**

Ngā mihi o hineraumati Happy Holidays

From the team at
Tākina Events



From: s 9(2)(a) <s 9(2)>
Sent: Monday, December 18, 2023 11:02 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: s 9(2)(a) Conference 2024

Thanks Aaron. Would the price of the dinner not go down if we're not having the entree?

s 9(2)(a)

s 9(2)(a)

On Mon, Dec 18, 2023 at 10:50 AM Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Sure, here you go, please see attached,

Thanks

Aaron

Aaron Telford

Senior Account Manager

Tākina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a) <s 9(2)>
Sent: Monday, December 18, 2023 10:48 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: s 9(2)(a) Conference 2024

Sweet thanks. Will you send through an updated contract for signing?

s 9(2)(a)

s 9(2)(a)

On Mon, Dec 18, 2023 at 10:47 AM Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Totally fine! It can be added in at later date with Jeanine if you need it.

Aaron Telford

Senior Account Manager

Tākina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

Ngā mihi o hineraumati Happy Holidays

From the team at
Tākina Events



From: s 9(2)(a) <s 9(2)>
Sent: Monday, December 18, 2023 10:45 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: s 9(2)(a) Conference 2024

I think we'll leave that out for now if that's ok?

s 9(2)(a)

s 9(2)(a)

On Mon, Dec 18, 2023 at 10:27 AM Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Hi s 9(2)
()

It went way to quickly as usual!

All good, noted bellow- do you also want to have the late-night snack as well?

Thanks

Aaron

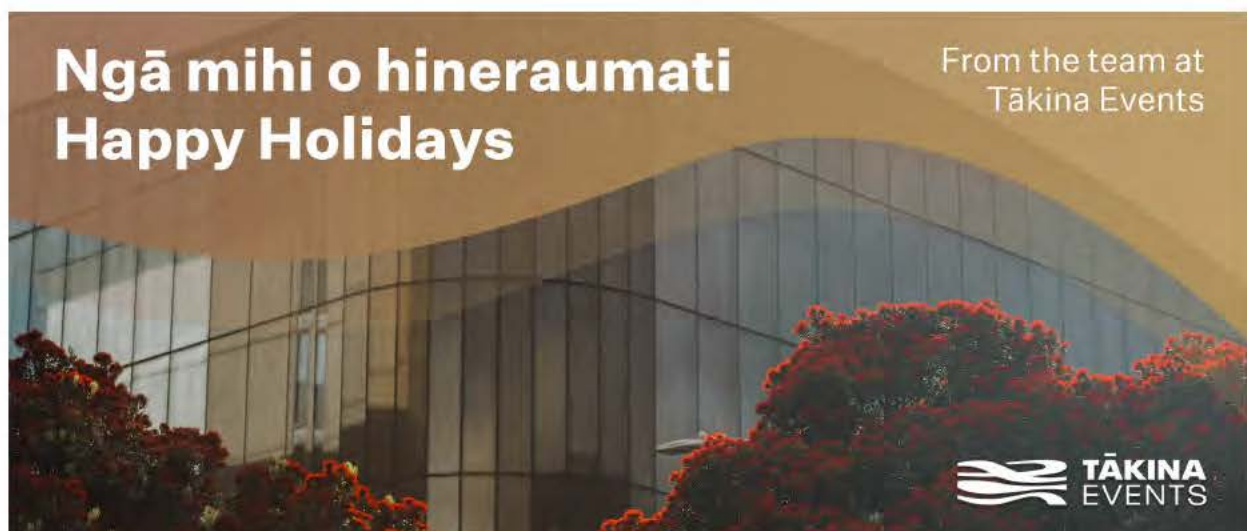
Aaron Telford

Senior Account Manager

Tākina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a) <s 9(2)>
Sent: Monday, December 18, 2023 10:21 AM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: s 9(2)(a) Conference 2024

Hey Aaron

Hope you had a good weekend.

Just a couple of notes on the contract:

The venue timings have changed to end at 5pm. Can this please be updated back to 11.30pm.

With the dinner, we will not have an entree. We'll stick with what we did this year with the canapes, alternate drop dinner and cheese and petit four station.

Cheers

s 9(2)(a)

s 9(2)(a)

On Fri, Dec 15, 2023 at 10:51 AM Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Thanks – s 9(2)
()

Please see contract attached.

Thanks

Aaron

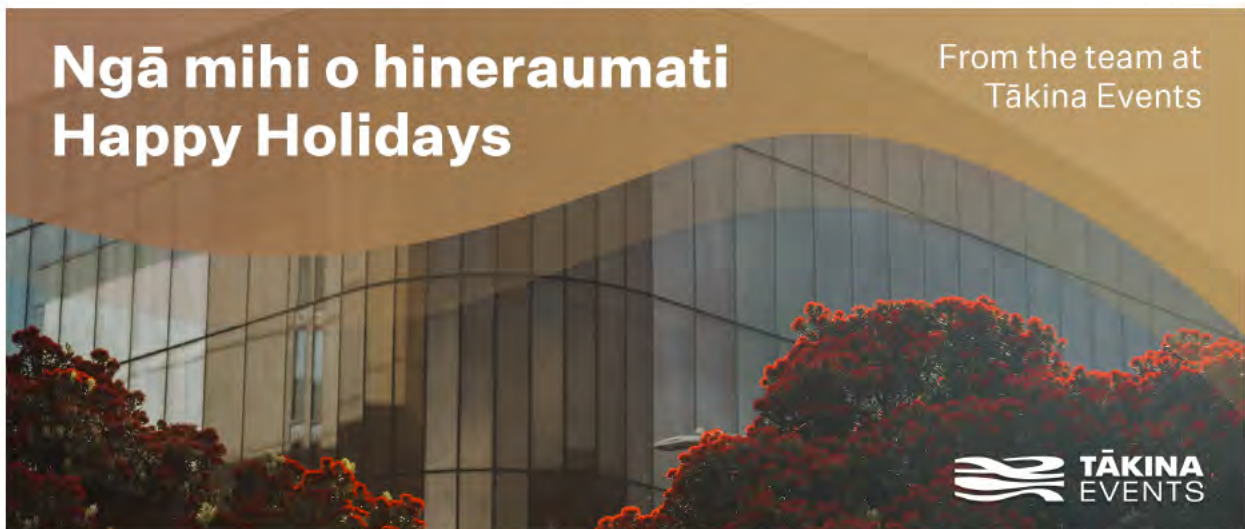
Aaron Telford

Senior Account Manager

Tākina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]



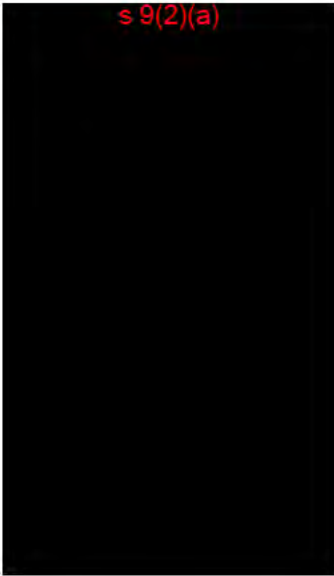
From: [REDACTED] <[REDACTED]>
Sent: Friday, December 15, 2023 9:23 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: [REDACTED] Conference 2024

Hey Aaron

[REDACTED] are happy with tha so if you could send through a revised contract I can get it all signed.

Cheers

s 9(2)(a)



On Thu, Dec 14, 2023 at 4:06 PM Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Sounds good, thanks!

Aaron Telford

Senior Account Manager

Tākina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

Ngā mihi o hineraumati Happy Holidays

From the team at
Tākina Events



From: s 9(2)(a) <s 9(2)>
Sent: Thursday, December 14, 2023 2:32 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: s 9(2)(a) Conference 2024

Hey Aaron

Thank you so much, I really appreciate that.

Will talk to s 9(2)(b) now and come back to you ASAP.

Cheers

s 9(2)(a)

s 9(2)(a)

On Thu, Dec 14, 2023 at 2:30 PM Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Hi s
9(2)

I've just checked and I don't know how the VH was so cheap this year. It was originally contracted at \$ s 9(2)(i) and has been charged at half that rate. I think it might have something to do with the pack in day being added. Anyway, am happy to look at a rate to meet in the middle for this event. Can we go with \$ s 9(2)(i) flat for the event day?

Thanks

Aaron

Aaron Telford
Senior Account Manager
Tākina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

From: s 9(2)(a) <s 9(2)>
Sent: Thursday, December 14, 2023 2:09:53 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: s 9(2)(a) Conference 2024

Hey Aaron

Wow that's a massive increase in venue hire from this year. Is there any wiggle room with that?

Cheers

s 9(2)(a)

s 9(2)(a)

On Thu, Dec 14, 2023 at 12:46 PM Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Hi s 9(2)
()

Please see attached a proposal for next year's event- if all is good let me know and I will organise the contract.

(I have given Whātaïtai complimentary to offset the VH increase from last year)

Cheers

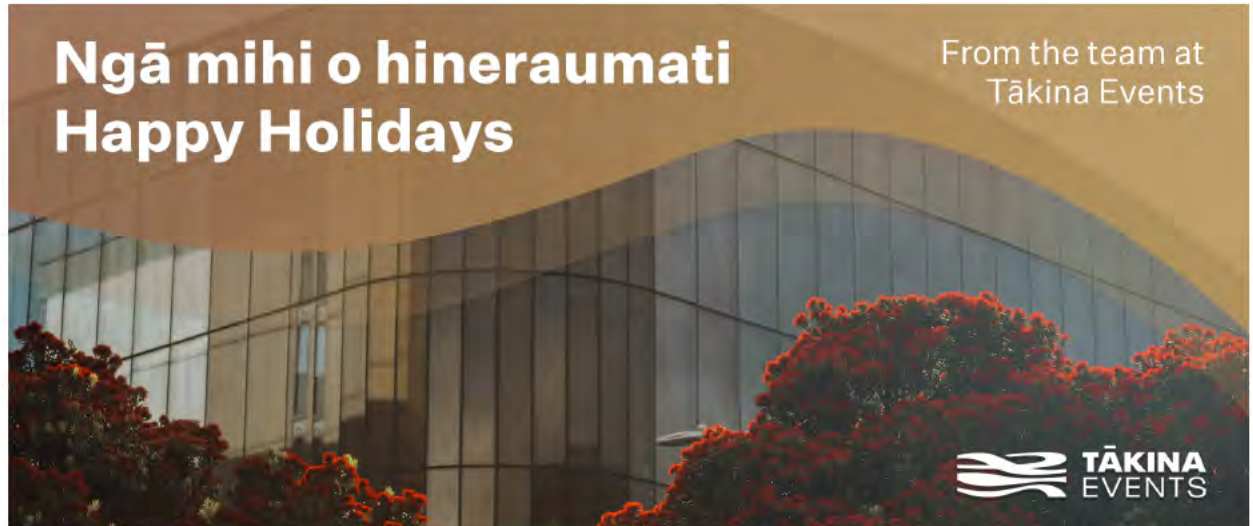
Aaron Telford

Senior Account Manager

Tākina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a) <s 9(2)>
Sent: Wednesday, December 13, 2023 11:49 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: s 9(2)(a) Conference 2024

Hey Aaron

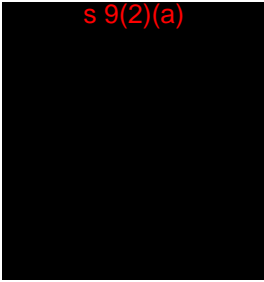
As per this years event would be great.

Cheers

s
9(2)


s 9(2)(a)

s 9(2)(a)



On Wed, 13 Dec 2023 at 11:43 AM, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Hey 
()

Do  want this contracted as per the last event? Or do you have an updated brief for this one?

Cheers,

Aaron

Aaron Telford

Senior Account Manager

Tākina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 

From: s 9(2)(a) <[REDACTED]>
Sent: Friday, December 8, 2023 3:30 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: s 9(2)(a) Conference 2024

Confirming they would like to go to contract so if you could send through when you have a moment that would be great.

Have a great weekend.

Thanks!

On Fri, 8 Dec 2023 at 3:28 PM, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Sounds good, thanks! 😊

Aaron Telford

Senior Account Manager

Tākina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

From: s 9(2)(a) <s 9(2)>
Sent: Friday, December 8, 2023 3:22 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: s 9(2)(a) Conference 2024

Hey Aaron

Yes definitely still keen.

Let me just check with s 9(2)(a) if we're ok to go to contract.

Cheers

s
9(2)

On Fri, 8 Dec 2023 at 3:19 PM, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Hi s 9(2)
()

Hope all is well!

Just wanted to see if you still require these dates to be held?

I have another client who is also keen on them but want to give you first right of refusal.

If you can please come back to me as soon as you can- that will be great!

Thanks

Aaron Telford

From: s 9(2)(a) <s 9(2)(a)>
Sent: Thursday, September 28, 2023 10:01 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: s 9(2)(a) Conference 2024

Thanks Aaron.

If we could please pencil 29 and 30 August that would be great. We had such good feedback from the event the other week they're really keen to come back.

Would be roughly 450pax again.

Cheers

s 9(2)(a)

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Thursday, 28 September 2023 9:58 am
To: s 9(2)(a) <s 9(2)>
Subject: RE: s 9(2)(a) Conference 2024

Hey s 9(2)

Thanks for the below enquiry!

September we don't have any availability, but I do have the 29th and 30th of August on L2 available. (the only Thursday and Friday we have)

Let me know if you want me to tentatively hold these dates for you?

How many people is the conference for?

Thanks

Aaron

Aaron Telford

Senior Account Manager

Tākina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

Hope all is well.

We are looking at options for **s 9(2)(a)** Conference next year. Can you please let me know any Thursday and Fridays available in August and September 2024?

Thursday pack in and Friday event.

Cheers

s 9(2)(a)

s 9(2)(a)

From: [Aaron Telford](#)
To: s 9(2)(a)
Subject: RE: New Inquiry - s 58 - 10-12 September 2024
Date: Tuesday, 21 March 2023 4:44:00 pm
Attachments: [image001.png](#)
[image002.jpg](#)

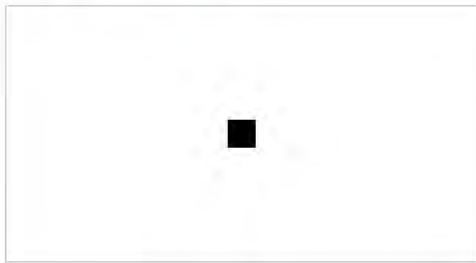
Hi s

There is a potential to look at suggesting a move to Martina's client, but we don't want to broach the subject until we have a clear idea of what will happen with s 9(2)(a)

Thanks

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)



From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Tuesday, 21 March 2023 2:08 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: New Inquiry - s 9(2) 58 - 10-12 September 2024

Hi Aaron

Just checking in on how you got on with Martina regarding use of Level 2 – I've left a message with Psychiatrists, and no response from my end. If we can flip it, then it would be perfect. s 9(2)(a) would also be a larger event that s 9(2)(a) so I'll push them from my side.

Look forward to hearing from you.

Kind regards

s
9(2)
(a)

(2)(a)
Business Development Manager - s 9(2)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

WellingtonNZ

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www.WellingtonNZ.com



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From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Sunday, 19 March 2023 4:51 PM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: RE: New Inquiry - s 9(2) 58 - 10-12 September 2024

Kia ora s

No problem! Sometimes the bubbles just have to be done!

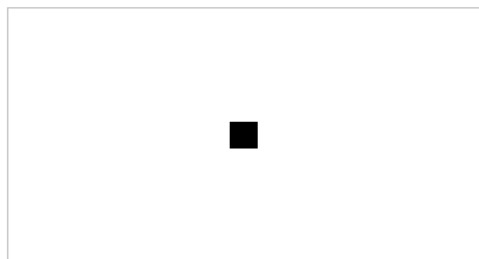
So we do have an event currently going to contract on L2 over those dates, however I think their numbers would work on L1- it is Martina's event- so I will check with her what is happening with it and if it was quoted into L2 because of our booking for below:

s 9(2)(a) on L1- did this booking have alternate dates? It was Pencil 2 but is now Pencil 1 – can you push them for an update and if they don't go ahead then I will see if we can move Martina's event and fit s 9(2) into L2?

Thanks

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)



From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Friday, 17 March 2023 9:06 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: New Inquiry - s 9(2) 58 - 10-12 September 2024

Kia ora Aaron

Apologies for the late Friday evening email – I've been offline through today and playing catch up this evening, with a sneaky glass of bubbles

Aaron, I had a meeting today with s 9(2)(a) from s 9(2) who have confirmed NZ for their 2024 Conference in September. We are up against Christchurch (Te Pae) but the client is leaning heavily towards Wellington as their delegates are from the Tech Industry and Wellington has a much stronger scene on this front than Christchurch.

The conference actually runs from 5 – 12 September so a nice lengthy value for Wellington – however the pre-meetings are held at a smaller venue (I'm proposing Naumi) as it's 3-4 Workshops of 40 pax each and more suited for an in-house style conference.

The main event 10 – 12 September would be a conference of 500 + (last time in Auckland was 530 delegates)

and more recently has been 560 – in person + 600 online. I'll do some work from our end regarding visa assistance etc. as most delegates are travelling from India/China/Bangladesh/Singapore etc.

The breakdown of the event for you to quote for Takina is as follows:

10 September

Plenary Room 550 pax	Combination of Theatre + Classroom 70/30 split with Theatre being the majority
Morning Tea	Break into breakout sessions. – Room Turn
Concurrent Sessions	1 x 250 pax 1 x 150 2 x 50 pax each both in the 70/30 split
Trade	12 x table top trade displays
Welcome Function	Prefer to be off-site for this – but happy to explore Gallery / Exhibition Hall – most delegates will attend this event.

11 September

Plenary Room 550 pax	Combination of Theatre + Classroom 70/30 split with Theatre being the majority
Morning Tea	Break into breakout sessions. – Room Turn
Concurrent Sessions	1 x 250 pax 1 x 150 2 x 50 pax each both in the 70/30 split
Trade	12 x table top trade displays
Gala Dinner 300 delegates	Please quote Wellington Foyer for this event – max. capacity for this is usually 300 delegates

12 September

Plenary Room 550 pax	Combination of Theatre + Classroom 70/30 split with Theatre being the majority
Morning Tea	Break into breakout sessions. – Room Turn
Concurrent Sessions	1 x 250 pax 1 x 150 2 x 50 pax each both in the 70/30 split
Trade	12 x table top trade displays

Afternoon sessions and then depart for flights.

I see from the calendar that we've a number of events pencilled over this week. I'm keen to understand how Te Papa looks in terms of evening events, and if we can perhaps make this work on Level 2 of Takina.

Thanks in advance, let me know if you have any questions. FYI – s 9(2)(a) is going to attend MEETINGS and will decide on a venue at that time – we'll also propose Shed 6 for this – just in case you don't have availability.....as I don't want to lose it to Christchurch!!

Cheers

s
9(2)
(a)

(2)(a)
Business Development Manager - s 9(2)
Business Events Wellington
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s 9(2)(a) WellingtonNZ.com

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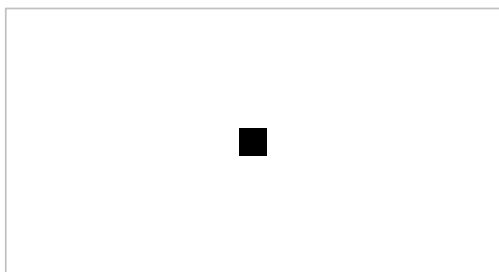
From: [Aaron Telford](#)
To: s 9(2)(a)
Subject: RE: Proposal - s 9(2)(a) - NZ Conference 2024 - Wellington Convention Centre
Date: Monday, 27 March 2023 4:40:00 pm
Attachments: s .Proposal September 2024V.1.pdf
[image002.png](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.jpg](#)

Hi s 9(2)

Please see below for additional information and answers,

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Monday, 27 March 2023 12:02 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: FW: Proposal - s 9(2)(a) - NZ Conference 2024 - Wellington Convention Centre

Hey Aaron

Just quickly can you clarify – from the looks of the table included in your proposal Page 7 listed items are included....

All items on page 7 are included in the venue hire- we have since removed wash lighting and staging but will honour it for this proposal.

ALSO – they may be flexible with their dates, I wonder if we have other options for s 9(2)(a) in September 2024? **Nothing I can get 1st pencil in September unfortunately**

Let me know – and thanks for the update on Martina’s client. If you could possibly start a proposal (or do you want me to do it – wasn’t sure if we are running with proposals from this week...) as 2nd Pencil for Level 2 for s 9(2)(a) **Please see attached the proposal for s 9(2)(a) at 2nd Pencil- we are still waiting to hear back from another client to be able to shuffle everything around.**

Thanking you

s
9(2)
(a)

(2)(a)
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From: s 9(2)(a)
Sent: Friday, 24 March 2023 4:30 PM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: RE: Proposal - s 9(2)(a) - NZ Conference 2024 - Wellington Convention Centre

Hi s

I hope you're well.

Apologies for the massive delay in coming back to you on this proposal, it's been mad around here!!

I've reviewed the proposal and can see that there is a standard AV package included in the room hire.
Can you confirm that the items in the table on page 7 are included in our venue hire or will be need to be quoted and an additional cost?

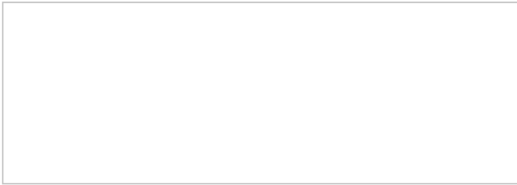
I also understand that there is another client keen to move forward on the dates we have. Do they have the first hold on the dates?

Can you confirm what other dates are available in September?

Kindest

s 9(2)
(a)

(2)(a)
Manager, Conferences and Events
The s 9(2)(a)
309 La Trobe Street, Melbourne VIC 3000. s 9(2)
Tel: +61 (0)2 9352 3608
Fax: +61 (0)3 9642 5652
Email: s 9(2)(a)@s 9(2)(a).org
Web: [http://www.s 9\(2\)\(a\).org](http://www.s 9(2)(a).org)



s 9(2)(a)
s 9(2)(a)
s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Tuesday, 21 March 2023 12:12 PM
To: s 9(2)(a)
Subject: FW: Proposal - s 9(2)(a) - NZ Conference 2024 - Wellington Convention Centre
Importance: High

CAUTION: This email originated from outside of the College. If you are unsure about the email, links or attachments take no action and contact the IT Service Desk for advice

Kia ora s 9(2)

I hope you are keeping well and enjoying a busy start to the week. I was wanting to follow-up with you to check your thoughts on the attached proposal; and see if you had any questions etc.

Looking forward to hearing from you, and us potentially locking this away for you. September 2024 is becoming busy, and if we need to search alternate dates, I'd like to secure these asap if possible!

Chat soon.

Kind regards

s
9(2)
(a)

(2)(a)
Business Development Manager - s 9(2)
Business Events Wellington
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s 9(2)(a) WellingtonNZ.com

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|

From: s 9(2)(a)

Sent: Wednesday, 8 February 2023 11:17 AM

To: s 9(2)(a)

Subject: Proposal - s 9(2)(a) - NZ Conference 2024 - Wellington Convention Centre

Importance: High

Hi s 9(2)

I hope you are keeping well and having a great week. As promised, please find attached a proposal from the team at Takina Events for your perusal for the NZ Conference in 2024.

At this stage, we are holding 2nd pencil on your preferred dates. Should you wish to proceed, we'll notify the other quoted client and request they release for you.

It's fairly straightforward, however should you wish to receive any other specific information/clarification please don't hesitate to give me a call. I'm also keen to understand if the proposal meets your budget requirements and/or if we can assist with any off-site dinner / restaurant and hotel information for you.

I look forward to touching base, and hope to catch Jon when I'm in Melbourne next week.

Thanks again

Kind regards

s

From: s 9(2)(a)

Sent: Tuesday, 31 January 2023 11:12 AM

To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Subject: RE: Invitation: Rooftop Drinks at Strato Melbourne at the Oakwood - 14 February 2023

Hi s

I hope you're well!

As mentioned, please find attached the venue brief for our NZ conference in September 2024.

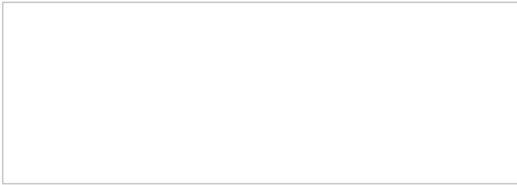
Please let me know if you have any questions at all.

Kindest

s 9(2)
(a)

s 9(2)(a)





s 9(2)(a)
s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Monday, 9 January 2023 9:44 AM
To: s 9(2)(a)
Subject: RE: Invitation: Rooftop Drinks at Strato Melbourne at the Oakwood - 14 February 2023

CAUTION: This email originated from outside of the College. If you are unsure about the email, links or attachments take no action and contact the IT Service Desk for advice

Hi s 9(2)

Happy New Year! Hope you had a gorgeous time with family and friends and enjoyed the sunshine on the Central Coast over the break!

Thanks for the update prior to Xmas regarding the NZ Symposium – I'll sit tight and touch base with you towards the end of the month.

Looking forward to working with you – have a fabulous week.

Kind regards

s
9(2)
(a)

(2)(a)
Business Development Manager - s 9(2)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a) [WellingtonNZ.com](mailto:s 9(2)(a)@WellingtonNZ.com)

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From: [REDACTED] s 9(2)(a)
Sent: Wednesday, 21 December 2022 9:17 AM
To: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)@wellingtonnz.com>
Subject: RE: Invitation: Rooftop Drinks at Strato Melbourne at the Oakwood - 14 February 2023

Hi [REDACTED] S

Yes that is correct, wellington has been chosen as a destination however nothing further has been discussed.

I'm in the process of putting together a brief for you however I would like to seek advice from the PCO who has run the event the last few years to ensure I'm not missing anything.

She is off until the 14th so I hope to have a brief to you by the end of Jan/start of Feb if that's ok?

Have a lovely break and look forward to connecting again in the new year

Kindest

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

[REDACTED] s 9(2)(a)

[REDACTED]

From: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)@wellingtonnz.com>
Sent: Tuesday, 20 December 2022 5:07 PM
To: [REDACTED] s 9(2)(a)
Subject: RE: Invitation: Rooftop Drinks at Strato Melbourne at the Oakwood - 14 February 2023

CAUTION: This email originated from outside of the College. If you are unsure about the email, links or attachments take no action and contact the IT Service Desk for advice

Kia ora s 9(2)

Thanks for coming back to me so quickly! I was waiting on a brief from Claire for the NZ Symposium 2024 – I believe they've chosen Wellington as a destination, but wasn't sure if anything further had happened.

I'm back on deck from 9th January – would you like me to reconnect with you then?!

Merry Christmas – and enjoy some downtime.

Kind regards

s
9(2)
(a)

(2)(a)
Business Development Manager - s 9(2)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

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|

From: s 9(2)(a)
Sent: Tuesday, 20 December 2022 4:46 PM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: RE: Invitation: Rooftop Drinks at Strato Melbourne at the Oakwood - 14 February 2023

Hi s

Thank you for your email.

Yes that is correct I am covering her maternity leave.

I'm actually based on the Central Coast, NSW so won't be able to make it but thank you for the invite.

I hope you have a lovely and safe festive season and no doubt we will be in touch in 2023.

Kindest
s 9(2)

s 9(2)(a)

s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Tuesday, 20 December 2022 12:13 PM

To: s 9(2)(a)

Subject: Invitation s 9(2)(a) - 14 February 2023

CAUTION: This email originated from outside of the College. If you are unsure about the email, links or attachments take no action and contact the IT Service Desk for advice

Kia ora s 9(2)

FYI below – I believe you're stepping into s's role whilst she's on Mat Leave We'd love for you to join us!

s 9(2)(a)

Business Development Manager - s 9(2)
Business Events Wellington

+61 s 9(2)(a)
s 9(2)(a) [WellingtonNZ.com](mailto:s 9(2)(a)@WellingtonNZ.com)

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|

From: s 9(2)(a)

Sent: Tuesday, 20 December 2022 12:03 PM

To: s 9(2)(a)

Subject: Invitation: s 9(2)(a) - 14 February 2023

Kia ora s 9(2)(a)

I hope this email finds you both keeping well and enjoying the downhill run into Christmas – wishing you both a well deserved break over the festive season, and I look forward to reconnecting with you again in 2023.

s 9(2)(a) have partnered with s 9(2) to welcome you to our s 9(2)(a)

This is an opportunity to come together, enjoy each other's company, and share stories over a drink at s 9(2)(a) exciting new rooftop venue.

Please click on the link below to RSVP your attendance:

s 9(2)(a)

We are excited to again be amongst industry colleagues and thank you for being a part of what is sure to be a fabulous evening. Spaces are limited so please RSVP by Friday 20 January 2023.

We hope you can join us!

Thanks and Merry Christmas,

s

From: [Aaron Telford](#)
To: s 9(2)(a) s 9(2)(a)
Subject: RE: s 58 - Wellington- Availability Update - slight change to the dates
Date: Tuesday, 20 June 2023 1:22:00 pm
Attachments: [image001.png](#)
[image002.jpg](#)

Hi s 9(2)(a)

Lovely to meet you yesterday and show you through Takina before the show starts!

Just wanting to confirm that as discussed you can potentially pack on the Tuesday of your event, while the partner meeting is running?

Partner Meeting - Tuesday 3 September & **Pack In**
Main Conference – Wednesday 4 – Friday 6 September

After our walk through yesterday, I have a suggestion on set up/spaces for your event to allow for numbers, catering and breakouts.

Option 1:

Full Venue Hire:

Level One:

Catering and Exhibition tables in the exhibition hall, as the trade is small tabletop, this will allow us to provide some seating over lunch as well and for delegates to interact with the exhibitors as well. Plenary Hall 1- can be split for 2 breakout spaces, leaving the centre for a walkway OR used to provide extra seating for lunch.

Makaro – Breakout Space

Mokopuna- Prayer Room

Matiu – Breakout Space

Level 2:

P2.2, 2.5, 2.3 and 2.6 for Plenary Space
2.1 and 2.4 respectively for breakouts if L1 is used for lunch seating.

Other wise we can review and see if we can make the numbers fit on L2 , but we may be restricted on breakout spaces. I have some floor plans that we can review with s 9(2) when we meet as well.

Thanks

Aaron

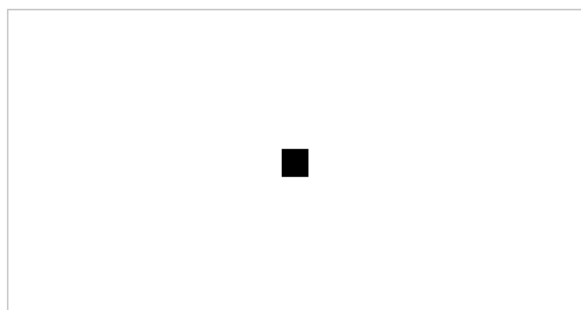
Nga mihi,

Aaron Telford
Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Friday, June 16, 2023 6:55 PM
To: s 9(2)(a) <s 9(2)(a)> wellingtonnz.com>
Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>; s 9(2)(a) <s 9(2)(a)> wellingtonnz.com>
Subject: Re: s 9(2)(a) 58 - Wellington- Availability Update - slight change to the dates

Hi s

Your proposed new dates would work for us, thank you for your review and consideration!

Can we still have the same plenary rooms that we discussed?

P2.4 and P2.5 - Main plenary room – We would need to bump-in on Monday 2 September 2024 the whole day. Will it be available?

P2.1 and P2.2 – breakout room

Lunch in P2.3 & P2.6

Meeting room 2A as one of the meeting room for Partner meeting (APIX) on Tuesday 3 September and we can look at the other meeting rooms.

My newly proposed dates would look as follows (which we are also holding):

Partner Meeting - Tuesday 3 September

Main Conference – Wednesday 4 – Friday 6 September

Pre-Conference Workshops – Fri 30 Aug - Mon 02 September @ Naumi Studio Hotel (this is available and holding).

Please lock in these dates at Takina and I'd like to see Naumi Studio hotel first before confirming with them.

Many thanks and see you tomorrow!!!!

s 9(2)(a)

--

s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)> wellingtonnz.com>
Date: Friday, 16 June 2023 at 10:09
To: s 9(2)(a) <s 9(2)(a)>
Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>; s 9(2)(a) <s 9(2)(a)> wellingtonnz.com>
Subject: RE: s 9(2)(a) 58 - Wellington- Availability Update - slight change to the dates

Kia ora s 9(2)(a)

Thanks for your email last night – unfortunately your preferred dates at Takina are contracted to another client (Wed 18th onwards). Hence the newly proposed dates. We are still holding Sat 14th – Partners Meeting + Sunday 15th – Tuesday 17th as an option for the main conference.

My newly proposed dates would look as follows (which we are also holding):

Partner Meeting - Tuesday 3 September

Main Conference – Wednesday 4 – Friday 6 September

Pre-Conference Workshops – Fri 30 Aug - Mon 02 September @ Naumi Studio Hotel (this is available and holding).

Whilst it's not ideal with the Workshops over the weekend – these above 2 options are the only options we have available - all other dates in August/September are at contract stage.

I look forward to seeing you tomorrow – thanks again.

Kind regards

s
9(2)
(a)

(2)(a)
Business Development Manager - **s 9(2)**
Business Events Wellington
+61 **s 9(2)(a)**
s 9(2)(a) WellingtonNZ.com

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|

From: **s 9(2)(a)** <**s 9(2)(a)**>
Sent: Thursday, 15 June 2023 4:17 PM
To: **s 9(2)(a)** <**s 9(2)(a)** wellingtonnz.com>; **s 9(2)(a)** <**s 9(2)(a)** wellingtonnz.com>
Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: **s 9(2)** 58 - Wellington- Availability Update - slight change to the dates

Hi **s**

Thanks for letting me know of the additional dates available at Takina, however we would prefer not to have the conference on a Saturday or Sunday. Would the initial dates be available?

s 9(2)(a) first preferred option:

Partners meeting on Sunday 15 September 2024

Conference Mon 16 to Wed 18 September 2024

See you soon!

s 9(2)(a)

s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Date: Wednesday, 14 June 2023 at 11:53
To: 's 9(2)(a)' <s 9(2)(a)@wellingtonnz.com>
Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(a) 58 - Wellington- Availability Update - slight change to the dates

Kia ora s 9(2)(a)

Further to your email below – I'm pleased to advise that the dates Tue 03 – Mon 09 September have opened at Takina – and as such you'd also have these as another option (starting mid-week) to secure.

We've placed a tentative hold for you across this week and look forward to catching-up in person this weekend. We also have a formal appointment at MEETINGS of which I've invited Aaron along to (9am Thursday) so we can work through all the finer details and hopefully lock it all away.

Looking forward to seeing you Saturday – bon voyage!

Kind regards

s
9(2)
(a)

(2)(a)
Business Development Manager - s 9(2)(a)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

WellingtonNZ
Takina Project Team – Wellington City Council
www.WellingtonNZ.com



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From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Thursday, 25 May 2023 3:53 PM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>; s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: s 9(2)(a) 58 - Wellington- Availability Update - slight change to the dates
Importance: High

Hi [s] and [s]

Great to meet you [s] in person at [s 9(2)] week. To summarize our conversation on [s 9(2)] 58 in Wellington

[s 9(2)(a)] first preferred option:

Partners meeting on Sunday 15 September 2024

Conference Mon 16 to Wed 18 September 2024

Second option:

Partners meeting on Tue 13 August 2024

Conference Wed 14 to Fri 16 August 2024

We would then look at the workshops at Naumi Studio when Takina is confirmed.

Looking forward to hearing from you soon and seeing the property next month.

[s 9(2)(a)]

[s 9(2)(a)]

From: [s 9(2)(a)] <[s 9(2)(a)]>
Date: Thursday, 18 May 2023 at 00:14
To: [s 9(2)(a)] <[s 9(2)(a)]@wellingtonnz.com>
Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: [s 9(2)] 58 - Wellington- Availability Update - slight change to the dates

Hi [s]

Would you have the venue available from mid-August for the workshops and conference?

Our EC has some reservation about starting the conference on a Sunday, which could result in less attendance.

Thanks

[s 9(2)(a)]

--

[s 9(2)(a)]

From: [s 9(2)(a)] <[s 9(2)(a)]@wellingtonnz.com>

Date: Monday, 15 May 2023 at 07:04

To: [REDACTED] <[REDACTED]>

Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: FW: [REDACTED] 58 - Wellington- Availability Update - slight change to the dates

Hi [REDACTED]

Lovely to chat – please see below an updated schedule proposed for [REDACTED] 58 in Wellington:

Partners Meeting

VENUE: Takina - AVAILABLE

Saturday, 14 September 2024

Meeting Room 1b + 1c – with pack-in ½ day earlier for IT purposes (@Aaron Telford) – please note the slight change in my previous email

Plenary Room – 2.1 + 2.4 pack-in

Main Conference

VENUE: Takina - AVAILABLE

Sunday 15 – Tuesday 17 September 2024

Plenary Plenary Room 2.1+2.4
(this can be split into 2 for breakout session)

Breakout's 4 x Rooms
Plenary 2.5 | Meeting Room 2a | Meeting Room 1b | Meeting Room 1c

Catering Plenary 2.3+2.6+Gallery – Level 2

I'll look forward to receiving the IT specifications you'd need for this meeting, and we'll investigate this further from our side.

Wishing you safe travels to IMEX and I look forward to re-connecting prior to MEETINGS.

Kind regards

[REDACTED]
[REDACTED]
(a)

[REDACTED]
Business Development Manager - [REDACTED]
Business Events Wellington
+61 [REDACTED]
[REDACTED] WellingtonNZ.com

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www.WellingtonNZ.com



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From: [REDACTED]
Sent: Monday, 15 May 2023 10:55 AM
To: [REDACTED] <[REDACTED]>
Subject: [REDACTED] 58 - Wellington- Availability Update - slight change to the dates

Importance: High

Kia ora s 9(2)(a)

I'm so sorry for the delay in coming back to you – the Takina diary is like a jigsaw puzzle! Unfortunately, both of the previously quoted clients are keen to proceed to contract (we've been pushing them to release) and as such we don't have your preferred dates available.

The only slot of dates we have open are 4 x days Sat. 14 – Tues. 17 September 2024 – not ideal but the only option for Takina in September.

This being the case, the whole picture would look as follows:

Workshops

VENUE: Naomi Studio Hotel - AVAILABLE

Wednesday, 11 – Saturday, 14 September 2024

Partners Meeting

VENUE: Takina - AVAILABLE

Sunday, 15 September 2024

Main Conference

VENUE: Takina – AVAILABLE

Monday 16 – Tuesday 17 September 2024

As the entire Convention Centre is open over these dates 14-17 – I'd propose the following for your main conference:

Plenary	Plenary Room 2.1+2.4 (this can be split into 2 for breakout session)
Breakout's	4 x Rooms Plenary 2.5 Meeting Room 2a Meeting Room 1b Meeting Room 1c
Catering	Plenary 2.3+2.6+Gallery – Level 2

In terms of the social activities we'd discussed – your Welcome Cocktail event on Monday 16th – we'd accommodate this on the Level 2 Gallery + the Tuesday night social night – I've checked Mac's Brewbar/Harbourside Function Centre, and both currently have availability for this event.

s 9(2)(a) I'm just about to jump into a meeting, but will give you a call as soon as I'm finished.

Thanks again for your patience, and chat with you very soon!

Kind regards

S

From: s 9(2)(a) <s 9(2)(a)>
Sent: Monday, 8 May 2023 4:14 PM
To: s 9(2)(a) <s 9(2)(a)> <wellingtonz.com>
Subject: Re: s 9(2) 58 - Proposals - Wellington

Hello s
Hope you had a great weekend?
Can you please tell me which dates are available in September at Takina?
Have you heard from the other hotels for the workshops?
Thank you

s 9(2)(a)

s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Date: Thursday, 13 April 2023 at 08:32
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2) 58 - Proposals - Wellington

Good morning s 9(2)(a)

Thanks for your questions – I'll have responses to all when we catch-up next week. Thursday 11am suits – I'll send a calendar invite now for you.

Regarding Takina – we have a number pieces of business quoted through September, and are working hard behind the scenes to make this work for you. I have another couple of AU clients whom I'm trying to either shift/confirm so we have a clearer indication of all other options available.....as there may be space the week before also.

Thanks again and enjoy Seaworld!!

s
9(2)
(a)

(2)(a)
Business Development Manager - s 9(2)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a)@WellingtonNZ.com

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From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, 12 April 2023 5:02 PM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: Re: s 9(2) 58 - Proposals - Wellington

Hi [REDACTED]

Great to hear from you!

Thank you so much for sending through the proposals. I hope I can visit all these venues during the famil.

If I understand correctly, Takina doesn't have availability before the 10th September and we are pencilled in as second position, there is one tentative booking before us. Do they have any other dates available? Takina looks amazing!

Thank you for offering some financial support, what if Takina cannot accommodate us, would it be possible to apply for some funding to spend towards another venue?

It looks like the Lower Hutt Events Centre could accommodate the workshops and conference.

Naumi hotel looks interesting. What is their accommodation rate?

Rydges Hotel has their proposal based on this year's conference dates, would they have availability for the workshop from 5 to 8 September 2024?

Below is a summary of our needs and we can discuss it further when I see you in a week's time.

[REDACTED] 58 Conference dates: 5 – 12 September 2024, split between

Workshops from 5 to 8 September 2024

- 3 x workshop rooms (classroom style) 30 pax

Conference from 9 to 12 September 2024

9 Sep – partners meetings – 4 function rooms

10 – 12 Sep Conference – 1 large plenary room and 1 break-out room to accommodate in total 500+ participants.

In addition we will require 4 meeting rooms from 10 to 12 Sept

And 1 prayer room

I'd love to catch up with you on Thursday 20 April, anytime from 10.30am is good for me. Let me know what suits you.

In the meantime, enjoy your nice family break! I am taking my son and his mate to Seaworld tomorrow.

Best regards,

[REDACTED]

[REDACTED]

From: [REDACTED] <[REDACTED]@wellingtonnz.com>

Date: Wednesday, 12 April 2023 at 11:05

To: 's 9(2)(a) <s 9(2)(a)>
Subject: s 9(2)(i) - Proposals - Wellington
(a)

Kia ora s 9(2)(a)

Sincere apologies from my end regarding providing an update on dates/availability for Takina and venues in Wellington to host s 9(2)(i) next year.
(a)

Takina - [Home - Takina \(takina.co.nz\)](http://takina.co.nz)

We still have you sitting at 2nd pencil as per the attached proposal. I've placed another follow-up call this morning and hope we have some clarity on this further this week.

Lower Hutt Events Centre - [Venue Guide | Conferences | Events | Meetings - Lower Hutt Events Centre](#)

Located approximately 15 minutes from Wellington CBD Lower Hutt Events Centre is a fabulous venue – which has a newly opened Sebel Hotel - [The Sebel Wellington Lower Hutt \(Opening May 2023\) - ALL \(accor.com\)](#) which has 60 rooms to accommodate organising parties/delegates. This venue would work should you have the resources to provide coach transfers to/from on a daily basis.

Pre-Conference Workshop

Attached are 2 x proposals for your consideration for the pre-conference workshop. These proposals are from Rydges Wellington and Naumi Studio Hotel Wellington – I've also sent a follow-up to James Cook Grand Chancellor as these would be the best options in terms of the smaller workshop venues.

s 9(2)(a)
[Redacted text block]

Lastly, I'm heading to Brisbane to have some family time this weekend and would be available to catch-up with you either next Thursday 20th or Friday 21st April – would you be available for a coffee/sit-down and an update? If so, let me know what timing may work best, and I'll lock it in our diaries.

I look forward to hearing from you – and hope we can resolve dates/1st pencil holds for you prior to catching up.

Kind regards

s 9(2)(a)

[Redacted]
Business Development Manager - s 9(2)
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s 9(2)(a) WellingtonNZ.com

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Takina Project Team – Wellington City Council
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Image removed by sender. WellingtonNZ
[Redacted]

From: s 9(2)(a)
To: s 9(2)(a)
Cc: s 9(2)(a); Leon Cassidy; Aaron Telford; Tom O'Sullivan
Subject: s 9(2) Wellington/Takina
Date: Saturday, 24 June 2023 10:34:08 am
Attachments: s 9(2) Takina - Network Specifications.pdf
visa info.pdf

Good morning s 9(2)(a)

It was so lovely welcoming you to Wellington this week!

A few updates from our side as per the various discussions we had:

IT:

- Further to the meeting you had with Leon, he has sent through some specifics which will hopefully provide the info you need for your technical team, please find attached. I have also cc'd him in case your team have any questions on this.

AV:

- The team at Takina Events have worked on AV technical specs and will be able to provide this to you accordingly – I have cc'd Aaron and Tom on this email to help with this. Tom looks after all AV Services.

Dates / Pre-conference workshops:

- Between Aaron and s they will come back to you with what may be possible to accommodate the pre-conference meetings at Takina to ease the cost / manpower to host everything at one venue instead of two.

Visa info:

- Please find attached.

s will be back in Sydney early next week and will be in touch as soon as she is. Should you need anything in the meantime, please let me know.

Many thanks again and safe travels home!

With warm regards,

s
9(2)
(a)

s 9(2)(a)
Manager
Business Events Wellington
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s 9(2)(a) WellingtonNZ.com

WellingtonNZ

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WellingtonNZ

From: [Aaron Telford](#)
To: s 9(2)(a)
Cc: s 9(2)(a)
Subject: s 9(2) revised proposal 30th August to 6th September 2024
Date: Tuesday, 27 June 2023 11:43:00 am
Attachments: [image001.png](#)
[image002.jpg](#)
[s 9\(2\)\(a\)_Takina - Network Specifications.pdf](#)
[visa info.pdf](#)
[Takina-Events Audio-Visual-Systems-at-Takina.pdf](#)
[s 9\(2\)_Proposal- September 2024 V.2.pdf](#)

Kia ora s 9(2)(a)

I hope you are well and enjoyed your trip in New Zealand it was lovely to meet you.

Please see attached an updated proposal for your event, this is based on the updated brief and the ability to bring your pre-conference workshops onsite as well.

Below is a summary of the attached proposal, I have included a quote for gala dinner and welcome function for you as well as a guide to costs for these events:

30th August to 2nd September 2024- Pre- Conference Workshops- 100 delegates
Makaro, Mokopuna, Matiu and section of Plenary Hall 1

3rd September 2024 Partner Meetings – 100 delegates
Makaro, Mokopuna, Matiu and section of Plenary Hall 1

4th September to 6th September 2024- Full Conference Days- 400 delegates
Full use of Level 1 Venues

Please see attached our AV document- outlining inclusions for each space.

Based on the length of your event and the opportunity to host the pre-conference workshops, I have applied a 10% discount on the venue hire across the event for you as well.

For the Pre-Conference workshops, I have discounted the venue hire for the exhibition hall to our catering only rate (with no trade) from \$ s 9(2)(i) per day to \$ s 9(2)(i).

The attached document has links to more information about the venue and menus as well.

s 9(2)(a) if you have any questions regarding the attached document, please don't hesitate to reach out to me anytime. I am excited about the opportunity to host your event at Takina and for your delegates to experience all that Wellington has to offer.

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events

From: s 9(2)(a)
To: s 9(2)(a) Aaron Telford
Subject: FW: s 9(2)(a) 58: Wellington/Takina Technology | s 9(2)(a)
Date: Wednesday, 19 July 2023 7:52:29 pm
Attachments: [image001.png](#)
[image002.png](#)

Hi Team – FYI on the conversations going on between Leon (WCC’s network engineer) and

s 9(2)(a)

s 9(2)(a)
Manager
Business Events Wellington
+64 22 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

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From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, July 19, 2023 2:11 PM
To: s 9(2)(a) s 9(2)(i) s 9(2)(i))
Cc: s 9(2)(a) <s 9(2)(a)> wellingtonnz.com>; s 9(2)(a)
s 9(2)(a)
Subject: Re: s 9(2)(a) 58: Wellington/Takina Technology | s 9(2)(a)

Hi s 9(2)(a)
We can discuss the following technical requirements when we meet you at the s 9(2)(a) office. Hope we can make this work at Takina.
I have copied Arth and Tohid who are our technical leads for the s 9(2)(a) conferences. Please feel free to liaise with them directly.
Best regards,
s 9(2)(a)

Upstream provider

- Two separate Internet providers are required for redundancy and failover purposes. At least one of the providers needs to support IPv6 transit.
- physical connection: it is required to have a fiber or Ethernet drop in the conference venue.
- s 9(2)(a) provides CISCO 7301/ USR4431 routers for inter-connectivity. Circuits should be installed and tested prior to the meeting setup commencing.

- **Bandwidth**
 - Candidate internet provider should be able to supply a minimum of 500 Mbps symmetrical of internet bandwidth.
- **BGP Announcement**
 - s 9(2) conference uses the following IPv4, IPv6 and AS number
 - IPv4:220.247.144.0/20:
 - IPv6:2001:0DF9::/32
 - ASN:AS24555:
 - For point-to-point connectivity with each provider we require one /30 V4 and one /64 V6 address range.
 - Upstream providers should accept and propagate announcements from AS24555 prior to the meeting commencing.

Hotel/Conference venue

- **Internet Connectivity**
 - Provide location for termination point
 - Allow ISP to terminate connection
 - Approval letter for providers for feasible study as well as termination
 - Technical contact that providers can work with
 - It would be good if termination port be in same place as our mini rack and patch panel is to minimise cabling
 - Technical contact that we can liaise with before and during conference.
 - Provide location with access to patch panels where we can install our mini rack
- **Power and cooling**
 - Make sure Air-condition is provided on the room that we want to place our mini rack
 - Make sure UPS is provided, considering having two PDUs
 - Power usage in worst case scenario is 10 AMP so 3KVA Capacity UPS is needed (6amp needs 2.02 KVA)
- **Hotel network**
 - Access to hotel patch panel
 - make sure the interconnection is purely physical access and there is no switch between
 - If the interconnection between our mini rack and each room is not purely physical access need to consider the VLAN number that we are using and making sure there isn't any overlap between Hotel and our VLAN
 - If we can access to patch panel ask Hotel if they have portmap and ask them to prepare if portmap is not available
 - It is good to have at least one interconnection per room, it would be good If we can get more for Grand ballroom, ballroom2 and lounge to minimise cabling
 - Obtain a floorplan of venue conference areas.

Network planning

- It is also good to obtain rooms dimension if not covered in floor plan
- Take photos of all rooms for planning of webcast layout.
- Ask hotels technical to mark network points on each room based on floorplan
- Based on floorplan and network point, determine how we will connect conference room/s, lounge, and secretariat together.

- Allow deployment of our own WIFI access points in conference room/s (total of approx. 15)
- Allow turning off of their own WIFI network in the conference room/s.

Workshop Network

1. Dedicated uplink with adequate bandwidth (50/100 Mbps symmetric) using either fibre or Ethernet handover to training router

a. If workshop is in the same venue as conference, this can then be used as the redundant link for the conference week

b. Localhost to advise the interface type (fiber/copper SFP type)

1. BGP session to upstream

a. Training to announce these IP blocks: 61.45.248.0/21, 2001:DF0:A::/48, AS17821 or AS135541

b. Upstream to advertise (generate) default route (both v4 and v6) to us and NOT the full internet feed

1. Separate fibre or UTP links (Cat6) from training router to workshop room switches. if necessary, cabling help to be provided by local host (see network diagram)
2. No traffic filtering
3. Uninterrupted power feed to training core router and workshop rooms (to feed the switches)
4. Power boards in workshop rooms
5. The workshop network should be independent of the conference network (no additional hops between our AS and the upstream) to avoid dependency.

From: [REDACTED] s 9(2)(a)
Date: Monday, 17 July 2023 at 17:53
To: ' [REDACTED] s 9(2)(a) < [REDACTED] s 9(2)(a) > [REDACTED] s 9(2)(i) [REDACTED] s 9(2)(i) >
Cc: [REDACTED] s 9(2)(a) < [REDACTED] s 9(2)(a) > wellingtonnz.com>
Subject: Re: [REDACTED] s 9(2)(a) 57: Wellington/Takina Technology | [REDACTED] s 9(2)(a)

Sounds perfect [REDACTED] s 9(2)(a)

Including [REDACTED] s 9(2) into this chain for the invite.

Please let me know if the team is after any specific information.

Kind regards,

[REDACTED] s 9(2)(a)

s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>
Date: Monday, 17 July 2023 at 5:43 PM
To: s 9(2)(a)
Cc: s 9(2)(a) <s 9(2)(a)> [wellingtonnz.com](mailto:s 9(2)(a)@wellingtonnz.com)
Subject: Re: s 9(2)(a) 57: Wellington/Takina Technology | s 9(2)(a)

Hi s 9(2)(a)

This is terrific that you and s 9(2)(a) will be able to attend NetThing in Brisbane next month. We would love the opportunity to invite you to a meeting at the s 9(2)(a) office, which is located 5 mins walk from the s 9(2)(a) Centre.

How about a meeting on Tuesday 29 August at 11:00 followed by a light lunch at our office? Our technical team s 9(2)(a) will attend the meeting and can go through all the specs with you.

Best regards,

s 9(2)(a)

From: s 9(2)(a)
Date: Tuesday, 11 July 2023 at 18:43
To: s 9(2)(a) <s 9(2)(a)>
Cc: s 9(2)(a) <s 9(2)(a)> [wellingtonnz.com](mailto:s 9(2)(a)@wellingtonnz.com)
Subject: Re: s 9(2)(a) 57: Wellington/Takina Technology | s 9(2)(a)

Hi s 9(2)(a)

To confirm, our Technology Lead s 9(2)(a) and I will be in s 9(2)(a) on the 28th and 29th August. We're attending s 9(2)(a) on the Monday and have an open schedule on the 29th.

Please let me know a date, time and location of your technical team if they'd like to explore the technology at Takina.

Hope you enjoyed your time in New Zealand.

Kind regards,

< s 9(2)(a) s 9(2)(a)



From: **s 9(2)(a)** <**s 9(2)(a)**>
Date: Monday, 26 June 2023 at 1:41 PM
To: **s 9(2)(a)** <**s 9(2)(a)** wellingtonnz.com>
Cc: **s 9(2)(a)** <**s 9(2)(a)** wellingtonnz.com>, **s 9(2)(a)**
s 9(2)(a) Aaron Telford <aaron.telford@takinaevents.co.nz>, Tom O'Sullivan <Tom.OSullivan@takinaevents.co.nz>
Subject: Re: **s 9(2)(a)** Wellington/Takina

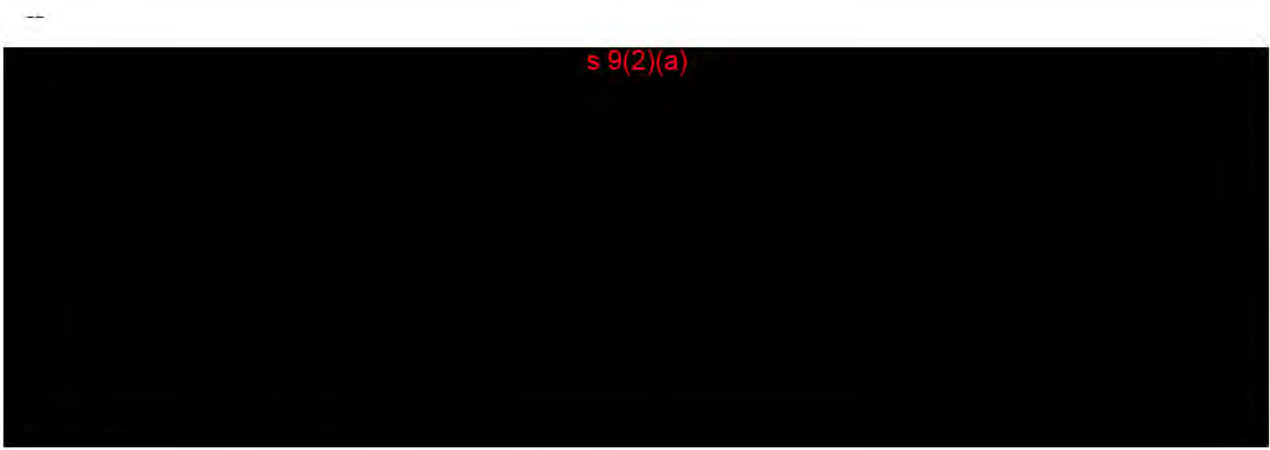
Hi **s 9(2)**
Happy Monday from rainy Christchurch!
Thank you for providing the additional information on Takina internet and AV.

I shall await until I receive an updated proposal including the workshops.

Best regards,

s 9(2)(a)

--



From: **s 9(2)(a)** <**s 9(2)(a)** wellingtonnz.com>
Date: Saturday, 24 June 2023 at 10:34
To: **s 9(2)(a)** <**s 9(2)(a)**>

Cc: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>, s 9(2)(a)
s 9(2)(a) Aaron Telford <aaron.telford@takinaevents.co.nz>, Tom
O'Sullivan <Tom.OSullivan@takinaevents.co.nz>
Subject: s 9(2)(a) Wellington/Takina

Good morning s 9(2)(a)

It was so lovely welcoming you to Wellington this week!

A few updates from our side as per the various discussions we had:

IT:

1. Further to the meeting you had with Leon, he has sent through some specifics which will hopefully provide the info you need for your technical team, please find attached. I have also cc'd him in case your team have any questions on this.

AV:

2. The team at Takina Events have worked on AV technical specs and will be able to provide this to you accordingly – I have cc'd Aaron and Tom on this email to help with this. Tom looks after all AV Services.

Dates / Pre-conference workshops:

3. Between Aaron and s 9(2)(a) they will come back to you with what may be possible to accommodate the pre-conference meetings at Takina to ease the cost / manpower to host everything at one venue instead of two.

Visa info:

4. Please find attached.

s 9(2)(a) will be back in Sydney early next week and will be in touch as soon as she is. Should you need anything in the meantime, please let me know.

Many thanks again and safe travels home!

With warm regards,

s 9(2)(a)

s 9(2)(a)
Manager
Business Events Wellington
+64 22 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

From: [Aaron Telford](#)
To: s 9(2)(a) s 9(2)(a)
Cc: s 9(2)(a)
Subject: RE: s 9(2) 58 - Wellington- Takina T&Cs review
Date: Friday, 21 July 2023 11:28:00 am
Attachments: [image001.png](#)
[image002.jpg](#)

Kia ora s 9(2)(a)

I hope you are well and thank you for the below detailed review and suggested changes.

This will need to go to my management and then our legal team for review, it is out of my scope unfortunately so can't talk to these changes as yet but have passed this on.

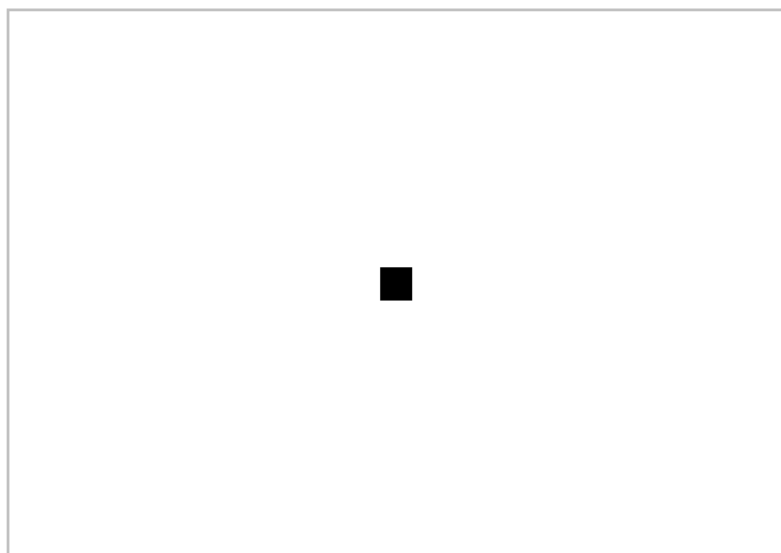
Look forward to talking soon,

Thanks

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Friday, July 21, 2023 11:05 AM
To: s 9(2)(a) <s 9(2)(a)> wellingtonnz.com>; Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Subject: s 9(2)(a) 58 - Wellington- Takina T&Cs review

Importance: High

Hi s 9(2) and Aaron

I look forward to talking to you soon on Takina's s 9(2)(a) 58 proposal.

We have reviewed the Takina Ts and Cs and have a few questions or requests of changes as per below:-

s 9(2)(i)

- [Redacted]
- [Redacted] s 9(2)(a) [Redacted]
- [Redacted]
 - [Redacted]
 - [Redacted]
 - [Redacted]

- [Redacted]

[Redacted]

s 9(2)(a) [Redacted]

[Redacted]

[Redacted]

s 9(2)(a) [Redacted]

[Redacted]

s 9(2)(i) [Redacted]

s 9(2)(i) [Redacted]

s 9(2)(a) [Redacted]

s 9(2)(a) [Redacted]

s 9(2)(a) [Redacted]

s 9(2) [Redacted]

s 9(2) [Redacted]

s 9(2) [Redacted]

s 9(2) [Redacted]

s 9(2) [Redacted]

[Redacted]

s 9(2)(a) [Redacted]

s 9(2)(a) [Redacted]

s 9(2)(a) [Redacted]

s 9(2)(i)

Looking forward to Takina's review and consideration
Best regards,

s 9(2)(a)

s 9(2)(a)

From: s 9(2)(a)
To: [Aaron Teirord](#)
Subject: Workshop Closing Dinner - Te Marae
Date: Friday, 21 July 2023 4:23:57 pm

Kia ora Aaron

Further to our chat earlier with s 9(2)(a) - she's given me 3 x social events to source venues for. The Workshop Closing Dinner (100 pax) would be perfect for Te Marae - I wonder if we can go through the process of requesting this?

Details below:

Monday 2 September
100 x Pax
Buffet Style (needs to include Halal/no-pork etc)
Drinks on Consumption

Let me know how we could move forward on this, and if possible if you could send me pricing accordingly.

Thanking you!

TB

s 9(2)(a)
Business Development Manager - s 9(2)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

WellingtonNZ
Takina Project Team – Wellington City Council
www.WellingtonNZ.com



[WellingtonNZ](#)

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From: [Aaron Telford](#)
To: [Elena Ford](#); [Andrew Dorrington](#)
Subject: FW: s 9(2) 58 - Wellington- Takina T&Cs review
Date: Monday, 24 July 2023 12:09:00 pm
Attachments: [Contract Terms and Conditions - 2023.pdf](#)
[image001.png](#)
[image002.jpg](#)
Importance: High

Hi both,

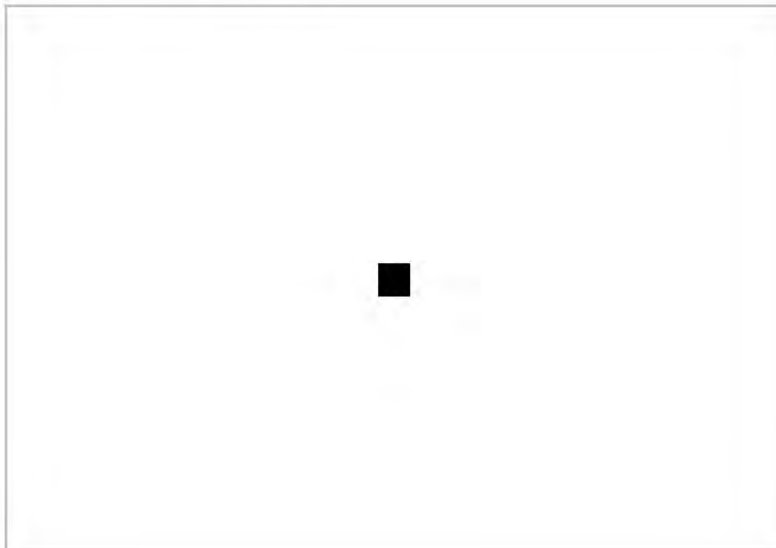
Below is an email from s 9(2)(a) who are conferencing in 2024.

They require a lot of revisions on the contract, and it will require re-writing.

Is this something that can be revised by yourselves in-house or will it need to go to legal?

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Friday, July 21, 2023 11:05 AM
To: s 9(2)(a) <s 9(2)(a)> wellingtonnz.com>; Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a)> wellingtonnz.com>
Subject: s 9(2)(a) 58 - Wellington- Takina T&Cs review
Importance: High

Hi s 9(2) and Aaron

I look forward to talking to you soon on Takina's s 9(2)(a) 58 proposal.

s 9(2)(i) [Redacted]

- [Redacted]
- [Redacted] s 9(2)(a) [Redacted]
- [Redacted]
 - [Redacted]
 - [Redacted]
 - [Redacted]

- [Redacted]

[Redacted]

s 9(2)(a) [Redacted]

[Redacted]

[Redacted]

s 9(2)(a) [Redacted]

[Redacted]

s 9(2) [Redacted]

s 9(2)(i)

[Redacted] s 9(2) (a)

[Redacted] s 9(2) (a)

[Redacted] s 9(2)

[Redacted] s 9(2) s 9(2)

[Redacted] s 9(2) s 9(2) s 9(2) (a)

[Redacted] s 9(2)

[Redacted]

[Redacted] s 9(2)

[Redacted] s 9(2)

[Redacted] s 9(2)

Looking forward to Takina's review and consideration
Best regards,

s 9(2)(a)

--

s 9(2)(a)

From: [Aaron Telford](#)
To: s 9(2)(a)
Subject: Feedback for s post meeting requested changes
Date: Tuesday, 25 July 2023 4:00:00 pm
Attachments: [image001.png](#)
[image002.jpg](#)

Kia ora s 9(2)

Thanks for the call with s 9(2)(a) last week, I have spoken to Jake about the pricing for this event as I feel there is a bit of revenue dumping from the original proposal offered. And it is a bit hard when being compared to a hotel, who have flexibility with VH as their focus is accommodation rooms.

Please see below what we can offer:

1. We can look to remove the \$ s 9(2)(i) per day venue hire charge for Rongomatane Foyer area during the pre-conference workshops, however in doing this the space will not be exclusive use as we will potentially sell the plenary hall to one large or smaller meetings over this time, making it a shared catering area.
2. Noted to remove Rongomatane Plenary section 1.1
3. We can reduce the \$ s 9(2)(i) per day charge for the Rongomatane Foyer to \$ s 9(2)(i) per day for the main conference days based on the small trade component.
4. Reducing these rates will cancel out the previously offered 10% VH discount.

Catering:

Welcome Function:

Wellington Foyer- Complimentary VH- was \$ s 9(2)(i)
Substantial Canape Service and Food Stations \$ s 9(2)(i) pp (original \$ s 9(2)(i) was – for trayed canapes only)

Beverage on Consumption

Meet s 9(2)(a) Cocktail

Exhibition Area- Takina

1 x Hour Light Canapes \$ s 9(2)(i) pp (trayed canapes)

Beverage on Consumption

Dinner:

Te Marae – TBC

Venue Hire \$ s 9(2)(i) – no AV included.

3 Course Plated Dinner \$ s 9(2)(i) pp (we don't offer lunch or dinner buffets anymore as part of our sustainability action to reduce waste)

Beverage on Consumption

Additional:

Removed arrival tea and coffee on all days.

Removed Gala Dinner quote.

Dietaries:

We don't cater for lifestyle diets such as Keto.

Halal can be accommodated- all our meat products are Halal.

Kosher- can not be catered for as this requires specialist equipment and separate kitchen facilities.

Other items:

Storage area: We are very low on back of house storage- so we will need to review space for this, behind the plenary hall.

Signage: The wayfinding signage can have rolling images, such as logos and then the session in the spaces as well.

Coffee Carts: We can recommend a supplier for these.

TOD Fees for external AV suppliers are \$ s 9(2)(i) plus GST for the first day and \$ s 9(2)(i) plus GST for each consecutive day

Room Information:

Rongomatane

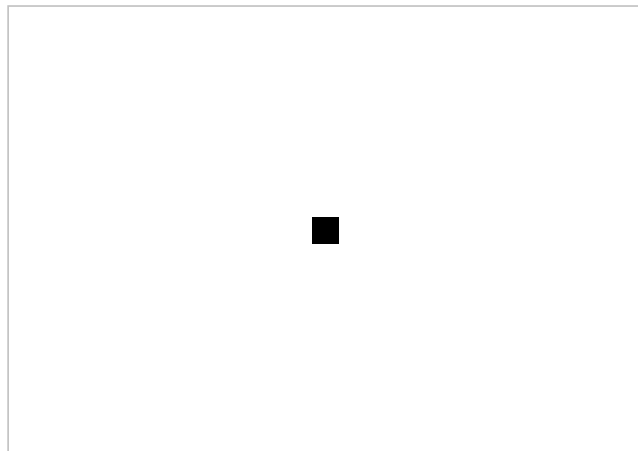
Please note that the rooms have now been finalised and have letters that correspond to the directional signage and not numbers:

Section 1.1 is now A
Section 1.2 is now B
Section 1.3 is now C

If you can please review this and discuss with [REDACTED] then I can requote based on what is required moving forward?

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED]



From: [REDACTED] <[REDACTED]@wellingtonnz.com>
Sent: Friday, July 21, 2023 4:24 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Workshop Closing Dinner - Te Marae

Kia ora Aaron

Further to our chat earlier with [REDACTED] - she's given me 3 x social events to source venues for. The Workshop Closing Dinner (100 pax) would be perfect for Te Marae - I wonder if we can go through the process of requesting this?

Details below:

Monday 2 September
100 x Pax
Buffet Style (needs to include Halal/no-pork etc)
Drinks on Consumption

Let me know how we could move forward on this, and if possible if you could send me pricing accordingly.

Thanking you!

TB

s 9(2)(a)
Business Development Manager - **s 9(2)**
Business Events Wellington
+61 **s 9(2)(a)**
s 9(2)(a) WellingtonNZ.com

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Takina Project Team – Wellington City Council
www.WellingtonNZ.com



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A large, empty rectangular box with a thin black border. In the center of the box is a single, solid black square.

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From: s 9(2)(a)
To: s 9(2)(a)
Cc: Aaron Lelford
Subject: s 9(2)(a) 2024
Date: Friday, 11 August 2023 2:25:32 pm

Kia ora s 9(2)(a)

Thanks for your time this morning, and apologies for the delay in catching up with you! Thanks again for the additional information on the concurrent meeting during s 9(2)(a) 58 – as mentioned the below options are available for your client:

30 AUG – 02 SEP

Rongomatane Rooms C & B

This would run concurrent to your workshop – so catering etc will be shared with your workshop delegates

04 SEP – 06 SEP

Rangimarie Rooms @ Te Huinga Conference Centre, in Te Papa - [Te Huinga Conference Centre - Takina \(takina.co.nz\)](#)

Oceania Rooms – @ Te Papa [Oceania - Takina \(takina.co.nz\)](#)

As discussed, I know Aaron will be coming back to you with a response to your questions on the contract / pricing etc. but if I can assist with anything further in the meantime, please don't hesitate to reach out.

Good luck with your meetings with the IT teams at Council next week – enjoy the weekend ahead!

s
9(2)
(a) (2)(a)
Business Development Manager - s 9(2)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

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From: [Aaron Telford](#)
To: s 9(2)(a)
Subject: RE: s 58
Date: Friday, 11 August 2023 12:56:00 pm
Attachments: [image001.png](#)
[image002.jpg](#)

Hi,

Okay, no problem. Shame about s 9(2)(a) did they say why they chose Te Pae?

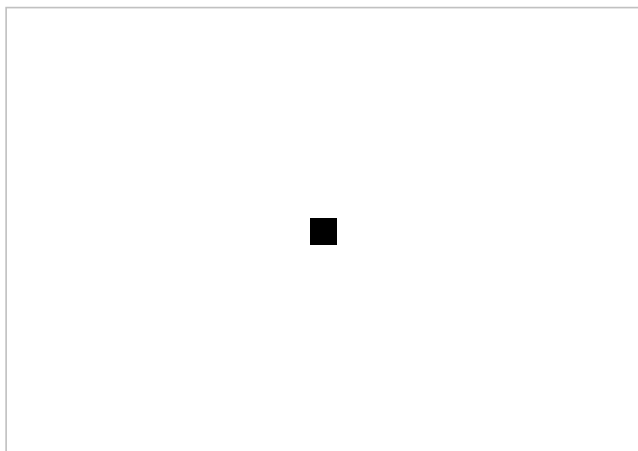
We have the below available:

Angus Rooms [Te Huinga Conference Centre - Takina \(takina.co.nz\)](#)
Rangimarie Rooms [Te Huinga Conference Centre - Takina \(takina.co.nz\)](#)
Oceania [Oceania - Takina \(takina.co.nz\)](#)

Thanks Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Friday, August 11, 2023 12:44 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2) 58

Hi Aaron

OK – you can release s 9(2)(a) – they've confirmed at Te Pae 😞

I'll not know numbers until my meeting at 12pm – but if you could list what's available (taking away s 9(2)(a) and I'll discuss with s 9(2)(a) and come to you with further details for pricing/quote.

Thanking you!

TB

s 9(2)(a)
Business Development Manager - s 9(2)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

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From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Friday, August 11, 2023 10:31 AM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: RE: s 9(2) 58

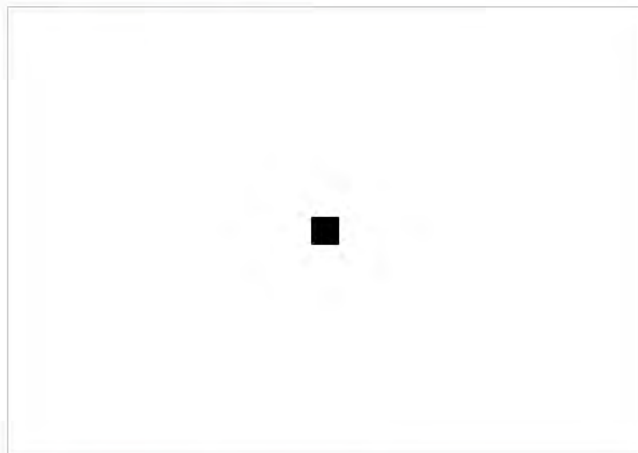
Hey,

What size rooms do they need and how many? We are holding rooms for the s 9(2)(a) Conference over those dates at TP.

Thanks

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Friday, August 11, 2023 10:36 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: s 9(2) 58

Hey Aaron

I'm catching up again with s 9(2)(a) later this morning – I wanted to check the availability of Te Papa Venues 04 – 06 September. She has a partner organisation wishing to run a meeting in the days prior to their major conference.

If you can drop me a quick note with what is available at Te Papa (as I know Level 2 will be out of action with s 9(2))

Cheers – s
9(2)
(a)

(2)(a)

Business Development Manager - s 9(2)
Business Events Wellington

+61 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

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From: [Aaron Telford](#)
To: s 9(2)(a)
Cc: s 9(2)(a)
Subject: s 9(2) re-quote
Date: Wednesday, 16 August 2023 10:21:00 am
Attachments: s 9(2) [Proposal- Revised V.2.pdf](#)
[image001.png](#)
[image002.jpg](#)

Kian ora s 9(2)(a)

I hope you are well.

Please see attached an updated proposal based on our recent teams call and what we can offer moving forward based on the required adjustments.

Please see below what we can offer:

1. We can look to remove the \$ s 9(2)(i) per day venue hire charge for Rongomatane Foyer area during the pre-conference workshops, however in doing this the space will not be exclusive use as we will potentially sell the plenary hall to one large or smaller meetings over this time, making it a shared catering area.
2. Noted to remove Rongomatane Plenary section 1.1(now A)
3. We can reduce the \$ s 9(2)(i) per day charge for the Rongomatane Foyer to \$ s 9(2)(i) per day for the main conference days based on the small trade component.
4. Reducing these rates will cancel out the previously offered 10% VH discount.

Catering:

Welcome Function:

Wellington Foyer- Complimentary VH- was \$ s 9(2)(i)
Substantial Canape Service and Food Stations would be \$ s 9(2)(i) pp (original s 9(2)(i) was – for trayed canapes only)- *this has not been updated based on if you wish to have the stations*
Beverage on Consumption

Meet s 9(2)(a) Cocktail

Exhibition Area- Takina
1 x Hour Light Canapes \$ s 9(2)(i) pp (trayed canapes)
Beverage on Consumption

Dinner:

Te Marae – TBC- this venue use will need to be confirmed by our lwi team
Venue Hire \$ s 9(2)(i) – no AV included.
3 Course Plated Dinner \$ s 9(2) pp (we don't offer lunch or dinner buffets anymore as part of our sustainability action to reduce waste)
Beverage on Consumption

Additional:

Removed arrival tea and coffee on all days.
Removed Gala Dinner quote.

Dietaries:

We don't cater for lifestyle diets such as Keto.
Halal can be accommodated- all our meat products are Halal.
Kosher- can not be catered for as this requires specialist equipment and separate kitchen facilities.

Other items:

Storage area: We are very low on back of house storage- so we will need to review space for this, behind the plenary hall.

Signage: The wayfinding signage can have rolling images, such as logos and then the session in the spaces as well.

Coffee Carts: We can recommend a supplier for these.

TOD Fees for external AV suppliers are \$ s 9(2)(i) plus GST for the first day and \$ s 9(2)(i) plus GST for each consecutive day

Room Information:

Rongomatane

Please note that the rooms have now been finalised and have letters that correspond to the directional signage and not numbers:

Section 1.1 is now A
Section 1.2 is now B
Section 1.3 is now C

If you have any questions, please don't hesitate to reach out to me, I am on leave now until next Monday.

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)



Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz

From: s 9(2)(a)
To: [Aaron Telford](#)
Subject: FW: Good luck next week for Japan - safe travels!!
Date: Monday, 4 September 2023 3:57:25 pm

Kia ora Aaron

Some good news for your Monday – please see the below correspondence from s 9(2)(a) she’s off in the next day to Japan for this year’s event, and wishes to get contract documentation underway for action when she returns early October.

If you can start the process, and base this off your last proposal (including workshop) for her and send it through to me? Thanks in advance.

s
9(2)
(a)

(2)(a)
Business Development Manager - s 9(2)(a)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

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From: s 9(2)(a)
Sent: Monday, September 4, 2023 10:58 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Good luck next week for Japan - safe travels!!

Hi s 9(2)(a)

We can – I’ll get Aaron to start work on the documentation, and we’ll send it to you when you are back from Kyoto.

Aaron is still with the Takina Events team – he’s just received an internal promotion

Wishing you all the best, and I look forward to chatting with you once you’ve recovered!!

Bon voyage

s
9(2)

From: s 9(2)(a) <s 9(2)(a)>
Sent: Monday, September 4, 2023 10:55 AM
To: s 9(2)(a) <s 9(2)(a)> [wellingtonnz.com](mailto:s 9(2)(a)@wellingtonnz.com)>
Subject: Re: Good luck next week for Japan - safe travels!!

Hi s 9(2)(a)

Thanks so much. I was going to reply to you, can we wait to go to contract until early October?

If there is a deposit to pay to secure the venue, let me know and I will make it happened whilst in Japan.

Also did Aaron move on from Takina? I saw a change of role on LinkedIn?

Have a great day s 9(2)(a)
s 9(2)(a)

--

s 9(2)(a)

s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)> [wellingtonnz.com](mailto:s 9(2)(a)@wellingtonnz.com)>
Date: Monday, 4 September 2023 at 10:49
To: s 9(2)(a) <s 9(2)(a)>
Subject: Good luck next week for Japan - safe travels!!

s 9(2)(a)

Business Development Manager - s 9(2)(a)

Business Events Wellington

+61 s 9(2)(a)

s 9(2)(a) WellingtonNZ.com

From: s 9(2)(a)
To: s 9(2)(a)
Cc: Aaron Telford
Subject: s 9(2) 58 - Wellington
Date: Wednesday, 20 September 2023 4:12:59 pm

Kia ora s 9(2)(a)

I hope you are home safely from Japan – and on a high after a successful event! I look forward to hearing all about it and the destination highlights.

s 9(2)(a) I'm heading off on annual leave this afternoon for the next 2 weeks and wanted to loop Aaron in so he can commence work on getting your contracting sorted. I've asked him to commence preparing from the last proposal version he had sent to you (including the pre-conference workshops). We are mindful that there's another event in-house at Takina the same week and also contracting hotels with your travel team etc should be a priority also!

If you also had an update on the s 9(2) Meeting and their decision on whether to tag-onto s 9(2) 58 – it would be great to share.

I'll leave you both to chat directly – and will touch base when I return to the office. Thanks again and have a fabulous afternoon.

Kind regards

s
9(2)
(a)

s 9(2)(a)
Business Development Manager – s 9(2)(a)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

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From: s 9(2)(a) <s 9(2)(a)>
Sent: Monday, September 4, 2023 10:55 AM
To: s 9(2)(a) <s 9(2)(a)> wellingtonnz.com>
Subject: Re: Good luck next week for Japan - safe travels!!

Hi s 9(2)

Thanks so much. I was going to reply to you, can we wait to go to contract until early October?

If there is a deposit to pay to secure the venue, let me know and I will make it happened whilst in Japan.

Also did Aaron move on from Takina? I saw a change of role on LinkedIn?

Have a great day s 9(2)

s 9(2)(a)

--

s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Date: Monday, 4 September 2023 at 10:49

To: s 9(2)(a) <s 9(2)(a)>

Subject: Good luck next week for Japan - safe travels!!

s 9(2)(a)

Business Development Manager - s 9(2)(a)

Business Events Wellington

+61 s 9(2)(a)

s 9(2)(a) [WellingtonNZ.com](mailto:s 9(2)(a)@WellingtonNZ.com)

WellingtonNZ

Takina Project Team – Wellington City Council

WellingtonNZ.com



From: s 9(2)(a)
To: Aaron Teirord; s 9(2)(a)
Subject: s 58 - Contracting | Questions and Info
Date: Tuesday, 10 October 2023 5:56:25 pm

Hi Aaron

I hope you are having a great day and successful AuSAE Networking Session today in Wellington. Aaron, I had a meeting with s 9(2)(a) earlier today now she's back on deck after their event this year at the Kyoto Convention Centre. Out of scope

Out of scope

Out of scope

- s 9(2)(a) is going to amend your last proposal with tweaks (2 x meeting rooms only for the pre-conference workshops)/catering numbers etc.
- They'd like to use Rongomatane A \B as the main plenary room and C as the breakout.
- Would you have a contact from the AV team that you'd be able to introduce s 9(2)(a) to so she can discuss all their options and obtain specialised quotes. I'd perhaps suggest you also sit in on this meeting along with the co-ordinator to make sure you're all on the same page
- Would we have any customer referrals/contacts that we could introduce s 9(2)(a) to – to share their experience with the AV team and operations at Takina?
- Can you explore which of the Green Rooms may be available to include as storage options for s 9(2)(a) (noting that 1E will also need some). Please confirm the availability of these and that they'd be charged as FOC.
- Does Takina Events have single armchairs/ coffee tables to pop on stage for presentation sessions and/or is this an additional cost?
- Does Takina Events have any screening (planter boxes or physical screens) that s 9(2)(a) could use to section off the space behind the Rongomatane escalator foyer to create an additional breakout room. Please advise and if any costs involved in the use of these items?
- Local Iwi – can you confirm costs and protocol for a mihi whakatau on their opening session of the conference. Are there any other cultural considerations they need to address before heading into the building?

Aaron – s 9(2)(a) will come back to you with her amendments tomorrow or the next day on your latest proposal – and hopefully this will then lead to the contract for you . On another note s 9(2)(a) will also make another visit into Wellington with a couple of colleagues late November/early December. I've asked her to send through a variety of dates and will check these off with yourself and @ s 9(2)(a) to ensure they visit all the off-site venues / accommodation / accommodation and av tech teams etc.

Thanks in advance, feel free to give me a call if you have any questions and/or would like clarification on the above.

Cheers

s
9(2)
(a) (2)(a)
Business Development Manager – s 9(2)
Business Events Wellington
+61 s 9(2)(a)
s 9(2)(a) WellingtonNZ.com

From: [REDACTED]
To: [REDACTED]
Subject: Re: FW: Qik Conference Enquiry
Date: Wednesday, 11 October 2023 3:11:22 pm

Kia ora Aaron, in talking with our Asia Pacific partners I understand Takina may be holding the [REDACTED] conference from 30 Aug to 6 Sept 2024. Is there any possibility that our two day event could be moved forward a day and held on 7-8 September as many Asia Pacific delegates would stay for aspects of our 2 day event? And we would co-design aspects of the two events together.

On Mon, Oct 9, 2023 at 11:21 AM [REDACTED] wrote:
Hi Aaron, still interested in the dates, just trying to get some certainty at our end and internationally to lock down those dates.

On Mon, Oct 9, 2023 at 10:03 AM Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Kia ora [REDACTED]

I hope you had a good weekend just following up on the below to see if you have any further questions about the proposal/deposit information at all?

Thanks and I look forward to hearing from you

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED]

From: [REDACTED]
Sent: Tuesday, September 26, 2023 7:42 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: Quick Conference Enquiry

Kia ora Aaron I forgot to ask what kind of deposit would be required to hold those dates?

On Mon, Sep 25, 2023 at 4:09 PM Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Kia ora [REDACTED]

Please see attached the tailored proposal or your event in September next year

I have quoted you into Level 1 on the centre, this has the main plenary space and three breakout rooms, the plenary space can be split into 3 to make up for the additional spaces required for breakouts

Please review the links in the attached document for more information on the venue and the day catering menus

Please note that venue hire includes basic AV in our spaces (excluding section b of Rongomatane) and additional charges apply for staging/wash lighting and AV operators. I have attached the AV inclusion document to this email for you as well

Our daily menus consist of Morning and Afternoon Tea and a standing buffet lunch- which includes two hot dishes

If you have any questions or would like any further information, please don't hesitate to contact me directly,

Thanks

Aaron

Aaron Telford
Senior Account Manager
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED]

From: [REDACTED]
Sent: Monday, September 25, 2023 11:44 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: Quick Conference Enquiry

Thanks, if we possibly wanted it to be a 2 day event (could we add a day either side ie, Sunday or Tuesday?)

Possibly the 9th would work if we go for one day

s

On Mon, Sep 25, 2023 at 10:40 AM Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Kia ora s

Apologies for the delay in coming back to you

September is a very busy month for us I can offer the below dates if these may work for you?

Monday 9th September

Monday 16th September

If either of these may work please let me know and I can arrange a proposal for you.

Thanks

Aaron

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s

Type of enquiry [Quick conference enquiry](#)

First Name s

Last Name s

Organisation [InternetNZ](#)

Email address s 9(2)(a)

Phone number s

Tell us about it 9(2)

s 9(2)(a)

[Ngā mihi](#)

[Caitlin Dorrington](#)

[Sales & Promotions Coordinator - Venues](#)

[Takina Events](#)

[PO Box 467 155 Cable Street, Wellington 6011](#)

Email: caitlin.dorrington@tepapa.govt.nz

Mobile: +64 21 s

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[Find out more at takina.co.nz](#)

[Please note I work on a part-time basis on Monday](#)

[Tuesday Morning & Wednesday](#)

[In the Office = ✓ Working from home = WFH Not at work = X](#)

MON	TUE	WED	THU	FRI
✓	✓	✓	X	X

s 9(2)

From: s 9(2)(a)
To: s 9(2)(a)
Cc: Aaron Telford; s 9(2)(a)
Subject: RE: s 9(2) 58 site visit
Date: Thursday, 19 October 2023 1:44:56 pm

Kia ora s 9(2)(a)

Looking forward to meeting you when you are here in Wellington next month!

I'm happy to help coordinate your famil, perhaps we can meet up for a call next week, to talk through your requirements before I create an itinerary? I could do anytime on Wednesday between 10am and 1:30pm (Brisbane time), if there is a time then that suits you?

I will contact TRYP now to ask them to hold 2 rooms for you for the site visit, and find out the costs involved. You will be checking in on the 14th, and what day will you be checking out?

Kind Regards,
Stacey

s 9(2)(a)
Convention Services Advisor
Business Events Wellington
+64 22 s 9(2)(a)

WellingtonNZ

Takina Project Team – Wellington City Council
New Zealand

I work Monday - Tuesday (9am-5pm), Wednesday - Thursday (9am-2.30pm)
WellingtonNZ.com



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From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Wednesday, 18 October 2023 4:37 pm
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com> <s 9(2)(a)@wellingtonnz.com>
Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(a) 58 site visit

Kia ora s 9(2)(a)

Thanks for your email – and for advising dates for your site visit. I'm looping in my

colleague @ [redacted s 9(2)(a)] who will be able to assist with planning for the site inspection, join you for certain components and source accommodation for you. I'd highly recommend you staying at TRYP (we are holding a staff block at this hotel for next year) and it will allow you to meet with the GM to finalise your block etc. Unfortunately, [redacted s 9(2)(a)] will be away attending the ICCA Congress that week, so won't be on hand to catch-up on this occasion.

[redacted s 9(2)(a)] I was speaking with [redacted s 9(2)(a)] today and we are keen to drop a press release announcing that the planning of [redacted s 9(2)(a)] 58 is underway and confirmed for Wellington – I've got some questions/comments below which would help us in writing this press release:

1. Whom from your side could we quote in the release? Name and title as appropriate to this announcement (some clients choose to say Conference Chair / Co-Chair as opposed to their day job title).
2. A few words/statements stating why it is important for New Zealand to host this conference? Could include the relevance of the topic to New Zealand and Wellington at this exact time (more so than previously for example) or more generally.
3. Is there any specific reason this is appropriate to host in Wellington as opposed to other cities in New Zealand?
4. Could we disclose who we bid against and why the international client decided on New Zealand?
5. Would we also be able to discuss that [redacted s 9(2)(a)] 58 is also attracting additional partner meetings to run concurrently with your program?

Once we've received the above, we'll draft a press release and send this to you for final sign-off. We'll then share this with our press contacts both AU/NZ and further worldwide. I'll leave you and Stacey to connect and discuss finer details – thanks in advance for the above!

Kind regards

[redacted s 9(2)(a)]

[redacted s 9(2)(a)]
Business Development Manager – [redacted s 9(2)(a)]
Business Events Wellington
+61 [redacted s 9(2)(a)]
[redacted s 9(2)(a)] WellingtonNZ.com

WellingtonNZ
Takina Project Team – Wellington City Council
WellingtonNZ.com



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From: [redacted s 9(2)(a)] <[redacted s 9(2)(a)]>

Sent: Wednesday, October 18, 2023 1:35 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>; s 9(2)(a)
<s 9(2)(a)@wellingtonnz.com>

Subject: Re: s 9(2)(a) 58 site visit

Hi Aaron

Thank you.

Our meeting with s 9(2)(a) has been postponed to next week unfortunately. So please keep the rooms in our proposal for now until we offer options and obtain clarification.

Did you find out if the Amokura gallery at Te Papa is available for our conference welcome social event on 4 September 2024?

Thanks

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Wednesday, 18 October 2023 at 12:15

To: s 9(2)(a) <s 9(2)(a)>; s 9(2)(a) <s 9(2)(a)>
<s 9(2)(a)@wellingtonnz.com>

Subject: RE: s 9(2)(a) 58 site visit

Thanks, s 9(2)(a)

I will get things moving along at my end for the site visit.

How did the conversation go with InternetNZ in regard to their event requirements?

Thanks

Aaron

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>

Sent: Wednesday, October 18, 2023 2:05 PM

To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>; Aaron Telford
<aaron.telford@takinaevents.co.nz>

Subject: s 9(2)(a) 58 site visit

Hi s 9(2)(a) and Aaron

Just letting you know that our site visit to Wellington for s 9(2)(a) 58 has been confirmed. I will

attend with one of our tech colleague, name TBC.

I will be flying on 14 Nov, meetings with local accommodation, social event venues and local suppliers (signage, gifts, tshirts, exhibition furniture hire) on 15 & 16 Nov. Will be looking for your recommendations and introduction, thank you.

Aaron – I will block the full day of 17 Nov to be at Takina and Te Papa to meet with you, your team, AV and internet supplier.

s 9(2) - which hotel would you recommend for this site visit? I'd like to try Tryp as it is closed to Takina. Hopefully it has some availability during our conf dates and can offer discounted accommodation for s 9(2)(a) and its conference participants.

RE: Fellows accommodation: Would you be able to recommend anything a bit cheaper than Copthorne in the 3.5* category and walking distance to Takina? this is for our fellows accommodation (twin share incl breakfast and wifi).

Looking forward to talking further to ensure that we cover everything during this site visit.

Thank you

s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

From: [Tom O'Sullivan](#)
To: [Aaron Telford](#)
Subject: RE: **s 9(2)(a)**
Date: Wednesday, 1 November 2023 4:08:18 pm
Attachments: [image003.png](#)
[image004.png](#)
[image005.jpg](#)

Kia ora Aaron,

Apologies for the slow response.

I am currently available to join a site visit on November 17th and would be eager to attend, thank you.

Unfortunately, we don't have authorised access to the server room, so we would need to go through Leon and or WCC ICT with this request for access on the 17th November.

Leon will likely have a better understanding of why they would need access to the server room, based on his involvement and conversations held to date, including the creation of that specific **s 9(2)(a)** network spec document for them.

I would suggest that they have a representative at the site visit too.

I see that you are on leave until the 7th, so I will reach out to Leon and Geema tomorrow and update you on your return.

Nga mihi,

Tom O'Sullivan
Manager Audio-Visual Event Services
Takina Events



PO Box 467 | 50 Cable Street, Wellington 6011
Email: tom.osullivan@takinaevents.co.nz
Mobile: +64 29 770 9285

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From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Thursday, October 19, 2023 10:25 AM
To: Tom O'Sullivan <Tom.OSullivan@tepapa.govt.nz>
Subject: **s 9(2)(a)**

Kia ora Tom,

I think you may have previously been involved in discussions around this event in

the past.

This is the **s 9(2)(a)** conference, and they build their own networks etc. and require access to the server room at Takina.

There was a meeting with BEW previously, that I wasn't a part of- please see attached email.

s 9(2)(a) would like to have aa site on the 17th November (time to be confirmed), with myself, AV, OPS etc and has asked if they can also have access to the server room to look at it on this day as well. She will be travelling with one of her technical team.

Are you free to attend this site with whoever gets assigned as the AV Coordinator and are you able to organise the server access?

Thanks

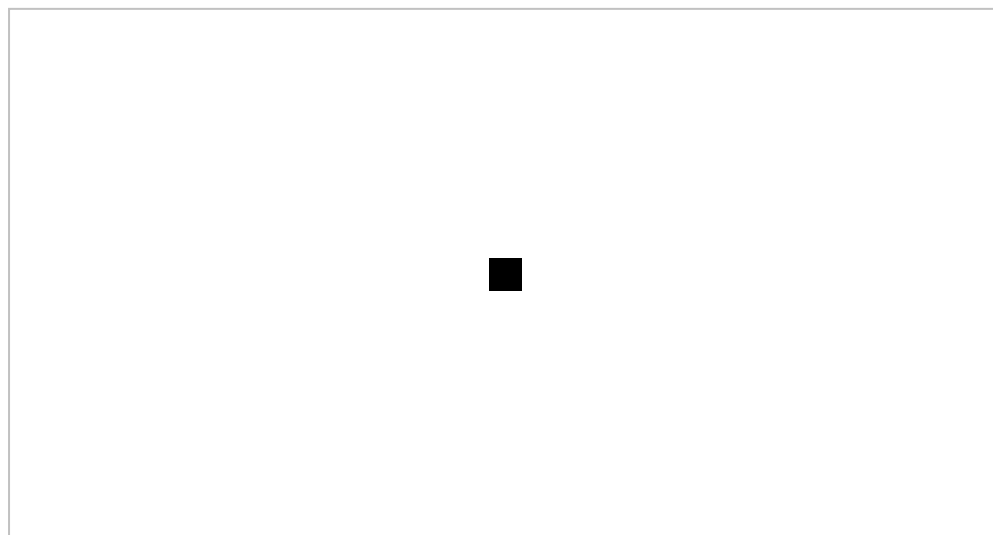
Aaron

Aaron Telford
Senior Account Manager

Takina Events
PO Box 467 155 Cable Street, Wellington 6011
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 **s 9(2)(a)**



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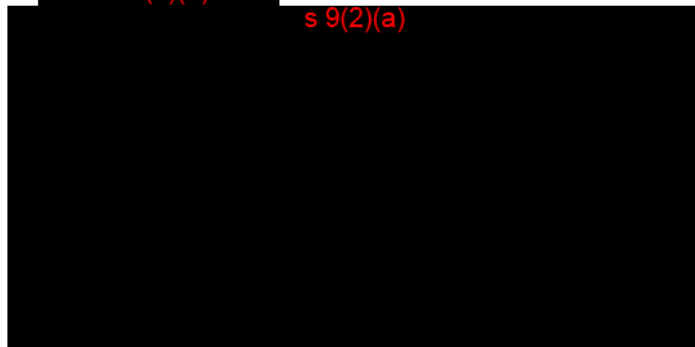
From: [Leon Cassidy](#)
To: [Aaron Telford](#)
Cc: s 9(2)
Subject: Re: WCC | Takina | Meeting Room booking | s Conference
Date: Thursday, 9 November 2023 1:22:18 pm 9(2)
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.png](#)

Thanks Aaron,

Yes, myself and s have access to the comms rooms for the 17th.

Kind regards,

s 9(2)(a)
s 9(2)(a)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Date: Thursday, 9 November 2023 at 11:55 AM
To: s 9(2)(a)
Subject: RE: WCC | Takina | Meeting Room booking | s 9(2)(a) Conference

Hi Leon,

Confirming that you will be able to organise access to the server rooms at Takina for the 17th?

I am finalising this site/meeting now and will send out the final invite today for those that need to attend.

There are no events on at all that day either.

Thanks

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

From: s 9(2)(a)
Sent: Thursday, November 2, 2023 8:14 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>; Jonty Datson <Jonty.Datson@takinaevents.co.nz>
Cc: Glenn Lust <glenn.lust@takinaevents.co.nz>; s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>; s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>; s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: Re: WCC | Takina | Meeting Room booking | s 9(2)(a) Conference

Thanks Aaron,

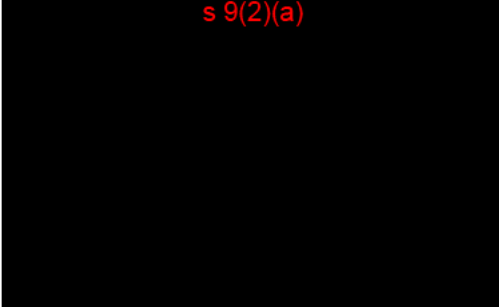
Please include me in these comms.

My team and I work with WCC and Takina with both the network and digital signage/wayfinding. We've been liaising with s 9(2)(a) and her engineers since inception. We scheduled a meeting at 10:00 on the 17th November with the intention of finalising their requirements and showcasing the network's capabilities.

We will postpone all comms with the s 9(2)(a) team till you return.

Kind regards,

s 9(2)(a)
s 9(2)(a)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Date: Thursday, 2 November 2023 at 11:54 AM
To: Jonty Datson <Jonty.Datson@takinaevents.co.nz>, s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Cc: Glenn Lust <glenn.lust@takinaevents.co.nz>, s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>, s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>, s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: Re: WCC | Takina | Meeting Room booking | s 9(2)(a) Conference

Hi all,

The planning for this site is underway and Tom from our AV team will be joining us, along with another AV rep as well. He's looking into gaining access to servers etc as well.

If I can ask that everyone just holds fire until I am back on Tuesday and I will send out further communication to those this involves.

Thanks

Aaron

Aaron Telford

Senior Account Manager

Takina EventsEmail: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

From: Jonty Datson <Jonty.Datson@takinaevents.co.nz>**Sent:** Thursday, November 2, 2023 11:16:24 AM**To:** [REDACTED]**Cc:** Glenn Lust <Glenn.Lust@takinaevents.co.nz>; [REDACTED] <[REDACTED]@wellingtonnz.com>;

[REDACTED] <[REDACTED]@wellingtonnz.com>; Aaron Telford

<aaron.telford@takinaevents.co.nz>; [REDACTED] <[REDACTED]@wellingtonnz.com>**Subject:** RE: WCC | Takina | Meeting Room booking | [REDACTED] Conference

Good morning Leon,

We do have meeting rooms available on the 17th of November, however we would need to charge full venue hire to secure one. Let me know if you are interested in obtaining a quote.

The alternative would be to arrange to meet at one of the three cafes across both Takina and Te Papa.

Nga mihi,

Jonty Datson

Function Sales and Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: jonty.datson@takinaevents.co.nz

Mobile: [REDACTED]

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From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Thursday, November 2, 2023 8:01 AM
To: s 9(2)(a) Venues <enquiries@takinaevents.co.nz>
Cc: Glenn Lust <glenn.just@takinaevents.co.nz>; s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>; s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>; Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: WCC | Takina | Meeting Room booking | s 9(2)(a) Conference

Morena Leon,

Thank you for the note.

I have copied Aaron from Takina Events on this email as he is managing the contract with s 9(2)(a) but I believe is on leave so someone else will support with a room booking for this meeting.

Re: your suggestion to include the coordinator and AV team in this meeting, that sounds like a great plan with this is their first planning visit. Glenn will be able to advise on that.

From our side, s is managing the bid, but Stacey is supporting this visit on the ground (s lives in Sydney) so I have included both of them to be aware of the arrangements as Stacey is working with s 9(2)(a) on the itinerary.

Many thanks,

s
9(2)
(a)

s 9(2)(a)
Manager

Business Events Wellington

+64 22 s 9(2)(a)

s 9(2)(a) WellingtonNZ.com

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Takina Project Team – Wellington City Council

WellingtonNZ.com



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|

From: s 9(2)(a)
Sent: Wednesday, November 1, 2023 8:03 PM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>; enquiries@takinaevents.co.nz
Cc: Glenn Lust <glenn.lust@takinaevents.co.nz>
Subject: WCC | Takina | Meeting Room booking | s 9(2)(a) Conference

Hi s and Takina Events team,

The s 9(2)(a) team are visiting Wellington on the 17th November.

We are planning to finalise the technical requirements with them for their conference in September next year. Is it possible to book a meeting room on the 17th November between 1000-1700 (client will likely be onsite with us between 100-1300).

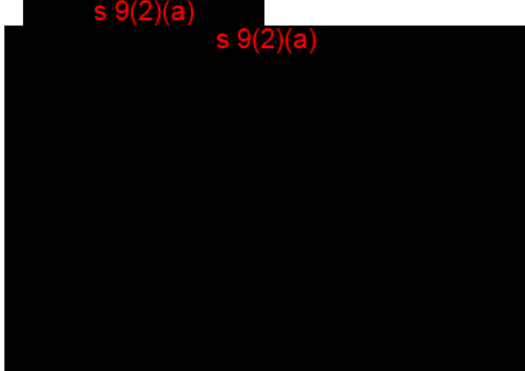
Also, has an event coordinator been assigned to this event?

It would be great to have an AV designer/engineer involved if available. They always have many questions regarding the AV system which I cannot answer. It is possible that these discussions have begun without my knowledge.

Kind regards,

s 9(2)(a)

s 9(2)(a)



From: [Aaron Telford](#)
To: s 9(2)(a)
Cc: s 9(2)(a)
Subject: RE: Takina- Contract
Date: Wednesday, 15 November 2023 8:23:00 am
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
s 9(2) Contract V.2.pdf
s 9(2) Contract 2024, V.1 (s 9(2) legal - 13 November 2023)3.pdf

Hi s 9(2)(a)

Please see attached the final updated contract (V.2) and your document with comments.

The Angus rooms price is venue hire and AV only- I thought this was a breakout and that catering was covered in the count for that day. If we need to add catering, the coordinator assigned can do this for you over and above the contract.

Have noted the public liability requirement in the attached as well.

I look forward to the return of the signed document today and look forward to seeing you on Friday.

Please note we will all meet on the ground floor at Takina by the lifts.

Thanks

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, November 14, 2023 4:24 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a)> wellingtonnz.com>
Subject: Re: Takina- Contract

Hi Aaron

Our legal team and I have reviewed the contract and provided feedback, see attached for your review.

s 9(2)(a) will require the public liability cover at NZ\$ s 9(2) per day, period will be from 28 August to 7 September 2024. Please add s 9(2)(a) to your policy.

Let me know if you have any further questions and I shall see you on Friday.

Many thanks

s 9(2)(a)

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Friday, 10 November 2023 at 11:01

To: 's 9(2)(a)' <s 9(2)(a)>

Cc: s 9(2)(a) <s 9(2)(a)> wellingtonnz.com

Subject: RE: Takina- Contract

Kia ora s 9(2)(a)

Thank you for selecting Takina events for your conference s 9(2)(a) 24 to be held at Takina.

Please see attached the tailored contract for your event.

If you can please review the document, and note the payment plan and also indicate if you will require the Public Liability cover or not.

Once you return the signed document to myself, I will countersign it and return a copy for your records.

Please note the required changes made to the document as requested and the payment plan has been tailored as well.

After this is done I will handover your event to one of our coordinators, who will work with you moving forward to organise the deposit payment and to finalise all of the details for your event.

You can view venue information and menus at anytime on our website [Home - Takina \(takina.co.nz\)](https://www.takina.co.nz)

If you have any questions, please don't hesitate to reach out to me.

We look forward to welcoming yourself and your delegates.

Aaron Telford
Senior Account Manager
Takina Events
PO Box 467, 55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

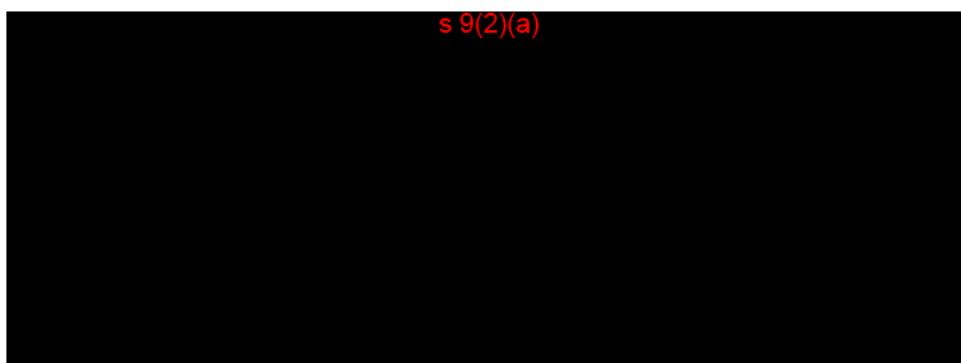
From: [REDACTED] <[REDACTED]>
Sent: Friday, November 10, 2023 11:22 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: Takina- Contract

Good morning Aaron

This is good now, thank you for making these changes. Just to confirm that we can increase numbers and function rooms if need arises right?

Have a good day

[REDACTED]



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Date: Friday, 10 November 2023 at 06:43
To: [REDACTED] <[REDACTED]>
Subject: RE: Takina- Contract

Hi [REDACTED]

Thank you for the below, I have updated as required.

All final timings will be confirmed with your coordinator when they start to work on the even with you next year. I have amended as required for now.

For Rongomatane on the 6th- yes the charge applies as its part of the main plenary charge for the space.

The below should all now correct if you can please confirm.

Thanks in advance,

Aaron

Venue Hire (Takina spaces)										
Start	Start	End	End	Space	Usage	Seating	Days	Unit	Total	

Date	Time	Time	Date			Style		Charge	(exc. GST)
30/08/24	7:00 AM	7:00 PM	02/09/24	Rongomatane (Foyer)	Catering	Standing Catering	4		
30/08/24	8:00 AM	7:00 PM	02/09/24	Makaro Meeting Room 1C	Plenary Session	Classroom Style	4		s 9(2)(i)
30/08/24	8:00 AM	7:00 PM	02/09/24	Matiu Meeting Room 1A	Plenary Session	Classroom Style	4		
30/08/24	8:00 AM	7:00 PM	06/09/24	L1 Takina Organisers Office	Secretariat/Office	Boardroom Style	8		
30/08/24	8:00 AM	7:00 PM	06/09/24	L1A Lounge	Quiet/Prayer Room	Set up room as is	8		
02/09/24	8:00 AM	7:00 PM	03/09/24	Matiu Meeting Room 1A	Breakout Session	Classroom Style	2		
03/09/24	8:00 AM	7:00 PM	06/09/24	Makaro Meeting Room 1C	Breakout Session	Classroom Style	4		
03/09/24	8:00 AM	7:00 PM	06/09/24	Mokopuna Meeting Room 1B	Breakout Session	Classroom Style	4		
03/09/24	8:00 AM	7:00 PM	06/09/24	Rongomatane (Foyer)	Catering & Trade	Trade / Exhibition	4		
03/09/24	8:00 AM	7:00 PM	06/09/24	Rongomatane Plenary Hall One	Plenary Session		4		
03/09/24	8:00 AM	7:00 PM	06/09/24	Rongomatane Room A	Breakout Session	Classroom Style	4		
03/09/24	8:00 AM	7:00 PM	06/09/24	Rongomatane Room B	Plenary Session	Theatre Style	4		
03/09/24	8:00 AM	7:00 PM	06/09/24	Rongomatane Room C	Plenary Session	Theatre Style	4		
SUBTOTAL (EXCL. GST)									s 9(2)(i)
TOTAL GST									
TOTAL AMOUNT INC GST									

Venue Hire (Te Papa spaces)										
Start Date	Start Time	End Time	End Date	Space	Usage	Seating Style	Max Capacity	Days	Unit Charge	Total (exc. GST)
03/09/24	7:00 AM	5:00 PM	03/09/24	The Angus Rooms	APCERT Meeting			1	\$	
06/09/24	6:00 PM	10:00 PM	06/09/24	The Wellington Foyer	Cocktail Closing Event			1	Complimentary	Complimentary
SUBTOTAL (EXCL. GST)										s 9(2)(i)
TOTAL GST										
TOTAL AMOUNT INC GST										

Catering									
Start Date	Start Time	End Date	End Time	No. of Days	Description	Expected No.	Unit Price	Charges (exc. GST)	
30/08/24	10:00AM	02/09/24	4:30PM	4	Daily Conference Menu	80	\$		s 9(2)(i)
03/09/24	10:00AM	03/09/24	4:30PM	1	Daily Conference Menu	220	\$		
04/09/24	10:00AM	05/09/24	4:30PM	2	Daily Conference Menu	400	\$		
06/09/24	10:00AM	06/09/24	4:30PM	1	Daily Conference Menu	200	\$		
05/09/24	5:00PM	05/09/24	6:00PM	1	Canape's Package A - 1h 4x items	150	\$		
05/09/24	5:00PM	05/09/24	6:00PM	1	Beverage on Consumption	150			
06/09/24	6:30PM	06/09/24	9:30PM	1	Canape package – 6x items 2 hour service	200	\$		
06/09/24	6:30PM	06/09/24	9:30PM	1	Beverage on Consumption	200			
SUBTOTAL (EXCL. GST)									
TOTAL GST									
TOTAL AMOUNT INC GST									\$

Aaron Telford
Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED]

From: [REDACTED] <[REDACTED]>
Sent: Thursday, November 9, 2023 3:35 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: [REDACTED] <[REDACTED]> [wellingtonnz.com](mailto:[REDACTED]@wellingtonnz.com)>
Subject: Re: Takina- Contract

H Aaron

Can you extend the end time to 6pm for all sessions please?

During the conference, on 4 & 5 Sep sessions in the Rongomatane plenary halls only will finish at 7pm.

- Replace the workshop room from Mokopuna 1B to Matiu room 1 A as we would like to increase workshop capacity

30/08/24	8:00 AM	5:00 PM	02/09/24	Mokopuna Meeting Room 1B	Plenary Session	Classroom Style	4	\$	\$
----------	---------	---------	----------	--------------------------	-----------------	-----------------	---	----	----

- Remove from the contract the Romgomatane 1.3 on Friday 6 Sep 2024 – are we still paying for this?
- On the catering costs, the end time from 30/08 to 6/09 shows 2pm. Our afternoon tea break is usually from 4 to 4.30pm
- Catering pax: 400 daily conference menus on 4 & 5 September

04/09/24	10 00AM	06/09/24	2 00PM	3	Daily Conference Menu	400	\$	\$
----------	---------	----------	--------	---	-----------------------	-----	----	----

- 200 pax daily conference menus on 6 September (this number may increase depending on other partnering events and I will give you enough notice)

Thank you

[REDACTED]

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Thursday, 9 November 2023 at 08:44

To: [REDACTED] <[REDACTED]>

Cc: [REDACTED] <[REDACTED]> [wellingtonnz.com](mailto:[REDACTED]@wellingtonnz.com)>

Subject: RE: Takina- Contract

Hi [REDACTED]

Start Date	Start Time	End Date	End Time	No. of Days	Description	Expected No.	Unit Price	Charges (exc. GST)
30/08/24	10 00AM	02/09/24	2 00PM	4	Daily Conference Menu	80	\$ [REDACTED]	[REDACTED] s 9(2)(i)
03/09/24	10 00AM	03/09/24	2 00PM	1	Daily Conference Menu	220	\$ [REDACTED]	[REDACTED]
04/09/24	10 00AM	06/09/24	2 00PM	3	Daily Conference Menu	400	\$ [REDACTED]	[REDACTED]
05/09/24	5 00PM	05/09/24	6 00PM	1	Canape's Package A - 1h 4x items	150	\$29 00	[REDACTED]
05/09/24	5 00PM	05/09/24	6 00PM	1	Beverage on Consumption	150		[REDACTED]
06/09/24	6:30PM	06/09/24	9:30PM	1	Canape package – 6x items 2 hour service	200	\$32 00	[REDACTED]
06/09/24	6:30PM	06/09/24	9:30PM	1	Beverage on Consumption	200		[REDACTED]
SUBTOTAL (EXCL. GST)								[REDACTED]
TOTAL GST								[REDACTED]
TOTAL AMOUNT INC GST								[REDACTED]

Aaron Telford
Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 21 [REDACTED] s 9(2)(a)

From: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)>
Sent: Wednesday, November 8, 2023 7:30 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)> [\[REDACTED\]@wellingtonnz.com](mailto:[REDACTED]@wellingtonnz.com)
Subject: Re: Takina- Contract

Hi Aaron

Thank you for your patience as we await on other partnering event confirmation.
I will meet with staff from InternetNZ next week to discuss the event in details.

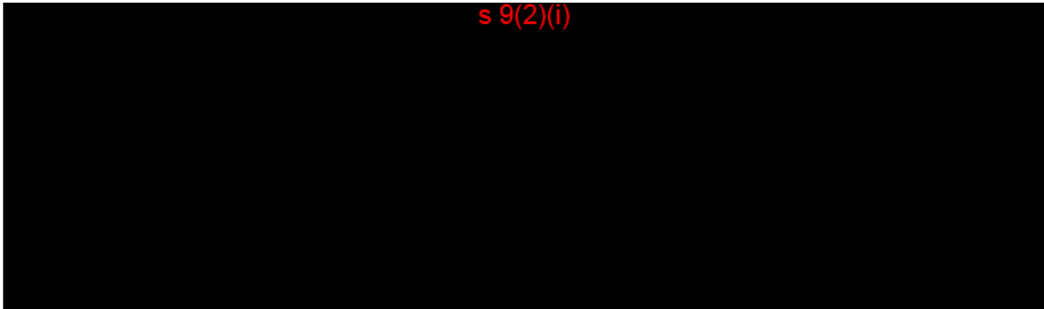
In the meantime, you will see attached [REDACTED] s 9(2)(a) room requirements and latest changes below:-

- Remove the Matiu room from Friday 30 August to Sunday 1st Sep 2024
- Keep the Matiu room from Monday 2 to Tuesday 3 Sep included
- We won't require the Matiu room from Wednesday 4 to Friday 6 Sep 2024
- APCERT meeting on Tuesday 3 Sep, I don't think you have any other function room available at Takina that day? – you mention that the Angus room, level 3 at Te Papa is available? Will there be standard AV and internet in the room?
- Remove from the contract the Romgomatane 1.3 on Friday 6 Sep 2024
- Page 5 of the quotation from 30/08 – 2/09 – Daily conference menu for 80 pax
- Page 5 3/09 – Daily conference menu for 220 pax
- Page 5 4/09 – change this date to 6/09 as the Welcome function can't be held at Te Papa on 4/09 and replace with the Conference closing social event (canape package and beverage on consumption as per quotation) on Friday 6 Sep for 200 pax at the Wellington Foyer Te Papa.
- The rest of the catering no. on page 5 is OK

Payment dates:

Regarding the payment terms and cancellation fees, as agreed:





- The payment terms to be one week from invoice date
- Can we review the timing of deposits

-  s 9(2)(i)
-
-

Aaron, let me know if we should have a Zoom catch-up to discuss any of the above before finalising the contract.

Thank you

 s 9(2)(a)

 s 9(2)(a)
Events Project Manager,  s 9(2)(a)
e:  s 9(2)(a)
p: +61 7 3858 3149
m: +61 413 010999
.net">www..net



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Date: Tuesday, 7 November 2023 at 08:00

To: ' s 9(2)(a)' < s 9(2)(a)>

Cc:  s 9(2)(a) < s 9(2)(a)> <wellingtonnz.com>

Subject: Takina- Contract

Hi  s 9(2)(a)

I hope you are well.

I am currently looking at the details for the visit on the 17th and making sure we can have the right people from our end in attendance at the same time.

What we do need before this however is the signed contract for the event- and I would like to lock this away by Friday this week please.

InternetNZ are going to still run a separate event aside from yours. If they wish to include some sessions outside of their main event and merge with you- then that is something that you will need to organise with them. We can't bill rooms separately so you will need to contract for all rooms used.

If you can please update me with you allocation document from our last catch up- along with dates and numbers for all social events, so I can revise and update a final proposal.

I look forward to hearing from you and locking this all away this week.

Thanks

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 21 [REDACTED]

From: [REDACTED] <[REDACTED]>
Sent: Thursday, November 2, 2023 3:08 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: [REDACTED] 58 site inspection at Takina Wellington | 17 Nov

Hi Aaron

How are you? We are finalising our site visit to Wellington.

This is to let you know that the meeting with the Internet Connectivity and Bandwidth companies Omega Networks and Mercury has been confirmed on Friday 17 November at 10am at Takina. It would be great if you can join this meeting.

Attendees will be [REDACTED] and [REDACTED], [REDACTED]

Can you please provide a meeting room for this meeting and the rest of the day?

At what time have you planned for us to meet your teams in AV and catering?

Can we inspect on the same day, the Te Papa meeting rooms and space for the [REDACTED] 58 closing dinner?

Many thanks and speak soon.

[REDACTED]

[REDACTED]

From: [Tara Terry](#)
To: [Aaron Telford](#)
Subject: RE: s 9(2)
Date: Monday, 20 November 2023 9:30:42 am
Attachments: [image003.jpg](#)
[image004.png](#)
[image005.jpg](#)

Thanks Aaron,

Only extra notes from me:

- Plenary is A/B Rongo-ma-tane with a break out in C
- C will also need 2x TVs on stands to display graphics in addition to the projector.
- s 9(2) contact information for organising tickets s 9(2)(i) exhibit
- And then staffing labour to move Goods to the floor for them?

Shall I wait until after handover to address some of these?

Nga mihi,

Tara Terry

Function Coordinator

Takina Events

PO Box 467 !55 Cable Street, Wellington 6011

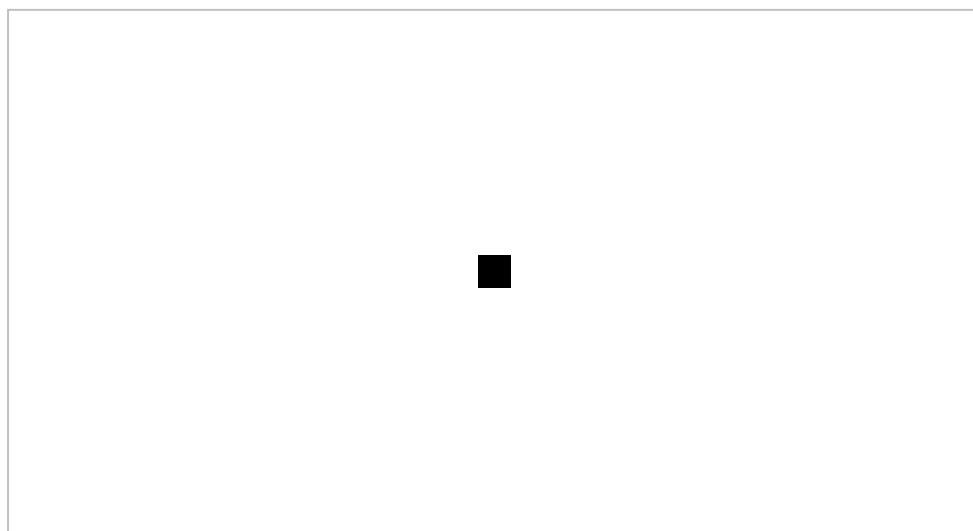
Email: tara.terry@takinaevents.co.nz

Mobile: +64 21 s 9(2)(a)

My pronouns are she/her

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Monday, November 20, 2023 9:23 AM

To: Tara Terry <Tara.Terry@takinaevents.co.nz>

Subject: s 9(2)
(s)

Hi ,

Have I missed anything below, if so, can you add it in and send it back to me.

-

Plenary:

Rongomatane

- 3x rows of Classroom at front
- Rest set Theatre Style
- 2 x aisles
- One long stage 300 high
- Power boards will be required- final number TBC based on attendee numbers.

Breakouts:

Matiu

-

- Classroom 60pax
- Power boards will be required- final number TBC based on attendee numbers.
- Standard AV – no operator required.

Makaro

-

- Classroom 42 pax
- Power boards will be required- final number TBC based on attendee numbers.
- Standard AV – no operator required.

Mokopuna

-

- Classroom 27 pax
- Power boards will be required- final number TBC based on attendee numbers.
- Standard AV – no operator required.


Rongomatane Foyer:

-

- Small trestle top trade, 11-12
- Catering Stations
- Client may get some casual furniture.
- Coffee cart, Juice bar and possibly gelato at back of the space near windows by escalator wall

Client needs:

- Signage Contact – s 9(2)(a)
- Furniture Contact – Hire master

- Coffee Cart Contact
- Gelato Contact
- Pricing for us to do a Juice Bar
- Floor Plan for Rongomatane based on above set up and breakouts.
- Digital signage specs
- New menus when they come out next year.
- WCC contact to organise access of exhibition on ground floor / discounted tickets/ bulk buy? -  9(2)

AV:

- Can the screen in Rongomatane be moved from the end of the room to section B of the plenary, so all screens are the same size. What is the cost?
- Pricing to drape behind the screens to hide walls- full length of room.
- Additional comfort monitor required (3 in total)
- Pricing for power boards
- TE AV contact will need to contact Leon Cassidy (Omega) on behalf of WCC and see what access is required and what was discussed onsite with client last week. (We need to be aware of the client on L2 also using our internet over the same dates so anything on L1 will not affect them)
- Client wants access from the 28th BOH for server access and to start build of network.
- TE AV contact will need to arrange a zoom call with the client to discuss final requirements for the event and provide a full quote for her.
- Client has asked if we can turn Gallipoli signage off instead of draping? Please talk through this with the client when you have a zoom call along with AV pricing and options as well.

Dockway:

- Deliveries from the 27th or 28th August
- Lounge B – will be used for their storage of equipment cases and office space.
- A Saturday pick up for equipment is highly likely-what is the charge to have someone on in the Dockway for this?

Mezzanine Floor:

- Client will use the lounge for storage of equipment cases, office and crew room.
- 2x Green Rooms to be used for Prayer- Client will supply carpets for this.

Aaron Telford
Senior Account Manager

Takina Events
PO Box 467 |55 Cable Street, Wellington 6011
Email: aaron.telford@takinaevents.co.nz

From: [Tory Chan](#)
To: s 9(2)(a)
Subject: RE: s 9(2)(a) - 12 & 13 September 2024 - Takina Events countersigned contract
Date: Thursday, 30 November 2023 11:10:51 am
Attachments: [image001.jpg](#)
[image002.jpg](#)
[58135 s 9\(2\)\(a\) - 12 & 13 September 2024 - countersigned contract.pdf](#)

Hi s 9(2)
()

Thank you for returning your signed contract.

I have attached a counter-signed copy for your records, I will introduce you to your coordinator once assigned and you can finalise details of your event with them.

We are delighted to welcome your team to Takina Events in 2024.

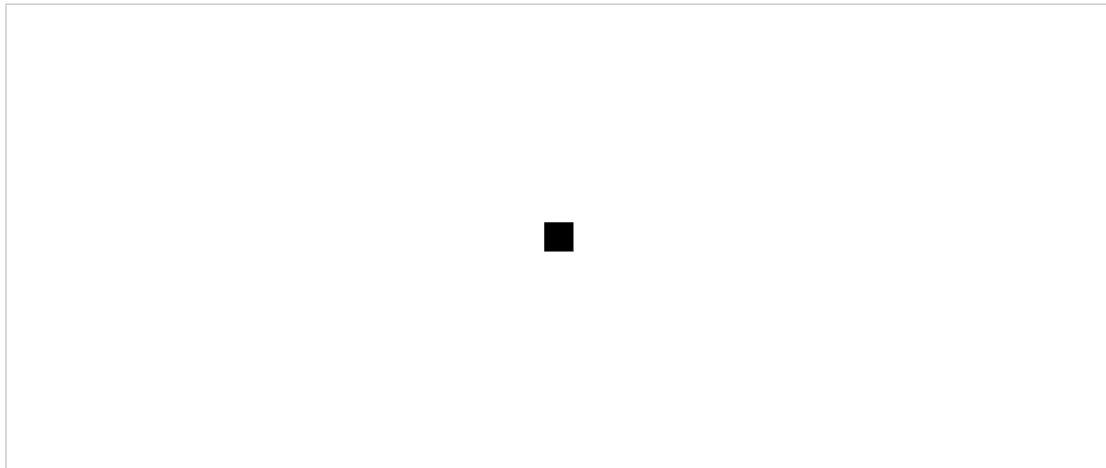
I will reply to your other email regarding the site visit in a separate email chain to avoid confusion.

Nga mihi
Tory Chan

Account Manager
Takina Events
PO Box 467 155 Cable Street, Wellington 6011
Email: tory.chan@takinaevents.co.nz
Mobile: +64 21 s 9(2)

I work on a part-time basis from 9:00am to 12:00pm on Monday, Tuesday, Thursday & Friday

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: s 9(2)(a)
Sent: Sunday, November 26, 2023 11:50 AM
To: Tory Chan <Tory.Chan@takinaevents.co.nz>
Subject: Re: s 9(2)(a) - 12 & 13 September 2024 - Takina Events contract to sign

Hi Tory

Please find attached the signed contract. It would be good to meet up sometime this year, have a look at the space and talk through how we can use it.

From: s 9(2)(a)
To: Michealle.Gelderblom
Subject: Re: s Enquiry Feb 2024, HQ ref # 5782
Date: Monday, 3 July 2023 9:21:11 am

Hi Michealle

Thank you for your email, see my answers below

Would you consider pack in on the 19th Feb and Conference on the 20 Feb to 21 Feb 2024?
I dont think they will as they like it to be before the weekend, however if this is all that is available, I can present them the option

What is the name of you event? s 9(2)(i)

Do you need breakout rooms? No thanks

How did you hear about us? Meetings

Where are your attended coming from (Wellington/Regional/National/International) Mostly national with some international

Kind regards

s 9(2)(a)



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Friday, 30 June 2023 3:57 pm
To: s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: s 9(2)(i) Feb 2024, HQ ref # 5782

Good afternoon, s 9(2) ,
()

Thank you for your enquiry, and I am looking forward to assisting you with a venue Please could you assist me the below information, just want to make sure I look for the best suited space for your event.

Would you consider pack in on the 19th Feb and Conference on the 20 Feb to 21 Feb 2024?

What is the name of you event?

Do you need breakout rooms?

How did you hear about us?

Where are your attended coming from (Wellington/Regional/National/International)

Hope to hear from you soon

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events



PO Box 467 | 50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: s 9(2)(a) s 9(2)(a)
Sent: Thursday, June 29, 2023 11:47 AM
To: Elena Ford <elena.ford@tepapa.govt.nz>; Venues <enquiries@takinaevents.co.nz>
Subject: s 9 Feb 2024, HQ ref # 5782

Hi Elena

Its was lovely to see you at Meetings briefly last week. I mentioned a conference that I think would work well at Takina for 2025, however it looks as though they may have outgrown their venue for next year, so now looking at 2024.

Can you please let me know if you have availability for the following -

Thursday 22 Feb 2024
Friday 23 Feb 2024

Pack in for exhibitors on Wed 21st Feb 2024

We would require the following set up -

Trade and catering - approx 25 30 trade tables. We do not build stands; each exhibitor has a standard

trestle table size area. To be located very close to the plenary

Plenary - to accommodate upto 300 pax (likely to be 220-280) on banquet seating for Thurs & Fri

Conference dinner - potentially onsite after the conference on Thursday.

If you can let me know availability and pricing that would be amazing. They are a non-profit so do like to keep costs reasonable for delegates, so if there are ways to use spaces efficiently, I would appreciate it

Of course, let me know if you have any questions or if you require any additional information

Kind regards

s 9(2)
(a)

s 9(2)(a)



From: [Michealle Gelderblom](#)
To: [s 9\(2\)\(a\)](#)
Cc: [Michealle Gelderblom](#)
Subject: RE: [s 9\(2\)\(i\)](#) Feb 2024, HQ ref # 5782
Date: Monday, 3 July 2023 3:18:09 pm

Good afternoon [s 9\(2\)](#)

Thank you for the below information.

There is currently a tentative booking on your preferred dates, I can put you as a 2nd tentative for the 21/02/2024 pack in 22/02/2024 – 23/02/2024 for conference or you can be 1st tentative from the 19/02/2024 pack in 20/02/2024 – 21/02/2024 conference. Let me know which one you would prefer, and I will work on a proposal for you

Have a Great Day further.

Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events



PO Box 467, 50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: [s 9\(2\)\(a\)](#)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From [s 9\(2\)\(a\)](#)

Sent: Monday, July 3, 2023 9:21 AM

To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: Re: s 9(2)(i) Feb 2024, HQ ref # 5782

Hi Michealle

Thank you for your email, see my answers below

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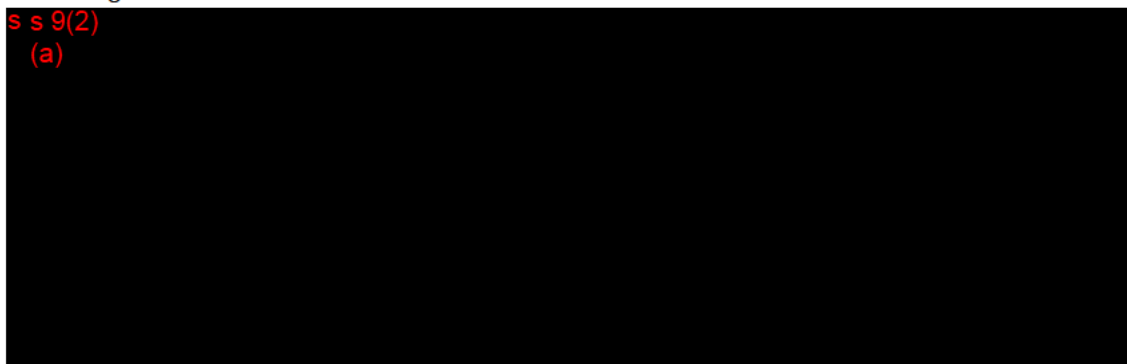
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How did you hear about us? Meetings

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Kind regards

s s 9(2)
(a)



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Friday, 30 June 2023 3:57 pm

To: s 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: RE: s 9(2)(i) Feb 2024, HQ ref # 5782

Good afternoon, s 9(2)

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What is the name of you event?

Do you need breakout rooms?

How did you hear about us?

Where are your attended coming from (Wellington/Regional/National/International)

Hope to hear from you soon

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events



PO Box 467 150 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa
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From: s 9(2)(a)
Sent: Thursday, June 29, 2023 11:47 AM
To: Elena Ford <elena.ford@tepapa.govt.nz>; Venues <enquiries@takinaevents.co.nz>
Subject: s 9(2)(i) Feb 2024, HQ ref # 5782

Hi Elena

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Friday 23 Feb 2024

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Conference dinner - potentially onsite after the conference on Thursday.

If you can let me know availability and pricing that would be amazing. They are a non-profit so do like to keep costs reasonable for delegates, so if there are ways to use spaces efficiently, I would appreciate it

Of course, let me know if you have any questions or if you require any additional information

Kind regards

s 9(2)

s 9(2)(a)



From: s 9(2)(a)
To: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
Subject: Re: s 9(2)(i) Feb 2024, HQ ref # 5782
Date: Monday, 3 July 2023 3:23:50 pm

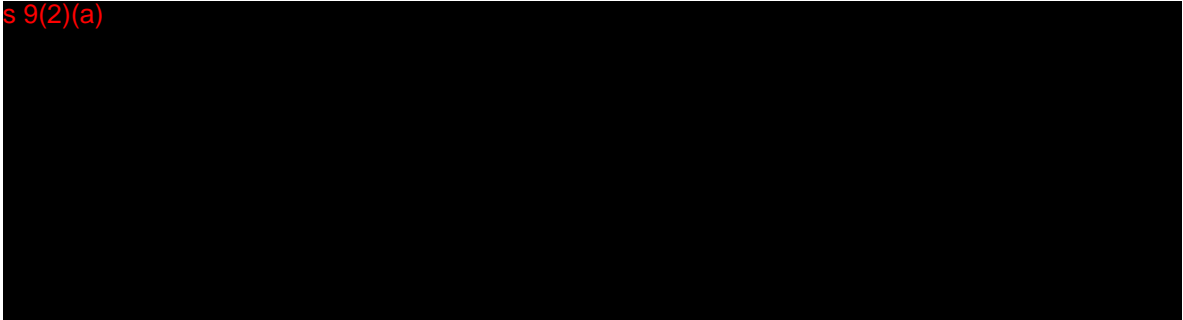
Hi Michealle

Can we please be 2nd for these dates 21/02/2024 pack in 22/02/2024 – 23/02/2024 for conference

Many thanks

s 9(2)
()

s 9(2)(a)



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Monday, 3 July 2023 3:18 pm
To: s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: s 9(2)(i) Feb 2024, HQ ref # 5782

Good afternoon, s 9(2)

Thank you for the below information.

There is currently a tentative booking on your preferred dates, I can put you as a 2nd tentative for the 21/02/2024 pack in 22/02/2024 – 23/02/2024 for conference or you can be 1st tentative from the 19/02/2024 pack in 20/02/2024 – 21/02/2024 conference. Let me know which one you would prefer, and I will work on a proposal for you

Have a Great Day further.

Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events



PO Box 467, 50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: s 9(2)(a) s 9(2)(a)
Sent: Monday, July 3, 2023 9:21 AM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Re: s 9(2)(i) 2024, HQ ref # 5782

Hi Michealle

Thank you for your email, see my answers below

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Where are your attended coming from (Wellington/Regional/National/International) Mostly national with some international

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s 9(2)(a)

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To: s 9(2)(a)
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Do you need breakout rooms?
How did you hear about us?
Where are your attended coming from (Wellington/Regional/National/International)

Hope to hear from you soon

Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events



PO Box 467 150 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: s 9(2)(a) s 9(2)(a)
Sent: Thursday, June 29, 2023 11:47 AM
To: Elena Ford <elena.ford@tepapa.govt.nz>; Venues <enquiries@takinaevents.co.nz>
Subject: s 9(2)(i) Feb 2024, HQ ref # 5782

Hi Elena

Its was lovely to see you at Meetings briefly last week. I mentioned a conference that I think would work well at Takina for 2025, however it looks as though they may have outgrown their venue for next year, so now looking at 2024.

Can you please let me know if you have availability for the following -

Thursday 22 Feb 2024
Friday 23 Feb 2024

Pack in for exhibitors on Wed 21st Feb 2024

We would require the following set up -

Trade and catering - approx 25 30 trade tables. We do not build stands; each exhibitor has a standard trestle table size area. To be located very close to the plenary
Plenary - to accommodate upto 300 pax (likely to be 220-280) on banquet seating for Thurs & Fri
Conference dinner - potentially onsite after the conference on Thursday.

If you can let me know availability and pricing that would be amazing. They are a non-profit so do like to keep costs reasonable for delegates, so if there are ways to use spaces efficiently, I would appreciate it

Of course, let me know if you have any questions or if you require any additional information

Kind regards

s 9(2)

s 9(2)(a)



From: [Michealle Gelderblom](#)
To: [s 9\(2\)\(a\)](#)
Cc: [Michealle Gelderblom](#)
Subject: RE: HQNZ Enquiry Feb 2024, HQ ref # 5782
Date: Monday, 3 July 2023 3:33:26 pm

No problem, [s 9\(2\)](#)

Will start working on a proposal for you

Have a Great Day Further

Nga mihi,

Michealle Gelderblom

Account Manager
Takina Events



PO Box 467, 50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: [s 9\(2\)\(a\)](#)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz

An aerial photograph of a modern building complex with a curved, metallic facade. The Takina Events logo is overlaid in the top left corner. To the right, the text reads: "Flexible spaces, latest technology & local cuisine" followed by "Click here to discover our range of event packages".

TAKINA
EVENTS

**Flexible spaces, latest
technology & local cuisine**

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event packages

From: [s 9\(2\)\(a\)](#) [s 9\(2\)\(a\)](#)
Sent: Monday, July 3, 2023 3:24 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Re: [s 9\(2\)\(i\)](#) Feb 2024, HQ ref # 5782

Hi Michealle

Can we please be 2nd for these dates 21/02/2024 pack in 22/02/2024 – 23/02/2024 for conference

Many thanks

s 9(2)

s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Monday, 3 July 2023 3:18 pm

To: s 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: RE: s 9(2)(i) Feb 2024, HQ ref # 5782

Good afternoon, s 9(2)

Thank you for the below information.

There is currently a tentative booking on your preferred dates, I can put you as a 2nd tentative for the 21/02/2024 pack in 22/02/2024 – 23/02/2024 for conference or you can be 1st tentative from the 19/02/2024 pack in 20/02/2024 – 21/02/2024 conference. Let me know which one you would prefer, and I will work on a proposal for you

Have a Great Day further.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events



PO Box 467 | 50 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)

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From: s 9(2)(a) [REDACTED]
Sent: Monday, July 3, 2023 9:21 AM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Re: s 9(2)(i) [REDACTED] Feb 2024, HQ ref # 5782

Hi Michealle

Thank you for your email, see my answers below

Would you consider pack in on the 19th Feb and Conference on the 20 Feb to 21 Feb 2024?
I dont think they will as they like it to be before the weekend, however if this is all that is available, I can present them the option
What is the name of you event? s 9(2)(i) [REDACTED]
Do you need breakout rooms? No thanks
How did you hear about us? Meetings
Where are your attended coming from (Wellington/Regional/National/International) Mostly national with some international

Kind regards

s 9(2)(a) [REDACTED]

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Friday, 30 June 2023 3:57 pm

To: s 9(2)(a) s 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: RE: s 9(2)(i) Feb 2024, HQ ref # 5782

Good afternoon, s 9(2)

Thank you for your enquiry, and I am looking forward to assisting you with a venue. Please could you assist me the below information, just want to make sure I look for the best suited space for your event.

Would you consider pack in on the 19th Feb and Conference on the 20 Feb to 21 Feb 2024?

What is the name of you event?

Do you need breakout rooms?

How did you hear about us?

Where are your attendees coming from (Wellington/Regional/National/International)

Hope to hear from you soon

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events



PO Box 467 150 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)

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From: s 9(2)(a)
Sent: Thursday, June 29, 2023 11:47 AM
To: Elena Ford <elena.ford@tepapa.govt.nz>; Venues <enquiries@takinaevents.co.nz>
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Of course, let me know if you have any questions or if you require any additional information

Kind regards

s 9(2)

s 9(2)(a)



From: [Martina Cenzato](#)
To: [Michealle Gelderblom](#)
Subject: 22-25 FEB 2024 > released s 9(2)(i)
Date: Monday, 3 July 2023 4:58:50 pm

Hi

I have released 22-25 FEB 2024 so you can now propose 1st TEN to s 9(2)(i)
thanks

Nga mihi
Martina Cenzato
Senior Account Manager

From: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
To: s 9(2)(a)
Cc: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
Subject: RE: s 9(2)(i)
Date: Tuesday, 4 July 2023 8:27:14 am

Good morning, s 9(2)(a)

I have some great news this morning, your event is now on **1st tentative**

Have a Great Day further.

Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events



PO Box 467 | 50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz

A promotional banner for Takina Events. On the left is the Takina Events logo. The background is an aerial view of a modern building complex with a large, curved, glass-fronted structure. On the right, the text reads: "Flexible spaces, latest technology & local cuisine" in a bold, sans-serif font, followed by "Click here to discover our range of event packages" in a smaller font. A thin line is visible below the banner.

TĀKINA
EVENTS

**Flexible spaces, latest
technology & local cuisine**

Click here to discover our range of
event packages

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Monday, July 3, 2023 4:46 PM
To: s 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: s 9(2)(i)

Kia ora s 9(2)

Thank you for your interest in Takina Events, we would love to welcome s 9(2)(i) into our spaces.

I am pleased to confirm that I have tentatively pencilled you in as a **2nd Tentative at Takina on level 1** and will keep you updated on the other event that has 1st tentative. Below is a little information for you to read:

Rongomatane Foyer - this is where you will have your trade and catering.

Rongomatane Plenary hall - this is where your plenary will take place, this space seats maximum 420 banquet style. **(Please note the venue hire does not include stage and wash lights that is an additional cost)**

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An audio system to suit the room with a lectern and lectern microphones, a handheld microphone, a lapel microphone, and background music.

Audio operation equipment including an audio console. Full setup and pack out of all AV equipment and an AV Technical Operator from 6pm until midnight to control and manage all the audio components for the event.

Video/ Presentation with AV Operator - s 9(2)(i)

A large projection screen and a high-powered HD projector to display the presentation material, presentation computers, guest computer inputs, presenters' confidence monitor and remote slide clicker.

Video operation equipment including HD video switching equipment. Full setup and pack out of all AV equipment and an AV Technical Operator from 6pm until midnight to control and manage all of the visual and presentation components for the event.

Gallipoli Drape - s 9(2)(i)

Rigging and truss systems to hold a dressed black stage/ presentation backdrop.

Stage - s 9(2)(i)

6m x 3m stage – 600 mm High

Feel free to call me if you have any questions, or would like to organise a famil of the spaces.

We look forward to working with your team.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 150 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events



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Mobile: s 9(2)(a)

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event packages



From: s 9(2)(a)
To: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
Subject: Re: s 9(2)(i)
Date: Tuesday, 11 July 2023 4:49:41 pm

Hi Michealle

I have sent the proposal to my client and awaiting feedback. I suspect it will unfortunately be outside his budget, however once I hear back, I will let you know

Kind regards

s 9(2)

s 9(2)(a)



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Tuesday, 11 July 2023 3:24 pm
To: s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: s 9(2)(i)

Good afternoon, s 9(2)

I hope you are well. I am just checking to hear if you have any feedback regarding this event.

Have a Great Day Further.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Tuesday, July 4, 2023 8:27 AM

To: s 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: RE: s 9(2)(i)

Good morning, s 9(2)

I have some great news this morning, your event is now on **1st tentative**

Have a Great Day further.

Nga mihi,

Michealle Gelderblom

Account Manager

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Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)

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From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Monday, July 3, 2023 4:46 PM

To: s 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: s 9(2)(i)

Kia ora Racheal

Thank you for your interest in Takina Events, we would love to welcome s 9(2)(a) into our spaces.

I am pleased to confirm that I have tentatively pencilled you in as a **2nd Tentative at Takina on level 1** and will keep you updated on the other event that has 1st tentative. Below is a little information for you to read:

Rongomatane Foyer - this is where you will have your trade and catering.

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Video/ Presentation with AV Operator - s 9(2)(i)

A large projection screen and a high-powered HD projector to display the presentation material, presentation computers, guest computer inputs, presenters' confidence monitor and remote slide clicker.

Video operation equipment including HD video switching equipment. Full setup and pack out of all AV equipment and an AV Technical Operator from 6pm until midnight to control and manage all of the visual and presentation components for the event.

Gallipoli Drape - s 9(2)(i)

Rigging and truss systems to hold a dressed black stage/ presentation backdrop.

Stage - s 9(2)(i)

6m x 3m stage – 600 mm High

Feel free to call me if you have any questions, or would like to organise a famil of the spaces.
We look forward to working with your team.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 150 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events



PO Box 467 150 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)

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From: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
To: s 9(2)(a)
Cc: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
Subject: RE: s 9(2)(a)
Date: Tuesday, 11 July 2023 3:24:58 pm

Good afternoon, s 9(2)
()

I hope you are well. I am just checking to hear if you have any feedback regarding this event.

Have a Great Day Further.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Tuesday, July 4, 2023 8:27 AM

To: s 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: RE: s 9(2)(a) Conference - Quotation

Good morning, s 9(2)
()

I have some great news this morning, your event is now on **1st tentative**

Have a Great Day further.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events



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Email: michealle.gelderblom@takinaevents.co.nz
Mobile: s 9(2)(a)

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From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Monday, July 3, 2023 4:46 PM
To: s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: s 9(2)(a) Conference - Quotation

Kia ora s 9(2)(a)

Thank you for your interest in Takina Events, we would love to welcome s 9(2)(a) Conference into our spaces.

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6m x 3m stage – 600 mm High

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We look forward to working with your team.

Nga mihi,

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Account Manager

Takina Events

PO Box 467 150 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)

From: s 9(2)(a)
To: [Michealle Gelderblom](mailto:Michealle.Gelderblom)
Subject: Re: s 9(2)(a) Conference - Quotation
Date: Monday, 7 August 2023 2:57:42 pm

Hi Michealle

I am pleased to confirm that Takina has been selected for the s 9(2)(a) 2024 as per your proposal.

They have just asked me to check if there are different rates in market for a non profit?

Can you please send through a contract and details re menus, AV etc...

Many thanks

s 9(2)
()

s 9(2)(a)



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
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Subject: RE: s 9(2)(a) Conference - Quotation

Good afternoon, s 9(2)

I hope you are well. I am just checking to hear if you have any feedback regarding this event.

Have a Great Day Further.

Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: s 9(2)(a)



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Sent: Tuesday, July 4, 2023 8:27 AM

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Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

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Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: s 9(2)(a) Conference - Quotation

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Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 150 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events



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event packages

From: [Michealle Gelderblom](#)
To: s 9(2)(a)
Cc: [Michealle Gelderblom](#)
Subject: Contract information
Date: Tuesday, 8 August 2023 8:49:47 am

Good morning, s 9(2)

Thank you for your email, I am pleased Takina was selected
Unfortunately there is no rate difference for market and non profit. Because Te Papa Museum is partially funded by the government and half self-funded. All the revenue Takina Events make commercially, will go back into keeping Te Papa Museum free for the community.
If you could please supply me the below information I would really appreciate it so I can proceed with the contract.

Event Name:

Contract details: To whom I should address the contract to (please forward full name with title/Company, postal address, contact email and phone number)

Who is the bill to person: (please forward full name, title, contact email and phone number and address if different from above)

Have a great day further

Michealle Gelderblom

Account Manager
Takina Events
PO Box 467 155 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: s 9(2)(a)



From: s 9(2)(a)
Sent: Monday, August 7, 2023 2:58 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Re: s 9(2)(a) Conference - Quotation

Hi Michealle

I am pleased to confirm that Takina has been selected for the s 9(2)(a) 2024 as per your proposal.

They have just asked me to check if there are different rates in market for a non profit?

Can you please send through a contract and details re menus, AV etc...

Many thanks

s 9(2)

s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Tuesday, 11 July 2023 3:24 pm
To: s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: s 9(2)(a) Conference - Quotation

Good afternoon, s 9(2)
()

I hope you are well. I am just checking to hear if you have any feedback regarding this event.

Have a Great Day Further.

Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events
PO Box 467 155 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: s 9(2)(a)



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Tuesday, July 4, 2023 8:27 AM

To: s 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: RE: s 9(2)(a) Conference - Quotation

Good morning, s 9(2)

I have some great news this morning, your event is now on **1st tentative**

Have a Great Day further.

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Michealle Gelderblom

Account Manager

Takina Events



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Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



Flexible spaces, latest technology & local cuisine

Click here to discover our range of event packages



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Monday, July 3, 2023 4:46 PM

To: s 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: s 9(2)(a) Conference - Quotation

Kia ora s 9(2)(a)

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components for the event.

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Rigging and truss systems to hold a dressed black stage/ presentation backdrop.

Stage - s 9(2)(i)

6m x 3m stage – 600 mm High

Feel free to call me if you have any questions, or would like to organise a famil of the spaces.

We look forward to working with your team.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 !50 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events



PO Box 467 !50 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz

From: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
To: § 9(2)(a)
Cc: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
Subject: FW: Contract information
Date: Friday, 11 August 2023 3:10:22 pm

Good afternoon, § 9(2)

Hope you well, pleased don't forget to send me the below information so I can proceed to do your contract.

Event Name:

Contract details: To whom I should address the contract to (please forward full name with title/Company, postal address, contact email and phone number)

Who is the bill to person: (please forward full name, title, contact email and phone number and address if different from above)

Have a Great Weekend

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: § 9(2)(a)



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Tuesday, August 8, 2023 8:50 AM

To: § 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: Contract information

Good morning, § 9(2)
()

Thank you for your email, I am pleased Takina was selected

Unfortunately there is no rate difference for market and non profit. Because Te Papa Museum is partially funded by the government and half self-funded. All the revenue Takina Events make commercially, will go back into keeping Te Papa Museum free for the community.

If you could please supply me the below information I would really appreciate it so I can proceed with the contract.

Event Name:

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Have a great day further

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)



From: s 9(2)(a)

Sent: Monday, August 7, 2023 2:58 PM

To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: Re: s 9(2)(a) Conference - Quotation

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Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)



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Sent: Monday, July 3, 2023 4:46 PM

To: s 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

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Kia ora s 9(2)

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Stage - s 9(2)(i)

6m x 3m stage – 600 mm High

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Nga mihi,

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Mobile: s 9(2)(a)

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events



PO Box 467 150 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: [s 9\(2\)\(a\)](tel:0922222222)

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: [Michealle Gelderblom](#)
To: [s 9\(2\)\(a\)](#)
Cc: [Michealle Gelderblom](#)
Subject: RE: Contract information
Date: Wednesday, 16 August 2023 9:51:24 am

Hi [s 9\(2\)](#)

I would be happy to show your client the space on the 19th September 2023 at 4pm
Do you want me to send you the invite?

Nga mihi,

Michealle Gelderblom

Account Manager
Takina Events
PO Box 467 155 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: [s 9\(2\)\(a\)](#)



From: [s 9\(2\)\(a\)](#)
Sent: Tuesday, August 15, 2023 11:18 AM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Re: Contract information

Hi Michealle

Apologies for the delay we have busy with lots of events, see details below

Event Name: [s 9\(2\)\(a\)](#) Conference
Contract details: To whom I should address the contract to (please forward full name with title/Company, postal address, contact email and phone number)

[s 9\(2\)\(a\)](#)
[s 9\(2\)\(a\)](#)
[s 9\(2\)\(a\)](#)
[s 9\(2\)\(a\)](#)

Who is the bill to person: (please forward full name, title, contact email and phone number and address if different from above)

[s 9\(2\)](#) as above

Site Inspection

I have seen the venue; however my client is visiting Wellington in September and would like to see the venue and the spaces we have booked for his conference. Can you please confirm someone will be able to host him on the below date

Tuesday 19th September at 4.00pm

Kind regards

s 9(2)

s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Tuesday, 8 August 2023 8:49 am

To: s 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: Contract information

Good morning, s 9(2)

()

Thank you for your email, I am pleased Takina was selected

Unfortunately there is no rate difference for market and non profit. Because Te Papa Museum is partially funded by the government and half self-funded. All the revenue Takina Events make commercially, will go back into keeping Te Papa Museum free for the community.

If you could please supply me the below information I would really appreciate it so I can proceed with the contract.

Event Name:

Contract details: To whom I should address the contract to (please forward full name with title/Company, postal address, contact email and phone number)

Who is the bill to person: (please forward full name, title, contact email and phone number and address if different from above)

Have a great day further

Michealle Gelderblom
Account Manager

Takina Events
PO Box 467 155 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: s 9(2)(a)
[Rooms%20&%20Spaces%20-%20Takina%20(takina.co.nz)]



From: s 9(2)(a)
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s 9(2)(a)

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Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)

[Rooms%20&%20Spaces%20-%20Takina%20(takina.co.nz)]



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Takina Events



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Stage - s 9(2)(i)

6m x 3m stage – 600 mm High

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Takina Events

PO Box 467 150 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

From: [Michealle Gelderblom](#)
To: s 9(2)(a)
Cc: [Michealle Gelderblom](#)
Subject: s 9(2)(a) CONTRACT
Date: Wednesday, 16 August 2023 11:49:38 am
Attachments: [55711 New Zealand](#) s 9(2)(a) [Conference 21-02-2024 Contract.pdf](#)
Importance: High

Hi s 9(2)(a)

Please find attached the contract as per the proposal I sent, and below is a recap of the event

Rongomatane Foyer - this is where you will have your trade and catering.

Rongomatane Plenary hall - this is where your plenary will take place, this space seats maximum 420 banquet style. **(Please note the venue hire does not include stage and wash lights that is an additional cost)**

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Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)



From: [Michealle Gelderblom](#)
To: s 9(2)(a)
Cc: [Michealle Gelderblom](#)
Subject: RE: NZ s 9(2)(a) Conference CONTRACT
Date: Tuesday, 22 August 2023 4:11:36 pm
Attachments: [55711 New Zealand s 9\(2\)\(a\) Conference 21-02-2024 Contract V2.pdf](#)

Hi s 9(2)
()

Thank you for your email, please see below.

I have changed the date as you requested.

The after-hour charge is for your evening event, any event that is after 6:00pm has an after-hour charge to cover the extra security that is needed around the museum.

I have also adjusted the catering to 240.

Let me know if anything else is needed.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)



From: s 9(2)(a)
Sent: Tuesday, August 22, 2023 3:37 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Re: NZ s 9(2)(a) Conference CONTRACT

Hi Michealle

I have a couple of questions for the contract -

- The event date is only 22/2/24, can you please amend to be 21/2/24 - 23/2/24
- Can you please advise what the after hours charges are for?
- As the min number is 240, can you please adjust the expected spend to be based on 240, not 300 pax.

If you can come back on the above and we should be able to sign

Many thanks

s 9(2)

()

s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Wednesday, 16 August 2023 11:49 am

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Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

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Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)



From: s 9(2)(a)
To: [Michealle Gelderblom](mailto:Michealle.Gelderblom)
Subject: Re: NZ s 9(2)(a) Conference CONTRACT
Date: Tuesday, 22 August 2023 4:13:37 pm

Thanks Michealle

Ok I understand, so in that case there will not be an after hours charge for the conference days then?

s 9(2)(a)



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Tuesday, 22 August 2023 4:11 pm
To: s 9(2)(a)
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Mobile: +64 s 9(2)(a)



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- The event date is only 22/2/24, can you please amend to be 21/2/24 - 23/2/24
- Can you please advise what the after hours charges are for?
- As the min number is 240, can you please adjust the expected spend to be based on 240, not 300 pax.

If you can come back on the above and we should be able to sign

Many thanks

s 9(2)

()

s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Wednesday, 16 August 2023 11:49 am

To: s 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: NZ s 9(2)(a) Conference CONTRACT

Hi s 9(2)

Please find attached the contract as per the proposal I sent, and below is a recap of the event

Rongomatane Foyer - this is where you will have your trade and catering.

Rongomatane Plenary hall - this is where your plenary will take place, this space seats maximum 420 banquet style. **(Please note the venue hire does not include stage and wash lights that is an additional cost)**

You will be served pre dinner drinks and Canape's at Te Papa at the Wellington entrance this space can be accessed at 18:30pm - 19:30pm, you will then proceed to the Wellington foyer where you will have your 3-course plated dinner.

Please note that Wellington Foyer is a public space, therefore we can only start dinner here after 19:30pm.

The Wellington foyer - The venue hire does not include AV, Stage, and lighting. Please see below additional information:

Wellington Foyer

Audio Only with AV Operator - s 9(2)(i)

An audio system to suit the room with a lectern and lectern microphones, a handheld microphone, a lapel microphone, and background music.

Audio operation equipment including an audio console. Full setup and pack out of all AV equipment and an AV Technical Operator from 6pm until midnight to control and manage all the audio components for the event.

Video/ Presentation with AV Operator - s 9(2)(i)

A large projection screen and a high-powered HD projector to display the presentation material, presentation computers, guest computer inputs, presenters' confidence monitor and remote slide clicker.

Video operation equipment including HD video switching equipment. Full setup and pack out of all AV equipment and an AV Technical Operator from 6pm until midnight to control and manage all of the visual and presentation components for the event.

Gallipoli Drape - s 9(2)(i)

Rigging and truss systems to hold a dressed black stage/ presentation backdrop.

Stage - s 9(2)(i)

6m x 3m stage – 600 mm High

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)



From: s 9(2)(a)
To: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
Subject: Re: Contract Follow up
Date: Monday, 28 August 2023 3:40:43 pm

Hi Michealle

I have just been asked if they can remove the pack in hire on the Weds?

It is usually just a few banners and brochures on the tables and most of them set up the day of the conference around 7.00am. there is no booth build or anything like that.

Let me know if this is possible and I will report back

Many thanks

s 9(2)

s 9(2)(a)



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Monday, 28 August 2023 2:51 pm
To: s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: Contract Follow up

Hi s 9(2) thank you so much for the feedback
()

Keep warm.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)



From: s 9(2)(a)

Sent: Monday, August 28, 2023 1:50 PM

To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: Re: Contract Follow up

Hi Michealle

Yes it was lovely here, still very cold though.

My client is just waiting on exec committee to sign off, which we should get this week.

Many thanks

s 9(2)

s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Monday, 28 August 2023 1:37 pm

To: s 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: Contract Follow up

Good afternoon, s 9(2)
()

I hope you had a great weekend

I am following up on the contract do you have any updates for me?

Have a Great day further.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: **S 9(2)(a)**

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EVENTS

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Iwi o te Motu
The Nation's Meeting Place

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venues
One experienced
team

Museum of New Zealand
Te Papa Tongarewa
Takina Wellington Convention
& Exhibition Centre

From: [Michealle Gelderblom](#)
To: s 9(2)(a)
Cc: [Michealle Gelderblom](#)
Subject: Revised Contract
Date: Tuesday, 29 August 2023 9:41:03 am
Attachments: [55711 New Zealand s 9\(2\)\(a\) Conference 21-02-2024 Contract V3.pdf](#)

Good morning, s 9(2)
()

Please find attached amended Contract, I have removed the pack in day

Have a Great Day

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)



From: s 9(2)(a)
Sent: Monday, August 28, 2023 3:41 PM
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Subject: Re: Contract Follow up

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I have just been asked if they can remove the pack in hire on the Weds?

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Let me know if this is possible and I will report back

Many thanks

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s 9(2)(a)

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To: s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: Contract Follow up

Hi s 9(2) thank you so much for the feedback

Keep warm.

Nga mihi,

Michealle Gelderblom

Account Manager
Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)



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s 9(2)(a)



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Good afternoon, s 9(2)

I hope you had a great weekend

I am following up on the contract do you have any updates for me?

Have a Great day further.

Nga mihi,

Michealle Gelderblom

Account Manager

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To: s 9(2)(a)
Cc: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
Subject: FW: Contract Follow up
Date: Monday, 11 September 2023 1:05:54 pm

Good afternoon, s 9(2)

Hope you had a great weekend; please can you give an update on the contract.

Have a Great Day

Nga mihi,

Michealle Gelderblom

Account Manager
Takina Events



PO Box 467 150 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: s 9(2)(a)

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venues – **Te Papa and Tākina**



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Monday, September 4, 2023 12:09 PM
To: s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Contract Follow up

Good afternoon, s 9(2)

I hope you had a great weekend

I am just following up on the revised contract I sent through on the 29/08/2023.

Have a Great Day further

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Tuesday, August 29, 2023 9:41 AM

To: s 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: Revised Contract

Good morning, s 9(2)
()

Please find attached amended Contract, I have removed the pack in day

Have a Great Day

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)



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Let me know if this is possible and I will report back

Many thanks

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Subject: RE: Contract Follow up

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Keep warm.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)



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Many thanks

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s 9(2)(a)

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Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: Contract Follow up

Good afternoon, s 9(2)

I hope you had a great weekend

I am following up on the contract do you have any updates for me?

Have a Great day further.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)



From: [Michealle Gelderblom](#)
To: s 9(2)(a)
Cc: [Michealle Gelderblom](#)
Subject: Site Visit Information
Date: Wednesday, 20 September 2023 12:25:34 pm
Attachments: [WNZ_BEW-Takina-Hotel-Downtown-Map-AUG2022_LAYOUT_v5_No-crops-or-bleed_small \(5\).pdf](#)
[Rongomatane Floor Plan.pdf](#)

Good afternoon, s 9(2)(a)

Hope you had a great evening. Just a little feedback from the site visits yesterday

Richard asked that I send you a list of Hotels near Takina, which I have attached. He also asked that I send some pictures of the Wellington Foyer set up, I don't have any pictures, but I do have a [video link](#) that gives a great idea of what the space can look like all set up.

We might look at another set up style for your event, please have a look at the below and let me know what you think:

Rongomatane A +B – this will be the plenary seated Cabaret style 8 per table.

Rongomatane C – Richard mentioned there will only be trestle tables not more than 25. We can look at putting the trade in this space and not in the foyer (this will save you money)

Rongomatane Foyer – We will use this space for your catering only. If this space is not used for trade, we will only charge s 9(2)(i) per day.

I have attached a very rough floor plan to give you an idea. Let me know what your thoughts are with regards to the set up and we will make the necessary adjustments.

Hope to hear from you soon.

Nga mihi,

Michealle Gelderblom

Account Manager
Takina Events



PO Box 467 !50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: s 9(2)(a)

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Find out more at takina.co.nz

Welcome to Wellington

Haere mai ki Pōneke

ACCOMMODATION

STARS / ROOMS

LESS THAN 5 MINUTE WALK

1	QT Wellington	5	/	180
2	Tryp by Wyndham (opening 2023)	5	/	76
3	Oaks Wellington Hotel	4.5	/	226
4	Ohtel	4.5	/	10
5	West Plaza Hotel	4	/	102
6	Courtenay Village	3.5	/	10
7	Bay Plaza Hotel	3	/	76

5 TO 10 MINUTE WALK

8	InterContinental Wellington	5	/	236
9	Boulcott Suites	5	/	114
10	DoubleTree by Hilton Wellington	4	/	107
11	Cook Hotel Grand Chancellor	4.5	/	268
12	Novotel Wellington	4.5	/	139
13	Distinction Wellington Centry City Hotel	4	/	89
14	Copthorne Hotel Wellington Oriental Bay	4	/	118
15	Ramada Wellington	4	/	72
16	Astelia Apartment Hotel	4	/	75
17	CityLife Wellington	4	/	70
18	Travelodge	4	/	132
19	Microtel by Wyndham	4	/	80
20	Mercure Wellington Abel Tasman	3.5	/	7
21	Ibis Wellington	3.5	/	200
22	Mercure Central City Apartments	3.5	/	54
23	Willis Village Urban Garden Apartments	3.5	/	21
24	Trinity Hotel	3.5	/	60

10+ MINUTE WALK

25	Bolton Hotel	5	/	139
26	Mövenpick Hotel Wellington	5	/	114
27	Sofitel Wellington	5	/	129
28	Rydges Wellington	4.5	/	280
29	Quest on Johnston	4.5	/	62
30	Rydges Wellington Airport	4.5	/	134
31	Naumi Wellington	4	/	183
32	The Wellesley	4	/	13
33	Atura Wellington	3.5	/	108
34	Willis Wellington Hotel	3.5	/	90
35	Brentwood Hotel	3.5	/	116



▲ Mākara Peak Mountain Bike Park
15 MINS DRIVE

▲ Zealandia Te Māra a Tāne
5 MINS DRIVE
VIA TINAKORI ROAD

Beehive & Parliament Buildings

Wellington Railway Station

Wellington Botanic Garden

Space Place

Wellington Cable Car Museum

Wellington Museum

TSB Arena

Wellington Cable Car

Wellington Harbour/
Te Awa Whanga
o Pōneke

10 MINUTES WALK FROM
TĀKINA - WELLINGTON CONVENTION
AND EXHIBITION CENTRE

Museum of New Zealand
Te Papa Tongarewa

Tākina - Wellington
Convention and
Exhibition Centre

Courtenay Place

Te Ngākau
Civic Square

Campervan
Parking

Waimapihi Reserve
2 MINS DRIVE FROM
ARO STREET

Mount Victoria Lookout
5 MINS DRIVE

Mount Victoria Lookout
25 MINS WALK

Wellington Zoo
7 MINS DRIVE PAST
BASIN RESERVE

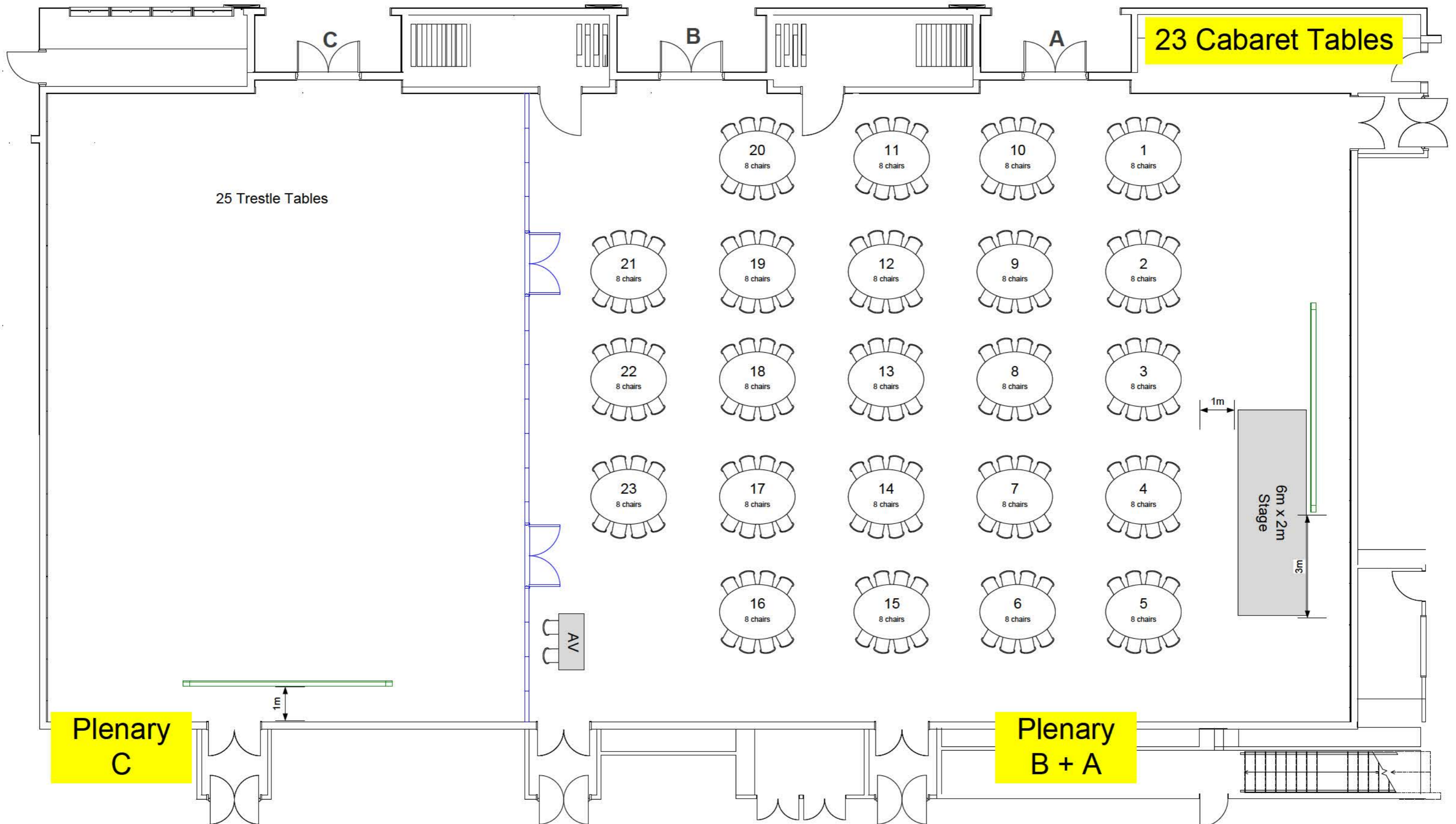
Wētā Cave
10 MINS DRIVE VIA
MT VICTORIA TUNNEL

Wellington Hospital
2 MINS DRIVE PAST
BASIN RESERVE

Wellington Airport
10 MINS DRIVE VIA
MT VICTORIA TUNNEL

RONGOMĀTĀNE

Double Click Here & Type Your Function Details



23 Cabaret Tables

25 Trestle Tables

6m x 2m Stage
1m
3m

Plenary C

Plenary B + A

0m 3m 5m 10m



From: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
To: s 9(2)(a)
Cc: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
Subject: Rongomatane room C Size
Date: Monday, 25 September 2023 12:32:53 pm

Afternoon s 9(2)(a)

Thank you for the call

The size of the room is 265 square metres.

Nga mihi,

Michealle Gelderblom

Account Manager
Takina Events



PO Box 467 150 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: s 9(2)(a)

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Find out more at takina.co.nz

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at Tākina Events

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From: s 9(2)(a)
To: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
Subject: Re: Rongomatane room C Size
Date: Monday, 25 September 2023 12:43:10 pm

Thanks Michealle

Would you also please advise the length and width of the room . What size tables would you use for the trade spaces?

Thanks

s s 9(2)
(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Monday, 25 September 2023 12:32 pm
To: s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
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To: s 9(2)(a)
Cc: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
Subject: RE: Rongomatane room C Size
Date: Monday, 25 September 2023 12:54:26 pm

Hi s 9(2) hope the below will help

Length 18m
Width 14m
Trestle tables 1.8 x 600

Nga mihi,

Michealle Gelderblom

Account Manager
Takina Events



PO Box 467 150 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: s 9(2)(a)

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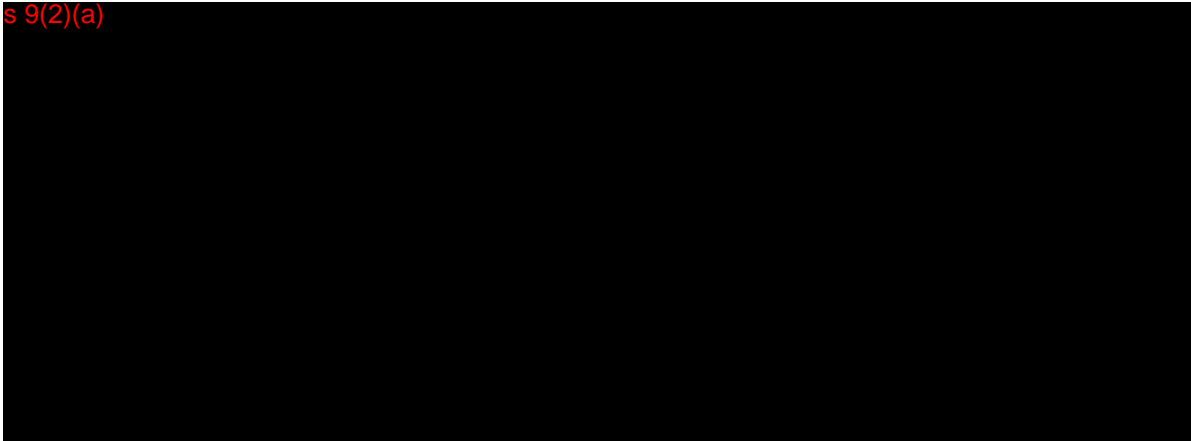
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Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)

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From: s 9(2)(a)
To: [Michealle Gelderblom](mailto:Michealle.Gelderblom)
Subject: Re: Rongomatane room C Size
Date: Monday, 2 October 2023 10:00:01 am

Good morning Michealle

i hope you had a lovely weekend.

I had a meeting with my client on Friday and they are really struggling to understand why the foyer price changes so significantly.

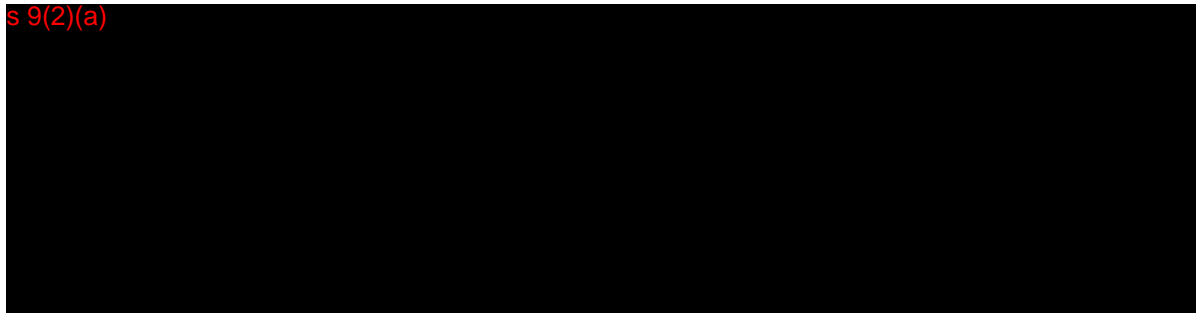
If we have the trade in the plenary there are a couple of issues, I don't believe the remaining plenary will be big enough for them, they had 240 this year and this leaves no room for growth. Also, it means there is no purpose/reason for the delegates to go into the trade area if the catering isn't in there.

Looking at the floorplans, i expect if we did the trade and catering in the foyer, we would use at most a third of the area, are we able to do this for a reduced price?

Please feel free to call me if you would like to discuss.

Thanks so much

s 9(2)(a)



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Trestle tables 1.8 x 600

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Takina Events



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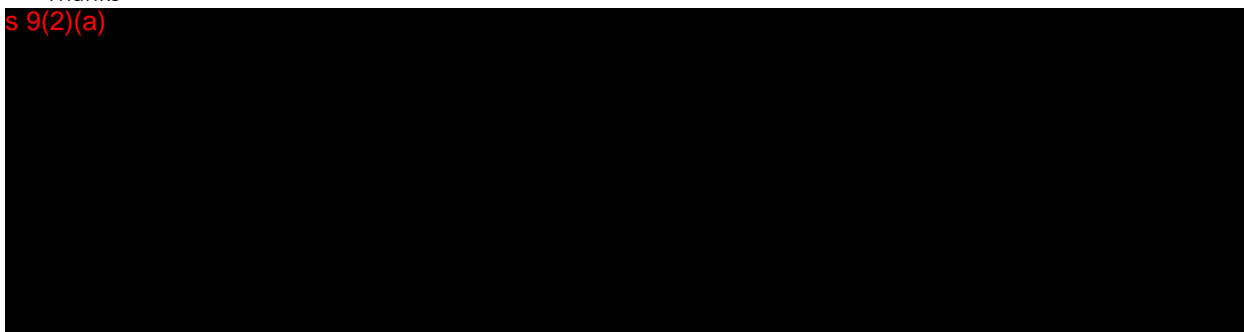
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Takina Events



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To: s 9(2)(a)
Cc: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
Subject: RE: Rongomatane room C Size
Date: Tuesday, 3 October 2023 9:13:09 am

Good morning, s 9(2)

Thank you for your email

I have spoken to my manager and we are happy to offer the Rongomatane Foyer for s 9(2)(i) per day due to the event being in February and it fits well within our calendar. Let me know if this option is suitable and I will make the changes to the contract.

Have a Great Day further.

Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events



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Email: michealle.gelderblom@takinaevents.co.nz
Mobile: s 9(2)(a)

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venues – Te Papa and Tākina



From: s 9(2)(a)
Sent: Monday, October 2, 2023 10:00 AM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Re: Rongomatane room C Size

Good morning Michealle

i hope you had a lovely weekend.

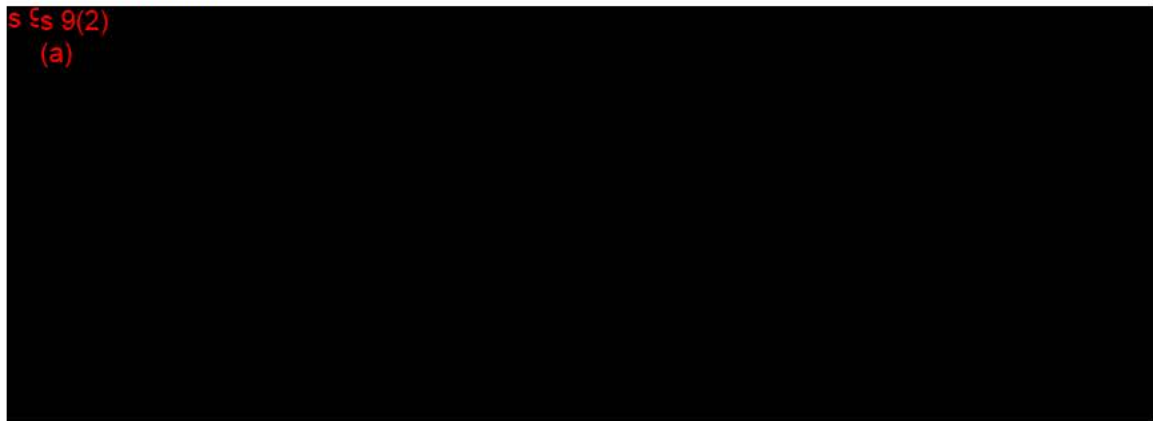
I had a meeting with my client on Friday and they are really struggling to understand why the foyer price changes so significantly.

If we have the trade in the plenary there are a couple of issues, I don't believe the remaining plenary will be big enough for them , they had 240 this year and this leaves no room for growth. Also, it means there is no purpose/reason for the delegates to go into the trade area if the catering isn't in there.

Looking at the floorplans, i expect if we did the trade and catering in the foyer, we would use at most a third of the area, are we able to do this for a reduced price?

Please feel free to call me if you would like to discuss.

Thanks so much



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Monday, 25 September 2023 12:54 pm
To: s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: Rongomatane room C Size

Hi s 9(2) hope the below will help
()

Length 18m
Width 14m
Trestle tables 1.8 x 600

Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events



PO Box 467 | 50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: s 9(2)(a)

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venues – Te Papa and Tākina



From: s 9(2)(a)
Sent: Monday, September 25, 2023 12:43 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Re: Rongomatane room C Size

Thanks Michealle

Would you also please advise the length and width of the room . What size tables would you use for the trade spaces?

Thanks

s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Monday, 25 September 2023 12:32 pm
To: s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Rongomatane room C Size

Afternoon s 9(2)

Thank you for the call

The size of the room is 265 square metres.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events



PO Box 467 150 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)

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From: [Michealle Gelderblom](#)
To: [s 9\(2\)\(a\)](#)
Cc: [Michealle Gelderblom](#)
Subject: FW: Rongomatane room C Size
Date: Wednesday, 18 October 2023 9:03:18 am

Morning [s 9\(2\)](#)

Hope you well, I am following up on the below email, are you happy with the charge of the Rongomatane foyer should I go ahead and make the change to the contract?

Hope to hear from you soon

Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events



PO Box 467 150 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: [s 9\(2\)\(a\)](#)

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From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Tuesday, October 3, 2023 9:13 AM
To: [s 9\(2\)\(a\)](#)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: Rongomatane room C Size

Good morning, [s 9\(2\)](#)

Thank you for your email

I have spoken to my manager and we are happy to offer the Rongomatane Foyer for s 9(2)(i) per day due to the event being in February and it fits well within our calendar. Let me know if this option is suitable and I will make the changes to the contract.

Have a Great Day further.

Nga mihi,

Michealle Gelderblom

Account Manager
Takina Events



PO Box 467 150 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: s 9(2)(a)

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From: s 9(2)(a)

Sent: Monday, October 2, 2023 10:00 AM

To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: Re: Rongomatane room C Size

Good morning Michealle

i hope you had a lovely weekend.

I had a meeting with my client on Friday and they are really struggling to understand why the foyer price changes so significantly.

If we have the trade in the plenary there are a couple of issues, I don't believe the remaining plenary will be big enough for them, they had 240 this year and this leaves no room for growth. Also, it means there is no purpose/reason for the delegates to go into the trade area if the catering isn't in there.

Looking at the floorplans, i expect if we did the trade and catering in the foyer, we would use at most a third of the area, are we able to do this for a reduced price?

Please feel free to call me if you would like to discuss.

Thanks so much

s s 9(2)
(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Monday, 25 September 2023 12:54 pm

To: s 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: RE: Rongomatane room C Size

Hi s 9(2) hope the below will help
()

Length 18m

Width 14m

Trestle tables 1.8 x 600

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events



PO Box 467 | 50 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)

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From: s 9(2)(a)
Sent: Monday, September 25, 2023 12:43 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Re: Rongomatane room C Size

Thanks Michealle

Would you also please advise the length and width of the room . What size tables would you use for the trade spaces?

Thanks

s 9(2)(a)



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Monday, 25 September 2023 12:32 pm
To: s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Rongomatane room C Size

Afternoon s 9(2)

Thank you for the call

The size of the room is 265 square metres.

Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events



PO Box 467 150 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: s 9(2)(a)

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From: [Michealle Gelderblom](#)
To: s 9(2)(a)
Cc: [Michealle Gelderblom](#)
Subject: FW: Rongomatane room C Size
Date: Wednesday, 25 October 2023 1:52:32 pm

Good afternoon, s 9(2)

I hope you had a great long weekend.

I am following up on the below email, are you happy with the charge on the foyer. If you could let me know and I will make the changes on the contract.

Have a great day further.

Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events



PO Box 467 150 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: s 9(2)(a)

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From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Wednesday, October 18, 2023 9:03 AM
To: s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: FW: Rongomatane room C Size

Morning s 9(2)

Hope you well, I am following up on the below email, are you happy with the charge of the Rongomatane foyer should I go ahead and make the change to the contract?

Hope to hear from you soon

Nga mihi,

Michealle Gelderblom

Account Manager
Takina Events



PO Box 467 150 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: s 9(2)(a)

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From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Tuesday, October 3, 2023 9:13 AM

To: s 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: RE: Rongomatane room C Size

Good morning, s 9(2)

Thank you for your email

I have spoken to my manager and we are happy to offer the Rongomatane Foyer for s 9(2)(i) per day due to the event being in February and it fits well within our calendar. Let me know if this option is suitable and I will make the changes to the contract.

Have a Great Day further.

Nga mihi,

Michealle Gelderblom

Account Manager
Takina Events



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Email: michealle.gelderblom@takinaevents.co.nz
Mobile: s 9(2)(a)

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From: s 9(2)(a)

Sent: Monday, October 2, 2023 10:00 AM

To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: Re: Rongomatane room C Size

Good morning Michealle

i hope you had a lovely weekend.

I had a meeting with my client on Friday and they are really struggling to understand why the foyer price changes so significantly.

If we have the trade in the plenary there are a couple of issues, I don't believe the remaining plenary will be big enough for them, they had 240 this year and this leaves no room for growth. Also, it means there is no purpose/reason for the delegates to go into the trade area if the catering isn't in there.

Looking at the floorplans, i expect if we did the trade and catering in the foyer, we would use at most a third of the area, are we able to do this for a reduced price?

Please feel free to call me if you would like to discuss.

Thanks so much

s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Monday, 25 September 2023 12:54 pm
To: s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: Rongomatane room C Size

Hi s 9(2) hope the below will help

Length 18m
Width 14m
Trestle tables 1.8 x 600

Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events



PO Box 467 150 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: s 9(2)(a)

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From: s 9(2)(a)
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To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Re: Rongomatane room C Size

Thanks Michealle

Would you also please advise the length and width of the room . What size tables would you use for the trade spaces?

Thanks

s s 9(2)
(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Monday, 25 September 2023 12:32 pm
To: s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Rongomatane room C Size

Afternoon s 9(2)
()

Thank you for the call

The size of the room is 265 square metres.

Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events



PO Box 467 150 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: s 9(2)(a)

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From: [Redacted]
To: [Redacted]
Subject: [Redacted]
Date: [Redacted]
Attachments: [Redacted]

Kia ora [Redacted]

I hope this message finds you well.

Thank you for your interest in Takina Events and we are delighted to welcome New Zealand Conference to our spaces. We have confirmed availability for your requested date and have tentatively reserved the spaces you enquired about.

To assist you further I have provided details below:

Rongomatane Foyer - this is where you will have your trade and catering.
Rongomatane Plenary Hall - this is where your plenary will take place. This space seats maximum 420 banquet style. **(Please note the venue hire does not include stage and wash lights that is an additional cost)**

You will be served pre-dinner drinks and Canapés at Te Papa at the Wellington entrance this space can be accessed at 18:30pm - 19:30pm you will then proceed to the Wellington foyer where you will have your 3-course plated dinner. Please note that Wellington Foyer is a public space therefore we can only start dinner here after 19:30pm.
The Wellington foyer - The venue here does not include AV, Stage and lighting. Please see below additional information pricing may vary depending on the requirements.

Wellington Foyer

Audio Only with AV Operator - [Redacted]
An audio system to suit the room, a lectern and external microphones, a handheld microphone, aapel microphone and background music.
Audio operator on equipment including an audio console. Full setup and pack out of all AV equipment and an AV Technical Operator from 6pm until midnight to control and manage all the audio components for the event.

Video/ Presentation with AV Operator - [Redacted]
A large projection screen and a high-powered projector to display the presentation on material presented on computers, guest computer inputs, presenters, confidence monitor and remote slide clicker.
Video operator on equipment including HD video switching equipment. Full setup and pack out of all AV equipment and an AV Technical Operator from 6pm until midnight to control and manage all of the visual and presentation components for the event.

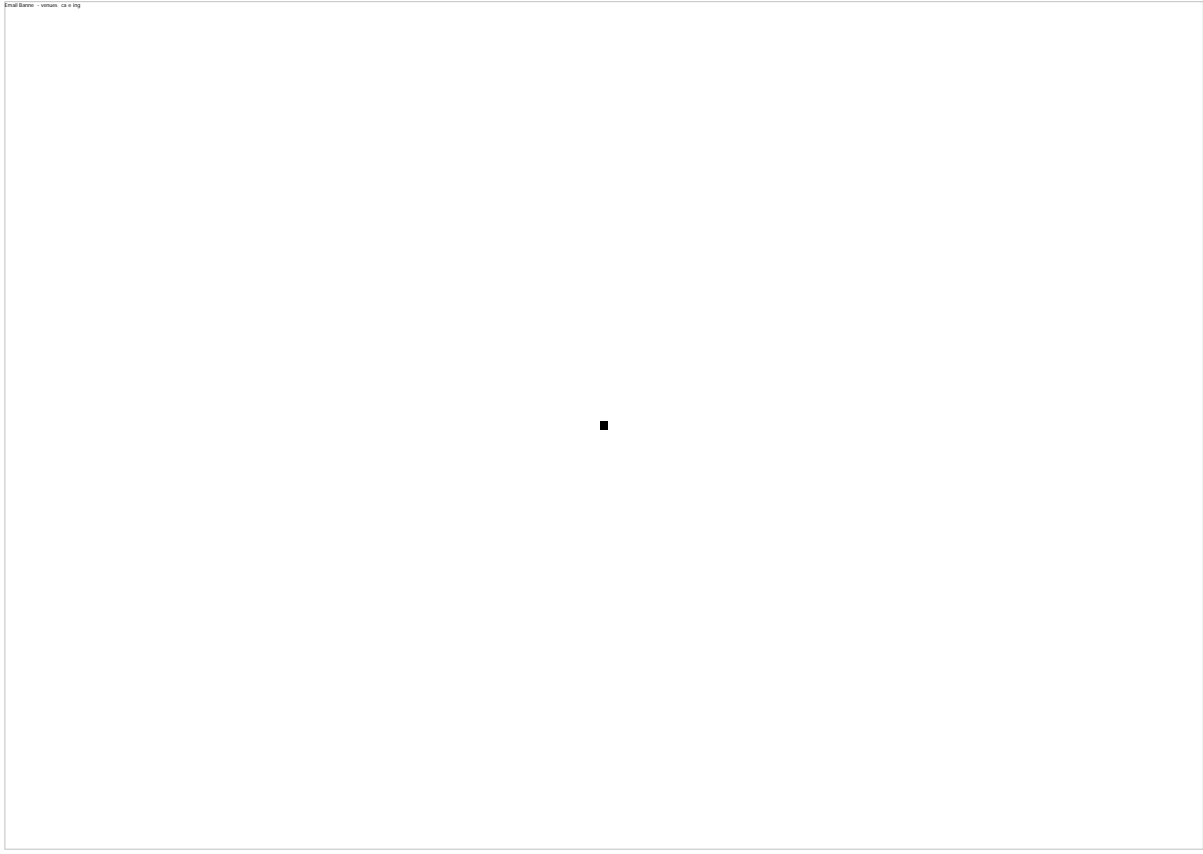
Callipod Drape - [Redacted]
Rigging and truss systems to hold a dressed backdrop presentation backdrop.

Stage - [Redacted]
6m x 3m stage - 600mm High

You can find additional quotation for your review. You can also access additional information including [videos](#) and [photos](#) directly on our website by following the provided hyperlinks.
If you have any questions regarding the content please don't hesitate to contact me.

Please note that this quotation is valid until 15/11/2023. If we receive interest from another client or do not hear from you after this valid period has passed we reserve the right to release the spaces and dates.
We are looking forward to collaborating with your team to make your event a success.

Ngā mihi
Michelle Account Manager
Takina Events



From: s 9(2)(a)
To: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
Subject: Re: Rongomatane room C Size
Date: Wednesday, 8 November 2023 1:38:38 pm


Hi Michealle

Great news we are ready to sign the contract. I have checked back through my emails and I am not sure if we have an updated contract to reflect the new rate for the catering and trade area?

Would you mind resending it and I can get it signed

Thanks so much

s 9(2)(a)



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Tuesday, 3 October 2023 9:13 am
To: s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: Rongomatane room C Size

Good morning, s 9(2)

Thank you for your email

I have spoken to my manager and we are happy to offer the Rongomatane Foyer for s 9(2)(i) per day due to the event being in February and it fits well within our calendar. Let me know if this option is suitable and I will make the changes to the contract.

Have a Great Day further.

Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events



PO Box 467 150 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: s 9(2)(a)

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From: s 9(2)(a)

Sent: Monday, October 2, 2023 10:00 AM

To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: Re: Rongomatane room C Size

Good morning Michealle

i hope you had a lovely weekend.

I had a meeting with my client on Friday and they are really struggling to understand why the foyer price changes so significantly.

If we have the trade in the plenary there are a couple of issues, I don't believe the remaining plenary will be big enough for them , they had 240 this year and this leaves no room for growth. Also, it means there is no purpose/reason for the delegates to go into the trade area if the catering isn't in there.

Looking at the floorplans, i expect if we did the trade and catering in the foyer, we would use at most a third of the area, are we able to do this for a reduced price?

Please feel free to call me if you would like to discuss.

Thanks so much

s 9(2)(a)



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Monday, 25 September 2023 12:54 pm

To: s 9(2)(a)

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: RE: Rongomatane room C Size

Hi s 9(2) hope the below will help

Length 18m

Width 14m

Trestle tables 1.8 x 600

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events



PO Box 467 150 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)

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From: s 9(2)(a)

Sent: Monday, September 25, 2023 12:43 PM

To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: Re: Rongomatane room C Size

Thanks Michealle

Would you also please advise the length and width of the room . What size tables would you use for the trade spaces?

Thanks

s 9(2)

(a)



s 9(2)(a)

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Monday, 25 September 2023 12:32 pm
To: s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Rongomatane room C Size

Afternoon s 9(2)

Thank you for the call

The size of the room is 265 square metres.

Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events



PO Box 467 150 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: s 9(2)(a)

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From: [Redacted]
To: [Redacted]
Subject: [Redacted]
Date: [Redacted]
Attachments: [Redacted]

Hi Michele
I am pleased to attach a signed contract for this upcoming event in February 2024.
Please let me know if you need anything else at this stage.



From: Michele Goldie Blom - michele@goldieblom@takinaevents.co.nz
Sent: Wednesday, 8 November 2023 3:43 pm
To: [Redacted]
Subject: [Redacted]

Kia ora
I hope this message finds you well.
Thank you for your interest in Takina Events, and we are delighted to welcome New Zealanders to our spaces. We have confirmed availability for your requested date and have tentatively reserved the space for you.
To assist you further, I have provided details below:
Rongomatane Foyer - this is where you will have your trade and catering.
Rongomatane Plenary Hall - this is where your plenary will take place. This space seats maximum 420 banquet style. (Please note the venue hire does not include stage and wash lights that is an additional cost)
You will be served pre-dinner drinks and Canapés at Te Papa at the Wellington entrance this space can be accessed at 18:30pm - 19:30pm, you will then proceed to the Wellington Foyer where you will have your 3-course plated dinner.
Please note that Wellington Foyer is a public space, therefore we can only start dinner here after 19:30pm.
The Wellington Foyer - The venue here does not include AV, Stage, and lighting. Please see below additional information pricing may vary depending on the equipment.

Wellington Foyer
Audio Only with AV Operator - An audio system to suit the room. Includes: 2x lectern microphones, a handheld microphone, a lapel microphone, and background music. AV Operator on equipment including the audio console. Full setup and pack out of all AV equipment and an AV Technical Operator from 6pm until midnight to control and manage all the audio components for the event.
Visual/Presentation with AV Operator - A large projection screen and a high-powered projector. Includes the presentation on computer, guest computer, figure, projector, conference monitor and remote slide clicker. AV Operator on equipment including the visual switching equipment. Full setup and pack out of all AV equipment and an AV Technical Operator from 6pm until midnight to control and manage all of the visual and presentation components for the event.
Canapés/Drinks - [Redacted] assessed back stage presentation backdrop.
Stage - [Redacted] High
Am 4.3k

You can find attached quotation for your review. You can also access additional information including [FAQs](#) and [Jobs](#) directly on our website by following the provided hyperlinks.
If you have any questions regarding the contract, please don't hesitate to contact me.
Please note that this quotation is valid until 10/11/2023. If we receive interest from another client or do not hear from you after this valid period has passed, we reserve the right to release the spaces and dates.
We are looking forward to collaborating with your team to make your event a success.
Ngā mihi
Michele Goldie Blom - Event Manager



From: [redacted]
To: [redacted]
Cc: [redacted]
Date: [redacted] Conf on a on 22/02/24 to 22/02/24 - Takina Events

This is fantastic,

Thank you

Nga mihi

Michaëla Gelderblom
Account Manager
Takina Events



O Box 407 50 Cable St Wellington 6140
Email: [redacted]

It is a pleasure having you next event at Takina Events

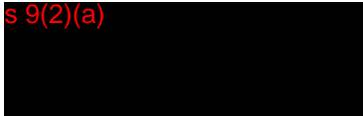


From: [redacted]
Sent: [redacted]
To: Michaëla Gelderblom [redacted]
Subject: Re: Confirmation and Quotation for New Zealand [redacted] Conference on 22/02/24 to 22/02/24 - Takina Events

Hi Michaëla

I am pleased to attach a signed contract for this upcoming event in February 2024.

Please let me know if you need anything else at this stage



From: Michaëla Gelderblom [redacted]
Sent: Wednesday, 28 November 2023 3:43 pm
To: [redacted]
Subject: Confirmation and Quotation for New Zealand [redacted] Conference on 22/02/24 to 22/02/24 - Takina Events

Kia ora [redacted]

I hope this message finds you well.

Thank you for your interest in Takina Events and we are delighted to welcome New Zealand [redacted] Conference to our spaces.

We have confirmed availability for your requested date and have tentatively reserved the space you [redacted] about.

To assist you further I have provided details below:

Rongomatane Foyer - this is where you will have your trade and catering.

Rongomatane Plenary Hall - this is where your plenary will take place. This space seats maximum 420 banquet style. (Please note the venue hire does not include stage and wash lights that is an additional cost)

You will be served pre-dinner drinks and Canapés at Te Papa at the Wellington entrance. This space can be accessed at 18:30pm - 19:30pm. You will then proceed to the Wellington foyer where you will have your 3-course plated dinner.

Please note that Wellington Foyer is a public space therefore we can only start dinner here after 19:30pm.

The Wellington foyer - The venue hire does not include AV Stage and lighting. Please see our additional information pricing may vary depending on the requirements.

Wellington Foyer

Audio Only with AV Operator

An audio system to suit the room including 2 lectern microphones, a handheld microphone, and background music.

Audio operator on equipment including an audio console. Full setup and pack out of all AV equipment and an AV Technical Operator from 6pm until midnight to control and manage all the audio components for the event.

Video / Presentation with AV Operator

A large projection screen and a high-power HD projector to display the presentation material, presentation computers, guest computer inputs, presenter confidence monitor and remote slide clicker.

Video operator on equipment including HD video switching equipment. Full setup and pack out of all AV equipment and an AV Technical Operator from 6pm until midnight to control and manage all of the visual and presentation components for the event.

Gallop & Drapage

Rigging and truss systems to hold a dressed backdrop/presentation backdrop.

Stage

6m x 3m stage - 400mm High

You can find attached quotation for your review. You can also access additional information including [maps](#) and [photos](#) directly on our website by following the provided hyperlinks.

If you have any questions regarding the contract please don't hesitate to contact me.

Please note that this quotation is valid until 15/11/2023. If we receive interest from another client or do not hear from you after this validity period has passed we reserve the right to release the spaces and dates.

We are looking forward to collaborating with your team to make your event a success.

Nga mihi

Michaëla - Account Manager

Takina Events

From: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
To: s 9(2)(a)
Cc: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
Subject: Counter Signed Contract
Date: Thursday, 16 November 2023 4:09:27 pm
Attachments: s 9(2)(a) [Conference_21-02-2024 Counter Signed Contract.pdf](#)

Afternoon s 9(2)(a)

Please find attached counter signed contract

I will prepare the handover and introduce you to your co-ordinator as soon as one is assigned.

Have a Great Day further.

Nga mihi,

Michealle Gelderblom

Account Manager
Takina Events



PO Box 467 150 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: s 9(2)(a)

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Find out more at takina.co.nz

Celebrate 2023
at Tākina Events

Finish 2023 in style inside
Wellington's preeminent
venues – **Te Papa and Tākina**



From: s 9(2)(a)
To: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
Subject: RE: Wellington Venues for 2024
Date: Tuesday, 18 July 2023 2:18:01 pm

Can you just wait until tomorrow (just in case)

Cheers s 9(2)
()

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Tuesday, July 18, 2023 2:04 PM
To: s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: Wellington Venues for 2024

Hi s 9(2)
()

I checked the calendar and I have booked your pack in day on the 17/03/2024 we won't charge the full day venue hire of s 9(2)(i) we have given a 50% discount so the charge will be s 9(2)(i)

Can I go ahead and release the spaces booked at Te Papa?

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)



From: s 9(2)(a)
Sent: Tuesday, July 18, 2023 1:44 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: Wellington Venues for 2024

Correct Yes sorry about this ... BUT don't release 20th (just until we've had our meeting tonight to absolutely confirm it's a 2 day conference).

Cheers s 9(2)
()

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Tuesday, July 18, 2023 1:43 PM
To: s 9(2)(a)
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: Wellington Venues for 2024

Hi s 9(2)
()

Thank you for the email.

I just want to confirm before I make a mistake (it can be difficult taking over in the middle of an enquiry)

The venue you would prefer is Takina and you want 17th March 2024 (Sunday) as a pack in and conference from the 18th of March (Monday) 2024 – 19th March (Tuesday) 2024 (2day conference with a pack in day)

Hope to hear from you soon.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: s 9(2)(a)



From: s 9(2)(a)

Sent: Tuesday, July 18, 2023 1:20 PM

To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: RE: Wellington Venues for 2024

Importance: High

Me again ... we have our meeting tonight and was just checking dates ... have noted below 18 for pack in and conference 19 and 20 ... I think this is a legacy from it being a 3 day conference so pack in would be 17 March with conferencing 18 and 19 March. Can you confirm we can have the 17th for pack in please????

Cheers **s 9(2)**
()

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Wednesday, July 12, 2023 12:10 PM

To: **s 9(2)(a)**

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: RE: Wellington Venues for 2024

Kia ora **s 9(2)**
()

Hope you keeping well. I will be handling this enquiry going forward, so just following up if you have any feedback for me regarding the below email from Martina.

Have a Great Day Further.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: **s 9(2)(a)**



From: **s 9(2)(a)**

Sent: Wednesday, July 5, 2023 2:01 PM

To: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>

Cc: s 9(2)(a) [redacted] Michealle Gelderblom
<Michealle.Gelderblom@takinaevents.co.nz>

Subject: Re: Wellington Venues for 2024

Thanks Martina

We're anticipating confirming Takina for March. Just waiting for a handful of things to shake down.

Have a great extended break.

Sent from my phone so please forgive any errors.

s 9(2)(a) [redacted]
[redacted]
[redacted]

On 5/07/2023, at 1:56 PM, Martina Cenzato
<Martina.Cenzato@takinaevents.co.nz> wrote:

Kia ora s 9(2)(a) [redacted]

Hope you are both well.

As I am going on an extended annual leave by the end of this week, I will introduce you to Michealle, who is cc in here.

Michealle will be able to assist with your enquiry.

We are currently holding spaces at Te Papa and Takina only for 18th (pack in) 19th – 20th (conference) MAR 2024, which are your preferred rates (Te Papa and Takina quote are based on previous dates, but just adding them here for costs reference).

Michealle will be able to assist further.

Thanks

Nga mihi

Martina Cenzato

Senior Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: s 9(2)(a) [redacted]

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz

<image001.jpg>

From: Martina Cenzato
Sent: Tuesday, June 27, 2023 1:20 PM
To: s 9(2)(a)
Cc: s 9(2)(a)
Subject: RE: Wellington Venues for 2024

Thanks s 9(2)
()

We can confirm a minimum of 200 people for March event.

Ok to have access for the entire floor on the pack in day.

I have availability of Tawhirimatea level 2 on 18th (pack in) 19th – 20th (conference) MAR 2024.

To host this event later in the year: happy to have a look, could I get an idea of period? Will it be more April/May or Sept/October?

Happy to reconfirm a minimums of 200 people if this event will be held before the end of DEC 2024.

Thanks

Nga mihi
Martina Cenzato
Senior Account Manager
Takina Events
PO Box 467 155 Cable Street, Wellington 6011
Email: martina.cenzato@takinaevents.co.nz
Mobile: s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz

<image001.jpg>

From: s 9(2)(a)
Sent: Tuesday, June 27, 2023 11:57 AM
To: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Cc: s 9(2)(a)
Subject: RE: Wellington Venues for 2024
Importance: High

Thanks Martina

Yes s 9(2)(a) and I in the first instance will be managing this ... some questions please ...

I don't think we can guarantee 250; can we make it 200?

I note we have access to the foyer for pack in on first day, but checking we'd have access to the entire floor for that day for pack in for theming/plants etc.?

Also confirming these dates are 18-20 March 2024?

If the client were to consider hosting later in the year, what sort of availability is there at Takina please?

Cheers **s 9(2)**
()

From: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>

Sent: Tuesday, June 27, 2023 9:07 AM

To: **s 9(2)(a)**

Cc: **s 9(2)(a)**

Subject: RE: Wellington Venues for 2024

Kia ora **s 9(2)(a)**

I have availability of **Tawhirimatea venue on 19-20 MAR 2024 with pack in on 18 MAR 2024.**

I have tentatively hold this venue for you.

I have reattached quotation initially sent to **s 9(2)** please note that dates are not correct in attached quotation. ()

Is now **s 9(2)** my contact for this event?
()

Nga mihi

Martina Cenzato

Senior Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: **s 9(2)(a)**

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz

<[image001.jpg](#)>

From: **s 9(2)(a)**

Sent: Monday, June 26, 2023 8:06 PM

To: Elena Ford <Elena.Ford@takinaevents.co.nz>

Cc: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>; **s 9(2)(a)**

Subject: RE: Wellington Venues for 2024

Importance: High

Hi Elena/Martina

With the revised pricing the committee are keen to relook at Takina for those dates ... are those dates still available?

Cheers s 9(2)
()

From: Elena Ford <Elena.Ford@takinaevents.co.nz>

Sent: Monday, June 26, 2023 4:17 PM

To: s 9(2)(a)

Cc: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>; s 9(2)(a)

Subject: RE: Wellington Venues for 2024

Hi s 9(2)
()

Thank you for your time on the phone.

Amokura Gallery is not available from November 2023 to end of April 2024 due to a summer paid exhibition.

Soundings Theatre will be a good option for main plenary. The venue hire is s 9(2) plus GST per day and includes standard AV package. AV tech is s 9(2)(i) per AV tech, 4-hour minimum call, two AV techs are required to run AV in Soundings Theatre. We will be happy to offer access to the venue for couple of hours to set up the stage a day prior complimentary.

Kind regards,
Elena

Elena Ford

Venues Sales Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: elena.ford@takinaevents.co.nz

Mobile: s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz

<image002.jpg>

From: Elena Ford <Elena.Ford@takinaevents.co.nz>

Sent: Monday, June 26, 2023 11:05 AM

To: s 9(2)(a)

Cc: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>

Subject: FW: Wellington Venues for 2024

Importance: High

Kia ora s 9(2)(a)

Thank you for your email. It was great to catch up with s 9(2) during MEETINGS.
()

Amokura Gallery is not available in March as it is being occupied by a paid summer exhibition. We have Soundings Theatre available that will be suitable for main plenary in tiered theatre, maximum capacity 328 pax. Please confirm if it will be suitable.

I copied in Martina on this email, and she can confirm the cost of the venues.

Thank you and wishing you a great week!

Nga mihi,
Elena

Elena Ford
Venues Sales Manager
Takina Events
PO Box 467 ;55 Cable Street, Wellington 6011
Email: elena.ford@takinaevents.co.nz
Mobile: s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz

<image002.jpg>

From: s 9(2)(a)
Sent: Monday, June 26, 2023 10:52 AM
To: Elena Ford <Elena.Ford@takinaevents.co.nz>
Subject: FW: Wellington Venues for 2024
Importance: High

Hi Elena,

s 9(2)(a) are planning the s 9(2)(i) conference, and my colleague s 9(2) has been in touch with WellingtonNZ and Martina at Takina Events. I know s 9(2) has had a verbal conversation with you while at MEETINGS, so I just wanted to touch base with you in the first instance.

We received the attached proposal from Martina, however the quoted dates were for April 2024 dates and we have **penciled** in our preferred dates as **18-20 March 2024**.

s 9(2) has expressed she would prefer to use the Amokura room for our main plenary space, and keep the Oceania room as the exhibition and catering space. Are you able to tell me if the Amokura room is available for our preferred March dates?

Ideally we would like the following –

1. Amokura: plenary and breakout room 1
2. Rangimarie: breakout room 2
3. Oceania: Exhibition and catering

We have a committee meeting tonight, so it would be very helpful to have this information prior to our meeting.

Many thanks,

s 9(2)
()

From: s 9(2)(a)
Sent: Tuesday, June 6, 2023 1:39 PM
To: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Subject: RE: Wellington Venues for 2024

Hi s
9(2)

The next meeting isn't until Monday 26th June, so no decision will be made before then sorry.

Nga Mihi

s 9(2)
()

From: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Sent: Friday, June 2, 2023 10:05 AM
To: s 9(2)(a)
Subject: RE: Wellington Venues for 2024

Morning s 9(2)
()

Thank you for your patience.

Confirming that we have moved the dates and there is no changes in the proposal.

Do you have an indication as to when the committee will make a decision?

Many thanks,

s
9(2)

s 9(2)(a)

Business Development Manager
Business Events Wellington

s 9(2)(a)

WellingtonNZ

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www.WellingtonNZ.com



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From: s 9(2)(a)
Sent: Tuesday, May 30, 2023 2:09 PM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: RE: Wellington Venues for 2024

Hi s
9(2)

It would be great if we could please put those dates on hold and get a proposal for these dates. We would like to release the February dates at Takina!

Thank you for all your help with this.

Nga Mihi

s 9(2)
()

From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Tuesday, May 30, 2023 2:06 PM
To: s 9(2)(a)
Subject: RE: Wellington Venues for 2024

Hi s 9(2)
()

I have spoken to Takina Events and they have provided the following is available at Te Papa:

1. Pack in on MON 18th MAR and conference on TUE 19th and WED 20th MAR 2024 at Te Papa

Please let me know if you would like me to move the hold to these dates at Te Papa. Were there further thoughts on the February dates we have on

hold at Takina?

Kind regards,

s
9(2)
(a)

(2)(a)

Business Development Manager
Business Events Wellington

s 9(2)(a)

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From: s 9(2)(a)
Sent: Tuesday, May 30, 2023 9:40 AM
To: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Subject: RE: Wellington Venues for 2024

Hi s
9(2)

We had our first committee meeting last night for s 9(2)(i) conference. Due to the budget they are strongly leaning towards Te Papa for the venue and a two day programme with one for pack in. However, they are wanting to look at available dates for the week of the 18 – 22 March for two days. Would their be any availability on these dates?

Nga Mihi

s 9(2)
()

From: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Sent: Friday, May 19, 2023 1:04 PM
To: s 9(2)(a)
Subject: RE: Wellington Venues for 2024

Hi s 9(2)
()

Please see attached quotes for Te Papa and Takina. With there being the option for a potential 2 and 3 day option, both options have been put forward for these two venues.

For Te Papa, we have proposed 15-17th April 2024, there is also availability on the following dates, which we are not currently holding:

1. 18-21 FEB 2024
2. 22-25 APR 2024
3. 13-16 OCT 2024
4. 20-23 OCT 2024

For Takina, please note the following:

1. They require a minimum of 200 pax contracted for catering.
2. In addition to the February dates we have on hold, 14-18th April is also available. We have not put this on hold. Please let me know if you would like me to do so.
3. For October 2024, we do not have availability.

After presenting all options to the client, please let me know if you require any further information or they have additional queries, happy to help.

Additionally, for future opportunities, please feel free to reach out and I am happy to provide a destination proposal with all venues along with their availability and pricing on your behalf.

Thank you and I look forward to hearing back from you.

Kind regards,

s
9(2)
(a)

(2)(a)

Business Development Manager
Business Events Wellington

s 9(2)(a)

WellingtonNZ

Takina Project Team – Wellington City Council

www.WellingtonNZ.com



not disclose, copy or make use of its contents. Your assistance is appreciated.

From: s 9(2)(a)
Sent: Wednesday, May 17, 2023 9:04 AM
To: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Subject: RE: Wellington Venues for 2024

Yes thanks s 9(2) February is our least preferred option though.

I have heard back from Sky Stadium, but I haven't heard back from Harbourside Function Centre yet, if you could follow up with them that would be great. Hopefully that will give us some good options for the client.

Nga Mihi

s 9(2)
(.)
<image003.png>

From: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Sent: Wednesday, May 17, 2023 8:57 AM
To: s 9(2)(a)
Subject: RE: Wellington Venues for 2024

Morning s 9(2)
()

Thank you for the update.

Great, clarifying expected numbers would be between 190 – 300 pax then. And, February, April and early October would be considered for all venues?

I will work directly with Takina Events to put forward Te Papa and Takina. Could you please advise if you wanted us to collate other venue proposals, or follow up on any further venues?

Many thanks,

s
9(2)
(a)

(2)(a)
Business Development Manager
Business Events Wellington
s 9(2)(a)

WellingtonNZ

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From: s 9(2)(a)
Sent: Wednesday, May 17, 2023 8:48 AM
To: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Subject: RE: Wellington Venues for 2024

Hi s
9(2)

Apologies for the delay in reply. I had to clear a few things up with s 9(2) as I was missed out on initial conversations. ()

We want to keep the date in February for now please.

300 would be the upper limit, they are estimating this as Wellington is more likely to draw a bigger crowd over previous locations.

Nga Mihi

s 9(2)
()
<image003.png>

From: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Sent: Monday, May 15, 2023 11:23 AM
To: s 9(2)(a)
Subject: RE: Wellington Venues for 2024

Kia ora s 9(2)
()

Hope you had a lovely weekend.

Following up to see if there has been a further discussion about dates for this. Is February still of interest?

Additionally, our initial conversations with s 9(2) were that the conference would be 300 pax, however, from the current brief the numbers have reduced. If you could please advise, we will update information on our end ()

for this as well.

Please let me know how we can support. I look forward to hearing from you.

Nga mihi,

s
9(2)
(a)

(2)(a)

Business Development Manager
Business Events Wellington

s 9(2)(a)

WellingtonNZ

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www.WellingtonNZ.com



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From: s 9(2)(a)
Sent: Tuesday, May 9, 2023 10:55 AM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: RE: Wellington Venues for 2024

Hi s
9(2)

Sorry once again for the confusion, I was not aware of all the other conversations going on!

I will check with s 9(2) first about releasing the dates as she will make the final decision. ()

Thanks for all your help.

Nga Mihi

s 9(2)
(.)
<image003.png>

From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Tuesday, May 9, 2023 10:52 AM

To: s 9(2)(a)
Subject: RE: Wellington Venues for 2024

Hi s 9(2)
()

Thanks for your time on the phone.

As discussed, we will release the February dates at Takina. Could you please confirm this with me?

I will update Martina at Takina Events on this.

If you have any feedback on pricing and availability and this does become a city bid, please let me know if we can support.

Kind regards,

s
9(2)
(a)

(2)(a)
Business Development Manager
Business Events Wellington
s 9(2)(a)

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www.WellingtonNZ.com



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From: s 9(2)(a)
Sent: Tuesday, May 9, 2023 10:35 AM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: RE: Wellington Venues for 2024

Yes, I am. At this stage we aren't looking at any other cities, but it will depend on the availability and prices for the various venues.

Nga Mihi

s 9(2)

(
<image003.png>

From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Tuesday, May 9, 2023 10:30 AM

To: s 9(2)(a)

Subject: RE: Wellington Venues for 2024

Hi s 9(2)
()

Sure thing, I will do this shortly.

On another note, are you also assisting with s 9(2)(i) And, has this been confirmed for Wellington or are they considering other destinations at this stage?

Kind regards,

s
9(2)
(a)

(2)(a)

Business Development Manager
Business Events Wellington

s 9(2)(a)

WellingtonNZ

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From: s 9(2)(a)

Sent: Tuesday, May 9, 2023 9:01 AM

To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Subject: RE: Wellington Venues for 2024

Hi s
9(2)

Is you could put me in touch with contacts from the Lower Hutt Event Centre, Sky Stadium and Harbourside Function Centre that would be amazing thank you.

Nga Mihi

s 9(2)

(
<image003.png>

From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Friday, May 5, 2023 2:42 PM

To: s 9(2)(a)

Subject: RE: Wellington Venues for 2024

Hi s 9(2)
()

Thank you for the further details.

The two other options would be the below based on the preferred seating configuration.

1. [Lower Hutt Events Centre](#)
2. [Sky Stadium](#)

If they were open to theatre style or a mix of theatre and cabaret, I would suggest [Harbourside Function Centre](#) and [James Cook Hotel](#) (they have just had refurb, lifted the ceiling height and opened up their spaces to be more dynamic, max capacity is now 300 pax theatre).

Please let me know if you would like me to introduce you to any of the contacts at any of the above.

Kind regards,

s
9(2)
(a)

(2)(a)

Business Development Manager
Business Events Wellington

s 9(2)(a)

WellingtonNZ

Takina Project Team – Wellington City Council

www.WellingtonNZ.com



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From: s 9(2)(a) [REDACTED]
Sent: Friday, May 5, 2023 2:21 PM
To: s 9(2)(a) [REDACTED] <s 9(2)(a) [REDACTED] [wellingtonnz.com](mailto:s 9(2)(a) [REDACTED]@wellingtonnz.com)>
Subject: RE: Wellington Venues for 2024

Hi s 9(2)(a) [REDACTED]

Thank you for that.

Preferred seating would probably be cabaret. It has plenary and 2 breakouts. It is a 2-day event with one day for pack in.

We haven't received pricing back for anything still waiting to hear back. We are aiming to have a venue comparison for our client shortly.

Nga Mihi

s 9(2)(a) [REDACTED]
()
<image003.png>

From: s 9(2)(a) [REDACTED] <s 9(2)(a) [REDACTED] [wellingtonnz.com](mailto:s 9(2)(a) [REDACTED]@wellingtonnz.com)>
Sent: Friday, May 5, 2023 2:07 PM
To: s 9(2)(a) [REDACTED]
Subject: RE: Wellington Venues for 2024

Kia ora s 9(2)(a) [REDACTED]
()

Thank you for your email, happy to help with this.

Could you please provide me with the following regarding your requirements? This will help with providing suggestions.

1. Preferred seating configuration
2. Plenary only, or breakouts? If breakouts, how many?

Do you have any initial feedback on the three proposals you have received?

Many thanks,

s 9(2)(a) [REDACTED]

s 9(2)(a)

Business Development Manager
Business Events Wellington

s 9(2)(a)

WellingtonNZ

Takina Project Team – Wellington City Council

www.WellingtonNZ.com



The information contained in this email is confidential and intended for the addressee only. If you are not the intended recipient, you are asked to respect that confidentiality by destroying this email and do not disclose, copy or make use of its contents. Your assistance is appreciated.

From: s 9(2)(a)
Sent: Friday, May 5, 2023 10:46 AM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: Wellington Venues for 2024

Hi s
9(2)

We are organising a conference for 2024 and are looking at ideas for a conference venue. We have got prices for Takina, and are reaching out to Te Papa and Shed 6, we were just wondering if you had any other suggestions. We are expecting about 190 pax and are thinking late April or early October.

Nga Mihi

s 9(2)

(.)
<image003.png>

<s 9(2)(a) - s 9(2)(i) - February 2024 - quote @ Takina.pdf>

<s 9(2)(a) - s 9(2)(i) - April 2024 - quote V2 @ Te Papa.pdf>

s 9(2)(a)

Business Development Manager
Business Events Wellington

s 9(2)(a)

WellingtonNZ

Takina Project Team – Wellington City Council

www.WellingtonNZ.com



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From: s 9(2)(a)
Sent: Friday, May 5, 2023 10:46 AM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: Wellington Venues for 2024

Hi s
9(2)

We are organising a conference for 2024 and are looking at ideas for a conference venue. We have got prices for Takina, and are reaching out to Te Papa and Shed 6, we were just wondering if you had any other suggestions. We are expecting about 190 pax and are thinking late April or early October.

Nga Mihi

s 9(2)

(.)
<image003.png>

<s 9(2)(a) - s 9(2)(i) - February 2024 - quote @ Takina.pdf>

<s 9(2)(a) - s 9(2)(i) - April 2024 - quote V2 @ Te Papa.pdf>

From: [Michealle Gelderblom](#)
To: s 9(2) s
Subject: Takina Events for s 9(2)(i) - 18/03/24 to 19/03/24 - Quotation
Date: Thursday, 20 July 2023 3:03:52 pm
Attachments: s 2 Walk and Cycle s 9(2) Consultanst 18-19 March 2024 V2 Quotation.pdf

Kia ora s 9(2)(a)

Thank you for your interest in Takina Events, we would love to welcome s 9(2)(i) to our spaces.

I am pleased to confirm availability on the 18th - 19th March 2024 with a pack in day on the 17th March 2024 at Takina on level 2 and have tentatively pencilled you in.

Please find attached a quotation for review.

Please if you have any questions please don't hesitate to contact me.

Click on provided hyperlinks if you want to find more information directly on our website (eg. menus, photos...).

The offer is valid until 18/08/23. After this, we reserve the right to cancel the offer and to release the spaces to another client if we haven't heard back from you.

Feel free to call me if you have any questions, or would like to organise a famil of the spaces.

We look forward to working with your team.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 | 50 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: S S
To: [Michealle Gelderblom](#)
Subject: RE: Takina Events for S 9(2)(i) - 18/03/24 to 19/03/24 - Quotation
Date: Sunday, 23 July 2023 3:00:45 pm
Attachments: [image001.png](#)
S 2 Walk and Cycle S .Consultanst 18-19 March 2024 V2 Quotation GH comments.pdf

Kia ora Michealle

A few queries please:

1. It's my understanding that the cost to hire the entire floor of Takina is S 9(2)(i) (as per our other contract), so why is there an additional charge to use Whataitai room which is on the same floor?
2. Can you please amend all wording in the contract to S 9(2)(i) ... the client is quite specific about this
3. What is the cost for orange juice to be served with breaks? Ideally we like to set a fixed number of carafes per break?
4. Regarding the conference menus ... is there a willingness to do the following with sweet options at the am/pm breaks?
 - a. Serve 50% of the sweet item, and
 - b. 50% sliced fruit or whole fruit?Experience of doing this with all our conferences has always demonstrated that this works well, without one aspect of the food being over/under supplied. It allows us to accommodate a fresh fruit option for those who prefer this to sweet food.
5. I note that some of the morning and afternoon breaks in the daily menu provide sometimes for two savoury and two sweet items. Why would you do this? It makes much more sense to have 1 savoury and 1 sweet option at each meal break? Interested in the rationale behind this?
6. Regarding cutlery, china etc. I note this is included in the venue hire: however having attended Meetings where entirely disposable items were used I wanted to check that this will definitely be the case (it's more sustainable to do cutlery/china obviously).
7. AV labour hire: it's S 9(2) for our other event in May: shouldn't the price for this conference be the same?
8. The proposal is attached with a couple of comments included on catering: which are
 - a. Arrival tea/coffee ... we don't cater for full numbers for this. (50 as per my notes)
 - b. Canapes event: this would happen on Sunday 17 March (as dinner is 18th) but we're not sure if this will happen so I don't want it included in the contract please.

Look forward to hearing from you Michealle.

Warmest regards

S 9(2)
()

s 9(2)(a)

From: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>

Sent: Thursday, July 20, 2023 3:04 PM

To: s 9(2) s 9(2) <s 9(2)(a)>

Subject: Takina Events for s 9(2)(i) - 18/03/24 to 19/03/24 - Quotation

Kia ora s 9(2)(a)

Thank you for your interest in Takina Events, we would love to welcome s 9(2)(i) to our spaces.

I am pleased to confirm availability on the 18th - 19th March 2024 with a pack in day on the 17th March 2024 at Takina on level 2 and have tentatively pencilled you in.

Please find attached a quotation for review.

Please if you have any questions please don't hesitate to contact me.

Click on provided hyperlinks if you want to find more information directly on our website (eg. menus, photos...).

The offer is valid until 18/08/23. After this, we reserve the right to cancel the offer and to release the spaces to another client if we haven't heard back from you.

Feel free to call me if you have any questions, or would like to organise a famil of the spaces.

We look forward to working with your team.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 |50 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: [Michealle Gelderblom](#)
To: [Reynold Henkel](#); [Herwig Lanzerstorfer](#)
Cc: [Michealle Gelderblom](#)
Subject: Orange Juice Carafe - **s 9(2)(i)**
Date: Monday, 24 July 2023 9:55:23 am

Good morning, Gentleman,

I hope you both had a fabulous weekend

Would you be able to help me with a price for orange juice in a carafe.

Thank you.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**



From: [ilavarasu.Rajendran](mailto:ilavarasu.Rajendran@takinaevents.co.nz)
To: [Michealle.Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
Subject: RE: [REDACTED]
Dates: Mon, 24 July 2023 10:59:21 am
Attachments: [image001.png](#)

Hi Michealle

We can substitute 50 % fruits for a sweet item.
Cost will go up if they prefer individual Fruits.
Sliced fruit platters are fine with no additional cost. Cheers

Ilavarasu Rajendran (Ila)
Executive Chef
Takina Events
PO Box 467 155 Cable Street, We lington 6011
Ema | ilavarasu.rajendran@takinaevents.co.nz
Mobile +64 [REDACTED]
Find out more at takina.co.nz



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Monday, July 24, 2023 10:40 AM
To: ilavarasu.Rajendran <ilavarasu.Rajendran@tepapa.govt.nz>
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: 5.9(2)

Good morning Ila
I have a client requesting the below

Regarding the conference menus ... is there a willingness to do the following with sweet options at the am/pm breaks?

- a. Serve 50% of the sweet item, and
- b. 50% sliced fruit or whole fruit?

Experience of doing this with all our conferences has always demonstrated that this works well, without one aspect of the food being over/under supplied. It allows us to accommodate a fresh fruit option for those who prefer this to sweet food.

Would you be happy to substitute some of the sweet items for fruit or should I recommend them adding fruit at an additional charge?

Have a Great Day further.

Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events
PO Box 467 155 Cable Street, We lington 6011
Ema | michealle.gelderblom@takinaevents.co.nz
Mobile +64 [REDACTED]



From: [Michealle Gelderblom](#)
To: [Reynold Henkel](#)
Cc: [Michealle Gelderblom](#)
Subject: FW: Floor plans
Date: Tuesday, 8 August 2023 12:21:48 pm
Attachments: [image001.png](#)
[s 9\(2\)\(i\)](#) _2024v01.pdf

Hi Raynold,

Hope you well

Are the attached floorplans acceptable? The event number is [s 9\(2\)](#)

Catering will also be in the Foyer

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 |55 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 [s 9\(2\)\(a\)](#)



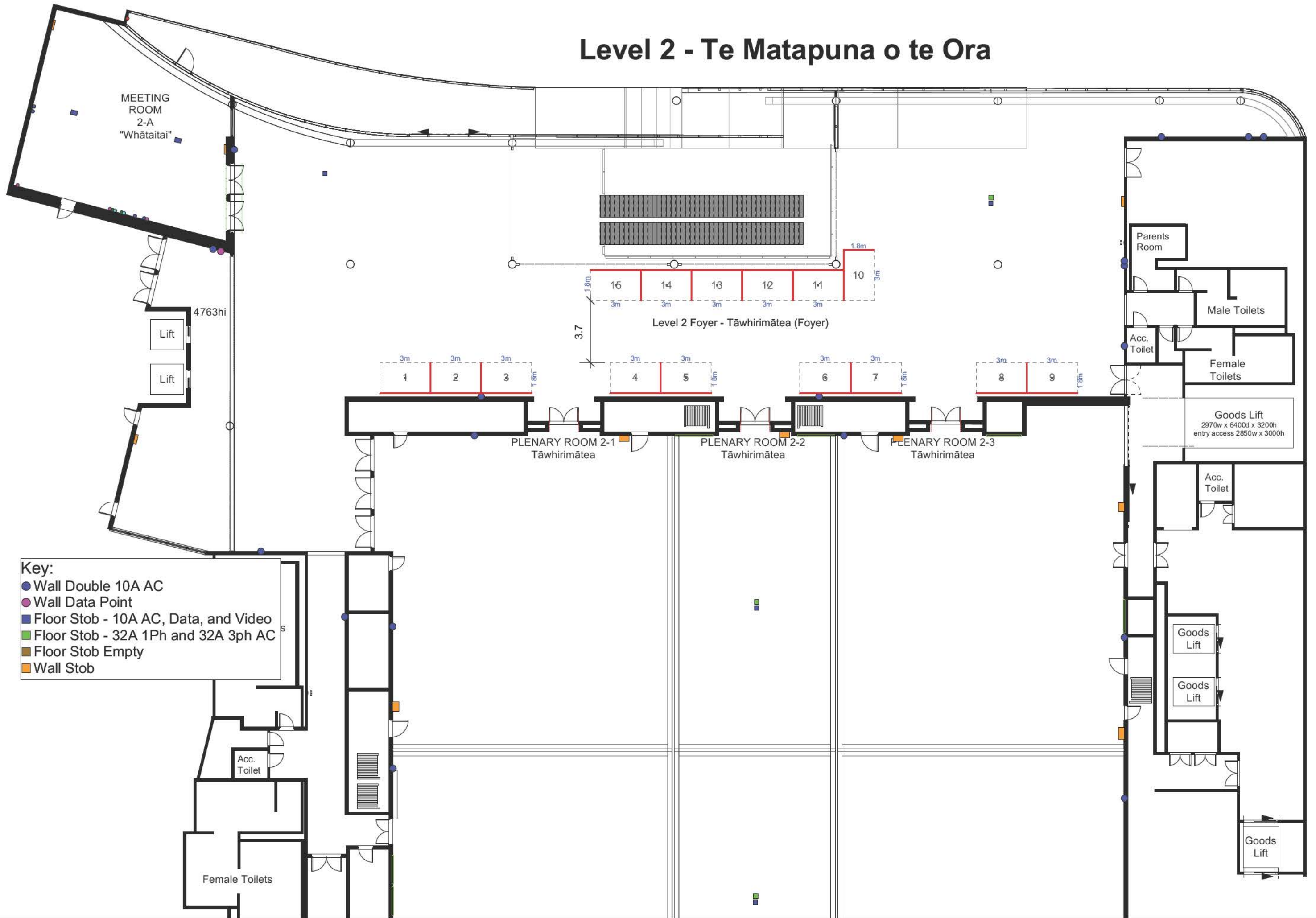
From: [s 9\(2\)](#) [s 9\(2\)](#) <[s 9\(2\)\(a\)](#)>
Sent: Tuesday, August 8, 2023 11:56 AM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: FW: Floor plans

Are these floor plans acceptable for both conferences?

Warmest regards

[s 9\(2\)](#)
()

Level 2 - Te Matapuna o te Ora



- Key:**
- Wall Double 10A AC
 - Wall Data Point
 - Floor Stob - 10A AC, Data, and Video
 - Floor Stob - 32A 1Ph and 32A 3ph AC
 - Floor Stob Empty
 - Wall Stob



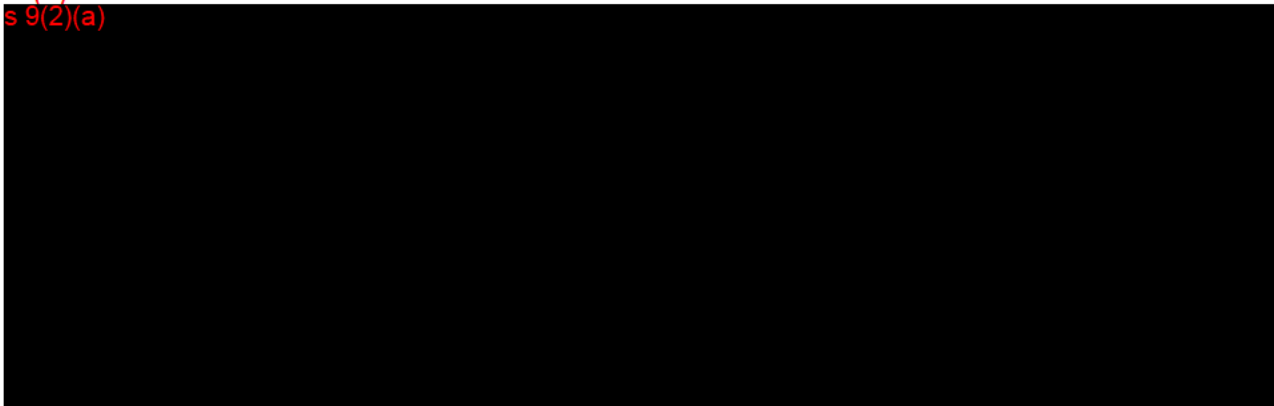
From: [REDACTED]
To: [Michealle Gelderblom](#)
Subject: FW: Floor plans
Date: Tuesday, 8 August 2023 11:57:44 am
Attachments: [image001.png](#)
[REDACTED]_24v01.pdf
[REDACTED]_2024v01.pdf

Are these floor plans acceptable for both conferences?

Warmest regards

[REDACTED]

[REDACTED]



From: [REDACTED] <[REDACTED]>
Sent: Tuesday, August 8, 2023 11:01 AM
To: [REDACTED] [REDACTED] <[REDACTED]>
Subject: Re: Floor plans

No problem - please see the other 2 x floor plans attached :)

I should be able to get the quotes done tomorrow or Thursday for you if that is ok.

Cheers

Kind Regards,

[REDACTED] / EVENT COORDINATOR

m. +64 [REDACTED]

e. [REDACTED]

w. [REDACTED]

Please note that my current working days are Tuesdays and Thursdays.



- Key:**
- Wall Double 10A AC
 - Wall Data Point
 - Floor Stob - 10A AC, Data, and Video
 - Floor Stob - 32A 1Ph and 32A 3ph AC
 - Floor Stob Empty
 - Wall Stob

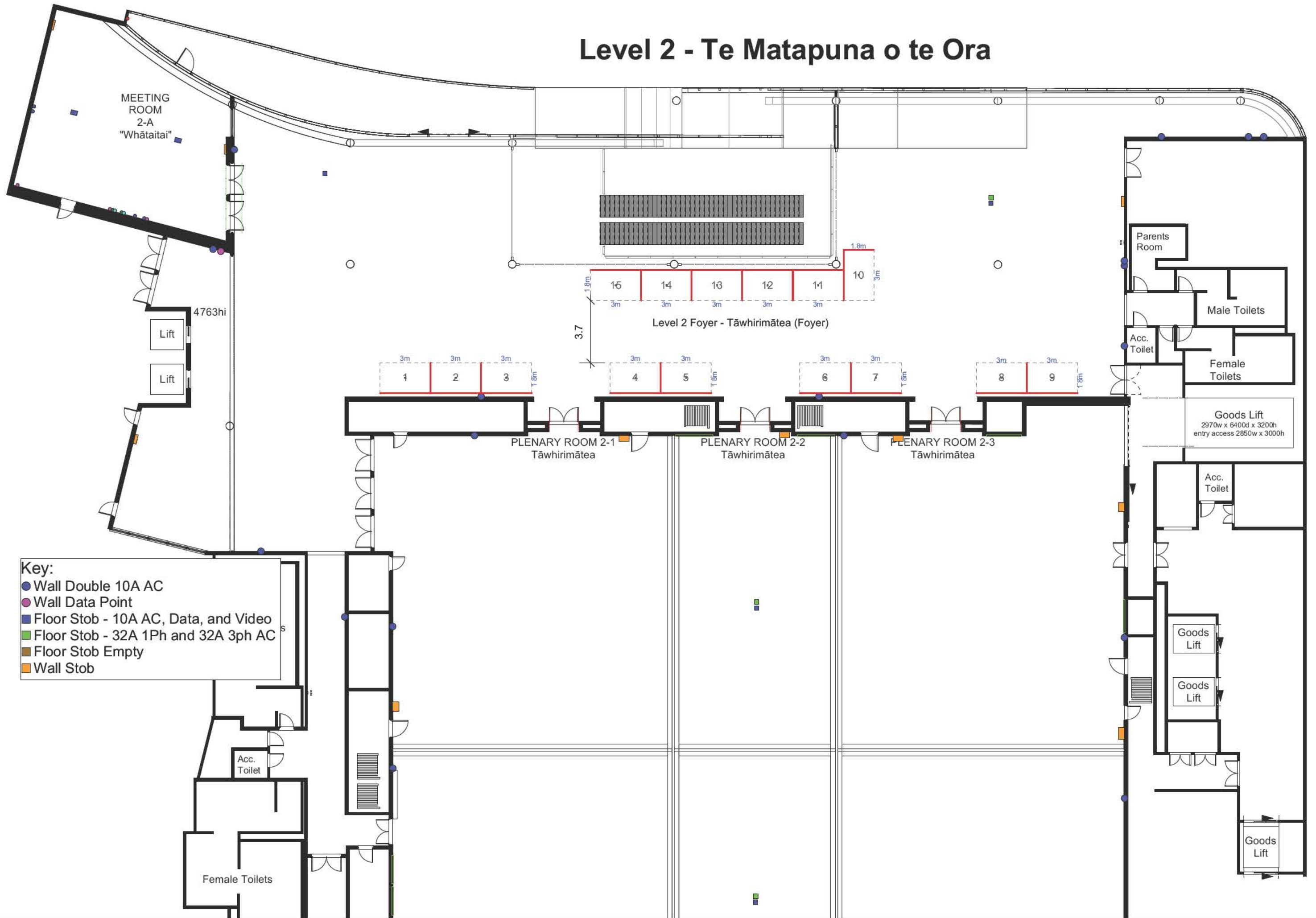
s 9(2)(i) 2024

Venue: Tāwhirimātea Room 2.3 & 2.6, Takina | Stand Size: 3m x 1.8m

Coordinator: s
 Event Date: 16-18 May conference
 Designer: DA080823
 Scale: A3
 Drawing: s 9(2)(i)

Venue sign off
 Signature:
 Date:

Level 2 - Te Matapuna o te Ora



- Key:**
- Wall Double 10A AC
 - Wall Data Point
 - Floor Stob - 10A AC, Data, and Video
 - Floor Stob - 32A 1Ph and 32A 3ph AC
 - Floor Stob Empty
 - Wall Stob



From: [Michealle Gelderblom](#)
To: s 9(2) s
Cc: [Michealle Gelderblom](#)
Subject: FW: Takina Events for s 9(2)(i) - 18/03/24 to 19/03/24 - Quotation
Date: Monday, 31 July 2023 8:48:00 am
Attachments: [image001.png](#)

Good morning, s 9(2)
()

I hope you had a fabulous weekend

I am checking in to hear if there is any update on your event.

Have a Great Day Further.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467, 55 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>

Sent: Monday, July 24, 2023 2:15 PM

To: s 9(2) s 9(2) <s 9(2)(a)>

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: RE: Takina Events for s 9(2)(i) - 18/03/24 to 19/03/24 - Quotation

Good morning, s 9(2)
()

Thank you for the below email I have put my response in Red.

From: s 9(2) s 9(2) <s 9(2)(a)>

Sent: Sunday, July 23, 2023 3:00 PM

To: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>

Subject: RE: Takina Events for s 9(2)(i) - 18/03/24 to 19/03/24 - Quotation

Kia ora Michealle

A few queries please:

1. It's my understanding that the cost to hire the entire floor of Takina is s 9(2)(i) (as per our other contract), so why is there an additional charge to use Whataitai room which is on the same floor?

Please can you share the contract this is stipulated in as this could have been a special offer.

The s 9(2)(i) is just for the Tawhirimatea foyer and the whole plenary.

2. Can you please amend all wording in the contract to s 9(2)(i) ... the client is quite specific about this

I have made the change.

3. What is the cost for orange juice to be served with breaks? Ideally we like to set a fixed number of carafes per break?

The charge will be s 9(2)(i) per Carafe

4. Regarding the conference menus ... is there a willingness to do the following with sweet options at the am/pm breaks?

- a. Serve 50% of the sweet item, and
- b. 50% sliced fruit or whole fruit?

Experience of doing this with all our conferences has always demonstrated that this works well, without one aspect of the food being over/under supplied. It allows us to accommodate a fresh fruit option for those who prefer this to sweet food.

We can substitute 50 % fruits for a sweet item.

Cost will go up if they prefer individual Fruits.

Sliced fruit platters are fine with no additional cost.

1. I note that some of the morning and afternoon breaks in the daily menu provide sometimes for two savoury and two sweet items. Why would you do this? It makes much more sense to have 1 savoury and 1 sweet option at each meal break? Interested in the rationale behind this?

If you could maybe let me know where on the menu you saw 2 savoury and 2 sweet, then I could explain it better. There are only 2 items per break per person 1 sweet 1 savoury.

2. Regarding cutlery, china etc. I note this is included in the venue hire: however having attended Meetings where entirely disposable items were used I wanted to check that this will definitely be the case (it's more sustainable to do cutlery/china obviously).

Cutlery and Crockery is included (not disposable)

3. AV labour hire: it's s 9(2) for our other event in May: shouldn't the price for this conference be the same?

The s 9(2) is 2023 pricing, but I am more than happy to change the s 9(2)(i)

4. The proposal is attached with a couple of comments included on catering: which are

- a. Arrival tea/coffee ... we don't cater for full numbers for this. (50 as per my notes)

I have made the change

- b. Canapes event: this would happen on Sunday 17 March (as dinner is 18th) but we're not sure if this will happen so I don't want it included in the contract please.

Just to confirm the 17th March will be pack in during the day and Canapes in the evening?

Look forward to hearing from you Michealle.

Warmest regards

s 9(2)
()

s 9(2)(a)

From: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>

Sent: Thursday, July 20, 2023 3:04 PM

To: s 9(2) s 9(2) <s 9(2)(a)>

Subject: Takina Events for s 9(2)(i) - 18/03/24 to 19/03/24 - Quotation

Kia ora s 9(2)(a)

Thank you for your interest in Takina Events, we would love to welcome s 9(2)(i) to our spaces.

I am pleased to confirm availability on the 18th - 19th March 2024 with a pack in day on the 17th March 2024 at Takina on level 2 and have tentatively pencilled you in.

Please find attached a quotation for review.

Please if you have any questions please don't hesitate to contact me.

Click on provided hyperlinks if you want to find more information directly on our website (eg. menus, photos...).

The offer is valid until 18/08/23. After this, we reserve the right to cancel the offer and to release the spaces to another client if we haven't heard back from you.

Feel free to call me if you have any questions, or would like to organise a famil of the spaces.

We look forward to working with your team.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 |50 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: [Reynold Henkel](#)
To: [Michealle Gelderblom](#); [Glenn Lust](#)
Cc: [Clint Schoutz](#); [Herwig Lanzerstorfer](#)
Subject: RE: Orange Juice Carafe - **s 9(2)(i)**
Date: Monday, 24 July 2023 2:02:26 pm
Attachments: [image001.png](#)
[image002.png](#)

Hi Michaele and Glenn

Incorrect as we charge **s** per glass to customer.

Glenn would you please ensure the following pricing is amended and aligned in EVMS and on the website for client costs.

The charge for 2l is **s** Generally this is what we charge to bar tabs
 The carafe is **s** this is charged when clients want carafes on tables.
 Clients paying on a cash bar pay **s** per glass.

Thanks
 Reynold

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Monday, July 24, 2023 1:52 PM
To: Reynold Henkel <Reynold.Henkel@takinaevents.co.nz>; Herwig Lanzerstorfer <Herwig.Lanzerstorfer@tepapa.govt.nz>
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: Orange Juice Carafe - **s 9(2)(i)**

Hi Reynold,

I checked EVMS and found the below, would this be the correct price to use?

New	Homegrown - Orange Juice 2L	0.00	LTR	s 9(2)(i)	1	Each
-----	-----------------------------	------	-----	------------------	---	------

The below has not price

	Carafe 1 litre	0.00	EA	0.00	1	Each	0.00
--	----------------	------	----	------	---	------	------

Thanks for your help

Nga mihi,

Michealle Gelderblom
 Account Manager
 Takina Events
 PO Box 467, 55 Cable Street, Wellington 6011
 Email: michealle.gelderblom@takinaevents.co.nz
 Mobile: +64 **s 9(2)**



From: Reynold Henkel <Reynold.Henkel@takinaevents.co.nz>
Sent: Monday, July 24, 2023 11:08 AM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>; Herwig Lanzerstorfer <Herwig.Lanzerstorfer@tepapa.govt.nz>
Subject: RE: Orange Juice Carafe - **s 9(2)(i)**

Morning Michealle

This would be the same charge as a we do on EVMS for a carafe.

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Monday, July 24, 2023 9:55 AM
To: Reynold Henkel <Reynold.Henkel@takinaevents.co.nz>; Herwig Lanzerstorfer <Herwig.Lanzerstorfer@tepapa.govt.nz>
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Orange Juice Carafe - **s 9(2)(i)**

Good morning, Gentleman,

I hope you both had a fabulous weekend

Would you be able to help me with a price for orange juice in a carafe.

Thank you.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 9 9(2) [REDACTED]



From: [Reynold Henkel](#)
To: [Michealle Gelderblom](#)
Subject: RE: Floor plans
Date: Tuesday, 8 August 2023 12:27:43 pm
Attachments: [image002.png](#)

Hi Michealle

All good please let client know about the fire curtain by the booths 10 to 17. They need to be at least a meter away from railing.

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Tuesday, August 8, 2023 12:22 PM
To: Reynold Henkel <Reynold.Henkel@takinaevents.co.nz>
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: FW: Floor plans

Hi Raynold,

Hope you well

Are the attached floorplans acceptable? The event number is **s 9(2)**

Catering will also be in the Foyer

Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events
PO Box 467, 55 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 **s 9(2)(a)**



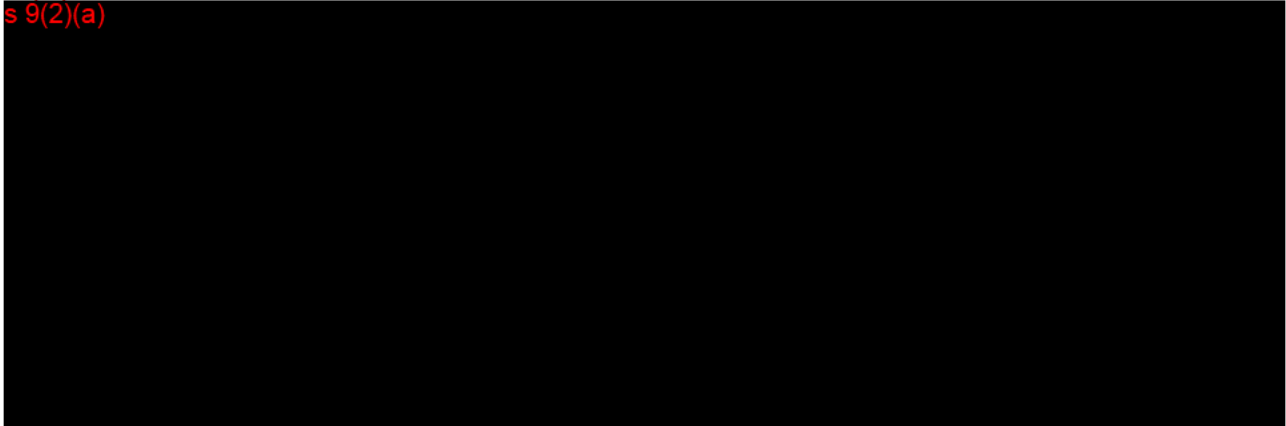
From: **s 9(2)** **s 9(2)** <**s 9(2)(a)**>
Sent: Tuesday, August 8, 2023 11:56 AM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: FW: Floor plans

Are these floor plans acceptable for both conferences?

Warmest regards

s 9(2)

s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>

Sent: Tuesday, August 8, 2023 11:01 AM

To: s 9(2) s 9(2) <s 9(2)(a)>

Subject: Re: Floor plans

No problem - please see the other 2 x floor plans attached :)

I should be able to get the quotes done tomorrow or Thursday for you if that is ok.

Cheers

Kind Regards,

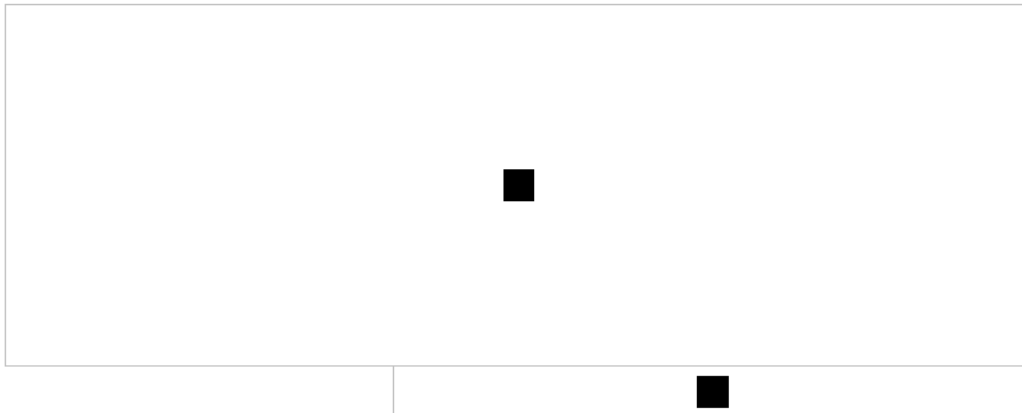
s 9(2)(a) / EVENT COORDINATOR

m. +64 s 9(2)(a)

e. s 9(2)(a)

w. s 9(2)(a)

Please note that my current working days are Tuesdays and Thursdays.



From: [Michealle Gelderblom](#)
To: s 9(2) s
Cc: [Michealle Gelderblom](#)
Subject: RE: Floor plans
Date: Tuesday, 8 August 2023 12:47:57 pm
Attachments: [image002.png](#)

Hi s 9(2)
()

I have sent the floor plans for s 9(2) to the co-ordinator to approve.

s 9(2)(i) the floorplan looks acceptable, just a reminder that there is a fire curtain by booth 10 to 17, so the booths need to be at least a meter away from the railing.

Have a Great Day

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



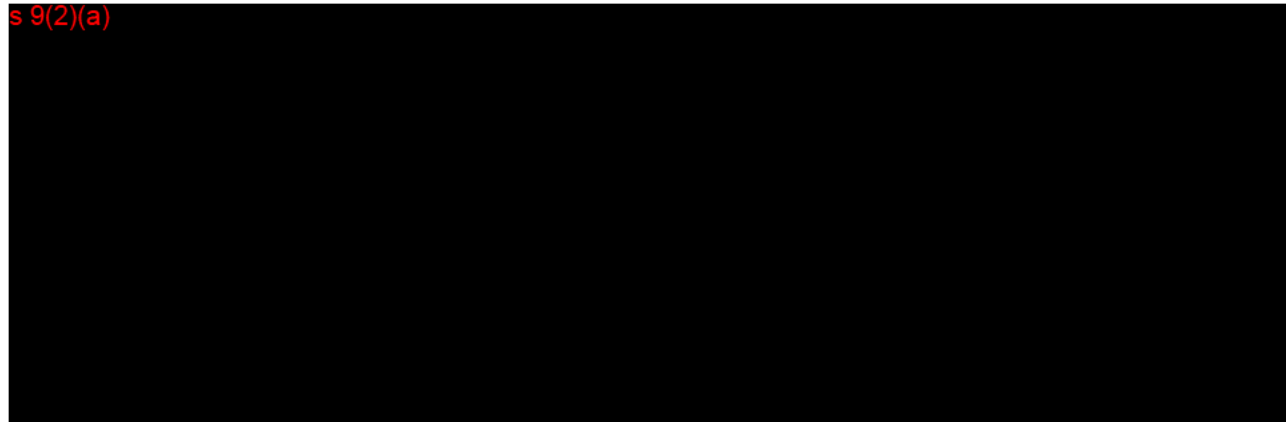
From: s 9(2) s 9(2) <s 9(2)(a)>
Sent: Tuesday, August 8, 2023 11:56 AM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: FW: Floor plans

Are these floor plans acceptable for both conferences?

Warmest regards

s 9(2)
()

s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>

Sent: Tuesday, August 8, 2023 11:01 AM

To: s 9(2) s 9(2) <s 9(2)(a)>

Subject: Re: Floor plans

No problem - please see the other 2 x floor plans attached :)

I should be able to get the quotes done tomorrow or Thursday for you if that is ok.

Cheers

Kind Regards,

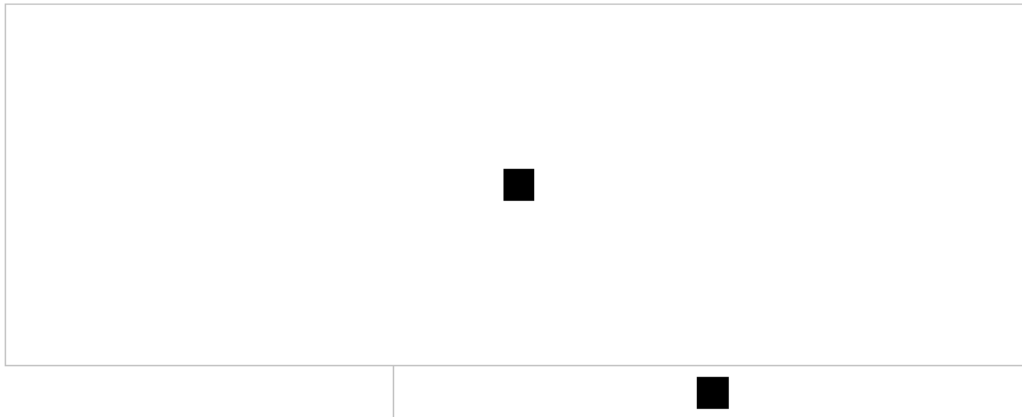
s 9(2)(a) / EVENT COORDINATOR

m. +64 s 9(2)(a)

e. s 9(2)(a)

w. s 9(2)(a)

Please note that my current working days are Tuesdays and Thursdays.



From: s s
To: [Michealle Gelderblom](mailto:Michealle.Gelderblom)
Subject: RE: Takina Events for s 9(2)(i) - 18/03/24 to 19/03/24 - Quotation
Date: Tuesday, 8 August 2023 1:58:05 pm
Attachments: [image001.png](#)

Sorry I haven't got back to you on this ... it will be all go but with delivering a conference this week I just haven't had a chance to look at your response ... so sorry. Will do so next week.

I appreciate that without this you may not wish to provide feedback on the floor plan but I'm confident the event will proceed: we just have to iron out the queries.

Cheers s 9(2)
()

From: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Sent: Monday, July 24, 2023 2:15 PM
To: s 9(2) s 9(2) <s 9(2)(a)>
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: Takina Events for s 9(2)(i) - 18/03/24 to 19/03/24 - Quotation

Good morning, s 9(2)
()

Thank your or the below email I have put my response in Red.

From: s 9(2) s 9(2) <s 9(2)(a)>
Sent: Sunday, July 23, 2023 3:00 PM
To: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Subject: RE: Takina Events for s 9(2)(i) - 18/03/24 to 19/03/24 - Quotation

Kia ora Michealle

A few queries please:

1. It's my understanding that the cost to hire the entire floor of Takina is s 9(2)(i) (as per our other contract), so why is there an additional charge to use Whataitai room which is on the same floor?
Please can you share the contract this is stipulated in as this could have been a special offer. The s 9(2)(i) is just for the Tawhirimatea foyer and the whole plenary.
2. Can you please amend all wording in the contract to s 9(2)(i) ... the client is quite specific about this
I have made the change.
3. What is the cost for orange juice to be served with breaks? Ideally we like to set a fixed number of carafes per break?
The charge will be s 9(2)(i) per Carafe
4. Regarding the conference menus ... is there a willingness to do the following with sweet options at the am/pm breaks?
 - a. Serve 50% of the sweet item, and
 - b. 50% sliced fruit or whole fruit?Experience of doing this with all our conferences has always demonstrated that this works well, without one aspect of the food being over/under supplied. It allows us to accommodate a fresh fruit option for those who prefer this to sweet food.

We can substitute 50 % fruits for a sweet item.

Cost will go up if they prefer individual Fruits.

Sliced fruit platters are fine with no additional cost.

1. I note that some of the morning and afternoon breaks in the daily menu provide sometimes for two savoury and two sweet items. Why would you do this? It makes much more sense to have 1 savoury and 1 sweet option at each meal break? Interested in the rationale behind this?

If you could maybe let me know where on the menu you saw 2 savoury and 2 sweet, then I could explain it better. There are only 2 items per break per person 1 sweet 1 savoury.

2. Regarding cutlery, china etc. I note this is included in the venue hire: however having attended Meetings where entirely disposable items were used I wanted to check that this will definitely be the case (it's more sustainable to do cutlery/china obviously).

Cutlery and Crockery is included (not disposable)

3. AV labour hire: it's \$ [redacted] for our other event in May: shouldn't the price for this conference be the same?

The s 9(2) is 2023 pricing, but I am more than happy to change the s 9(2)(i) [redacted]

4. The proposal is attached with a couple of comments included on catering: which are

- a. Arrival tea/coffee ... we don't cater for full numbers for this. (50 as per my notes)

I have made the change

- b. Canapes event: this would happen on Sunday 17 March (as dinner is 18th) but we're not sure if this will happen so I don't want it included in the contract please.

Just to confirm the 17th March will be pack in during the day and Canapes in the evening?

Look forward to hearing from you Michealle.

Warmest regards

s 9(2)

()

s 9(2)(a)

From: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>

Sent: Thursday, July 20, 2023 3:04 PM

To: s 9(2) s 9(2) <s 9(2)(a)>

Subject: Takina Events for s 9(2)(i) - 18/03/24 to 19/03/24 - Quotation

Kia ora s 9(2)(a)

Thank you for your interest in Takina Events, we would love to welcome s 9(2)(i) to our spaces.

I am pleased to confirm availability on the 18th - 19th March 2024 with a pack in day on the 17th March 2024 at Takina on level 2 and have tentatively pencilled you in.

Please find attached a quotation for review.

Please if you have any questions please don't hesitate to contact me.

Click on provided hyperlinks if you want to find more information directly on our website (eg. menus, photos...).

The offer is valid until 18/08/23. After this, we reserve the right to cancel the offer and to release the spaces to another client if we haven't heard back from you.

Feel free to call me if you have any questions, or would like to organise a famil of the spaces.

We look forward to working with your team.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 150 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: [Michealle Gelderblom](#)
To: [REDACTED]
Cc: [Michealle Gelderblom](#)
Subject: RE: Takina Events for [REDACTED] - 18/03/24 to 19/03/24 - Quotation
Date: Tuesday, 15 August 2023 1:44:26 pm
Attachments: [image003.png](#)

Hi [REDACTED]
()

Thank you for your email, I checked the contract you sent through, and you were contracted for Tawhirimatea Plenary Hall 2 for [REDACTED] that does not include Whataitai (previously known as meeting room 2A)

I think maybe with all the numbers it can get confusing

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467, 55 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 [REDACTED]



From: [REDACTED] <[REDACTED]>
Sent: Tuesday, August 15, 2023 10:55 AM
To: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Subject: RE: Takina Events for [REDACTED] - 18/03/24 to 19/03/24 - Quotation

Kia ora Michealle

Thanks for your patience ... it's been a busy couple of weeks. Answers in green ...

Cheers [REDACTED]
()

From: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Sent: Monday, July 24, 2023 2:15 PM
To: [REDACTED] <[REDACTED]>
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: RE: Takina Events for § 9(2)(i) - 18/03/24 to 19/03/24 - Quotation

Good morning, § 9(2)

Thank you for the below email I have put my response in Red.

From: § 9(2) § 9(2) <§ 9(2)(a)>
Sent: Sunday, July 23, 2023 3:00 PM
To: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Subject: RE: Takina Events for § 9(2)(i) - 18/03/24 to 19/03/24 - Quotation

Kia ora Michealle

A few queries please:

1. It's my understanding that the cost to hire the entire floor of Takina is § 9(2)(i) (as per our other contract), so why is there an additional charge to use Whataitai room which is on the same floor?

Please can you share the contract this is stipulated in as this could have been a special offer. The § 9(2)(i) is just for the Tawhirimatea foyer and the whole plenary. Please see attached.

2. Can you please amend all wording in the contract to § 9(2)(i) ... the client is quite specific about this

I have made the change.

3. What is the cost for orange juice to be served with breaks? Ideally we like to set a fixed number of carafes per break?

The charge will be § 9(2)(i) per Carafe Noted: thanks.

4. Regarding the conference menus ... is there a willingness to do the following with sweet options at the am/pm breaks?

- a. Serve 50% of the sweet item, and
- b. 50% sliced fruit or whole fruit?

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If you could maybe let me know where on the menu you saw 2 savoury and 2 sweet, then I could explain it better. There are only 2 items per break per person 1 sweet 1 savoury.

2. Regarding cutlery, china etc. I note this is included in the venue hire: however having attended Meetings where entirely disposable items were used I wanted to check that this will definitely be the case (it's more sustainable to do cutlery/china obviously).

Cutlery and Crockery is included (not disposable) Noted: thanks.

3. AV labour hire: it's § 9(2) for our other event in May: shouldn't the price for this conference be the same?

The § 9(2) is 2023 pricing, but I am more than happy to change the § 9(2)(i)

Noted: thanks.

4. The proposal is attached with a couple of comments included on catering: which are

- a. Arrival tea/coffee ... we don't cater for full numbers for this. (50 as per my notes)
I have made the change Noted: thanks.
- b. Canapes event: this would happen on Sunday 17 March (as dinner is 18th) but we're not sure if this will happen so I don't want it included in the contract please.
Just to confirm the 17th March will be pack in during the day and Canapes in the evening?
Yes correct.

Look forward to hearing from you Michealle.

Warmest regards

s 9(2)

s 9(2)(a)

From: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>

Sent: Thursday, July 20, 2023 3:04 PM

To: s 9(2) s 9(2) <s 9(2)(a)>

Subject: Takina Events for s 9(2)(i) - 18/03/24 to 19/03/24 - Quotation

Kia ora s 9(2)(a)

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I am pleased to confirm availability on the 18th - 19th March 2024 with a pack in day on the 17th March 2024 at Takina on level 2 and have tentatively pencilled you in.

Please find attached a quotation for review.

Please if you have any questions please don't hesitate to contact me.

Click on provided hyperlinks if you want to find more information directly on our website (eg. menus, photos...).

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Feel free to call me if you have any questions, or would like to organise a famil of the spaces.

We look forward to working with your team.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 150 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: [Elena Ford](#)
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Introduction - s 9(2)(i) / Takina Events
Date: Thursday, 8 June 2023 9:42:07 am
Attachments: [image002.png](#)
[REDACTED] Consultants - s 9(2)(i) [REDACTED] s [REDACTED] [Conference May 2024 Contract Revised.pdf](#)

Hi s 9(2)

Thank you, I hope your trip is going really well!

You have the entire venue of Plenary Hall Two for pack-in on May 15th. You will also have access to the Gallery in front of the plenary for set up that day. I extended the time to 7 pm to accommodate networking drinks / welcome function and extended the venue access to 8 pm on the last day. Our goods lift is backing into Plenary Hall Two (P2.3 & 2.6), so I thought it would make trade pack-in and pack-out easier for all involved.

Please find attached our revised contract. Please let me know if you have any questions or concerns.

Kind regards,
Elena

Elena Ford
Venues Sales Manager
Takina Events
PO Box 467 ;55 Cable Street, Wellington 6011
Email: elena.ford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

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Find out more at takina.co.nz



From: s 9(2) s 9(2) <s 9(2)(a)>
Sent: Thursday, June 8, 2023 1:25 AM
To: Elena Ford <Elena.Ford@takinaevents.co.nz>
Cc: s 9(2) s [REDACTED] <s 9(2)(a)>
Subject: RE: Introduction - s 9(2)(i) / Takina Events

Hi Elena

I'm still overseas and asked my team to check this. I'm now doing a check through and I'm just a bit concerned about set up details.

We will need to set up the following spaces on 15 May 2024:

- Exhibition/Catering space
- Meeting spaces to be used for the preconference workshops

We can set up the spaces that are being used for full conference on 16 May; however, ideally it makes sense to pack into the entire space on 15 May. I'm still getting my head around the venue space so I'm not sure if this contract portrays this?

There is a possibility that pack out may take longer than 6:00pm, so do you anticipate this being an issue?

Last year they held a cocktail function in the trade space on the Thursday evening; if they decide to do that again would this be included in the venue hire?

Once you confirm the above I will ask **s 9(2)** **s** to print and sign this contract on my behalf as I don't have access to a printer.

Warmest regards

s 9(2)

s 9(2)(a)



From: Elena Ford <Elena.Ford@takinaevents.co.nz>

Sent: Thursday, June 8, 2023 12:36 AM

To: **s 9(2)** **s 9(2)** <**s 9(2)(a)**>

Subject: RE: Introduction - **s 9(2)(i)** / Takina Events

Hi **s 9(2)**

How are you? I am following up on our contract.

BEW team is offering some funding for this event, but we would need to invoice them in June. It needs to come out of this financial year budget. We are not able to invoice them for the amount without a signed contract.

Please let me know if you or your client have any questions or concerns.

Kind regards,

Elena

Elena Ford

Venues Sales Manager

Takina Events

PO Box 467 ;55 Cable Street, Wellington 6011

Email: elena.ford@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**

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place and planet**

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for your next event here



From: s 9(2) s 9(2) <s 9(2)(a)>
Sent: Wednesday, May 31, 2023 5:39 AM
To: Elena Ford <Elena.Ford@takinaevents.co.nz>
Subject: RE: Introduction - s 9(2)(i) / Takina Events

Having a fab time Have got the contact and will review: we'll be in touch.

Cheers s 9(2)

From: Elena Ford <Elena.Ford@takinaevents.co.nz>
Sent: Tuesday, May 30, 2023 3:26 PM
To: s 9(2) s 9(2) <s 9(2)(a)>
Subject: RE: Introduction - s 9(2)(i) / Takina Events

Hi s 9(2)

Thank you, I just sent you our contract for review and approval. Please let me know if you got any questions or concerns.

I hope the holiday is going well!

Kind regards,
Elena

Elena Ford
Venues Sales Manager
Takina Events
PO Box 467 155 Cable Street, Wellington 6011
Email: elena.ford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

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place and planet**

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for your next event here



From: s 9(2) s 9(2) <s 9(2)(a)>
Sent: Monday, May 29, 2023 9:11 AM
To: Elena Ford <Elena.Ford@takinaevents.co.nz>
Subject: RE: Introduction - s 9(2)(i) / Takina Events

Hi Elena

I'm good; overseas at the moment with our family. Home in time for Meetings, so see you there

In our name: we'll sign it I think.

Cheers s 9(2)

From: Elena Ford <Elena.Ford@takinaevents.co.nz>
Sent: Monday, May 29, 2023 9:05 AM
To: s 9(2) s 9(2) <s 9(2)(a)>
Subject: RE: Introduction - s 9(2)(i) / Takina Events

Good morning s 9(2)

How are you? I hope you had a nice weekend!

Just checking if you would like the contract in your name or s 9(2)(i) If it needs to be in s 9(2) name, please supply the contact details of the signatory.

Thank you!

Kind regards,
Elena

Elena Ford
Venues Sales Manager
Takina Events
PO Box 467 ;55 Cable Street, Wellington 6011
Email: elena.ford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

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place and planet**

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for your next event here



From: s 9(2) s 9(2) <s 9(2)(a)>
Sent: Sunday, 28 May 2023 8:25 pm
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Cc: Elena Ford <Elena.Ford@takinaevents.co.nz>
Subject: RE: Introduction - s 9(2)(i) / Takina Events

Thanks s and hi Elena

Cheers s 9(2)

From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Friday, May 26, 2023 10:58 AM
To: s 9(2) s 9(2) <s 9(2)(a)>
Cc: Elena Ford <Elena.Ford@takinaevents.co.nz>
Subject: Introduction - s 9(2)(i) / Takina Events

Kia ora s 9(2)

Hope you are having a lovely week!

As discussed, we are looking forward to hosting the s 9(2)(a) Conference in Wellington. I have connected you with Elena at Takina Events to proceed to contract.

Please let us know if you have any questions, otherwise, I will leave you to liaise directly with Elena from here.

Nga mihi nui,

s
9(2)
(a)

(2)(a)
Business Development Manager
Business Events Wellington
+64 s 9(2)(a)

WellingtonNZ
Takina Project Team – Wellington City Council
www.WellingtonNZ.com



From: [REDACTED]
To: [Michealle Gelderblom](mailto:Michealle.Gelderblom)
Subject: RE: Takina Events for [REDACTED] - 18/03/24 to 19/03/24 - Quotation
Date: Tuesday, 15 August 2023 2:02:57 pm
Attachments: [image002.png](#)

Sorry I'll get the contract signed when I get it

Cheers [REDACTED]
()

From: [REDACTED] [REDACTED]
Sent: Tuesday, August 15, 2023 2:01 PM
To: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Subject: RE: Takina Events for [REDACTED] - 18/03/24 to 19/03/24 - Quotation

Thanks Michealle

I'll get the contract signed and sent through. I'm just waiting on EH to revise the floor plan to include a reg area.

[REDACTED]

On this note is there any reason we can't place 29 and 30 on the attached floor plan up where the red circle is so we can have our registration build in that same position?

Cheers [REDACTED]
()

From: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Sent: Tuesday, August 15, 2023 1:44 PM
To: [REDACTED] [REDACTED] <[REDACTED]>
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: Takina Events for [REDACTED] - 18/03/24 to 19/03/24 - Quotation

Hi [REDACTED]
()

Thank you for your email, I checked the contract you sent through, and you were contracted for Tawhirimatea Plenary Hall 2 for [REDACTED] that does not include Whataitai (previously known as meeting room 2A)

I think maybe with all the numbers it can get confusing

Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 [REDACTED]



From: § 9(2) § 9(2) <§ 9(2)(a)>
Sent: Tuesday, August 15, 2023 10:55 AM
To: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Subject: RE: Takina Events for § 9(2)(i) - 18/03/24 to 19/03/24 - Quotation

Kia ora Michealle

Thanks for your patience ... it's been a busy couple of weeks. Answers in green

Cheers § 9(2)
()

From: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Sent: Monday, July 24, 2023 2:15 PM
To: § 9(2) § 9(2) <§ 9(2)(a)>
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: Takina Events for § 9(2)(i) - 18/03/24 to 19/03/24 - Quotation

Good morning, § 9(2)
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From: § 9(2) § 9(2) <§ 9(2)(a)>
Sent: Sunday, July 23, 2023 3:00 PM
To: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Subject: RE: Takina Events for § 9(2)(i) - 18/03/24 to 19/03/24 - Quotation

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A few queries please:

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Please can you share the contract this is stipulated in as this could have been a special offer. The § 9(2)(i) is just for the Tawhirimatea foyer and the whole plenary. Please see attached.
2. Can you please amend all wording in the contract to § 9(2)(i) ... the client is quite

specific about this

I have made the change.

3. What is the cost for orange juice to be served with breaks? Ideally we like to set a fixed number of carafes per break?

The charge will be \$9(2)(i) per Carafe Noted: thanks.

4. Regarding the conference menus ... is there a willingness to do the following with sweet options at the am/pm breaks?

- a. Serve 50% of the sweet item, and
- b. 50% sliced fruit or whole fruit?

Experience of doing this with all our conferences has always demonstrated that this works well, without one aspect of the food being over/under supplied. It allows us to accommodate a fresh fruit option for those who prefer this to sweet food.

We can substitute 50 % fruits for a sweet item.

Cost will go up if they prefer individual Fruits.

Sliced fruit platters are fine with no additional cost. Noted: thanks and yes sliced fruit platters are perfect.

1. I note that some of the morning and afternoon breaks in the daily menu provide sometimes for two savoury and two sweet items. Why would you do this? It makes much more sense to have 1 savoury and 1 sweet option at each meal break? Interested in the rationale behind this?

If you could maybe let me know where on the menu you saw 2 savoury and 2 sweet, then I could explain it better. There are only 2 items per break per person 1 sweet 1 savoury.

2. Regarding cutlery, china etc. I note this is included in the venue hire: however having attended Meetings where entirely disposable items were used I wanted to check that this will definitely be the case (it's more sustainable to do cutlery/china obviously).

Cutlery and Crockery is included (not disposable) Noted: thanks.

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Noted: thanks.

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- a. Arrival tea/coffee ... we don't cater for full numbers for this. (50 as per my notes)

I have made the change Noted: thanks.

- b. Canapes event: this would happen on Sunday 17 March (as dinner is 18th) but we're not sure if this will happen so I don't want it included in the contract please.

Just to confirm the 17th March will be pack in during the day and Canapes in the evening?

Yes correct.

Look forward to hearing from you Michealle.

Warmest regards

\$9(2)
()

s 9(2)(a)

From: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>

Sent: Thursday, July 20, 2023 3:04 PM

To: s 9(2) s 9(2) <s 9(2)(a)>

Subject: Takina Events for s 9(2)(i) - 18/03/24 to 19/03/24 - Quotation

Kia ora s 9(2)(a)

Thank you for your interest in Takina Events, we would love to welcome s 9(2)(i) to our spaces.

I am pleased to confirm availability on the 18th - 19th March 2024 with a pack in day on the 17th March 2024 at Takina on level 2 and have tentatively pencilled you in.

Please find attached a quotation for review.

Please if you have any questions please don't hesitate to contact me.

Click on provided hyperlinks if you want to find more information directly on our website (eg. menus, photos...).

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Feel free to call me if you have any questions, or would like to organise a famil of the spaces.

We look forward to working with your team.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 |50 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: [Michealle Gelderblom](#)
To: s 9(2)
Cc: [Michealle Gelderblom](#)
Subject: Contract Details s 9(2)(i)
Date: Tuesday, 15 August 2023 2:31:59 pm

Thanks so much s 9(2) please can you assist with the below information, then I can proceed to contract
()

Event Name:

Contract details: To whom I should address the contract to (please forward full name with title/Company, postal address, contact email and phone number)

Who is the bill to person: (please forward full name, title, contact email and phone number and address if different from above)

Have a Great Day
Michealle

From: s 9(2) s 9(2) <s 9(2)(a)>
Sent: Tuesday, August 15, 2023 2:03 PM
To: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Subject: RE: Takina Events for s 9(2)(i) - 18/03/24 to 19/03/24 - Quotation

Sorry I'll get the contract signed when I get it

Cheers s 9(2)
()

From: s 9(2)
To: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
Subject: RE: Contract Details s 9(2)(i)
Date: Tuesday, 15 August 2023 2:41:20 pm

Same as s 9(2)(i) ... all to me ... a reminder though that it is s 9(2)(i)

Cheers s 9(2)
()

From: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Sent: Tuesday, August 15, 2023 2:32 PM
To: s 9(2) s 9(2) <s 9(2)(a)>
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Contract Details s 9(2)(i)

Thanks so much s 9(2) please can you assist with the below information, then I can proceed to contract
()

Event Name:

Contract details: To whom I should address the contract to (please forward full name with title/Company, postal address, contact email and phone number)

Who is the bill to person: (please forward full name, title, contact email and phone number and address if different from above)

Have a Great Day
Michealle

From: s 9(2) s 9(2) <s 9(2)(a)>
Sent: Tuesday, August 15, 2023 2:03 PM
To: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Subject: RE: Takina Events for s 9(2)(i) - 18/03/24 to 19/03/24 - Quotation

Sorry I'll get the contract signed when I get it

Cheers s 9(2)
()

From: [Michealle Gelderblom](#)
To: s 9(2)
Cc: [Michealle Gelderblom](#)
Subject: RE: s 9(2)(i)
Date: Wednesday, 16 August 2023 4:05:30 pm

Perfect thank you, I will get the contract to you latest tomorrow afternoon

Have a Great Evening.

Nga mihi,

Michealle Gelderblom

Account Manager
Takina Events
PO Box 467 155 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2) s 9(2) <s 9(2)(a)>
Sent: Wednesday, August 16, 2023 4:03 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: s 9(2)(i)

Please don't contract either ... we have never run out of arrival tea/coffee as the majority don't utilise it (particularly if we have a barista cart) so let's not contract and we can review nearer the time.

Cheers s 9(2)
()

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Wednesday, August 16, 2023 3:22 PM
To: s 9(2) s 9(2) <s 9(2)(a)>
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: s 9(2)(i)

Hi s 9(2)
()

Thank you for your email, I am busy working with your contract, but need you to confirm the below:

Arrival tea & Coffee 18/03/2024 – you mentioned this would more than likely be about 50 – the problem with this is, if more than 50 people show up it reflects badly on us for under catering so we would have to do arrival tea and coffee for 200 or not contract it.

Canapes on the 18/03/2024 – Do you want this contracted?

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: [Michealle Gelderblom](#)
To: s [REDACTED] s 9(2)
Cc: [Michealle Gelderblom](#)
Subject: s 9(2)(i) Contract
Date: Thursday, 17 August 2023 9:04:42 am
Attachments: s [REDACTED] s 9(2)(i) s 9(2) [Consultanst 18-19 March 2024 Contract.pdf](#)

Good morning, s 9(2)
()

Hope you had a great evening, please find attached contract as promised.

I have not included the Canape Evening as this is not 100% confirmed with your client yet. I need to make you aware that we can only host two dinners/Cocktails a night, so if other clients confirm an evening event on the same night as your unconfirmed one, we won't be able to host yours, so if your client can decide sooner rather than later that would be great. I have made a note that there may be a potential evening event on the system.

Hope to hear from you soon.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: [Martina Cenzato](#)
To: § 9(2) § §
Cc: [Michealle Gelderblom](#)
Subject: RE: Wellington Venues for 2024
Date: Wednesday, 5 July 2023 1:55:50 pm
Attachments: [image003.png](#)
§ 9(2)(a) - § 9(2)(i) - February 2024 - quote @ Takina.pdf
§ 9(2)(a) - § 9(2)(i) - April 2024 - quote V2 @ Te Papa.pdf

Kia ora § 9(2) and § 9(2)
Hope you are both well.

As I am going on an extended annual leave by the end of this week, I will introduce you to Michealle, who is cc in here.
Michealle will be able to assist with your enquiry.

We are currently holding spaces at Te Papa and Takina only for 18th (pack in) 19th – 20th (conference) MAR 2024, which are your preferred rates (Te Papa and Takina quote are based on previous dates, but just adding them here for costs reference).

Michealle will be able to assist further.

Thanks

Nga mihi

Martina Cenzato

Senior Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 § 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: Martina Cenzato

Sent: Tuesday, June 27, 2023 1:20 PM

To: s 9(2) s 9(2) <s 9(2)(a)>
Cc: s 9(2) s 9(2) <s 9(2)(a)>
Subject: RE: Wellington Venues for 2024

Thanks s 9(2)
()

We can confirm a minimum of 200 people for March event.

Ok to have access for the entire floor on the pack in day.

I have availability of Tawhirimatea level 2 on 18th (pack in) 19th – 20th (conference) MAR 2024.

To host this event later in the year: happy to have a look, could I get an idea of period? Will it be more April/May or Sept/October?

Happy to reconfirm a minimums of 200 people if this event will be held before the end of DEC 2024.

Thanks

Nga mihi
Martina Cenzato
Senior Account Manager
Takina Events
PO Box 467 155 Cable Street, Wellington 6011
Email: martina.cenzato@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

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From: s 9(2) s 9(2) <s 9(2)(a)>
Sent: Tuesday, June 27, 2023 11:57 AM
To: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Cc: s 9(2) s 9(2) <s 9(2)(a)>
Subject: RE: Wellington Venues for 2024
Importance: High

Thanks Martina

Yes s 9(2) and I in the first instance will be managing this ... some questions please ...
()

I don't think we can guarantee 250; can we make it 200?

I note we have access to the foyer for pack in on first day, but checking we'd have access to the entire floor for that day for pack in for theming/plants etc.?

Also confirming these dates are 18-20 March 2024?

If the client were to consider hosting later in the year, what sort of availability is there at Takina please?

Cheers s 9(2)
()

From: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>

Sent: Tuesday, June 27, 2023 9:07 AM

To: s 9(2) s 9(2) <s 9(2)(a)>

Cc: s 9(2) s 9(2) <s 9(2)(a)>

Subject: RE: Wellington Venues for 2024

Kia ora s 9(2) and s 9(2)
() ()

I have availability of **Tawhirimatea venue on 19-20 MAR 2024 with pack in on 18 MAR 2024.**
I have tentatively hold this venue for you.

I have reattached quotation initially sent to s 9(2) please note that dates are not correct in attached quotation.
()

Is now s 9(2) my contact for this event?
()

Nga mihi

Martina Cenzato

Senior Account Manager

Takina Events

PO Box 467, 55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



Flexible spaces, latest technology & local cuisine

Click here to discover our range of event packages



From: § 9(2) § 9(2) <§ 9(2)(a)>
Sent: Monday, June 26, 2023 8:06 PM
To: Elena Ford <Elena.Ford@takinaevents.co.nz>
Cc: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>; § 9(2) § 9(2) <§ 9(2)(a)>
Subject: RE: Wellington Venues for 2024
Importance: High

Hi Elena/Martina

With the revised pricing the committee are keen to relook at Takina for those dates ... are those dates still available?

Cheers § 9(2)
()

From: Elena Ford <Elena.Ford@takinaevents.co.nz>
Sent: Monday, June 26, 2023 4:17 PM
To: § 9(2) § 9(2) <§ 9(2)(a)>
Cc: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>; § 9(2) § 9(2) <§ 9(2)(a)>
Subject: RE: Wellington Venues for 2024

Hi § 9(2)
()

Thank you for your time on the phone.

Amokura Gallery is not available from November 2023 to end of April 2024 due to a summer paid exhibition.

Soundings Theatre will be a good option for main plenary. The venue hire is § 9(2)(i) per day and includes standard AV package. AV tech is § 9(2)(i) per AV tech, 4-hour minimum call, two AV techs are required to run AV in Soundings Theatre. We will be happy to offer access to the venue for couple of hours to set up the stage a day prior complimentary.

Kind regards,
Elena

Elena Ford
Venues Sales Manager
Takina Events
PO Box 467 155 Cable Street, Wellington 6011
Email: elena.ford@takinaevents.co.nz
Mobile: +64 **s 9(2)(a)**

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Find out more at takina.co.nz



From: Elena Ford <Elena.Ford@takinaevents.co.nz>
Sent: Monday, June 26, 2023 11:05 AM
To: **s 9(2)** **s 9(2)** <**s 9(2)(a)**>
Cc: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Subject: FW: Wellington Venues for 2024
Importance: High

Kia ora **s 9(2)**
()

Thank you for your email. It was great to catch up with **s 9(2)** during MEETINGS.
()

Amokura Gallery is not available in March as it is being occupied by a paid summer exhibition. We have Soundings Theatre available that will be suitable for main plenary in tiered theatre, maximum capacity 328 pax. Please confirm if it will be suitable.

I copied in Martina on this email, and she can confirm the cost of the venues.

Thank you and wishing you a great week!

Nga mihi,
Elena

Elena Ford

Venues Sales Manager

Takina Events

PO Box 467, 155 Cable Street, Wellington 6011

Email: elena.ford@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**

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Find out more at takina.co.nz



From: **s 9(2)** **s 9(2)** <**s 9(2)(a)**>

Sent: Monday, June 26, 2023 10:52 AM

To: Elena Ford <Elena.Ford@takinaevents.co.nz>

Subject: FW: Wellington Venues for 2024

Importance: High

Hi Elena,

s 9(2)(a) are planning the **s 9(2)(i)** conference, and my colleague **s** has been in touch with WellingtonNZ and Martina at Takina Events. I know **s 9(2)** has had a verbal conversation with you while at MEETINGS, so I just wanted to touch base with you in the first instance.

We received the attached proposal from Martina, however the quoted dates were for April 2024 dates and we have **penciled** in our preferred dates as **18-20 March 2024**.

s 9(2) has expressed she would prefer to use the Amokura room for our main plenary space, and keep the Oceania room as the exhibition and catering space. Are you able to tell me if the Amokura room is available for our preferred March dates?

Ideally we would like the following –

- Amokura: plenary and breakout room 1
- Rangimarie: breakout room 2
- Oceania: Exhibition and catering

We have a committee meeting tonight, so it would be very helpful to have this information prior to

our meeting.

Many thanks,

s 9(2)
()

From: s 9(2)(a)
Sent: Tuesday, June 6, 2023 1:39 PM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: RE: Wellington Venues for 2024

Hi s
9(2)

The next meeting isn't until Monday 26th June, so no decision will be made before then sorry.

Nga Mihi

s
9(2)

From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Friday, June 2, 2023 10:05 AM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: RE: Wellington Venues for 2024

Morning s 9(2)
()

Thank you for your patience.

Confirming that we have moved the dates and there is no changes in the proposal.

Do you have an indication as to when the committee will make a decision?

Many thanks,

s
9(2)
(a)

(2)(a)
Business Development Manager
Business Events Wellington
+64 s 9(2)(a)

WellingtonNZ
Takina Project Team – Wellington City Council
www.WellingtonNZ.com



assistance is appreciated.

From: s 9(2)(a) <s 9(2) i 9(2)>
Sent: Tuesday, May 30, 2023 2:09 PM
To: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Subject: RE: Wellington Venues for 2024

Hi s 9(2)

It would be great if we could please put those dates on hold and get a proposal for these dates. We would like to release the February dates at Takina!

Thank you for all your help with this.

Nga Mihi

s 9(2)

From: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Sent: Tuesday, May 30, 2023 2:06 PM
To: s 9(2)(a) <s 9(2) i 9(2)>
Subject: RE: Wellington Venues for 2024

Hi s 9(2) ()

I have spoken to Takina Events and they have provided the following is available at Te Papa:

- Pack in on MON 18th MAR and conference on TUE 19th and WED 20th MAR 2024 at Te Papa

Please let me know if you would like me to move the hold to these dates at Te Papa. Were there further thoughts on the February dates we have on hold at Takina?

Kind regards,

s 9(2) (a)

(2)(a)
Business Development Manager
Business Events Wellington
+64 s 9(2)(a)

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www.WellingtonNZ.com



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assistance is appreciated.

From: s 9(2)(a) <s 9(2) ()>
Sent: Tuesday, May 30, 2023 9:40 AM
To: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Subject: RE: Wellington Venues for 2024

Hi s 9(2)

We had our first committee meeting last night for s 9(2)(i) conference. Due to the budget they are strongly leaning towards Te Papa for the venue and a two day programme with one for pack in. However, they are wanting to look at available dates for the week of the 18 – 22 March for two days. Would there be any availability on these dates?

Nga Mihi

s 9(2)

From: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Sent: Friday, May 19, 2023 1:04 PM
To: s 9(2)(a) <s 9(2) ()>
Subject: RE: Wellington Venues for 2024

Hi s 9(2)
()

Please see attached quotes for Te Papa and Takina. With there being the option for a potential 2 and 3 day option, both options have been put forward for these two venues.

For Te Papa, we have proposed 15-17th April 2024, there is also availability on the following dates, which we are not currently holding:

- 18-21 FEB 2024
- 22-25 APR 2024
- 13-16 OCT 2024
- 20-23 OCT 2024

For Takina, please note the following:

- They require a minimum of 200 pax contracted for catering.
- In addition to the February dates we have on hold, 14-18th April is also available. We have not put this on hold. Please let me know if you would like me to do so.
- For October 2024, we do not have availability.

After presenting all options to the client, please let me know if you require any further information or they have additional queries, happy to help.

Additionally, for future opportunities, please feel free to reach out and I am happy to provide a destination proposal with all venues along with their availability and pricing on your behalf.

Thank you and I look forward to hearing back from you.

Kind regards,

s
9(2)
(a)

(2)(a)

Business Development Manager
Business Events Wellington
+64 s 9(2)(a)

WellingtonNZ

Takina Project Team – Wellington City Council
www.WellingtonNZ.com



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From: s s 9(2)(a) <s 9(2) i>
Sent: Wednesday, May 17, 2023 9:04 AM
To: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Subject: RE: Wellington Venues for 2024

Yes thanks s February is our least preferred option though.
9(2)

I have heard back from Sky Stadium, but I haven't heard back from Harbourside Function Centre yet, if you could follow up with them that would be great. Hopefully that will give us some good options for the client.

Nga Mihi

s
9(2)
s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Sent: Wednesday, May 17, 2023 8:57 AM
To: s s 9(2)(a) <s 9(2) i>
Subject: RE: Wellington Venues for 2024

Morning s 9(2)
()

Thank you for the update.

Great, clarifying expected numbers would be between 190 – 300 pax then. And, February, April and early October would be considered for all venues?

I will work directly with Takina Events to put forward Te Papa and Takina. Could you please advise if you wanted us to collate other venue proposals, or follow up on any further venues?

Many thanks,

s
9(2)
(a)

(2)(a)
Business Development Manager
Business Events Wellington
+64 s 9(2)(a)

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From: s s 9(2)(a) <s 9(2) i>
Sent: Wednesday, May 17, 2023 8:48 AM
To: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Subject: RE: Wellington Venues for 2024

Hi s
9(2)

Apologies for the delay in reply. I had to clear a few things up with s 9(2) as I was missed out on initial conversations.
()

We want to keep the date in February for now please.

300 would be the upper limit, they are estimating this as Wellington is more likely to draw a bigger crowd over previous locations.

Nga Mihi

s
9(2)

s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Monday, May 15, 2023 11:23 AM

To: s 9(2)(a) <s 9(2) ()>

Subject: RE: Wellington Venues for 2024

Kia ora s 9(2)
()

Hope you had a lovely weekend.

Following up to see if there has been a further discussion about dates for this. Is February still of interest?

Additionally, our initial conversations with s 9(2) were that the conference would be 300 pax, however, from the current brief the numbers have reduced. If you could please advise, we will update information on our end for this as well.

Please let me know how we can support. I look forward to hearing from you.

Nga mihi,

s
9(2)
(a)

(2)(a)

Business Development Manager

Business Events Wellington

+64 s 9(2)(a)

WellingtonNZ

Takina Project Team – Wellington City Council

www.WellingtonNZ.com



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From: s [REDACTED] s 9(2)(a) <s 9(2) i [REDACTED]>
Sent: Tuesday, May 9, 2023 10:55 AM
To: s 9(2)(a) <s 9(2)(a) [REDACTED]> wellingtonnz.com
Subject: RE: Wellington Venues for 2024

Hi s [REDACTED]
9(2)

Sorry once again for the confusion, I was not aware of all the other conversations going on!

I will check with s 9(2) [REDACTED] first about releasing the dates as she will make the final decision.
()

Thanks for all your help.

Nga Mihi

s [REDACTED]
s 9(2)(a) [REDACTED]

From: s 9(2)(a) <s 9(2)(a) [REDACTED]> wellingtonnz.com
Sent: Tuesday, May 9, 2023 10:52 AM
To: s [REDACTED] s 9(2)(a) <s 9(2) i [REDACTED]>
Subject: RE: Wellington Venues for 2024

Hi s 9(2) [REDACTED]
()

Thanks for your time on the phone.

As discussed, we will release the February dates at Takina. Could you please confirm this with me?

I will update Martina at Takina Events on this.

If you have any feedback on pricing and availability and this does become a city bid, please let me know if we can support.

Kind regards,

s [REDACTED]
9(2)

s 9(2)(a)

Business Development Manager
Business Events Wellington
+64 s 9(2)(a)

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www.WellingtonNZ.com



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From: s s 9(2)(a) <s 9(2) (i)>
Sent: Tuesday, May 9, 2023 10:35 AM
To: s 9(2)(a) <s 9(2)(a)> wellingtonnz.com
Subject: RE: Wellington Venues for 2024

Yes, I am. At this stage we aren't looking at any other cities, but it will depend on the availability and prices for the various venues.

Nga Mihi

s

s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)> wellingtonnz.com
Sent: Tuesday, May 9, 2023 10:30 AM
To: s s 9(2)(a) <s 9(2) (i)>
Subject: RE: Wellington Venues for 2024

Hi s 9(2)
()

Sure thing, I will do this shortly.

On another note, are you also assisting with s 9(2)(i) And, has this been confirmed for Wellington or are they considering other destinations at this stage?

Kind regards,

s
9(2)
(a)

(2)(a)
Business Development Manager
Business Events Wellington
+64 s 9(2)(a)

WellingtonNZ

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www.WellingtonNZ.com



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From: s s 9(2)(a) <s 9(2) i>
Sent: Tuesday, May 9, 2023 9:01 AM
To: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Subject: RE: Wellington Venues for 2024

Hi s
9(2)

Is you could put me in touch with contacts from the Lower Hutt Event Centre, Sky Stadium and Harbourside Function Centre that would be amazing thank you.

Nga Mihi

s
s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Sent: Friday, May 5, 2023 2:42 PM
To: s s 9(2)(a) <s 9(2) i>
Subject: RE: Wellington Venues for 2024

Hi s 9(2)
()

Thank you for the further details.

The two other options would be the below based on the preferred seating configuration.

- Lower Hutt Events Centre
- Sky Stadium

If they were open to theatre style or a mix of theatre and cabaret, I would suggest Harbourside Function Centre and s 9(2) Cook Hotel (they have just had refurb, lifted the ceiling height and opened up their spaces to be more dynamic, max capacity is now 300 pax theatre).

Please let me know if you would like me to introduce you to any of the contacts at any of the above.

Kind regards,

s
9(2)
(a)

(2)(a)
Business Development Manager
Business Events Wellington
+64 s 9(2)(a)

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From: s s 9(2)(a) <s 9(2) i>
Sent: Friday, May 5, 2023 2:21 PM
To: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Subject: RE: Wellington Venues for 2024

Hi s
9(2)

Thank you for that.

Preferred seating would probably be cabaret. It has plenary and 2 breakouts.
It is a 2-day event with one day for pack in.

We haven't received pricing back for anything still waiting to hear back. We are aiming to have a venue comparison for our client shortly.

Nga Mihi

s
9(2)

s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Friday, May 5, 2023 2:07 PM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: Wellington Venues for 2024

Kia ora s 9(2)

()

Thank you for your email, happy to help with this.

Could you please provide me with the following regarding your requirements? This will help with providing suggestions.

- Preferred seating configuration
- Plenary only, or breakouts? If breakouts, how many?

Do you have any initial feedback on the three proposals you have received?

Many thanks,

s
9(2)
(a)

(2)(a)

Business Development Manager

Business Events Wellington

+64 s 9(2)(a)

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From: s 9(2)(a) <s 9(2)(a)>

Sent: Friday, May 5, 2023 10:46 AM

To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

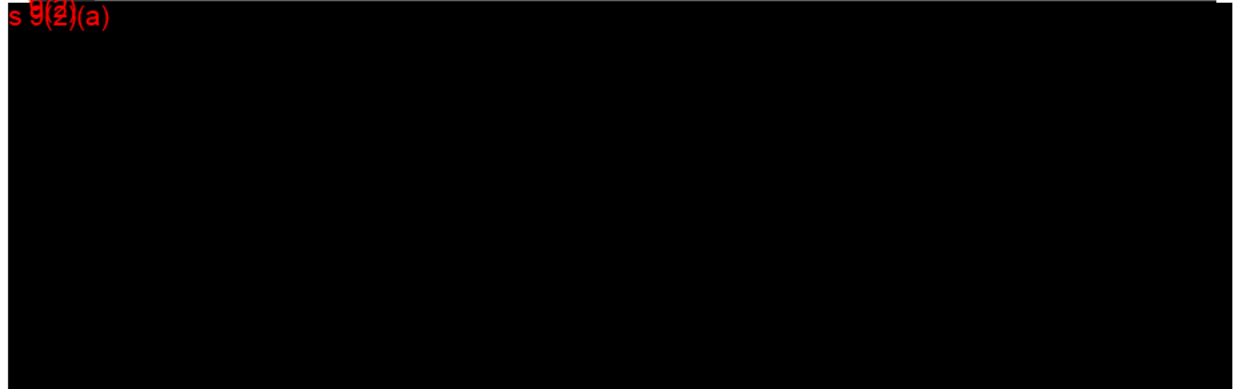
Subject: Wellington Venues for 2024

Hi s 9(2)

We are organising a conference for 2024 and are looking at ideas for a conference venue. We have got prices for Takina, and are reaching out to Te Papa and Shed 6, we were just wondering if you had any other suggestions. We are expecting about 190 pax and are thinking late April or early October.

Nga Mihi

s 9(2)(a)



From: [Martina Cenzato](#)
To: [Elena Ford](#); S S
Cc: S S
Subject: RE: Wellington Venues for 2024
Date: Monday, 26 June 2023 4:45:00 pm
Attachments: [image003.png](#)

Thanks Elena

Apologies for the late reply. I have placed a tentative hold at Te Papa for Soundings Theatre on 19th and 20th MAR 2024.

As per Elena's email, the rate for this venue is \$ 9(2)(i) per day.

We require two AV techs to operate the AV in this venue, please note that these are quoted at \$ 9(2)(i) per hour, per operator, min 4 hours call.

Oceania can be used for catering and trade only, happy to revisit the rate to be a trade rate only at \$ 9(2)(i) per day (offering a 50% discount on the pack in day, 18th MAR 2024)

Rangimarie Room 1, used as breakout room, will remain at \$ 9(2)(i).

Happy to keep liaising directly

Nga mihi

Martina Cenzato

Senior Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 \$ 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: Elena Ford <Elena.Ford@takinaevents.co.nz>

Sent: Monday, June 26, 2023 4:17 PM

To: S 9(2) S 9(2) <S 9(2)(a)>
() ()

Cc: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>; s 9(2) s 9(2)
<s 9(2)(a) () ()

Subject: RE: Wellington Venues for 2024

Hi s 9(2)
()

Thank you for your time on the phone.

Amokura Gallery is not available from November 2023 to end of April 2024 due to a summer paid exhibition.

Soundings Theatre will be a good option for main plenary. The venue hire is s 9(2)(i) per day and includes standard AV package. AV tech is s 9(2)(i) per AV tech, 4-hour minimum call, two AV techs are required to run AV in Soundings Theatre. We will be happy to offer access to the venue for couple of hours to set up the stage a day prior complimentary.

Kind regards,
Elena

Elena Ford
Venues Sales Manager
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: elena.ford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

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Find out more at takina.co.nz



From: Elena Ford <Elena.Ford@takinaevents.co.nz>
Sent: Monday, June 26, 2023 11:05 AM
To: s 9(2) s 9(2) <s 9(2)(a) () ()>
Cc: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Subject: FW: Wellington Venues for 2024
Importance: High

Kia ora s 9(2)
()

Thank you for your email. It was great to catch up with s 9(2)
() during MEETINGS.

Amokura Gallery is not available in March as it is being occupied by a paid summer exhibition. We have Soundings Theatre available that will be suitable for main plenary in tiered theatre, maximum capacity 328 pax. Please confirm if it will be suitable.

I copied in Martina on this email, and she can confirm the cost of the venues.

Thank you and wishing you a great week!

Nga mihi,
Elena

Elena Ford
Venues Sales Manager
Takina Events
PO Box 467 ;55 Cable Street, Wellington 6011
Email: elena.ford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: s 9(2) s 9(2) <s 9(2)(a)>
Sent: Monday, June 26, 2023 10:52 AM
To: Elena Ford <Elena.Ford@takinaevents.co.nz>
Subject: FW: Wellington Venues for 2024
Importance: High

Hi Elena,

s 9(2)(a) are planning the s 9(2)(i) conference, and my colleague s 9(2) has been

in touch with WellingtonNZ and Martina at Takina Events. I know s 9(2) has had a verbal conversation with you while at MEETINGS, so I just wanted to touch base with you in the first instance.

We received the attached proposal from Martina, however the quoted dates were for April 2024 dates and we have penciled in our preferred dates as **18-20 March 2024**.

s 9(2) has expressed she would prefer to use the Amokura room for our main plenary space, and keep the Oceania room as the exhibition and catering space. Are you able to tell me if the Amokura room is available for our preferred March dates?

Ideally we would like the following –

- Amokura: plenary and breakout room 1
- Rangimarie: breakout room 2
- Oceania: Exhibition and catering

We have a committee meeting tonight, so it would be very helpful to have this information prior to our meeting.

Many thanks,

s 9(2)
()

From: s s 9(2)(a)
Sent: Tuesday, June 6, 2023 1:39 PM
To: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Subject: RE: Wellington Venues for 2024

Hi s
9(2)

The next meeting isn't until Monday 26th June, so no decision will be made before then sorry.

Nga Mihi

s
9(2)

From: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Sent: Friday, June 2, 2023 10:05 AM
To: s s 9(2)(a) <s 9(2))>
Subject: RE: Wellington Venues for 2024

Morning s 9(2)
()

Thank you for your patience.

Confirming that we have moved the dates and there is no changes in the proposal.

Do you have an indication as to when the committee will make a decision?

Many thanks,

s
9(2)

s 9(2)(a)

Business Development Manager
Business Events Wellington
+64 s 9(2)(a)

WellingtonNZ

Takina Project Team – Wellington City Council
www.WellingtonNZ.com



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From: s s 9(2)(a) <s 9(2) i>
Sent: Tuesday, May 30, 2023 2:09 PM
To: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Subject: RE: Wellington Venues for 2024

Hi s
9(2)

It would be great if we could please put those dates on hold and get a proposal for these dates. We would like to release the February dates at Takina!

Thank you for all your help with this.

Nga Mihi

s
9(2)

From: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Sent: Tuesday, May 30, 2023 2:06 PM
To: s s 9(2)(a) <s 9(2) i>
Subject: RE: Wellington Venues for 2024

Hi s 9(2)
()

I have spoken to Takina Events and they have provided the following is available at Te Papa:

- Pack in on MON 18th MAR and conference on TUE 19th and WED 20th MAR 2024 at Te Papa

Please let me know if you would like me to move the hold to these dates at Te Papa. Were there further thoughts on the February dates we have on hold at Takina?

Kind regards,

s
9(2)

s 9(2)(a)

Business Development Manager
Business Events Wellington
+64 s 9(2)(a)

WellingtonNZ

Takina Project Team – Wellington City Council
www.WellingtonNZ.com



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From: s s 9(2)(a) <s 9(2) i>
Sent: 9(2), Tuesday, May 30, 2023 9:40 AM
To: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Subject: RE: Wellington Venues for 2024

Hi s
9(2)

We had our first committee meeting last night for s 9(2)(i) conference. Due to the budget they are strongly leaning towards Te Papa for the venue and a two day programme with one for pack in. However, they are wanting to look at available dates for the week of the 18 – 22 March for two days. Would there be any availability on these dates?

Nga Mihi

s
9(2)

From: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Sent: Friday, May 19, 2023 1:04 PM
To: s s 9(2)(a) <s 9(2) i>
Subject: RE: Wellington Venues for 2024

Hi s 9(2)
()

Please see attached quotes for Te Papa and Takina. With there being the option for a potential 2 and 3 day option, both options have been put forward for these two venues.

For Te Papa, we have proposed 15-17th April 2024, there is also availability on the following dates, which we are not currently holding:

- 18-21 FEB 2024
- 22-25 APR 2024
- 13-16 OCT 2024
- 20-23 OCT 2024

For Takina, please note the following:

- They require a minimum of 200 pax contracted for catering.
- In addition to the February dates we have on hold, 14-18th April is also available. We have not put this on hold. Please let me know if you would like me to do so.
- For October 2024, we do not have availability.

After presenting all options to the client, please let me know if you require any further information or they have additional queries, happy to help.

Additionally, for future opportunities, please feel free to reach out and I am happy to provide a destination proposal with all venues along with their availability and pricing on your behalf.

Thank you and I look forward to hearing back from you.

Kind regards,

s
9(2)
(a)

(2)(a)
Business Development Manager
Business Events Wellington
+64 s 9(2)(a)

WellingtonNZ

Takina Project Team – Wellington City Council
www.WellingtonNZ.com



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From: s s 9(2)(a) <s 9(2) i>
Sent: Wednesday, May 17, 2023 9:04 AM
To: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Subject: RE: Wellington Venues for 2024

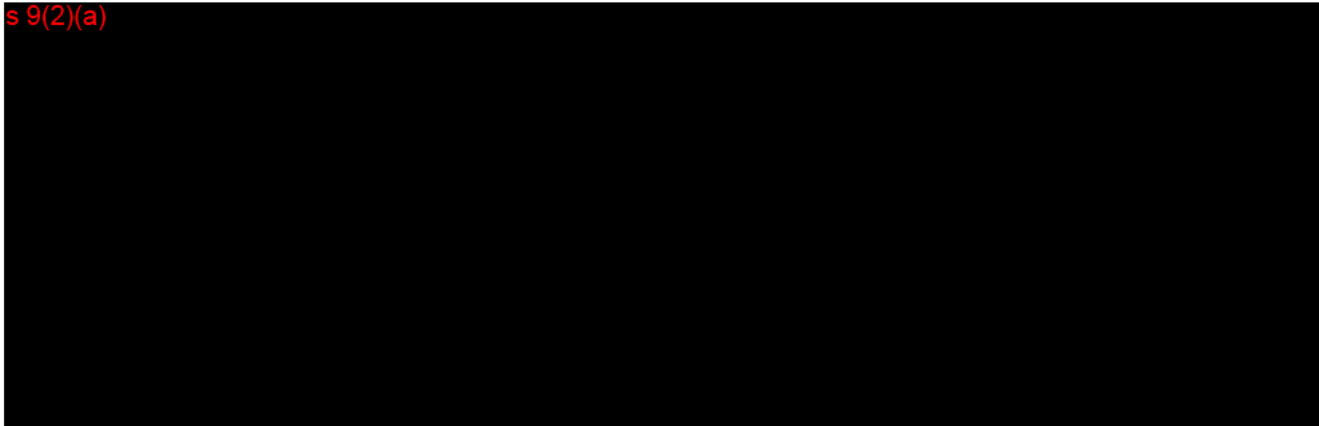
Yes thanks s February is our least preferred option though.
9(2)

I have heard back from Sky Stadium, but I haven't heard back from Harbourside Function Centre yet, if you could follow up with them that would be great. Hopefully that will give us some good options for the client.

Nga Mihi

s
9(2)

s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>

Sent: Wednesday, May 17, 2023 8:57 AM

To: s s 9(2)(a) <s 9(2) i>

Subject: RE: Wellington Venues for 2024

Morning s 9(2)
()

Thank you for the update.

Great, clarifying expected numbers would be between 190 – 300 pax then. And, February, April and early October would be considered for all venues?

I will work directly with Takina Events to put forward Te Papa and Takina. Could you please advise if you wanted us to collate other venue proposals, or follow up on any further venues?

Many thanks,

s
9(2)
(a)

(2)(a)
Business Development Manager
Business Events Wellington
+64 s 9(2)(a)

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www.WellingtonNZ.com



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From: s s 9(2)(a) <s 9(2) i>

Sent: Wednesday, May 17, 2023 8:48 AM

To: s 9(2)(a) < s 9(2)(a) wellingtonnz.com>

Subject: RE: Wellington Venues for 2024

Hi s 9(2)

Apologies for the delay in reply. I had to clear a few things up with s 9(2) as I was missed out on initial conversations.

We want to keep the date in February for now please.

300 would be the upper limit, they are estimating this as Wellington is more likely to draw a bigger crowd over previous locations.

Nga Mihi

s 9(2)(a)

From: s 9(2)(a) < s 9(2)(a) wellingtonnz.com>

Sent: Monday, May 15, 2023 11:23 AM

To: s 9(2)(a) < s 9(2) i)>

Subject: RE: Wellington Venues for 2024

Kia ora s 9(2)

Hope you had a lovely weekend.

Following up to see if there has been a further discussion about dates for this. Is February still of interest?

Additionally, our initial conversations with s 9(2) were that the conference would be 300 pax, however, from the current brief the numbers have reduced. If you could please advise, we will update information on our end for this as well.

Please let me know how we can support. I look forward to hearing from you.

Nga mihi,

s 9(2)

s 9(2)(a)
Business Development Manager
Business Events Wellington
+64 s 9(2)(a)

WellingtonNZ
Takina Project Team – Wellington City Council
www.WellingtonNZ.com



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From: s s 9(2)(a) <s 9(2) i>
Sent: Tuesday, May 9, 2023 10:55 AM
To: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Subject: RE: Wellington Venues for 2024

Hi s
9(2)

Sorry once again for the confusion, I was not aware of all the other conversations going on!

I will check with s 9(2) first about releasing the dates as she will make the final decision.
()

Thanks for all your help.

Nga Mihi

s
s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Sent: Tuesday, May 9, 2023 10:52 AM
To: s s 9(2)(a) <s 9(2) i>
Subject: RE: Wellington Venues for 2024

Hi s 9(2)
()

Thanks for your time on the phone.

As discussed, we will release the February dates at Takina. Could you please confirm this with me?

I will update Martina at Takina Events on this.

[Redacted] s 9(2)(i)
[Redacted]

Kind regards,

[Redacted] s
9(2)
(a)

[Redacted] (2)(a)
Business Development Manager
Business Events Wellington
+64 [Redacted] s 9(2)(a)

WellingtonNZ
Takina Project Team – Wellington City Council
www.WellingtonNZ.com



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From: [Redacted] s [Redacted] s 9(2)(a) <[Redacted] s 9(2)(i)>
Sent: Tuesday, May 9, 2023 10:35 AM
To: [Redacted] s 9(2)(a) <[Redacted] s 9(2)(a)> wellingtonnz.com
Subject: RE: Wellington Venues for 2024

Yes, I am. At this stage we aren't looking at any other cities, but it will depend on the availability and prices for the various venues.

Nga Mihi

[Redacted] s
[Redacted] s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Sent: Tuesday, May 9, 2023 10:30 AM
To: s 9(2)(a) <s 9(2) ()>
Subject: RE: Wellington Venues for 2024

Hi s 9(2)
()

Sure thing, I will do this shortly.

On another note, are you also assisting with s 9(2)(i) And, has this been confirmed for Wellington or are they considering other destinations at this stage?

Kind regards,

s
9(2)
(a)

(2)(a)

Business Development Manager
Business Events Wellington
+64 s 9(2)(a)

WellingtonNZ

Takina Project Team – Wellington City Council
www.WellingtonNZ.com



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From: s 9(2)(a) <s 9(2) ()>
Sent: Tuesday, May 9, 2023 9:01 AM
To: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Subject: RE: Wellington Venues for 2024

Hi s
9(2)

Is you could put me in touch with contacts from the Lower Hutt Event Centre, Sky Stadium and Harbourside Function Centre that would be amazing thank you.

Nga Mihi

s
9(2)

From: [Tara Terry](#)
To: s 9(2) s
Cc: [Michealle Gelderblom](#)
Subject: RE: Floor plan for s 9(2)(i)
Date: Monday, 4 September 2023 8:19:48 am
Attachments: [image003.png](#)

Kia ora s 9(2)
()

This event hasn't been handed over from Michealle yet, but I believe it will be me looking after this event also

For the floorplan, it all looks good to me. One notes we are currently reviewing the distance required in front of the fire curtain (booths 10-15). This wouldn't alter the floorplan much but perhaps create a 3.5m isle rather than 3.7m. Nothing has been decided yet but it is in discussion.

Nga mihi,

Tara Terry
Function Coordinator
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: tara.terry@takinaevents.co.nz
Mobile: +64 s 9(2)(a)
My pronouns are she/her

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Iwi o te Motu
The Nation's Meeting Place

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Te Papa Tongarewa
Takina Wellington Convention
& Exhibition Centre

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venues
One experienced
team

From: s 9(2) s 9(2) <s 9(2)(a)>
Sent: Friday, September 1, 2023 5:46 PM

To: Tara Terry <Tara.Terry@takinaevents.co.nz>

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: Floor plan for s 9(2)(i)

Have you been confirmed as our coordinator for this event yet?

If so here's the proposed floor plan for the exhibition build for this event.

Warmest regards

s 9(2)

()

s 9(2)(a)



From: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
To: s 9(2) s
Cc: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
Subject: RE: Floor plan for s 9(2)(i)
Date: Monday, 4 September 2023 8:09:04 am
Attachments: [image003.png](#)

Good morning, s 9(2)
()

Hope you had a great weekend

A co-ordinator has not been assigned as yet, I have checked with the Manager so hoping a co-ordinator will be assigned soon.

Have a Great Day

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2) s 9(2) <s 9(2)(a)>
Sent: Friday, September 1, 2023 5:46 PM
To: Tara Terry <Tara.Terry@takinaevents.co.nz>
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Floor plan for s 9(2)(i)

Have you been confirmed as our coordinator for this event yet?

If so here's the proposed floor plan for the exhibition build for this event.

Warmest regards

s 9(2)
()

From: [Tara Terry](#)
To: [REDACTED]
Cc: [Michealle Gelderblom](#)
Subject: RE: Floor plan for [REDACTED]
Date: Monday, 4 September 2023 8:19:48 am
Attachments: [image003.png](#)

Kia ora [REDACTED]
()

This event hasn't been handed over from Michealle yet, but I believe it will be me looking after this event also

For the floorplan, it all looks good to me. One notes we are currently reviewing the distance required in front of the fire curtain (booths 10-15). This wouldn't alter the floorplan much but perhaps create a 3.5m isle rather than 3.7m. Nothing has been decided yet but it is in discussion.

Nga mihi,

Tara Terry
Function Coordinator
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: tara.terry@takinaevents.co.nz
Mobile: +64 [REDACTED]
My pronouns are she/her

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Iwi o te Motu
The Nation's Meeting Place

Museum of New Zealand
Te Papa Tongarewa
Takina Wellington Convention
& Exhibition Centre

Two stunning
venues
One experienced
team

From: [REDACTED] <[REDACTED]>
Sent: Friday, September 1, 2023 5:46 PM

To: Tara Terry <Tara.Terry@takinaevents.co.nz>

Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: Floor plan for s 9(2)(i)

Have you been confirmed as our coordinator for this event yet?

If so here's the proposed floor plan for the exhibition build for this event.

Warmest regards

s 9(2)

s 9(2)(a)



From: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
To: s 9(2) s
Cc: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
Subject: RE: Floor plan for s 9(2)(i)
Date: Monday, 4 September 2023 8:09:04 am
Attachments: [image003.png](#)

Good morning, s 9(2)
()

Hope you had a great weekend

A co-ordinator has not been assigned as yet, I have checked with the Manager so hoping a co-ordinator will be assigned soon.

Have a Great Day

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2) s 9(2) <s 9(2)(a)>
Sent: Friday, September 1, 2023 5:46 PM
To: Tara Terry <Tara.Terry@takinaevents.co.nz>
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Floor plan for s 9(2)(i)

Have you been confirmed as our coordinator for this event yet?

If so here's the proposed floor plan for the exhibition build for this event.

Warmest regards

s 9(2)
()

From: [Nikhil Rajan](#)
To: [Michealle Gelderblom](#); [Takina Audio-visual Events Coordination Team](#)
Subject: RE: s 9(2) s 9(2)(i) Conference 18/03/2024 to 19/03/2024
Date: Thursday, 7 September 2023 9:36:00 am
Attachments: [image003.png](#)

Hi Michaele,

I am happy to take this event and I have already assigned my name.

Many Thanks

Nikhil Rajan
Audio Visual Coordinator
Takina Events



PO Box 467 150 Cable Street, Wellington 6011
Email: nikhil.rajan@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



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From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Wednesday, September 6, 2023 3:17 PM
To: Takina Audio-visual Events Coordination Team <AVECTeam@takinaevents.co.nz>
Subject: s 9(2)(i) s 9(2)(i) Conference 18/03/2024 to 19/03/2024

Good afternoon, Team,

Please can a co-ordinator be assigned for this event I am handing over to Tara Terry tomorrow

Have a Great Day further.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events



PO Box 467 150 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 9 9(2)(a)

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From: [Nikhil Rajan](#)
To: [Michealle Gelderblom](#)
Subject: RE: s 9(2) s 9(2)(i) Conference 18/03/2024 to 19/03/2024
Date: Thursday, 7 September 2023 10:08:30 am
Attachments: [image003.png](#)

All good Michaelle, stay warm ☺. I have worked for this conference and clients in my previous work place.

Talk to you soon .

Kind Regards

Nikhil Rajan
Audio Visual Coordinator
Takina Events



PO Box 467 150 Cable Street, Wellington 6011
Email: nikhil.rajan@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



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Find out more at takina.co.nz

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Thursday, September 7, 2023 9:49 AM
To: Nikhil Rajan <Nikhil.Rajan@tepapa.govt.nz>
Subject: RE: s 9(2)(i) s 9(2)(i) Conference 18/03/2024 to 19/03/2024

Thank you Nikhil

I am working from home today feeling a little under weather but will Handover when I am back in the

office

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events



PO Box 467 150 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**

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venues – **Te Papa and Tākina**



From: Nikhil Rajan <Nikhil.Rajan@tepapa.govt.nz>

Sent: Thursday, September 7, 2023 9:36 AM

To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>; Takina Audio-visual Events
Coordination Team <AVECTeam@takinaevents.co.nz>

Subject: RE: **s 9(2)(i)** **s 9(2)(i)** Conference 18/03/2024 to 19/03/2024

Hi Michaelle,

I am happy to take this event and I have already assigned my name.

Many Thanks

Nikhil Rajan

Audio Visual Coordinator

Takina Events



PO Box 467 150 Cable Street, Wellington 6011

Email: nikhil.rajan@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Wednesday, September 6, 2023 3:17 PM

To: Takina Audio-visual Events Coordination Team <AVECTeam@takinaevents.co.nz>

Subject: s 9(2)(i) s 9(2)(i) Conference 18/03/2024 to 19/03/2024

Good afternoon, Team,

Please can a co-ordinator be assigned for this event I am handing over to Tara Terry tomorrow

Have a Great Day further.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events



PO Box 467 150 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 9(2)(a)

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From: s s
To: Michealle.Gelderblom
Subject: RE: Takina Events for s 9(2)(i) - 18/03/24 to 19/03/24 - Quotation
Date: Friday, 8 September 2023 10:42:12 am
Attachments: [image001.png](#)
s 9(2)(i) -2024 floor plan.pdf

Hi Michealle

Finally getting the budget finalised for the conference and just wanted to check another couple of things.

1. If we hold the welcome function/canape/platter event on Sunday evening (for about 1 ½ - 2 hours) does this make any difference to the venue hire costs?
2. I have it in my head that there's a hire charge for black cloths for the tables in cabaret style. Is this correct and if so how much please?

Any news on an Event Coordinator for this event for us please?

Keen to get sign off on the floor plan too: have sent to Tara and she can't see anything that would cause issue.

Cheers s 9(2)
()

From: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Sent: Monday, July 24, 2023 2:15 PM
To: s 9(2) s 9(2) <s 9(2)(a)>
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: Takina Events for s 9(2)(i) - 18/03/24 to 19/03/24 - Quotation

Good morning, s 9(2)
()

Thank you for the below email I have put my response in Red.

From: s 9(2) s 9(2) <s 9(2)(a)>
Sent: Sunday, July 23, 2023 3:00 PM
To: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Subject: RE: Takina Events for s 9(2)(i) - 18/03/24 to 19/03/24 - Quotation

Kia ora Michealle

A few queries please:

1. It's my understanding that the cost to hire the entire floor of Takina is s 9(2)(i) (as per our other contract), so why is there an additional charge to use Whataitai room which is on the same floor?
Please can you share the contract this is stipulated in as this could have been a special offer. The s 9(2)(i) is just for the Tawhirimatea foyer and the whole plenary.
2. Can you please amend all wording in the contract to s 9(2)(i) ... the client is quite specific about this
I have made the change.
3. What is the cost for orange juice to be served with breaks? Ideally we like to set a fixed

number of carafes per break?

The charge will be s 9(2)(i) per Carafe

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- a. Serve 50% of the sweet item, and
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We can substitute 50 % fruits for a sweet item.

Cost will go up if they prefer individual Fruits.

Sliced fruit platters are fine with no additional cost.

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If you could maybe let me know where on the menu you saw 2 savoury and 2 sweet, then I could explain it better. There are only 2 items per break per person 1 sweet 1 savoury.

2. Regarding cutlery, china etc. I note this is included in the venue hire: however having attended Meetings where entirely disposable items were used I wanted to check that this will definitely be the case (it's more sustainable to do cutlery/china obviously).

Cutlery and Crockery is included (not disposable)

3. AV labour hire: it's s 9(2) for our other event in May: shouldn't the price for this conference be the same?

The s 9(2) is 2023 pricing, but I am more than happy to change the s 9(2)(i)

4. The proposal is attached with a couple of comments included on catering: which are

- a. Arrival tea/coffee ... we don't cater for full numbers for this. (50 as per my notes)

I have made the change

- b. Canapes event: this would happen on Sunday 17 March (as dinner is 18th) but we're not sure if this will happen so I don't want it included in the contract please.

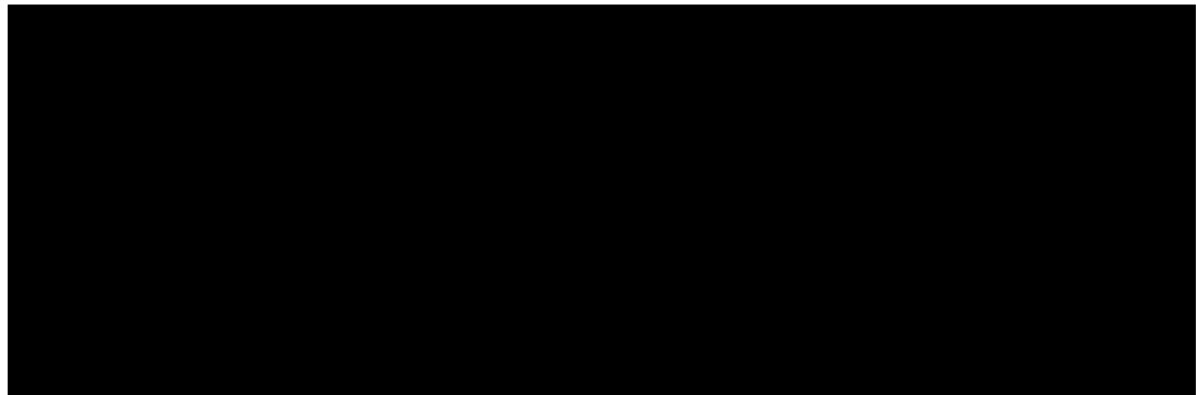
Just to confirm the 17th March will be pack in during the day and Canapes in the evening?

Look forward to hearing from you Michealle.

Warmest regards

s 9(2)

()



From: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>

Sent: Thursday, July 20, 2023 3:04 PM

To: s 9(2) s 9(2) <s 9(2)(a)>

()

()

Subject: Takina Events for s 9(2)(i) - 18/03/24 to 19/03/24 - Quotation

Kia ora s 9(2)(a)

Thank you for your interest in Takina Events, we would love to welcome s 9(2)(i) to our spaces.

I am pleased to confirm availability on the 18th - 19th March 2024 with a pack in day on the 17th March 2024 at Takina on level 2 and have tentatively pencilled you in.

Please find attached a quotation for review.

Please if you have any questions please don't hesitate to contact me.

Click on provided hyperlinks if you want to find more information directly on our website (eg. menus, photos...).

The offer is valid until 18/08/23. After this, we reserve the right to cancel the offer and to release the spaces to another client if we haven't heard back from you.

Feel free to call me if you have any questions, or would like to organise a famil of the spaces.

We look forward to working with your team.

Nga mihi,

Michealle Gelderblom

Account Manager

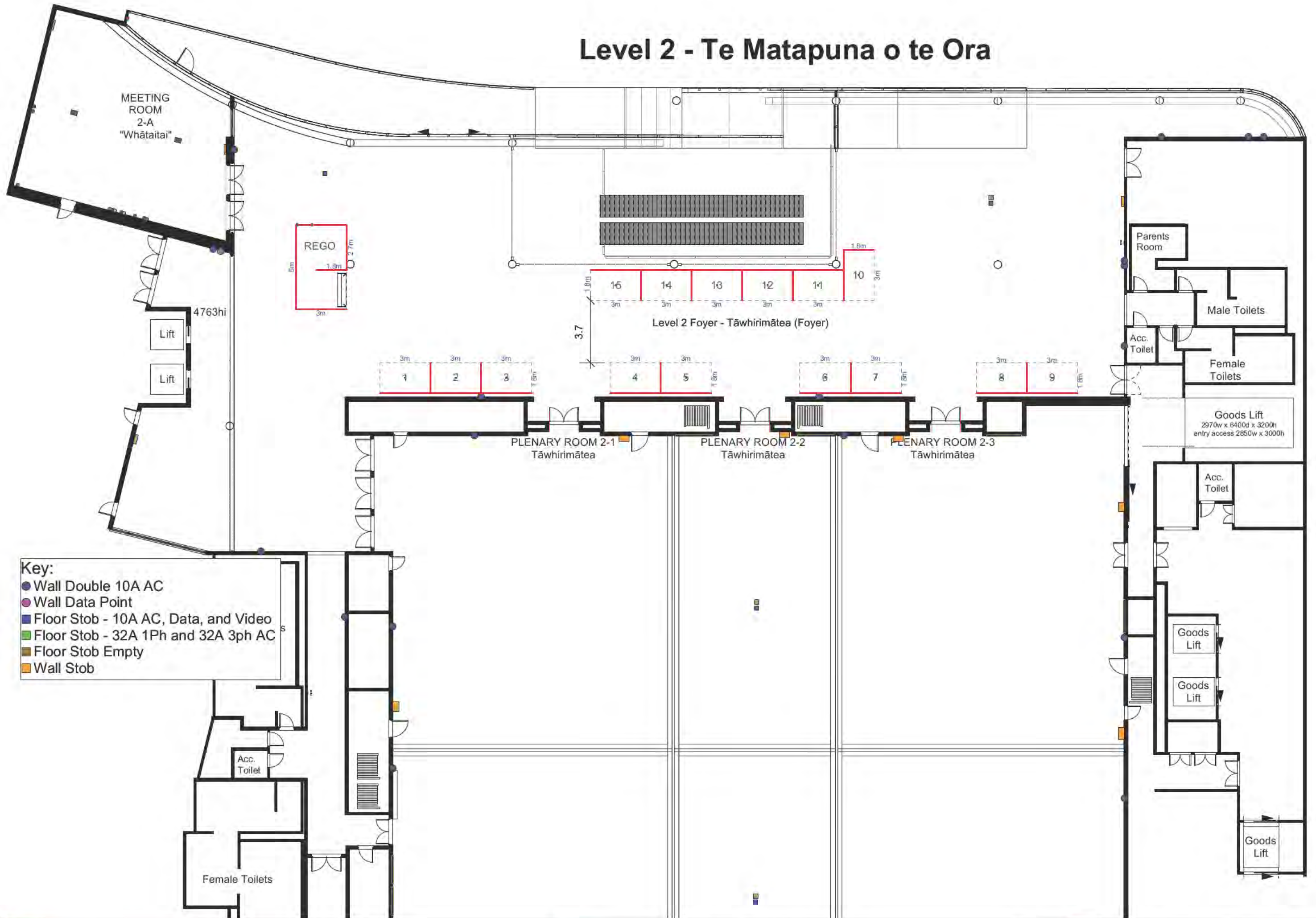
Takina Events

PO Box 467 150 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

Level 2 - Te Matapuna o te Ora



9(2)(1)

9(2)(1)

2024

Venue: Tāwhirimātea (Foyer), Takina | Stand Size: 3m x 1.8m

Coordinator: [Redacted]
 Event Date: 18-19 March conference
 Designer: DA250823
 Scale: A3
 Drawing: 9(2)(1) 2024v02

Venue sign off
 Signature:
 Date:

From: [Michealle Gelderblom](#)
To: [Aaron Telford](#)
Cc: [Michealle Gelderblom](#)
Subject: s 9(2)(i)
Date: Friday, 8 September 2023 10:57:48 am

Hi Aaron,

Me again hahahaha

I have a client that has already contracted, and I will be handing over next week. The spaces booked for them is level 2 at Takina EN s 9(2)

17th March pack in – I charged s 9(2) pack in fee.

18th-19th March conference with day catering

Client is now asking me if they wanted to add a 1-2 hour welcome function on the 17th March would there be a difference in the venue hire cost?

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events



PO Box 467 | 50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

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Find out more at takina.co.nz

From: [Aaron Telford](#)
To: [Michealle Gelderblom](#)
Subject: RE: s 9(2)(i)
Date: Friday, 8 September 2023 11:17:20 am
Attachments: [image003.png](#)

Hey,

No you can include the welcome in the pack in VH.

Nga mihi,

Aaron Telford
Senior Account Manager
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



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From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Friday, September 8, 2023 10:58 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: s 9(2)(i)

Hi Aaron,

Me again hahahaha

I have a client that has already contracted, and I will be handing over next week. The spaces booked for them is level 2 at Takina EN s 9(2)

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Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events



PO Box 467 150 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**

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From: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
To: [REDACTED]
Cc: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
Subject: RE: Takina Events for [REDACTED] - 18/03/24 to 19/03/24 - Quotation
Date: Friday, 8 September 2023 12:33:44 pm
Attachments: [image004.png](#)

Hi [REDACTED]
()

A Co Ordinator has been assigned, and I will be handing over next week, I am currently working from home been under the weather the last 2 days.

Black tablecloths – the charge for this is [REDACTED] per cloth.

Welcome function – If you decide on a welcome function this will not affect the venue hire (we will offer this as complimentary) only the catering would be an extra charge.

Have a Great Weekend.

Nga mihi,

Michealle Gelderblom

Account Manager
Takina Events



PO Box 467 150 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 [REDACTED]

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at Tākina Events

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venues – **Te Papa and Tākina**



From: s 9(2) s 9(2) <s 9(2)(a)>
Sent: Friday, September 8, 2023 10:41 AM
To: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Subject: RE: Takina Events for s 9(2)(i) - 18/03/24 to 19/03/24 - Quotation

Hi Michealle

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1. If we hold the welcome function/canape/platter event on Sunday evening (for about 1 ½ - 2 hours) does this make any difference to the venue hire costs?
2. I have it in my head that there's a hire charge for black cloths for the tables in cabaret style. Is this correct and if so how much please?

Any news on an Event Coordinator for this event for us please?

Keen to get sign off on the floor plan too: have sent to Tara and she can't see anything that would cause issue.

Cheers s 9(2)
()

From: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Sent: Monday, July 24, 2023 2:15 PM
To: s 9(2) s 9(2) <s 9(2)(a)>
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: Takina Events for s 9(2)(i) - 18/03/24 to 19/03/24 - Quotation

Good morning, s 9(2)
()

Thank you or the below email I have put my response in Red.

From: s 9(2) s 9(2) <s 9(2)(a)>
Sent: Sunday, July 23, 2023 3:00 PM
To: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Subject: RE: Takina Events for s 9(2)(i) - 18/03/24 to 19/03/24 - Quotation

Kia ora Michealle

A few queries please:

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Please can you share the contract this is stipulated in as this could have been a special offer. The s 9(2)(i) is just for the Tawhirimatea foyer and the whole plenary.
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4. Regarding the conference menus ... is there a willingness to do the following with sweet options at the am/pm breaks?

- a. Serve 50% of the sweet item, and
- b. 50% sliced fruit or whole fruit?

Experience of doing this with all our conferences has always demonstrated that this works well, without one aspect of the food being over/under supplied. It allows us to accommodate a fresh fruit option for those who prefer this to sweet food.

We can substitute 50 % fruits for a sweet item.

Cost will go up if they prefer individual Fruits.

Sliced fruit platters are fine with no additional cost.

1. I note that some of the morning and afternoon breaks in the daily menu provide sometimes for two savoury and two sweet items. Why would you do this? It makes much more sense to have 1 savoury and 1 sweet option at each meal break? Interested in the rationale behind this?

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2. Regarding cutlery, china etc. I note this is included in the venue hire: however having attended Meetings where entirely disposable items were used I wanted to check that this will definitely be the case (it's more sustainable to do cutlery/china obviously).

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I have made the change

- b. Canapes event: this would happen on Sunday 17 March (as dinner is 18th) but we're not sure if this will happen so I don't want it included in the contract please.

Just to confirm the 17th March will be pack in during the day and Canapes in the evening?

Look forward to hearing from you Michealle.

Warmest regards

s 9(2)

()

s 9(2)(a)

From: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>

Sent: Thursday, July 20, 2023 3:04 PM

To: s 9(2) s 9(2) <s 9(2)(a)>

()

()

Subject: Takina Events for s 9(2)(i) - 18/03/24 to 19/03/24 - Quotation

Kia ora s 9(2)(a)

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Feel free to call me if you have any questions, or would like to organise a famil of the spaces.

We look forward to working with your team.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 150 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: [REDACTED]
To: [Michealle Gelderblom](mailto:Michealle.Gelderblom)
Subject: RE: Takina Events for [REDACTED] - 18/03/24 to 19/03/24 - Quotation
Date: Friday, 8 September 2023 12:59:14 pm
Attachments: [image003.png](#)

LOL ... that will explain why I couldn't find anything then

Thanks and take care.

Cheers [REDACTED]
()

From: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Sent: Friday, September 8, 2023 12:53 PM
To: [REDACTED] <[REDACTED]>
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: Takina Events for [REDACTED] - 18/03/24 to 19/03/24 - Quotation

Hi [REDACTED]
()

We don't do coffee carts, but I can give you some recommendations

Coffee Chic

<https://www.coffeechic.co.nz/> – general contact: info@coffeechic.co.nz

Havana Coffee

<https://havana.co.nz/> - Wellington number: 04 384 7041, or enquiries@havana.co.nz

Nga mihi,

Michealle Gelderblom

Account Manager
Takina Events



PO Box 467, 50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
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From: s 9(2) s 9(2) <s 9(2)(a)>
Sent: Friday, September 8, 2023 12:45 PM
To: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Subject: RE: Takina Events for s 9(2)(i) - 18/03/24 to 19/03/24 - Quotation

Sorry to hear you're under the weather. I hope you improve soon ... and sorry one more question:

Barista coffee cart: I can't find any information on this for pricing etc. on the website. Where should I be looking?

Cheers s 9(2)
()

From: s 9(2) s 9(2)
Sent: Friday, September 8, 2023 10:41 AM
To: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
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s 9(2)

()

s 9(2)(a)

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Subject: Takina Events for s 9(2)(i) - 18/03/24 to 19/03/24 - Quotation

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Feel free to call me if you have any questions, or would like to organise a famil of the spaces.

We look forward to working with your team.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 150 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)
To: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
Cc: [Tara Terry](mailto:Tara.Terry@takinaevents.co.nz)
Subject: RE: Introduction Email
Date: Thursday, 14 September 2023 7:25:39 pm

Yay ... thanks

Cheers s 9(2)
()

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Thursday, September 14, 2023 4:22 PM
To: s 9(2) s 9(2) <s 9(2)(a)>
Cc: Tara Terry <Tara.Terry@takinaevents.co.nz>
Subject: Introduction Email

Good afternoon, s 9(2)
()

Hope my email finds you well.

I am pleased now to introduce you to Tara Terry, our coordinator that will look after your event. She is great and you will love working with her.

I have reattached our contract and have passed all info to her.

Tara Terry contact details are:
E: tara.terry@takinaevents.co.nz
M: +64 s 9(2)(a)

Tara will be in touch with you over the next weeks or so to start working on your event.

Thanks again s 9(2) for choosing to work with Takina Events, we look forward to welcome you into our spaces.

Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events



PO Box 467, 150 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

From: s 9(2)
To: [Tara Terry](#)
Cc: [Michealle Gelderblom](#)
Subject: RE: Introduction Email
Date: Monday, 18 September 2023 10:53:57 am
Attachments: s 9(2)(i) 2024 Floor Plan.pdf

Thanks Tara ... me too.

No PO required: when will payment be required please for the first deposit?

Yes just at both am and pm breaks please.

No we won't be using Whataitai for the conference. The only thing that would change this decision is the programme and I don't see them having 4 break outs. Should that change obviously we'd see what availability is.

Attached is the floor plan for the exhibition build: please confirm formally this is accepted. We would require catering to spread across both sides of the escalators; ie outside 1-3 and then in the area where 10, 8 and 9 are.

Cheers s 9(2)
()

From: Tara Terry <Tara.Terry@takinaevents.co.nz>
Sent: Monday, September 18, 2023 10:45 AM
To: s 9(2) s 9(2) <s 9(2)(a)>
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: Introduction Email

Kia ora s 9(2)
()

Looking for to working with you on this one as well! I will be looking to send out the first deposit invoice for this event on Thursday as we are almost 180 days away. Did you need a purchase order for this event?

I believe there was some discussion for the refreshment breaks having 1 savoury item and then 50% a sweet item and 50% sliced fruit platters? Which meal breaks were you intending on having this?

Also were you going to be using Whataitai for this conference? As Michaelle mentioned, this is not currently included in your contract but is available for s 9(2)(i) per day. This is to cover set up staff, cleaning, and AV support.

Nga mihi,

Tara Terry
Function Coordinator
Takina Events
PO Box 467 155 Cable Street, Wellington 6011
Email: tara.terry@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

My pronouns are she/her

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz

Celebrate 2023 at Tākina Events

Finish 2023 in style inside
Wellington's preeminent
venues – Te Papa and Tākina



From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Sent: Thursday, September 14, 2023 4:22 PM

To: s 9(2) s 9(2) <s 9(2)(a)>

Cc: Tara Terry <Tara.Terry@takinaevents.co.nz>

Subject: Introduction Email

Good afternoon, s 9(2)
()

Hope my email finds you well.

I am pleased now to introduce you to Tara Terry, our coordinator that will look after your event
She is great and you will love working with her.

I have reattached our contract and have passed all info to her.

Tara Terry contact details are:

E: tara.terry@takinaevents.co.nz

M: +64 s 9(2)(a)

Tara will be in touch with you over the next weeks or so to start working on your event.

Thanks again s 9(2) for choosing to work with Takina Events, we look forward to welcome you
into our spaces.)

Nga mihi,

Michealle Gelderblom

Account Manager
Takina Events



PO Box 467 150 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 9 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz

Celebrate 2023 at Tākina Events

Finish 2023 in style inside
Wellington's preeminent
venues – **Te Papa and Tākina**



From: s 9(2)(a)
To: [Michealle Gelderblom](mailto:Michealle.Gelderblom)
Subject: Re: Contract Details
Date: Tuesday, 8 August 2023 3:05:28 pm

s 9(2)(a)

Here is the floor plan from s 9(2)(a) The only change would be that we will be having a registration desk somewhere in that exhibitor/catering space as well. (Also ignore the partition in plenary 1 and 2. We will have that open as guided by you.

Thanks

s
9(2)

On Tue, 8 Aug 2023 at 2:53 PM, Michealle Gelderblom
<Michealle.Gelderblom@takinaevents.co.nz> wrote:

Thank you for the information, s
9(2)

I will start working on your contract for you

Could I ask for you for the floor plans you had done for the booths, just want to make sure with my operations team that all is in order.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 | [55 Cable Street, Wellington 6011](https://www.google.com/maps/place/55+Cable+Street,+Wellington+6011)

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, August 8, 2023 1:49 PM

To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>; s 9(2)(f)

<s 9(2)(a)>

Subject: Re: Contract Details

Hi Michealle

Please make the contract out to:

Contract:

s 9(2)(a)

s 9(2)(a)

[Redacted]

[Redacted]

[Redacted]

Please email to s 9(2)(a)

Bill can be made out to:

s 9(2)(a)

[Redacted]

[Redacted]

[Redacted]

Please email to s 9(2)(a)

I've copied in my s 9(2)(a) email address to this email, and I'll reply to all other comms over on that email from this point forward.

Thanks

s
9(2)
(a)

2)(a)

Business Manager

s 9(2)(i) – your business support specialists

E s 9(2)(a) M s 9(2)(a)

W [www.s 9\(2\)\(i\)](#) [LinkedIn](#)

s 9(2)(a) s 9(2)(a)
s 9(2)(a)

On Tue, 8 Aug 2023 at 13:39, Michealle Gelderblom
<Michealle.Gelderblom@takinaevents.co.nz> wrote:

Hi s 9(2)

The next step is for me to send you a contract, but before I can do that, please can you send me the below information so I can draw up a contract for you

Event Name:

Contract details: To whom I should address the contract to (please forward full name with title/Company, postal address, contact email and phone number)

Who is the bill to person: (please forward full name, title, contact email and phone number and address if different from above)

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 [155 Cable Street, Wellington 6011](#)

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 [s 9\(2\)\(a\)](#)

From: [s 9\(2\)\(a\)](#) <[s 9\(2\)\(a\)](#)>
Sent: Tuesday, August 8, 2023 12:21 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Re: revised Quotation V2

Hi Michealle

Everything looking good. We are going with theatre style seating.

Is everything locked in? Do we need to sign anything?

Thanks

[s 9\(2\)](#)

On Tue, 8 Aug 2023 at 11:45 AM, Michealle Gelderblom
<Michealle.Gelderblom@takinaevents.co.nz> wrote:

Good morning, [s 9\(2\)](#)

I hope you had a great weekend I just checking is to hear if you have any feedback regarding this function.

Have a Great Day further.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 [55 Cable Street, Wellington 6011](#)

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 [s 9\(2\)\(a\)](#)

From: [s 9\(2\)\(a\)](#) <[s 9\(2\)\(a\)](#)>
Sent: Wednesday, July 26, 2023 4:25 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Re: revised Quotation V2

Awesome! Thanks so much!

[s 9\(2\)\(a\)](#)

Business Manager

[s 9\(2\)\(i\)](#) – your business support specialists

[E s 9\(2\)\(a\)](#) [M s 9\(2\)\(a\)](#)

[W www.s 9\(2\)\(i\)](#) [LinkedIn](#)

[s 9\(2\)\(a\)](#)
[s 9\(2\)\(a\)](#)
[s 9\(2\)\(a\)](#)

On Wed, 26 Jul 2023 at 13:16, Michealle Gelderblom
<Michealle.Gelderblom@takinaevents.co.nz> wrote:

Hi [s 9\(2\)\(a\)](#) I have made the changes for the Continental breakfast and the arrival tea & coffee, please see attached. Let me know if there is anything else I can help you with.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 | [55 Cable Street, Wellington 6011](#)

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**

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s 9(2)(a)

Business Manager

s 9(2)(i) – your business support specialists

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W [www.s 9\(2\)\(i\)](#) [LinkedIn](#)

s 9(2)(a)
s 9(2)(a) **s 9(2)(a)**

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s 9(2)(a)

Business Manager

s 9(2)(i) – your business support specialists

E **s 9(2)(a)** M **s 9(2)(a)**

W [www.s 9\(2\)\(i\)](#) [LinkedIn](#)

s 9(2)(a)
s 9(2)(a) **s 9(2)(a)**

From: [Reynold Henkel](#)
To: [Michealle Gelderblom](#)
Subject: RE: Contract Details
Date: Tuesday, 8 August 2023 3:36:46 pm

Hi Michealle

All good, but would suggest having registration desk in foyer at the entrance to rooms. Plenty of space.

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Tuesday, August 8, 2023 3:17 PM
To: Reynold Henkel <Reynold.Henkel@takinaevents.co.nz>
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: FW: Contract Details

Hi Reynold,
Please can you have a look at the below email and floor plan with the booths added and let me know if all is okay.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**

From: **s 9(2)(a)** <**s 9(2)(a)**>
Sent: Tuesday, August 8, 2023 3:05 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Re: Contract Details

s 9(2)(a)

Here is the floor plan from **s 9(2)(a)** The only change would be that we will be having a registration desk somewhere in that exhibitor/catering space as well.
(Also ignore the partition in plenary 1 and 2. We will have that open as guided by you.

Thanks

s 9(2)(a)

On Tue, 8 Aug 2023 at 2:53 PM, Michealle Gelderblom
<Michealle.Gelderblom@takinaevents.co.nz> wrote:

Thank you for the information, s 9(2)

I will start working on your contract for you

Could I ask for you for the floor plans you had done for the booths, just want to make sure with my operations team that all is in order.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 | [55 Cable Street, Wellington 6011](#)

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>

Sent: Tuesday, August 8, 2023 1:49 PM

To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>; s 9(2)(i) <s 9(2)(a)>

Subject: Re: Contract Details

Hi Michealle

Please make the contract out to:

Contract:

s 9(2)(a)

s 9(2)(a)

[Redacted]

Please email to s 9(2)(a)

Bill can be made out to:

s 9(2)(a)

[Redacted]

Please email to s 9(2)(a)

I've copied in my s 9(2)(a) email address to this email, and I'll reply to all other comms over on that email from this point forward.

Thanks

s 9(2)

s 9(2)(a)

Business Manager

s 9(2)(i) – your business support specialists

E s 9(2)(a) M s 9(2)(a)

W [www.s 9\(2\)\(i\) LinkedIn](http://www.s 9(2)(i).LinkedIn)

|
s 9(2)(a) s 9(2)(a)
s 9(2)(a)

On Tue, 8 Aug 2023 at 13:39, Michealle Gelderblom
<Michealle.Gelderblom@takinaevents.co.nz> wrote:

Hi s
9(2)

The next step is for me to send you a contract, but before I can do that, please can you send me the below information so I can draw up a contract for you

Event Name:

Contract details: To whom I should address the contract to (please forward full name with title/Company, postal address, contact email and phone number)

Who is the bill to person: (please forward full name, title, contact email and phone number and address if different from above)

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 | [55 Cable Street, Wellington 6011](https://www.google.com/maps/place/55+Cable+Street,+Wellington+6011)

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>

Sent: Tuesday, August 8, 2023 12:21 PM

To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: Re: revised Quotation V2

Hi Michealle

Everything looking good. We are going with theatre style seating.
Is everything locked in? Do we need to sign anything?

Thanks

s
9(2)

On Tue, 8 Aug 2023 at 11:45 AM, Michealle Gelderblom
<Michealle.Gelderblom@takinaevents.co.nz> wrote:

Good morning, s
9(2)

I hope you had a great weekend I just checking is to hear if you have any feedback regarding this function.

Have a Great Day further.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 | [55 Cable Street, Wellington 6011](https://www.takinaevents.co.nz)

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>

Sent: Wednesday, July 26, 2023 4:25 PM

To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: Re: revised Quotation V2

Awesome! Thanks so much!

s 9(2)(a)

Business Manager

s 9(2)(i) – your business support specialists

E s 9(2)(a) M s 9(2)(a)

W [www.s 9\(2\)\(i\)](http://www.s 9(2)(i).co.nz) [LinkedIn](#)

s 9(2)(a)
s 9(2)(a)
s 9(2)(a)

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Hi s 9(2) I have made the changes for the Continental breakfast and the arrival tea &

coffee, please see attached. Let me know if there is anything else I can help you with.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 | [55 Cable Street, Wellington 6011](#)

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**

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s 9(2)(a)

Business Manager

s 9(2)(i) – your business support specialists

E **s 9(2)(a)** **M** **s 9(2)(a)**

W [www.s 9\(2\)\(i\)](#) [LinkedIn](#)

s 9(2)(a) **s 9(2)(a)**
s 9(2)(a) **s 9(2)(a)**

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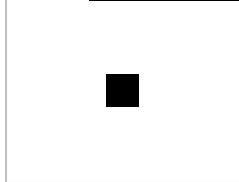
s 9(2)(a)

Business Manager

s 9(2)(i) – your business support specialists

E **s 9(2)(a)** **M** **s 9(2)(a)**

W [www.s 9\(2\)\(i\)](#) [LinkedIn](#)



s 9(2)(a) **s 9(2)(a)**
s 9(2)(a) **s 9(2)(a)**

From: [Michealle Gelderblom](#)
To: s 9(2)(a)
Cc: [Michealle Gelderblom](#)
Subject: RE: Contract Details
Date: Wednesday, 9 August 2023 8:58:23 am

Hi s
9(2)

Thank you for the floor plan really appreciate it. The operations team have said all is good but did suggest to have the registration desk in the foyer at the entrance to the room as there is plenty of space

Nga mihi,

Michealle Gelderblom

Account Manager
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, August 8, 2023 3:05 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Re: Contract Details

s 9(2)(a)

Here is the floor plan from s 9(2)(a) The only change would be that we will be having a registration desk somewhere in that exhibitor/catering space as well.
(Also ignore the partition in plenary 1 and 2. We will have that open as guided by you.

Thanks

s
9(2)

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Thank you for the information, s 9(2)

I will start working on your contract for you

Could I ask for you for the floor plans you had done for the booths, just want to make sure with my operations team that all is in order.

Nga mihi,

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Account Manager

Takina Events

PO Box 467 | [55 Cable Street, Wellington 6011](#)

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>

Sent: Tuesday, August 8, 2023 1:49 PM

To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>; s 9(2)(l)
<s 9(2)(a)>

Subject: Re: Contract Details

Hi Michealle

Please make the contract out to:

Contract:

s 9(2)(a)

s 9(2)(a)

[Redacted]

Please email to s 9(2)(a)

Bill can be made out to:

s 9(2)(a)

[Redacted]

Please email to s 9(2)(a)

I've copied in my s 9(2)(a) email address to this email, and I'll reply to all other comms over on that email from this point forward.

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s
9(2)
(a)

2)(a)
Business Manager

s 9(2)(i) – your business support specialists

E s 9(2)(a) M s 9(2)(a)

W [www.s 9\(2\)\(i\)](#) [LinkedIn](#)

|
s 9(2)(a)
s 9(2)(a)
s 9(2)(a)

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Who is the bill to person: (please forward full name, title, contact email and phone number and address if different from above)

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Account Manager

Takina Events

PO Box 467 | [55 Cable Street, Wellington 6011](#)

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>

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To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: Re: revised Quotation V2

Hi Michealle

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Is everything locked in? Do we need to sign anything?

Thanks

s 9(2)

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Good morning, **s 9(2)**

I hope you had a great weekend I just checking is to hear if you have any feedback regarding this function.

Have a Great Day further.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 | [55 Cable Street, Wellington 6011](#)

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**

From: **s 9(2)(a)** <**s 9(2)(a)**>

Sent: Wednesday, July 26, 2023 4:25 PM

To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Subject: Re: revised Quotation V2

Awesome! Thanks so much!

s 9(2)(a)

Business Manager

s 9(2)(i) – your business support specialists

E **s 9(2)(a)** **M** **s 9(2)(a)**

W [www.s 9\(2\)\(i\)](#) [LinkedIn](#)

s 9(2)(a)
s 9(2)(a)
s 9(2)(a)

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Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 [55 Cable Street, Wellington 6011](https://www.google.com/maps/place/55+Cable+Street,+Wellington+6011)

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

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s 9(2)(a)

Business Manager

s 9(2)(i) – your business support specialists

E s 9(2)(a) M s 9(2)(a)

W [www.s 9\(2\)\(i\) LinkedIn](http://www.s 9(2)(i) LinkedIn)

s 9(2)(a) s 9(2)(a)
s 9(2)(a) s 9(2)(a)

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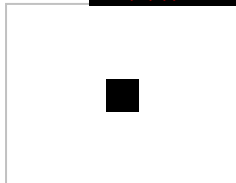
s 9(2)(a)

Business Manager

s 9(2)(i) – your business support specialists

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W [www.s 9\(2\)\(i\) LinkedIn](http://www.s 9(2)(i) LinkedIn)



s 9(2)(a) s 9(2)(a)
s 9(2)(a) s 9(2)(a)

From: s 9(2)(a)
To: [Michealle Gelderblom](mailto:Michealle.Gelderblom)
Subject: Re: s - Site visit
Date: Tuesday, 18 July 2023 4:05:02 pm

Kia ora Michealle

I would like to lock in Level 2 /Tawhirimatea Area at the new Takina Convention Centre on Thursday 4th and Friday 5th April 2024 for my client s 9(2)(i) (s 9(2)(i))

You can release the Te Papa March dates we had pencilled in.

Thank you!

s 9(2)

(a) 2(a)

Business Manager

s 9(2)(i) – your business support specialists

E s 9(2)(a) M s 9(2)(a)

W [www.s 9\(2\)\(i\)](http://www.s 9(2)(i).linkedin) [LinkedIn](#)



s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

On Mon, 17 Jul 2023 at 15:34, s 9(2)(a) <s 9(2)(a)> wrote:

Hi Michealle

Thank you! It was so neat to have a walkthrough. Very impressed!

I will be in touch over the next few days once I've heard back from our client.

One question I did think of after I left was, instead of theatre-style seating, is there the option of having those oval tables and chairs in the plenary space, and if so how many delegates can fit with that style seating? I'll go back with that as an option too.

Thanks

s 9(2)

(a) 2(a)

(a) 2(a)

Business Manager

s 9(2)(i) – your business support specialists

E s 9(2)(a) M s 9(2)(a)

W [www.s 9\(2\)\(i\)](http://www.s 9(2)(i).linkedin) [LinkedIn](#)



s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

On Mon, 17 Jul 2023 at 14:41, Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz> wrote:

Hi s 9(2)

I just wanted to take the time to thank you for taking the time to have a look at the space and If you have any questions please don't hesitate to contact me.

I look forward to hearing from you soon.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
To: s 9(2)(a)
Cc: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
Date: Monday, 17 July 2023 4:12:48 pm

Hi s
9(2)

The Plenary space can seat 370 banquet style, seating 10 per table.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 'i55 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: [Michealle Gelderblom](#)
To: [Millie Burton](#)
Cc: [Michealle Gelderblom](#)
Subject: RE: [REDACTED] Conference 2024 Event ID [REDACTED]
Date: Tuesday, 18 July 2023 4:19:21 pm

Good afternoon, Millie,

I just wanted to inform you that the client has decided to have their event at Takina

Have a Great evening.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 [REDACTED] 9(2)(a)



From: Millie Burton <Millie.Burton@tepapa.govt.nz>
Sent: Monday, June 26, 2023 4:23 PM
To: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Subject: RE: [REDACTED] Conference 2024 Event ID [REDACTED]

Kia ora,

Awesome! Yes absolutely, will touch base in a few weeks.

Millie

Millie Burton

Pukenga Hotaka Tumatani | Public Programmes Specialist

Museum of New Zealand Te Papa Tongarewa

PO Box 467 | 55 Cable Street | Wellington, New Zealand

ph: [REDACTED] 9(2)(a)

My pronouns are she/her/ia

From: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>

Sent: Monday, June 26, 2023 4:20 PM
To: Millie Burton <Millie.Burton@tepapa.govt.nz>
Subject: RE: s 9(2) Conference 2024 Event ID s 9(2)

Kia ora Millie

Thanks for your email.

s 9(2) is looking at either welcoming this event at Te Papa or Takina.

We will have a response from the client by next week – can we come back to you after Matariki?

Nga mihi

Martina Cenzato

Senior Account Manager

Takina Events

PO Box 467 ;55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: Millie Burton <Millie.Burton@tepapa.govt.nz>
Sent: Wednesday, June 21, 2023 1:48 PM
To: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Subject: s 9(2) Conference 2024 Event ID s 9(2)

Kia ora Martina,

Hope you are well and have been having a lovely day! Just wanted to enquire with you regarding the event you have booked in EVMS, event ID s 9(2) What is the plausibility that you will be using Soundings Theatre and Wellington Foyer for this event on Fri 8 March? We are planning an event aligned with the Dinosaurs of Patagonia exhibition for International Women's Day and are hoping to screen some documentaries and have discussions in Soundings and activities in Wellington Foyer.

Thanks!!

Nga manaakitanga,

Millie

Millie Burton

Pukenga Hotaka Tumanui | Public Programmes Specialist

Museum of New Zealand Te Papa Tongarewa

PO Box 467 | 55 Cable Street | Wellington, New Zealand

ph: s 9(2)(a)

My pronouns are she/her/ia

From: [Millie Burton](#)
To: [Michealle Gelderblom](#)
Subject: RE: [REDACTED] Conference 2024 Event ID [REDACTED]
Date: Tuesday, 18 July 2023 4:29:37 pm

Ka pai thank you for the confirmation!!

Millie

Millie Burton

Pukenga Hotaka Tumatānui | Public Programmes Specialist
Museum of New Zealand Te Papa Tongarewa
PO Box 467 | 55 Cable Street | Wellington, New Zealand
ph: [s 9\(2\)\(a\)](tel:[REDACTED])
My pronouns are she/her/ia

From: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Sent: Tuesday, July 18, 2023 4:19 PM
To: Millie Burton <Millie.Burton@tepapa.govt.nz>
Cc: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: RE: [s 9\(2\)](tel:[REDACTED]) Conference 2024 Event ID [s 9\(2\)](tel:[REDACTED])

Good afternoon, Millie,

I just wanted to inform you that the client has decided to have their event at Takina

Have a Great evening.

Nga mihi,

Michealle Gelderblom

Account Manager
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 [s 9\(2\)\(a\)](tel:[REDACTED])



From: Millie Burton <Millie.Burton@tepapa.govt.nz>
Sent: Monday, June 26, 2023 4:23 PM
To: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>

Subject: RE: s 9(2) Conference 2024 Event ID s 9(2)

Kia ora,

Awesome! Yes absolutely, will touch base in a few weeks.

Millie

Millie Burton

Pukenga Hotaka Tumatānui | Public Programmes Specialist
Museum of New Zealand Te Papa Tongarewa
PO Box 467 | 55 Cable Street | Wellington, New Zealand
ph: s 9(2)(a)
My pronouns are she/her/ia

From: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>

Sent: Monday, June 26, 2023 4:20 PM

To: Millie Burton <Millie.Burton@tepapa.govt.nz>

Subject: RE: s 9(2) Conference 2024 Event ID s 9(2)

Kia ora Millie

Thanks for your email.

s 9(2) is looking at either welcoming this event at Te Papa or Takina.

We will have a response from the client by next week – can we come back to you after Matariki?

Nga mihi

Martina Cenzato

Senior Account Manager
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: martina.cenzato@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

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Find out more at takina.co.nz



**Flexible spaces, latest
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From: Millie Burton <Millie.Burton@tepapa.govt.nz>

Sent: Wednesday, June 21, 2023 1:48 PM

To: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>

Subject: s 9(2) Conference 2024 Event ID s 9(2)

Kia ora Martina,

Hope you are well and have been having a lovely day! Just wanted to enquire with you regarding the event you have booked in EVMS, event ID s 9(2) What is the plausibility that you will be using Soundings Theatre and Wellington Foyer for this event on Fri 8 March? We are planning an event aligned with the Dinosaurs of Patagonia exhibition for International Women's Day and are hoping to screen some documentaries and have discussions in Soundings and activities in Wellington Foyer.

Thanks!!

Nga manaakitanga,

Millie

Millie Burton

Pukenga Hotaka Tumatani | Public Programmes Specialist

Museum of New Zealand Te Papa Tongarewa

PO Box 467 | 55 Cable Street | Wellington, New Zealand

ph: s 9(2)(a)

My pronouns are she/her/ia

From: s 9(2)(a)
To: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
Subject: Re: Venue Takina
Date: Thursday, 20 July 2023 10:06:38 am

Kia Ora

Yes please to adding in a green room.

I will finalise seating style once I've discussed with the committee. Hoping to get a meeting in next week.

s
9(2)

On Wed, 19 Jul 2023 at 8:15 AM, Michealle Gelderblom
<Michealle.Gelderblom@takinaevents.co.nz> wrote:

Good morning, s
9(2)

Thank you for confirming I have released the Te Papa spaces.

On the site visit you mentioned the green rooms, would you like me to add them to your quotation? And could you confirm the seating style you will be having in the plenary.

Have a great day

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 | [55 Cable Street, Wellington 6011](https://www.takinaevents.co.nz)

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



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Te Papa Tongarewa
Tākina Wellington Convention
& Exhibition Centre



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venues
One experienced
team

s 9(2)(a)

Business Manager

s 9(2)(i) – your business support specialists

E s 9(2)(a) M s 9(2)(a)

W [www.s 9\(2\)\(i\) LinkedIn](http://www.s 9(2)(i) LinkedIn)



s 9(2)(a) s 9(2)(a)
s 9(2)(a)

From: s 9(2)
To: Michealle Gelderblom
Subject: Re: s Conference 2024 quotation Version 2
Date: Wednesday, 26 July 2023 12:59:14 pm
Attachments: image001.png
 image002.png
 image003.png
 image.png

Actually, I've just noticed on the below catering requirements section.. The continental buffet breakfast will be on the Friday 5th April (not Thursday 4th). We will also just have the tea/coffee on arrival on the Thursday 4th (not on the Friday 5th)

Catering requirements

Catering									
Start Date	Start Time	End Date	End Time	No. of Days	Description	Expected Pcs	Unit Price	Charges (inc. GST)	
04/04/24	7:30AM	04/04/24	8:30AM	1	Continental Buffet	140	s 9(2)	s 9(2)(i)	
04/04/24	8:00AM	05/04/24	9:00AM	2	Tea and coffee on arrival	300	(i)		
04/04/24	10:00AM	05/04/24	4:00PM	2	Daily Conference Menu	300			
04/04/24	5:30PM	04/04/24	6:30PM	1	Canape's Package A - 1h 6x items	200			
SUBTOTAL (EXCL. GST)									
TOTAL GST									
TOTAL AMOUNT INC GST									

Thanks

s
 9(2)
) (2)
 Business Manager

s 9(2)(i) – your business support specialists

e s 9(2) M s 9(2)(a)

w www s 9(2)(i) LinkedIn



s 9(2)(a) s 9(2)(a) s 9(2)(a)

On Wed, 26 Jul 2023 at 12:42, s 9(2)(a) <s 9(2)(a)> wrote:

Hi Michealle

Thanks for this. All looks great. We will confirm seating arrangements once we have talked to the committee.

Thank you for the coffee cart recommendation as well.

s

9(2)

)

(a)(2)

Business Manager

s 9(2)(i) – your business support specialists

e s 9(2) M s 9(2)(a)

w www s 9(2)(i) LinkedIn



s 9(2)(a) s 9(2)(a) s 9(2)(a)

On Fri, 21 Jul 2023 at 11:47, Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz> wrote:

Hi s 9(2)

Please see attached revised quotation. I have added the green rooms (complimentary) and as promised the pricing for staging.

Tākina – Standard AV Inclusions, production lighting, and staging											
Space	Standard AV Inclusions									Additional costs	
Tākina	Projector	Projector Spec	Screen	Screen Size	Sound	Lectern Mic	Handheld Mic	Lapel Mic	Comfort Monitor	Presentation Lighting	Stage Size (m)
Plenary Hall 2.1 & 2.4	2	Laser 16000 Lumen HD	2	7.1m x 4m	Yes	Yes	4	2	1	Wash – Front/Top s 9(2)(i)	s 9(2)(i)
Plenary Hall 2.6	1	Laser 20000 Lumen HD	1	7.1m x 4m	Yes	Yes	2	1	1	Wash – Front/Top s 9(2)(i)	s 9(2)(i)

As for coffee cart you mentioned I recommend you contact Coffee Chic www.coffeechic.co.nz – general contact info@coffeechic.co.nz

If I have left anything out, please let me know

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
To: s 9(2)(a)
Cc: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
Subject: revised Quotation V2
Date: Wednesday, 26 July 2023 1:16:47 pm
Attachments: s s [Conference 2024 4-5 April 2024.pdf](#)

Hi s 9(2) I have made the changes for the Continental breakfast and the arrival tea & coffee, please see attached. Let me know if there is anything else I can help you with.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 '55 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
To: s 9(2)(a)
Cc: s 9(2)(a) [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
Subject: Contract
Date: Wednesday, 9 August 2023 12:11:14 pm
Attachments: s s [Conference 2024 Contract 04-04-24 to 05-04-24.pdf](#)

Good afternoon, s 9(2)

Thank you for confirming s 9(2)(i) **Conference 2024** with Takina Events. We look forward to welcoming you into our spaces.

Please find attached the contract for your review.

Could you return a signed copy of the contract (included terms & conditions) **by 18/08/23**.

If you anticipate needing an extension on this, please let me know. After this deadline, we reserve the right to release the spaces to another client if we haven't heard back from you.

Once we receive the signed contract and the countersigned copy is sent, the agreement becomes binding.

Please let me know the contact person in your office who we should forward any invoices to. If your company uses Purchase Orders, kindly let me know the Purchase Order number for this event, and we will plan to include that on our invoice.

If your Public Liability Insurance doesn't meet our required amount of s , you can also use Takina Events Public Insurance for s 9(2)(i) per day. s 9(2)

Thank you again for choosing our spaces, we look forward to working with your team.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 '55 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: [Michealle Gelderblom](#)
To: s 9(2)(i)
Cc: [Michealle Gelderblom](#)
Subject: Counter Signed Contract
Date: Friday, 11 August 2023 3:26:12 pm
Attachments: s s [Conference 2024 Counter Signed Contract 04-04-24 to 05-04-24.pdf](#)

Hi s
9(2)

Thank you for the signed contract, attached is the counter signed contract. Once a co-ordinator is assigned, I will do the introduction.

Have a Great Weekend.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(i) <s 9(2)(a)>
Sent: Friday, August 11, 2023 2:32 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Re: Contract

Thanks for clarifying Michealle.
I've signed this on behalf of s and s 9(2)(i) (He was in the classroom teaching today).

Attached.

Have a lovely weekend.

s
9(2)

On Fri, 11 Aug 2023 at 13:06, Michealle Gelderblom
<Michealle.Gelderblom@takinaevents.co.nz> wrote:

Hi s
9(2)

The public Liability is in the contract on page 6 under General, you just need to select yea or no

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(i) <s 9(2)(a)>
Sent: Friday, August 11, 2023 12:53 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>
Subject: Re: Contract

Hi Michealle

Quick question before I get s to sign. Would would like to use Takina Events Public Insurance for s 9(2)(i) per day. Does this need to be added to the contract? or can I get s 9(2) to sign it now.

Thanks

s 9(2)

On Wed, 9 Aug 2023 at 12:11, Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz> wrote:

Good afternoon, s 9(2)

Thank you for confirming s 9(2)(i) **Conference 2024** with Takina Events. We look forward to welcoming you into our spaces.

Please find attached the contract for your review.

Could you return a signed copy of the contract (included terms & conditions) **by 18/08/23**.

If you anticipate needing an extension on this, please let me know. After this deadline, we reserve the right to release the spaces to another client if we haven't heard back from you.

Once we receive the signed contract and the countersigned copy is sent, the agreement becomes binding.

Please let me know the contact person in your office who we should forward any invoices to. If your company uses Purchase Orders, kindly let me know the Purchase Order number for this event, and we will plan to include that on our invoice.

If your Public Liability Insurance doesn't meet our required amount of s 9(2), you can also use Takina Events Public Insurance for s 9(2)(i) per day.

Thank you again for choosing our spaces, we look forward to working with your team.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

nga mihi

s 9(2)(i) **Conference Coordinator**

s s 9(2)(a)

s 9(2)(a)

s 9(2)(i) **Membership Coordinator**

s s 9(2)(a)

s s 9(2)(a)



nga mihi

s 9(2)(i) **Conference Coordinator**

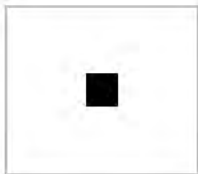
s s 9(2)(a)

s 9(2)(a)

s 9(2)(i) **Membership Coordinator**

s s 9(2)(a)

s s 9(2)(a)



From: [Michealle Gelderblom](#)
To: s 9(2)(i)
Cc: [Victoria Drinnan](#)
Subject: Introduction Email
Date: Tuesday, 26 September 2023 4:28:00 pm
Attachments: s s [Conference 2024 Counter Signed Contract 04-04-24 to 05-04-24.pdf](#)

Good afternoon, s
9(2)

Hope my email finds you well.

I am pleased now to introduce you to Victoria, our coordinator that will look after your event
She is great and you will love working with her.

I have reattached our contract and have passed all info to her.

Victoria Drinnan contact details are:

E: victoria.drinnan@takinaevents.co.nz

M: +64 21 s 9(2)(a)

Victoria will be in touch with you over the next weeks or so to start working on your event.

Thanks again s for choosing to work with Takina Events, we look forward to welcome you into
our spaces. 9(2)

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events



PO Box 467 150 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz

Hi [redacted]
[redacted]
[redacted]

Hi [redacted]

Hi [redacted] I'm sorry to hear that you're having trouble with your account. I'll do my best to help you get it sorted out.

Could you please provide me with a screenshot of the error message you're seeing? This will help me understand the issue better.

Hi [redacted]
[redacted]
[redacted]



Hi [redacted]
[redacted]
[redacted]

Hi [redacted] I'm sorry to hear that you're having trouble with your account. I'll do my best to help you get it sorted out.

Could you please provide me with a screenshot of the error message you're seeing? This will help me understand the issue better.

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[redacted]
[redacted]



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[redacted]
[redacted]

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[redacted]
[redacted]

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Hi [redacted]
[redacted]
[redacted]

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Hi [redacted] I'm sorry to hear that you're having trouble with your account. I'll do my best to help you get it sorted out.



Hi [redacted]
[redacted]
[redacted]

Hi [redacted] I'm sorry to hear that you're having trouble with your account. I'll do my best to help you get it sorted out.

Hi [redacted]
[redacted]
[redacted]

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Hi [redacted]
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[redacted]



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[redacted]
[redacted]

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Hi [redacted]
[redacted]
[redacted]

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Hi [redacted] I'm sorry to hear that you're having trouble with your account. I'll do my best to help you get it sorted out.

Hi [redacted]
[redacted]
[redacted]

Hi,
I have received your message regarding the...
I will be happy to assist you with this...
Thank you for your interest in Tākina Events.



Flexible spaces, latest technology & local cuisine

Click here to discover our range of event packages



Hi,
I have received your message regarding the...
I will be happy to assist you with this...
Thank you for your interest in Tākina Events.

I had another thought - I will carry out 2017 sales for 11 spaces 2.5, 2.2 and 2.1, plus the below spaces 17 and 18. I will also carry out 2017 sales for 2.1, 2.2 and 2.3. I will also carry out 2017 sales for 2.1, 2.2 and 2.3. I will also carry out 2017 sales for 2.1, 2.2 and 2.3.



Hi,
I have received your message regarding the...
I will be happy to assist you with this...
Thank you for your interest in Tākina Events.

9(2)(2)() 9(2)()

I will be happy to assist you with this...
Thank you for your interest in Tākina Events.

CATERING

I will be happy to assist you with this...
Thank you for your interest in Tākina Events.

I will be happy to assist you with this...
Thank you for your interest in Tākina Events.

Hi,
I have received your message regarding the...
I will be happy to assist you with this...
Thank you for your interest in Tākina Events.



Flexible spaces, latest technology & local cuisine

Click here to discover our range of event packages



Dear [redacted],
Thank you for your interest in Takina Events. We are pleased to hear that you are considering us for your next event. We offer a range of flexible spaces, latest technology, and local cuisine to ensure your event is a success.
To learn more about our event packages, please click here: [\[redacted\]](#)
If you have any questions, please do not hesitate to contact us.
Yours faithfully,
[redacted]
Event Manager



Flexible spaces, latest technology & local cuisine

Click here to discover our range of event packages



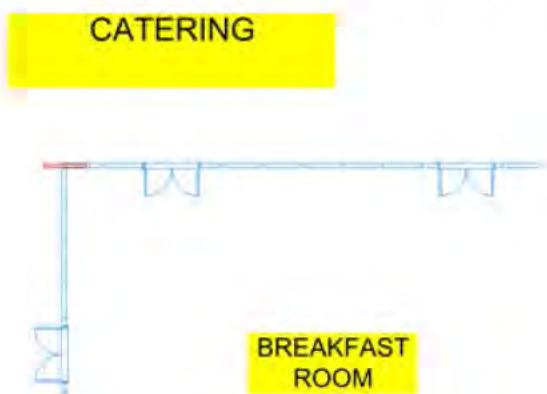
Dear [redacted],
Thank you for your interest in Takina Events. We are pleased to hear that you are considering us for your next event. We offer a range of flexible spaces, latest technology, and local cuisine to ensure your event is a success.
To learn more about our event packages, please click here: [\[redacted\]](#)
If you have any questions, please do not hesitate to contact us.
Yours faithfully,
[redacted]
Event Manager

From: [Martina Cenzato](#)
To: s 9(2)
Subject: quotations - Te Papa and Takina CEC
Date: Friday, 16 June 2023 8:31:00 am
Attachments: s possible set up.pdf
image002.png
s 07-08 MAR 2024 Quote @ Te Papa.pdf
s 04-05 APR 2024 Quote @ Takina.pdf

Kia ora s

It was lovely to talk to you over the phone on Tuesday.

Apologies this took a little longer than expected – I had a time to check with our operational team if we could set up Level 2 at Takina as per attached floorplan and they confirmed that this is possible. However, please note that the corner of the wall delimiting the breakfast will stick out (mark in red). We might need to think with s 9(2)(a) on how to set up the trade in a way that can maybe ag around this.



I assume that in the catering and trade area indicated in the attached floorplan we should be able to welcome 30 booths, 1.8m x 3m, but we will need to have a floorplan done by s 9(2)(a)

On this email I have also attached quotation to welcome this event in Te Papa and Takina.

I am happy to offer 50% off on venue hire trade rate for the pack in day, on both Te Papa and Takina spaces.

For Takina you can welcome the registration desk in the Tawhirimatea Foyer.

Let me know if attached quotations are good and understandable, happy to chat further should you have any questions. Also happy to do a site visit of both venues

Thanks and looking forward to hearing from you.

Nga mihi

Martina Cenzato

Senior Account Manager

Takina Events

PO Box 467 ,55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: s 9(2)(a) <s 9(2)(a)>
Sent: Thursday, June 15, 2023 11:07 AM
To: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Subject: Re: s 9(2) Phone call

Hi Martina
Just wondering if you had a chance to get the quote prepared for the Tawhirimatea space at Takina that we chatted about the other day? (and the options at Te Papa as well).
Thanks

s
9(2)(2)
Business Manager

s 9(2)(i) – your business support specialists

E s 9(2) M s 9(2)(a)

W [www.s 9\(2\)\(i\) LinkedIn](http://www.s 9(2)(i) LinkedIn)



s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

On Mon, 12 Jun 2023 at 16:11, Martina Cenzato <Martina.Cenzato@takinaevents.co.nz> wrote:

Great, talk to you then.
Have a good evening!

Nga mihi
Martina Cenzato
Senior Account Manager
Takina Events
PO Box 467, 55 Cable Street, Wellington 6011
Email: martina.cenzato@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: s 9(2)(a) <s 9(2)(a)>
Sent: Monday, June 12, 2023 4:07 PM
To: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Subject: Re: s 9(2) Phone call

Yes 12.45pm tomorrow works for me. Chat then.
Thank you!!

s
9(2
)
(a)(2)
Business Manager

s 9(2)(i) – your business support specialists

F s 9(2) M s 9(2)(a)

W [www.s 9\(2\)\(i\)](http://www.s 9(2)(i).co.nz) [LinkedIn](#)



s 9(2)(a) s 9(2)(a) s 9(2)(a)

On Mon, 12 Jun 2023 at 16:05, Martina Cenzato <Martina.Cenzato@takinaevents.co.nz> wrote:

Thanks s
Let's chat tomorrow regarding your requirements

I have a site visit at 1.30pm, is there a way I can call you at 12.45pm? this will give us at least 30 minutes to chat – or I can do after 2.15pm.

I have pencilled in Te Papa and Takina spaces for now, so we won't lose the availability.

Thanks
Martina

From: s 9(2)(a) <s 9(2)(a)>
Sent: Monday, June 12, 2023 2:13 PM
To: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Subject: Re: s 9(2)(i) s 9(2) Conference 2024

Thanks for this info Martina! I'd love to chat over the phone a bit more about the Tawhirimatea space at Takina and if it might work for us.

In brief we need spaces for:

- about 300 theatre style seating
- 30 booths for exhibition/trade and catering in this area (morning tea, lunch, afternoon tea)
- Space for approx 150-200 for cocktails (Thursday night)
- Seated breakfast on Friday for around 140 people

Are you free tomorrow at 1pm for a phone call?

Do you think we should tentatively pencil in Tawhirimatea space over the 3-5 April 2024? AND also pencil in Te Papa (Oceania, Soundings, The Rangimarie Rooms for 6-8 March 2024?)

Once I have all info I can set a meeting up with the committee to go over everything and then lock it in.

Thanks

s
9(2)
) (2)
Business Manager

s 9(2)(i) – your business support specialists

E s 9(2) M s 9(2)(a)

W [www.s 9\(2\)\(i\) LinkedIn](http://www.s 9(2)(i) LinkedIn)



s 9(2)(a) s 9(2)(a) s 9(2)(a)

On Mon, 12 Jun 2023 at 12:34, Martina Cenzato <Martina.Cenzato@takinaevents.co.nz> wrote:

Kia ora s
Happy Monday

Apologies for the delay on getting back to you.

Te Papa:

I have checked availability of our venues and at the moment for the below dates I don't have a first tentative hold at Te Papa.

I can offer **first availability on WED 6th to FRI 8th MAR 2024 of Soundings and Oceania** if works at your end.

I would like to note that Te Marae has been put on hold for now and we are unable to offer it as venue space for new events in there. Our Tikanga is revisiting the purpose of Te Papa Te Marae at this point in time and focusing on the Kaupapa that this place represent.

Therefore we can propose another space for breakfast, would you consider Icon Room or The Rangimarie

Rooms?

This venue can accommodate around 100 people in banquet style, The Rangimarie Rooms can welcome up to 140 people in banquet style – how many people are expecting for this event?

In terms of costings, this is what we can offer at Te Papa:

Oceania at **s 9(2)(i)** per day (happy to offer a 50% off on the pack in day – WED) – no AV included in this rate

Soundings Theatre at **s 9(2)(i)** day; standard AV included > please note that 2x AV technicians are required to operate equipment, these are costed at **s 9(2)(i)** per hour, per operator, min 4 hour call.

Wellington Foyer (on THU AM only) – complimentary if usage is for registration and arrival tea and coffee service only – to be vacated by 9am.

Icon Room at **s 9(2)(i)** or The Rangimarie Rooms at **s 9(2)(i)** standard AV is included on these rates.

Takina:

At Takina we don't have a theatre-type venue such as Soundings, however we can set up venues there in a theatre style.

I currently have **availability 3rd to 5th APR 2024 on level 2, Tawhirimatea venue.**

This room can be divided up and we could use part of the room to welcome **s 9(2)** plenary and part of the venue to welcome trade and catering OR we could use the Gallery area to accommodate the trade and catering (please note that the Gallery envision to welcome a max of 20 booths 1.8x3m with catering for 500 people). If we are using the gallery area for trade and catering, we could set up the other part of Tawhirimatea for breakfast purposes.

Tawhirimatea has a venue hire of **s 9(2)(i)** per day; basic AV is included on each plenary - please note that stage and wash lights are an additional cost.

On the pack in day, WED, we can offer a 50% off this rate.

There is a smaller room located on this floor, Whatitai, which can accommodate around 70 people in banquet style. I haven't quote for this one, but let me know if you think you could use this space.

I have attached a couple of floorplans for you to check.

Let me know what you think about this and I will be pleased to send a formal proposal.

Nga mihi

Martina Cenzato

Senior Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**

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From: s 9(2)(a) <s 9(2)(a)>
Sent: Thursday, June 8, 2023 4:23 PM
To: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Subject: Re: s 9(2)(i) s 9(2) Conference 2024

Hi Martina

Can you please let me know if Te Papa (Soundings Theatre, Oceania Room are available on the below dates - as well as using Wellington Foyer for early morning Thursday and Te Marae for breakfast on the Friday?) or if the new spaces at Takina Convention Centre might suit us and be available? Do they have a theatre-type area? Yes we usually have around 25-30 exhibitors in booths? and around 300 delegates.

Wed 13th, Thur 14th and Friday 15th March 2024
Wed 20th, Thurs 21st and Friday 22nd March
Wed 3rd, Thur 4th and Friday 5th April

Thanks

s
9(2)(2)
Business Manager

s 9(2)(i) – your business support specialists

E s 9(2) M s 9(2)(a)

W [www.s 9\(2\)\(i\) LinkedIn](http://www.s 9(2)(i) LinkedIn)



s 9(2)(a) s 9(2)(a) s 9(2)(a)

On Wed, 7 Jun 2023 at 15:05, Martina Cenzato <Martina.Cenzato@takinaevents.co.nz> wrote:

Kia ora s
Hope you are well.

Just following up on the below, let me know if I can assist by sending availability – thanks.

Nga mihi

Martina Cenzato

Senior Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**

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From: Martina Cenzato

Sent: Wednesday, May 31, 2023 4:56 PM

To: **s 9(2)(a)** <**s 9(2)(a)**>

Subject: RE: **s 9(2)(i)** **s 9(2)** Conference 2024

Thanks **s**

I have to say that some weeks are getting busier than others – Last year you welcomed your event on WED-FRU, would you consider MON-WED?

Also, are you looking to have still around 25-30 exhibitors or more? All on tables or on booths?

I am able then to give you some dates

Nga mihi

Martina Cenzato

Senior Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**

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From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, May 31, 2023 1:32 PM
To: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Subject: Re: s 9(2)(i) s 9(2) Conference 2024

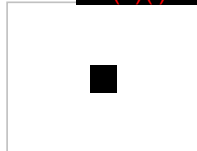
We do generally have it in March - what is the current availability?

s 9(2)
Business Manager

s 9(2)(i) – your business support specialists

E s 9(2) M s 9(2)(a)

W [www.s 9\(2\)\(i\)](http://www.s 9(2)(i).co.nz) [LinkedIn](#)



s 9(2)(a) s 9(2)(a) s 9(2)(a)

On Wed, 31 May 2023 at 11:26, Martina Cenzato <Martina.Cenzato@takinaevents.co.nz> wrote:

I am really pleased you had a good experience with our team and venues
Do you have already a period in mind or is still all in decision?

Let's keep in touch, I will be happy to assist with availability.

Have a good long weekend ahead.

Nga mihi
Martina Cenzato
Senior Account Manager
Takina Events
PO Box 467 !55 Cable Street, Wellington 6011
Email: martina.cenzato@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

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From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, May 31, 2023 11:11 AM
To: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Subject: Re: s 9(2)(i) s 9(2) Conference 2024

Kia ora Martina

I am just sorting a meeting with the committee to see if we can lock a date in and I will let you know ASAP. We really enjoy having our conferences with you!

Talk soon

s

9(2)

) (2)

Business Manager

s 9(2)(i) – your business support specialists

E s 9(2) M s 9(2)(a)

W [www.s 9\(2\)\(i\)](#) [LinkedIn](#)



s 9(2)(a) s 9(2)(a) s 9(2)(a)

On Mon, 29 May 2023 at 16:52, Martina Cenzato <Martina.Cenzato@takinaevents.co.nz> wrote:

Kia ora s

Hope my email finds you well – this is Martina from Takina Events.

We welcome the s 9(2) conference at Te Papa in March this year and would like to understand if I can assist you in booking a conference venue for 2024

Let me know if we can chat further.

Nga mihi

Martina Cenzato

Senior Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

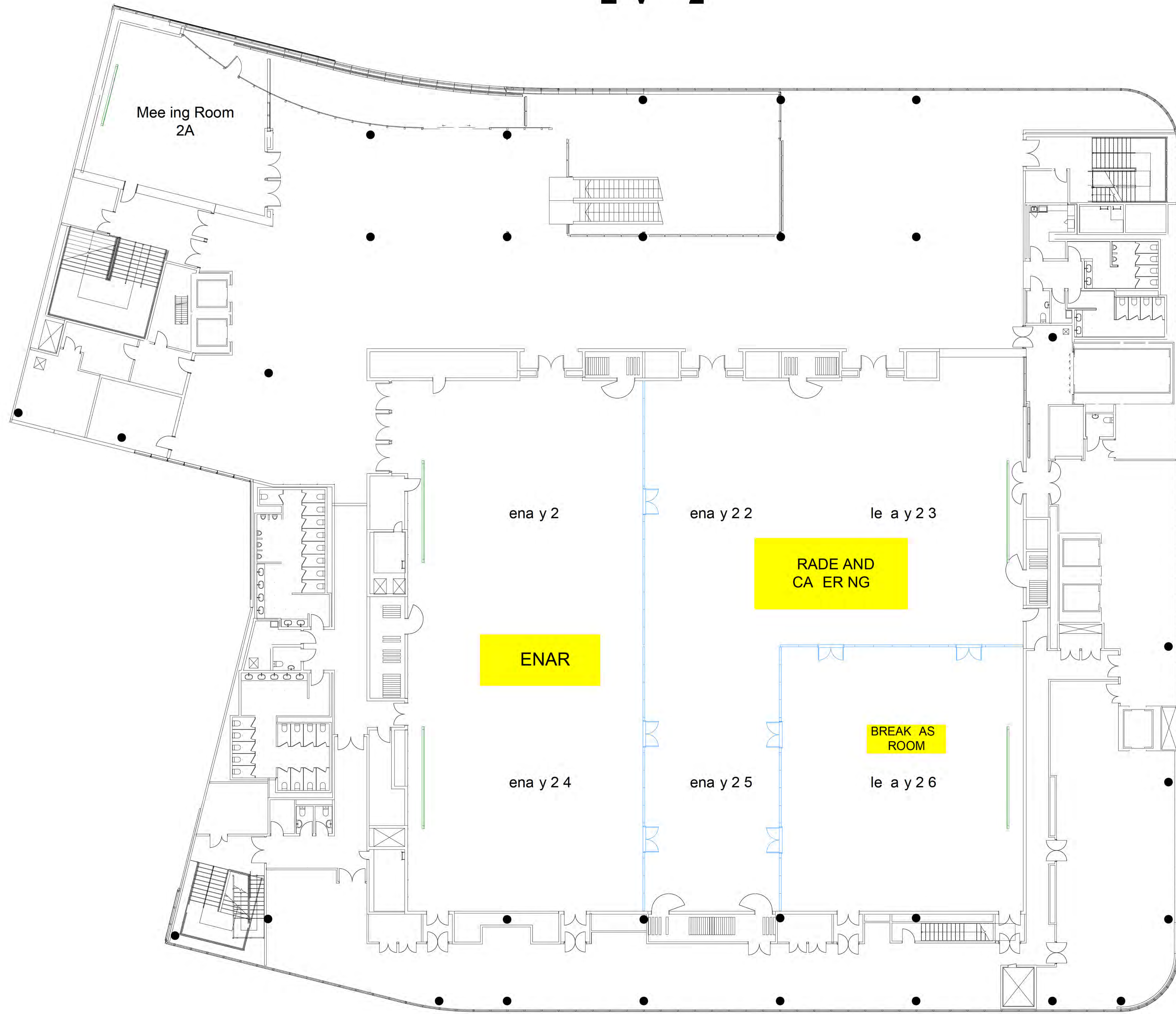
Mobile: +64 **s 9(2)(a)**

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LV 2



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ENAR

BREAK AS
ROOM

ena y 24

ena y 25

le a y 26



From: [Martina Cenzato](#)
To: [Reynold Henkel](#)
Subject: RE: While you are checking Level 2 moving of the walls - another floorplan to be checked, thanks
Date: Thursday, 15 June 2023 12:52:00 pm
Attachments: [possible set up.pdf](#)
[Floor Plan v3 - via \[REDACTED\].pdf](#)

Hi Reynold

Attached are the two floorplans that I am asking to check

The one called [\[REDACTED\]](#) is the one Andrew passed to you

thanks

Nga mihi

Martina Cenzato

Senior Account Manager

Takina Events

PO Box 467, 55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 [\[REDACTED\]](#)

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From: Martina Cenzato

Sent: Wednesday, June 14, 2023 9:42 AM

To: Reynold Henkel <Reynold.Henkel@takinaevents.co.nz>

Subject: While you are checking Level 2 moving of the walls - another floorplan to be checked, thanks

Hi Reynold

While you are checking the wall movements from the floorplan we gave you yesterday, could I check with you as well if the attached set up is possible?

Or mirroring this set up.

The plenary doesn't need to be split up during the day.

thanks

Nga mihi

Martina Cenzato

Senior Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**

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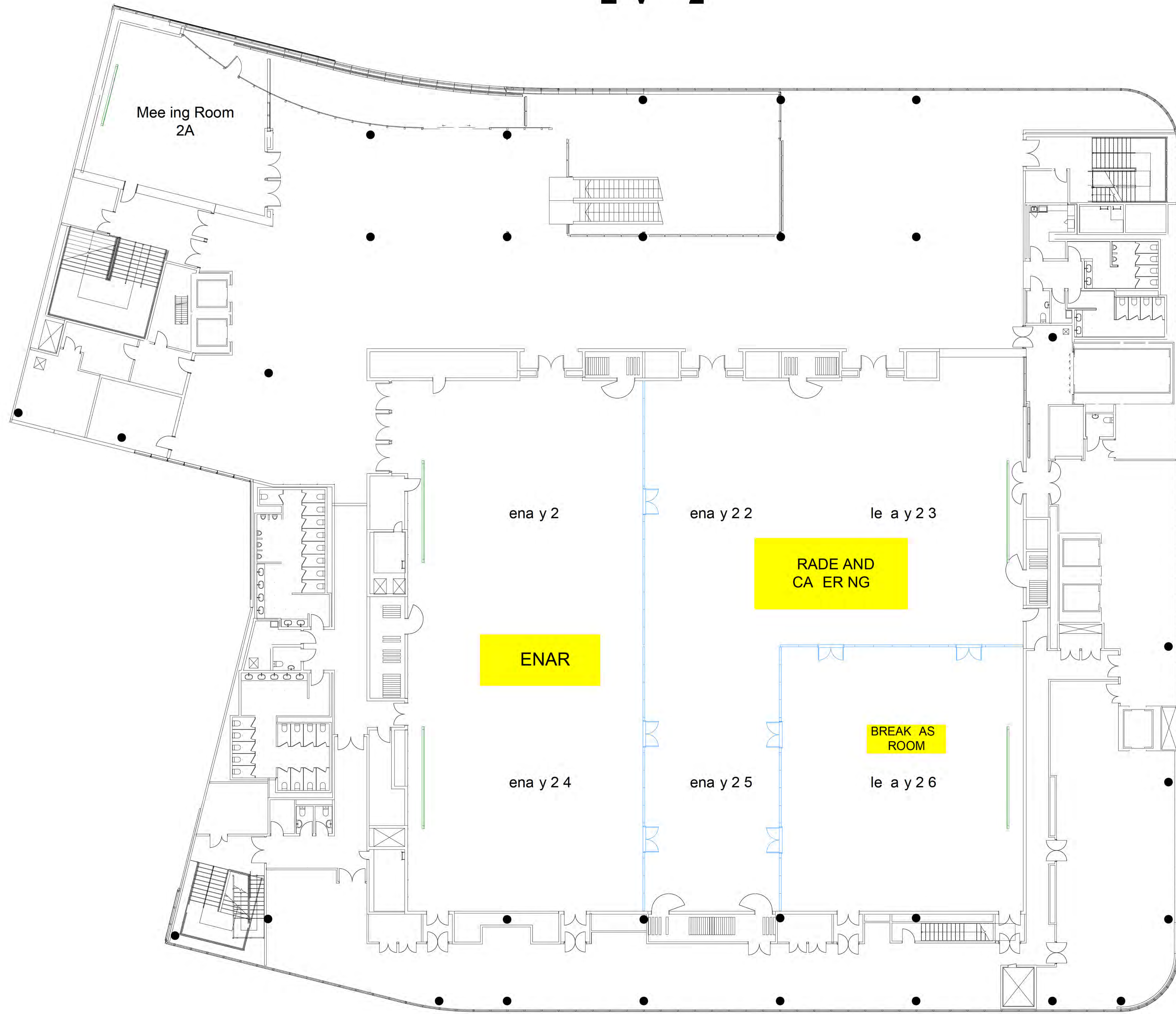


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Drawn by: Peek Display
 Stand Size: As indicated
 Scale: 1:300
 Initial Plan date: 30 March 2023
 Revised Plan date: 31 March 2023
 Drawing Number: 3

Client: BEW Event Co-ordinator: Anesu Maforimbo Show Dates: TBC Shell scheme type: Frontrunner

Project: s 9(2)(i)
 Room/Level: Level 2
 Venue: Tākina

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From: [Reynold Henkel](#)
To: [Martina Cenzato](#)
Subject: RE: While you are checking Level 2 moving of the walls - another floorplan to be checked, thanks
Date: Thursday, 15 June 2023 5:00:00 pm
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)

Both okay to do.

From: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>
Sent: Thursday, June 15, 2023 2:48 PM
To: Reynold Henkel <Reynold.Henkel@takinaevents.co.nz>; s 9(2) Seru <s 9(2) Seru@tepapa.govt.nz>
Subject: RE: While you are checking Level 2 moving of the walls - another floorplan to be checked, thanks

Thanks Reynold!
This is great!

I assume the other floorplan is not possible, correct?

Nga mihi

Martina Cenzato

Senior Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

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From: Reynold Henkel <Reynold.Henkel@takinaevents.co.nz>

Sent: Thursday, June 15, 2023 2:13 PM

To: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>; s 9(2) Seru <s 9(2) Seru@tepapa.govt.nz>

Subject: Fwd: While you are checking Level 2 moving of the walls - another floorplan to be checked, thanks

Martina al good

Get [Outlook for Android](#)

From: s 9(2)(a) <s 9(2)(a)>

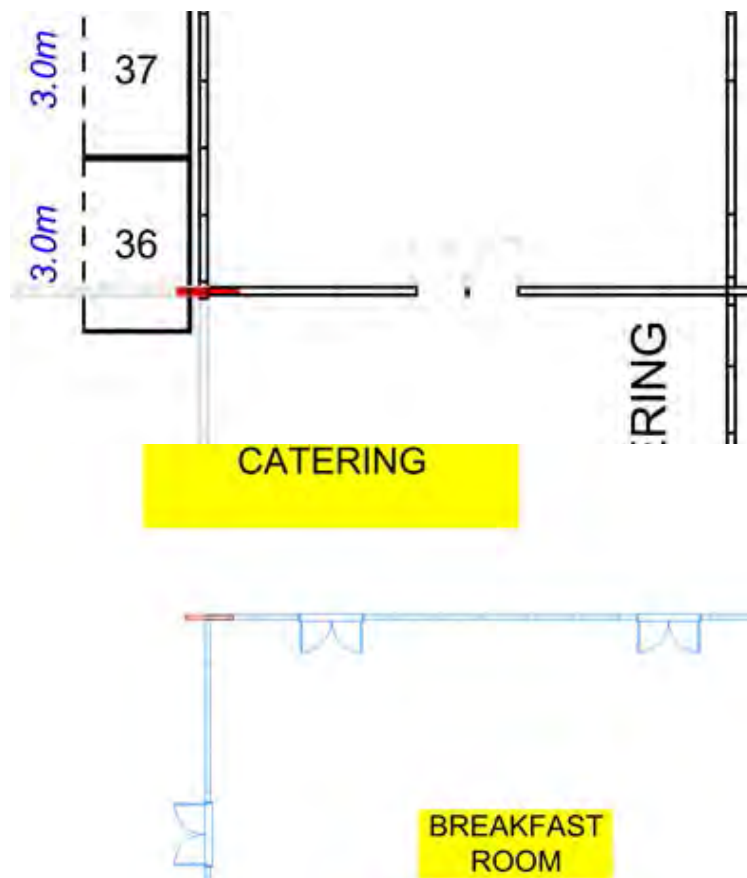
Sent: Thursday, June 15, 2023 1:21:15 PM

To: Reynold Henkel <Reynold.Henkel@takinaevents.co.nz>; s 9(2)(a) <s 9(2)(a)>

Subject: RE: While you are checking Level 2 moving of the walls - another floorplan to be checked, thanks

Hi Reynold,

Those layouts are possible but I think you may end up with sections of the wall protruding into the areas as shown below in red.



s 9(2)(a)

P s 9(2)(a)

E s 9(2)(a)

www.lmcguinness.co.nz

Wellington 9 Francis Place, 6011, PO Box 9639 Marion Square, 6141
Phone: (04) 384 8455

s 9(2)(a)



From: Reynold Henkel <Reynold.Henkel@takinaevents.co.nz>

Sent: Thursday, 15 June 2023 1:08 pm

To: s 9(2)(a) <s 9(2)(a)> s 9(2)(a) <s 9(2)(a)>

Subject: FW: While you are checking Level 2 moving of the walls - another floorplan to be checked, thanks

Good Day Gents

Are these configurations of the walls possible.

Thanks

Reynold

From: Martina Cenzato <Martina.Cenzato@takinaevents.co.nz>

Sent: Thursday, June 15, 2023 12:54 PM

To: Reynold Henkel <Reynold.Henkel@takinaevents.co.nz>

Subject: RE: While you are checking Level 2 moving of the walls - another floorplan to be checked, thanks

Hi Reynold

Attached are the two floorplans that I am asking to check

The one called s 9(2) is the one Andrew passed to you

thanks

Nga mihi

Martina Cenzato

Senior Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

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From: Martina Cenzato

Sent: Wednesday, June 14, 2023 9:42 AM

To: Reynold Henkel <Reynold.Henkel@takinaevents.co.nz>

Subject: While you are checking Level 2 moving of the walls - another floorplan to be checked, thanks

Hi Reynold

While you are checking the wall movements from the floorplan we gave you yesterday, could I check with you as well if the attached set up is possible?

Or mirroring this set up.

The plenary doesn't need to be split up during the day.

thanks

Nga mihi

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Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**

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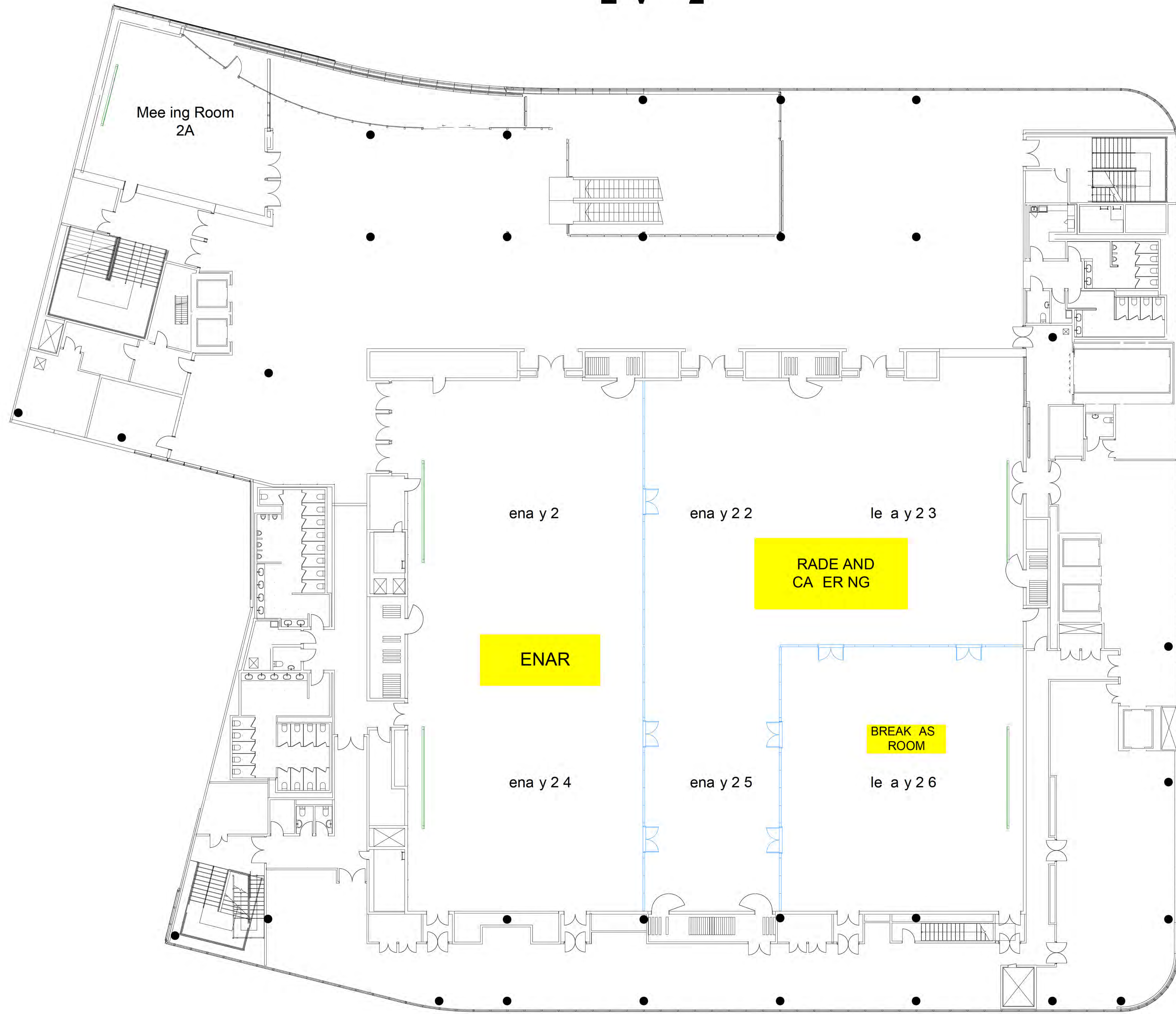


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Redacted text with redaction codes 9(2)(2)() and 9(2)()

Subject line and introductory text of an email, including a redaction code S.



Main body of the email containing details about catering services, including a redaction code S.

Advertisement for TAKINA EVENTS featuring a large aerial photograph of a modern building complex. The text reads: 'Flexible spaces, latest technology & local cuisine. Click here to discover our range of event packages'.

Text block below the advertisement, including a redaction code S.

Redacted text with redaction codes 9(2)(2)() and 9(2)()

Subject line and introductory text of a second email, including a redaction code S.



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Dear [redacted],
Thank you for your interest in [redacted].

Thank you for your interest in [redacted].

[redacted]

[redacted]

[redacted]

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[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

Thank you for sharing your contact details

Hi,
Service Account Manager
0800 400 500
Email: service@takinaevents.co.nz
Website: www.takinaevents.co.nz



From: [Redacted] <[Redacted]>
To: [Redacted] <[Redacted]>
Subject: [Redacted]

Hi [Redacted],

Thank you for your interest in Takina Events.

We are currently looking for people to join our team.

Are you interested in joining our team?

Let's keep in touch for the happy news we'll share with you.

Have a great weekend ahead!

On Wed, 31 May 2023 at 11:26 AM, [Redacted] <[Redacted]> wrote:

Hi [Redacted],

Thank you for your interest in Takina Events.

We are currently looking for people to join our team.

Are you interested in joining our team?

Let's keep in touch for the happy news we'll share with you.

Have a great weekend ahead!

Hi,
Service Account Manager
0800 400 500
Email: service@takinaevents.co.nz
Website: www.takinaevents.co.nz



From: [Redacted] <[Redacted]>
To: [Redacted] <[Redacted]>
Subject: [Redacted]

Hi [Redacted],

Thank you for your interest in Takina Events. We are currently looking for people to join our team.

Are you interested in joining our team?

Let's keep in touch for the happy news we'll share with you.

From: [Redacted]
To: [Redacted]
Subject: [Redacted]

Hi [Redacted],
I hope you had a good day with your presentation.

Thank you for [Redacted]



Hi [Redacted],
I hope you had a good day with your presentation.



Hi [Redacted],
I hope you had a good day with your presentation.

Hi [Redacted],
I hope you had a good day with your presentation.

Thank you for [Redacted]

Hi [Redacted],
I hope you had a good day with your presentation.

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I hope you had a good day with your presentation.



Hi [Redacted],
I hope you had a good day with your presentation.

Hi [Redacted],
I hope you had a good day with your presentation.

Hi [Redacted],
I hope you had a good day with your presentation.

From: [Redacted]
To: [Redacted]
Subject: [Redacted]



Dear [Redacted],

Thank you for your interest in our products. We are pleased to hear that you are considering our solutions for your organization.

Best regards,
[Redacted]

[Redacted]

9(2)(2)() 9(2)()

Thank you for your interest in our products. We are pleased to hear that you are considering our solutions for your organization.

Best regards,
[Redacted]

[Redacted]



Dear [Redacted],

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[Redacted]

9(2)(2)() 9(2)()

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[Redacted]



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Best regards,
[Redacted]

[Redacted]

9(2)(2)() 9(2)()

14/03/2024 11:27 AM
The Mayor of Christchurch
14/03/2024 11:27 AM
The Mayor of Christchurch
14/03/2024 11:27 AM
The Mayor of Christchurch



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14/03/2024 11:27 AM
The Mayor of Christchurch



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Hi, My name is [REDACTED]

My phone number is [REDACTED] and my email is [REDACTED]

I have [REDACTED] and I am interested in your event on [REDACTED] at [REDACTED] on [REDACTED]

As a [REDACTED] I am looking to have a [REDACTED] on [REDACTED] at [REDACTED] on [REDACTED]

I am interested to know you can do [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

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My [REDACTED]

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My [REDACTED]

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My [REDACTED]

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My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]



Flexible spaces, latest technology & local cuisine

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Hi, My name is [REDACTED]

My phone number is [REDACTED] and my email is [REDACTED]

I have [REDACTED] and I am interested in your event on [REDACTED] at [REDACTED] on [REDACTED]

As a [REDACTED] I am looking to have a [REDACTED] on [REDACTED] at [REDACTED] on [REDACTED]

I am interested to know you can do [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

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My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

9(2)() 9(2)()

On Wed 24 May 2023 at 12:12 pm, [REDACTED] <[REDACTED]> wrote:

I have [REDACTED] and I am interested in your event on [REDACTED] at [REDACTED] on [REDACTED]

As a [REDACTED] I am looking to have a [REDACTED] on [REDACTED] at [REDACTED] on [REDACTED]

I am interested to know you can do [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

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My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

My [REDACTED]

From: s 9(2)(a)
To: [Michealle Gelderblom](#)
Cc: [Aaron Telford](#); [Takina Site Visits](#)
Subject: Re: s Site Visit MG
Date: Wednesday, 5 July 2023 3:17:09 pm

Thanks Michealle.

It will be myself and Victoria, and possibly one other. But I will confirm that with you next week.

We look forward to meeting with you on the 17th of July 2023 at 11:00am.

Thanks

s
9(2)

(a) 2(a)

Business Manager

s 9(2)(i) – your business support specialists

E s 9(2)(a) M s 9(2)(a)

W [www.s 9\(2\)\(i\)](#) [LinkedIn](#)



s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

On Tue, 4 Jul 2023 at 08:53, Michealle Gelderblom
<Michealle.Gelderblom@takinaevents.co.nz> wrote:

Good morning, s
9(2)

I am looking forward to meeting with you on the 17th of July 2023 at 11:00am.

Please can we meet over at Takina on the ground floor by the escalators. If you could let me know how many will be attending the site visit, I would appreciate it.

Have a Great Day Further.

Kind Regards

Michealle Gelderblom

Account Manager

Takina Events



PO Box 467 150 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: [Michealle Gelderblom](#)
To: s 9(2)
Cc: [Michealle Gelderblom](#)
Subject: RE: s Site Visit MG
Date: Thursday, 6 July 2023 8:02:40 am

Good morning, s
9(2)

Thank you for the information. See you on the 17th of July

Have a Great Day

Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events



PO Box 467 | 50 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, July 5, 2023 3:16 PM
To: Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz>

Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>; Takina Site Visits <TakinaSiteVisits@tepapa.govt.nz>
Subject: Re: s 9(2) Site Visit MG

Thanks Michealle.

It will be myself and Victoria, and possibly one other. But I will confirm that with you next week.

We look forward to meeting with you on the 17th of July 2023 at 11:00am.

Thanks

s
9(2)
(a)
Business Manager

s 9(2)(i) – your business support specialists

E s 9(2)(a) M s 9(2)(a)

W [www.s 9\(2\)\(i\) LinkedIn](http://www.s 9(2)(i) LinkedIn)



s 9(2)(a) s 9(2)(a) s 9(2)(a)

On Tue, 4 Jul 2023 at 08:53, Michealle Gelderblom <Michealle.Gelderblom@takinaevents.co.nz> wrote:

Good morning, s 9(2)

I am looking forward to meeting with you on the 17th of July 2023 at 11:00am.

Please can we meet over at Takina on the ground floor by the escalators. If you could let me know how many will be attending the site visit, I would appreciate it.

Have a Great Day Further.

Kind Regards

Michealle Gelderblom

Account Manager

Takina Events



PO Box 467 150 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

From: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
To: s 9(2)(a)
Cc: [Michealle Gelderblom](mailto:Michealle.Gelderblom@takinaevents.co.nz)
Subject: S - Site visit
Date: Monday, 17 July 2023 2:41:10 pm

Hi s
9(2)

I just wanted to take the time to thank you for taking the time to have a look at the space and if you have any questions please don't hesitate to contact me.

I look forward to hearing from you soon.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a)
To: Michealle.Gelderblom
Subject: Re: s - Site visit
Date: Monday, 17 July 2023 3:35:10 pm

Hi Michealle

Thank you! It was so neat to have a walkthrough. Very impressed!

I will be in touch over the next few days once I've heard back from our client.

One question I did think of after I left was, instead of theatre-style seating, is there the option of having those oval tables and chairs in the plenary space, and if so how many delegates can fit with that style seating? I'll go back with that as an option too.

Thanks

s
9(2)

(a) 2(a)

Business Manager

s 9(2)(i) – your business support specialists

E s 9(2)(a) M s 9(2)(a)

w [www.s 9\(2\)\(i\)](http://www.s 9(2)(i).linkedin) [LinkedIn](#)



s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

On Mon, 17 Jul 2023 at 14:41, Michealle Gelderblom
<Michealle.Gelderblom@takinaevents.co.nz> wrote:

Hi s
9(2)

I just wanted to take the time to thank you for taking the time to have a look at the space and If you have any questions please don't hesitate to contact me.

I look forward to hearing from you soon.

Nga mihi,

Michealle Gelderblom

Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**



TAKINA
EVENTS

Te Whare Whakahuihui
Iwi o te Motu
The Nation's Meeting Place



Museum of New Zealand
Te Papa Tongarewa
Tākina Wellington Convention
& Exhibition Centre

Two stunning
venues
One experienced
team

From: s s
To: [Tara Terry](#)
Cc: [Michealle Gelderblom](#)
Subject: Floor plan for s 9(2)(i)
Date: Friday, 1 September 2023 5:47:04 pm
Attachments: [image001.png](#)
s 9(2)(i) -2024 floor plan.pdf

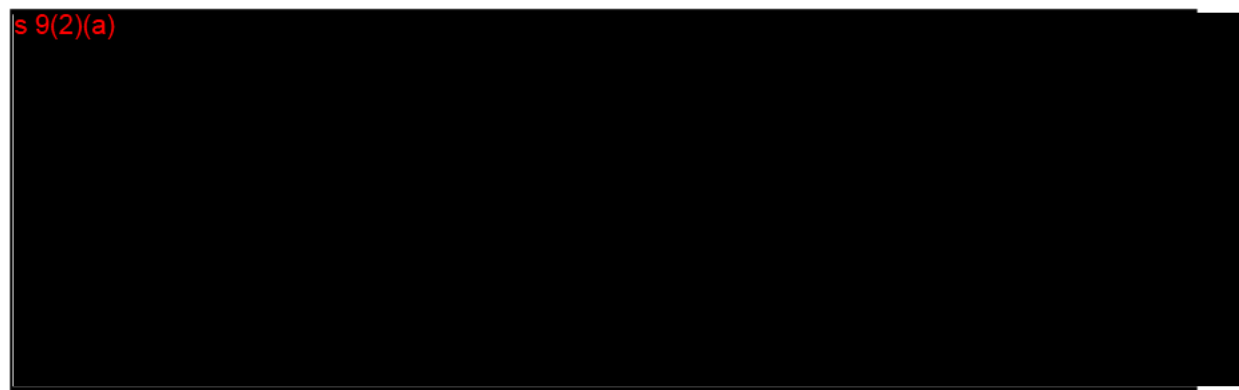
Have you been confirmed as our coordinator for this event yet?

If so here's the proposed floor plan for the exhibition build for this event.

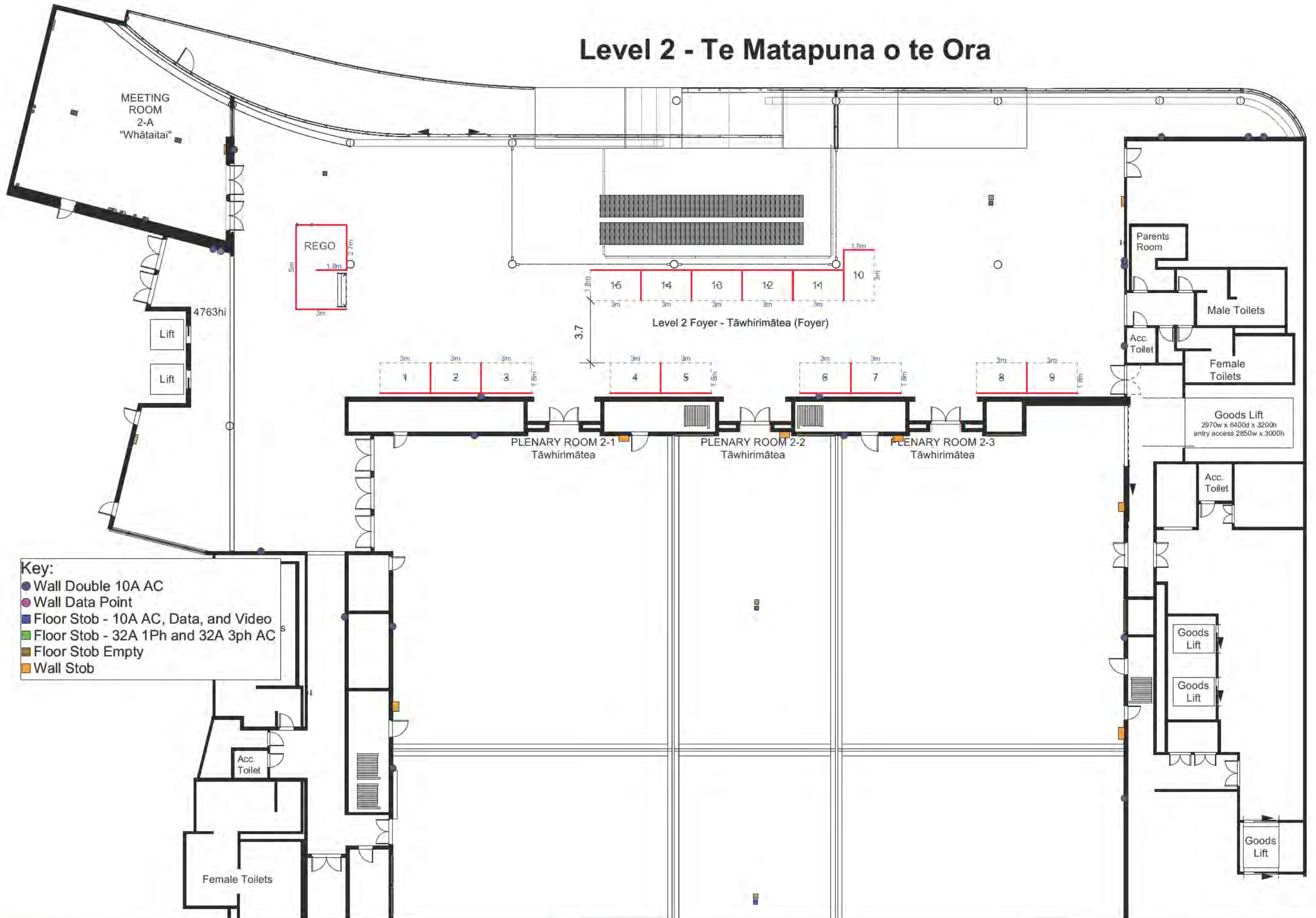
Warmest regards

s 9(2)
()

s 9(2)(a)



Level 2 - Te Matapuna o te Ora



5 9(2)(1)

5 9(2)(1)

2024

Venue: Tāwhirimātea (Foyer), Takina | Stand Size: 3m x 1.8m

Coordinator: 5
 Event Date: 18-19 March conference
 Designer: DA250823
 Scale: A3
 Drawing: 5 9(2)(1) 2024v02

Venue sign off
 Signature:
 Date:

From: [REDACTED]
To: [REDACTED]
Subject: Counter Signed Contract
Date: Tuesday, 22 August 2023 11:06:27 am
Attachments: [REDACTED].pdf
[REDACTED].pdf

Thanks, hopefully the same as [REDACTED]

Cheer [REDACTED]

From: Michelle Gelderblom <[REDACTED]@takinaevents.co.nz>
Sent: Tuesday, August 22, 2023 11:06 AM
To: [REDACTED] s 9(2)(a)
Cc: Michelle Gelderblom <[REDACTED]@takinaevents.co.nz>
Subject: RE: s 9(2) Counter Signed Contract

H [REDACTED]

Please find attached counter signed contract. Once a coordinator is assigned I will do the introduction email.

Have a Great Day

Nga mihi,

Michelle Gelderblom
Account Manager
Takina Events
PO Box 467 55 Cable Street, Wellington 6011
Email: [REDACTED]@takinaevents.co.nz
Mobile: +64 [REDACTED]



From: [REDACTED] s 9(2)(a)
Sent: Tuesday, August 29, 2023 9:47 AM
To: Michelle Gelderblom <[REDACTED]@takinaevents.co.nz>
Subject: RE: s 9(2) Contract

Okay thanks Michelle. It's because our pack in day for [REDACTED] was included that I was concerned.

See attached.

Cheer [REDACTED]

From: Michelle Gelderblom <[REDACTED]@takinaevents.co.nz>
Sent: Tuesday, August 22, 2023 9:30 AM
To: [REDACTED] s 9(2)(a)
Cc: Michelle Gelderblom <[REDACTED]@takinaevents.co.nz>
Subject: RE: s 9(2) Contract

It's not required for the 1st page.

The 1st page is to indicate the actual dates of the event not the preparation.

Nga mihi,

Michelle Gelderblom
Account Manager
Takina Events
PO Box 467 55 Cable Street, Wellington 6011
Email: [REDACTED]@takinaevents.co.nz
Mobile: +64 [REDACTED]



From: [REDACTED] s 9(2)(a)
Sent: Tuesday, August 29, 2023 9:24 AM
To: Michelle Gelderblom <[REDACTED]@takinaevents.co.nz>
Subject: RE: s 9(2) Contract

Yes I see that but just wondered whether the front page should have it as well (the [REDACTED] does)

BOOKING DETAILS	
Event Title	[REDACTED] s 9(2)(i)
Description of Event	Conference / Meeting
Event Number	[REDACTED] s 9(2)
Booking Period (Dates of Event)	18/03/24 08:00 AM – 19/03/24 06:00 PM
Estimated number of Attendees	200

Cheer [REDACTED]

From: Michelle Gelderblom <[REDACTED]@takinaevents.co.nz>
Sent: Tuesday, August 22, 2023 9:21 AM
To: [REDACTED] s 9(2)(a)
Cc: Michelle Gelderblom <[REDACTED]@takinaevents.co.nz>
Subject: RE: s 9(2) Contract

H [REDACTED]

A pack in day is booked as per below

Space	Usage	Setup	Start Date	Start Time	End Time	End Date	Max Capacity	Venue Minimum GST (\$)
Takina/Rea (Foyer)	Back in	Trade / Exhibition	17/03/2024	8:00 AM	8:00 PM	17/03/2024	Max 30 (with 1.5GM)	55% off actual on (incl. in day)

Nga mihi,

Michelle Gelderblom
Account Manager
Takina Events
PO Box 467 55 Cable Street, Wellington 6011
Email: michelle.gelderblom@takinaevents.co.nz
Mobile: +64



From: [REDACTED] s 9(2)(a)
Sent: Monday, August 20, 2023 9:48 AM
To: Michelle Gelderblom <michelle.gelderblom@takinaevents.co.nz>
Subject: RE: s 9(2) Contract

Hi Michesle

I have just gone to sign the signed contract and note that there's no mention about peak in day of 17 March where you refer to booking period (dates of event). I know it's listed under the space breakdown so just wanted to check that this is correct

Warmest regards

[REDACTED]

s 9(2)(a)

From: Michelle Gelderblom <michelle.gelderblom@takinaevents.co.nz>
Sent: Monday, August 21, 2023 8:31 AM
To: [REDACTED] s 9(2)(a)
Cc: Michelle Gelderblom <michelle.gelderblom@takinaevents.co.nz>
Subject: RE: s 9(2) Contract

Good morning [REDACTED]

Hope you had a fabulous weekend

You will be able to have access to the other rooms sometime in the afternoon times can be confirmed with coordination. As for AV click on the link [AUDIO VISUAL](#) for all information you may require. If this is not helpful I will be able to put you in contact with a AV technician after the contract is signed and an AV tech is assigned to your event.

Hope this helps.

Nga mihi,

Michelle Gelderblom
Account Manager
Takina Events
PO Box 467 55 Cable Street, Wellington 6011
Email: michelle.gelderblom@takinaevents.co.nz
Mobile: +64



From: [REDACTED] s 9(2)(a)
Sent: Sunday, August 20, 2023 9:44 PM
To: Michelle Gelderblom <michelle.gelderblom@takinaevents.co.nz>
Subject: RE: s 9(2) Contract

Hi Michesle

Just before we sign the contract I just want to check a couple of things:

1. We'll need access to the other conference spaces for venue enhancement on stage/s and perhaps on the tables so could we have access at some stage during that day? (Guessing you'll need to be accessing for room set up too? We wouldn't need the spaces all day.
2. Who do we discuss the AV with so we can ascertain what, if anything more, we need to hire? It appears that for a standard conference all we need to allow for are tech fees. I'm also keen to understand/know what extra might be required for virtual presentations that might be required.

Warmest regards

[REDACTED]

s 9(2)(a)

From: Michelle Gelderblom <michelle.gelderblom@takinaevents.co.nz>
Sent: Thursday, August 17, 2023 9:05 AM
To: [REDACTED] s 9(2)(a)
Cc: Michelle Gelderblom <michelle.gelderblom@takinaevents.co.nz>
Subject: s 9(2) Contract

Good morning [REDACTED]

Hope you had a great evening please find attached contract as promised.

I have not included the Canape Evening as this is not 100% confirmed with your client yet. I need to make you aware that we can only host two dinners/Cocktails a night so if other clients confirm an evening event on the same night as your unconfirmed one we won't be able to host yours so if your client can decide sooner rather than later that would be great. I have made a note that there may be a potential evening event on the system.

Hope to hear from you soon.

Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events
PO Box 467 355 Cable Street, Wellington 6011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 274 467 355



From: [REDACTED]
 To: [REDACTED]
 Cc: [REDACTED]
 Subject: Counter Signed Contract
 Date: Tuesday, 22 August 2023 11:58:49 am
 Attachments: [REDACTED].docx, [REDACTED].docx

H [REDACTED]
 Please find attached counter signed contract. Once a coordinator is assigned I will do the introduction email.

Have a Great Day

Nga mihi,

Michelle Gelderblom
 Account Manager
 Takina Events
 PO Box 467 355 Cable Street, Wellington 5011
 Email: michelle.gelderblom@takinaevents.co.nz
 Mobile: +64 [REDACTED]



From: [REDACTED]
 Sent: Tuesday, August 22, 2023 9:47 AM
 To: Michelle Gelderblom <michelle.gelderblom@takinaevents.co.nz>
 Subject: RE: [REDACTED] Contract

Okay thanks Michelle. It's because our pack in day for [REDACTED] was included that I was concerned.

See attached.

Cheer [REDACTED]

From: Michelle Gelderblom <michelle.gelderblom@takinaevents.co.nz>
 Sent: Tuesday, August 22, 2023 9:30 AM
 To: [REDACTED]
 Cc: Michelle Gelderblom <michelle.gelderblom@takinaevents.co.nz>
 Subject: RE: [REDACTED] Contract

It's not required for the 1st page.

The 1st page is to indicate the actual dates of the event not the preparation.

Nga mihi,

Michelle Gelderblom
 Account Manager
 Takina Events
 PO Box 467 355 Cable Street, Wellington 5011
 Email: michelle.gelderblom@takinaevents.co.nz
 Mobile: +64 [REDACTED]



From: [REDACTED]
 Sent: Tuesday, August 22, 2023 9:34 AM
 To: Michelle Gelderblom <michelle.gelderblom@takinaevents.co.nz>
 Subject: RE: [REDACTED] Contract

Yes I see that but just wondered whether the front page should have it as well (the [REDACTED] does)

BOOKING DETAILS	
Event Title	[REDACTED]
Description of Event	Conference / Meeting
Event Number	[REDACTED]
Booking Period (Dates of Event)	18/03/24 08:00 AM – 19/03/24 06:00 PM
Estimated number of Attendees	200

Cheer [REDACTED]

From: Michelle Gelderblom <michelle.gelderblom@takinaevents.co.nz>
 Sent: Tuesday, August 22, 2023 9:31 AM
 To: [REDACTED]
 Cc: Michelle Gelderblom <michelle.gelderblom@takinaevents.co.nz>
 Subject: RE: [REDACTED] Contract

H [REDACTED]

A pack in day is booked as per below

Space	Usage	Setup	Start Date	Start Time	End Time	End Date	Max Capacity	Venue Hire Inv 037 (S)
Takina Mirza (Foyer)	Pack in	Trade / Exhibition	17/03/2024	9:00 AM	8:00 PM	17/03/2024	Max 200 booths 1,500m ²	[REDACTED]

Nga mihi,

Michelle Gelderblom
 Account Manager
 Takina Events
 PO Box 467 355 Cable Street, Wellington 5011

Email: michealle.gelderblom@takinaevents.co.nz

Mobile: +64 274 555 555



From: [REDACTED] s 9(2)(2)
Sent: Monday, August 20, 2023 9:08 AM
To: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Subject: RE: [REDACTED] s 9(2) Contract

Hi Michealle

I have just gone to sign the signed contract and note that there's no mention about pack in day of 17 March where you refer to booking period (dates of event). I know it's listed under the space breakdown so just wanted to check that this is correct?

Warmest regards

[REDACTED] s 9(2)(a)

From: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Sent: Monday, August 21, 2023 8:31 AM
To: [REDACTED] s 9(2)(a)
Cc: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Subject: RE: [REDACTED] s 9(2) Contract

Good morning [REDACTED] s

Hope you had a fabulous weekend

You will be able to have access to the other rooms sometime in the afternoon. Times can be confirmed with coordination. As for AV click on the link [AUDIO VISUAL](#) for all information you may require. If this is not helpful I will be able to put you in contact with a AV technician after the contract is signed and an AV tech is assigned to your event.

Hope this helps.

Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events
PO Box 467 355 Cable Street, Wellington 5011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 274 555 555



From: [REDACTED] s 9(2)(a)
Sent: Monday, August 20, 2023 5:44 PM
To: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Subject: RE: [REDACTED] s 9(2) Contract

Hi Michealle

Just before we sign the contract I just want to check a couple of things:

1. We'll need access to the other conference spaces for venue enhancement on stage/s and perhaps on the tables so could we have access at some stage during that day? Guessing you'll need to be accessing for room set up too? We wouldn't need the spaces all day.
2. Who do we discuss the AV with so we can ascertain what, if anything more, we need to hire? It appears that for a standard conference all we need to allow for are tech fees. I'm also keen to understand/know what extra might be required for virtual presentations that might be required.

Warmest regards

[REDACTED] s 9(2)(a)

From: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Sent: Thursday, August 17, 2023 9:05 AM
To: [REDACTED] s 9(2)(a)
Cc: Michealle Gelderblom <michealle.gelderblom@takinaevents.co.nz>
Subject: [REDACTED] s 9(2) Contract

Good morning [REDACTED] s

Hope you had a great evening please find attached contract as promised.

I have not included the Canape Evening as this is not 100% confirmed with your client yet. I need to make you aware that we can only host two dinners/Cocktails a night so if other clients confirm an evening event on the same night as your unconfirmed one, we won't be able to host yours so if your client can decide sooner rather than later that would be great. I have made a note that there may be a potential evening event on the system.

Hope to hear from you soon.

Nga mihi,

Michealle Gelderblom
Account Manager
Takina Events
PO Box 467 355 Cable Street, Wellington 5011
Email: michealle.gelderblom@takinaevents.co.nz
Mobile: +64 274 555 555



From: [REDACTED]
 To: [REDACTED]
 Subject: [REDACTED]
 Date: Tuesday, 22 August 2023 9:48:35 am
 Attachments: [REDACTED]

Okay thanks Michelle. It's because our pack in day for [REDACTED] was included that I was concerned.

See attached.

Cheer [REDACTED]

From: Michelle Gelderblom <Michelle.Gelderblom@takinaevents.co.nz>
 Sent: Tuesday, August 22, 2023 9:30 AM
 To: [REDACTED]
 Cc: Michelle Gelderblom <Michelle.Gelderblom@takinaevents.co.nz>
 Subject: RE: [REDACTED] Contract

It's not required for the 1st page.

The 1st page is to indicate the actual dates of the event not the preparation.

Nga mihi,

Michelle Gelderblom
 Account Manager
 Takina Events
 PO Box 467 55 Cable Street, Wellington 6011
 Email: michelle.gelderblom@takinaevents.co.nz
 Mobile: +64 [REDACTED]



From: [REDACTED]
 Sent: Tuesday, August 29, 2023 9:24 AM
 To: Michelle Gelderblom <Michelle.Gelderblom@takinaevents.co.nz>
 Subject: RE: [REDACTED] Contract

Yes I see that but just wondered whether the front page should have it as well (the [REDACTED] does)

BOOKING DETAILS	
Event Title	[REDACTED]
Description of Event	Conference / Meeting
Event Number	[REDACTED]
Booking Period (Dates of Event)	18/03/24 08:00 AM – 19/03/24 06:00 PM
Estimated number of Attendees	200

Cheer [REDACTED]

From: Michelle Gelderblom <Michelle.Gelderblom@takinaevents.co.nz>
 Sent: Tuesday, August 22, 2023 9:21 AM
 To: [REDACTED]
 Cc: Michelle Gelderblom <Michelle.Gelderblom@takinaevents.co.nz>
 Subject: RE: [REDACTED] Contract

Hi [REDACTED]

A pack in day is booked as per below

Space	Usage	Setup	Start Date	Start Time	End Time	End Date	Max Capacity	Visitor Rate per p/h
Theatres/rooms (Foyer)	Pack-in	Trade / Exhibition	17/03/2024	8:00 AM	8:00 PM	17/03/2024	Max 20 booths (1.8x2m)	[REDACTED]

Nga mihi,

Michelle Gelderblom
 Account Manager
 Takina Events
 PO Box 467 55 Cable Street, Wellington 6011
 Email: michelle.gelderblom@takinaevents.co.nz
 Mobile: +64 [REDACTED]



From: [REDACTED]
 Sent: Monday, August 28, 2023 9:38 PM
 To: Michelle Gelderblom <Michelle.Gelderblom@takinaevents.co.nz>
 Subject: RE: [REDACTED] Contract

Hi Michelle

I have just gone to sign the signed contract and note that there's no mention about pack in day of 17 March where you refer to booking period (dates of event). I know it's listed under the space breakdown so just wanted to check that this is correct?

Warmest regards

[REDACTED]

s 9(2)(a)

From: Michelle Gelderblom <michelle.gelderblom@takinaevents.co.nz>
Sent: Monday, August 21, 2023 8:31 AM
To: [REDACTED] s 9(2)(a)
Cc: Michelle Gelderblom <michelle.gelderblom@takinaevents.co.nz>
Subject: RE: s 9(2) Contract

Good morning [REDACTED] s

Hope you had a fabulous weekend

You will be able to have access to the other rooms sometime in the afternoon times can be confirmed with coordination. As for AV click on the link [AUDIO VISUAL](#) for all information you may require if this is not helpful I will be able to put you in contact with a AV technician after the contract is signed and an AV tech is assigned to your event.

Hope this helps.

Nga mihi,

Michelle Gelderblom
Account Manager
Takina Events
PO Box 467 155 Cable Street, Wellington 6011
Email: michelle.gelderblom@takinaevents.co.nz
Mobile: +64 [REDACTED] s



From: [REDACTED] s s 9(2)(2)
Sent: Sunday, August 20, 2023 5:44 PM
To: Michelle Gelderblom <michelle.gelderblom@takinaevents.co.nz>
Subject: RE: s 9(2) Contract

Hi Michelle

Just before we sign the contract I just want to check a couple of things:

1. We'll need access to the other conference spaces for venue enhancement on stage/s and perhaps on the tables so could we have access at some stage during that day? Guessing you'll need to be accessing for room set up too? We wouldn't need the spaces all day.
2. Who do we discuss the AV with so we can ascertain what if anything more we need to hire? It appears that for a standard conference all we need to allow for are tech fees. I'm also keen to understand/know what extra might be required for virtual presentations that might be required.

Warmest regards

s 9(2)(a)

From: Michelle Gelderblom <michelle.gelderblom@takinaevents.co.nz>
Sent: Thursday, August 17, 2023 9:05 AM
To: [REDACTED] s s 9(2)(a)
Cc: Michelle Gelderblom <michelle.gelderblom@takinaevents.co.nz>
Subject: s 9(2) Contract

Good morning [REDACTED] s

Hope you had a great evening please find attached contract as promised.

I have not included the Canape Evening as this is not 100% confirmed with your client yet. I need to make you aware that we can only host two dinners/Cocktails a night so if other clients confirm an evening event on the same night as your unconfirmed one we won't be able to host yours so if your client can decide sooner rather than later that would be great. I have made a note that there may be a potential evening event on the system.

Hope to hear from you soon.

Nga mihi,

Michelle Gelderblom
Account Manager
Takina Events
PO Box 467 155 Cable Street, Wellington 6011
Email: michelle.gelderblom@takinaevents.co.nz
Mobile: +64 [REDACTED] s



From: [REDACTED]
 To: [REDACTED]
 Cc: [REDACTED]
 Subject: [REDACTED] Contract
 Date: Tuesday, 22 August 2023 9:20:27 am
 Attachments: [REDACTED]

It's not required for the 1st page.

The 1st page is to indicate the actual dates of the event not the preparation.

Nga mihi,

Michelle Gelderblom
 Account Manager
 Takina Events
 PO Box 467 55 Cable Street, Wellington 6011
 Email: michelle.gelderblom@takinaevents.co.nz
 Mobile: +64 [REDACTED]



From: [REDACTED]
 Sent: Tuesday, August 22, 2023 9:24 AM
 To: Michelle Gelderblom <michelle.gelderblom@takinaevents.co.nz>
 Subject: RE: [REDACTED] Contract

Yes I see that but just wondered whether the front page should have it as well (the [REDACTED] does)

BOOKING DETAILS	
Event Title	[REDACTED]
Description of Event	Conference / Meeting
Event Number	[REDACTED]
Booking Period (Dates of Event)	18/03/24 08:00 AM – 19/03/24 06:00 PM
Estimated number of Attendees	200

Cheers [REDACTED]

From: Michelle Gelderblom <michelle.gelderblom@takinaevents.co.nz>
 Sent: Tuesday, August 22, 2023 9:21 AM
 To: [REDACTED]
 Cc: Michelle Gelderblom <michelle.gelderblom@takinaevents.co.nz>
 Subject: RE: [REDACTED] Contract

Hi [REDACTED]

A peak in day is booked as per below

Space	Usage	Setup	Start Date	Start Time	End Time	End Date	Max Capacity	Visible (to other users)
Takina Hall (Foyer)	Peak-in	Trade / Exhibition	17/03/2024	9:00 AM	8:00 PM	17/03/2024	Max 20 booths 1,800m ²	[REDACTED]

Nga mihi,

Michelle Gelderblom
 Account Manager
 Takina Events
 PO Box 467 55 Cable Street, Wellington 6011
 Email: michelle.gelderblom@takinaevents.co.nz
 Mobile: +64 [REDACTED]



From: [REDACTED]
 Sent: Monday, August 20, 2023 9:28 PM
 To: Michelle Gelderblom <michelle.gelderblom@takinaevents.co.nz>
 Subject: RE: [REDACTED] Contract

Hi Michelle

I have just gone to sign the signed contract and note that there's no mention about peak in day of 17 March where you refer to booking period (dates of event). I know it's listed under the space breakdown so just wanted to check that this is correct?

Warmest regards

[REDACTED]
 [REDACTED]

From: Michelle Gelderblom <michelle.gelderblom@takinaevents.co.nz>
 Sent: Monday, August 21, 2023 8:31 AM
 To: [REDACTED]
 Cc: Michelle Gelderblom <michelle.gelderblom@takinaevents.co.nz>
 Subject: RE: [REDACTED] Contract

Good morning [REDACTED]

Hope you had a fabulous weekend

You will be able to have access to the other rooms sometime in the afternoon times can be confirmed with coordination. As for AV click on the link [AUDIO VISUAL](#) for all information you may require if this is not helpful I will be able to put you in contact with a AV technician after the contract is signed and an AV tech is assigned to your event.

Hope this helps.

Nga mihi,

Michaella Gelderblom
Account Manager
Takina Events
PO Box 467 55 Cable Street, Wellington 6011
Email: michaella.gelderblom@takinaevents.co.nz
Mobile: +64 [REDACTED]



From: [REDACTED] [REDACTED] 5 9(2)(a)
Sent: Sunday, August 20, 2023 5:44 PM
To: Michaele Gelderblom <michaella.gelderblom@takinaevents.co.nz>
Subject: RE: [REDACTED] 5 9(2) Contract

Hi Michaele

Just before we sign the contract I just want to check a couple of things:

1. We'll need access to the other conference spaces for venue enhancement on stage/s and perhaps on the tables so could we have access at some stage during that day? Guessing you'll need to be accessing for room set up too? We wouldn't need the spaces all day.
2. Who do we discuss the AV with so we can ascertain what if anything more we need to hire? It appears that for a standard conference all we need to allow for are tech fees. I'm also keen to understand/know what extra might be required for virtual presentations that might be required.

Warmest regards

[REDACTED] 5 9(2)(a)

From: Michaele Gelderblom <michaella.gelderblom@takinaevents.co.nz>
Sent: Thursday, August 17, 2023 9:05 AM
To: [REDACTED] [REDACTED] 5 9(2)(a)
Cc: Michaele Gelderblom <michaella.gelderblom@takinaevents.co.nz>
Subject: [REDACTED] 5 9(2) Contract

Good morning [REDACTED]

Hope you had a great evening please find attached contract as promised.

I have not included the Canape Evening as this is not 100% confirmed with your client yet. I need to make you aware that we can only host two dinners/Docktails a night so if other clients confirm an evening event on the same night as your unconfirmed one we won't be able to host yours so if your client can decide sooner rather than later that would be great. I have made a note that there may be a potential evening event on the system.

Hope to hear from you soon.

Nga mihi,

Michaella Gelderblom
Account Manager
Takina Events
PO Box 467 55 Cable Street, Wellington 6011
Email: michaella.gelderblom@takinaevents.co.nz
Mobile: +64 [REDACTED]



From: [Aaron Telford](#)
To: s 9(2)(a)
Subject: RE: s 9(2) Contract
Date: Monday, 27 March 2023 11:32:00 am
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)

Hi s 9(2)(a)

Thanks for this, I have spoken to Elena and we will be fine with the finalised floor plan that you have sold. I will go back to s to ensure that the build allows for room behind the areas where the fire regress are located.

Thanks

Aaron

Nga mihi.

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Monday, 27 March 2023 10:03 am
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(i) Contract

Hi Aaron,

s 9(2)(a) s 9(2)(a) is my contact from s 9(2) I am a little concerned as these stands have now sold, so if there are any other stands this could get moved to, because we will have some incredibly disappointed exhibitors if their stands are removed, we currently have 45 companies on the waitlist too.

Nga Mihi | Kind Regards

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e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Monday, March 27, 2023 9:53 AM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2)(i) Contract

Kia ora s 9(2)(a)

Thanks and I hope you had a good break.

I know that we have had to review the floor plans, due to final fire regulations and some areas that we can no longer build in front of, s 9(2) have been through the building for a final walk through about two weeks ago.

The main areas are in front of the fire regress fans which will be strong enough to blow a booth over if they activate.

Who is your contact at s 9(2) so I can see what conversations they have had with our ops team as I haven't been s 9(2) included in any and there would be a work around this im sure!

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>

Sent: Monday, 27 March 2023 9:18 am

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: s 9(2)(i) Contract

Kia ora Aaron,

I have been on leave, I will get to this today once I have caught up on my inbox.

I am unsure if you are aware but the expo floorplan that was signed off late last year and designed by s 9(2) we then went live with this floorplan being confirmed and since then s 9(2) were contacted last week saying a few of the stands now need to be removed but we haven't been advised directly? If you could please advise.

Nga Mihi | Kind Regards

s 9(2)(a)


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a: s 9(2)(a)

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From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Thursday, March 23, 2023 1:12 PM

To: s 9(2)(a) <s 9(2)(a)>

Cc: s 9(2)(a) <s 9(2)(a)>

Subject: s 9(2)(i) Contract

Kia ora s 9(2)(a)

I hope you weeks going well.

Just wanted to follow up on he contract return for s 9(2)(i) please as this is now due and I am ready to handover to one of our coordinators.

Thanks in advance,

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 '55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



**Flexible spaces, latest
technology & local cuisine**

Click here to discover our range of
event packages



From: [Aaron Telford](#)
To: s 9(2)(a)
Subject: RE: Lunch - Te Papa
Date: Thursday, 9 March 2023 4:14:00 pm
Attachments: [image003.png](#)
[image005.png](#)
[image006.png](#)

Kia ora s 9(2)(a)

We can accommodate the lunch in either venue, the best fit for Te Papa would be the Thursday in our Icon room. Please advise if you would like this space held for now?

We would serve the day conference menu and the venue hire would be s 9(2)(i) and a minimum of 80 people.

Please let me know if you would like me to tentatively hold the space for you.

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Thursday, 9 March 2023 12:19 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Lunch - Te Papa

Hi Aaron,

s 9(2)(a) Zealand and one of their sponsors are wanting to hold a lunch potentially in the room IC but also wanted to view the options available at Te Papa too?

I would be on either the Wednesday or Thursday lunch, around 100 pax, can be a standing lunch?

If you could please advise.

Nga Mihi | Kind Regards

s 9(2)(a)

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From: [Aaron Telford](#)
To: s 9(2)(a)
Cc: s 9(2)(a)
Subject: FW: s 9(2) Event Contract
Date: Thursday, 9 March 2023 4:01:00 pm
Attachments: [image007.png](#)
[image008.png](#)
s 9(2) [Zealand- Contract- October 2023- 46965.pdf](#)

Kia ora s 9(2)(a)

Thank you for confirming s 9(2)(i) conference with Takina events, we look forward to welcoming your clients and delegates into our spaces.

Please find attached the contract for your this event.

If you can please take the time to review the attached document, sign and return it to me that will be appreciated. Once received I will countersign this and provide a copy for your records.

Please note that final AV costs and requirements for the event, will amend the totals as indicated.

Once the contract is returned I will hand over your event to one of our coordinators and introduce you to one of our AV team who will be assigned to your event, they will pick up the conversation around AV requirements with you.

Your coordinator will finalise all of the finer details of the event and will be you main point of contact moving forward.

If you have any questions, please do let me know.

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

Thank you again for selecting Takina events!

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, 8 March 2023 3:03 pm
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2)(i) Event Revision

Great thanks! Will have this out to you tomorrow.

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, 8 March 2023 3:01 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(i) Event Revision

Ok!

Nga Mihi | Kind Regards

s 9(2)(a)

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The image shows a logo for BEIA Gold. The logo consists of the letters 'BEIA' in a bold, sans-serif font, with the word 'GOLD' in a smaller font below it. The logo is set against a dark background with a gold border.

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, March 8, 2023 2:59 PM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2)(i) Event Revision

Hi,

Thanks for the below, based on the full venue being used can we meet at 500?

Thanks

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, 7 March 2023 2:07 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(i) Event Revision

Can we start at 400 and likely to increase?

Nga Mihi | Kind Regards

s 9(2)(a)

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From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, March 7, 2023 1:55 PM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2)(i) Event Revision

No problem, have added this to the allocation for you. If you can confirm minimum numbers for catering I can then draft the contract- Thanks

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, 7 March 2023 11:27 am
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(i) Event Revision

Think we will put ourselves there and put WNZ in the room we had ourselves

Nga Mihi | Kind Regards

s 9(2)(a)

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From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, 7 March 2023 10:39 a.m.
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2)(i) Event Revision

No problem, the organisers offices are adjacent to the plenary halls on the floor with easy access to the event space.

The crew rooms are designed for tech crews or VIPs etc- but you could use this as your organisers office, however it is on the mezzanine floor and access is vis back of house stairs.

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, 7 March 2023 10:30 am
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(i) Event Revision

Thanks Aaron, may sound like a dumb question but are the crew rooms different to the organisers offices?

Nga Mihi | Kind Regards

s 9(2)(a)

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From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, 7 March 2023 10:27 a.m.
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2)(i) Event Revision

Hi s 9(2)(a)

Thanks for the below, we can move the speaker prep to one of the green rooms.

There are 4 green rooms and one crew room- with kitchenette and additional small room attached to it. The green rooms are not large and are designed for one or two speakers/performers.

They sit on the Mezzanine floor between the plenary rooms and are access is via back of house.

Level 1 Organisers Office is 18m2
Level 2 Organisers Office is 25m2
Green Rooms range in size from 15m2 to 18m2
Crew Room is 35m2 – adjacent room 25m2

[Crew Room 1 - Wellington Convention Centre Configurator \(takina.co.nz\)](http://takina.co.nz)

There are no additional spaces for use on the ground floor- this is a dedicated public space

and has no meeting rooms.

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, 7 March 2023 9:53 am
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(i) Event Revision

Hi Aaron,

Few queries, in your initial spreadsheet you have the s 9(2)(i) room in Organisers office L2 which has been changed to the speaker prep room are there any other rooms we could put them in?

I know we have spare Meeting Room 1C and then 3x green rooms is that it? Just wondering where the green rooms are placed in the venue? How big are the green rooms as well? Is there any rooms on the ground floor too?

There is always additional meetings that come up and just wanting to see what I can utilise.

Nga Mihi | Kind Regards

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From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Monday, 6 March 2023 1:00 p.m.

To: s 9(2)(a) <s 9(2)(a)>
Subject: FW: s 9(2)(i) Event Revision

Kia ora s 9(2)(a)

I hope you are well.

Just following up on the below email. Are you able to please come back to me on this so the contract can be issued and signed off this week.

Just an update on floor plans and rigging points, we have contracted a local company to map this all out for us and the first stage will include layers for rigging, AV tech layers, power and fire regress. The time line for completion for this stage should be the end of the month.

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: Aaron Telford
Sent: Monday, 13 February 2023 1:29 pm
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2)(i) Event Revision

Hi s 9(2)(a)

No problems, sounds good.

For the pre-conference- we can serve the catering at the back of the room - and that leaves the gallery space for the exhibitor bump in so delegates are not crossing in that space. There is a set of doors down the side of the room, that have access to the hallway/bathroom as well.

I moved the rooms above to the organisers offices for you as well.

If you can review that all rooms are correct and we have covered all breakouts required. I have also added a catering tab , with the additional pre conference catering and also the catering for the 19th as well, if you can please check this is correct as well.

Can you also let me know the minimum numbers for the contract as well please.

Thanks

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Monday, 13 February 2023 12:03 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(i) Event Revision

Hi Aaron,

Thanks for sending this through, s 9(2)(a) will likely ask to pack in on the Sunday, it would just be the exhibitors who are packing in their stands on the Monday? Are we able to move our room and the speaker prep rooms to the two organisers offices on level one and level two please?

Nga Mihi | Kind Regards

s 9(2)(a)

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From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Monday, 13 February 2023 10:39 a.m.
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2)(i) Event Revision

Kia ora s 9(2)(a)

I hope you had a good weekend.

Please see attached an updated spreadsheet of room allocated, usage and additional information, along with answers to the below as well.

- The Preconference workshop is just requiring one space and not three breakout spaces (the attached have them in Meeting room 1A, 1B and 1C) – this able to be moved to Plenary Hall One (all three rooms) or the plenary area on the level 2? **If the expo build can be done in the Gallery on L2 on the 15th, then we can use Plenary Hall 2 for the Pre-conference- we would put catering in the same room. This will allow the larger build on Level one to be completed on the 16th?**
- It looks like the pack out is taking place on Thursday, 19 October which is correct but until lunch time it will be the Conference plenary taking place and the expo still going- **Yes that is what I have currently**
- Technical committee room (currently in L2) will need to be in a bigger space are they able to be moved to Meeting Room1B- **Noted and moved in attached spreadsheet**
- Are you able to advise where is the speaker prep room (green room 4) located? **These are back of house on the mezzanine floor with access to both Plenary spaces**
- Same with the event team room? **This is back of house on the mezzanine floor with access to both Plenary spaces**

Can you please revise the attached room allocations and confirm that everything is correct. Then I can update this in our system, can you also please revise the **minimum numbers for contracting** as I would like to get the final contract drawn this week and start to handover to our coordination team.

Thanks

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**



From: **s 9(2)(a)** <**s 9(2)(a)**>

Sent: Friday, 10 February 2023 3:41 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: FW: s 9(2)(i) Event Revision

Hi Aaron,

Happy Friday, following our site visit in January I just wanted to make a couple of tweaks.

- The Preconference workshop is just requiring one space and not three breakout spaces (the attached have them in Meeting room 1A, 1B and 1C) – this able to be moved to Plenary Hall One (all three rooms) or the plenary area on the level 2?
- It looks like the pack out is taking place on Thursday, 19 October which is correct but until lunch time it will be the Conference plenary taking place and the expo still going
- Technical committee room (currently in L2) will need to be in a bigger space are they able to be moved to Meeting Room1B
- Are you able to advise where is the speaker prep room (green room 4) located?
- Same with the event team room?

If we can still have the other additional spaces as there is always meetings which take place at the Conference.

Nga Mihi | Kind Regards

s 9(2)(a)

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a: s 9(2)(a)

e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Friday, 25 November 2022 2:04 p.m.

To: s 9(2)(a) <s 9(2)(a)>

Subject: s 9(2)(i) Event Revision

Kia ora s 9(2)(a)

Hope your Friday is going well, thanks for your patience on this information.

I have reviewed the original document from BEW and also the event spaces allocated in our system and have made some adjustments with additional rooms (incl back of house) that I think will allow the best fit.

If you can revise the attached document, it has two tabs:

- One that has rooms currently booked, days in and out and usage
- Then room allocation that I think will be the best fit, and additional spaces available, including TNT hold of spaces at Te Papa as indicated below.

- NOTE indicated capacities for the smaller breakouts are less than the website capacities to allow for staging etc if it is required.

We are very tight for space here at Te Papa over your event dates and I do have our Icon room available (on the 17th), and Rangimarie rooms (on the 18th)so have tentatively held this based on you reviewing the attached and deciding if you need this space or not. I cant get the same space for consecutive days unfortunately.

Floor Plan:

As mentioned the floor plan is very tight, and our operational team do have a concern around catering stations and we do need to increase these and have a more even spread for the delegates comfort and speed of service especially at lunch.

I have highlighted areas where we think additional stations will be best placed, and this would result in a review of booth numbers.

Ideally we will need 10 catering stations, with 7 located on Level 1 – as this is the bigger trade area.

Potential booths that have been drawn on the plan that we think will be best allocated to catering are:

- 32 & 34
- 114, 115, 116 – this will give us a double sided buffet and also keep the exhibitors happier as there is no catering around those booths currently
- Extending the station behind booths 6,7,8,9
- Adjacent to booths 126 & 127

Dane has recently been through the space, so may have a better picture of this now.

Hopefully this isn't too confusing! Let me know any questions/ queries you may have

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, 23 November 2022 1:39 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Running behind

Kia ora Aaron,

Thank you for your time.


If you could come back to me with a quick reference sheet with all the spaces you might have available, the below is what we required. We might need to book the additional breakout spaces at Te Pae?

- We need plenary (for mornings)
- Then 6 breakout spaces (as large as they can be)
- 1x s 9(2)(a) Zealand Room
- 1x Technical Committee Room
- 1x event team room
- 1x Speaker prep
- Additional meeting rooms for the three days

Nga Mihi | Kind Regards

s 9(2)(a)

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a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, 23 November 2022 10:54 a.m.
To: s 9(2)(a) <s 9(2)(a)>
Subject: Running behind

Hi s 9(2)(a)

I am running late for our 11am, my current meeting is going to run over time. I should be free by 11.30.

Apologies and will call you as soon as I am free.

Thanks

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
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Subject: RE: Running behind

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- Additional meeting rooms for the three days

Nga Mihi | Kind Regards

s 9(2)(a)

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The logo for BEIA (Business Events Industry Association) is shown, featuring the acronym 'BEIA' in a bold, sans-serif font above the words 'BUSINESS EVENTS INDUSTRY ASSOCIATION'. Below this, a gold banner contains the text 'GOLD MEMBER'.

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, 23 November 2022 10:54 a.m.

To: s 9(2)(a) <s 9(2)(a)>

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Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
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- 1x event team room
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Nga Mihi | Kind Regards

s 9(2)(a)

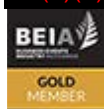
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e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))



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Sent: Wednesday, 23 November 2022 10:54 a.m.

To: s 9(2)(a) <s 9(2)(a)>

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Thanks

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



Potential booths that have been drawn on the plan that we think will be best allocated to catering are:

- 32 & 34
- 114, 115, 116 – this will give us a double sided buffet and also keep the exhibitors happier as there is no catering around those booths currently
- Extending the station behind booths 6,7,8,9
- Adjacent to booths 126 & 127

Dane has recently been through the space, so may have a better picture of this now.

Hopefully this isn't too confusing! Let me know any questions/ queries you may have

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



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- 1x Technical Committee Room
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- 1x Speaker prep

- Additional meeting rooms for the three days

Nga Mihi | Kind Regards



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, 23 November 2022 10:54 a.m.

To: s 9(2)(a) <s 9(2)(a)>

Subject: Running behind

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Apologies and will call you as soon as I am free.

Thanks

Aaron Telford
Business Development Manager - Venues
Takina Events
PO Box 467, 55 Cable Street, Wellington 6011
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: [Aaron Telford](#)
To: s 9(2)(a)
Cc: s Hall
Subject: RE: Hanging restrictions
Date: Tuesday, 14 February 2023 1:48:00 pm
Attachments: [image005.png](#)
[image006.png](#)

Hi s 9(2)(a)

Thanks- as per my response to s 9(2) () I will definitely be in touch post meeting with any information I have.

In the meantime, can you please review and come back to my email yesterday with the final room allocations, catering estimates and *minimum numbers to contract* so I can update our system and re-issue the contract. Once I have the contract back- then I can hand the event to your coordinators who will refine and finish the planning process with you from an operations view.

Thanks in advance,

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, 14 February 2023 12:44 pm
To: s 9(2)(a) Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Hanging restrictions

Hi Aaron,

Sorry to press but would we be able to arrange a quick meeting tomorrow following your meeting?

Nga Mihi | Kind Regards

s 9(2)(a)

s 9(2)(a)

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s 9(2)(a)

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a: s 9(2)(a)

e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](#)

From: s 9(2)(a)
Sent: Tuesday, 14 February 2023 12:37 p.m.
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Hanging restrictions

Thanks Aaron, let's talk more after your meeting on Wednesday.

Cheers,

s 9(2)(a)

s 9(2)(a)

s 9(2)(a)
p: s 9(2)(a)
a: s 9(2)(a)
Wellington 6143
e: s 9(2)(a)

Please consider the environment before printing this email

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, 14 February 2023 12:33 pm

To: s 9(2)(a)

Subject: RE: Hanging restrictions

Hi s 9(2)(a)

Thanks- I'm sure we will find a good spot for it, that will also get good exposure for the sponsor. In terms of Meetings I am unsure as I am not the lead on that event- as far as I'm aware previous conversations were they will slot them in where we can once the power access is finalised in the appropriate areas.

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a)

Sent: Tuesday, 14 February 2023 12:20 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: s 9(2)(a) <s 9(2)(a)>

Subject: RE: Hanging restrictions

Hi Aaron,

Thanks for coming back to me. We could look at Level Two for the coffee cart, we are really just looking for anywhere it could fit (and next to a stand) where the coffee cart sponsor will be)

Where is the coffee cart located at MEEETINGS?

Look forward to hearing from you.

Cheers,

s 9(2)(a)

s 9(2)(a)
s 9(2)(a)
p: s 9(2)(a)
a: s 9(2)(a)
Wellington 6143
e: s 9(2)(a)



Please consider the environment before printing this email

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, 14 February 2023 12:04 pm

To: s 9(2)(a)

Cc: s 9(2)(a) <s 9(2)(a)>

Subject: RE: Hanging restrictions

Hi s 9(2)

Will definitely come back to you when we have an answer, hopefully post meeting Wednesday. In terms of the coffee cart, we are still not sure where we can access the 3phase power from- we are waiting to take over the building next month and finally map these things out as it could be in the floor, wall or roof.

The placement on your follow up email would not be the best place for the cart, it is inside the plenary room, and next to a catering station that we have already removed a booth from so it leaves space for food service.

I am sure there will be options across the floor for it to be placed in a prominent area, would level two be an option as this is where the plenary is- maybe somewhere near your stand that wont create an bottle neck for catering and delegate movement?

Our project team do have a meeting with council tomorrow about power, floor pits etc- so I have asked them to try and get some clarification on the 3phase as well.

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a)

Sent: Monday, 13 February 2023 3:26 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: s 9(2)(a) <s 9(2)(a)>

Subject: RE: Hanging restrictions

Hi Aaron,

Thanks for coming back to me.

Okay, can we touch base on Thursday after you have had that catch up?

Also, where do you think the best location for a coffee cart would be? Potentially could get Havana to assist with this.

Look forward to hearing from you.

Kind regards

s 9(2)(a)

s 9(2)(a)

p: s 9(2)(a)

a: s 9(2)(a)

Wellington 6143

s 9(2)(a)

e: s 9(2)(a)

 Please consider the environment before printing this email

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Monday, 13 February 2023 2:20 pm

To: s 9(2)(a)

Cc: s 9(2)(a) <s 9(2)(a)>

Subject: RE: Hanging restrictions

Hi s 9(2)

I hope you had a good weekend,
Thank you for your email,

As per below, I don't have this information at this stage. Yes you are correct that there are rigging and truss lines across the building.

What we are trying to achieve for clients is to be able to overlay the rigging/truss over the floor plans drawn for exhibitions to make sure that there are no "blind" spots or areas that may not be able to have hanging, such as over or obscuring exit signs, access doors, sightlines etc.

We are currently working on an in-house solution for this and are meeting on Wednesday afternoon to see what this will potentially look like.

I would be hesitant to say that all booths can have hanging above them, as id hate to put you wrong and in an awkward situation with your clients.

I am aware of your deadline and am trying to get this information for you as soon as possible,

Thanks

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a)

Sent: Monday, 13 February 2023 1:58 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: s 9(2)(a) <s 9(2)(a)>

Subject: RE: Hanging restrictions

Importance: High

Hi Aaron,

How are you?

Just checking in to get a better understanding of this? Will there be any stands in the expo floorplan we have designed that will not be able to have rigging above their stand?

When I came for the site visit, I saw on level one and two that all the ceilings in our spaces had that equipment, and the builder confirmed when looking at our plan that all areas we had stands could have rigging above?

We are going very soon so we want to ensure when we sell these stands, that we are clear what can be done in the spaces.

Can you please confirm ASAP?

Look forward to hearing from you.

Cheers,

s 9(2)(a)



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s 9(2)(a)

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a: s 9(2)(a)

Wellington 6143

e: s 9(2)(a)



Please consider the environment before printing this email

From: s 9(2)(a) <s 9(2)(a)>
Sent: Monday, 13 February 2023 1:43 pm
To: s 9(2)(a)
Subject: FW: Hanging restrictions

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, 8 February 2023 12:24 p.m.
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Hanging restrictions

Hi s 9(2)(a)

Thanks for following up.

Our team have informed me that they are contracting this project out to an external company to design the programme to allow us to overlay the truss lines over the floorplans- at this stage it is in design stage.

They are arranging a meeting with the company and I have made our team aware of the timeline for your site to go live. And I have asked for a potential time line for the project based on this.

The plan is that the exhibition companies will be able to provide this information in the future.

Sorry I can't be of more assistance at this stage, there are a lot of technical aspects that are slowly coming together for us.

I have flagged for follow up next week and will update you as soon as I hear anything back.

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>

Sent: Wednesday, 8 February 2023 10:37 am
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a)

Subject: RE: Hanging restrictions

Hi Aaron,
Thanks for your time on the phone yesterday, have you been able to talk to AV regarding the hanging restrictions?
Nga Mihi | Kind Regards

s 9(2)(a) | s 9(2)(a) | s 9(2)(a)
s 9(2)(a)
p: s 9(2)(a) | m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) | w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Thursday, 26 January 2023 5:21 p.m.

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: Hanging restrictions

Hi s 9(2)(a)
This will TBA at this stage, I will check with Av next week in regards to the truss line overlays for the floor plans.

Thanks
Nga mihi,
Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>

Sent: Wednesday, 25 January 2023 1:35 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: Hanging restrictions

Hi Aaron,
Thanks for the update, is there a way to know which stands can have things hanging from them or is it still tbc on this too?
Nga Mihi | Kind Regards

s 9(2)(a) | s 9(2)(a)
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e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, 24 January 2023 2:49 p.m.

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: Hanging restrictions

Hi s 9(2)(a)

I hope you had a good weekend.

Thanks for the below email, at present the answer is yes, there will areas where banners won't be able to be hung due to lack of continuous suitable rigging infrastructure our team are working on a solution for this at the moment to have the s 9(2)(a) companies be able to overlay the rigging structure on their floor plans. And hope to have something in the next few weeks.

Sorry still no update on the coffee carts, I am trying my best to get this information. I'd say we may have to wait until our operations team have control of the building (end of February) and we can confirm this for you- sorry I know it's frustrating!

In the meantime here are the details for local suppliers to contact to source the coffee carts from.

Coffee Chic <https://www.coffeechic.co.nz/> – general contact: info@coffeechic.co.nz

Havana Coffee <https://havana.co.nz/> - Wellington number: [04 384 7041](tel:043847041), or enquiries@havana.co.nz

As soon as we get more information and movement on the above I will let you know, I have set reminders for myself to follow up.

Nga mihi,

Aaron Telford

Business Development Manager – Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>

Sent: Monday, 23 January 2023 12:58 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: Hanging restrictions

Kia ora Aaron,

Hope you had a good long weekend, are you able to advise if you have heard back from the AV regarding if there are any restrictions for hanging banners etc?
Also has there been any update regarding the coffee area? I know Grace your colleague was going to follow up regarding the power sources etc, she did also mention there was a coffee kiosk area potentially could be hired on the ground floor is this the case?

Nga Mihi | Kind Regards

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a: s 9(2)(a)
e: s 9(2)(a) w: [www](#) s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, 17 January 2023 2:48 p.m.

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: Hanging restrictions

Hi s 9(2)(a)

No problems at all, I am glad that you got to go through, it certainly is a great venue!
I have reached out to our AV team in regards to the below, as they will be best to review this based on the existing truss and lines across the venue. Once they have reviewed this I will come back to you.

Thanks

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>

Sent: Tuesday, 17 January 2023 2:29 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: Hanging restrictions

Hi Aaron,

Thanks for that, just went to Takina on a site visit, wow it was amazing! I just want to cross check mainly because we had a few issues when we were in a new venue last year, but going by the approve floorplan attached are there any areas where any of the stands are unable to hang banners etc?

Nga Mihi | Kind Regards

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a: s 9(2)(a)
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From: [Aaron Telford](#)
To: s 9(2)(a)
Cc: s 9(2)(a)
Subject: RE: Hanging restrictions
Date: Tuesday, 14 February 2023 12:41:00 pm
Attachments: [image005.png](#)
[image006.png](#)

Sounds good.

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a)

Sent: Tuesday, 14 February 2023 12:37 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: s 9(2)(a) <s 9(2)(a)>

Subject: RE: Hanging restrictions

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Cheers,

s 9(2)(a)

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s 9(2)(a)

p: s 9(2)(a)

a: s 9(2)(a)

Wellington 6143

e: s 9(2)(a)



Please consider the environment before printing this email

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, 14 February 2023 12:33 pm

To: s 9(2)(a)

Subject: RE: Hanging restrictions

Hi s 9(2)

Thanks- I'm sure we will find a good spot for it, that will also get good exposure for the sponsor. In terms of Meetings I am unsure as I am not the lead on that event- as far as I'm aware previous conversations were they will slot them in where we can once the power access is finalised in the appropriate areas.

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a)
Sent: Tuesday, 14 February 2023 12:20 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Hanging restrictions

Hi Aaron,

Thanks for coming back to me. We could look at Level Two for the coffee cart, we are really just looking for anywhere it could fit (and next to a stand) where the coffee cart sponsor will be)

Where is the coffee cart located at MEEETINGS?

Look forward to hearing from you.

Cheers,

s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

p: s 9(2)(a)

a: s 9(2)(a)

Wellington 6143

e: s 9(2)(a)



Please consider the environment before printing this email

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, 14 February 2023 12:04 pm
To: s 9(2)(a)
Cc: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Hanging restrictions

Hi s 9(2)(a)

Will definitely come back to you when we have an answer, hopefully post meeting Wednesday.

In terms of the coffee cart, we are still not sure where we can access the 3phase power from- we are waiting to take over the building next month and finally map these things out as it could be in the floor, wall or roof.

The placement on your follow up email would not be the best place for the cart, it is inside the plenary room, and next to a catering station that we have already removed a booth from so it leaves space for food service.

I am sure there will be options across the floor for it to be placed in a prominent area, would level two be an option as this is where the plenary is- maybe somewhere near your stand that wont create an bottle neck for catering and delegate movement?

Our project team do have a meeting with council tomorrow about power, floor pits etc- so I have asked them to try and get some clarification on the 3phase as well.

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a)
Sent: Monday, 13 February 2023 3:26 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Hanging restrictions

Hi Aaron,

Thanks for coming back to me.

Okay, can we touch base on Thursday after you have had that catch up?

Also, where do you think the best location for a coffee cart would be? Potentially could get Havana to assist with this.

Look forward to hearing from you.

Kind regards

s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

p: s 9(2)(a)

a: s 9(2)(a)

Wellington 6143

e: s 9(2)(a)



Please consider the environment before printing this email

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Monday, 13 February 2023 2:20 pm
To: s 9(2)(a)
Cc: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Hanging restrictions

Hi s 9(2)(a)

I hope you had a good weekend,

Thank you for your email,

As per below, I don't have this information at this stage. Yes you are correct that there are rigging and truss lines across the building.

What we are trying to achieve for clients is to be able to overlay the rigging/truss over the floor plans drawn for exhibitions to make sure that there are no "blind" spots or areas that may not be able to have hanging, such as over or obscuring exit signs, access doors, sightlines etc.

We are currently working on an in-house solution for this and are meeting on Wednesday afternoon to see what this will potentially look like.

I would be hesitant to say that all booths can have hanging above them, as id hate to put you wrong and in an awkward situation with your clients.

I am aware of your deadline and am trying to get this information for you as soon as possible,

Thanks

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a)
Sent: Monday, 13 February 2023 1:58 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Hanging restrictions
Importance: High

Hi Aaron,

How are you?

Just checking in to get a better understanding of this? Will there be any stands in the expo floorplan we have designed that will not be able to have rigging above their stand?

When I came for the site visit, I saw on level one and two that all the ceilings in our spaces had that equipment, and the builder confirmed when looking at our plan that all areas we had stands could have rigging above?

We are going very soon so we want to ensure when we sell these stands, that we are clear what can be done in the spaces.

Can you please confirm ASAP?

Look forward to hearing from you.

Cheers,

s 9(2)(a)

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s 9(2)(a)
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a: s 9(2)(a)
Wellington 6143
e: s 9(2)(a)



Please consider the environment before printing this email

From: s 9(2)(a) <s 9(2)(a)>
Sent: Monday, 13 February 2023 1:43 pm
To: s 9(2)(a)
Subject: FW: Hanging restrictions

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, 8 February 2023 12:24 p.m.
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Hanging restrictions

Hi s 9(2)(a)

Thanks for following up.

Our team have informed me that they are contracting this project out to an external company to design the programme to allow us to overlay the truss lines over the floorplans- at this stage it is in

design stage.

They are arranging a meeting with the company and I have made our team aware of the timeline for your site to go live. And I have asked for a potential time line for the project based on this.

The plan is that the exhibition companies will be able to provide this information in the future.

Sorry I can't be of more assistance at this stage, there are a lot of technical aspects that are slowly coming together for us.

I have flagged for follow up next week and will update you as soon as I hear anything back.

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, 8 February 2023 10:37 am
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a)
Subject: RE: Hanging restrictions

Hi Aaron,

Thanks for your time on the phone yesterday, have you been able to talk to AV regarding the hanging restrictions?

Nga Mihi | Kind Regards

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a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Thursday, 26 January 2023 5:21 p.m.
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Hanging restrictions

Hi s 9(2)(a)

This will TBA at this stage, I will check with Av next week in regards to the truss line overlays for the floor plans.

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

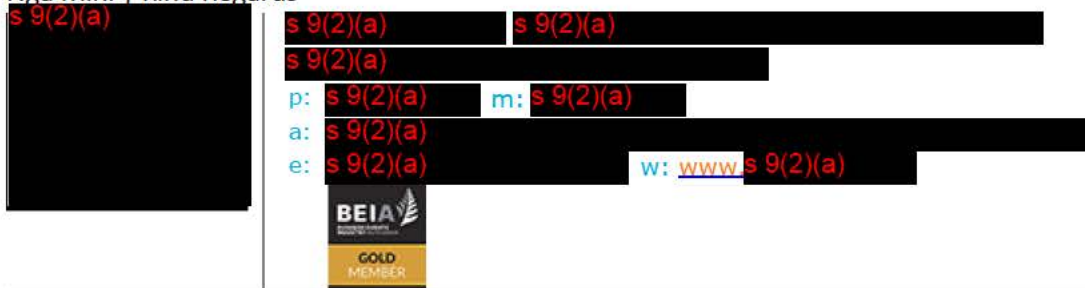
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, 25 January 2023 1:35 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Hanging restrictions

Hi Aaron,
Thanks for the update, is there a way to know which stands can have things hanging from them or is it still tbc on this too?

Nga Mihi | Kind Regards



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, 24 January 2023 2:49 p.m.

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: Hanging restrictions

Hi s 9(2)(a)

I hope you had a good weekend.

Thanks for the below email, at present the answer is yes, there will areas where banners won't be able to be hung due to lack of continuous suitable rigging infrastructure our team are working on a solution for this at the moment to have the s 9(2)(a) companies be able to overlay the rigging structure on their floor plans. And hope to have something in the next few weeks.

Sorry still no update on the coffee carts, I am trying my best to get this information. I'd say we may have to wait until our operations team have control of the building (end of February) and we can confirm this for you- sorry I know it's frustrating!

In the meantime here are the details for local suppliers to contact to source the coffee carts from.

Coffee Chic <https://www.coffeechic.co.nz/> – general contact: info@coffeechic.co.nz

Havana Coffee <https://havana.co.nz/> - Wellington number: [04 384 7041](tel:043847041), or enquiries@havana.co.nz

As soon as we get more information and movement on the above I will let you know, I have set reminders for myself to follow up.

Nga mihi,

Aaron Telford

Business Development Manager – Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>

Sent: Monday, 23 January 2023 12:58 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: Hanging restrictions

Kia ora Aaron,

Hope you had a good long weekend, are you able to advise if you have heard back from the AV regarding if there are any restrictions for hanging banners etc?

Also has there been any update regarding the coffee area? I know Grace your colleague was going to follow up regarding the power sources etc, she did also mention there was a coffee kiosk area potentially could be hired on the ground floor is this the case?

Nga Mihi | Kind Regards

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a: s 9(2)(a)

e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, 17 January 2023 2:48 p.m.

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: Hanging restrictions

Hi s 9(2)(a)

No problems at all, I am glad that you got to go through, it certainly is a great venue!

I have reached out to our AV team in regards to the below, as they will be best to review this based on the existing truss and lines across the venue. Once they have reviewed this I will come back to you.

Thanks

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>

Sent: Tuesday, 17 January 2023 2:29 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: Hanging restrictions

Hi Aaron,

Thanks for that, just went to Takina on a site visit, wow it was amazing! I just want to cross check mainly because we had a few issues when we were in a new venue last year, but going by the approve floorplan attached are there any areas where any of the stands are unable to hang banners etc?

Nga Mihi | Kind Regards

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From: s 9(2)(a)
To: [Aaron Telford](#)
Cc: s 9(2)(a)
Subject: Coffee Cart Placement
Date: Monday, 13 February 2023 3:38:18 pm
Attachments: [image002.png](#)
[image003.png](#)

Hi Aaron,

Could the coffee cart go here? By Stand 199 on Level one?



LEVEL 1

Let me know what you think?

Kind regards

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6143

e: s 9(2)(a)

Wellington

as there is no catering around those booths currently

- Extending the station behind booths 6,7,8,9
- Adjacent to booths 126 & 127

Dane has recently been through the space, so may have a better picture of this now. Hopefully this isn't too confusing! Let me know any questions/ queries you may have

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>

Sent: Wednesday, 23 November 2022 1:39 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: Running behind

Kia ora Aaron,

Thank you for your time.

If you could come back to me with a quick reference sheet with all the spaces you might have available, the below is what we required. We might need to book the additional breakout spaces at Te Pae?

- We need plenary (for mornings)
- Then 6 breakout spaces (as large as they can be)
- 1x s 9(2)(a) Zealand Room
- 1x Technical Committee Room
- 1x event team room
- 1x Speaker prep
- Additional meeting rooms for the three days

Nga Mihi | Kind Regards

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e: s 9(2)(a)

w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, 23 November 2022 10:54 a.m.

To: s 9(2)(a) <s 9(2)(a)>

Subject: Running behind

Hi s 9(2)(a)

I am running late for our 11am, my current meeting is going to run over time. I should be free by 11.30.

Apologies and will call you as soon as I am free.

Thanks

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**

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- Then room allocation that I think will be the best fit, and additional spaces available, including TNT hold of spaces at Te Papa as indicated below.
- NOTE indicated capacities for the smaller breakouts are less than the website capacities to allow for staging etc if it is required.

We are very tight for space here at Te Papa over your event dates and I do have our Icon room available (on the 17th), and Rangimarie rooms (on the 18th)so have tentatively held this based on you reviewing the attached and deciding if you need this space or not. I cant get the same space for consecutive days unfortunately.

Floor Plan:

As mentioned the floor plan is very tight, and our operational team do have a concern around catering stations and we do need to increase these and have a more even spread for the delegates comfort and speed of service especially at lunch.

I have highlighted areas where we think additional stations will be best placed, and this would result in a review of booth numbers.

Ideally we will need 10 catering stations, with 7 located on Level 1 – as this is the bigger trade area.

Potential booths that have been drawn on the plan that we think will be best allocated to catering are:

- 32 & 34
- 114, 115, 116 – this will give us a double sided buffet and also keep the exhibitors happier as there is no catering around those booths currently
- Extending the station behind booths 6,7,8,9
- Adjacent to booths 126 & 127

Dane has recently been through the space, so may have a better picture of this now. Hopefully this isn't too confusing! Let me know any questions/ queries you may have
Nga mihi,

Aaron Telford

Business Development Manager - Venues
Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>

Sent: Wednesday, 23 November 2022 1:39 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: Running behind

Kia ora Aaron,

Thank you for your time.

If you could come back to me with a quick reference sheet with all the spaces you might have available, the below is what we required. We might need to book the additional breakout spaces at Te Pae?

- We need plenary (for mornings)
- Then 6 breakout spaces (as large as they can be)
- 1x s 9(2)(a) Zealand Room

- 1x Technical Committee Room
- 1x event team room
- 1x Speaker prep
- Additional meeting rooms for the three days

Nga Mihi | Kind Regards

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a: s 9(2)(a)

e: s 9(2)(a)

w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, 23 November 2022 10:54 a.m.

To: s 9(2)(a) <s 9(2)(a)>

Subject: Running behind

Hi s 9(2)(a)

I am running late for our 11am, my current meeting is going to run over time. I should be free by 11.30.

Apologies and will call you as soon as I am free.

Thanks

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

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From: [Aaron Telford](#)
To: [Tom O'Sullivan](#)
Subject: RE: s 9(2) Zealand
Date: Wednesday, 8 February 2023 2:06:00 pm
Attachments: [image002.png](#)

Hi Tom,
Thanks for the below, I have let the client know that there are works in progress and I will update her accordingly as we find out more.

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: Tom O'Sullivan <Tom.OSullivan@tepapa.govt.nz>

Sent: Wednesday, 8 February 2023 10:34 am

To: Aaron Telford <aaron.telford@takinaevents.co.nz>; Sarah Delahunt <Sarah.Delahunt@tepapa.govt.nz>

Subject: RE: s 9(2)(a) Zealand

Kia ora Aaron,

Thank you for managing the client's expectations over the past few weeks whilst we have been taking steps to get the relevant rigging plans drawn up.

We have engaged an external company to undertake this work and are looking to meet with them soon.

[@Sarah](#) – Has Sam responded to our meeting request? Do we have a timeline in mind (based on s 9(2)(i) go-live deadline of 22nd Feb)?

Quick update - We've diarised meetings with the various exhibition groups, with the intention of empowering them with the new plans, so that they can directly provide clients with this type of information moving forward.

Nga mihi,

Tom O'Sullivan

Manager Audio-Visual Event Services

Takina Events



PO Box 467 | 50 Cable Street, Wellington 6011

Email: tom.osullivan@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

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From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, 8 February 2023 9:35 am

To: Tom O'Sullivan <Tom.OSullivan@tepapa.govt.nz>

Subject: s 9(2)(a) Zealand

Kia ora Tom,

I have s 9(2)(i) chasing me for information about rigging and truss lines for their event in October. They want to know which booths on their floor plan will have the ability to hang banners and which ones wont. (She was quite insistent that she has this today!)

I know that this is a project that is being worked on at the moment- they want to go live with their conference website on the 22nd of this month to start selling booths and will need this information. Is there a timeline set for when we may have the ability to provide this information in some form to clients?

Thanks

Aaron

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 !55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

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Find out more at takina.co.nz



From: [Aaron Telford](#)
To: [Tom O'Sullivan](#)
Subject: s 9(2) Zealand
Date: Wednesday, 8 February 2023 9:35:00 am

Kia ora Tom,

I have s 9(2)(i) chasing me for information about rigging and truss lines for their event in October. They want to know which booths on their floor plan will have the ability to hang banners and which ones wont. (She was quite insistent that she has this today!)

I know that this is a project that is being worked on at the moment- they want to go live with their conference website on the 22nd of this month to start selling booths and will need this information. Is there a timeline set for when we may have the ability to provide this information in some form to clients?

Thanks

Aaron

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

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Find out more at takina.co.nz



From: [Aaron Telford](#)
To: [s 9\(2\)\(a\)](#)
Subject: RE: Te Papa - Availability
Date: Tuesday, 7 February 2023 10:05:00 am
Attachments: [image004.png](#)
[image005.png](#)

Hi [s 9\(2\)\(a\)](#)

Thanks for the below, we have had some movement with events spaces and I do have our Amokura space available- this will accommodate 300 pax banquet on ovals of 10 pax. With catering stations it will be available 9-5.

The cost is [s 9\(2\)](#) - including standard AV package, there would be an additional charge for AV Technicians as well.

Please let me know as soon as possible if you want me to book this space for you.

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 [s 9\(2\)\(a\)](#)



From: [s 9\(2\)\(a\)](#) <[s 9\(2\)\(a\)](#)>
Sent: Tuesday, 7 February 2023 9:02 am
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Te Papa - Availability

Hi Aaron,

Hope you had a lovely long weekend, what is the biggest space you can accommodate at Te Papa?

The client were just a bit wary of having the preconference workshop take place so close to the expo being built and what noise that create.

Nga Mihi | Kind Regards

[s 9\(2\)\(a\)](#)

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e: [s 9\(2\)\(a\)](#)

w: [www.s 9\(2\)\(a\)](#)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Thursday, 2 February 2023 4:11 p.m.

To: [s 9\(2\)\(a\)](#) <[s 9\(2\)\(a\)](#)>

Subject: RE: Te Papa - Availability

Hi [s 9\(2\)\(a\)](#)

I think I was still holding them just in-case until we finalised the contract.

We don't have any space big enough to accommodate 300-400 available at Te Papa, on the 16th.

I have the pack in scheduled for Sunday 15th and Monday 16th, if the build is done on level 2 on the Sunday- we can potentially do the precon meeting in the L2 Plenary. Will this be a full ay with

catering?
Thanks
Nga mihi,
Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Thursday, 2 February 2023 2:25 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Te Papa - Availability

Hi Aaron,
We just need a space for the preconference workshop likely big enough for around 300/400pax on the Monday. Just wanting to check for the 17/18 Te Papa rooms were these booked because we didn't know if there were enough breakout spaces at Takina but you confirmed there were?

Nga Mihi | Kind Regards

s 9(2)(a)
s 9(2)(a) s 9(2)(a)
s 9(2)(a)
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a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Thursday, February 2, 2023 11:58 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Te Papa - Availability

Kia ora s 9(2)(a)
Hope you are well, another busy week here!
I do have our Rangimarie rooms available (I also have this space booked on the 18th for you as well, and Icon on the 17th)
Would you like me to book these for you now and then send you an updated document of all spaces that are booked for review?
Elena has given me some more feedback fort his weeks site inspection- so will review this as well for you.
Hopefully we can tie things up more next week and move to contracting.
Thanks
Aaron
Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Thursday, 2 February 2023 11:07 am
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Te Papa - Availability

Hi Aaron,
Hope you are having a good week, are you able to advise the availability for rooms at Te Papa on Monday, 16 October?
Nga Mihi | Kind Regards

s 9(2)(a)

s 9(2)(a) s 9(2)(a)
s 9(2)(a)
p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: [Elena Ford](#)
To: [s 9\(2\)\(a\)](#), [s 9\(2\)](#)
Cc: [Aaron Telford](#); [s 9\(2\)](#)
Subject: RE: [s 9\(2\)](#) Conference Exhibition
Date: Monday, 30 January 2023 11:04:24 am
Attachments: [image006.png](#)
[image007.png](#)

Thank you [s 9\(2\)](#)

It would not have been in our carpark. Maybe it was the carpark opposite the Museum Hotel?

Nga mihi,

Elena

Elena Ford

Venues Sales Manager

Takina Events

PO Box 467 ;55 Cable Street, Wellington 6011

Email: elena.ford@takinaevents.co.nz

Mobile: +64 [s 9\(2\)\(a\)](#)

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Find out more at takina.co.nz



From: [s 9\(2\)\(a\)](#) <[s 9\(2\)\(a\)](#)>
Sent: Monday, 30 January 2023 10:33 am
To: Elena Ford <Elena.Ford@takinaevents.co.nz>; [s 9\(2\)\(a\)](#) <[s 9\(2\)\(a\)](#)@wellingtonnz.com>
Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>; [s 9\(2\)\(a\)](#)
Subject: RE: [s 9\(2\)\(i\)](#) Conference Exhibition

Ahh makes sense thanks for the details, I think we hired it out for the pinot conference a few years ago there!

Nga Mihi | Kind Regards

[s 9\(2\)\(a\)](#)
[s 9\(2\)\(a\)](#) [s 9\(2\)\(a\)](#)
[s 9\(2\)\(a\)](#)
p: [s 9\(2\)\(a\)](#) m: [s 9\(2\)\(a\)](#)
a: [s 9\(2\)\(a\)](#)
e: [s 9\(2\)\(a\)](#) w: www [s 9\(2\)\(a\)](#)

From: Elena Ford <Elena.Ford@takinaevents.co.nz>
Sent: Monday, January 30, 2023 10:30 AM
To: [s 9\(2\)\(a\)](#) <[s 9\(2\)\(a\)](#)> [s 9\(2\)\(a\)](#) <[s 9\(2\)\(a\)](#)@wellingtonnz.com>
Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>; [s 9\(2\)\(a\)](#)
Subject: RE: [s 9\(2\)\(i\)](#) Conference Exhibition

Kia ora [s 9\(2\)](#)

Thank you, we never hired our car park for displays, so unlikely to get that approved as it will be negatively impacting museum visitor experience.

Thank you for your understanding!

Nga mihi,

Elena

Elena Ford
Venues Sales Manager
Takina Events
PO Box 467 ;55 Cable Street, Wellington 6011
Email: elena.ford@takinaevents.co.nz
Mobile: +64 **s 9(2)(a)**
Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: **s 9(2)(a)** <**s 9(2)(a)**>
Sent: Monday, 30 January 2023 10:23 am
To: Elena Ford <Elena.Ford@takinaevents.co.nz>; **s 9(2)(a)** <**s 9(2)(a)** wellingtonnz.com>
Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>; **s 9(2)(a)**
Subject: RE: **s 9(2)(i)** Conference Exhibition
Kia ora Elena,
Thanks Elena, **s** mentioned also the Te Papa carpark could also be hired is that correct?
Nga Mihi | Kind Regards

s 9(2)(a)

From: Elena Ford <Elena.Ford@takinaevents.co.nz>
Sent: Monday, January 30, 2023 10:16 AM
To: **s 9(2)(a)** <**s 9(2)(a)** wellingtonnz.com>
Cc: **s 9(2)(a)** <**s 9(2)(a)**> Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: **s 9(2)(i)** Conference Exhibition

Kia ora **s 9(2)**

Thank you, we are not able to use the front of Te Papa for any displays, especially not the heavy machinery equipment due to the damage to the paving. It is not designed for heavy equipment.

There is an area that belong to Wellington City Council between Te Papa and Mac's Brewery that can be used for displays. Please feel free to check if it is available with **s 9(2)**, her contact details are:

s 9(2)(a)

Waterfront & City Parks Specialist | Matanga Ara Moana me nga Papa |

s 9(2)(a)

Thank you and wishing you a great day!
Nga mihi,
Elena
Elena Ford
Venues Sales Manager

Takina Events
PO Box 467 155 Cable Street, Wellington 6011
Email: elena.ford@takinaevents.co.nz
Mobile: +64 **s 9(2)(a)**
Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: **s 9(2)(a)** <**s 9(2)(a)** wellingtonnz.com>
Sent: Wednesday, 25 January 2023 2:22 pm
To: Elena Ford <Elena.Ford@takinaevents.co.nz>
Cc: **s 9(2)(a)** <**s 9(2)(a)**>
Subject: **s 9(2)(i)** Conference Exhibition

Kia ora Elena,
I have cc'd in **s 9(2)** as she is working on the **s 9(2)(i)** Conference. As a part of this, they have an exhibition display with heavy machinery that typically sits in a car park.
Can you please advise if they will be able to utilise the area outside the front of Te Papa for this?

Nga mihi,

s

9(2)

(a) (2)(a)

Business Development Manager
Business Events Wellington
+64 **s 9(2)(a)**

WellingtonNZ

Takina Project Team – Wellington City Council
www.WellingtonNZ.com



WellingtonNZ



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From: s 9(2)(a)
To: s 9(2)(a), Elena Ford
Cc: Aaron Telford, s 9(2)(a)
Subject: Re: s 9(2) Conference Exhibition
Date: Monday, 30 January 2023 10:52:38 am
Attachments: [image002.png](#)
[image003.png](#)

Hi s 9(2)(a)

The car park next to Te Papa can be hired out through Wellington City Council, they have charged s 9(2) for this previously. Happy to connect you with them if you would like to explore this option.

Kind regards,

s 9(2)
(a)

(2)(a)
Business Development Manager
Business Events Wellington
+64 s 9(2)(a)

WellingtonNZ
Takina Project Team – Wellington City Council
www.WellingtonNZ.com



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From: s 9(2)(a) <s 9(2)(a)>
Sent: Monday, January 30, 2023 10:23:08 AM
To: Elena Ford <Elena.Ford@takinaevents.co.nz>; s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>; s 9(2)(a)
Subject: RE: s 9(2)(i) Conference Exhibition

Kia ora Elena,
Thanks Elena, s mentioned also the Te Papa carpark could also be hired is that correct?
Nga Mihi | Kind Regards

s 9(2)(a)
s 9(2)(a) s 9(2)(a)
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a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Elena Ford <Elena.Ford@takinaevents.co.nz>

Sent: Monday, January 30, 2023 10:16 AM

To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Cc: s 9(2)(a) <s 9(2)(a)@takinaevents.co.nz> Aaron Telford

Subject: RE: s 9(2)(i) Conference Exhibition

Kia ora s 9(2)(a)

Thank you, we are not able to use the front of Te Papa for any displays, especially not the heavy machinery equipment due to the damage to the paving. It is not designed for heavy equipment.

There is an area that belong to Wellington City Council between Te Papa and Mac's Brewery that can be used for displays. Please feel free to check if it is available with s 9(2)(a), her contact details are:

s 9(2)(a)

Waterfront & City Parks Specialist | Matanga Ara Moana me nga Papa |
s 9(2)(a)

Thank you and wishing you a great day!

Nga mihi,

Elena

Elena Ford

Venues Sales Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: elena.ford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

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Find out more at takina.co.nz



From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Wednesday, 25 January 2023 2:22 pm

To: Elena Ford <Elena.Ford@takinaevents.co.nz>

Cc: s 9(2)(a) <s 9(2)(a)@takinaevents.co.nz>

Subject: s 9(2)(i) Conference Exhibition

Kia ora Elena,

I have cc'd in **s 9(2)(a)** as she is working on the **s 9(2)(i)** Conference. As a part of this, they have an exhibition display with heavy machinery that typically sits in a car park.

Can you please advise if they will be able to utilise the area outside the front of Te Papa for this?

Nga mihi,

s
9(2)
(a)

(2)(a)

Business Development Manager

Business Events Wellington

+64 **s 9(2)(a)**

WellingtonNZ

Takina Project Team – Wellington City Council

www.WellingtonNZ.com



WellingtonNZ



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From: s 9(2)(a)
To: [Aaron Telford](#)
Subject: RE: s 9(2) Zealand 2023
Date: Tuesday, 20 September 2022 9:53:20 am
Attachments: [image001.png](#)
[image002.png](#)

Perfect sounds good
Nga Mihi | Kind Regards

s 9(2)(a) | s 9(2)(a)
s 9(2)(a)
p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](#)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, 20 September 2022 9:51 a.m.

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2)(a) Zealand 2023

Kia ora s 9(2)(a)

Thank you for the below update and attached draft expo information, yes you do have both floors booked for your event at Takina.

I will note the welcome function is only one hour and amend this is in the system for now. I will re work the pricing on this for you also.

We can touch base after this year's conference and finalise everything and then organise the final contract.

I will set a diary reminder to contact you early November?

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>

Sent: Monday, 19 September 2022 9:12 am

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: s 9(2)(a) Zealand 2023

Kia ora Aaron,

Attached was the draft expo we were planning on going with.

To confirm the welcome function only goes for an hour not two hours, are you able to advise do we have the full venue basically booked out? I just have this years conference coming up but would like to cross check early November regarding I have got everything confirmed correctly.

Nga Mihi | Kind Regards

s 9(2)(a) | s 9(2)(a)
s 9(2)(a)
p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](#)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Thursday, 15 September 2022 5:05 p.m.

To: s 9(2)(a) <s 9(2)(a)>

Subject: s 9(2)(a) Zealand 2023

Kia ora s 9(2)(a)

I hope your weeks going well.

Please see attached a brief for venue and catering for s 9(2)(i) 2023.

This usage is based off the original proposal provided by Business Events Wellington.

The only change to the original proposal pricing is for the welcome function catering pricing, this has increased to s 9(2) pp based on a 2 Hour Standard Beverage package and 6 substantial canapes to be provided. The cost per person on this would normally be s 9(2) dollars and based on the total conference spend we are happy to offer the reduced price for you.

If you can please review the attached document and let me know:

- What will the trade requirements look like at this stage in terms of booth numbers and sizes
- Confirm minimum numbers for contracting

Also please note that while AV is included in the pricing , there will also need to be an allowance for AV techs to operate the equipment across the venues. I can provide an indicative price for this in the contract as well but it would be subject to change based on final needs for the event.

If you have any questions, or further changes that may be required, please let me know

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

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Find out more at takina.co.nz



From: s 9(2)(a)
To: s 9(2)(a)
Cc: s 9(2)(a) [Aaron Telford](#)
Subject: RE: First draft plan - s 9(2) Zealand - Takina
Date: Wednesday, 31 August 2022 7:55:12 pm
Attachments: [image001.png](#)
[image002.png](#)

Hi s 9(2)(a)

This is such great news, we are really excited to be hosting s 9(2)(a) in Wellington next year.

I have copied Aaron from Takina Events on this email, he will pick up the contract discussion with you shortly. And I will send a separate email to Sarah Healy and cc you to finalise the dinner.

If there is anything else we can help with, please let me know.

Many thanks,

s
9(2)
(a)

s 9(2)(a)

Business Events Wellington Manager

+64 s 9(2)(a)

WellingtonNZ

Takina Project Team, Wellington City Council, Wellington 6011

PO Box 10 017, Wellington 6143

New Zealand

www.WellingtonNZ.com



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From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, 31 August 2022 3:17 pm
To: s 9(2)(a) <s 9(2)(a)> [wellingtonnz.com](mailto:s 9(2)(a)@wellingtonnz.com)
Cc: s 9(2)(a) <s 9(2)(a)>
Subject: RE: First draft plan - s 9(2)(a) Zealand - Takina

Hi s 9(2)

We are pleased to confirm s 9(2)(a) would like to go ahead with the Conference in October next year, would you please be able to put me in touch with Takina and I guess TSB Arena for the dinner when you get a chance.

Thanks for your support and patience getting this across the line.

Nga Mihi I Kind Regards

s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Tuesday, 9 August 2022 11:11 a.m.
To: s 9(2)(a) <s 9(2)(a)>
Cc: s 9(2)(a) <s 9(2)(a)>, s 9(2)(a) @s 9(2)(a)
Subject: First draft plan - s 9(2)(a) Zealand - Takina
()

Hi s 9(2)(a)
Thank you for your time and email of Friday.
Dane's team has prepped a floor plan, please find attached. Happy to discuss this further or make changes based on your feedback.
I have copied Dane for direct feedback if you want us to make any immediate changes.
Many thanks again,

s
9(2)
(a)
s 9(2)(a)
Business Events Wellington Manager
+64 s 9(2)(a)

WellingtonNZ
Takina Project Team, Wellington City Council, Wellington 6011
PO Box 10 017, Wellington 6143
New Zealand
www.WellingtonNZ.com



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|

From: Elena Ford
To: s 9(2)
Cc: s 9(2)(a) Aaron Telford
Subject: RE: s 9(2) Conference Exhibition
Date: Monday, 30 January 2023 10:15:38 am

Kia ora s 9(2)

Thank you, we are not able to use the front of Te Papa for any displays, especially not the heavy machinery equipment due to the damage to the paving. It is not designed for heavy equipment.

There is an area that belong to Wellington City Council between Te Papa and Mac's Brewery that can be used for displays. Please feel free to check if it is available with s 9(2), her contact details are:

s 9(2)(a)
Waterfront & City Parks Specialist | Matanga Ara Moana me nga Papa |

Parks, Sport & Recreation | Wellington City Council
M s 9(2)(a) E s 9(2)(a) @wcc.govt.nz | W Wellington.govt.nz |

Thank you and wishing you a great day!

Nga mihi,

Elena

Elena Ford

Venues Sales Manager

Takina Events

PO Box 467 ;55 Cable Street, Wellington 6011

Email: elena.ford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

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Find out more at takina.co.nz



From: s 9(2)(a) <s 9(2)(a) wellingtonnz.com>
Sent: Wednesday, 25 January 2023 2:22 pm
To: Elena Ford <Elena.Ford@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a)>
Subject: s 9(2)(i) Conference Exhibition

Kia ora Elena,

I have cc'd in s 9(2) as she is working on the s 9(2)(i) Conference. As a part of this, they have an exhibition display with heavy machinery that typically sits in a car park.

Can you please advise if they will be able to utilise the area outside the front of Te Papa for this?

Nga mihi,

s
9(2)

(a) (2)(a)

Business Development Manager
Business Events Wellington

From: [Aaron Telford](#)
To: [Tom O'Sullivan](#)
Subject: RE: Hanging restrictions
Date: Tuesday, 24 January 2023 2:32:00 pm
Attachments: [image002.png](#)
[image004.png](#)
[image005.png](#)

Hi Tom,
Thanks for this, I will revert back to the client and let them know that we are working on a solution for this at the moment as below.

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 **S 9(2)(a)**



From: Tom O'Sullivan <Tom.OSullivan@tepapa.govt.nz>

Sent: Tuesday, 17 January 2023 4:33 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: Hanging restrictions

Hi Aaron,

Thanks for sharing, always happy to assist where I can, and it's interesting to see the questions coming through from clients at this stage.

It's always difficult to provide an accurate answer on this, particularly when the exhibition companies create their own independent (booth) plans, which we can't overlay our building rigging infrastructure onto.

We'd need to convert the booth plan across into Visio, which isn't a quick or easy process.

As we discussed back in November (alongside Elena) it would be beneficial for us to better align with **S** and **S** etc. to request that they include a rigging layer on their plans, so that clients can review rigging options during/after the booth/plan design phase.

In the interim, the short answer is - Yes, there are various areas where banners won't be able to be suspended above booths (due to lack of continuous suitable rigging infrastructure).

As mentioned above, we'll continue to work on implementing a better, more accurate solution/answer for clients, in the coming weeks.

Happy to discuss further!

Nga mihi,

Tom O'Sullivan

Manager Audio-Visual Event Services

Takina Events



PO Box 467 | 50 Cable Street, Wellington 6011

Email: tom.osullivan@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**

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Find out more at takina.co.nz



Ngā mihi o hineraumati Happy holidays

From the team
at Tākina Events

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, 17 January 2023 2:39 pm

To: Tom O'Sullivan <Tom.OSullivan@tepapa.govt.nz>

Subject: FW: Hanging restrictions

Hi Tom,

Hope you are well.

Are you able to assist with the below? They have a large exhibition and it sounds like they have had some issues with exhibitors not being able to hang banners in the previous venue.

I am going to assume that not all areas will have a direct truss line for this? See finalised floor plan attached- note exhibition goes across booth floors

Thanks in advance,

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**

From: **s 9(2)(a)** <**s 9(2)(a)**>

Sent: Tuesday, 17 January 2023 2:29 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: Hanging restrictions

Hi Aaron,

Thanks for that, just went to Takina on a site visit, wow it was amazing! I just want to cross check mainly because we had a few issues when we were in a new venue last year, but going by the approve floorplan attached are there any areas where any of the stands are unable to hang banners etc?

Nga Mihi | Kind Regards

s 9(2)(a)

s 9(2)(a) **s 9(2)(a)**

s 9(2)(a)

p: **s 9(2)(a)** m: **s 9(2)(a)**

a: **s 9(2)(a)**

e: **s 9(2)(a)** w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, 17 January 2023 10:23 a.m.

To: **s 9(2)(a)** <**s 9(2)(a)**>

Subject: FW: Hanging restrictions

Sorry pressed send before adding the below:

Please see Features section for weight loading notes

<https://www.takina.co.nz/plan/rooms-plans/exhibition-hall/>

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: Aaron Telford

Sent: Tuesday, 17 January 2023 10:10 am

To: s 9(2)(a) <s 9(2)(a)>

Cc: s 9(2)(a)

Subject: RE: Hanging restrictions

Kia ora s 9(2)(a)

Thanks for the below email.

I have checked with our team and there will be forklift and elevated work platform machinery onsite, any operators will need to be certified for this equipment and floor protection will need to be put down as well when these are in use.

I am not aware of any restrictions in regards to exhibitors hanging items, there is existing truss in the ceilings, obviously nothing hanging low in walkways, covering any signage, fire exits, staff access etc. Level 1 ceiling height is 5.5m and Level 2 is 6.9m.

The weight loading will depend on what is happening on each individual floor, what is being hung etc.

Please

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>

Sent: Monday, 16 January 2023 5:15 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: s 9(2)(a)

Subject: Hanging restrictions

Kia Ora Aaron,

While I remember are you able to advise from the confirmed floor plans areas or restrictions for people to hang stuff, also is there a weight limit? Are we able to use forklifts/heavy machinery on the expo floors?

Cheers s 9(2)(a)

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From: [Aaron Telford](#)
To: [Tom O'Sullivan](#)
Subject: FW: Hanging restrictions
Date: Tuesday, 17 January 2023 2:38:00 pm
Attachments: [image001.png](#)
[image002.png](#)
[s 9\(2\) .Conference 23v03 Takina.pdf](#)

Hi Tom,
Hope you are well.
Are you able to assist with the below? They have a large exhibition and it sounds like they have had some issues with exhibitors not being able to hang banners in the previous venue.
I am going to assume that not all areas will have a direct truss line for this? See finalised floor plan attached- note exhibition goes across booth floors
Thanks in advance,

Aaron
Nga mihi,
Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 [s 9\(2\)\(a\)](#)

From: [s 9\(2\)\(a\)](#) <[s 9\(2\)\(a\)](#)>
Sent: Tuesday, 17 January 2023 2:29 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Hanging restrictions

Hi Aaron,
Thanks for that, just went to Takina on a site visit, wow it was amazing! I just want to cross check mainly because we had a few issues when we were in a new venue last year, but going by the approve floorplan attached are there any areas where any of the stands are unable to hang banners etc?

Nga Mihi | Kind Regards

[s 9\(2\)\(a\)](#)
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a: [s 9\(2\)\(a\)](#)
e: [s 9\(2\)\(a\)](#) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, 17 January 2023 10:23 a.m.
To: [s 9\(2\)\(a\)](#) <[s 9\(2\)\(a\)](#)>

Subject: FW: Hanging restrictions
Sorry pressed send before adding the below:
Please see Features section for weight loading notes
<https://www.takina.co.nz/plan/rooms-plans/exhibition-hall/>

Thanks
Nga mihi,
Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 [s 9\(2\)\(a\)](#)

From: Aaron Telford
Sent: Tuesday, 17 January 2023 10:10 am

To: s 9(2)(a) <s 9(2)(a)>

Cc: s 9(2)(a)

Subject: RE: Hanging restrictions

Kia ora s 9(2)(a)

Thanks for the below email.

I have checked with our team and there will be forklift and elevated work platform machinery onsite, any operators will need to be certified for this equipment and floor protection will need to be put down as well when these are in use.

I am not aware of any restrictions in regards to exhibitors hanging items, there is existing truss in the ceilings, obviously nothing hanging low in walkways, covering any signage, fire exits, staff access etc. Level 1 ceiling height is 5.5m and Level 2 is 6.9m.

The weight loading will depend on what is happening on each individual floor, what is being hung etc.

Please

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>

Sent: Monday, 16 January 2023 5:15 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: s 9(2)(a)

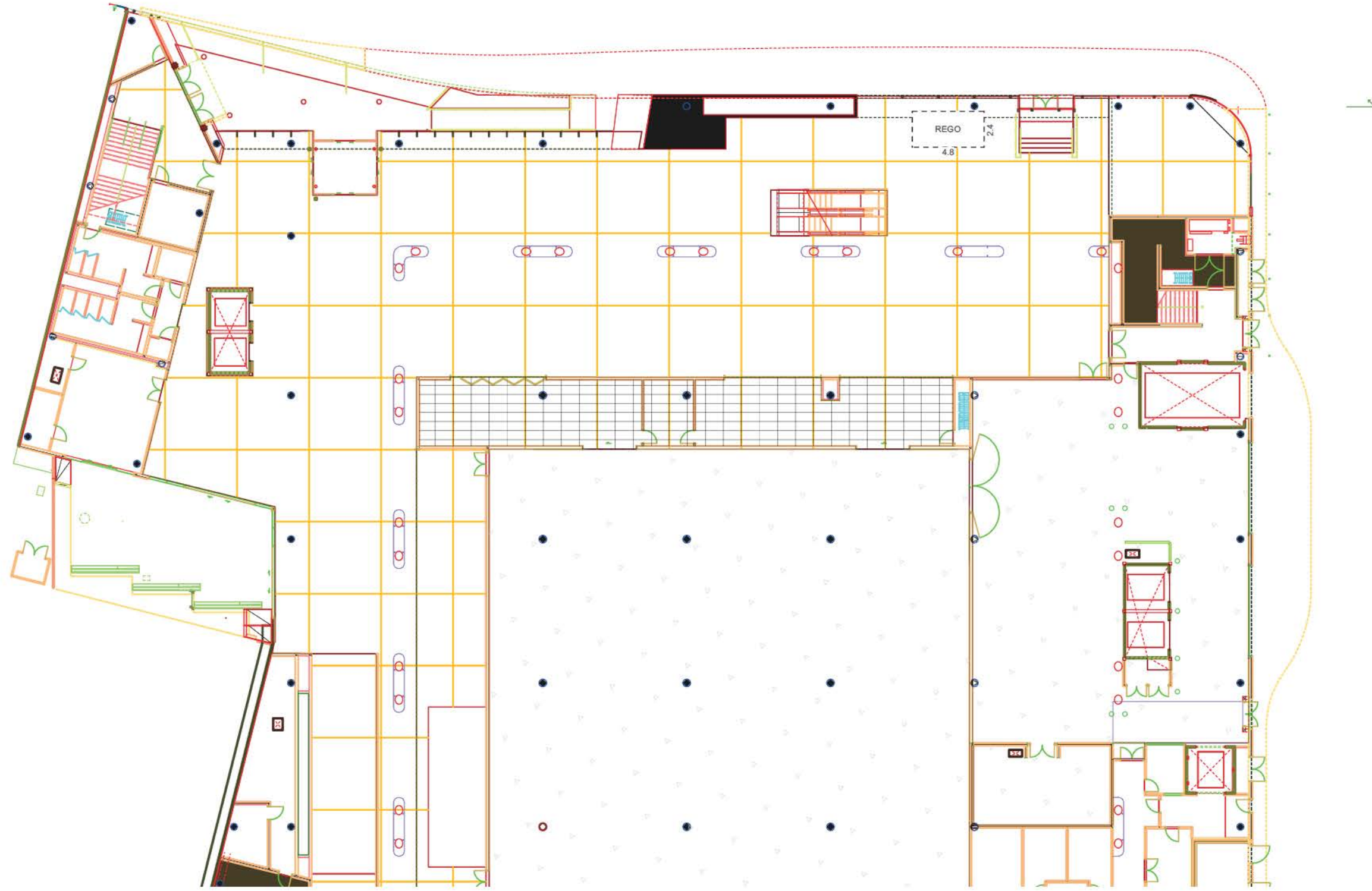
Subject: Hanging restrictions

Kia Ora Aaron,

While I remember are you able to advise from the confirmed floor plans areas or restrictions for people to hang stuff, also is there a weight limit? Are we able to use forklifts/heavy machinery on the expo floors?

Cheers s 9(2)(a)

Get [Outlook for iOS](#)



LEVEL 0

s 9(2)(a)

s 9(2)(a)

Venue: Takina , Wellington

Coordinator: s 9(2)(a)
Event Date: 2023
Designer: YX 131222
Scale: A3
Drawing: s 9(2)(a)

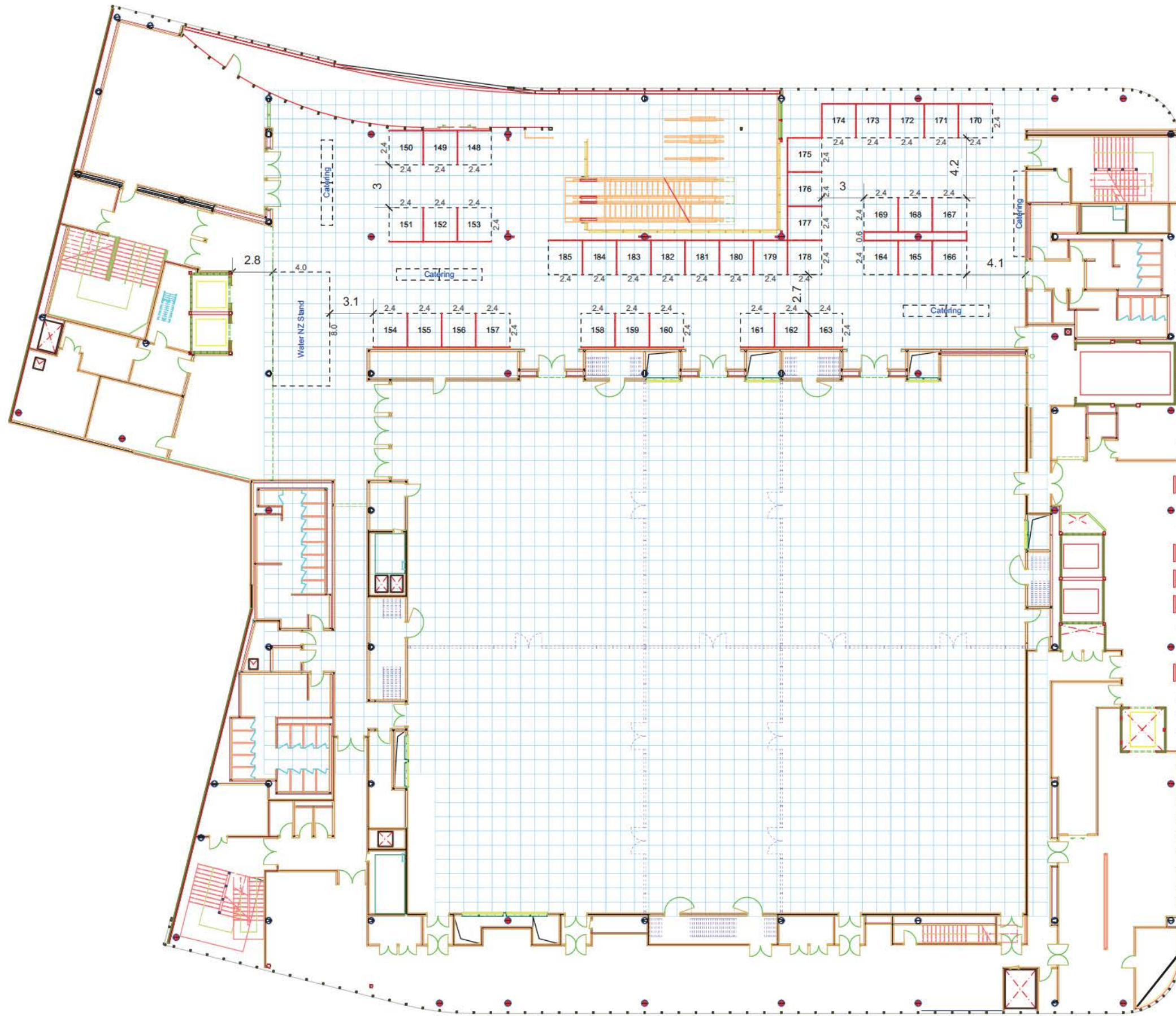


LEVEL 1

s 9(2)(a)

s 9(2)(a)
Venue: Takina, Wellington

Coordinator: s 9(2)(a)
Event Date: 2023
Designer: YX 131222
Scale: A3
Drawing: s 9(2)(a)



LEVEL 2

s 9(2)(a)

s 9(2)(a)

Coordinator: s 9(2)(a)
 Event Date: 2023
 Designer: YX 131222
 Scale: A3
 Drawing: s 9(2)(a)

Venue: Takapu, Wellington

From: [Aaron Telford](#)
To: § 9(2)(a)
Subject: FW: Hanging restrictions
Date: Tuesday, 17 January 2023 10:23:00 am

Sorry pressed send before adding the below:
Please see Features section for weight loading notes
<https://www.takina.co.nz/plan/rooms-plans/exhibition-hall/>

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 § 9(2)(a)

From: Aaron Telford

Sent: Tuesday, 17 January 2023 10:10 am

To: § 9(2)(a) <§ 9(2)(a)>

Cc: § 9(2)(a)

Subject: RE: Hanging restrictions

Kia ora § 9(2)(a)

Thanks for the below email.

I have checked with our team and there will be forklift and elevated work platform machinery onsite, any operators will need to be certified for this equipment and floor protection will need to be put down as well when these are in use.

I am not aware of any restrictions in regards to exhibitors hanging items, there is existing truss in the ceilings, obviously nothing hanging low in walkways, covering any signage, fire exits, staff access etc. Level 1 ceiling height is 5.5m and Level 2 is 6.9m.

The weight loading will depend on what is happening on each individual floor, what is being hung etc. Please

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 § 9(2)(a)

From: § 9(2)(a) <§ 9(2)(a)>

Sent: Monday, 16 January 2023 5:15 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: § 9(2)(a)

Subject: Hanging restrictions

Kia Ora Aaron,

While I remember are you able to advise from the confirmed floor plans areas or restrictions for people to hang stuff, also is there a weight limit? Are we able to use forklifts/heavy machinery on the expo floors?

Cheers § 9(2)(a)

Get [Outlook for iOS](#)

From: [Aaron Telford](#)
To: s 9(2)(a)
Cc: s 9(2)(a)
Subject: RE: Hanging restrictions
Date: Tuesday, 17 January 2023 10:10:00 am

Kia ora s 9(2)(a)

Thanks for the below email.

I have checked with our team and there will be forklift and elevated work platform machinery onsite, any operators will need to be certified for this equipment and floor protection will need to be put down as well when these are in use.

I am not aware of any restrictions in regards to exhibitors hanging items, there is existing truss in the ceilings, obviously nothing hanging low in walkways, covering any signage, fire exits, staff access etc. Level 1 ceiling height is 5.5m and Level 2 is 6.9m.

The weight loading will depend on what is happening on each individual floor, what is being hung etc.

Please

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>
Sent: Monday, 16 January 2023 5:15 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a)
Subject: Hanging restrictions

Kia Ora Aaron,

While I remember are you able to advise from the confirmed floor plans areas or restrictions for people to hang stuff, also is there a weight limit? Are we able to use forklifts/heavy machinery on the expo floors?

Cheers s 9(2)(a)

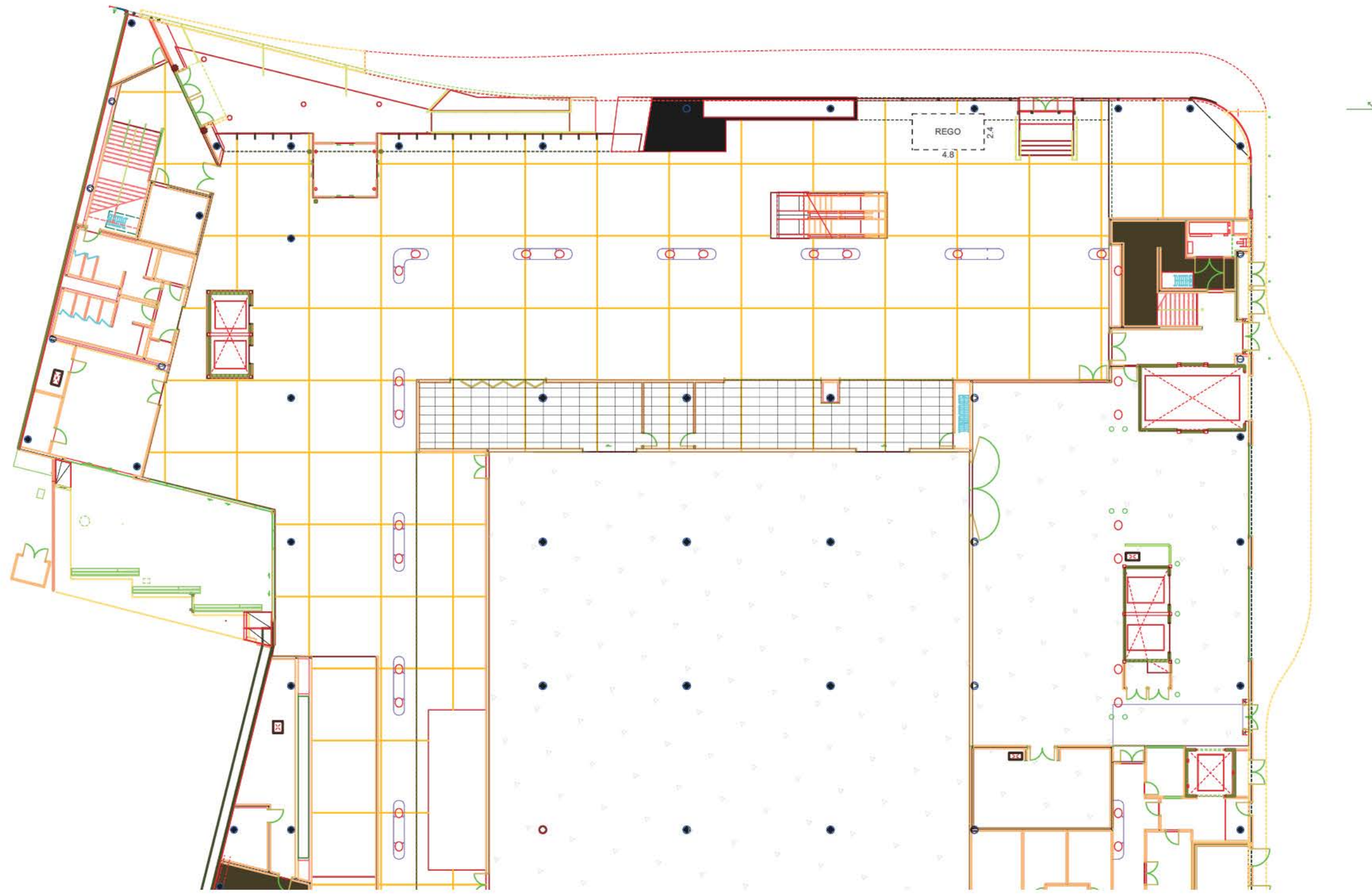
Get [Outlook for iOS](#)

From: s 9(2)(a)
To: [Aaron Telford](#)
Cc: s 9(2)(a)
Subject: Hanging restrictions
Date: Monday, 16 January 2023 5:15:32 pm
Attachments: s 9(2) [_Conference 23v03_Takina.pdf](#)

Kia Ora Aaron,

While I remember are you able to advise from the confirmed floor plans areas or restrictions for people to hang stuff, also is there a weight limit? Are we able to use forklifts/heavy machinery on the expo floors?

Cheers s 9(2)(a)
Get [Outlook for iOS](#)



LEVEL 0

s 9(2)(a)

s 9(2)(a)

Venue: Takina, Wellington

Coordinator: s 9(2)(a)
Event Date: 2023
Designer: YX 131222
Scale: A3
Drawing: s 9(2)(a)



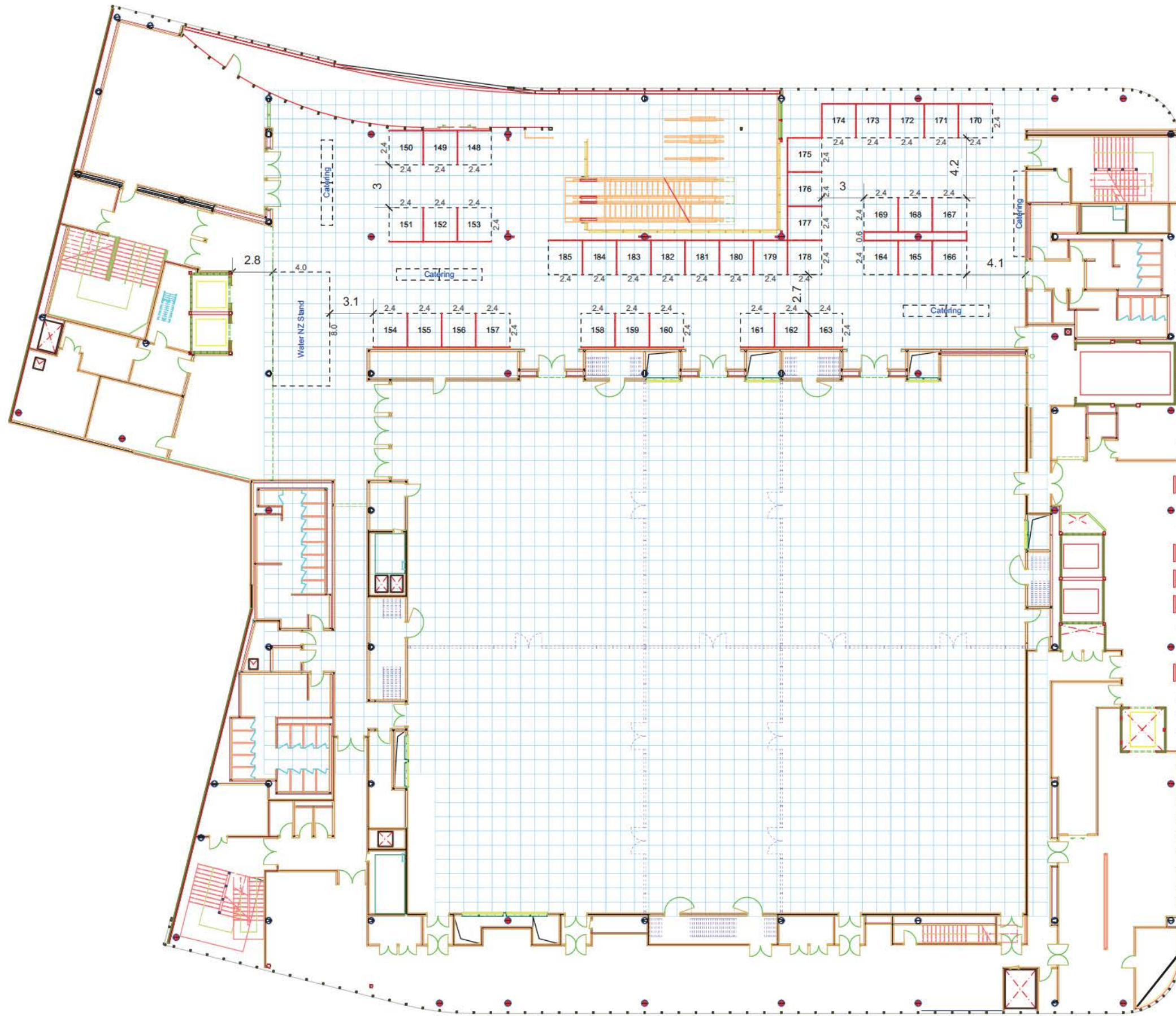
LEVEL 1

s 9(2)(a)

s 9(2)(a)

Venue: Takina, Wellington

Coordinator: s 9(2)(a)
 Event Date: 2023
 Designer: YX 131222
 Scale: A3
 Drawing: s 9(2)(a)



LEVEL 2

s 9(2)(a)

s 9(2)(a)
Venue: Takina, Wellington

Coordinator: s 9(2)(a)
Event Date: 2023
Designer: YX 131222
Scale: A3
Drawing: s 9(2)(a)

From: s 9(2)
To: Aaron Telford
Subject: RE: s Event Revision
Date: Wednesday, 11 January 2023 2:45:41 pm
Attachments: [image001.png](#)
[image002.png](#)
[image004.png](#)

Hi Aaron,
Happy New Year, I hope you have been able to have a restful break.
Any update on the coffee cart area?

Nga Mihi | Kind Regards

s 9(2)(a) s 9(2)(a)
s 9(2)(a)
p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](#)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Monday, 19 December 2022 2:15 p.m.
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2) Event Revision
Awesome sounds good! Enjoy the summer break and talk next year!
Nga mihi,
Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)
Nga mihi o te Kirihimete me te Tau Hou



From: s 9(2)(a) <s 9(2)(a)>
Sent: Monday, 19 December 2022 2:10 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2) Event Revision
Fab about the registration area! But touchbase in the New Year regarding the coffee cart area
Nga Mihi | Kind Regards

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a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](#)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Monday, 19 December 2022 1:46 p.m.
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2) Event Revision
Kia ora s 9(2)

Thanks for following up, I don't have any more information at this stage I am afraid, the person I need to clarify with has gone on leave. I will have to come back to you in the new year on this now.
I am going to assume that there will be some different options, the there are floor and ceiling points. So one we know I will send you the options available.
In the meantime I have asked the project management team if they may know anything further.
Also just in regards to placing your registration on the ground floor of the building, this has been approved and we will just need to ensure that we work the timings around any activities happening on the ground floor, if there is a public exhibition on etc.
Thanks,
Aaron
Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)

Nga mihi o te Kirihimete me te Tau Hou



From: s 9(2)(a) <s 9(2)(a)>
Sent: Monday, 19 December 2022 1:36 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2) Event Revision

Kia ora Aaron,
Has these been any update regarding where we should place the coffee cart?
Nga Mihi | Kind Regards

s 9(2)(a)
s 9(2)(a) s 9(2)(a)
s 9(2)(a)
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a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, 7 December 2022 4:19 p.m.
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2) Event Revision

Hi!
Sorry for the delay! We wont have any inbuilt café areas on the floors. I will need to try and check electrical plans to see where they can go- as they normally need three phase power.
Will come back to you when I can get that information.
Thanks
Nga mihi,
Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)
Nga mihi o te Kirihimete me te Tau Hou



From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, 6 December 2022 12:47 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2) Event Revision

Hiya Aaron,
Are you able to advise where would you best place a coffee cart in the expo area? Or do you have a whole in the wall/kiosk type thing?
Nga Mihi | Kind Regards

s 9(2)(a) s 9(2)(a)
s 9(2)(a)

s 9(2)(a)

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a: s 9(2)(a)
e: s 9(2)(a) w: www.s 9(2)(a)

From: s 9(2)(a)

Sent: Friday, 2 December 2022 9:04 a.m.

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: s 9(2) Event Revision

Ahh yes s 9(2) has forwarded me the email looks like there is a few Jan dates to work with too!

Nga Mihi | Kind Regards

s 9(2)(a)

s 9(2)(a) s 9(2)(a)
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a: s 9(2)(a)
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From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Thursday, 1 December 2022 1:55 p.m.

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2) Event Revision

Okay sounds good.

Yes, so Business Events Wellington, passed over the original enquiry to us, and have asked us to include s 9(2) people for next week – so I assume there has been a conversation somewhere along the way with BEW and maybe s 9(2)

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)

Nga mihi o te Kirihimete me te Tau Hou



From: s 9(2)(a) <s 9(2)(a)>

Sent: Thursday, 1 December 2022 1:50 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: s 9(2) Event Revision

Hi Aaron,

Ok will speak to s when they come through with the amendments, business events wellington do you mean people from s 9(2)(a) have enquired about going through next week?

Nga Mihi | Kind Regards

s 9(2)(a)

s 9(2)(a) s 9(2)(a)
s 9(2)(a)
p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: www.s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Thursday, 1 December 2022 1:44 p.m.

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2) Event Revision

Hi s 9(2)

Thanks for the below, most clients are looking to do registration where booths 1,2 and 3 are as this is the direct access from the escalators with a good line of sight from the elevators as well.

The only solution I can see that may work so you don't lose more booths is to possibly switch booths 1 to 6 onto level 2 and move s 9(2) Stand onto level one and combine registration with this somehow?

Business Events Wellington have reached out to me today to have some of the team to do a site with me on the 7th to view the spaces, I am unsure who is attending this at this stage as I'm waiting for confirmation on names.

With the site inspections, we have to work around the build and at this stage, I think February is when they start again, but can check next week and find out if there are any in mid-late January.

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)

Nga mihi o te Kirihimete me te Tau Hou



From: s 9(2)(a) <s 9(2)(a)>

Sent: Thursday, 1 December 2022 11:20 am

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: s 9(2) Event Revision

Hi Aaron,

No worries, have passed on to s to amend the expo floorplan, I note on the map that in that expo area we may need to factor in adding in registration desk area into the expo hall and remove more stands, is there any other place we could have the registration desk so we don't lose more stands?

Is there any capacity mid Jan to have a walk through maybe?

Nga Mihi | Kind Regards

s 9(2)(a) | s 9(2)(a) s 9(2)(a)
s 9(2)(a)
p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, 30 November 2022 5:28 p.m.

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2) Event Revision

Kia ora s 9(2)

Sorry for the delayed reply, things have picked up here as everyone starts to tidy up things before the Christmas break, please see scanned copy of floor plan attached and a list of booths that would be ideal to remove to allow for catering.

Booths to remove for catering requirements to allow for delegate flow:

31 and 32

114,115,116

125

Answers to your questions, also:

- Are you able to advise what the following rooms are being used for is it the expo P1.1, P1.2 and P1.3? **Correct**
- I think from our discussion last week we weren't able to accommodate two of our breakout spaces, looks from the spreadsheet we can which is great! **Yes have added extra spaces ie Green and Crew rooms do this can be accommodated.**
- Is the crew room in an area close to where we would likely have the registration desk area? **The crew rooms sit behind the plenary rooms on a mezzanine floor accessed via back of house.**
- Is there an inbuilt area for registrations? **No there wont be an inbuilt area for this**
- We would like need the other rooms are you able to advise the capacities for Meeting Room 1C **70 Theatre** and Meeting Room 1B? **40 Theatre**
-

- Do you have a quick reference sheet for the rooms and breakdowns of them? Please see link below for capacity charts and floor plans note quoted capacities allow for staging and equipment- and the published are maximum room capacity.
[Planning guides - Takina \(takina.co.nz\)](#)
- Regarding the expo floorplan I think maybe it wasn't attached to your email below? Please see scan attached
- Is there a chance I could have a site visit (when suitable, obviously very aware this is still a building site), I will be in Wellington in December and in early Feb. Our last one for the year is December 7th, we can definitely look at a site for you in February, once we get the dates for these can let you know.

If you need anything else or have any other questions please let me know.

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)

Nga mihi o te Kirihimete me te Tau Hou



From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, 30 November 2022 3:42 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2) Event Revision

Kia ora Aaron,

Sorry to chase but would you be able to send me the floorplan with changes? I just need to let the client know how many stands we are likely to have as we are going to change the expo live for 2023 and go live in Feb.

Nga Mihi | Kind Regards

s 9(2)(a)
 s 9(2)(a) s 9(2)(a)
 s 9(2)(a)
 p: s 9(2)(a) m: s 9(2)(a)
 a: s 9(2)(a)
 e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: s 9(2)(a)
Sent: Tuesday, 29 November 2022 3:56 p.m.
To: 'Aaron Telford' <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2) Event Revision

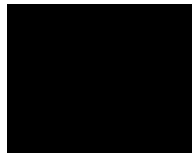
Kia ora Aaron,

Thanks for your email, few queries below:

- Are you able to advise what the following rooms are being used for is it the expo P1.1, P1.2 and P1.3?
- I think from our discussion last week we weren't able to accommodate two of our breakout spaces, looks from the spreadsheet we can which is great!
- Is the crew room in an area close to where we would likely have the registration desk area?
- Is there an inbuilt area for registrations?
- We would like need the other rooms are you able to advise the capacities for Meeting Room 1C and Meeting Room 1B?
- Do you have a quick reference sheet for the rooms and breakdowns of them?
- Regarding the expo floorplan I think maybe it wasn't attached to your email below?
- Is there a chance I could have a site visit (when suitable, obviously very aware this is still a building site), I will be in Wellington in December and in early Feb.



Nga Mihi | Kind Regards



s 9(2)(a) s 9(2)(a)
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 a: s 9(2)(a)
 e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Friday, 25 November 2022 2:04 p.m.

To: s 9(2)(a) <s 9(2)(a)>

Subject: s 9(2) Event Revision

Kia ora s 9(2)

Hope your Friday is going well, thanks for your patience on this information.

I have reviewed the original document from BEW and also the event spaces allocated in our system and have made some adjustments with additional rooms (incl back of house) that I think will allow the best fit.

If you can revise the attached document, it has two tabs:

- One that has rooms currently booked, days in and out and usage
- Then room allocation that I think will be the best fit, and additional spaces available, including TNT hold of spaces at Te Papa as indicated below.
- NOTE indicated capacities for the smaller breakouts are less than the website capacities to allow for staging etc if it is required.

We are very tight for space here at Te Papa over your event dates and I do have our Icon room available (on the 17th), and Rangimarie rooms (on the 18th)so have tentatively held this based on you reviewing the attached and deciding if you need this space or not. I cant get the same space for consecutive days unfortunately.

Floor Plan:

As mentioned the floor plan is very tight, and our operational team do have a concern around catering stations and we do need to increase these and have a more even spread for the delegates comfort and speed of service especially at lunch.

I have highlighted areas where we think additional stations will be best placed, and this would result in a review of booth numbers.

Ideally we will need 10 catering stations, with 7 located on Level 1 – as this is the bigger trade area.

Potential booths that have been drawn on the plan that we think will be best allocated to catering are:

- 32 & 34
- 114, 115, 116 – this will give us a double sided buffet and also keep the exhibitors happier as there is no catering around those booths currently
- Extending the station behind booths 6,7,8,9
- Adjacent to booths 126 & 127

Dane has recently been through the space, so may have a better picture of this now.

Hopefully this isn't too confusing! Let me know any questions/ queries you may have

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 **s 9(2)**



From: **s 9(2)(a)** <**s 9(2)(a)**>
Sent: Wednesday, 23 November 2022 1:39 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Running behind

Kia ora Aaron,

Thank you for your time.

If you could come back to me with a quick reference sheet with all the spaces you might have available, the below is what we required. We might need to book the additional breakout spaces at Te Pae?

- We need plenary (for mornings)
- Then 6 breakout spaces (as large as they can be)
- 1x **s 9(2)(a)** Room
- 1x Technical Committee Room
- 1x event team room
- 1x Speaker prep
- Additional meeting rooms for the three days

Nga Mihi | Kind Regards

s 9(2)(a) **s 9(2)(a)** **s 9(2)(a)**
s 9(2)(a)
p: **s 9(2)(a)** m: **s 9(2)(a)**
a: **s 9(2)(a)**
e: **s 9(2)(a)** w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, 23 November 2022 10:54 a.m.

To: **s 9(2)(a)** <**s 9(2)(a)**>

Subject: Running behind

Hi **s 9(2)**

I am running late for our 11am, my current meeting is going to run over time. I should be free by 11.30.

Apologies and will call you as soon as I am free.

Thanks

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 **s 9(2)**

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: [Aaron Telford](#)
To: [s 9\(2\)\(a\)](#)
Subject: RE: Expo floorplan
Date: Wednesday, 14 December 2022 11:49:00 am
Attachments: [image004.png](#)
[image005.png](#)

Hi [s 9\(2\)\(a\)](#)

Okay just so you are aware of the location , if it has no walls it shouldn't create to much of a bottle neck with delegate movements.

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 [s 9\(2\)\(a\)](#)

Nga mihi o te Kirihimete me te Tau Hou



From: [s 9\(2\)\(a\)](#) <[s 9\(2\)\(a\)](#)>
Sent: Wednesday, 14 December 2022 11:02 am
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Expo floorplan

Hi Aaron,

It won't be so much as a stand more like a open space, with chairs etc, this year it didn't have any walls and was more of a hub.

Nga Mihi | Kind Regards

[s 9\(2\)\(a\)](#)
[s 9\(2\)\(a\)](#) [s 9\(2\)\(a\)](#)
[s 9\(2\)\(a\)](#)
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e: [s 9\(2\)\(a\)](#) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, 14 December 2022 10:50 a.m.

To: [s 9\(2\)\(a\)](#) <[s 9\(2\)\(a\)](#)>

Subject: RE: Expo floorplan

Hi [s 9\(2\)\(a\)](#)

Thanks for this, I have to check with our commercial team to see if we can do the registration on the ground floor. I should hear back from them soon.

This will be a very busy public space housing two coffee shops, and a public paid exhibition space as well. Just to make you aware.

The floor plan looks good to our operations team in regards to catering allocation. My only concern is the [s 9\(2\)\(i\)](#) stand is now right in front on the lift access to the floor.

Thanks

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

Nga mihi o te Kirihimete me te Tau Hou



Ngā mihi o hineraumati Happy holidays

From the team
at Tākina Events

From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, 13 December 2022 3:21 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Expo floorplan

Hi Aaron,

Following our meeting with the client I have amended the attached floorplan, if you could please advise if your team is happy with the tweaks.

s suggested us utilising the ground floor for registrations desk, is this something we could do? Is that the main through fair for delegates etc?

Let me know if anything doesn't make sense.

Nga Mihi | Kind Regards

s 9(2)(a) | s 9(2)(a) s 9(2)(a)
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a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: [Aaron Telford](#)
To: [Sarah Delahunt](#); [Syd Dufrou](#)
Subject: FW: Expo floorplan
Date: Tuesday, 13 December 2022 3:59:00 pm
Attachments: [image001.png](#)
[image002.png](#)
[s 9\(2\) Conference 23v03 Takina.pdf](#)

Hi Sarah,

As discussed I have the [s 9\(2\)\(i\)](#) Conference in October next year.

They have asked if they can have their registration on a Monday morning on the ground floor, they have quite big trade so trying to find the best solution. I have tried to get them to have this on level 1.

[@Syd Dufrou](#) are you able to review this as an option and approve for this client please? [s](#) have drawn the attached, but I don't know if this is the best place for it).

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 [s 9\(2\)\(a\)](#)

Nga mihi o te Kirihimete me te Tau Hou



From: [s 9\(2\)\(a\)](#) <[s 9\(2\)\(a\)](#)>

Sent: Tuesday, 13 December 2022 3:21 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Expo floorplan

Hi Aaron,

Following our meeting with the client I have amended the attached floorplan, if you could please advise if your team is happy with the tweaks.

[s](#) suggested us utilising the ground floor for registrations desk, is this something we could do? Is that the main through fair for delegates etc?

Let me know if anything doesn't make sense.

Nga Mihi | Kind Regards

[s 9\(2\)\(a\)](#)

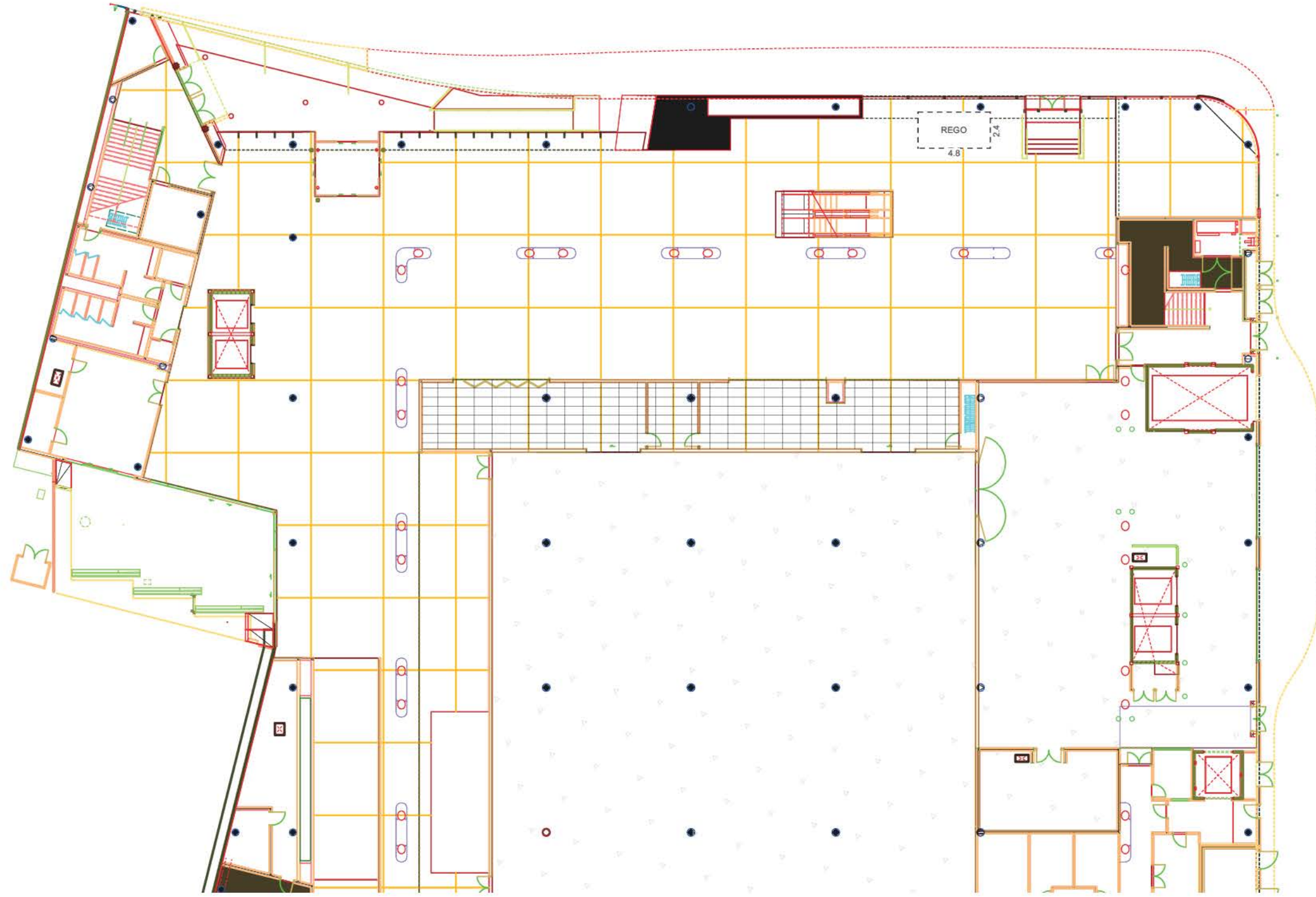
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1

LEVEL 0

s 9(2)(a)

s 9(2)(a)
Venue: Takina , Wellington

Coordinator: s 9(2)(a)
Event Date: 2023
Designer: YX 131222
Scale: A3
Drawing: s 9(2)(a)



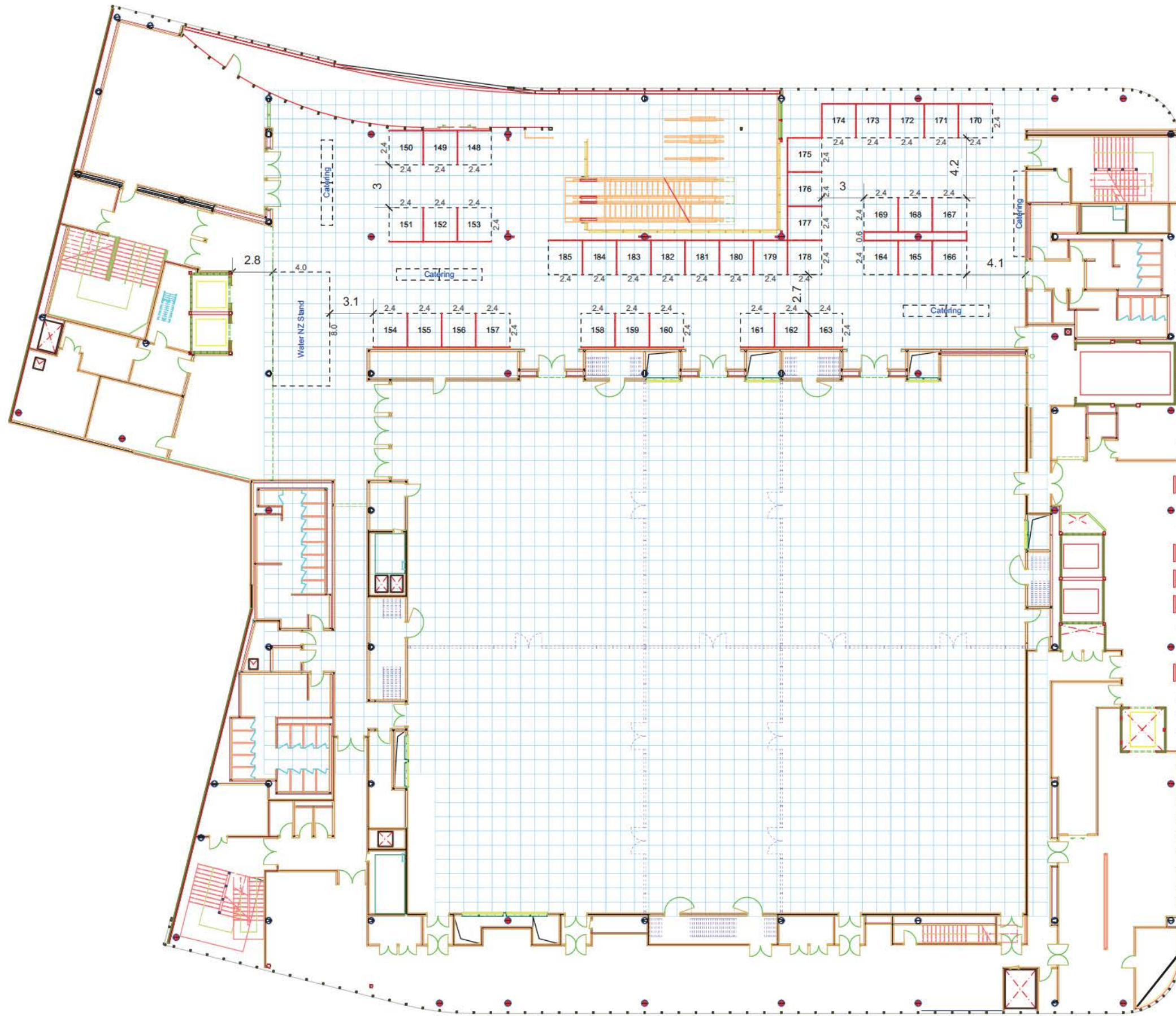
LEVEL 1

s 9(2)(a)

s 9(2)(a)

venue: rakina, wellington

Coordinator: s 9(2)(a)
 Event Date: 2023
 Designer: YX 131222
 Scale: A3
 Drawing: s 9(2)(a)



LEVEL 2

s 9(2)(a)

s 9(2)(a)
Venue: Takina, Wellington

Coordinator: s 9(2)(a)
Event Date: 2023
Designer: YX 131222
Scale: A3
Drawing: s 9(2)(a)

From: [Aaron Telford](#)
To: s 9(2)(a)
Subject: RE: s 9(2)(a) Event Revision
Date: Thursday, 1 December 2022 1:54:00 pm
Attachments: [image007.png](#)
[image008.png](#)
[image009.png](#)

Okay sounds good.

Yes, so Business Events Wellington, passed over the original enquiry to us, and have asked us to include s 9(2) people for next week – so I assume there has been a conversation somewhere along the way with BEW and maybe s 9(2)

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)

Nga mihi o te Kirihimete me te Tau Hou



From: s 9(2)(a) <s 9(2)(a)>
Sent: Thursday, 1 December 2022 1:50 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2) Event Revision

Hi Aaron,

Ok will speak to s 9(2)(a) when they come through with the amendments, business events wellington do you mean people from s 9(2)(a) have enquired about going through next week?

Nga Mihi | Kind Regards

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a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](#)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Thursday, 1 December 2022 1:44 p.m.

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2) Event Revision

Hi s 9(2)

Thanks for the below, most clients are looking to do registration where booths 1,2 and 3 are as this is the direct access from the escalators with a good line of sight from the elevators as well.

The only solution I can see that may work so you don't lose more booths is to possibly switch booths 1 to 6 onto level 2 and move s 9(2) Stand onto level one and combine registration with this somehow?

Business Events Wellington have reached out to me today to have some of the team to do a site with me on the 7th to view the spaces, I am unsure who is attending this at this stage as I'm waiting for confirmation on names.

With the site inspections, we have to work around the build and at this stage, I think February is when they start again, but can check next week and find out if there are any in mid-late January.

Thanks

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)

Nga mihi o te Kirihimete me te Tau Hou



From: s 9(2)(a) <s 9(2)(a)>
Sent: Thursday, 1 December 2022 11:20 am
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2) Event Revision

Hi Aaron,

No worries, have passed on to s to amend the expo floorplan, I note on the map that in that expo area we may need to factor in adding in registration desk area into the expo hall and remove more stands, is there any other place we could have the registration desk so we don't lose more stands?
Is there any capacity mid Jan to have a walk through maybe?

Nga Mihi | Kind Regards

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From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, 30 November 2022 5:28 p.m.

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2) Event Revision

Kia ora s 9(2)

Sorry for the delayed reply, things have picked up here as everyone starts to tidy up things before the Christmas break, please see scanned copy of floor plan attached and a list of booths that would be ideal to remove to allow for catering.

Booths to remove for catering requirements to allow for delegate flow:

31 and 32
114,115,116
125

Answers to your questions, also:

- Are you able to advise what the following rooms are being used for is it the expo P1.1, P1.2 and P1.3? **Correct**
- I think from our discussion last week we weren't able to accommodate two of our breakout spaces, looks from the spreadsheet we can which is great! **Yes have added extra spaces ie Green and Crew rooms do this can be accommodated.**
- Is the crew room in an area close to where we would likely have the registration desk area? **The crew rooms sit behind the plenary rooms on a mezzanine floor accessed via back of house.**
- Is there an inbuilt area for registrations? **No there wont be an inbuilt area for this**
- We would like need the other rooms are you able to advise the capacities for Meeting Room 1C **70 Theatre** and Meeting Room 1B? **40 Theatre**
-
- Do you have a quick reference sheet for the rooms and breakdowns of them? **Please see link below for capacity charts and floor plans note quoted capacities allow for staging and equipment- and the published are maximum room capacity.**
[Planning guides - Takina \(takina.co.nz\)](https://www.takina.co.nz/planning-guides)
- Regarding the expo floorplan I think maybe it wasn't attached to your email below? **Please see scan attached**
- Is there a chance I could have a site visit (when suitable, obviously very aware this is still a building site), I will be in Wellington in December and in early Feb. **Our last one for the year is December 7th, we can definitely look at a site for you in February, once we get the dates for these can let you know.**

If you need anything else or have any other questions please let me know.

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)

Nga mihi o te Kirihimete me te Tau Hou



From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, 30 November 2022 3:42 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2) Event Revision

Kia ora Aaron,
Sorry to chase but would you be able to send me the floorplan with changes? I just need to let the client know how many stands we are likely to have as we are going to change the expo live for 2023 and go live in Feb.
Nga Mihi | Kind Regards

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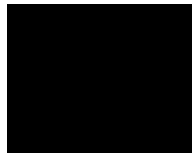
From: s 9(2)(a)
Sent: Tuesday, 29 November 2022 3:56 p.m.
To: 'Aaron Telford' <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2) Event Revision

Kia ora Aaron,
Thanks for your email, few queries below:

- Are you able to advise what the following rooms are being used for is it the expo P1.1, P1.2 and P1.3?
- I think from our discussion last week we weren't able to accommodate two of our breakout spaces, looks from the spreadsheet we can which is great!
- Is the crew room in an area close to where we would likely have the registration desk area?
- Is there an inbuilt area for registrations?
- We would like need the other rooms are you able to advise the capacities for Meeting Room 1C and Meeting Room 1B?
- Do you have a quick reference sheet for the rooms and breakdowns of them?
- Regarding the expo floorplan I think maybe it wasn't attached to your email below?
- Is there a chance I could have a site visit (when suitable, obviously very aware this is still a building site), I will be in Wellington in December and in early Feb.



Nga Mihi | Kind Regards



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 e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Friday, 25 November 2022 2:04 p.m.

To: s 9(2)(a) <s 9(2)(a)>

Subject: s 9(2) Event Revision

Kia ora s 9(2)

Hope your Friday is going well, thanks for your patience on this information.

I have reviewed the original document from BEW and also the event spaces allocated in our system and have made some adjustments with additional rooms (incl back of house) that I think will allow the best fit.

If you can revise the attached document, it has two tabs:

- One that has rooms currently booked, days in and out and usage
- Then room allocation that I think will be the best fit, and additional spaces available, including TNT hold of spaces at Te Papa as indicated below.
- NOTE indicated capacities for the smaller breakouts are less than the website capacities to allow for staging etc if it is required.

We are very tight for space here at Te Papa over your event dates and I do have our Icon room available (on the 17th), and Rangimarie rooms (on the 18th)so have tentatively held this based on you reviewing the attached and deciding if you need this space or not. I cant get the same space for consecutive days unfortunately.

Floor Plan:

As mentioned the floor plan is very tight, and our operational team do have a concern around catering stations and we do need to increase these and have a more even spread for the delegates comfort and speed of service especially at lunch.

I have highlighted areas where we think additional stations will be best placed, and this would result in a review of booth numbers.

Ideally we will need 10 catering stations, with 7 located on Level 1 – as this is the bigger trade area.

Potential booths that have been drawn on the plan that we think will be best allocated to catering are:

- 32 & 34
- 114, 115, 116 – this will give us a double sided buffet and also keep the exhibitors happier as there is no catering around those booths currently
- Extending the station behind booths 6,7,8,9
- Adjacent to booths 126 & 127

Dane has recently been through the space, so may have a better picture of this now.

Hopefully this isn't too confusing! Let me know any questions/ queries you may have

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)



From: s 9(2)(a) <s 9(2)(a)>

Sent: Wednesday, 23 November 2022 1:39 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: Running behind

Kia ora Aaron,

Thank you for your time.

If you could come back to me with a quick reference sheet with all the spaces you might have available, the below is what we required. We might need to book the additional breakout spaces at Te Pae?

- We need plenary (for mornings)
- Then 6 breakout spaces (as large as they can be)
- 1x s 9(2)(a) Room
- 1x Technical Committee Room
- 1x event team room
- 1x Speaker prep
- Additional meeting rooms for the three days

Nga Mihi. Kind Regards,

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, 23 November 2022 10:54 a.m.

To: s 9(2)(a) <s 9(2)(a)>

Subject: Running behind

Hi s 9(2)

I am running late for our 11am, my current meeting is going to run over time. I should be free by 11.30.

Apologies and will call you as soon as I am free.

Thanks

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: s 9(2)(a)
To: [Aaron Telford](mailto:Aaron.Telford@takinaevents.co.nz)
Subject: RE: s 9(2)(a) 2023
Date: Friday, 4 November 2022 12:27:33 pm
Attachments: [image003.png](#)
[image004.png](#)

Kia ora Aaron,
Are you free to catch up the week of 15 -18 November?
Nga Mihi | Kind Regards

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a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Thursday, 15 September 2022 5:05 p.m.

To: s 9(2)(a) <s 9(2)(a)>

Subject: s 9(2)(a) 2023

Kia ora s 9(2)(a)

I hope your weeks going well.

Please see attached a brief for venue and catering for s 9(2)(i) 2023.

This usage is based off the original proposal provided by Business Events Wellington.

The only change to the original proposal pricing is for the welcome function catering pricing, this has increased to s 9(2) pp based on a 2 Hour Standard Beverage package and 6 substantial canapes to be provided. The cost per person on this would normally be s 9(2)0 dollars and based on the total conference spend we are happy to offer the reduced price for you.

If you can please review the attached document and let me know:

- What will the trade requirements look like at this stage in terms of booth numbers and sizes
- Confirm minimum numbers for contracting

Also please note that while AV is included in the pricing , there will also need to be an allowance for AV techs to operate the equipment across the venues. I can provide an indicative price for this in the contract as well but it would be subject to change based on final needs for the event.

If you have any questions, or further changes that may be required, please let me know

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 |55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz





From: s 9(2)(a)
To: Clarisse Le Floch
Cc: Aaron Telford; s 9(2)(a) s 9(2)(a) s Sefulu-Tosswill
Subject: Re: Meet your Takina Events Function Coordinator - s 9(2)(i) - s - 3/10/2024
Date: Tuesday, 13 February 2024 4:14:58 pm
Attachments: [Blessing ceremony - emails with Takina.docx](#)

Thanks Aaron, I'm just back from holiday and catching up. I hope you've had a great week so far!

Thanks for the e-introduction to Clarisse, we are looking forward to working with you on s 9(2)(i)

Once you get settled, there are a few things I've spoken to Aaron about over the last few months that would be good to receive soon please:

1. Your sustainability/accessibility guide that we can upload to our website and refer to for our Accessibility guide and H&S plan
2. Expo and furniture providers you recommend
3. Expo space ideas for an event of our size (esp. using the open space area, as well as serving food for up to 500pax). We will be basing our event design off of the available space, so this is an important starting point for us
4. Sponsorship ideas other organisations have used before for their packages - coffee carts, charging stations, any creative ideas? Any restrictions/requirements from us?
5. Blessing of our branding with mana whenua at Takina (separate small scale event). This one is really important to us, so would like to discuss ASAP if we can. I've attached the email exchange we had with the details, and mentioned it to Aaron again when we were there mid Jan. He was going to check-in with your cultural advisors so not sure where are with this, but looking at a March event. s 9(2)(a) said your advisors are probably the same people he would liaise with as well, so it might be good to connect them for a korero?

Let me know when you are free to discuss.

Have a great rest of the week.

Cheers

s 9(2)(a)

PS: Copying in s 9(2)(a) (Comms), Laura (Engagement), s 9(2)(a) (Cultural Director) so they know who you are too Clarisse :-)

s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

M +64 s 9(2)(a)

s 9(2)(a)

s 9(2)(a)
s 9(2)(i)

On Fri, 9 Feb 2024 at 13:03, Aaron Telford <Aaron.Telford@takinaevents.co.nz> wrote:

Kia ora s 9(2)(a)

I hope you are well and have had a good week!

I want to introduce **Clarisse Le Floch** who will be your Function Coordinator from here on.

Clarisse is here to assist you in making your event a success.

You can reach out to Clarisse directly through:

Mobile: +64 s 9(2)(a)

Email: Clarisse.Lefloch@takinaevents.co.nz

Thank you once again for choosing Takina Events. We're excited about the opportunity to work with you and your team.

Please don't hesitate to contact me directly for any new enquiries.

Nga mihi,

Aaron - Senior Account Manager

+64 s 9(2)(a)

Takina Events

Aaron Telford
Senior Account Manager
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

Thanks Aaron, I appreciate that and understand it's not straight forward. You too. Here's hoping this fab weather continues!

Cheers

s 9(2)
(a)

s 9(2)(a)

s 9(2)(a)

s 9(2)(i)

|A Ipurangi Aotearoa

s 9(2)(a)

On Fri, 12 Jan 2024 at 09:44, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Thanks- I have sent this through to our team and will come back to you when I hear back from them regarding the correct process.

Have a great weekend!

Aaron Telford

Senior Account Manager

From: s 9(2)(a) <s 9(2)(a)s 9(2)(i) net.nz>

Sent: Wednesday, January 10, 2024 4:49 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>; s 9(2)(a)
<s 9(2)(a) s 9(2)(i) net.nz>

Cc: s 9(2)(a) <[laughton@s 9\(2\)\(i\) net.nz](mailto:laughton@s 9(2)(i) net.nz)>

Subject: Re: FW: Quick Conference Enquiry

Regarding the **blssing ceremony**. Let me know if you need any specific information.Â Our tikanga and mâtauranga director (s 9(2)(a)) is away until next week, so I would need to link him up with your person.

But in essence:

- We would like a room/area that holds 30 people for approx. 2 hours
- Kai for after the ceremony
- Mihi mana whenua representatives from Te Ati Awa? - that would be organised by s 9(2)(a) - and through your advisor if that's the protocol?
- Inform them that we are holding the event in October on their whenua, and seek their blessing (I believe that's how it works, but again would need to get this from Whiti)

- Reveal our s 9(2)(i) branding for the event - some flags, small collateral items to show
- We would have our leadership team of 5, plus any council and komiti members that could make it - up to 11 but probably less and our internal comms people (3).
- Take the opportunity to capture the moment and have as promotional material for the event as well - officially opening it as a lead into what's happening.
- We'd take photos our phone/camera to create a promotional reel of the "official opening"
- We don't envisage this being a full-on formal event, but to pay respect to mana whenua before we launch our event branding to the wider public.
- We would hold a correlating event at the s 9(2)(i) offices with our staff.

I've copied s 9(2)(a) in so he is in the loop should you or your advisor have more specific cultural questions that need answering. Also copied in is our senior advisor Māori, s 9(2)(a) who works alongside s 9(2)(a)

Thanks again Aaron.

Cheers

s 9(2)(a)

s 9(2)(a)
s 9(2)(a)

s 9(2)(a)

On Wed, 10 Jan 2024 at 15:17, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote:

Hi,

In regard to the blessing- I will need to send this to our Iwi relations team. The cultural aspects can be a bit tricky with Takina. If you can please out lay more information regarding this I will pass it on for consideration.

Thanks

Aaron

Aaron Telford

Senior Account Manager

From: s 9(2)(a) <s 9(2)(a)s 9(2)(i) net.nz>
Sent: Wednesday, January 10, 2024 12:47 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: Quick Conference Enquiry

Thanks Aaron, happy new year! Hope you had a good break too.

Is there someone I can work with before then?

Just for two things:

1. Our comms manager is down from Auckland on 23/24 Jan. It would be great to show her the space either Tues 3pm onwards or Wed around 1pm. Is this possible?
2. Also, we are wanting to bless our event branding and space with mana whenua iwi. It is preferable to have this at the event space because of the respect element to mana whenua.

I just need to see what is possible because it would only be max. 2 hours for approx. 30 people around early Mar.

Thanks Aaron

Cheers

s 9(2)
(a)

s 9(2)(a)
s 9(2)(a)

From: [Chrissie Locke](#)
To: [Aaron Telford](#)
Subject: RE: FW: Quick Conference Enquiry
Date: Friday, 12 January 2024 11:30:00 am

Kia ora Aaron

On the surface this looks straight forward, with the client undertaking their own karakia etc, but I believe the process for tikanga at Takina is still a work in progress. And yes, Kura is our contact person for over the road

Let me catch up with Carolyn when she's back next Tuesday and see if I can't find out if we're any closer to how this is supposed to work....will be back in touch.

And Happy new year

Chrissie

Chrissie Mariana te Oha Locke
Kaitohutohu Rautaki-a-Iwi | Strategic Advisor Iwi Relationships
Museum of New Zealand Te Papa Tongarewa
DDI: +64 4 381 7218 | Mobile: +029 777 0156
Email: Chrissie.Locke@tepapa.govt.nz | Website: www.tepapa.govt.nz
P O Box 467 | 55 Cable Street | Te Aro | Wellington 6011 | Aotearoa New Zealand
(she | her | ia)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Friday, January 12, 2024 9:35 AM
To: Chrissie Locke <ChrissieL@tepapa.govt.nz>
Subject: FW: FW: Quick Conference Enquiry

Kia ora Chrissie,

I have the below client who wants to conduct a blessing for their conference and branding prior to their event.

This would need to take place at Takina, please see below information provided.

I assume this would require an introduction to Kura?

If you can please provide some guidance for this request and best way to action?

Thanks

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <[s 9\(2\) s 9\(2\)\(i\)@net.nz](mailto:s 9(2) s 9(2)(i)@net.nz)>
Sent: Wednesday, January 10, 2024 4:49 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>; s 9(2)(a) <[s 9\(2\)\(a\) s 9\(2\)\(i\)@net.nz](mailto:s 9(2)(a) s 9(2)(i)@net.nz)>
Cc: s 9(2)(a) <[laughton@s 9\(2\)\(i\)@net.nz](mailto:laughton@s 9(2)(i)@net.nz)>
Subject: Re: FW: Quick Conference Enquiry

Regarding the **blissing ceremony**. Let me know if you need any specific information. Our tikanga and matauranga director (s 9(2)(a)) is away until next week, so I would need to link him up with your person.

But in essence:

- We would like a room/area that holds 30 people for approx. 2 hours
- Kai for after the ceremony
- Mihi mana whenua representatives from Te Ati Awa? - that would be organised by s 9(2)(a) - and through your advisor if that's the protocol?
- Inform them that we are holding the event in October on their whenua, and seek their blessing (I believe that's how it works, but again would need to get this from Whiti)
- Reveal our s 9(2)(i) branding for the event - some flags, small collateral items to show
- We would have our leadership team of 5, plus any council and komiti members that could make it - up to 11 but probably less and our internal comms people (3).
- Take the opportunity to capture the moment and have as promotional material for the event as well - officially opening it as a lead in to what's happening.
- We don't envisage this being a full-on formal event, but to pay respect to mana whenua before we launch our event branding to the wider public.
- We would hold a correlating event at the s 9(2)(i) offices with our staff.

I've copied s 9(2)(a) in so he is in the loop should you or your advisor have more specific cultural questions that need answering. Also copied in is our senior advisor Maori, s 9(2)(a) who works alongside s 9(2)(a)

Thanks again Aaron.

Cheers

s 9(2)(a)

(a)

s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

M +64 s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

s 9(2)(i)



From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Quick Conference Enquiry
Date: Wednesday, 10 January 2024 4:49:52 pm

That's great, thanks Aaron.
I'll set up the meeting for Tues 3pm because I'll come too and we might bring a few others from the project team (incl. my boss).
That way more people know the space and we can start planning how best to use it.

Regarding the blessing ceremony. Let me know if you need any specific information. Our tikanga and matauranga director [REDACTED] is away until next week, so I would need to link him up with your person.

But in essence:

- We would like a room/area that holds 30 people for approx. 2 hours
- Kai for after the ceremony
- Mihi mana whenua representatives from Te Ahi Awa? - that would be organised by [REDACTED] - and through your advisor if that's the protocol?
- Inform them that we are holding the event in October on their whenua, and seek their blessing (I believe that's how it works, but again would need to get this from Whiti)
- Reveal our [REDACTED] branding for the event - some flags, small collateral items to show
- We would have our leadership team of 5, plus any council and komiti members that could make it - up to 11 but probably less and our internal comms people (3).
- Take the opportunity to capture the moment and have as promotional material for the event as well - officially opening it as a lead in to what's happening.
- We don't envisage this being a full-on formal event, but to pay respect to mana whenua before we launch our event branding to the wider public.
- We would hold a correlating event at the [REDACTED] offices with our staff.

I've copied [REDACTED] in so he is in the loop should you or your advisor have more specific cultural questions that need answering. Also copied in is our senior advisor Maori, [REDACTED] who works alongside [REDACTED]

Thanks again Aaron.

Cheers

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

M +64 [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

On Wed, 10 Jan 2024 at 15:17, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote

Hi

No problem I am available to meet with your comms manager. The Tuesday at 3pm will work for me if this suits pop me through her details and I can organise a calendar invite.

In regard to the blessing-I will need to send this to our iwi relations team. The cultural aspects can be a bit tricky with Takina. If you can please out lay more information regarding this I will pass it on for consideration.

Thanks

Aaron

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 [REDACTED]



From: [REDACTED] <[REDACTED]@takinaevents.co.nz>
Sent: Wednesday, January 10, 2024, 12:47 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: Quick Conference Enquiry

Thanks Aaron, happy new year! Hope you had a good break too.

Is there someone I can work with before then? Just for two things:

1. Our comms manager is down from Auckland on 23/24 Jan. It would be great to show her the space either Tues 3pm onwards or Wed around 1pm. Is this possible?
2. Also, we are wanting to bless our event branding and space with mana whenua iwi. It is preferable to have this at the event space because of the respect element to mana whenua.

I just need to see what is possible because it would only be max. 2 hours for approx. 30 people around early Mar.

Thanks Aaron

Cheers

S

9(2)

S 9(2)(a)

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M +64 S

S 9(2)(a)

S 9(2)



On Wed, 10 Jan 2024 at 10:39, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote

Kia ora S

I hope you had a restful break!

Just to update you your coordinator will be back from leave in February so she will be in touch once she's settled back in from her extended break!

Thanks

Aaron

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 S



From: S 9(2) S S net.nz

Sent: Thursday, 19 November 2023 3:41 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Re: FW: Quick Conference Enquiry

Awsome, thanks Aaron. I look forward to e-meeting the coordinator.

Have a great weekend when you get to it.

Cheers

S

9(2)

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M +64 S

S 9(2)(a)

S 9(2)



On Thu, 30 Nov 2023 at 14:57, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote

Hi [REDACTED]

Thanks for this much appreciated!

Please see attached the countersigned document for your records

I will amend the contact details in our system for future reference as well

We have a handover meeting each Thursday so I will organise to hand your event over to your assigned coordinator next week and e introduce you to them

Thank you again for selecting us to host your event next year!

Enjoy the rest of your week!

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +04 [REDACTED]



From: [REDACTED] <[REDACTED]@takinaevents.co.nz>
 Sent: Thursday, November 30, 2023 2:23 PM
 To: Aaron Telford <aaron.telford@takinaevents.co.nz>; [REDACTED] <[REDACTED]@takinaevents.co.nz>
 Subject: Re: FW: Quick Conference Enquiry

Thanks Aaron, please find attached the signed contract for our event in October 2024.

Please note:

- I'll organise insurance through our lawyers, Crombie for Public Liability Insurance and provide certificate as you request;
- Small amended for page 6 to contact details please

Page 6	Contact details	Could you please change [REDACTED] to [REDACTED] wk cell So you will have [REDACTED] [REDACTED] (no 01616 number)
--------	-----------------	--

We're excited for next year!

Thanks for your support.

Cheers

[REDACTED]
 9(2)
 [REDACTED]
 [REDACTED]
 [REDACTED]
 M +04 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

On Tue, 28 Nov 2023 at 08:40, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote

Hi [REDACTED]

Thanks for the below please see updated contract attached

Additional answers below:

PAGE	ITEM	QUERY/COMMENT
Page 4	Network function - Thurs 3 Oct	As discussed, we would like to hold a network function approx 5-6.30pm in the area you outlined on Rongomatane (Foyer). NOTED
Page 4	Catering for network function	Catering for this would be organised later but would include canapes and beverages.

Page 14	• Clause 14 (g)	Does Takina provide servers or do we need to source our own? We provide full service wait staff Do we organise our own alcohol? I don't see that on your menus. Please see beverage menus here: Drinks-menu-pdf (takina.co.nz) FYI - Entertainment of some sort may be organised - eg singers, musician, music playing NOTED
Page 6	Public Liability Insurance	Need to find out if we have this covered and confirm. Checked with HR, Finance and now Legal. NOTED
Page 6	Contact details	As the office number is generic (+64 S), can you please note my personal cell instead - S 9(2) so I don't miss any important calls. Updated
Page 7	Execution section - Signatory	Please amend to S 9(2)(a) Chief Executive Officer. Actioned
Page 14 Clause 14 (g)	Network function - liquor	As we don't have the network function on the agreement, just checking if this needs to be specified now or can be worked through with the Events coordinator. The coordinator will work through this with you.

Thanks

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 **S**



From: **S 9(2)** **S S** net.nz>
Sent: Monday, November 27, 2023 3:35 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: Quick Conference Enquiry

Awesome, thanks Aaron. I've sent this to my manager and our CE for approval.

Can you please send through an amended contract with the CE as signatory (page 7)? I've been told that amount requires her sign off.

I just have a few questions to check below too please.

Cheers

S

PAGE	ITEM	QUERY/COMMENT
Page 4	Network function - Thurs 3 Oct	As discussed, we would like to hold a network function approx 5-6.30pm in the area you outlined on Rongomatane (Foyer).
Page 4	Catering for network function	Catering for this would be organised later but would include canapes and beverages.
Page 14	• Clause 14 (g)	Does Takina provide servers or do we need to source our own? Do we organise our own alcohol? I don't see that on your menus. FYI - Entertainment of some sort may be organised - eg singers, musician, music playing
Page 6	Public Liability Insurance	Need to find out if we have this covered and confirm. Checked with HR, Finance and now Legal.
Page 6	Contact details	As the office number is generic (+64 4 S), can you please note my personal cell instead - 02 S so I don't miss any important calls.
Page 7	Execution section - Signatory	Please amend to S 9(2)(a) Chief Executive Officer
Page 14 Clause 14 (g)	Network function - liquor	As we don't have the network function on the agreement, just checking if this needs to be specified now or can be worked through with the Events coordinator.

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S 9(2)(a)
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On Thu, 23 Nov 2023 at 15:52, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote

Kia ora **S**

Thank you for selecting Takina events for your conference **S** to be held at Takina WCEC in 2024

Please see attached the tailored contract for your event

If you can please review the document and note the payment plan and also indicate if you will require the Public Liability cover or not.

Once you return the signed document to myself I will countersign it and return a copy for your records

After this is done I will handover your event to one of our coordinators who will work with you moving forward to organise the deposit payment and to finalise all of the details for your event

You can view venue information and menus at anytime on our website [Home - Takina \(takina.co.nz\)](http://Home-Takina (takina.co.nz))

If you have any questions please don't hesitate to reach out to me

We look forward to welcoming yourself and your delegates

Aaron Telford

Senior Account Manager

Takina Events

PO Box 487 /56 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 **S**

From: **S 9(2)** <**S** net.nz>
Sent: Wednesday, November 22, 2023 9:12 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: Quick Conference Enquiry

Thanks Aaron, yes to both.

Just checking we can have that little room on L2 for prayer, sick bay etc that you showed me too. I know you said you always book it. Just confirming so I can add it into my project plan to cover our H&S and accessibility plan.

Yay, nearly there!

Cheers

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M +64 **S**

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S 9(2)

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On Wed, 22 Nov 2023 at 09:06, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote

H **S**

Thanks for the below we can move everything across a day:

Pack in on 2nd and event days 3 and 4

Are you happy to do that?

The pack in day cost will be **S** for the full floor

Thanks

Aaron

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 **S**

Ngā mihi o hineraumati
Happy Holidays

From the team at
Takina Events



From: s 9(2) s s net.nz
Sent: Wednesday, November 22, 2023 9:01 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: Quick Conference Enquiry

Thanks Aaron, and for the contact re: expo hire.

We will definitely need a pack in day as 2-3 hours on the day of won't be enough time to set up before the event starts.

If the 1st is booked, we will have to move everything out a day ie: pack in 2nd and event 3-4th or move to the following week?

And yes to moving to contract please once dates set.

Thanks

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On Tue, 21 Nov 2023 at 12:55, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote

Hi s

Thanks for the below no problems re space at Te Papa we can add this later if required and we have space available

For trade we don't supply this- you will need to engage one of the suppliers that can do this for you

s 9(2) - Have done a lot with us know the building and have our base floorplans as well

s is the local contact:
Services Wellington
s 9(2)(a)

At the moment there is a client with a pending on the 1st so I will need to follow up and see what is happening with that event with one of my colleagues before we can look at pack in scenarios

If you are happy with this- would you like me to organise a contract for you - based on the attached proposal?

Thanks

Aaron

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s



From: [REDACTED] <[REDACTED]@[REDACTED].net.nz>
Sent: Monday, 16 November 2023 10:32 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: Quick Conference Enquiry

Awesome, thanks Aaron.

No worries re: L2, just thought it would be good to secure an extra breakout space. Yes, maybe Te Papa then but I just have to work out the programme, which won't be until about Apr next year I suspect. I can check in with you (or coordinator) then to see what's available.

I think we will need trade booths, sorry was calling them "expo walls". When we met I hadn't had a chance to look at options for the programme. I'd like to have the flexibility of including trade booths as options for the community when we engage them next Feb to create the programme. Is there a set price for a powered trade booth so I can work with that when having discussions?

Set up on Tues 1 Oct would be in the open space, and the plenary. And we would set up the smaller rooms on the morning of the event.

Thanks Aaron, i appreciate you're awesome service!

Cheers

[REDACTED]
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[REDACTED]
M +64 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

On Mon, 20 Nov 2023 at 09:39, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote

Hi [REDACTED]

Great news!

These dates work perfectly For pack in- we have to hire/charge a full day but it is at a discounted rate is this just for the plenary space? There was no actual trade booth build was there?

Unfortunately we can book the meeting rom on L2 on its own as we have another event on that floor if need be we can look at a space at Te Papa potentially?

I have moved the event to the dates for now and then once we work out if the pack in is required we can organise the contract for you...

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 [REDACTED]

From: [REDACTED] <[REDACTED]@[REDACTED].net.nz>
Sent: Thursday, 16 November 2023 4:53 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: Quick Conference Enquiry

Hi Aaron

I hope you are having a great week!

I've got agreement from the powers that be at the top here regarding the dates! YAY! We are thinking that a weekend probably isn't going to be the best for our internet community.

So that first week of October would be a go for us - Wed 2nd and Thurs 3rd October, same set-up and if we could also book the meeting room on Level 2 at the top of the escalator if possible? I'm also thinking we need to book the day before or half a day if you allow it, for the set up on Level 1. Is there any special arrangement for this regarding cost? Don't ask, you don't get :-)

We will need a stage in the main plenary on Day one, and I am thinking some expo walls in the open area - but I think you said we can organise that next year when we have our programme sorted. But just incase, thought I should mention it for the updated quote.

Let me know if you need anything more from me. Otherwise once we have the amended quote I will get my boss to sign off as soon as possible and move to contract.

Have a great night, and weekend when you get to it.

Cheers

S :-)

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S 9(2)(a)

On Fri, 10 Nov 2023 at 11:55, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote

Hi S

I will continue to hold the 7th and 8th September for you

For October dates I have the below available on Level 1

Wednesday 2nd October to Sunday 6th October

Hope these might work

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 S

From: S 9(2), S S net.nz
Sent: Friday, November 10, 2023 11:06 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: Quick Conference Enquiry

It was lovely to meet you also - a likeminded organiser! <3

Thanks for confirming the availability (or not) of Level 1 around the dates of S - 30 Aug to 6 Sept, and that S 9(2) still has Sat 7- Sun 8 Sept tentatively held.

I appreciate you need us to lock in dates ASAP and release what we don't need. I'll do my best to confirm early next week.

Just so I can go with weekday options to the boss if it's decided it's not imperative to link to S dates. Is it Tues 1 Oct onwards where we could do two days - same as what we have now?

Thanks again Aaron.

Cheers

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S 9(2)(a)

S

On Thu, 9 Nov 2023 at 13:47, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote

Kia ora [REDACTED]

Was lovely to meet with you thanks again for your time

I have reviewed all date options and unfortunately the ones currently held are the only ones that will work on the date ranges we discussed. There are events booked across the venue all of the way through from mid-August until the end of September!

As discussed while a weekend may not be ideal for all it is our only option I'm afraid

I will let you have further discussions and then you can come back to me if you wish to proceed with these dates

Thanks

Aaron

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 [REDACTED]

From: [REDACTED] <[REDACTED]@takinaevents.co.nz>
Sent: Wednesday, November 1, 2023 4:38 PM
To: [REDACTED]
Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: Quick Conference Enquiry

Thanks for the introduction [REDACTED]

Kia ora Aaron, nice to e-meet you. It's my first day so I'm still getting up to speed.

Securing the venue is a top priority for us, so can we catch up by phone this week?

I'd like to

1. check the dates held for us are Sat 7 and Sun 8 September 2024 (quote has 8-9 Sept);
2. what deposit we have to pay to secure venue, and by when;
3. amendment policy if we had to shift the dates or deal with unforeseen circumstances; and
4. arrange a time for me and [REDACTED] to come and have a look at Takina (we've only seen online).

I can chat any time tomorrow or Friday that works for you.

Thanks Aaron.

Cheers

[REDACTED]

On Wed, Nov 1, 2023 at 3:58 PM [REDACTED] <[REDACTED]@takinaevents.co.nz> wrote

Kia ora Aaron, just introducing you to [REDACTED] the Programme Manager for our [REDACTED] event, who started today.

She will be in contact shortly to work through some of the details.

[REDACTED]

On Mon, Oct 30, 2023 at 1:49 PM Aaron Telford <aaron.telford@takinaevents.co.nz> wrote

Kia ora [REDACTED]

Thanks- I will continue to hold the proposed dates for you and when your new PM starts we can start to look at things in more detail

Thanks

Aaron

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 [REDACTED]

From: **S 9(2)(a)**
Sent: Monday, October 30, 2023 12:52 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: Quick Conference Enquiry

Kia ora Aaron, we are looking to incorporate some aspects of our event format into **S** last day, but certainly not the whole event. Can you please let me know what we would need to do to secure two days, and when that would need to be done by. I have a new programme manager for the event starting this week as well who would be the key contact going forward.

S

On Mon, Oct 30, 2023 at 12:15 PM Aaron Telford <aaron.telford@takinaevents.co.nz> wrote

Kia ora **S**

I hope you had a great weekend!

I understand that you are now having conversations with **S** from **S** to incorporate your event into their dates as and not run a separate event?

If this is correct can I release the dates I have held for your event? This is a busy time of the year for us and need to maximise the spaces available to sell

Thanks

Aaron

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 **S**

From: **S 9(2)(a)**
Sent: Wednesday, October 11, 2023 3:11 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: Quick Conference Enquiry

Kia ora Aaron, in talking with our Asia Pacific partners I understand Takina may be holding the **S** conference from 30 Aug to 6 Sept 2024. Is there any possibility that our two day event could be moved forward a day and held on 7-8 September as many Asia Pacific delegates would stay for aspects of our 2 day event? And we would co-design aspects of the two events together.

S

On Mon, Oct 9, 2023 at 11:21 AM **S 9(2)(a)** wrote

Hi Aaron, still interested in the dates, just trying to get some certainty at our end and internationally to lock down those dates.

S

On Mon, Oct 9, 2023 at 10:03 AM Aaron Telford <aaron.telford@takinaevents.co.nz> wrote

Kia ora **S**

I hope you had a good weekend just following up on the below to see if you have any further questions about the proposal/deposit information at all?

Thanks and I look forward to hearing from you

Aaron

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 **S**

From: **S 9(2)(a)**
Sent: Tuesday, September 26, 2023 7:42 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: Quick Conference Enquiry

Kia ora Aaron I forgot to ask what kind of deposit would be required to hold those dates?

S

On Mon, Sep 25, 2023 at 4:09 PM Aaron Telford <aaron.telford@takinaevents.co.nz> wrote

Kia ora **S**

Please see attached the tailored proposal or your event in September next year.

I have quoted you into Level 1 on the centre, this has the main plenary space and three breakout rooms, the plenary space can be split into 3 to make up for the additional spaces required for breakouts.

Please review the links in the attached document for more information on the venue and the day catering menus.

Please note that venue hire includes basic AV in our spaces (excluding section b of Rongomatane) and additional charges apply for staging/wash lighting and AV operators. I have attached the AV inclusion document to this email for you as well.

Our daily menus consist of Morning and Afternoon Tea and a standing buffet lunch- which includes two hot dishes.

If you have any questions or would like any further information, please don't hesitate to contact me directly,

Thanks

Aaron

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 [REDACTED]

From: [REDACTED]
Sent: Monday, September 25, 2023 11:44 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: Quick Conference Enquiry

Thanks, if we possibly wanted it to be a 2 day event (could we add a day either side ie, Sunday or Tuesday?).

Possibly the 9th would work if we go for one day.

[REDACTED]

On Mon, Sep 25, 2023 at 10:40 AM Aaron Telford <aaron.telford@takinaevents.co.nz> wrote

Kia ora [REDACTED]

Apologies for the delay in coming back to you

September is a very busy month for us I can offer the below dates if these may work for you?

Monday 9th September

Monday 16th September

If either of these may work please let me know and I can arrange a proposal for you

Thanks

Aaron

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 [REDACTED]

Type of enquiry Quick conference enquiry

First Name [REDACTED]

Last Name [REDACTED]

Email [\[REDACTED\]@takinaevents.co.nz](mailto:[REDACTED]@takinaevents.co.nz)

Phone address [REDACTED]

Phone number [REDACTED]

Tell us about it Looking at doing a one-day conference potentially with a registration and drinks event the evening beforehand. Would need access to 4-5 breakout rooms for tailored sessions. Probably around 350-400 delegates. No date set but looking around early September 2024. Looking for a high level approximate cost

Nga mihi,

Caitlin Dorrington

Sales & Promotions Coordinator - Venues

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email caitlin.dorrington@tepapa.govt.nz

Mobile +64 [REDACTED]

[Talk to us about hosting your next event at Takina or Te Papa](#)

[Find out more at \[takina.co.nz\]\(http://takina.co.nz\)](#)

[Please note I work on a part-time basis on Monday](#)

[Tuesday Morning & Wednesday](#)

In the Office = ✓ Working from home = WFH Not at work = X

MON	TUE	WED	THU	FRI
✓	✓	✓	X	X

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[REDACTED] | General Manager, Public Impact

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[REDACTED]
Tumu [REDACTED]
[REDACTED] 9(2)
[REDACTED] 9(2)(a)
[REDACTED] 9(2)(a)
[REDACTED] 9(2)(a)
M +64 27 [REDACTED]
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M +64 27 [REDACTED]
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[REDACTED] 9(2)(a)
[REDACTED] 9(2)(a)
M +64 27 [REDACTED]
[REDACTED]

From: s 9(2)
To: s 9(2)
Subject: Re: FW: Quick Conference Enquiry
Date: Friday, 10 November 2023 12:14:43 pm

Awesome, thanks so much. You're A-MAZING!

I'll come back to you next week.

Have a great weekend.

s 9(2)(a)
s 9(2)(a)
s 9(2)(a)

M +64 s 9(2)

s 9(2)(a)
s 9(2)(a)

On Fri, 10 Nov 2023 at 11:55, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote

Hi s

I will continue to hold the 7th and 8th September for you

For October dates I have the below available on Level 1

Wednesday 2nd October to Sunday 6th October

Hope these might work

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)

From: s 9(2)(a) s s net.nz
Sent: Friday, November 10, 2023 11:06 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: Quick Conference Enquiry

It was lovely to meet you also - a likeminded organiser! <3

Thanks for confirming the availability (or not) of Level 1 around the dates of s - 30Aug to 6 Sept, and that s 9(2) still has Sat 7- Sun 8 Sept tentatively held.

I appreciate you need us to lock in dates ASAP and release what we don't need. I'll do my best to confirm early next week.

Just so I can go with weekday options to the boss if it's decided it's not imperative to link to s dates. Is it Tues 1 Oct onwards where we could do two days - same as what we have now?

Thanks again Aaron.

Cheers

s
9(2)
s 9(2)(a)
s 9(2)(a)
s 9(2)(a)

M +64 s 9(2)

s 9(2)(a)
s 9(2)(a)

On Thu, 9 Nov 2023 at 13:47, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote

Kia ora [REDACTED]

Was lovely to meet with you thanks again for your time

I have reviewed all date options and unfortunately the ones currently held are the only ones that will work on the date ranges we discussed. There are events booked across the venue all of the way through from mid-August until the end of September!

As discussed while a weekend may not be ideal for all it is our only option I'm afraid

I will let you have further discussions and then you can come back to me if you wish to proceed with these dates

Thanks

Aaron

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 [REDACTED]

From: [REDACTED] <[REDACTED]@[REDACTED].net.nz>
Sent: Wednesday, 1 November 2023 4:38 PM
To: [REDACTED]
Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: Quick Conference Enquiry

Thanks for the introduction [REDACTED]

Kia ora Aaron, nice to e-meet you. It's my first day so I'm still getting up to speed.

Securing the venue is a top priority for us, so can we catch up by phone this week?

I'd like to

1. check the dates held for us are Sat 7 and Sun 8 September 2024 (quote has 8-9 Sept);
2. what deposit we have to pay to secure venue, and by when;
3. amendment policy if we had to shift the dates or deal with unforeseen circumstances; and
4. arrange a time for me and [REDACTED] to come and have a look at Takina (we've only seen online).

I can chat any time tomorrow or Friday that works for you.

Thanks Aaron.

Cheers

[REDACTED]

On Wed, Nov 1, 2023 at 3:58 PM [REDACTED] wrote

Kia ora Aaron, just introducing you to [REDACTED] the Programme Manager for our [REDACTED] event, who started today.

She will be in contact shortly to work through some of the details.

[REDACTED]

On Mon, Oct 30, 2023 at 1:49 PM Aaron Telford <aaron.telford@takinaevents.co.nz> wrote

Kia ora [REDACTED]

Thanks- I will continue to hold the proposed dates for you and when your new PM starts we can start to look at things in more detail

Thanks

Aaron

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 **s 9(2)**

From: **s 9(2)(a)**
Sent: Monday, October 30, 2023 12:52 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: Quick Conference Enquiry

Kia ora Aaron, we are looking to incorporate some aspects of our event format into **s** last day, but certainly not the whole event. Can you please let me know what we would need to do to secure two days, and when that would need to be done by. I have a new programme manager for the event starting this week as well who would be the key contact going forward.

s

On Mon, Oct 30, 2023 at 12:15 PM Aaron Telford <aaron.telford@takinaevents.co.nz> wrote

Kia ora **s**

I hope you had a great weekend!

I understand that you are now having conversations with **s** from **s** to incorporate your event into their dates as and not run a separate event?

If this is correct can I release the dates I have held for your event? This is a busy time of the year for us and need to maximise the spaces available to sell

Thanks

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 **s 9(2)**

From: **s 9(2)(a)**
Sent: Wednesday, October 11, 2023 3:11 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: Quick Conference Enquiry

Kia ora Aaron, in talking with our Asia Pacific partners I understand Takina may be holding the **s** conference from 30 Aug to 6 Sept 2024. Is there any possibility that our two day event could be moved forward a day and held on 7-8 September as many Asia Pacific delegates would stay for aspects of our 2 day event? And we would co-design aspects of the two events together.

s

On Mon, Oct 9, 2023 at 11:21 AM **s 9(2)(a)** wrote

Hi Aaron, still interested in the dates, just trying to get some certainty at our end and internationally to lock down those dates.

s

On Mon, Oct 9, 2023 at 10:03 AM Aaron Telford <aaron.telford@takinaevents.co.nz> wrote

Kia ora **s**

I hope you had a good weekend just following up on the below to see if you have any further questions about the proposal/deposit information at all?

Thanks and I look forward to hearing from you

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 **s 9(2)**

From: s 9(2)(a)
Sent: Tuesday, September 26, 2023 7:42 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: Quick Conference Enquiry

Kia ora Aaron I forgot to ask what kind of deposit would be required to hold those dates?

S

On Mon, Sep 25, 2023 at 4:09 PM Aaron Telford <aaron.telford@takinaevents.co.nz> wrote

Kia ora S

Please see attached the tailored proposal or your event in September next year.

I have quoted you into Level 1 on the centre, this has the main plenary space and three breakout rooms, the plenary space can be split into 3 to make up for the additional spaces required for breakouts.

Please review the links in the attached document for more information on the venue and the day catering menus.

Please note that venue hire includes basic AV in our spaces (excluding section b of Rongomatane) and additional charges apply for staging/wash lighting and AV operators. I have attached the AV inclusion document to this email for you as well.

Our daily menus consist of Morning and Afternoon Tea and a standing buffet lunch- which includes two hot dishes.

If you have any questions or would like any further information, please don't hesitate to contact me directly,

Thanks

Aaron

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)

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Monday 9th September

Monday 16th September

If either of these may work please let me know and I can arrange a proposal for you

Thanks

Aaron

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)

Type of enquiry [Quick conference enquiry](#)

First Name [REDACTED]

Last Name [REDACTED]

Email address [s 9\(2\)\(1\) \[REDACTED\] net.nz](#)

Phone number [REDACTED]

Tell us about it [Looking at doing a one-day conference potentially with a registration and drinks event the evening beforehand. Would need access to 4-5 breakout rooms for tailored sessions. Probably around 350-400 delegates. No date set but looking around early September 2024. Looking for a high level approximate cost](#)

[Nga mihi](#)

[Caitlin Dorrington](#)

[Sales & Promotions Coordinator - Venues](#)

[Takina Events](#)

[PO Box 467 155 Cable Street, Wellington 6011](#)

[Email \[caitlin.dorrington@tepapa.govt.nz\]\(mailto:caitlin.dorrington@tepapa.govt.nz\)](#)

[Mobile +64 \[REDACTED\]](#)

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[Please note I work on a part-time basis on Monday.](#)

[Tuesday Morning & Wednesday.](#)

[In the Office = ✓ Working from home = WFH Not at work = X](#)

MON	TUE	WED	THU	FRI
✓	✓	✓	X	X

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[REDACTED] | General Manager, Public Impact

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



From: [REDACTED]
To: [REDACTED]
Subject: Re: FW: Quick Conference Enquiry
Date: Monday, 6 November 2023 10:04:36 am

Thanks Aaron that sounds good. Wednesday at 10am would be awesome.

See you then.

[REDACTED]
[REDACTED]
[REDACTED]

M +64 [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

On Mon, 6 Nov 2023 at 09:53, Aaron Telford <aaron.telford@takinaevents.co.nz> wrote

Kia ora [REDACTED]

Thanks for the below I am available at 10am or 1pm on Wednesday will either of these times suit?

Wednesday is a good day as most of the spaces are available to view

Thanks

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 [REDACTED]

From: [REDACTED] <[\[REDACTED\]@net.nz](mailto:[REDACTED]@net.nz)>
Sent: Sunday, November 5, 2023 6:44 PM
To: [REDACTED]
Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: Quick Conference Enquiry

Hi Aaron

Do you have time for me to come and visit Takina tomorrow (Monday) or Wednesday to look at the venue?

Thanks [REDACTED]

9(2)
[REDACTED]
[REDACTED]
[REDACTED]

M +64 [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

On Wed, 1 Nov 2023 at 16:38, [REDACTED] <[\[REDACTED\]@net.nz](mailto:[REDACTED]@net.nz)> wrote

Thanks for the introduction [REDACTED]

Kia ora Aaron, nice to e-meet you. It's my first day so I'm still getting up to speed.

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Cheers

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Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 S 9(2)

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Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 S 9(2)

From: S 9(2)(a)
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S

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S

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Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 [s.9\(2\)](#)

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Aaron

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 [s.9\(2\)](#)

From: [s.9\(2\)\(a\)](#)
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To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: FW: Quick Conference Enquiry

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S

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Thanks

Aaron

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 [REDACTED]

Type of enquiry	Quick conference enquiry
First Name	[REDACTED]
Last Name	[REDACTED]
Email address	[REDACTED]@net.nz
Phone number	[REDACTED]
Tell us about it	Looking at doing a one-day conference potentially with a registration and drinks event the evening beforehand. Would need access to 4-5 breakout rooms for tailored sessions. Probably around 350-400 delegates. No date set but looking around early September 2024. Looking for a high level approximate cost

Nea mihi

Caitlin Dorrington

Sales & Promotions Coordinator - Venues

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email caitlin.dorrington@tepapa.govt.nz

Mobile +64 [REDACTED]

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Please note I work on a part-time basis on Monday

Tuesday Morning & Wednesday

In the Office = ✓ Working from home = WFH Not at work = X

MON	TUE	WED	THU	FRI
✓	✓	✓	X	X

[REDACTED] | General Manager, Public Impact

[REDACTED]
[REDACTED]
[REDACTED]

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Tumu, § 9(2)
§ 9(2)(a)

§ 9(2)(a)

M +64 27 §

§

From: [Aaron Telford](#)
To: s 9(2)(a)
Subject: RE: s 2023, 3-6 September 2023, Takina Wellington Exhibition and Convention Centre
Date: Friday, 17 November 2023 9:46:00 am
Attachments: [image008.png](#)

Kia ora s 9(2)(a)

I hope you are well.

Thank you so much for the below, it was a pleasure to work with you and I'm glad we were able to deliver a great event for you that met your expectations as well!

Once again , thank you or your support in bringing your event to Wellington and Takina, I hope to be able to welcome you back in the future!

Have a great weekend.

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

From: s 9(2)(a)
Sent: Thursday, November 16, 2023 6:38 PM
To: s 9(2)(a) s 9(2)(a) Aaron Telford <aaron.telford@takinaevents.co.nz>; Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>; s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>; s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>; Tara Terry <Tara.Terry@takinaevents.co.nz>; s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>; Elena Ford <Elena.Ford@takinaevents.co.nz>
Subject: RE: s 2023, 3-6 September 2023, Takina Wellington Exhibition and Convention Centre

Kia ora s 9(2)

Thank you for cc'ing me into this email. You have articulated the information from the debrief extremely well.

To the team, I can only reiterate s 9(2) feedback and it was a pleasure to be working with and feel supported by Wellington NZ, Takina Events and Conferences and Events. s 9(2) Ltd are satisfied that the risk to take the Conference off-shore for the first time was a great success.

Thank you All.

Nga mihi

s 9(2)(a)

s 9(2)(a)

From: s 9(2)(a)

Sent: Thursday, November 16, 2023 8:04 AM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>; Clarisse Le Floch

<Clarisse.LeFloch@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>; s

<s 9(2)(a) wellingtonnz.com>; s 9(2)(a) <s 9(2)(a) wellingtonnz.com>; s 9(2)(a)

Tara Terry <Tara.Terry@takinaevents.co.nz>; s 9(2)(a) <s 9(2)(a) wellingtonnz.com>;

Elena Ford <Elena.Ford@takinaevents.co.nz>

Cc: s 9(2)(a)

Subject: s 9(2) 2023, 3-6 September 2023, Takina Wellington Exhibition and Convention Centre

Good Morning all,

Out of scope

Out of scope

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

From: [Aaron Telford](#)
To: s 9(2)(a)
Cc: [Tara Terry](#); [Clarisse Le Floch](#)
Subject: RE: s 9(2)(i) - catering and organisation around it
Date: Thursday, 10 August 2023 8:49:00 am
Attachments: [image001.png](#)
[image003.png](#)

Kia Ora s 9(2)
()

I have spoken to Elena and we can do the following minimum numbers for you:

- Welcome reception at Te Papa - 188
- Standing dinner – 130
- Monday, 4 September - Networking sponsor drinks – 115
- Conference Delegate Minimum 220

Note we can't go any lower than this now. Hopefully, you might get some extras last minute!

Can you confirm that you wish to move the Welcome function to Takina and no longer be in Signs of a Nation? One of the main reasons the client initially wanted that space was to have access to the exhibitions.

Thanks

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a)

Sent: Wednesday, August 9, 2023 5:03 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: s 9(2)(i) - catering and organisation around it

Thank you, Aaron, it will be such a help and relief if you can. Been a tough two days trying to see how we can deliver this conference for s 9(2) We definitely want them to have the Wellington experience.

Nga mihi,

s

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, August 9, 2023 4:55 PM

To: s 9(2)(a) Tara Terry <Tara.Terry@takinaevents.co.nz>

Cc: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Subject: RE: s 9(2)(i) - catering and organisation around it

Hi s 9(2)

Thanks for the below, I will need to have some conversations tomorrow with the management team here, to see what we can do moving forward with reducing numbers for the social events.

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)





From: s 9(2)(a)
Sent: Wednesday, August 9, 2023 1:53 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>; Tara Terry <Tara.Terry@takinaevents.co.nz>
Cc: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>
Subject: RE: s 9(2)(i) - catering and organisation around it

Hi Aaron and Tara,

Thank you for your support and just reaching out to check about the social events below:

- Welcome reception at Te Papa - 188
- Standing dinner – 130
- Monday, 4 September - Networking sponsor drinks – 115

Are we able to drop to these numbers please?

Another suggestion from the Team is to hold the Welcome reception in the foyer at Takina because we are doing the registration there. That would help save costs. Is that an option?

Nga mihi,

s

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, August 8, 2023 5:00 PM
To: s 9(2)(a) Tara Terry <Tara.Terry@takinaevents.co.nz>
Cc: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>
Subject: RE: s 9(2)(i) - catering and organisation around it

Kia ora s 9(2)

We can reduce the numbers to 220 as the absolute minimum for you.

Thanks

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) s 9(2)(a)

Sent: Tuesday, August 8, 2023 1:13 PM

To: Tara Terry <Tara.Terry@takinaevents.co.nz>; Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Subject: RE: s 9(2)(i) - catering and organisation around it

Hi Tara and Aaron,

I tried calling to discuss the s 9(2) 2023 conference.

As we have been communicating with the tracking of this conference being the first time here in New Zealand, the numbers for the conference a month out are as follows:

- Welcome reception at Te Papa - 188
- Standing dinner – 130
- Networking sponsor drinks – 115
- Day delegates – 210

The budget is taking a huge knock and we would appreciate your support in making the above adjustment to the catering costs.

If we can keep you updated should there be any new registrations that would be amazing.

Many thanks Team.

Nga mihi,

S

s 9(2)(a)

From: Tara Terry <Tara.Terry@takinaevents.co.nz>

Sent: Tuesday, August 8, 2023 11:53 AM

To: s 9(2)(a)

Cc: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Subject: RE: s 9(2)(i) - catering and organisation around it

Kia ora

s 9(2)

I'm glad NASDAP went well. Hopefully the s 9(2) Pack in will be a lot smoother with there being less booths involved!

Unfortunately, Clarisse is off sick for likely the rest of the week. You're welcome to email me with updated numbers for the services below. Or else Clarisse will get back to you early next week if that's alright?

Nga mihi,

Tara Terry

Function Coordinator

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: tara.terry@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

My pronouns are she/her

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: s 9(2)(a)
Sent: Monday, August 7, 2023 5:18 PM
To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>; Tara Terry <Tara.Terry@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>
Subject: RE: s 9(2)(i) - catering and organisation around it

Hi Clarisse and Tara,

Hope you had a great weekend.

Just had a chat with our General Manager and he said that your Team did a brilliant job at the s 9(2)(a) – the food and staff were amazing. Great experience for the attendees and they were very happy. Well done!

I think there were a few hiccups on pack-in day which I am sure will be sorted as learnings before our next conference (s 9(2) 2023). Might be good to catch-up the week prior so we can tick the list carefully.

You have all been so helpful and I really appreciate that. As you know the registration numbers are not what we expected and the client was expecting for NZ delegates which isn't the case. We closed early bird registrations yesterday (6 August), so we need to discuss the numbers for the social events to date for:

- Sunday, welcome reception
- Monday, networking function
- Tuesday, standing dinner

Are you available for a quick chat tomorrow?

Thank you

Nga mihi,

s [REDACTED]

s 9(2)(a) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Sent: Friday, July 28, 2023 1:57 PM

To: s 9(2)(a) [REDACTED] s 9(2)(a) [REDACTED] Tara Terry <Tara.Terry@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>

Subject: RE: s 9(2)(i) [REDACTED] - catering and organisation around it

Hi s [REDACTED]
9(2)

Please find attached the updated draft event order reflecting the changes for evening event catering and drinks.

Have a lovely weekend,

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 s 9(2)(a) [REDACTED]

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz





From: s 9(2)(a)

Sent: Friday, July 28, 2023 10:45 AM

To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>; Tara Terry <Tara.Terry@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>

Subject: FW: s 9(2)(i) - catering and organisation around it

Hi Clarisse and Tara,

Happy Friday!

This is great, thank you so much.

I have made some comments below highlighted.

Could you send the totals and the drinks so I can get that signed off for you?

Please also come back to me about the plenary room spilt. We need to allocate rooms to presenters today, so I need your help

Thank you.

Nga mihi,

s

s 9(2)(a)

s 9(2)(a)

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Sent: Wednesday, July 26, 2023 4:27 PM

To: s 9(2)(a)

Cc: Tara Terry <Tara.Terry@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>

Subject: s 9(2)(i) - catering and organisation around it

Kia ora s
9(2)

Thank you for taking to meet with us today.

We worked on, after our meeting, few proposition to fit within your budget especially for the social events:

First **in regards to room layout for dinner on Tuesday** – I attached the floorplan I was making at the same time. Please review it and let me know if you would like to go ahead with it. **YES, thank you!**

For the day conference Rongomatane foyer room layout – shall we go ahead by setting up few tables on the top right corner to fill up the space or leave this space without furniture? **Yes, sounds good**

In regards to the catering – Our idea for the evening social events are the followings:

Sunday evening at Te Papa:

Canape Package A at s 9(2)(i) pp | Four items for 1 hour **YES, lovely**

- Salmon rillettes, pickled beet puree, friselle crisp, balsamic spheres
- Melon disk, herb feta, caramelised cashew (v,gf)
- Aubergine fritters, coconut, cumin foam (vg,gf)
- Southern spiced chicken, smoked garlic yogurt (gf)

Monday evening at Takina – more hanging around the buffet and exhibitor space. **(Jenny from MSB who is sponsoring the catering (food and drinks)to finalise this with you). The below sounds good to me however they would confirm according to their budget.**

Based on 300 people attending it → 30 platters of Networking Food platter with 3 of them being fully Vegan and gluten free. I spoke with the chef and he prefers to do 3 platters fully vegan and gluten free instead of replacing the nuts on each platter with an item vegan/gluten free, is that okay for you? If we do that he is happy to charge the 3 platters which vegan/gluten free same price (so s 9(2) GST per platter) otherwise the other option might incur some additional charges per person.

From: s 9(2)(a)
To: s 9(2)(a); Aaron Telford; Clarisse Le Floch; John Fernie; s 9(2)(a); s 9(2)(a); Tara Terry; s 9(2)(a); Elena Ford
Subject: RE: s 9(2)(a) 2023, 3-6 September 2023, Takina Wellington Exhibition and Convention Centre
Date: Thursday, 16 November 2023 6:38:32 pm
Attachments: [image009.png](#)

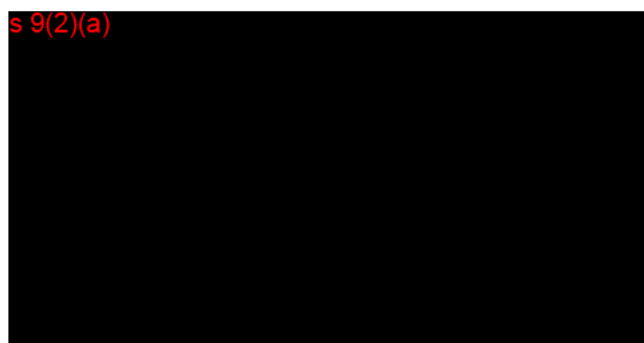
Kia ora s 9(2)(a)

Thank you for cc'ing me into this email. You have articulated the information from the debrief extremely well.

To the team, I can only reiterate s 9(2)(a) feedback and it was a pleasure to be working with and feel supported by Wellington NZ, Takina Events and Conferences and Events. s 9(2)(a) Ltd are satisfied that the risk to take the Conference off-shore for the first time was a great success.

Thank you All.

Nga mihi
s 9(2)(a)



Director s 9(2)(a) Ltd

From: s 9(2)(a) <s 9(2) s 9(2)(a)>
Sent: Thursday, November 16, 2023 8:04 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>; Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>; s 9(2)(a) <s 9(2)(a) wellingtonnz.com>; s 9(2)(a) <s 9(2)(a) wellingtonnz.com>; Tara Terry <Tara.Terry@takinaevents.co.nz>; s 9(2)(a) <s 9(2)(a) wellingtonnz.com>; Elena Ford <Elena.Ford@takinaevents.co.nz>
Cc: s 9(2)(a) s 9(2)(a) <s 9(2)(a)>
Subject: s 9(2)(a) 2023, 3-6 September 2023, Takina Wellington Exhibition and Convention Centre

Good Morning all,

We had a debrief meeting with the s 9(2)(a) full board members and the Organising committee yesterday. The members individually s 9(2)(a) shared their thoughts about their positive experiences holding the s 9(2)(a) 2023 conference in Wellington. I thought I should share this with you.

The venue, facilities, proximity to hotels and restaurants, food, staff, and hospitality enriched the delivery of the conference. They specifically mentioned the reception they received when they

came over for their initial site visit through to the conference closing on 6 September. They found their interaction with everyone very professional and flexible. Despite the conference not reaching its full attendee capacity, as a team we managed to deliver the conference and provide a memorable experience for the attendees. I was told that those who didn't attend because it was held off-shore were disappointed that they missed the conference.

Please pass on our thanks to the staff on the floor to Ila, John, and the team for the special catering requests during the conference. Nothing was an issue for the catering staff which made it so much easier for me to ask them. The food was amazing, with lots of colour, beautiful presentation, and plentiful.

The AV Team went above and beyond to deal with all the changes with virtual speakers and were patient with us and the session chairs – John Fernie had a small AV team because of our limited budget and yet they delivered a complex programme. Ruan was such a help at the dinner and a great support to the MC, and our Team.

Thank you to [redacted] and [redacted] for also providing those discount vouchers for the attendees to experience Wellington's social scene.

It is gratifying to work with such professional people who support us and are flexible throughout the planning when we experience the challenges of lower-than-expected attendee numbers for this conference. @Aaron, we couldn't have made the budget work without your support. @Tara, you got that signage sorted, thank you! Well done, Clarisse, you are awesome and the best!

Thanks, [redacted] and Elena for stopping by during the conference. It was so lovely to see you both.

Together we all provided that enriched experience for the international delegates.

I couldn't be prouder to be part of such an amazing team. Please take a bow!

I have cc'd [redacted] from the [redacted] Board who was our point of contact for the conference.

Have a fabulous day!

Nga mihi,

[redacted]
[redacted]

[redacted]
[redacted]

[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]

From: s 9(2)(a)
To: [Aaron Telford](#)
Subject: RE: s 9(2)(i) - catering and organisation around it
Date: Thursday, 10 August 2023 9:02:40 am
Attachments: [image003.png](#)
[image005.png](#)

You just made my day, month and year .

Can I come back to you on Monday after meeting with s 9(2)(a) from s Board. I know it was about providing them with the Te Papa experience so we wouldn't really want to change this. We were just trying to see how we save the venue hire cost that we pay at Te Papa.

Nga mihi,

s
9(2)

(a) 2)(a)

s 9(2)(a)

[Redacted signature block]

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Thursday, August 10, 2023 8:49 AM
To: s 9(2)(a) <s 9(2) s 9(2)(a)>
Cc: Tara Terry <Tara.Terry@takinaevents.co.nz>; Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>
Subject: RE: s 9(2)(i) - catering and organisation around it

Kia Ora s 9(2)
()

I have spoken to Elena and we can do the following minimum numbers for you:

- Welcome reception at Te Papa - 188
- Standing dinner – 130
- Monday, 4 September - Networking sponsor drinks – 115
- Conference Delegate Minimum 220

Note we can't go any lower than this now. Hopefully, you might get some extras last minute!

Can you confirm that you wish to move the Welcome function to Takina and no longer be in Signs of a Nation? One of the main reasons the client initially wanted that space was to have access to the exhibitions.

Thanks

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2) s 9(2)(a)>

Sent: Wednesday, August 9, 2023 5:03 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: s 9(2)(i) - catering and organisation around it

Thank you, Aaron, it will be such a help and relief if you can. Been a tough two days trying to see how we can deliver this conference for s 9(2). We definitely want them to have the Wellington experience.

Nga mihi,

s

9(2)

(a) 2)(a)

s 9(2)(a)

[Redacted signature block]

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, August 9, 2023 4:55 PM

To: s 9(2)(a) <s 9(2) s 9(2)(a)> Tara Terry <Tara.Terry@takinaevents.co.nz>

()

Cc: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Subject: RE: s 9(2)(i) - catering and organisation around it

Hi s 9(2)

Thanks for the below, I will need to have some conversations tomorrow with the management team here, to see what we can do moving forward with reducing numbers for the social events.

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2) s 9(2)(a)>

Sent: Wednesday, August 9, 2023 1:53 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>; Tara Terry <Tara.Terry@takinaevents.co.nz>

Cc: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Subject: RE: s 9(2)(i) - catering and organisation around it

Hi Aaron and Tara,

Thank you for your support and just reaching out to check about the social events below:

- Welcome reception at Te Papa - 188
- Standing dinner – 130
- Monday, 4 September - Networking sponsor drinks – 115

Are we able to drop to these numbers please?

Another suggestion from the Team is to hold the Welcome reception in the foyer at Takina because we are doing the registration there. That would help save costs. Is that an option?

Nga mihi

s
9(2)
(a) 2(a)
s 9(2)(a)
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, August 8, 2023 5:00 PM
To: s 9(2)(a) <s 9(2) s 9(2)(a)> Tara Terry <Tara.Terry@takinaevents.co.nz>
Cc: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>
Subject: RE: s 9(2)(i) [Redacted] - catering and organisation around it

Kia ora s 9(2)

We can reduce the numbers to 220 as the absolute minimum for you.

Thanks

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2) s 9(2)(a)>
()

Sent: Tuesday, August 8, 2023 1:13 PM

To: Tara Terry <Tara.Terry@takinaevents.co.nz>; Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Subject: RE: s 9(2)(i) [REDACTED] - catering and organisation around it

Hi Tara and Aaron,

I tried calling to discuss the s 9(2) [REDACTED] 2023 conference.

As we have been communicating with the tracking of this conference being the first time here in New Zealand, the numbers for the conference a month out are as follows:

- Welcome reception at Te Papa - 188
- Standing dinner – 130
- Networking sponsor drinks – 115
- Day delegates – 210

The budget is taking a huge knock and we would appreciate your support in making the above adjustment to the catering costs.

If we can keep you updated should there be any new registrations that would be amazing.

Many thanks Team.

Nga mihi,

s [REDACTED]

9(2)

(a) 2(a)

s 9(2)(a)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: Tara Terry <Tara.Terry@takinaevents.co.nz>

Sent: Tuesday, August 8, 2023 11:53 AM

To: s 9(2)(a) [REDACTED] <s 9(2) s 9(2)(a) [REDACTED]>

Cc: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Subject: RE: s 9(2)(i) [REDACTED] - catering and organisation around it

Kia ora s [REDACTED]

9(2)

I'm glad s 9(2)(a) [REDACTED] went well. Hopefully the s 9(2) [REDACTED] Pack in will be a lot smoother with there being less booths involved!

Unfortunately, Clarisse is off sick for likely the rest of the week. You're welcome to email me with updated numbers for the services below. Or else Clarisse will get back to you early next week if that's alright?

Nga mihi,

Tara Terry

Function Coordinator

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: tara.terry@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

My pronouns are she/her

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: s 9(2)(a) <s 9(2) s 9(2)(a)>

Sent: Monday, August 7, 2023 5:18 PM

To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>; Tara Terry <Tara.Terry@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>

Subject: RE: s 9(2)(i) - catering and organisation around it

Hi Clarisse and Tara,

Hope you had a great weekend.

Just had a chat with our General Manager and he said that your Team did a brilliant job at the s 9(2)(a) – the food and staff were amazing. Great experience for the attendees and they were very happy. Well done!

I think there were a few hiccups on pack-in day which I am sure will be sorted as learnings before our next conference s 9(2) 2023). Might be good to catch-up the week prior so we can tick the list carefully. 9(2)

You have all been so helpful and I really appreciate that. As you know the registration numbers are not what we expected and the client was expecting for NZ delegates which isn't the case. We closed

early bird registrations yesterday (6 August), so we need to discuss the numbers for the social events to date for:

- Sunday, welcome reception
- Monday, networking function
- Tuesday, standing dinner

Are you available for a quick chat tomorrow?

Thank you

Nga mihi,

s [REDACTED]

9(2)

(a) 2(a) [REDACTED]

s 9(2)(a) [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Sent: Friday, July 28, 2023 1:57 PM

To: s 9(2)(a) [REDACTED] <s 9(2) s 9(2)(a) [REDACTED]> Tara Terry <Tara.Terry@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>

Subject: RE: s 9(2)(i) [REDACTED] - catering and organisation around it

Hi s [REDACTED]
9(2)

Please find attached the updated draft event order reflecting the changes for evening event catering and drinks.

Have a lovely weekend,

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 s 9(2)(a) [REDACTED]

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: § 9(2)(a) <§ 9(2) § 9(2)(a)>
Sent: Friday, July 28, 2023 10:45 AM
To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>; Tara Terry <Tara.Terry@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>
Subject: FW: § 9(2)(i) - catering and organisation around it

Hi Clarisse and Tara,
Happy Friday!
This is great, thank you so much.
I have made some comments below highlighted.

Could you send the totals and the drinks so I can get that signed off for you?

Please also come back to me about the plenary room spilt. We need to allocate rooms to presenters today, so I need your help

Thank you.

Nga mihi,

s

9(2)

(a) 2(a)

s 9(2)(a)

[Redacted]

[Redacted]

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Sent: Wednesday, July 26, 2023 4:27 PM

To: s 9(2)(a) <s 9(2) s 9(2)(a)>

Cc: Tara Terry <Tara.Terry@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>

Subject: s 9(2)(i) - catering and organisation around it

Kia ora s
9(2)

Thank you for taking to meet with us today.

We worked on, after our meeting, few proposition to fit within your budget especially for the social events:

First **in regards to room layout for dinner on Tuesday** – I attached the floorplan I was making at the same time. Please review it and let me know if you would like to go ahead with it. **YES, thank you!**

For the day conference Rongomatane foyer room layout – shall we go ahead by setting up few tables on the top right corner to fill up the space or leave this space without furniture? **Yes, sounds good**

In regards to the catering – Our idea for the evening social events are the followings:

Sunday evening at Te Papa:

Canape Package A at s 9(2)(i) pp | Four items for 1 hour **YES, lovely**

- Salmon rillettes, pickled beet puree, friselle crisp, balsamic spheres
- Melon disk, herb feta, caramelised cashew (v,gf)
- Aubergine fritters, coconut, cumin foam (vg,gf)
- Southern spiced chicken, smoked garlic yogurt (gf)

Monday evening at Takina – more hanging around the buffet and exhibitor space. s 9(2)(a) who is sponsoring the catering (food and drinks)to finalise this with you). The below sounds good to me however they would confirm according to their budget.

Based on 300 people attending it → 30 platters of Networking Food platter with 3 of them being fully Vegan and gluten free. I spoke with the chef and he prefers to do 3 platters fully vegan and gluten free instead of replacing the nuts on each platter with an item vegan/gluten free, is that okay for you? If we do that he is happy to charge the 3 platters which vegan/gluten free same price (so \$9(2) GST per platter) otherwise the other option might incur some additional charges per person.

Tuesday evening at Takina –

I based myself on 300 people attending so I based myself on a budget of \$9(2)(i)

- 8 antipasto platters at \$9(2)(i) per platter = \$9(2)(i)
- 8 Cheese platters at \$9(2)(i) per platter = \$9(2)(i)
- 4 seafood platters at \$9(2)(i) per platter = \$9(2)(i) Seafood is popular – what about 6 platters

Each platters cater for around 15 people maximum.

- 6 Bar leaners at \$9(2)(i) per bar leaners = \$9(2)(i)
- Canapes packages
 - Option 1 – our package for 2 hours 4 items at \$9(2)(i) per person = \$9(2) for 300 people

Which we were talking to have: Root vegetable falafel, fattoush, spinach, smoked chilli dip (gf,vg) // Pork belly, hoisin sauce, pickled cucumber, gua bao bun // Espelette, green garlic prawns, crab, new potato salad, sauce vierge (gf) // Beef Wellington, sauce bearnaise (sounds delicious)

- Option 2 – our package for 2 hours 4 items at \$9(2)(i) per person + 1 extra canape item at \$9(2)(i) = \$9(2)(i)
- Option 3 - our package for 2 hours 4 items at \$9(2)(i) per person + 2 extra canape item at \$9(2)(i) pp per additional item = \$9(2)(i)
- For the dessert, I spoke with our chef Ila and he said the best and cost effective option is to do dessert platters for \$9(2)(i) per person for 2 chef choice dessert item – the chef will come up with what he wants to use for the dessert closer to the time (chef choice). It will be petit fours style and he is calculation 2 ½ portion of it per person. For 300 people it will be \$9(2)(i) and it will be serve once the platters have been cleared – so around same timing as savoury food service stop and band start to kick in.

So in total if we go for:

- all + option 1 canape total is \$9(2)(i)
- all + option 2 canape total is \$9(2)(i)
- all + option 3 canape total is \$9(2)(i)

All three options leaves you more budget to spend on theming with red pebble which is great news.

Please let me know your thoughts on it and we will go from there.

Have a lovely evening,

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**

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s 9(2)(a)
[Redacted]
[Redacted]
[Redacted]
[Redacted]

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, August 2, 2023 2:27 PM
To: s 9(2)(a) <s 9(2) s 9(2)(a)> Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>; Tara Terry <Tara.Terry@takinaevents.co.nz>
Cc: s 9(2)(a) s <s 9(2)(a)>
Subject: RE: s 9(2) 2023 conference 3-6 September

Kia ora s 9(2)

Thanks for the below, it is a shame that registrations are lower than expected...I will have a chat with our management team tomorrow (I am out of the office today) and come back to you on what we can review as minimums.

Thanks

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2) s 9(2)(a)>
Sent: Wednesday, August 2, 2023 2:24 PM
To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>; Tara Terry

<Tara.Terry@takinaevents.co.nz>; Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: s 9(2)(a) s <s 9(2)(a)>

Subject: RE: s 9(2) 2023 conference 3-6 September

Hi all,

Just flagging that with this being a Trans-Tasman conference, we are keeping a close watch on the numbers and we do appreciate that you had decreased the original numbers of 350 to 300 pax. However, our registration to date is 197 attendees so I really need your support on this. We have such a tight budget which is reliant on the registrations hence we won't be able to pay for 300 if we don't have those numbers.

s 9(2)(a) any thoughts on this?

Nga mihi,

s

9(2)

(a) 2)(a)

s 9(2)(a)

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Sent: Wednesday, August 2, 2023 9:18 AM

To: s 9(2)(a) <s 9(2) s 9(2)(a)> Tara Terry <Tara.Terry@takinaevents.co.nz>; Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: s 9(2)(a) s <s 9(2)(a)>

Subject: RE: s 9(2) 2023 conference 3-6 September

Kia ora s 9(2)

I hope you are doing well !

Weather is horrible here but hopefully back to sunny soon.

In regards to numbers, on the Monday 07.08.23 please let me know your estimated maximum number and Aaron and I will discuss it as 300 people catering minimum spend is already a revised number.

Have a lovely day,

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

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Find out more at takina.co.nz



From: s 9(2)(a) <s 9(2) s 9(2)(a)>

Sent: Tuesday, August 1, 2023 4:52 PM

To: Tara Terry <Tara.Terry@takinaevents.co.nz>; Aaron Telford <aaron.telford@takinaevents.co.nz>; Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Cc: s 9(2)(a) s <s 9(2)(a)>

Subject: s 9(2) 2023 conference 3-6 September 9(2)

Hi all,

Hope Wellington is better than Christchurch today and you are all well and geared up for our conference there this week . We have had sunny beautiful days at Te Pae but the weather has turned this afternoon.

Just a heads-up that the early bird registrations close on Sunday, 6 August and we would have a better indication of numbers for the conference and social events.

Please advise how this would impact the 300 as per the contract.

Nga mihi,

s [redacted]

9(2)

(a) 2(a)

s 9(2)(a)

[redacted]
[redacted]
[redacted]
[redacted]
[redacted]

From: [Elena Ford](#)
To: [Aaron Telford](#)
Subject: RE: [REDACTED] 2023 conference 3-6 September
Date: Thursday, 3 August 2023 12:48:22 pm
Attachments: [image006.png](#)
[image008.png](#)

Thank you, Aaron, let's go with 250 people.

Kind regards,
Elena

Elena Ford
Venues Sales Manager
Takina Events
PO Box 467 155 Cable Street, Wellington 6011
Email: elena.ford@takinaevents.co.nz
Mobile: +64 [REDACTED] 9(2)(a)

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From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Thursday, August 3, 2023 12:39 PM
To: Elena Ford <Elena.Ford@takinaevents.co.nz>
Subject: FW: [REDACTED] 2023 conference 3-6 September
9(2)

Hi Elena,

Please see below, we have reduced the contracted numbers down from 350 to 300 and now they are asking for a further reduction in numbers, they only have 197 registered and the event is next month starting on the 3rd and all of level one.

What minimum do you think? 250?

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2) s 9(2)(a)>
Sent: Wednesday, August 2, 2023 2:51 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>; Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>; Tara Terry <Tara.Terry@takinaevents.co.nz>
Cc: s 9(2)(a) s <s 9(2)(a)>
Subject: RE: s 9(2) 2023 conference 3-6 September

That would be much appreciated, Aaron and Team!

Nga mihi,

s

9(2)

(a) 2(a)

Conference Manager

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, August 2, 2023 2:27 PM
To: s 9(2)(a) <s 9(2) s 9(2)(a)> Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>; Tara Terry <Tara.Terry@takinaevents.co.nz>
Cc: s 9(2)(a) s <s 9(2)(a)>
Subject: RE: s 9(2) 2023 conference 3-6 September

Kia ora s 9(2)

Thanks for the below, it is a shame that registrations are lower than expected...I will have a chat with our management team tomorrow(I am out of the office today) and come back to you on what we can review as minimums.

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2) s 9(2)(a)>

Sent: Wednesday, August 2, 2023 2:24 PM

To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>; Tara Terry <Tara.Terry@takinaevents.co.nz>; Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: s 9(2)(a) s <s 9(2)(a)>

Subject: RE: s 9(2) 2023 conference 3-6 September

Hi all,

Just flagging that with this being a Trans-Tasman conference, we are keeping a close watch on the numbers and we do appreciate that you had decreased the original numbers of 350 to 300 pax. However, our registration to date is 197 attendees so I really need your support on this. We have such a tight budget which is reliant on the registrations hence we won't be able to pay for 300 if we don't have those numbers.

s 9(2)(a) any thoughts on this?

Nga mihi,

s

9(2)

(a)2(a)

s 9(2)(a)
[Redacted]
[Redacted]
[Redacted]
[Redacted]

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>
Sent: Wednesday, August 2, 2023 9:18 AM
To: s 9(2)(a) <s 9(2) s 9(2)(a)> Tara Terry <Tara.Terry@takinaevents.co.nz>; Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a) s <s 9(2)(a)>
Subject: RE: s 9(2) 2023 conference 3-6 September

Kia ora s 9(2)

I hope you are doing well !

Weather is horrible here but hopefully back to sunny soon.

In regards to numbers, on the Monday 07.08.23 please let me know your estimated maximum number and Aaron and I will discuss it as 300 people catering minimum spend is already a revised number.

Have a lovely day,

Nga mihi nui,

Clarisse Le Floch
Function Coordinator
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: clarisse.lefloch@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

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From: s 9(2)(a) <s 9(2) s 9(2)(a)>
Sent: Tuesday, August 1, 2023 4:52 PM
To: Tara Terry <Tara.Terry@takinaevents.co.nz>; Aaron Telford <aaron.telford@takinaevents.co.nz>;
 Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>
Cc: s 9(2)(a) s <s 9(2)(a)>
Subject: s 9(2) 2023 conference 3-6 September
 9(2)

Hi all,
 Hope Wellington is better than Christchurch today and you are all well and geared up for our conference there this week . We have had sunny beautiful days at Te Pae but the weather has turned this afternoon.

Just a heads-up that the early bird registrations close on Sunday, 6 August and we would have a better indication of numbers for the conference and social events.
 Please advise how this would impact the 300 as per the contract.

Nga mihi,
 s
 9(2)
)(a)2)(a)
 s 9(2)(a)

From: [Aaron Telford](#)
To: [Clarisse Le Floch](#); [Tara Terry](#)
Subject: FW: **S** 2023 conference 3-6 September
Date: Wednesday, 2 August 2023 2:25:00 pm
Attachments: [image003.png](#)
[image004.png](#)

Hi Both,

Don't go back to **S** on this- I will see what we can do and go back to her tomorrow. **9(2)**

Thanks

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 **S** **9(2)(a)**



From: **S** **9(2)(a)** <**S** **9(2)** **S** **9(2)(a)**>
Sent: Wednesday, August 2, 2023 2:24 PM
To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>; Tara Terry <Tara.Terry@takinaevents.co.nz>; Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: **S** **9(2)(a)** **S** <**S** **9(2)(a)**>
Subject: RE: **S** 2023 conference 3-6 September **9(2)**

Hi all,

Just flagging that with this being a Trans-Tasman conference, we are keeping a close watch on the numbers and we do appreciate that you had decreased the original numbers of 350 to 300 pax. However, our registration to date is 197 attendees so I really need your support on this. We have such a tight budget which is reliant on the registrations hence we won't be able to pay for 300 if we don't have those numbers.

S **9(2)(a)** any thoughts on this?

Nga mihi,

s

9(2)

(a) 2(a)

s 9(2)(a)

[Redacted]

[Redacted]

[Redacted]

[Redacted]

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Sent: Wednesday, August 2, 2023 9:18 AM

To: s 9(2)(a) <s 9(2) s 9(2)(a)> Tara Terry <Tara.Terry@takinaevents.co.nz>; Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: s 9(2)(a) s <s 9(2)(a)>

Subject: RE: s 9(2) 2023 conference 3-6 September

Kia ora s

9(2)

I hope you are doing well !

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Have a lovely day,

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

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From: s 9(2)(a) <s 9(2)(a)>
 Sent: Tuesday, August 1, 2023 4:52 PM
 To: Tara Terry <Tara.Terry@takinaevents.co.nz>; Aaron Telford <aaron.telford@takinaevents.co.nz>;
 Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>
 Cc: s 9(2)(a) s 9(2)(a)
 Subject: s 9(2) 2023 conference 3-6 September

Hi all,
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Just a heads-up that the early bird registrations close on Sunday, 6 August and we would have a better indication of numbers for the conference and social events. Please advise how this would impact the 300 as per the contract.

Nga mihi,
 s 9(2)
 (a) 2(a)
 s 9(2)(a)

From: [Aaron Telford](#)
To: [s 9\(2\)\(a\)](#) [Clarisse Le Floch](#)
Subject: RE: [s 9\(2\)\(i\)](#) [s](#) 2023 3-6 September 2023 - reduce attendee numbers.
Date: Monday, 17 July 2023 2:59:00 pm
Attachments: [image002.png](#)
[image004.png](#)

Kia ora [s 9\(2\)](#)

I hope you are well and had a good long weekend.

Noted that the minimum numbers are now 300 for this event and we can see how the registration progresses.

[@Clarisse Le Floch](#) please note this is the new minimum on the contract- I have added in notes in the system as well.

Thanks

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 [s 9\(2\)\(a\)](#)



From: [s 9\(2\)\(a\)](#) <[s 9\(2\)](#) [s 9\(2\)\(a\)](#)>

Sent: Monday, July 17, 2023 2:07 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>; Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Subject: [s 9\(2\)\(i\)](#) [s](#) 2023 3-6 September 2023 - reduce attendee numbers. [9\(2\)](#)

Kia ora Aaron,
Hope you had a lovely weekend! What a stunning day in Wellington!

When we last chatted about this new conference in NZ, you advised that we could reduce the numbers for the conference. I have discussed this with the Committee today and due to the current registration numbers for the early bird registrations, they are keen to drop from 350 to 300 pax. We have extended the early bird to the 6 of August so hoping the numbers are better by then.

Should the registrations increase, we will notify you.

Many thanks for your patience and support.

Nga mihi,

s
9(2)

(a) 2(a)
s 9(2)(a)

[Redacted signature block]

The video is a good start for the research team

Thanks

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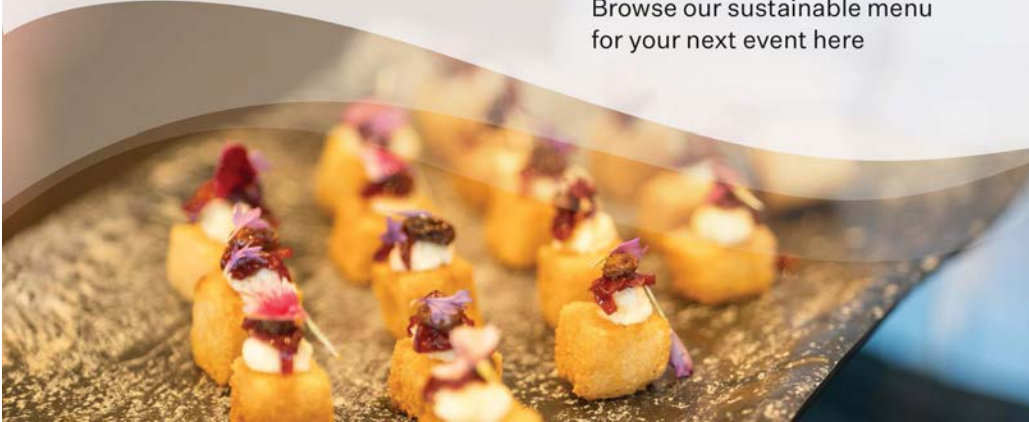
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Share your screen
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Close





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Dear [Name],
Thank you for your interest in our sustainable menu.

Our menu is designed to be both delicious and sustainable, featuring locally sourced ingredients and seasonal produce.



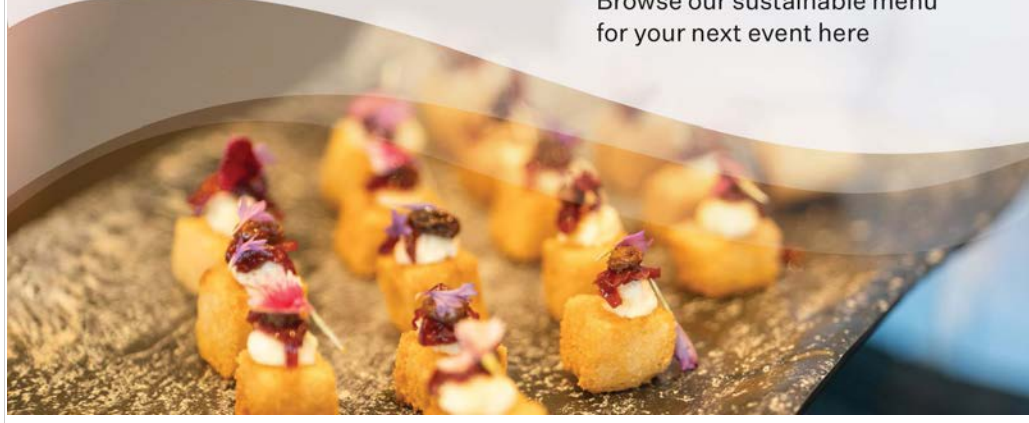
For more information, please visit our website at [www.takinaevents.co.uk](#)

Yours faithfully,
[Name]



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Dear [Name],
Thank you for your interest in our sustainable menu.

Our menu is designed to be both delicious and sustainable, featuring locally sourced ingredients and seasonal produce.



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Yours faithfully,
[Name]

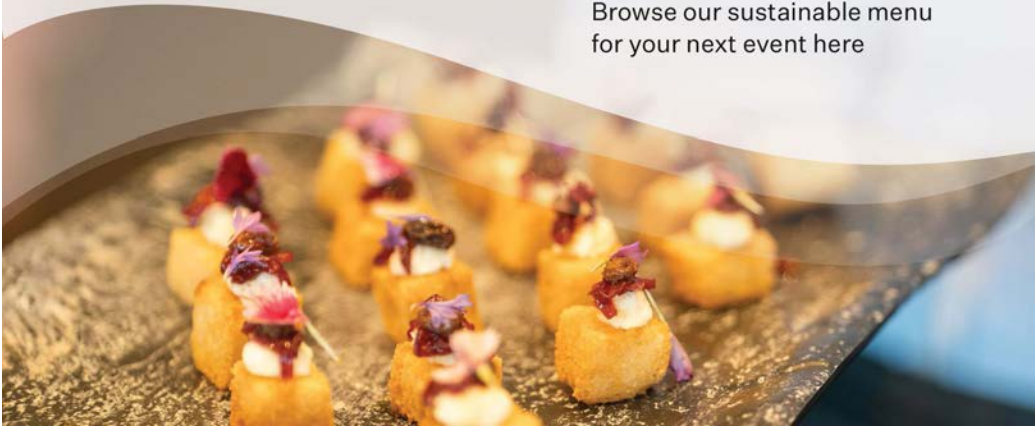


We can do this we just choose to do it
This is not for us with some things in the future we can
Thanks
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Tūāwhiri o Te Kaitiaki Take Kōwhiri - Whenua
Tūāwhiri o Te Kaitiaki Take Kōwhiri - Whenua
Tūāwhiri o Te Kaitiaki Take Kōwhiri - Whenua



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Tūāwhiri o Te Kaitiaki Take Kōwhiri - Whenua
Tūāwhiri o Te Kaitiaki Take Kōwhiri - Whenua
Tūāwhiri o Te Kaitiaki Take Kōwhiri - Whenua
Tūāwhiri o Te Kaitiaki Take Kōwhiri - Whenua



Ngā mihi
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Tūāwhiri o Te Kaitiaki Take Kōwhiri - Whenua
Tūāwhiri o Te Kaitiaki Take Kōwhiri - Whenua
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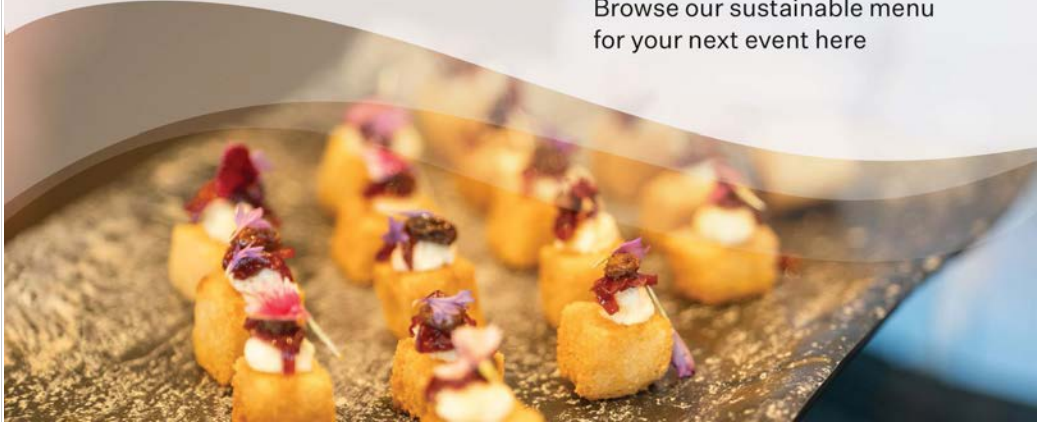
Ngā mihi
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Tūāwhiri o Te Kaitiaki Take Kōwhiri - Whenua
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Tūāwhiri o Te Kaitiaki Take Kōwhiri - Whenua
Tūāwhiri o Te Kaitiaki Take Kōwhiri - Whenua





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Nourishing people, place and planet

Browse our sustainable menu for your next event here



From: [Clarisse Le Floch](#)
To: s 9(2)(a) [Aaron Telford](#)
Cc: s 9(2)(i)
Subject: RE: s 2023 conference - Social function for Monday, 4 September 2023
Date: Sunday, 18 June 2023 6:36:26 pm
Attachments: [image001.png](#)

Kia ora s 9(2) and lovely to meet you Jenny,

From our discussion during the site visit, this is what I had in mind to have each social evening unique in regards to catering:

Sunday – 4 canapes items service

Monday – mix of networking platters and canapes – 4 different items

Tuesday – few antipasto, seafood and cheese platter and the all 6 substantial canapes.

All menus can be found [here](#). Please let me know your thoughts and I can also guide you in regards to which canapes items for which event if you wanted. Pricing will depends on timings and how many people we are looking at for each function.

I cced Aaron, our account sales manager to confirm any additional venue hire fee linked to adding Monday 04.09.23 cocktail event at Takina L1 Rongomatane Foyer.

Jenny, could you let me know your bill to account and bill to contact details please for this function and if you do require to organise a PO number.

Have a lovely evening,

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

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From: s 9(2)(a) <s 9(2) s 9(2)(a)>
Sent: Friday, June 16, 2023 1:38 PM
To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Cc: s 9(2)(i) [redacted] s 9(2)(a) [redacted]

Subject: s 9(2) [redacted] 2023 conference - Social function for Monday, 4 September 2023

Kia ora Clarisse,

As mentioned, I have cc'd s 9(2) [redacted] who is organising the social function for Monday. It is wonderful that they are hosting this evening at Takina and I would appreciate it if you could please send s 9(2) [redacted] the proposed menu for the canapes and drinks. The invoice will be for s 9(2) [redacted]. Our office will let you know the catering numbers for the social function.

Please keep me in the loop with this function.

Nga mihi,

s 9(2) [redacted]

(a) 2)(a) [redacted]

Conference Manager

s 9(2)(a) [redacted]

From: [Clarisse Le Floch](#)
To: [s 9\(2\)\(a\)](#); [Tara Terry](#); [Aaron Telford](#)
Cc: [s 9\(2\)\(a\)](#)
Subject: RE: [s 9\(2\)\(i\)](#) - 3- 5 September 2023
Date: Monday, 12 June 2023 12:48:12 pm
Attachments: [image002.png](#)
[image003.png](#)

Brilliant, we can look at solutions for it on Thursday.

I regards to lowering the minimum catering expenditure, the approval lies with your salesperson contact, [@Aaron Telford](#) cced into this. He will be there at Thursday site visit so we can discuss it then once we have a better idea of the change of format for the dinner.

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 [s 9\(2\)\(a\)](#)

Talk to us about hosting your next event at Takina or Te Papa
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From: [s 9\(2\)\(a\)](#) <[s 9\(2\) s 9\(2\)\(a\)](#)>
Sent: Monday, June 12, 2023 11:54 AM
To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>; Tara Terry <Tara.Terry@takinaevents.co.nz>
Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>; [s 9\(2\)\(a\)](#) <[s 9\(2\)\(a\)](#)> [s 9\(2\)\(a\)](#) <[s 9\(2\)\(a\)](#)>
Subject: RE: [s 9\(2\)\(i\)](#) - 3- 5 September 2023

Hi Clarissa,

Thank you for the suggestions. We can discuss this when we meet on Thursday. I agree with you, we need a more substantial menu for dinner so open to ideas on the menu for the dinner service. I am not sure about canapes and platters though if a similar style is served at the Welcome function. At [s 9\(2\)\(i\)](#) pp we need to consider the menu options.

Regarding the catering for minimum numbers – as this is an international conference being held in NZ, we are seeing registrations at a slow pace. We have been advised that the conference attracts approximately 350 attendees. Should we find that the numbers are not increasing as expected is there an opportunity to decrease the attendee numbers?

Coincidentally I have similar thoughts to you on the foyer space for the dinner - I mentioned it to a

potential theming company earlier today.

Let's chat later in the week.

Nga mihi,

s

9(2)

(a) 2(a)

s 9(2)(a)

-

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Sent: Monday, June 12, 2023 10:49 AM

To: s 9(2)(a) <s 9(2)(a)> Tara Terry <Tara.Terry@takinaevents.co.nz>

Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: s 9(2)(i) - 3- 5 September 2023

Kia ora s
9(2)

That's all good and possible, please see my proposal below if you prefer to not go ahead with a sit down dinner

We can do the same style as for your Welcome Function happening at Te Papa on 03.09.23.

- A mix of canape service – Please see [here](#) for the different packages. I would recommend definitely a minimum of 6 canapes.
- A mix of platters – We can set up those platters [here](#) on buffet stations or those ones as well [here](#).

Please note that your minimum catering expenditure would required to be as per contract so a minimum of s 9(2)(i) per person for 350 people minimum.

I am happy for you to give me a call as well if you wanted to talk through this idea further.

Please note that we can provide up to 10 bar leaners at s 9(2)(i) per bar leaner for this event but please seek externally for any couches etc. We only provide trestle tables and usual conference chairs at Takina events but I am sure that external suppliers will be able to guide you further in regards to furniture for your trade space and now "dinner cocktail" time on 04.09.23 I believe?

Please confirm if the "dinner" space will be L1 Foyer or we keep it in L1 Plenary. Please note that if your dinner remains a sit down dinner in L1 Plenary space (from banquet style – day conference - to banquet style - dinner) the room reset is 1.5 hours. Please note that if we are changing from banquet style (conference day) to cocktail style in L1 Plenary space we need a room reset of minimum 4/5

hours but if you are changing for a cocktail style instead of a dinner sit down I recommend the space for it to be L1 Foyer where trades and catering are happening during the day to limit to room reset to 1 hour if nothing from us is required in terms of furniture change.

Have a lovely day,

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

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From: s 9(2)(a) <s 9(2) s 9(2)(a)>
Sent: Friday, June 9, 2023 3:56 PM
To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>; Tara Terry <Tara.Terry@takinaevents.co.nz>
Subject: RE: s 9(2)(i) - 3- 5 September 2023

Hi Clarisse,

I am checking about the invoice but for the dinner can you please offer options for an informal style dinner – the Committee has asked for a fun, relaxed, and networking style option so the sit-down formal won't work. I think at Te Papa we had a kitchen-style buffet. I might have the name incorrect.

Could you check and advise? The seating may be a mix of bar leaners, couches – open to ideas from you on what you have at the venue. There would be music and a dance floor so could use the stage and lectern if it is already set up for conference.

Have a fab weekend.

Nga mihi,

s
9(2)
(a)2(a)
s 9(2)(a)

[Redacted signature block]

s 9(2)(a)

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Sent: Friday, June 9, 2023 1:11 PM

To: s 9(2)(a) <s 9(2) s 9(2)(a)> Tara Terry <Tara.Terry@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>

Cc: s 9(2)(a) <s 9(2)(a) s 9(2)(a)>

Subject: RE: s 9(2)(i) - 3- 5 September 2023

Kia ora s

9(2)

Thank you for your email.

In regards to deposit invoice – perfect, let me know the correct invoice details and I will send the deposit invoices from there.

In regards to recommended preferred external coffee cart suppliers – I attached our list of vendors document to this email that I think we help a lot.

In regards to Tuesday 05.09.23 dinner – the venue hire for it is complimentary indeed.

We can go through the details during our site visit next week that sounds perfect.

Have a lovely weekend,

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

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From: s 9(2)(a) <s 9(2) s 9(2)(a)>

Sent: Friday, June 9, 2023 6:47 AM

To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>; Tara Terry

<Tara.Terry@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>

Cc: s 9(2)(a) <s 9(2)(a)> s 9(2)(a)

Subject: Re: s 9(2)(i) - 3- 5 September 2023

Hi Clarissa,

Thank you. I will need to familiarise myself and discuss with the Team about the room re-sets and requirements now that we have launched the programme yesterday, so this is perfect timing. We can discuss more when we meet as I am keen for minimum changes to the rooms especially if sessions run over time then there isn't a rush. Your suggestions on the best room layout for the Tuesday would be appreciated. We do have interactive sessions in the programme which have may have specific requirements.

I see you have noted the conference dinner for Tuesday, 5 September and the room hire is complimentary - correct? I have to check what the general uptake in the team is about alternate drop for the dinner main.

Regarding the Coffee cart, are there any preferred suppliers?

We are aware that the deposits are due - need to check on invoice details.

Thank you and chat later.

s
9(2)

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Sent: Thursday, June 8, 2023 5:58 PM

To: s 9(2)(a) <s 9(2)> s 9(2)(a) Tara Terry <Tara.Terry@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>

Cc: s 9(2)(a) <s 9(2)(a)> s 9(2)(a)

Subject: RE: s 9(2)(i) - 3- 5 September 2023

Kia ora s
9(2)

I hope you are doing well.

As you know, I'm now the best person to liaise with until the day of your event where a Floor Supervisor will be available to assist. I will advise you the contact details of the supervisor closer to event date.

The email below summarise everything we are going to know from you and everything you should know from us. It is quite a long one, please take your time to go through - I tried to make it readable as much as possible.

Attachment:

- Takina Client Venue Guide = This guide is there to provide you with the essential information you will need to plan and deliver a successful event at Takina
- Event order Document = it is the master document that summarise every details that you mentioned to me and I confirmed it.

Finance information and deadlines:

- **Deposit invoice process (from your signed contract)** = Can you please confirm that the below details are correct for the bill-to account and contact and that you are aware of the schedule for deposits for this event please. We are currently behind the first two deposit invoice so once I receive confirmation from you I will send both of them through in separate emails:
 - Deposit invoice number 1 = 25% current estimated total at that time – s 9(2)(i)
 - Deposit invoice number 2 = 35% current estimated total = s 9(2)(i)
 - Deposit invoice number 3 = 20% current estimated total = I will let you know closer the payment date
 - After the invoice – final invoice
- Can you confirm bill to account is Conferences & Events Ltd please?
- Can you confirm bill to contact is Matheson, Janet please?
- Do you required any PO numbers to be included?
- **Public Liability insurance** = Will you require our s 9(2)(i) per day public liability insurance or can you confirm you are meeting the level of public liability Insurance required s 9(2)(i)?
- **I will require all details to be discussed and confirmed with me 21 working days at the latest prior event start date. This is by 07.08.23**

We have until 10 working days prior your event start (21.08.23) to update only the final numbers and final dietary requirement list (10% from the most up to date number provided on 07.08.23).

Any further changes within a week prior to the event start date must be discussed first before confirmation.

Dietary requirements:

Please advise of any attendee food allergies or food intolerances to ensure that our chefs can arrange suitable meals/ingredients as required.

Vegetarian, dairy free and gluten free items are available in our catering menu packs.

Our in-house catering team will do their best to cater for any health and religious related dietary restrictions but Takina Events do not cater for any lifestyle choices (ex: Keto)

Final number:

Your event is currently booked for:

- 350 people minimum for *cocktail event* on Sunday 03.09.23 in Signs of A Nation and Espresso at Te Papa Museum building, maximum numbers are to be 400 people.
- 350 people minimum for *tea and coffee on arrival* in L1 Rongomatane Foyer (catering and trade and tea and coffee space)
- 350 people minimum for *day conference event* on 04.09 / 05.09 / 06.09 , maximum numbers are 380 people

- o 350 people minimum for *dinner event* on 05.09 in L1 Rongomatane Plenary Hall, maximum numbers are 380 people

Final numbers should be confirmed to me in the given timeframe above.

Signage:

Please advise the official name/ wording of your event for the directional signage from the main entrance to your function room.

Our electronic signage has a limit of 30 characters including spacing for the Event Name and Session name, and Speaker respectively. Please provide times and locations for sessions.

Run sheet

Please see in the Event Order Document attached the draft run sheet based on your signed contract.

- Just as a reminder – any room reset required 1.5 hour minimum (no table orientation change time included and no change in table set up)
- Any walls change incur additional charges and additional room reset timings on top of the 1.5 hour minimum.

Room Layout

L1 Rongomatane Foyer = Catering and trade space

- For 350 people – 3 buffets / 3 tea and coffee stations
- Coat racks TBC
- Recycling bin
- Watercoolers around the room

Trade space:

- o Who is doing the building of the booths please?
- o If there is any room floor plan created by an external supplier (ie. **s 9(2)(a)**) please send me a copy first to see if the plan is feasible before selling or allocating the booths.
- o If any flood lights is expected to be installed by the external supplier that is building the booths, please let me know for me to mention it to our Operation Manager.

External Coffee cart supplier checklist to be completed by the client and approved by your function coordinator prior any confirmation with external suppliers (if applicable):

- o The external coffee cart supplier would have to be completely self-sufficient (Own barista, own coffee cups, own milk, mat down..) - no fridge or fridge space will be providing.
- o All electrical gear must be PAT tested and tagged, and all electrical cords must be taped down - it is at your responsibility and the external coffee cart supplier.
- o What are the exact power requirements of the coffee cart? We require to know it prior any confirmation as well as in indication of where ideally the coffee cart will be located in the space. A photo of the plug would be fantastic.
- o What time will it be pack in?
- o What time will it be pack out?

Who is external supplier of the coffee cart and who will be the contact on the day?

- When the baristas will be onsite? please note it will be at your responsibility to assist them.

L1 Rongomatane Plenary Hall = Plenary space / + Dinner space on Tuesday 05.09.23

- Set up = banquet style maximum of 38 tables with 10 people per table
- Watercoolers around the room
- Takina pads & pens available on request
- Aaron mentioned to me that you might be looking at having walls out every morning and walls in for every afternoon = Plenary hall being one big space in the morning and transform it into 3 breakout sessions during lunch break of 1 hour. I can confirm that it is possible to do so if we do have 1 hour from the moment the last person (client, speakers, and delegates included) leave Plenary hall 1. I would advise to include your in/out movement of people in the lunch time so to make it 1.15 hour instead of 1 hour to allow some flexibility.
- Additional charges for changing both walls in L1 Plenary hall each time will be **s 9(2)(i)**. For example, on Tuesday 05.09 if we start the day with walls out then put them in at lunch time **s 9(2)(i)** and removing them for the dinner **s 9(2)(i)** again).
- Important about timing room reset for Tuesday dinner - On Tuesday 05.09.23 for the change from day conference to dinner, we would need 1.5 hours for room reset if Plenary hall L1 set up is only in banquet style. If the rooms were to be set up in theatre style the room reset would be 3 hours. In addition to either the 3 hours room reset or the 1.5 hour room reset, we need to add 1 hour for our team to remove the walls. To sum up, you are looking at a minimum of 2.5 hour room reset (from the moment the last person (client, speakers, and delegates included) leave Plenary hall 1) if change of walls but same set up or at 4 hours room reset (from the moment the last person (client, speakers, and delegates included) leave Plenary hall 1) if change of walls and change of set up.
- Please see current floorplan attached – I attached the floorplan where the walls are in to show you where the tables would be set up even if the walls are out as you are planning to have walls change.

Additional questions for dinner space:

I have few questions regarding the dinner room set-up:

- Shall we set white tablecloths (no additional cost) or black table cloths (at **s 9(2)(i)** each)?
- Shall we set white napkins (no additional cost) or black napkins (at **s 9(2)(i)** each) ?
- Are you going to organise any theming in the venue space or on the tables?
- Is the dinner allocated seating?
 - If it is a free seating dinner, please note that any person with special dietaries needs to make themselves known to our staff at the very beginning of the dinner to allow them to be serve at the same time as everybody else and the right catering.
 - If you are having a free seating dinner but you would like to reserve some tables - please provide and set-up the reserved signs accordingly.
 - If it is an allocated dinner please send me the seating plan for our knowledge and please specify where dietaries will be seated please.
- If you are going for beverages on tab or on package, shall we have bottle of wines ready on the tables for guests arrival time in the dinner venue? If so, please specify which ones and please

let me know if we shall refill them during the event time at the request of the guests.

Meeting room 1A Matiu= Breakout space

- Set up = Theatre style – maximum of 100 people – no stage and no av desk
- Please see current floorplan attached

Meeting room 1B Mokopuna= Breakout space

- Set up = Theatre style – maximum of 58 people – no stage and no av desk
- Please see current floorplan attached

Meeting room 1C Makaro= Breakout space

- Set up = Theatre style – maximum of 78 people – no stage and no av desk
- Please see current floorplan attached

Signs of A Nation + Espresso in Te Papa Museum for Sunday 03.09 evening event

- Access from 7pm and venue vacated by 9pm
- X 1 bar dispense
- No bar leaners set up
- Espresso furniture (café space) to remain as it is
- Coat racks
- Drop tables
- Please note no beverage or food consumption in the exhibition space of Passports and Mana Whenua
- Please note that the cocktail space can be access at the very earliest from 6.30pm – no set up required. Access timings can change depending on your final set up requirements
- Mana Whenua exhibition charges have been added to the Event Order Document attached
- Passport exhibition charges have been added to the Event Order Document attached

Catering

All catering is provided exclusively by Takina Events. Any menu change/ request made after the given deadline mentioned above cannot be guaranteed acceptance. Failure to submit your requirements will automatically go under our chef's choice.

Day catering: You are contracted for our daily menu. Please find all the detailed catering in your Event Order Document attached.

Welcome Function Canapes 4 items 1 hour service in Signs of A Nation and Espresso on 03.09 from 7.30pm to 8.30pm: Canape package A - 4 items for 1 hour canapes service at **s 9(2)(i)** per person. Please choose 4 canapes options from the canapes menu [here](#). Additional items are an extra **s 9(2)(i)** canapé. We recommend a minimum of 6 items for canapé receptions over 120 people.

I noted down from your contract that you would also like to add 15 platters – it caters roughly for 150 people (5 Antipasto, 5 cheese, 5 seafood)

Pre-dinner canape service in L1 Rongomatane Foyer on 05.09 from 7pm to 8pm (depending on room reset timings): You are contracted for our pre-dinner canapes package - 3 items for 1 hour canapes service at **s 9(2)(i)** per person. Please choose 3 canapes options from the canapes menu [here](#). Additional items are an extra **s 9(2)** per canapé. We recommend a minimum of 6 items for canapé receptions over 120 people.

Dinner 3 course set menu: You are contracted for our set plated dinner at **s 9(2)(i)** per person. Please see the set plated dinner menu here and let me know the following:

- 1 entrée option
- 1 main option
- 1 dessert option

Please let me know if you would like to upgrade your set plated dinner to an alternate main drop at **s 9(2)(i)** per person. If you prefer this option please let me know the following choices:

- 1 entrée option
 - 2 mains options served on alternate drop
 - 1 dessert option
- Once the floorplan is confirmed, please let me know if there is any VIP tables we should be serving and clearing first or if there is any particular way you would like service and clearing to operate (i.e from back to front)?
 - If you are having awards speeches in between entrée, mains and dessert, can we do a discreet serving/clearing of plates during speeches?
If it is not possible, please add 10 minutes to your schedule for each catering break for our team to serve and clear the plates. By allowing discreet service and clearing we minimum ask for entrée service to be 30 minutes, main service 45 minutes and dessert service 30 minutes.

Beverages

Please find the current drink menu [here](#).

Welcome Function in Signs of A Nation and Espresso on 03.09.23: You are currently contracted for our Classic Beverage package selection and beverage package 2 hours for **s 9(2)(i)** per person

Dinner in L1 Rongomatane Plenary Hall on 05.09.23: You are currently contracted for our Classic Beverage package selection and beverage package 3 hours for **s 9(2)(i)** per person – this include 1 hour pre-dinner drinks service in L1 Rongomatane Foyer.

Please note that during the pre-dinner drinks we will serve only the following beverage until you and your guests head to the dinner space:

- Alana Wine NW Blanc de Blanc Brut (bubbles)
- Orange juice
- Heineken

Deliveries, pack in and pack out process

Please read carefully the Client Venue guide version 1 attached to this email – this is subject to change during the year as we host more and more events in Takina building. If it does change I will let you know.

The complete list of delivery that should communicate to me by at the very latest should include:

- From who we are expecting delivery
- The date we are expecting the delivery – timing if it is a hand delivery
- The quantity of boxes we should be expecting
- The size of the boxes + weight (if applicable)
- The items within the boxes
- The size and quantity of any miscellaneous items we should be expecting.

It is at the client responsibility to gather the information about any deliveries coming in and communicating it to us. I cannot guarantee that I will be able to fulfil your delivery request after that due date.

I recommend clients to send me information regarding deliveries, pack and pack out (even draft information) as early as possible for me to book and organise the Dockway calendar correctly as it does gets busy very quickly as well.

Deliveries to Takina can only be organised 48 working day hours prior the event date and needs to be notify to me before the deadline mentioned below. Please note that pack in and pack out can only operate from 7am to 10pm. We cannot allowed any pack in and pack out between 10pm and 7am.

Please note that any parcels of less 25kg coming in to our Takina Dockway can be moved by our team from the Dockway to the venue prior the agreed client arrival time. Any parcels above 25kg will be at your responsibility to go to the Dockway and move it from the Dockway to the venue – which required a staff member to with you (prior arrangement – prior your deadline date- is required to make sure we can accommodate it)

Takina Events is not responsible for any lost, stolen or damaged items.

It is at the client responsibility to ensure that exhibitors have completed the Exhibitors Health and Safety induction sent in a separate email.

Please note it is at the client responsibility to print and set up the dinner menu on the tables as well as any theming.

Please note it is at the client responsibility to print and set up any reserved signs as well.

External suppliers pack in/pack out

Please let me know if we are to expect any external suppliers such as Coffee cart suppliers, Theming suppliers, Florists suppliers, Photographer/videographer, entertainment, trade displays builders.

If any of the above suppliers are expected to come please let me know from what time to what time on which day to ensure the smooth process of their pack in and pack out.

Please note that pack in and pack out can only operate from 7am to 10pm. We cannot allowed any pack in and pack out between 10pm and 7am.

AV requirements:

Our in house team of industry professionals have put together packages to make it easy to choose the

right Audio Visual equipment, and have the expertise to create a customised solution to meet your needs using their extensive knowledge of our spaces.

Any external AV supplier coming in must be approved by Takina Events and additional charges will apply

Please summarise any AV requirements to [@John Fernie](#), cced in this email.

This email covered the minimum of information however please let me know if there is anything else happening or even potentially happening that doesn't figure in the email below to make sure we can accommodate it.

Have a lovely evening and please let me know if you have any questions,

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**

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From: **s 9(2)(a)** <**s 9(2) s 9(2)(a)**>
Sent: Tuesday, June 6, 2023 10:20 PM
To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>; Tara Terry <Tara.Terry@takinaevents.co.nz>; Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: **s 9(2)(a)** <**s 9(2)(a)**> **s 9(2)(a)**
Subject: RE: **s 9(2)(i)** - 3- 5 September 2023

Hi Clarisse and Team,

Could you please clarify if there was a venue hire should the conference dinner be held on-site? The conference dinner is noted in the contract/proposal but I don't see the venue charge. I am assuming that because the venue is booked for the conference, there is no additional charge for the room for the dinner.

There have been enquiries for the conference dinner to be held off-site at Parliament however this is pending.

Nga mihi,

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9(2)
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s 9(2)(a)

[Redacted]

[Redacted]

[Redacted]

[Redacted]

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>
Sent: Tuesday, June 6, 2023 9:07 AM
To: s 9(2)(a) <s 9(2) s 9(2)(a)>
Cc: Tara Terry <Tara.Terry@takinaevents.co.nz>
Subject: RE: s 9(2)(i) - 3- 5 September 2023

Apologies we do not have but I included our list of vendors to this email in case of there is something in it that can guide you in right direction in there.

Have a lovely week,

Nga mihi nui,

Clarisse Le Floch
Function Coordinator
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: clarisse.lefloch@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

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From: s 9(2)(a) <s 9(2) s 9(2)(a)>
Sent: Friday, June 2, 2023 3:15 PM
To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>
Cc: Tara Terry <Tara.Terry@takinaevents.co.nz>
Subject: RE: s 9(2)(i) - 3- 5 September 2023

Hi both,
Do either one of you have contact suppliers who do drumming. We are considering a cultural

experience for our attendees for this conference.

Thank you

Nga mihi,

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9(2)

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s 9(2)(a)

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Sent: Friday, June 2, 2023 1:12 PM

To: s 9(2)(a) <s 9(2) s 9(2)(a)>

Cc: Tara Terry <Tara.Terry@takinaevents.co.nz>

Subject: RE: s 9(2)(i) - 3- 5 September 2023

Kia ora s
9(2)

Indeed we are

I will be working on a summary emails for you and organise deposit invoice hopefully next week and if not the week after by the latest to get everything rolling.

We open our Takina building this week and we are just catching up on emails at the moment.

Thank you for your patience,

Have a lovely weekend,

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

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From: s 9(2)(a) <s 9(2) s 9(2)(a)>
Sent: Wednesday, May 31, 2023 12:00 PM
To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>; Aaron Telford <aaron.telford@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>
Cc: Tara Terry <Tara.Terry@takinaevents.co.nz>
Subject: RE: s 9(2)(i) - 3- 5 September 2023

Hi all,

I understand that we are due to pay a deposit for the venue. Could I please ask that we receive a schedule of payments with the due dates?

That would be most helpful to ensure that we manage the payments on time .

Nga mihi,

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s 9(2)(a)
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>
Sent: Tuesday, May 30, 2023 5:59 PM
To: s 9(2)(a) <s 9(2) s 9(2)(a)> Aaron Telford <aaron.telford@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a) s 9(2)(a)> Tara Terry <Tara.Terry@takinaevents.co.nz>
Subject: RE: s 9(2)(a)

Kia ora s and s 9(2)(a)
9(2)

Thank you both for your emails. I hope you are all doing well and I am definitely looking forward tomorrow for Takina Opening event. I am the coordinator for this event so I might be most of the time out of office tomorrow.

I am ideally planning to go through your event and summary of information email over the next two

weeks so it will match perfectly to meet you then and go through it together. If you can send me a run sheet early next week that would be fantastic.

For a site visit and catch up the earliest we can do is Thursday 15th of June at 3pm, would that work for you?

Have a lovely evening,

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**

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From: **s 9(2)(a)** <**s 9(2) s 9(2)(a)**>
Sent: Tuesday, May 30, 2023 5:15 PM
To: Clarisse Le Floch <Clarisse.Lefloch@takinaevents.co.nz>; Aaron Telford <aaron.telford@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>
Cc: **s 9(2)(a)** <**s 9(2)(a)**> **s 9(2)(a)**
Subject: RE: **s 9(2)(a)**

Hello Aaron, John, and Clarisse,

A day away from the official opening! What a momentous time for you all.

As you may have heard I have recently joined the team and have been put onto this event today . It would be great to have a catch-up onsite in the next two weeks just so we are all on the same page.

Clarissa, I would appreciate just going through the venue requirements with you and we should have a programme next week.

As this conference will have cultural elements including special seating arrangements for the conference it would be good to work through that which will be helpful with our planning.

I do understand that it is going to be a busy time for you all so finer details can be sorted out later.

Could you advise of suitable dates for the catch-up over the next two weeks I can then confirm a time

with you.

Many thanks

Nga mihi,

s
9(2)

(a) 2(a)
s 9(2)(a)

[Redacted]

From: s 9(2)(a) <s 9(2)(a) s 9(2)(a)>
Sent: Tuesday, May 30, 2023 3:46 PM
To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>; Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: John Fernie <John.Fernie@takinaevents.co.nz>; s 9(2)(a) <s 9(2) s 9(2)(a)>
Subject: RE: s 9(2)(a) ()

Good day Clarisse

Thank you for your email, lovely to meet you. I have included by colleague, s 9(2)(a) in this email. She will be taking over as the main point of contact for this event from me.

s will be in touch with you soon.
9(2)

Kind regards,
s 9(2)(a)

s 9(2)(a)

[Redacted]

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>
Sent: Monday, 22 May 2023 6:42 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>; s 9(2)(a)

<s 9(2)(a) s 9(2)(a)>

Cc: John Fernie <John.Fernie@takinaevents.co.nz>

Subject: RE: s 9(2)(a)

Kia ora s 9(2)(a)

I hope you are doing well.

I will be in contact with you to start gathering the information for your event around 3 months at the earliest prior your event date. Please let me know if you have any questions in the meantime.

Have a lovely evening,

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

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Find out more at takina.co.nz



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Monday, May 22, 2023 2:49 PM

To: s 9(2)(a) <s 9(2)(a)> s 9(2)(a)

Cc: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>; John Fernie

<John.Fernie@takinaevents.co.nz>

Subject: FW: s 9(2)(a)

Kia ora s 9(2)(a)

I hope you had a good weekend.

I am pleased to e-introduce you to Clarisse who is the coordinator for your event. She will be in contact soon to continue planning the event.

Clarisse Le Floch

Function Coordinator

Takina Events

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

Clarisse will now be your main point of contact for the [REDACTED], if you can now, please channel all communication to Clarisse and she can liaise with myself if required moving forward.

John Fernie ccd in this email is one of our Senior AV Coordinators and he will be your contact for all things AV!

Thank you and have a good week ahead.

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 [REDACTED]



From: [REDACTED] <[REDACTED] [REDACTED]>
Sent: Tuesday, 14 February 2023 10:25 am
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: [REDACTED]

Hello Aaron

Thank you very much, I look forward to hearing from and working with Sophie.

Kind regards,

[REDACTED]

[REDACTED]

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Monday, 13 February 2023 2:55 pm

To: s 9(2)(a) <s 9(2)(a) s 9(2)(a)>

Subject: RE: s 9(2)(a)

Kia ora s 9(2)(a)

I had a good weekend, went to quickly as they do! Hope you are well.

Thank you so much or your work on getting this contract signed and returned to me.

Please see attached the countersigned contract, from here I will hand the event over to you coordinator Sophie, who will be in touch to finalise details such as menus, timings etc.

Thanks and have a good week,

Thanks

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a) s 9(2)(a)>

Sent: Monday, 13 February 2023 2:23 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: s 9(2)(a)

Hello Aaron

I hope you had a good weekend.

Please see attached the signed venue contract for the s 9(2)(i) If you could please return the counter signed version at your earliest convenience.

Many thanks

s 9(2)(a)

[Redacted signature]

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Thursday, 8 December 2022 8:59 am

To: s 9(2)(a) <s 9(2)(a)> s 9(2)(a)

Subject: RE: s 9(2)(a)

Kia ora s 9(2)(a)

I hope your weeks going well!

Thank you for the below and look forward to receiving the contract soon.

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

Nga mihi o te Kirihimete me te Tau Hou



From: s 9(2)(a) <s 9(2)(a)> s 9(2)(a)

Sent: Wednesday, 7 December 2022 4:41 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: s 9(2)(a)

Hello Aaron

Thank you for the agreement; this has been sent to the client for signing and I will get it back to you as soon as I receive the signed copy.

Many thanks,

s 9(2)(a)

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, 30 November 2022 5:53 pm

To: s 9(2)(a) <s 9(2)(a)> s 9(2)(a)

Subject: RE: s 9(2)(a)

Kia ora s 9(2)(a)

Please see attached the contract for s 9(2)(i) 2023, with changes made as discussed.

I have left dinner in this contract at this stage as well.

If you have any questions, please dont hesitate to reach out to me.

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

Nga mihi o te Kirihimete me te Tau Hou



From: s 9(2)(a) <s 9(2)(a) s 9(2)(a)>
Sent: Wednesday, 30 November 2022 9:39 am
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(a)

Kia Ora Aaron

Thank you for your email, please could you make the contract out to the client.

s 9(2)(i) Ltd

Thank you ,
s 9(2)(a)

s 9(2)(a)

[Redacted content]

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, 29 November 2022 10:20 am
To: s 9(2)(a) <s 9(2)(a) s 9(2)(a)>
Subject: s 9(2)(a)

Kia ora s 9(2)(a)

I hope your weeks started well. I am just working through the contract for National Mediation today. I forgot to ask if you wanted the contract made out to yourself or the client?

Thanks in advance,

Aaron

Aaron Telford
Business Development Manager - Venues
Takina Events
PO Box 467 155 Cable Street, Wellington 6011
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

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Nga mihi o te Kirihimete me te Tau Hou

From: s 9(2)(a)
To: [Clarisse Le Floch](#); [Tara Terry](#)
Cc: [Aaron Telford](#); s 9(2)(a)
Subject: RE: s 9(2)(i) - 3- 5 September 2023
Date: Monday, 12 June 2023 12:04:23 pm
Attachments: [image002.png](#)
[image007.png](#)

Note dinner is Tuesday, 5 September .

s 9(2)(a) please confirm the dates and social functions for Takina:

- Sunday, 3 September – Welcome function at Signs of Nation (Te Papa)
- Monday, 4 September – no social event confirmed as yet
- Tuesday, Informal networking dinner - Takina

Nga mihi,

s
9(2)

(a) 2)(a)

s 9(2)(a)

From: s 9(2)(a)

Sent: Monday, June 12, 2023 11:54 AM

To: [Clarisse Le Floch](#) <Clarisse.LeFloch@takinaevents.co.nz>; [Tara Terry](#) <Tara.Terry@takinaevents.co.nz>

Cc: [Aaron Telford](#) <aaron.telford@takinaevents.co.nz>; s 9(2)(a)

<s 9(2)(a) s 9(2)(a)>

Subject: RE: s 9(2)(i) - 3- 5 September 2023

Hi Clarissa,

Thank you for the suggestions. We can discuss this when we meet on Thursday. I agree with you, we need a more substantial menu for dinner so open to ideas on the menu for the dinner service. I am not sure about canapes and platters though if a similar style is served at the Welcome function. At s 9(2)(i) pp we need to consider the menu options.

Regarding the catering for minimum numbers – as this is an international conference being held in NZ, we are seeing registrations at a slow pace. We have been advised that the conference attracts approximately 350 attendees. Should we find that the numbers are not increasing as expected is there an opportunity to decrease the attendee numbers?

Coincidentally I have similar thoughts to you on the foyer space for the dinner - I mentioned it to a potential theming company earlier today.

Let's chat later in the week.

Nga mihi,

s

9(2)

(a) 2(a)

s 9(2)(a)

[Redacted]

[Redacted]

[Redacted]

[Redacted]

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Sent: Monday, June 12, 2023 10:49 AM

To: s 9(2)(a) <s 9(2) s 9(2)(a)> Tara Terry <Tara.Terry@takinaevents.co.nz>

Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: s 9(2)(i) - 3- 5 September 2023

Kia ora s
9(2)

That's all good and possible, please see my proposal below if you prefer to not go ahead with a sit down dinner

We can do the same style as for your Welcome Function happening at Te Papa on 03.09.23.

- A mix of canape service – Please see [here](#) for the different packages. I would recommend definitely a minimum of 6 canapes.
- A mix of platters – We can set up those platters [here](#) on buffet stations or those ones as well [here](#).

Please note that your minimum catering expenditure would required to be as per contract so a minimum of s 9(2)(i) per person for 350 people minimum.

I am happy for you to give me a call as well if you wanted to talk through this idea further.

Please note that we can provide up to 10 bar leaners at s 9(2)(i) per bar leaner for this event but please seek externally for any couches etc. We only provide trestle tables and usual conference chairs at Takina events but I am sure that external suppliers will be able to guide you further in regards to furniture for your trade space and now “dinner cocktail” time on 04.09.23 I believe?

Please confirm if the “dinner” space will be L1 Foyer or we keep it in L1 Plenary. Please note that if your dinner remains a sit down dinner in L1 Plenary space (from banquet style – day conference - to banquet style - dinner) the room reset is 1.5 hours. Please note that if we are changing from banquet style (conference day) to cocktail style in L1 Plenary space we need a room reset of minimum 4/5 hours but if you are changing for a cocktail style instead of a dinner sit down I recommend the space for it to be L1 Foyer where trades and catering are happening during the day to limit to room reset to 1 hour if nothing from us is required in terms of furniture change.

Have a lovely day,

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

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From: s 9(2)(a) <s 9(2) s 9(2)(a)>
Sent: Friday, June 9, 2023 3:56 PM
To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>; Tara Terry <Tara.Terry@takinaevents.co.nz>
Subject: RE: s 9(2)(i) - 3- 5 September 2023

Hi Clarisse,

I am checking about the invoice but for the dinner can you please offer options for an informal style dinner – the Committee has asked for a fun, relaxed, and networking style option so the sit-down formal won't work. I think at Te Papa we had a kitchen-style buffet. I might have the name incorrect.

Could you check and advise? The seating may be a mix of bar leaners, couches – open to ideas from you on what you have at the venue. There would be music and a dance floor so could use the stage and lectern if it is already set up for conference.

Have a fab weekend.

Nga mihi,

s
9(2)
(a)2(a)
s 9(2)(a)

[Redacted signature block]

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>
Sent: Friday, June 9, 2023 1:11 PM
To: s 9(2)(a) <s 9(2) s 9(2)(a)> Tara Terry <Tara.Terry@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a) s 9(2)(a)>
Subject: RE: s 9(2)(i) - 3- 5 September 2023

Kia ora s 9(2)

Thank you for your email.

In regards to deposit invoice – perfect, let me know the correct invoice details and I will send the deposit invoices from there.

In regards to recommended preferred external coffee cart suppliers – I attached our list of vendors document to this email that I think we help a lot.

In regards to Tuesday 05.09.23 dinner – the venue hire for it is complimentary indeed.

We can go through the details during our site visit next week that sounds perfect.

Have a lovely weekend,

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

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Find out more at takina.co.nz



From: s 9(2)(a) <s 9(2) s 9(2)(a)>
Sent: Friday, June 9, 2023 6:47 AM
To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>; Tara Terry <Tara.Terry@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a) s 9(2)(a)>
Subject: Re: s 9(2)(i) - 3- 5 September 2023

Hi Clarissa,

Thank you. I will need to familiarise myself and discuss with the Team about the room re-sets and requirements now that we have launched the programme yesterday, so this is perfect timing. We can discuss more when we meet as I am keen for minimum changes to the rooms especially if sessions run over time then there isn't a rush. Your suggestions on the best room layout for the Tuesday would be appreciated. We do have interactive sessions in the programme which have may have specific requirements.

I see you have noted the conference dinner for Tuesday, 5 September and the room hire is complimentary - correct? I have to check what the general uptake in the team is about alternate drop for the dinner main.

Regarding the Coffee cart, are there any preferred suppliers?

We are aware that the deposits are due - need to check on invoice details.

Thank you and chat later.

S
9(2)

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Sent: Thursday, June 8, 2023 5:58 PM

To: S 9(2)(a) <S 9(2) S 9(2)(a)> Tara Terry <Tara.Terry@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>

Cc: S 9(2)(a) <S 9(2)(a) S 9(2)(a)>

Subject: RE: S 9(2)(i) - 3- 5 September 2023

Kia ora S
9(2)

I hope you are doing well.

As you know, I'm now the best person to liaise with until the day of your event where a Floor Supervisor will be available to assist. I will advise you the contact details of the supervisor closer to event date.

The email below summarise everything we are going to know from you and everything you should know from us. It is quite a long one, please take your time to go through - I tried to make it readable as much as possible.

Attachment:

- Takina Client Venue Guide = This guide is there to provide you with the essential information you will need to plan and deliver a successful event at Takina
- Event order Document = it is the master document that summarise every details that you mentioned to me and I confirmed it.

Finance information and deadlines:

- **Deposit invoice process (from your signed contract)** = Can you please confirm that the below details are correct for the bill-to account and contact and that you are aware of the schedule for deposits for this event please. We are currently behind the first two deposit invoice so once I receive confirmation from you I will send both of them through in separate emails:

- Deposit invoice number 1 = 25% current estimated total at that time – s 9(2)(i)
- Deposit invoice number 2 = 35% current estimated total = s 9(2)(i)
- Deposit invoice number 3 = 20% current estimated total = I will let you know closer the payment date
- After the invoice – final invoice

- Can you confirm bill to account is Conferences & Events Ltd please?
- Can you confirm bill to contact is Matheson, Janet please?
- Do you required any PO numbers to be included?

- **Public Liability insurance** = Will you require our s 9(2)(i) per day public liability insurance or can you confirm you are meeting the level of public liability Insurance required (s 9(2)(i))?

- **I will require all details to be discussed and confirmed with me 21 working days at the latest prior event start date. This is by 07.08.23**

We have until 10 working days prior your event start (21.08.23) to update only the final numbers and final dietary requirement list (10% from the most up to date number provided on 07.08.23).

Any further changes within a week prior to the event start date must be discussed first before confirmation.

Dietary requirements:

Please advise of any attendee food allergies or food intolerances to ensure that our chefs can arrange suitable meals/ingredients as required.

Vegetarian, dairy free and gluten free items are available in our catering menu packs.

Our in-house catering team will do their best to cater for any health and religious related dietary restrictions but Takina Events do not cater for any lifestyle choices (ex: Keto)

Final number:

Your event is currently booked for:

- 350 people minimum for *cocktail event* on Sunday 03.09.23 in Signs of A Nation and Espresso at Te Papa Museum building, maximum numbers are to be 400 people.

- 350 people minimum for *tea and coffee on arrival* in L1 Rongomatane Foyer (catering and trade and tea and coffee space)

- 350 people minimum for *day conference event* on 04.09 / 05.09 / 06.09 , maximum numbers are 380 people

- 350 people minimum for *dinner event* on 05.09 in L1 Rongomatane Plenary Hall, maximum numbers are 380 people

Final numbers should be confirmed to me in the given timeframe above.

Signage:

Please advise the official name/ wording of your event for the directional signage from the main entrance to your function room.

Our electronic signage has a limit of 30 characters including spacing for the Event Name and Session name, and Speaker respectively. Please provide times and locations for sessions.

Run sheet

Please see in the Event Order Document attached the draft run sheet based on your signed contract.

- Just as a reminder – any room reset required 1.5 hour minimum (no table orientation change time included and no change in table set up)
- Any walls change incur additional charges and additional room reset timings on top of the 1.5 hour minimum.

Room Layout**L1 Rongomatane Foyer = Catering and trade space**

- For 350 people – 3 buffets / 3 tea and coffee stations
- Coat racks TBC
- Recycling bin
- Watercoolers around the room

Trade space:

- Who is doing the building of the booths please?
- If there is any room floor plan created by an external supplier (ie. **s 9(2)(a)**) please send me a copy first to see if the plan is feasible before selling or allocating the booths.
- If any flood lights is expected to be installed by the external supplier that is building the booths, please let me know for me to mention it to our Operation Manager.

External Coffee cart supplier checklist to be completed by the client and approved by your function coordinator prior any confirmation with external suppliers (if applicable):

- The external coffee cart supplier would have to be completely self-sufficient (Own barista, own coffee cups, own milk, mat down..) - no fridge or fridge space will be providing.
- All electrical gear must be PAT tested and tagged, and all electrical cords must be taped down - it is at your responsibility and the external coffee cart supplier.
- What are the exact power requirements of the coffee cart? We require to know it prior any confirmation as well as in indication of where ideally the coffee cart will be located in the space. A photo of the plug would be fantastic.
- What time will it be pack in?
- What time will it be pack out?
- Who is external supplier of the coffee cart and who will be the contact on the day?
- When the baristas will be onsite? please note it will be at your responsibility to assist them.

L1 Rongomatane Plenary Hall = Plenary space / + Dinner space on Tuesday 05.09.23

- Set up = banquet style maximum of 38 tables with 10 people per table
- Watercoolers around the room
- Takina pads & pens available on request
- Aaron mentioned to me that you might be looking at having walls out every morning and walls in for every afternoon = Plenary hall being one big space in the morning and transform it into 3 breakout sessions during lunch break of 1 hour. I can confirm that it is possible to do so if we do have 1 hour from the moment the last person (client, speakers, and delegates included) leave Plenary hall 1. I would advise to include your in/out movement of people in the lunch time so to make it 1.15 hour instead of 1 hour to allow some flexibility.
- Additional charges for changing both walls in L1 Plenary hall each time will be s 9(2)(i) For example, on Tuesday 05.09 if we start the day with walls out then put them in at lunch time s 9(2)(i)) and removing them for the dinner s 9(2)(i) again).
- Important about timing room reset for Tuesday dinner - On Tuesday 05.09.23 for the change from day conference to dinner, we would need 1.5 hours for room reset if Plenary hall L1 set up is only in banquet style. If the rooms were to be set up in theatre style the room reset would be 3 hours. In addition to either the 3 hours room reset or the 1.5 hour room reset, we need to add 1 hour for our team to remove the walls. To sum up, you are looking at a minimum of 2.5 hour room reset (from the moment the last person (client, speakers, and delegates included) leave Plenary hall 1) if change of walls but same set up or at 4 hours room reset (from the moment the last person (client, speakers, and delegates included) leave Plenary hall 1) if change of walls and change of set up.
- Please see current floorplan attached – I attached the floorplan where the walls are in to show you where the tables would be set up even if the walls are out as you are planning to have walls change.

Additional questions for dinner space:

I have few questions regarding the dinner room set-up:

- Shall we set white tablecloths (no additional cost) or black table cloths (at s 9(2)(i) each)?
- Shall we set white napkins (no additional cost) or black napkins (at s 9(2)(i) each) ?
- Are you going to organise any theming in the venue space or on the tables?
- Is the dinner allocated seating?
 - If it is a free seating dinner, please note that any person with special dietaries needs to make themselves known to our staff at the very beginning of the dinner to allow them to be serve at the same time as everybody else and the right catering.
 - If you are having a free seating dinner but you would like to reserve some tables - please provide and set-up the reserved signs accordingly.
 - If it is an allocated dinner please send me the seating plan for our knowledge and please specify where dietaries will be seated please.
- If you are going for beverages on tab or on package, shall we have bottle of wines ready on the tables for guests arrival time in the dinner venue? If so, please specify which ones and please let me know if we shall refill them during the event time at the request of the guests.

Meeting room 1A Matiu= Breakout space

- Set up = Theatre style – maximum of 100 people – no stage and no av desk
- Please see current floorplan attached

Meeting room 1B Mokopuna= Breakout space

- Set up = Theatre style – maximum of 58 people – no stage and no av desk
- Please see current floorplan attached

Meeting room 1C Makaro= Breakout space

- Set up = Theatre style – maximum of 78 people – no stage and no av desk
- Please see current floorplan attached

Signs of A Nation + Espresso in Te Papa Museum for Sunday 03.09 evening event

- Access from 7pm and venue vacated by 9pm
- X 1 bar dispense
- No bar leaners set up
- Espresso furniture (café space) to remain as it is
- Coat racks
- Drop tables
- Please note no beverage or food consumption in the exhibition space of Passports and Mana Whenua
- Please note that the cocktail space can be access at the very earliest from 6.30pm – no set up required. Access timings can change depending on your final set up requirements
- Mana Whenua exhibition charges have been added to the Event Order Document attached
- Passport exhibition charges have been added to the Event Order Document attached

Catering

All catering is provided exclusively by Takina Events. Any menu change/ request made after the given deadline mentioned above cannot be guaranteed acceptance. Failure to submit your requirements will automatically go under our chef's choice.

Day catering: You are contracted for our daily menu. Please find all the detailed catering in your Event Order Document attached.

Welcome Function Canapes 4 items 1 hour service in Signs of A Nation and Espresso on 03.09 from 7.30pm to 8.30pm: Canape package A - 4 items for 1 hour canapes service at **s 9(2)(i)** per person. Please choose 4 canapes options from the canapes menu [here](#). Additional items are an extra **s 9(2)(i)** canapé. We recommend a minimum of 6 items for canapé receptions over 120 people.

I noted down from your contract that you would also like to add 15 platters – it caters roughly for 150 people (5 Antipasto, 5 cheese, 5 seafood)

Pre-dinner canape service in L1 Rongomatane Foyer on 05.09 from 7pm to 8pm (depending on room reset timings): You are contracted for our pre-dinner canapes package - 3 items for 1 hour canapes service at **s 9(2)(i)** per person. Please choose 3 canapes options from the canapes menu [here](#). Additional items are an extra **s 9(2)** per canapé. We recommend a minimum of 6 items for canapé receptions over 120 people.

Dinner 3 course set menu: You are contracted for our set plated dinner at **s 9(2)(i)** person. Please see the set plated dinner menu here and let me know the following:

- 1 entrée option
- 1 main option
- 1 dessert option

Please let me know if you would like to upgrade your set plated dinner to an alternate main drop at **s 9(2)(i)** per person. If you prefer this option please let me know the following choices:

- o 1 entrée option
 - o 2 mains options served on alternate drop
 - o 1 dessert option
- Once the floorplan is confirmed, please let me know if there is any VIP tables we should be serving and clearing first or if there is any particular way you would like service and clearing to operate (i.e from back to front)?
 - If you are having awards speeches in between entrée, mains and dessert, can we do a discreet serving/clearing of plates during speeches?
If it is not possible, please add 10 minutes to your schedule for each catering break for our team to serve and clear the plates. By allowing discreet service and clearing we minimum ask for entrée service to be 30 minutes, main service 45 minutes and dessert service 30 minutes.

Beverages

Please find the current drink menu [here](#).

Welcome Function in Signs of A Nation and Espresso on 03.09.23: You are currently contracted for our Classic Beverage package selection and beverage package 2 hours for **s 9(2)(i)** per person

Dinner in L1 Rongomatane Plenary Hall on 05.09.23: You are currently contracted for our Classic Beverage package selection and beverage package 3 hours for **s 9(2)(i)** per person – this include 1 hour pre-dinner drinks service in L1 Rongomatane Foyer.

Please note that during the pre-dinner drinks we will serve only the following beverage until you and your guests head to the dinner space:

- o Alana Wine NW Blanc de Blanc Brut (bubbles)
- o Orange juice
- o Heineken

Deliveries, pack in and pack out process

Please read carefully the Client Venue guide version 1 attached to this email – this is subject to change during the year as we host more and more events in Takina building. If it does change I will let you know.

The complete list of delivery that should communicate to me by at the very latest should include:

- From who we are expecting delivery
- The date we are expecting the delivery – timing if it is a hand delivery
- The quantity of boxes we should be expecting

- The size of the boxes + weight (if applicable)
- The items within the boxes
- The size and quantity of any miscellaneous items we should be expecting.

It is at the client responsibility to gather the information about any deliveries coming in and communicating it to us. I cannot guarantee that I will be able to fulfil your delivery request after that due date.

I recommend clients to send me information regarding deliveries, pack and pack out (even draft information) as early as possible for me to book and organise the Dockway calendar correctly as it does gets busy very quickly as well.

Deliveries to Takina can only be organised 48 working day hours prior the event date and needs to be notify to me before the deadline mentioned below. Please note that pack in and pack out can only operate from 7am to 10pm. We cannot allowed any pack in and pack out between 10pm and 7am.

Please note that any parcels of less 25kg coming in to our Takina Dockway can be moved by our team from the Dockway to the venue prior the agreed client arrival time. Any parcels above 25kg will be at your responsibility to go to the Dockway and move it from the Dockway to the venue – which required a staff member to with you (prior arrangement – prior your deadline date- is required to make sure we can accommodate it)

Takina Events is not responsible for any lost, stolen or damaged items.

It is at the client responsibility to ensure that exhibitors have completed the Exhibitors Health and Safety induction sent in a separate email.

Please note it is at the client responsibility to print and set up the dinner menu on the tables as well as any theming.

Please note it is at the client responsibility to print and set up any reserved signs as well.

External suppliers pack in/pack out

Please let me know if we are to expect any external suppliers such as Coffee cart suppliers, Theming suppliers, Florists suppliers, Photographer/videographer, entertainment, trade displays builders.

If any of the above suppliers are expected to come please let me know from what time to what time on which day to ensure the smooth process of their pack in and pack out.

Please note that pack in and pack out can only operate from 7am to 10pm. We cannot allowed any pack in and pack out between 10pm and 7am.

AV requirements:

Our in house team of industry professionals have put together packages to make it easy to choose the right Audio Visual equipment, and have the expertise to create a customised solution to meet your needs using their extensive knowledge of our spaces.

Any external AV supplier coming in must be approved by Takina Events and additional charges will apply

Please summarise any AV requirements to [@John Fernie](#), cced in this email.

This email covered the minimum of information however please let me know if there is anything else happening or even potentially happening that doesn't figure in the email below to make sure we can accommodate it.

Have a lovely evening and please let me know if you have any questions,

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: s 9(2)(a) <s 9(2) s 9(2)(a)>
Sent: Tuesday, June 6, 2023 10:20 PM
To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>; Tara Terry <Tara.Terry@takinaevents.co.nz>; Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a)> s 9(2)(a)
Subject: RE: s 9(2)(i) - 3- 5 September 2023

Hi Clarisse and Team,

Could you please clarify if there was a venue hire should the conference dinner be held on-site? The conference dinner is noted in the contract/proposal but I don't see the venue charge. I am assuming that because the venue is booked for the conference, there is no additional charge for the room for the dinner.

There have been enquiries for the conference dinner to be held off-site at Parliament however this is pending.

Nga mihi,

s
9(2)
(a) 2(a)
s 9(2)(a)
[Redacted signature block]

s 9(2)(a)

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Sent: Tuesday, June 6, 2023 9:07 AM

To: s 9(2)(a) <s 9(2) s 9(2)(a)>

Cc: Tara Terry <Tara.Terry@takinaevents.co.nz>

Subject: RE: s 9(2)(i) - 3- 5 September 2023

Apologies we do not have but I included our list of vendors to this email in case of there is something in it that can guide you in right direction in there.

Have a lovely week,

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

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From: s 9(2)(a) <s 9(2) s 9(2)(a)>

Sent: Friday, June 2, 2023 3:15 PM

To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Cc: Tara Terry <Tara.Terry@takinaevents.co.nz>

Subject: RE: s 9(2)(i) - 3- 5 September 2023

Hi both,

Do either one of you have contact suppliers who do drumming. We are considering a cultural experience for our attendees for this conference.

Thank you

Nga mihi,

s

s 9(2)(a)

Conference Manager

Conferences & Events Ltd

Level 4, 187 Willis Street, PO Box 24078, Manners Street, Wellington 6011

Tel: +64 04 384 1511 | Mobile: +64 21 633351

Email: s 9(2)(a) Website: [http://www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

[Like our page on Facebook](#)

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>

Sent: Friday, June 2, 2023 1:12 PM

To: s 9(2)(a) <s 9(2) s 9(2)(a)>

Cc: Tara Terry <Tara.Terry@takinaevents.co.nz>

Subject: RE: s 9(2)(i) - 3- 5 September 2023

Kia ora s 9(2)

Indeed we are

I will be working on a summary emails for you and organise deposit invoice hopefully next week and if not the week after by the latest to get everything rolling.

We open our Takina building this week and we are just catching up on emails at the moment.

Thank you for your patience,

Have a lovely weekend,

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

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Find out more at takina.co.nz



From: s 9(2)(a) <s 9(2) s 9(2)(a)>

Sent: Wednesday, May 31, 2023 12:00 PM

To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>; Aaron Telford <aaron.telford@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>
Cc: Tara Terry <Tara.Terry@takinaevents.co.nz>
Subject: RE: s 9(2)(i) - 3- 5 September 2023

Hi all,

I understand that we are due to pay a deposit for the venue. Could I please ask that we receive a schedule of payments with the due dates?

That would be most helpful to ensure that we manage the payments on time .

Nga mihi,

s
9(2)
(a)2(a)
s 9(2)(a)
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

From: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>
Sent: Tuesday, May 30, 2023 5:59 PM
To: s 9(2)(a) <s 9(2) s 9(2)(a)> Aaron Telford <aaron.telford@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a) s 9(2)(a)> Tara Terry <Tara.Terry@takinaevents.co.nz>
Subject: RE: s 9(2)(a)

Kia ora s and s 9(2)(a)
9(2)

Thank you both for your emails. I hope you are all doing well and I am definitely looking forward tomorrow for Takina Opening event. I am the coordinator for this event so I might be most of the time out of office tomorrow.

I am ideally planning to go through your event and summary of information email over the next two weeks so it will match perfectly to meet you then and go through it together. If you can send me a run sheet early next week that would be fantastic.

For a site visit and catch up the earliest we can do is Thursday 15th of June at 3pm, would that work for you?

Have a lovely evening,

Nga mihi nui,

Clarisse Le Floch

Function Coordinator
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: clarisse.lefloch@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz



From: s 9(2)(a) <s 9(2) s 9(2)(a)>
Sent: Tuesday, May 30, 2023 5:15 PM
To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>; Aaron Telford <aaron.telford@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a)> s 9(2)(a)
Subject: RE: s 9(2)(a)

Hello Aaron, John, and Clarisse,

A day away from the official opening! What a momentous time for you all.

As you may have heard I have recently joined the team and have been put onto this event today . It would be great to have a catch-up onsite in the next two weeks just so we are all on the same page.

Clarissa, I would appreciate just going through the venue requirements with you and we should have a programme next week.

As this conference will have cultural elements including special seating arrangements for the conference it would be good to work through that which will be helpful with our planning.

I do understand that it is going to be a busy time for you all so finer details can be sorted out later.

Could you advise of suitable dates for the catch-up over the next two weeks I can then confirm a time with you.

Many thanks

Nga mihi,

s

9(2)

(a)2)(a)

s 9(2)(a)

Have a lovely evening,

Nga mihi nui,

Clarisse Le Floch

Function Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**

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Find out more at takina.co.nz



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Monday, May 22, 2023 2:49 PM

To: **s 9(2)(a)** <**s 9(2)(a)**> **s 9(2)(a)**

Cc: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>; John Fernie <John.Fernie@takinaevents.co.nz>

Subject: FW: **s 9(2)(a)**

Kia ora **s 9(2)(a)**

I hope you had a good weekend.

I am pleased to e-introduce you to Clarisse who is the coordinator for your event. She will be in contact soon to continue planning the event.

Clarisse Le Floch

Function Coordinator

Takina Events

Email: clarisse.lefloch@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**

Clarisse will now be your main point of contact for the **s 9(2)(i)**, if you can now, please channel all communication to Clarisse and she can liaise with myself if required moving forward.

John Fernie ccd in this email is one of our Senior AV Coordinators and he will be your contact for all things AV!

Thank you and have a good week ahead.

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a) s 9(2)(a)>
Sent: Tuesday, 14 February 2023 10:25 am
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(a)

Hello Aaron

Thank you very much, I look forward to hearing from and working with Sophie.

Kind regards,

s 9(2)(a)

s 9(2)(a)

[Redacted content]

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Monday, 13 February 2023 2:55 pm
To: s 9(2)(a) <s 9(2)(a) s 9(2)(a)>
Subject: RE: s 9(2)(a)

Kia ora s 9(2)(a)

I had a good weekend, went to quickly as they do! Hope you are well.

Thank you so much or your work on getting this contract signed and returned to me.

Please see attached the countersigned contract, from here I will hand the event over to you coordinator Sophie, who will be in touch to finalise details such as menus, timings etc.

Thanks and have a good week,

Thanks

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 **s 9(2)(a)**



From: **s 9(2)(a)** <**s 9(2)(a)** **s 9(2)(a)**>
Sent: Monday, 13 February 2023 2:23 pm
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: **s 9(2)(a)**

Hello Aaron

I hope you had a good weekend.

Please see attached the signed venue contract for the **s 9(2)(i)** If you could please return the counter signed version at your earliest convenience.

Many thanks

s 9(2)(a)

s 9(2)(a)

[Large redacted area]

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Thursday, 8 December 2022 8:59 am

To: s 9(2)(a) <s 9(2)(a) s 9(2)(a)>

Subject: RE: s 9(2)(a)

Kia ora s 9(2)(a)

I hope your weeks going well!

Thank you for the below and look forward to receiving the contract soon.

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

Nga mihi o te Kirihimete me te Tau Hou



From: s 9(2)(a) <s 9(2)(a) s 9(2)(a)>

Sent: Wednesday, 7 December 2022 4:41 pm

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: s 9(2)(a)

Hello Aaron

Thank you for the agreement; this has been sent to the client for signing and I will get it back to you as soon as I receive the signed copy.

Many thanks,

s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

s 9(2)(a) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, 30 November 2022 5:53 pm

To: s 9(2)(a) <s 9(2)(a)> s 9(2)(a)

Subject: RE: s 9(2)(a)

Kia ora s 9(2)(a)

Please see attached the contract for s 9(2)(i) 2023, with changes made as discussed.

I have left dinner in this contract at this stage as well.

If you have any questions, please dont hesitate to reach out to me.

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

Nga mihi o te Kirihimete me te Tau Hou



From: s 9(2)(a) <s 9(2)(a)> s 9(2)(a)

Sent: Wednesday, 30 November 2022 9:39 am

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: s 9(2)(a)

Kia Ora Aaron

Thank you for you for your email, please could you make the contract out to the client.

s 9(2)(i) Ltd

Thank you ,

s 9(2)(a)

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, 29 November 2022 10:20 am

To: s 9(2)(a) <s 9(2)(a)> s 9(2)(a)

Subject: s 9(2)(a)

Kia ora s 9(2)(a)

I hope your weeks started well. I am just working through the contract for s 9(2)(a) today. I forgot to ask if you wanted the contract made out to yourself or the client?

Thanks in advance,

Aaron

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467, 55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

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Nga mihi o te Kirihimete me te Tau Hou



From: [Aaron Telford](#)
To: [John Fernie](#)
Subject: FW: s 9(2)(i) [REDACTED] 2023
Date: Monday, 22 May 2023 2:54:00 pm
Attachments: FW: s 9(2)(i) [REDACTED] 2023.msg
[Takina Events for s 9\(2\)\(i\) \[REDACTED\] 2023 - 030923 to 060923 - Quotation.msg](#)
[image001.png](#)

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a) [REDACTED]



From: Aaron Telford
Sent: Monday, 22 May 2023 2:54 pm
To: Clarisse Le Floch <Clarisse.LeFloch@takinaevents.co.nz>
Subject: s 9(2)(i) [REDACTED] 2023

Hi Clarisse,

All information you need for this event should be in the documents tab in EVMS. Attached is original enquiry and response.

Let me know if you need anything as you go along!

[@John Fernie](#) FYI- event handover has been completed with client and have included your detail for her.

Thanks guys,

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
PO Box 467, 55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



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From: [Elena Ford](#)
To: s 9(2)(a)
Cc: [Aaron Telford](#)
Subject: FW: s 9(2)(i) 2023
Date: Thursday, 11 August 2022 11:21:49 am
Attachments: [VENUE BRIEF.pdf](#)
Importance: High

Kia ora s 9(2)
()

Thank you, I copied in Arron on this email and he will confirm our availability and send you our proposal.

Kind regards,
Elena

Elena Ford
Venues Sales Manager
Takina Events
PO Box 467 155 Cable Street, Wellington 6011
Email: elena.ford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

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Find out more at takina.co.nz



From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Wednesday, 10 August 2022 4:19 pm
To: Elena Ford <Elena.Ford@takinaevents.co.nz>
Subject: FW: s 9(2)(i) 2023
Importance: High

Kia ora Elena

I hope you are well – just following up on the below from s 9(2)(a) – will you be able to submit the Takina proposal to me – I'll include this with VW s 9(2)(a) also.

Thanking you

s
9(2)
(a)

(2)(a)

Business Events Wellington – BDM (s 9(2)(a))
+61 s 9(2)(a)

WellingtonNZ

s 9(2)(a) Wellington, 6011
PO Box 10 017, Wellington 6143
New Zealand
www.WellingtonNZ.com



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From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Friday, 5 August 2022 11:06 AM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Cc: Elena Ford <Elena.Ford@takinaevents.co.nz>
Subject: FW: s 9(2)(i) 2023
Importance: High

Hi s 9(2)(a)

Further to our conversation, herewith the brief. Janet has asked that we treat it as a bid as she is hoping TNZ will support.

Could you please pick this up?

Thanks,

s
9(2)
(a)

s 9(2)(a)
Business Events Wellington Manager
+64 s 9(2)(a)

WellingtonNZ

Takina Project Team, Wellington City Council, Wellington 6011
PO Box 10 017, Wellington 6143
New Zealand
www.WellingtonNZ.com



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From: s 9(2)(a) s 9(2)(a)
Sent: Friday, 5 August 2022 12:28 pm
To: s 9(2)(a) <s 9(2)(a)@wellingtonz.com>
Cc: Elena Ford <Elena.Ford@takinaevents.co.nz>
Subject: s 9(2)(i) 2023
Importance: High

Hi s
9(2)

We have just been appointed the PCO for this conference.
Please find attached a venue brief which says it all.
Looking forward to working with you.
I need to check with VUW – but I think our only option is Takina to allow for higher numbers.
Cultural experience is extremely important so we need to consider how to include this.

Kindest regards

s
9(2)

s 9(2)(a)
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

VENUE BRIEF FOR: s 9(2)(i) 2023

s 9(2)(a)

First time held in New Zealand.

Wellington

- Dates: Earliest Late August. Optimum September 2023. Latest beginning of October.
 - 3 days with pre evening reception
 - 350 – 500 pax
 - Plenary
 - 5 – 6 concurrent sessions
-
- Reception on Sunday evening.
 - Start on Monday
 - Close on Wednesday
 - Final day closing reception after closing at 3 – 4pm.
 - Conference dinner end of second day - Optional
 - 5 – 6 concurrent sessions
 - Plenary
 - Exhibition – number tbc ... but would estimate 8 – 10 for now.

Consider:

s 9(2)(a)

Recommend that we bring over s 9(2)(a) s 9(2)(a) who is the Director of the organisation who make the framework decisions such as venue, budget and sign off.

To date we have 2 s 9(2) academics who will be leading the s 9(2)(a) Committee.

s 9(2)(a)

s 9(2)(a)

From: [Aaron Telford](#)
To: [Barnes, S](#)
Cc: [Aaron Telford](#)
Subject: Takina Events for [s 9\(2\)\(i\)](#) 2023 - 03/09/23 to 06/09/23 - Quotation
Date: Friday, 12 August 2022 1:21:32 pm
Attachments: [s 9\(2\)\(i\)](#) [_2023.pdf](#)

Kia ora [s 9\(2\)](#)
()

Thank you for your interest in Takina Events, we would love to welcome [s 9\(2\)\(i\)](#)
2023 to our spaces.

I am pleased to confirm availability on your requested date and have tentatively pencilled you in.

When another client requests the space(s) on the same date, I will reach out to ensure you're still interested. If so, we require a signed contract to confirm your booking.

Please find attached a quotation for review. Click on provided hyperlinks if you want to find more information directly on our website (eg. menus, photos...).

The offer is valid until 12/10/22. After this, we reserve the right to cancel the offer and to release the spaces to another client if we haven't heard back from you.

Feel free to call me if you have any questions, or would like to organise a famil of the spaces.

We look forward to working with your team.

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 |55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 [s 9\(2\)\(a\)](#)

From: [Aaron Telford](#)
To: [Clarisse Le Floch](#)
Subject: s 9(2)(i) 2023
Date: Monday, 22 May 2023 2:54:00 pm
Attachments: [FW: s 9\(2\)\(i\) 2023.msg](#)
[Takina Events for s 9\(2\)\(i\) 2023 - 030923 to 060923 - Quotation.msg](#)
[image001.png](#)

Hi Clarisse,

All information you need for this event should be in the documents tab in EVMS. Attached is original enquiry and response.

Let me know if you need anything as you go along!

[@John Fernie](#) FYI- event handover has been completed with client and have included your detail for her.

Thanks guys,

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467, 55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



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Find out more at takina.co.nz



From: s 9(2)(a)
To: [Aaron Telford](#)
Subject: RE: Event rescheduled- email confirmation
Date: Wednesday, 14 February 2024 8:52:26 am
Attachments: [image001.png](#)
[image002.png](#)

Thanks Aaron for being so accommodating with the change of date, have a good day.

Nga Mihi | Kind Regards

s 9(2)(a) | s 9(2)(a) s 9(2)(a) Te Ati
Awa
s 9(2)(a)
p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](#)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, February 14, 2024 8:33 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Event rescheduled- email confirmation

Hi,

No we just acknowledge as below.

Aaron Telford
Senior Account Manager- Venues

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, February 14, 2024 8:32 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Event rescheduled- email confirmation

Thanks Aaron, we don't need an amended contract?

Nga Mihi | Kind Regards

| s 9(2)(a) s 9(2)(a) Te Ati

s 9(2)(a)

s

s 9(2)(a)

p: s 9(2)(a) m: s 9(2)(a)

a: s 9(2)(a)

e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](#)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, February 13, 2024 10:50 AM

To: s 9(2)(a) <s 9(2)(a)>

Subject: Event rescheduled- email confirmation

Kia ora s 9(2)(a)

I hope your week is going well.

This is email confirmation that the below event has now been moved to 26th and 27th of November 2024.

s 9(2)(a) event id s 9(2)(a)

Tori, will be in touch shortly with a revised payment schedule for you as well.

Thanks, and we look forward to welcoming your client in November.

Aaron

Aaron Telford
Senior Account Manager- Venues

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>

Sent: Thursday, February 8, 2024 3:12 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: s 9(2)(a) @s 9(2)(a)

Subject: RE: 56898, 1000076, 23806, 10344.25 - Payment Plan Invoice - Takina

Ok let's lock this in had confirmation from the committee, with the contract be confirmed?

Nga Mihi | Kind Regards

s 9(2)(a)

s 9(2)(a) s 9(2)(a) Te Ati
Awa
s 9(2)(a)
p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: [www](#)s 9(2)(a)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Thursday, February 8, 2024 12:57 PM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: 56898, 10000076, 23806, 10344.25 - Payment Plan Invoice - Takina

No problems, the joys of being in the middle!

Will let you know if this other client wants that date.

Aaron Telford
Senior Account Manager- Venues

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>
Sent: Thursday, February 8, 2024 12:55 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: 56898, 10000076, 23806, 10344.25 - Payment Plan Invoice - Takina

Hi Aaron,

Sorry it proving a little tricky to get answers from this committee, it's looking like Tuesday, 26 November but waiting for the committee chair to say yes!

Nga Mihi | Kind Regards

s 9(2)(a)

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p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: [www](#)s 9(2)(a)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Thursday, February 8, 2024 12:53 PM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: 56898, 10000076, 23806, 10344.25 - Payment Plan Invoice - Takina

Hey!

How are you?

How is the decision making going with the new proposed dates?

I have another client looking for dates in November.

Aaron Telford
Senior Account Manager- Venues


Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>
Sent: Friday, February 2, 2024 11:29 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: 56898, 10000076, 23806, 10344.25 - Payment Plan Invoice - Takina

If we were to go ahead with the Tuesday one the Monday late afternoon could we pack in?

Nga Mihi | Kind Regards

s 9(2)(a) | s 9(2)(a) s 9(2)(a) Te Ati
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a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Friday, February 2, 2024 9:41 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: 56898, 10000076, 23806, 10344.25 - Payment Plan Invoice - Takina

Sorry yes, they can do:

Monday 25th and Tuesday 26th OR Tuesday 26th and Wednesday 27th

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Friday, February 2, 2024 9:38 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: 56898, 10000076, 23806, 10344.25 - Payment Plan Invoice - Takina

Soo checking the calendar it Tuesday 26 or Wednesday 27 November? You mentioned below Monday and Tuesday?

Nga Mihi | Kind Regards

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a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Friday, February 2, 2024 9:36 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: 56898, 10000076, 23806, 10344.25 - Payment Plan Invoice - Takina

Yes, they are.

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)




From: s 9(2)(a) <s 9(2)(a)>
Sent: Friday, February 2, 2024 9:35 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: Victoria Drinnan <Victoria.Drinnan@takinaevents.co.nz>
Subject: RE: 56898, 10000076, 23806, 10344.25 - Payment Plan Invoice - Takina

Thanks Aaron, are both those dates completely free?

Nga Mihi | Kind Regards

s 9(2)(a)

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a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Friday, February 2, 2024 9:33 AM

To: s 9(2)(a) <s 9(2)(a)>

Cc: Victoria Drinnan <Victoria.Drinnan@takinaevents.co.nz>

Subject: RE: 56898, 10000076, 23806, 10344.25 - Payment Plan Invoice - Takina

Hi s 9(2)(a)

No problem.

I have Monday 26th and Tuesday 27th November, and that would be all.

Being the last dates available, they will need to decide asap, and I can't hold the space for them and risk not selling it.

Hope this helps.

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)




From: s 9(2)(a) <s 9(2)(a)>
Sent: Friday, February 2, 2024 9:25 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: 56898, 10000076, 23806, 10344.25 - Payment Plan Invoice - Takina

Sorry Aaron, s 9(2)(a) was meant to be Wednesday, 12 June

Nga Mihi | Kind Regards

s 9(2)(a) s 9(2)(a) s 9(2)(a) Te Ati
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 a: s 9(2)(a)
 e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Friday, February 2, 2024 9:23 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: 56898, 10000076, 23806, 10344.25 - Payment Plan Invoice - Takina

Hi s 9(2)(a)

Thanks- what event is this for?

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Friday, February 2, 2024 9:21 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: Victoria Drinnan <Victoria.Drinnan@takinaevents.co.nz>
Subject: RE: 56898, 10000076, 23806, 10344.25 - Payment Plan Invoice - Takina

Kia ora Aaron,


Hope you are having a good week, I am really sorry to have to do this it is actually out of my hands the committee chair has requested we move this event to the end of the year, given that it is public service they are apprehensive to hold events with the new government when soo many jobs are being cut but think the end of year might have a better outlook for what is to come. We obviously understand where they are coming from but did let them know this was basically the last free date available for 2024 at Takina.

If you can advise if there has been any change and if there is potentially a day free that you have in November or early December?

Again, very sorry for the inconvenience, this is not something we ever like to do post signing contract.

Nga Mihi | Kind Regards

s 9(2)(a) s 9(2)(a) s 9(2)(a) Te Ati
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p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](#)



From: Victoria Drinnan <Victoria.Drinnan@takinaevents.co.nz>
Sent: Tuesday, January 30, 2024 11:04 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: 56898, 10000076, 23806, 10344.25 - Payment Plan Invoice - Takina

You don't often get email from victoria.drinnan@takinaevents.co.nz. [Learn why this is important](#)

Kia ora s 9(2)(a)

Please see attached your 25% Deposit Invoice (1#) based on the current minimum charges on the signed contract for your action.

If you would like to pay by credit card, please email Finance@tepapa.govt.nz to arrange a time to process your credit card details.

Kind Regards,

Victoria Drinnan
Functions Coordinator
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: Victoria.Drinnan@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

From: s 9(2)(a)
To: [Aaron Telford](#)
Subject: RE: 2024 - One day summit
Date: Wednesday, 6 September 2023 11:34:15 am
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Hi Aaron,

Preference is Wednesday or Thursday, around 400/500 (it is government work so could depend on what happens with the election). Normal catering morning tea, lunch and afternoon tea. Potentially hour/half hour wrap up function with nibbles and a cash bar but again that would be decided in the new year.

Nga Mihi | Kind Regards

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a: s 9(2)(a)
e: s 9(2)(a) w: [www](#) s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, September 6, 2023 11:28 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: 2024 - One day summit

Hi s 9(2)(a)

Thanks for the below, just a couple of questions.

What are expected the delegate numbers?
Does the client have a preferred day of the week for the event?
Are there any social events? I.e welcome function?
Straight full day catering?

Thanks

Aaron

Nga mihi,

Aaron Telford
Senior Account Manager
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, September 6, 2023 10:25 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: 2024 - One day summit

Kia ora Aaron,

Me again, I am enquiring about a one-day event either in June or July in 2024. We typically only need a few hours to pack in the day prior the summit requires the following requirements.

- 1x plenary space
- 3x breakout spaces
- Registration area
- Speaker prep room (depending on AV set up)
- Event team room

Let me know if you have any queries.

Nga Mihi | Kind Regards

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a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: s 9(2)(a)
To: [Aaron Telford](#)
Subject: RE: 56898, 10000076, 23806, 10344.25 - Payment Plan Invoice - Takina
Date: Friday, 2 February 2024 9:38:37 am
Attachments: [image001.png](#)
[image002.png](#)

Cool I am on leave on Monday, back Wednesday is that ok?

Nga Mihi | Kind Regards

s 9(2)(a) | s 9(2)(a) s 9(2)(a) Te Ati
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p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](#)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Friday, February 2, 2024 9:38 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: 56898, 10000076, 23806, 10344.25 - Payment Plan Invoice - Takina

Sounds great, thank you! I'm on a half day so will be finishing at one- so if you don't hear back until Monday that's why!

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>
Sent: Friday, February 2, 2024 9:37 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: 56898, 10000076, 23806, 10344.25 - Payment Plan Invoice - Takina

Cool I will hopefully have an answer for you by COB?

Nga Mihi | Kind Regards

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a: s 9(2)(a)
e: s 9(2)(a) w: www.s 9(2)(a)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Friday, February 2, 2024 9:36 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: 56898, 10000076, 23806, 10344.25 - Payment Plan Invoice - Takina

Yes, they are.

Aaron Telford
Senior Account Manager


Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>
Sent: Friday, February 2, 2024 9:35 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: Victoria Drinnan <Victoria.Drinnan@takinaevents.co.nz>
Subject: RE: 56898, 10000076, 23806, 10344.25 - Payment Plan Invoice - Takina

Thanks Aaron, are both those dates completely free?

Nga Mihi | Kind Regards

s 9(2)(a) | s 9(2)(a) s 9(2)(a) Te Ati
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a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Friday, February 2, 2024 9:33 AM

To: s 9(2)(a) <s 9(2)(a)>

Cc: Victoria Drinnan <Victoria.Drinnan@takinaevents.co.nz>

Subject: RE: 56898, 10000076, 23806, 10344.25 - Payment Plan Invoice - Takina

Hi s 9(2)(a)

No problem.

I have Monday 26th and Tuesday 27th November, and that would be all.

Being the last dates available, they will need to decide asap, and I can't hold the space for them and risk not selling it.

Hope this helps.

Aaron

Aaron Telford
Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>

Sent: Friday, February 2, 2024 9:25 AM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: 56898, 10000076, 23806, 10344.25 - Payment Plan Invoice - Takina

Sorry Aaron, [REDACTED] s 9(2)(a) was meant to be Wednesday, 12 June

Nga Mihi | Kind Regards

[REDACTED] s 9(2)(a) Te Ati
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[REDACTED] s 9(2)(a)
p: [REDACTED] s 9(2)(a) m: [REDACTED] s 9(2)(a)
a: [REDACTED] s 9(2)(a)
e: [REDACTED] s 9(2)(a) w: [www.\[REDACTED\] s 9\(2\)\(a\)](http://www.[REDACTED] s 9(2)(a))



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Friday, February 2, 2024 9:23 AM

To: [REDACTED] s 9(2)(a) <[REDACTED] s 9(2)(a)>

Subject: RE: 56898, 10000076, 23806, 10344.25 - Payment Plan Invoice - Takina

Hi [REDACTED] s 9(2)(a)

Thanks- what event is this for?

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 [REDACTED] s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>
Sent: Friday, February 2, 2024 9:21 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: Victoria Drinnan <Victoria.Drinnan@takinaevents.co.nz>
Subject: RE: 56898, 10000076, 23806, 10344.25 - Payment Plan Invoice - Takina

Kia ora Aaron,

Hope you are having a good week, I am really sorry to have to do this it is actually out of my hands the committee chair has requested we move this event to the end of the year, given that it is public service they are apprehensive to hold events with the new government when soo many jobs are being cut but think the end of year might have a better outlook for what is to come. We obviously understand where they are coming from but did let them know this was basically the last free date available for 2024 at Takina.

If you can advise if there has been any change and if there is potentially a day free that you have in November or early December?

Again, very sorry for the inconvenience, this is not something we ever like to do post signing contract.

Nga Mihi | Kind Regards

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a: s 9(2)(a)

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e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))



From: Victoria Drinnan <Victoria.Drinnan@takinaevents.co.nz>

Sent: Tuesday, January 30, 2024 11:04 AM

To: s 9(2)(a) <s 9(2)(a)>

Subject: 56898, 10000076, 23806, 10344.25 - Payment Plan Invoice - Takina

You don't often get email from victoria.drinnan@takinaevents.co.nz. [Learn why this is important](#)

Kia ora s 9(2)(a)

Please see attached your 25% Deposit Invoice (1#) based on the current minimum charges on the signed contract for your action.

If you would like to pay by credit card, please email Finance@tepapa.govt.nz to arrange a time to process your credit card details.

Kind Regards,

Victoria Drinnan

Functions Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: Victoria.Drinnan@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: [Aaron Telford](#)
To: [Victoria Drinnan](#)
Subject: [REDACTED] s 9(2)(a) - Handover
Date: Friday, 26 January 2024 9:50:00 am
Attachments: RE [REDACTED] s 9(2)(a) .msg
RE [REDACTED] s 9(2)(a) .msg
RE 2024 - One day summit.msg

Hi Tori,

Please see attached correspondence for [REDACTED] s 9(2)(a) event.

Other documents are saved in the documents tab in the event, if you need anything else- let me know.

Aaron Telford
Senior Account Manager

Takina Events
PO Box 467 ,55 Cable Street, Wellington 6011
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 [REDACTED] s 9(2)(a)

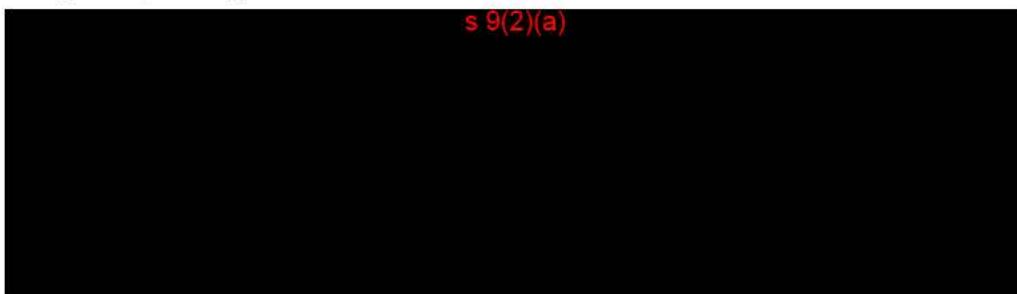
Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz

From: s 9(2)(a)
To: Aaron Telford
Subject: RE: s 9(2)(a)
Date: Tuesday, 19 December 2023 9:49:56 am
Attachments: [image001.png](#)
[image002.png](#)
[Women in Public Service - 2024- contract V.2- Avenues.pdf](#)

Perfect, here you go

Have a wonderful break and safe travels around the motu!

Nga Mihi | Kind Regards



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, December 19, 2023 9:47 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2)(a)

All good , have added this into the system now, and noted it on the attached revised contract as well.

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

**** Please note our office is closed for the summer break from 12pm Friday 22nd December until the 8th of January 2024.**



From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, December 19, 2023 9:08 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: [REDACTED] s 9(2)(a)

Likely, 2 hours 30 min

Nga Mihi | Kind Regards

[REDACTED] s 9(2)(a) s 9(2)(a) s 9(2)(a)
[REDACTED] s 9(2)(a)
p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, December 19, 2023 8:29 AM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: [REDACTED] s 9(2)(a)

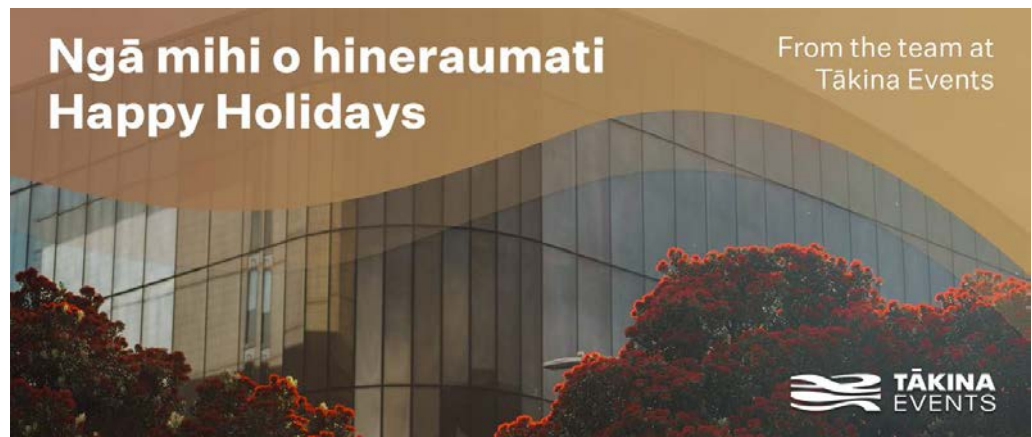
Sorry we did to, I'm getting mixed up! Haha- end of year brain!

How many hours do you want to do?

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

** Please note our office is closed for the summer break from 12pm Friday 22nd December until the 8th of January 2024.



From: s 9(2)(a) <s 9(2)(a)>

Sent: Tuesday, December 19, 2023 8:26 AM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: [REDACTED] s 9(2)(a)

Hi Aaron,

I think we previously spoke about after 6pm and it being s 9(2)(i) per hour?

Nga Mihi | Kind Regards

[Redacted]
[Redacted]
p: [Redacted] m: [Redacted]
a: [Redacted]
e: [Redacted] w: [www.\[Redacted\]](http://www.[Redacted])

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Monday, December 18, 2023 4:03 PM

To: [Redacted] <[Redacted]>

Subject: RE: [Redacted]

Hey,

Sorry I missed you as well!

That's all fine- the coordinator will finalise timings for you when they start to work on the event. I can add the 11th pack in for you the rate would be [Redacted] for access from 2pm.

Thanks

Aaron

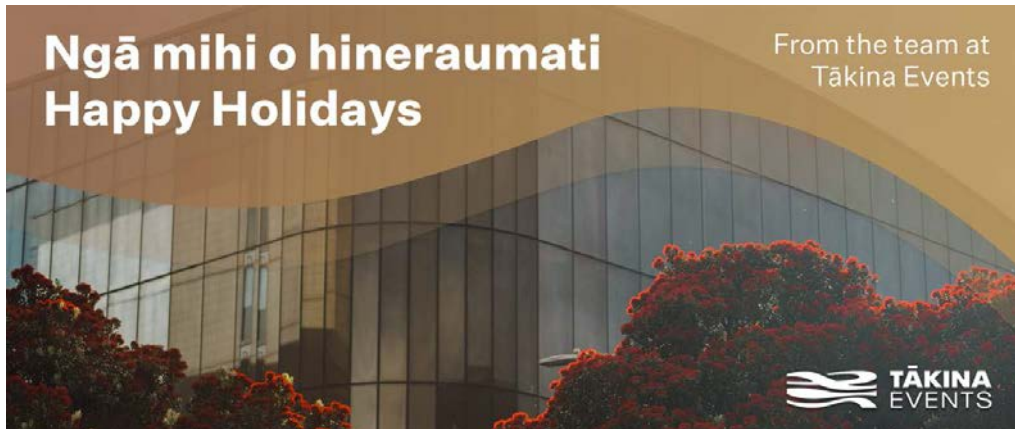
Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 [Redacted]



From: [Redacted] <[Redacted]>

Sent: Monday, December 18, 2023 3:53 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: [Redacted]

Hi Aaron,

Sorry I missed you today, I got pulled into a meeting since I am in the office, this looks good except for the timings for pack in and packout we may need to be there on the 12th around 7am and then until 6pm pack out? Also are we all good with what we discussed about the pack in on the 11th we would likely just need a few hours to set up if that is ok the late afternoon prior?

Nga Mihi | Kind Regards

s 9(2)(a)
s 9(2)(a) s 9(2)(a)
s 9(2)(a)
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a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Saturday, December 16, 2023 2:18 PM

To: s 9(2)(a) <s 9(2)(a)>

Subject: FW: s 9(2)(a)

Hi!

Just following up on this contract return....

Was it all okay to proceed? I'm on leave from Tuesday afternoon, so ideally would like to have it locked away before I go on leave.

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Monday, November 13, 2023 4:14 PM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2)(a)

Kia ora s 9(2)(a)

Thank you for selecting Takina events for your conference s 9(2)(a) to be held at Takina in 2024

Please see attached the tailored contract for your event.

If you can please review the document, and note the payment plan and also indicate if you will require the Public Liability cover or not.

Once you return the signed document to myself, I will countersign it and return a copy for your records.

After this is done I will handover your event to one of our coordinators, who will work with you moving forward to organise the deposit payment and to finalise all of the details for your event.

You can view venue information and menus at anytime on our website [Home - Takina \(takina.co.nz\)](https://takina.co.nz)

If you have any questions, please don't hesitate to reach out to me.

We look forward to welcoming yourself and your delegates.

Aaron Telford
Senior Account Manager
Takina Events
PO Box 467, 55 Cable Street, Wellington 6011
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>
Sent: Monday, November 13, 2023 2:45 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>; s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2)(a)

It's around 9 in the Wellington office

Nga Mihi | Kind Regards

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Monday, November 13, 2023 2:25 PM
To: s 9(2)(a) <s 9(2)(a)>
Cc: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2)(a)

Okay, thank you! I will work on the contract for you this afternoon.

Also as a side note, how many team members do you have based in your office here?

Thanks

Aaron Telford
Senior Account Manager
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>
Sent: Monday, November 13, 2023 1:22 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2)(a)

Kia ora Aaron

Yes, that is correct. Could be up to 500 but certainly at least 400.

s 9(2)
s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Monday, November 13, 2023 10:32 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: s 9(2)(a)

Hi s 9(2)(a)

I hope you are well and had a good weekend.

Just confirming the below details to proceed to contract with this event:

Onde Day Event
Tawhirimatea (Level 2)
12th June 2024
Delegates 400
Arrival Tea and Coffee @ s 9(2) p
Full Day Catering @ s 9(2)(i) p
Standard AV as included in VH

Please confirm minimum number for contracting (300)

Thnks

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Monday, November 13, 2023 9:33 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a)>
Subject: To contract - s 9(2)(a)

Morning Aaron,

Hope you had a great weekend.

s 9(2) (cc'd) is happy to proceed to contract for s 9(2)(a) on 12th June 2024 if you could please assist.

I will leave you to liaise directly from here.

Many thanks,

s
9(2)
(a)

(2)(a)

Business Development Manager

Business Events Wellington

+64 s 9(2)(a)

WellingtonNZ

Takina Project Team – Wellington City Council

WellingtonNZ.com



[WellingtonNZ](#)



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From: s 9(2)
To: Aaron Telford
Subject: RE: s 9(2)(a)
Date: Thursday, 16 November 2023 9:56:04 am
Attachments: image003.png
 image004.png
 image005.png


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SUBTOTAL (EXCL. GST)									s 9(2)(i)
TOTAL GST									
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Nga Mihi | Kind Regards

s 9(2)(a)
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s 9(2)(a)
p: **s 9(2)(a)** m: **s 9(2)(a)**
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Many thanks,

s
9(2)
(a)

(2)(a)
Business Development Manager
Business Events Wellington
+64 s 9(2)(a)

WellingtonNZ
Takina Project Team – Wellington City Council
WellingtonNZ.com



WellingtonNZ

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From: s 9(2)(a)
To: [Aaron Telford](#)
Subject: RE: 2024 - One day summit
Date: Friday, 8 September 2023 11:34:08 am
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Hi Aaron,

Thanks for this, for this year we have needed no more than two hours to pack in maybe even an hour to pack in the registration desk prior to the event.

Nga Mihi | Kind Regards

s 9(2)(a)


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s 9(2)(a)

p: s 9(2)(a) m: s 9(2)(a)

a: s 9(2)(a)

e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](#)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Friday, September 8, 2023 11:28 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: 2024 - One day summit

Morning,

Am holding this for you- pack in the day before will be possible. I will block the space and provide a price for this as well for you.

Thanks

Aaron

Nga mihi,

Aaron Telford
Senior Account Manager
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Thursday, September 7, 2023 4:10 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: 2024 - One day summit

Hi Aaron,

Are we able to pencil book this in, the date is perfect. Just noting we would need a few hours the day prior to pack in too?

Nga Mihi | Kind Regards

s 9(2)(a)

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s 9(2)(a)
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a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Thursday, September 7, 2023 12:58 PM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: 2024 - One day summit

Kia ora s 9(2)(a)

Thank you again for interest in Takina to host your clients event.

Please see attached the proposal for your clients event.

I have quoted your event into Tawhirimatea located on L2 of the centre and this will be the best fit for your numbers for the plenary space and breakouts as well.

I have also included in the proposal the Lounge on the mezzanine floor for the speaker prep,

along with the complimentary organisers office for the team room.

Catering is our Full day option and consists of Morning Tea, Buffet lunch and Afternoon Tea. There are links to the menus in the attached document, if you wanted to add a post conference networking event - there are options for this as well.

Please remember that AV is included in the Venue Hire-I have attached the current document to this email and you will be looking at Level 2- Tawhirimatea sections A &G, note staging and wash lighting is an additional cost.

I have quoted on the Thursday 12th of June, which is the best fit currently, and we can look at other dates as well, if the one day fits the calendar

If you have any questions for your event proposal, please don't hesitate to contact me.

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, September 6, 2023 11:34 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: 2024 - One day summit

Hi Aaron,

Preference is Wednesday or Thursday, around 400/500 (it is government work so could depend on what happens with the election). Normal catering morning tea, lunch and afternoon tea. Potentially hour/half hour wrap up function with nibbles and a cash bar but again that would be decided in the new year.

Nga Mihi | Kind Regards

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s 9(2)(a)
p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, September 6, 2023 11:28 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: 2024 - One day summit

Hi s 9(2)(a)

Thanks for the below, just a couple of questions.

What are expected the delegate numbers?
Does the client have a preferred day of the week for the event?
Are there any social events? ie welcome function?
Straight full day catering?

Thanks

Aaron

Nga mihi,

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, September 6, 2023 10:25 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: 2024 - One day summit

Kia ora Aaron,

Me again, I am enquiring about a one-day event either in June or July in 2024. We typically only need a few hours to pack in the day prior the summit requires the following requirements.

- 1x plenary space
- 3x breakout spaces
- Registration area
- Speaker prep room (depending on AV set up)
- Event team room

Let me know if you have any queries.

Nga Mihi | Kind Regards

s 9(2)(a)

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p: s 9(2)(a) m: s 9(2)(a)

a: s 9(2)(a)

e: s 9(2)(a) w: [www](#) s 9(2)(a)



From: [Aaron Telford](#)
To: s 9(2)(a)
Cc: [Victoria Drinnan](#)
Subject: s 9(2)(a)
Date: Friday, 26 January 2024 9:48:00 am

Kia ora s 9(2)(a)

I hope you are well and have had a good week!

I am pleased to introduce you to Tori who will be the coordinator for your event
s 9(2)(a)

Tori will be in touch soon to introduce herself and organise deposit payments and start to work through the final details for your event.

Toris details are below:

Victoria Drinnan

Functions Coordinator

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: Victoria.Drinnan@takinaevents.co.nz

Mobile: +64 021 s 9(2)(a)

Have a great weekend and chat soon!

Aaron Telford

Senior Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz

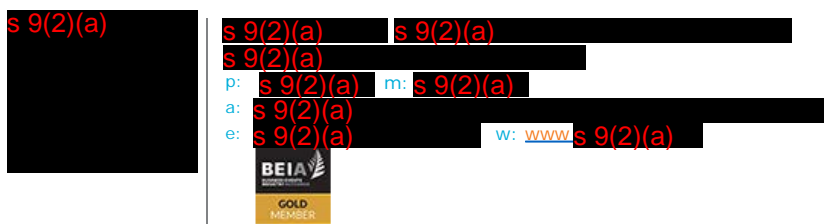
From: s 9(2)
To: Aaron Telford
Subject: RE: s 9(2)(a)
Date: Thursday, 16 November 2023 11:31:17 am
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)

Hi Aaron,

Cool and so for plenary what numbers can be held in that space?

The space is allocated for plenary in 2/3 and then 2x breakouts pre-set.

Nga Mihi | Kind Regards



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Thursday, November 16, 2023 11:20 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2)(a)

Hi s 9(2)(a)

The space is allocated for plenary in 2/3 and then 2x breakouts pre-set.

For the catering, based on 2024 pricing it is actually the same price to slit the catering out but you would get less food items, sot he daily catering menu is better value with 2 x food items at MT and AT.

We can remove the tea and coffee on arrival if you want to reduce costs.

Please let me know.

Thanks

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>
Sent: Thursday, November 16, 2023 9:56 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(a)

Kia ora Aaron,

I just wanted to check a couple of things the Tawhirimatea plenary will this be also the breakout spaces and just changed at the break sessions? We may not require the green room anymore either. Regarding catering would we please be able to look into reducing this similar to what we had for our preconference workshop on Monday, 16 October? It was just one option for morning tea and afternoon tea and then a smaller lunch?

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TOTAL GST									
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Nga Mihi | Kind Regards

s 9(2)(a)


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s 9(2)(a)

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To: s 9(2)(a) <s 9(2)(a)>

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Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>

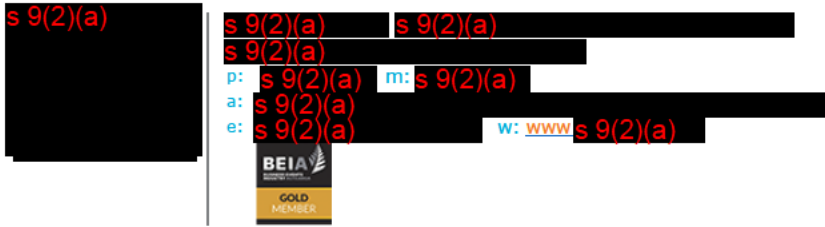
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It's around 9 in the Wellington office

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Sent: Monday, November 13, 2023 2:25 PM
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Subject: RE: s 9(2)(a)

Okay, thank you! I will work on the contract for you this afternoon.

Also as a side note, how many team members do you have based in your office here?

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s
s 9(2)

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s
9(2)
(a)
(2)(a)

Business Development Manager
Business Events Wellington
+64 s 9(2)(a)

WellingtonNZ

Takina Project Team – Wellington City Council
WellingtonNZ.com



[WellingtonNZ](#)

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Subject: RE: s 9(2)(a)
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SUBTOTAL (EXCL. GST)									s 9(2)(i)
TOTAL GST									
TOTAL AMOUNT INC GST									

Nga Mihi | Kind Regards

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 a: s 9(2)(a)
 e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))


From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Monday, November 13, 2023 4:14 PM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2)(a)

Kia ora s 9(2)(a)

Thank you for selecting Takina events for your conference s 9(2)(a) to be held at Takina in 2024

Please see attached the tailored contract for your event.

If you can please review the document, and note the payment plan and also indicate if you will require the Public Liability cover or not.

Once you return the signed document to myself, I will countersign it and return a copy for your records.

After this is done I will handover your event to one of our coordinators, who will work with you moving forward to organise the deposit payment and to finalise all of the details for your event.

You can view venue information and menus at anytime on our website [Home - Takina \(takina.co.nz\)](http://Home - Takina (takina.co.nz))

If you have any questions, please don't hesitate to reach out to me.

We look forward to welcoming yourself and your delegates.

Aaron Telford


Senior Account Manager
Takina Events
PO Box 467 | 55 Cable Street, Wellington 6011
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 **s 9(2)(a)**

From: **s 9(2)(a)** <**s 9(2)(a)**>
Sent: Monday, November 13, 2023 2:45 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>; **s 9(2)(a)** <**s 9(2)(a)**>
Subject: RE: **s 9(2)(a)**

It's around 9 in the Wellington office

Nga Mihi | Kind Regards

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a: **s 9(2)(a)**
e: **s 9(2)(a)** w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Monday, November 13, 2023 2:25 PM
To: **s 9(2)(a)** <**s 9(2)(a)**>
Cc: **s 9(2)(a)** <**s 9(2)(a)**>
Subject: RE: **s 9(2)(a)**

Okay, thank you! I will work on the contract for you this afternoon.

Also as a side note, how many team members do you have based in your office here?

Thanks

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 **s 9(2)(a)**

From: **s 9(2)(a)** <**s 9(2)(a)**>
Sent: Monday, November 13, 2023 1:22 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: **s 9(2)(a)** <**s 9(2)(a)**>
Subject: RE: **s 9(2)(a)**

Kia ora Aaron

Yes, that is correct. Could be up to 500 but certainly at least 400.

s 9(2)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Monday, November 13, 2023 10:32 AM
To: **s 9(2)(a)** <**s 9(2)(a)**>
Subject: **s 9(2)(a)**

Hi **s 9(2)**

I hope you are well and had a good weekend.

Just confirming the below details to proceed to contract with this event:

Onde Day Event
Tawhirimatea (Level 2)
12th June 2024
Delegates 400
Arrival Tea and Coffee @ s 9(2)
Full Day Catering @ s 9(2)(i)
Standard AV as included in VH

Please confirm minimum number for contracting (300)

Thanks

Aaron

Aaron Telford
Senior Account Manager

Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Monday, November 13, 2023 9:33 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a) <s 9(2)(a)>
Subject: To contract - s 9(2)(a)

Morning Aaron,

Hope you had a great weekend.

s 9(2) (cc'd) is happy to proceed to contract for s 9(2)(a) on 12th June 2024 if you could please assist.

I will leave you to liaise directly from here.

Many thanks,

s
9(2)
)a)
(2)(a)
Business Development Manager
Business Events Wellington
+64 s 9(2)(a)

WellingtonNZ
Takina Project Team – Wellington City Council
WellingtonNZ.com



WellingtonNZ

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From: s 9(2)(a)
To: [Aaron Telford](#)
Subject: RE: 2024 - One day summit
Date: Friday, 8 September 2023 12:13:28 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

That's all good

Nga Mihi | Kind Regards

s 9(2)(a)

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e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](#)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Friday, September 8, 2023 12:03 PM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: 2024 - One day summit

Hi again,

So the space isn't booked the day before at the moment. So I will block it in the evening from 6pm for now to allow for your pack in the cost will be s 9(2)(i) per hour for a minimum of 2 hours for this.

Let me know your thoughts.

Nga mihi,

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Friday, September 8, 2023 11:39 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: 2024 - One day summit

Hi Aaron,

I would need to check with Mel, it is a precaution we have everything set up the night before in case there are any registration tech issues or anything. Especially as there are always early attendees and looks a bit unorganised to be setting up.

Nga Mihi | Kind Regards

s 9(2)(a)

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From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Friday, September 8, 2023 11:36 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: 2024 - One day summit

Okay, if you had 7am access on the day would that work? That way we don't have to charge extra for this...

Nga mihi,

Aaron Telford
Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Friday, September 8, 2023 11:34 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: 2024 - One day summit

Hi Aaron,

Thanks for this, for this year we have needed no more than two hours to pack in maybe even an hour to pack in the registration desk prior to the event.

Nga Mihi | Kind Regards

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From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Friday, September 8, 2023 11:28 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: 2024 - One day summit

Morning,

Am holding this for you- pack in the day before will be possible. I will block the

space and provide a price for this as well for you.

Thanks

Aaron

Nga mihi,

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Thursday, September 7, 2023 4:10 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: 2024 - One day summit

Hi Aaron,

Are we able to pencil book this in, the date is perfect. Just noting we would need a few hours the day prior to pack in too?

Nga Mihi | Kind Regards

s 9(2)(a)

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From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Thursday, September 7, 2023 12:58 PM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: 2024 - One day summit

Kia ora s 9(2)(a)

Thank you again for interest in Takina to host your clients event.

Please see attached the proposal for your clients event.

I have quoted your event into Tawhirimatea located on L2 of the centre and this will be the best fit for your numbers for the plenary space and breakouts as well.

I have also included in the proposal the Lounge on the mezzanine floor for the speaker prep, along with the complimentary organisers office for the team room.

Catering is our Full day option and consists of Morning Tea, Buffet lunch and Afternoon Tea. There are links to the menus in the attached document, if you wanted to add a post conference networking event - there are options for this as well.

Please remember that AV is included in the Venue Hire-I have attached the current document to this email and you will be looking at Level 2- Tawhirimatea sections A &G, note staging and wash lighting is an additional cost.

I have quoted on the Thursday 12th of June, which is the best fit currently, and we can look at other dates as well, if the one day fits the calendar

If you have any questions for your event proposal, please don't hesitate to contact me.

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>

Sent: Wednesday, September 6, 2023 11:34 AM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: 2024 - One day summit

Hi Aaron,

Preference is Wednesday or Thursday, around 400/500 (it is government work so could depend on what happens with the election). Normal catering morning tea, lunch and afternoon tea. Potentially hour/half hour wrap up function with nibbles and a cash bar but again that would be decided in the new year.

Nga Mihi | Kind Regards

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From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, September 6, 2023 11:28 AM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: 2024 - One day summit

Hi s 9(2)(a)

Thanks for the below, just a couple of questions.

What are expected the delegate numbers?
Does the client have a preferred day of the week for the event?
Are there any social events? ie welcome function?
Straight full day catering?

Thanks

Aaron

Nga mihi,

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, September 6, 2023 10:25 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: 2024 - One day summit

Kia ora Aaron,

Me again, I am enquiring about a one-day event either in June or July in 2024. We typically only need a few hours to pack in the day prior the summit requires the following requirements.

- 1x plenary space
- 3x breakout spaces
- Registration area
- Speaker prep room (depending on AV set up)
- Event team room

Let me know if you have any queries.

Nga Mihi | Kind Regards

s 9(2)(a)


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From: s 9(2)(a)
To: [Elena Ford](#); [Aaron Telford](#)
Subject: Re: Access to Takina tomorrow
Date: Wednesday, 16 August 2023 7:54:54 am
Attachments: [image007.png](#)
[image009.png](#)
[image010.png](#)

Thanks Elena!

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From: Elena Ford <Elena.Ford@takinaevents.co.nz>
Sent: Wednesday, August 16, 2023 7:39:28 AM
To: s 9(2)(a) <s 9(2)(a)> Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Access to Takina tomorrow

Hi s 9(2)(a)

That will be fine. I will wait for you in the main entrance to Takina on Cable Street.

Kind regards,

Elena

Elena Ford

Venues Sales Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: elena.ford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz

From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, August 16, 2023 7:36 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>; Elena Ford <Elena.Ford@takinaevents.co.nz>
Subject: Re: Access to Takina tomorrow

Hi Elena. I have heard back from client who cannot do 11 unfortunately. Could we please come at 2.30 today instead?

Thanks!!

s 9(2)

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From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, August 15, 2023 2:45:14 PM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: Access to Takina tomorrow
Sure, no problem. I will let Elena know.
Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>

Sent: Tuesday, August 15, 2023 2:40 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: Access to Takina tomorrow

Thanks Aaron

I have not been able to confirm with the client yet but hope to by the end of the day. Could you please hold this time?

s 9(2)

s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, August 15, 2023 11:47 AM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: Access to Takina tomorrow

Kia ora s 9(2)(a)

Thanks for reaching out.

I am leave form tomorrow, however Elena is available to show yourself and the client through L1. There is a conference taking place and 11am will be the best time as they will be back in session then.

Please let me know of this is suitable and I will organise a calendar invitation for you.

Thanks

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, August 15, 2023 10:46 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Access to Takina tomorrow

Kia ora Aaron

My govt client (the accessibility one with a booking Nov '24) would like to have a look at Takina tomorrow morning if possible. Would it be possible for us to come on site for 15 minutes at a time to suit tomorrow morning?

Nga mihi,

s 9(2)

(a)

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Wellington

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e: s 9(2)(a)

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From: s 9(2)(a)
To: s 9(2)(a)
Cc: s 9(2)(a) [Aaron Telford](#)
Subject: Re: Access to Takina
Date: Wednesday, 16 August 2023 7:31:54 am
Attachments: [image001.png](#)
[image002.png](#)

Thanks s
9(2)

I contacted Aaron yesterday and we are sorted!

Get [Outlook for Android](#)

From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Sent: Wednesday, August 16, 2023 7:28:49 AM
To: s 9(2)(a) <s 9(2)(a)>
Cc: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>; Aaron Telford
<aaron.telford@takinaevents.co.nz>
Subject: RE: Access to Takina

Kia ora s 9(2)(a)

There is a conference on which starts today so I think it may be tricky to get a site as they are running on both floors. Aaron is on your conference from Takina Events side (working with s 9(2)(a) from our side) so I have copied him in on this email to confirm if a site for today could be arranged.

Many thanks,

s
9(2)
(a)

s 9(2)(a)

Manager

Business Events Wellington

+64 s 9(2)(a)

s 9(2)(a)@WellingtonNZ.com

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Takina Project Team – Wellington City Council

www.WellingtonNZ.com



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From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, August 15, 2023 9:52 AM
To: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>
Subject: Access to Takina

Kia ora s
9(2)

My govt client (the accessibility one) would like to have a look at Takina tomorrow morning if possible. Who is the best person for me to liaise with. I should really know this but thought I would ask.

Nga mihi,

s 9(2)

s 9(2)(a)

Managing Director,

s 9(2)(a)

s 9(2)(a)

From: s 9(2)(a)
To: [Aaron Telford](#)
Subject: RE: Takina Proposal
Date: Monday, 17 July 2023 10:31:24 pm
Attachments: [image001.png](#)

Hi Aaron – Just checking on a couple of things and I should be able to provide confirmation in a couple of days.

Best

s 9(2)
()

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, July 12, 2023 6:43 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Takina Proposal

Hi s 9(2)(a)

I have allowed the 21st for the pack in day already for you and the rate is s 9(2)(i) which is 50% off the rack rate.

Thanks

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, July 11, 2023 4:15 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Takina Proposal

Thanks Aaron. Is the 21st available for move in?

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Monday, July 10, 2023 9:14 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Takina Proposal

Hi s 9(2)(a)

Thanks for the below and apologies for the delay in coming back to you, unfortunately we don't have space available across any other dates in May!

I look forward to hearing from you.

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, July 5, 2023 1:31 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: Takina Proposal

Thanks, Aaron! I will provide you with feedback before this week ends.

Can you also me know if you have availability the week after, week of 27th?

Best

s 9(2)
()

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, July 4, 2023 6:52 AM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: Takina Proposal

Hi s 9(2)(a)

The cost for pack in will be s 9(2)(i) which is a 50% discount of the full venue hire.

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>

Sent: Tuesday, July 4, 2023 12:10 AM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: Takina Proposal

Great! We do require to move in the day before. Can you let me know the cost for that? Pack down will be straight after afternoon tea of second day (after 4pm)

Best

s 9(2)

()

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Friday, June 30, 2023 6:44 AM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: Takina Proposal

Hi s 9(2)(a)

Thank you for the below, your vent is proposed for two days and is a Wednesday and Thursday.

The AV inclusions for each room are shown in the attached document (these are included in the venue hire), additional charges apply for AV techs, staging and lighting.

Thanks

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>

Sent: Thursday, June 29, 2023 4:13 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: Takina Proposal

Thank you, Aaron.

It will be a two day event actually, Tue/Wed or Wed/Thu.

Is standard AV included in the venue hire?

Best

s 9(2)

()

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, June 28, 2023 9:09 AM

To: s 9(2)(a) <s 9(2)(a)>

Subject: Takina Proposal

Kia ora s 9(2)(a)

I hope your weeks gong well and lovely to meet you last week,.

Please see attached a basic proposal for your event in 2024.

I have based the proposal from the brief provided form Elena post AIME earlier in the year.

The quote is for two days conference and includes day catering, please see links in the document for additional menus for any social functions or dinner as well. I have also attached the Av document that shows the AV included in the venue hire for each space as well.

I will let you know that there are two other clients who are both interested in the dates proposed as well at this stage. But you are first pencil for them.

If you have any questions or require any further informaiotn, please don't hesitate to contact me directly.

Thanks

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 |55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz

From: s 9(2)(a)
To: [Aaron Telford](#)
Subject: RE: Takina Proposal
Date: Thursday, 17 August 2023 6:42:11 pm
Attachments: [image001.png](#)

Hi Aaron – Are you able to introduce me to the coordinator so we can get the floor plan signed off? We're also after the deposit invoice.

Thanks

s 9(2)
()

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Monday, August 7, 2023 11:46 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Takina Proposal

Kia ora s 9(2)(a)

Thank you for the contract return. Please see attached the counter signed copy for your records.

I will arrange to hand your event over to a coordinator this week and will introduce you to them when this is done, and they can arrange the deposit invoice for you and will work with you moving forward on the finer details for your event early next year including reviewing the attached floorplan.

Thanks

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, August 2, 2023 4:38 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Takina Proposal

Hi Aaron – Please see attached the signed contract. Can you send the deposit invoice please?

Also attached is our first version of the floor plan. Please have a look and let me know if you see any issues.

Best

s 9(2)
()

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Friday, July 28, 2023 10:13 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Takina Proposal

Kia ora s 9(2)(a)

Thank you for confirming your event with Takina events, we look forward to welcoming your delegates and yourself into our spaces.

Please find attached the contract for your event at Takina in 2024.

If you can please take the time to review the attached document, sign and return it to me that will be appreciated. Once received I will countersign this and provide a copy for your records.

Please note that final AV costs and requirements for your event, will amend the totals as indicated.

Once the contract is returned I will hand over your event to one of our coordinators who will be assigned to your event.

Your coordinator will finalise all of the finer details for your event and will be you main point

of contact moving forward.

If you have any questions, please do let me know.

Thank you again for selecting Takina events!

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>
Sent: Friday, July 28, 2023 10:55 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Takina Proposal

Hi Aaron – yes please, thanks.

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Friday, July 28, 2023 6:56 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Takina Proposal

No problem, just confirming – do you want the contract made out to yourself?

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Thursday, July 27, 2023 4:08 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Takina Proposal

Thanks Aaron, this is great!

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Thursday, July 27, 2023 1:14 PM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Takina Proposal

Kia ora s 9(2)(a)

Sorry for the delayed response.

Please see attached floorplans for an upcoming event on level 1. You will need to allow for three catering stations. I am working on the contract and will have this out to you tomorrow.

Thanks

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Monday, July 24, 2023 2:42 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Re: Takina Proposal

Hi Aaron. Yes, that would be great, thank you.

Would you have some sample floor plans that will help us get an idea of how we can lay out the expo space? I have the one from Meetings. We are planning for 40-45 3x3 stands, 2 barista coffee stations / lounges, 2 catering stations.

Best

s 9(2)

Get [Outlook for iOS](#)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Monday, July 24, 2023 10:05:18 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Takina Proposal

Hi s 9(2)(a)

I hope you had a good weekend and thanks for the below email.

Sorry I missed your call, had a half day on Friday.

In terms of the catering, we don't offer a bulk rate, but we can contract on smaller minimum numbers if you like at 350? Unfortunate catering spend doesn't off set venue hire either.

Please let me know if the minimum 350 is what you would like to contract on?

Thanks

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>

Sent: Friday, July 21, 2023 2:22 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: Takina Proposal

Hi Aaron,

I just tried ringing you.

We'd like to move forward with the contract. Just a question on catering – can it be a total minimum catering spend instead of DDP x 400 pax? And if we can commit to a higher catering spend, are you able to offer better venue hire rates?

Best

s 9(2)
()

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, July 18, 2023 6:36 AM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: Takina Proposal

Kia ora s 9(2)(a)

Thanks for the update if you need anything further please let me know. And I look forward to hearing from you.

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Monday, July 17, 2023 10:31 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Takina Proposal

Hi Aaron – Just checking on a couple of things and I should be able to provide confirmation in a couple of days.

Best

s 9(2)
()

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, July 12, 2023 6:43 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Takina Proposal

Hi s 9(2)(a)

I have allowed the 21st for the pack in day already for you and the rate is

s 9(2)(f) which is 50% off the rack rate.

Thanks

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, July 11, 2023 4:15 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Takina Proposal

Thanks Aaron. Is the 21st available for move in?

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Monday, July 10, 2023 9:14 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Takina Proposal

Hi s 9(2)(a)

Thanks for the below and apologies for the delay in coming back to you, unfortunately we don't have space available across any other dates in May!

I look forward to hearing from you.

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, July 5, 2023 1:31 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Takina Proposal

Thanks, Aaron! I will provide you with feedback before this week ends.

Can you also me know if you have availability the week after, week of 27th?

Best

s 9(2)

()

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, July 4, 2023 6:52 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Takina Proposal

Hi s 9(2)(a)

The cost for pack in will be s 9(2)(i) which is a 50% discount of the full venue hire.

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, July 4, 2023 12:10 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Takina Proposal

Great! We do require to move in the day before. Can you let me know the cost for that? Pack down will be straight after afternoon tea of second day (after 4pm)

Best

s 9(2)

()

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Friday, June 30, 2023 6:44 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Takina Proposal

Hi s 9(2)(a)

Thank you for the below, your vent is proposed for two days and is a Wednesday and Thursday.

The AV inclusions for each room are shown in the attached document (these are included in the venue hire), additional charges apply for AV techs, staging and lighting.

Thanks

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Thursday, June 29, 2023 4:13 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: Takina Proposal

Thank you, Aaron.

It will be a two day event actually, Tue/Wed or Wed/Thu.

Is standard AV included in the venue hire?

Best

s 9(2)
()

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, June 28, 2023 9:09 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: Takina Proposal

Kia ora s 9(2)(a)

I hope your weeks gong well and lovely to meet you last week,.

Please see attached a basic proposal for your event in 2024.

I have based the proposal from the brief provided form Elena post AIME earlier in the year.

The quote is for two days conference and includes day catering, please see links in the document for additional menus for any social functions or dinner as well. I have also attached the Av document that shows the AV included in the venue hire for each space as well.

I will let you know that there are two other clients who are both interested in the dates proposed as well at this stage. But you are first pencil for them.

If you have any questions or require any further information, please don't hesitate to contact me directly.

Thanks

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



Talk to us about hosting your next event at Takina or Te Papa
Find out more at takina.co.nz

From: s 9(2)(a)
To: [Aaron Telford](#)
Subject: s 9(2)(i) Takina Contract
Date: Thursday, 7 December 2023 11:52:11 am
Attachments: [image001.png](#)
[image002.png](#)
s 9(2)(i) _2024- Contract- Takina.pdf

Kia ora Aaron,
Thanks for your patience please see your contract attached.
Nga Mihi | Kind Regards

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a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](#)

From: s 9(2)(a)
To: [Aaron Telford](#)
Cc: s 9(2)(a)
Subject: RE: Contract query/future s 9(2)(i) dates
Date: Thursday, 7 December 2023 9:02:14 am
Attachments: [image001.png](#)
[image002.png](#)

Kia ora Aaron,

Oh brilliant, thank you for that. The event team just need to pack in the afternoon from like 2:30 or so Morgan from ON-SITE will need to do his thing and then s 9(2)(a) I think would like to do the initial expo set up on the Monday too, though I assume they are assisting with s 9(2)(a)

Nga Mihi | Kind Regards

s 9(2)(a) | s 9(2)(a) | s 9(2)(a)
s 9(2)(a)
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a: s 9(2)(a)
e: s 9(2)(a) | w: [www.s 9\(2\)\(a\)](#)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, December 6, 2023 4:00 PM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Contract query/future s 9(2)(i) dates

Kia ora s 9(2)(a)

Good news you can have the Monday afternoon for pack -in.

It has been released by the other client.

Can you confirm what you will be doing in terms of the pack in- and then I can come back with the cost accordingly.

Thanks

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, December 5, 2023 12:01 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Contract query/future s 9(2)(i) dates
Kia ora Aaron,

Hope you are well, I am just chasing s 9(2) for confirming the contract but I wanted to check if s our team wanted to pack in on the Monday would that be ok? We would likely only need Monday late afternoon to do our bit. If you can advise.

Nga Mihi | Kind Regards

s 9(2)(a)

s 9(2)(a) s 9(2)(a)

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a: s 9(2)(a)

e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: s 9(2)(a)
To: [Aaron Telford](#)
Subject: RE: Contract query/future s 9(2)(i) dates
Date: Tuesday, 5 December 2023 2:27:45 pm
Attachments: [image001.png](#)
[image002.png](#)

Correct

Nga Mihi | Kind Regards

s 9(2)(a) | s 9(2)(a) | s 9(2)(a)
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a: s 9(2)(a)
e: s 9(2)(a) | w: [www](#) s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, December 5, 2023 2:18 PM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: Contract query/future s 9(2)(i) dates

Yes, of course! Same time of year?

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>

Sent: Tuesday, December 5, 2023 12:05 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: Contract query/future s 9(2)(i) dates

Hi Aaron,

Me again, a bit on autopilot. The client is wanting to enquire about availability for future s 9(2)(i) conference dates, could we enquire for dates in 2025 and 2026?

Nga Mihi | Kind Regards

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e: s 9(2)(a) | w: [www](#) s 9(2)(a)

s 9(2)(a)



From: s 9(2)(a)

Sent: Tuesday, December 5, 2023 12:01 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: Contract query/future s 9(2)(i) dates

Kia ora Aaron,

Hope you are well, I am just chasing s 9(2) for confirming the contract but I wanted to check if s our team wanted to pack in on the Monday would that be ok? We would likely only need Monday late afternoon to do our bit. If you can advise.

Nga Mihi | Kind Regards

s 9(2)(a)

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a: s 9(2)(a)

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s 9(2)(a)

From: [Aaron Telford](#)
To: s 9(2)
Subject: RE: s 9(2) Conference 2024
Date: Wednesday, 12 July 2023 2:28:00 pm
Attachments: [image003.png](#)
[image007.png](#)
[image008.png](#)
[image010.png](#)

Hi s 9(2)(a)

That should work we would need three hours to turn for dinner from theatre to banquet.

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, July 12, 2023 2:01 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(i) Conference 2024

Hi Aaron,

Typically, we wrap up at 4/4:30 and dinner is from 7/7:30? Would that be enough time?

Nga Mihi | Kind Regards

s 9(2)(a) s 9(2)(a) s 9(2)(a)
s 9(2)(a)
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a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](#)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, July 12, 2023 1:57 PM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2)(i) Conference 2024

Hi s 9(2)(a)

Sorry for the delay n coming back to you:

We have the below rooms booked- and I have added the current capacities against them for you in theatre. We may have to turn the Plenary for breakouts if required and numbers at 500 Plus or see if the programme can be keynote on one day and then workshops the next day?

Plenary Hall- 520 maximum in Theatre- with stage and AV desks

Plenary Hall section A 190 Maximum in Theatre

Plenary Hall section B 130 Maximum in Theatre- no inbuilt AV

Plenary Hall section C 190 Maximum in Theatre

Matiu Meeting Room 100 Maximum in Theatre

Mokopuna Meeting Room 58 Maximum in Theatre

Makaro Meeting Room 78 Maximum in Theatre

We will also need to look at the time required to set from Theatre for dinner as well, or potentially move that across to Te Papa.

Thanks

Aaron
Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 **s 9(2)(a)**



From: **s 9(2)(a)** <**s 9(2)(a)**>
Sent: Tuesday, June 27, 2023 10:12 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: **s 9(2)(i)** Conference 2024

Hi Aaron,

Could be between 400/500 – we got 500 this year in Auckland but that was a bit of a record.

Nga Mihi | Kind Regards

s 9(2)(a) **s 9(2)(a)** **s 9(2)(a)**
s 9(2)(a)
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a: **s 9(2)(a)**
e: **s 9(2)(a)** w: [**www.s 9\(2\)\(a\)**](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, June 27, 2023 10:02 AM
To: **s 9(2)(a)** <**s 9(2)(a)**>
Subject: RE: **s 9(2)(i)** Conference 2024

Hi **s 9(2)(a)**

Hope you are well!

Am more awake today post MEETINGS .

Level 2 is in use over these dates, what are the numbers looking like?

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 **s 9(2)(a)**



From: **s 9(2)(a)** <**s 9(2)(a)**>
Sent: Tuesday, June 27, 2023 8:00 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: **s 9(2)(i)** Conference 2024

Kia ora Aaron,

Hope you are well post MEETINGS – I am just reviewing the capacities for the **s 9(2)(i)** Conference 2024 and think we may

need to review some of the rooms we booked below?

Are you able to advise if any of the larger breakout spaces are available?

Start date	End date	Days	Description	Tākina space	Seating style	PAX	Unit
14-May-24	14-May-24	1	Pack In	Exhibition Hall	-	2,500m ²	-
14-May-24	17-May-24	4	PCO Office	Organisers Office - Level 1	-		-
15-May-24	17-May-24	3	Exhibition / Catering	Exhibition Hall	Exhibition	1,800m ²	
15-May-24	17-May-24	3	Plenary	Plenary 1	Theatre	700	
15-May-24	17-May-24	3	Breakout Room 1	Meeting Room 1A	Theatre	145	
15-May-24	17-May-24	3	Breakout Room 2	Meeting Room 1B	Theatre	50	
15-May-24	17-May-24	3	Breakout Room 3	Meeting Room 1C	Theatre	100	
15-May-24	17-May-24	1	Gala Dinner	Plenary 1	Banquet	450	-

Nga Mihi | Kind Regards

s 9(2)(a) [Redacted]
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s 9(2)(a) [Redacted]
p: s 9(2)(a) [Redacted] m: s 9(2)(a) [Redacted]
a: s 9(2)(a) [Redacted]
e: s 9(2)(a) [Redacted] w: [www.s 9\(2\)\(a\) \[Redacted\]](http://www.s 9(2)(a) [Redacted])

From: s 9(2)(a)
To: Aaron Telford
Subject: RE: s 9(2) symposium at s 9(2)(i)
Date: Wednesday, 22 November 2023 3:02:06 pm
Attachments: [image001.png](#)
[image002.png](#)
[image005.png](#)
[image007.png](#)

Hi Aaron,

Thanks for replying soo prompt, wanting to check the 360 cabaret that is just for the plenary set up then? Just wondering why the cabaret set up if you could advise.

Start Date	Start Time	End Time	End Date	Space	Usage	Seating Style	Max Capacity	Days	Unit Charge	Total (exc. GST)
14/05/24	8:00 AM	7:00 PM	14/05/24	Rongomātāne (Foyer)	Pack in	Trade / Exhibition	106	1	s 9(2)(i)	s 9(2)(i)
14/05/24	8:00 AM	7:00 PM	17/05/24	L1 Tākina Organisers Office	Secretariat/Office			4		
14/05/24	8:00 AM	7:00 PM	14/05/24	Rongomātāne Plenary Hall One	Plenary & Catering	Cabaret Style with catering		1		
15/05/24	8:00 AM	7:00 PM	17/05/24	L1 Tākina Green Room 1				3		
15/05/24	8:00 AM	7:00 PM	17/05/24	L1A Lounge				3		
15/05/24	8:00 AM	7:00 PM	17/05/24	Mākarō Meeting Room 1C	Secretariat/Office	Theatre Style	78	3		
15/05/24	8:00 AM	7:00 PM	17/05/24	Matu Meeting Room 1A	Breakout Session	Cabaret Style	72	3		
15/05/24	8:00 AM	7:00 PM	17/05/24	Rongomātāne (Foyer)	Catering & Trade	Trade / Exhibition	106	3		
15/05/24	8:00 AM	7:00 PM	17/05/24	Rongomātāne Plenary Hall One	Plenary & Breakout sessions	Cabaret Style	360	3		
15/05/24	8:00 AM	7:00 PM	17/05/24	Rongomātāne Room B	Plenary & Breakout sessions	Theatre Style	130	3		
15/05/24	8:00 AM	7:00 PM	17/05/24	Rongomātāne Room C	Plenary & Breakout sessions	Theatre Style	190	3		
15/05/24	8:00 AM	7:00 PM	17/05/24	Rongomātāne Room A	Plenary & Breakout sessions	Theatre Style	190	3		
SUBTOTAL (EXCL. GST)										s 9(2)(i)
TOTAL GST										
TOTAL AMOUNT INC GST										

Nga Mihi | Kind Regards

s 9(2)(a)
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From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, November 22, 2023 2:01 PM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2)(a) symposium at s 9(2)(i)

Hi!

Please see below .

Thanks

Aaron

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, November 22, 2023 1:53 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(a) symposium at s 9(2)(i)

Hi Aaron,

Thanks for sending this through, few queries below. Also the expo has sold out likely we will be wanting to extend the expo but working with s and then will get it signed off with your team. **No problems!**
To confirm this contract has the one of the preconference workshops on the Tuesday, 14 May is that correct? **Yes have The Plenary hall booked for the 14th to run pre-cons for you.**

Wanting to confirm the following is that for the dinner? Also do we still have the tentative booking at Te Pape in the Wellington Foyer – how much roughly does this cost?

The below is for the Plenary Hall day events. I have booked WF for the dinner at no charge, this is in the contract under Te Papa venues in a separate box to the Takina ones.

15/05/24	8:00 AM	7:00 PM	17/05/24	Rongomātāne Plenary Hall One	Plenary & Breakout sessions	Cabaret Style	360	3	s 9(2)(i)
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The client has quite of few ideas in the making for Tuesday, 14 May she has the following ideas.

- Preconference workshop
- High school forum
- Fresh Water Symposium

These are all still in the planning stages but the CEO said they have the ability to all be quite large.

Would you be able to give me an idea of what it would cost regarding room hire and catering for around 200pax if they were to us a Rongomatane Room C or one of those breakouts? **See above this is already booked for the pre-cons for you.**

Nga Mihi | Kind Regards

s 9(2)(a)
s 9(2)(a) s 9(2)(a)
s 9(2)(a)
p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: www.s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, November 21, 2023 12:31 PM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2)(a) symposium at s 9(2)(i)

Importance: High

Kia ora s 9(2)(a)

Thank you for confirming s 9(2)(i) 2024 conference with Takina events, we look forward to welcoming your clients and delegates into our spaces.

Please find attached the contract for this event.

If you can please take the time to review the attached document, sign and return it to me that will be appreciated. Once received I will countersign this and provide a copy for your records.

Please note that final AV costs and requirements for the event, will amend the totals as indicated.

Once the contract is returned, I will hand over your event to one of our coordinators and introduce you to one of our AV team who will be assigned to your event, they will pick up the conversation around AV requirements with you.

Your coordinator will finalise all of the finer details of the event and will be your main point of contact moving forward.

If you have any questions, please do let me know.

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>
Sent: Thursday, November 16, 2023 9:15 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(a) symposium at s 9(2)(i)

Lets do it

Nga Mihi | Kind Regards

s 9(2)(a) s 9(2)(a) s 9(2)(a)
s 9(2)(a)
p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Thursday, November 16, 2023 8:01 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2)(a) symposium at s 9(2)(i)

Great, thanks! Are you ready to contract this event now?

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, November 15, 2023 1:02 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(a) symposium at s 9(2)(i)

Perfect works for me

Nga Mihi | Kind Regards

s 9(2)(a) s 9(2)(a) s 9(2)(a)
s 9(2)(a)
p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, November 15, 2023 8:46 AM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2)(a) symposium at s 9(2)(i)

Hi s 9(2)(a)

As discussed, we can use the plenary hall on L1 for the pre con workshop on the 14th
Will need to contain the event to the once space so will do catering in the room as well.

s 9(2)(i) for the VH

Full Day Catering will be required based on a minimum of 70 delegates.

I have tnt added it to the event now- please confirm with the client if they are happy to proceed with this?

Cheers,

Aaron

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>

Sent: Monday, November 13, 2023 10:51 AM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: FW: s 9(2)(a) symposium at s 9(2)(i)

Kia ora Aaron,

Hope you are well, would you be able to advise if there was a room available Tuesday, 14 May (pack in for the following)?

Nga Mihi | Kind Regards

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a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: s 9(2)(a) <s 9(2)(a) s 9(2)(a)>

Sent: Thursday, November 9, 2023 7:22 AM

To: s 9(2)(a) <s 9(2)(a) s 9(2)(a) s 9(2)(a) s 9(2)(a) s 9(2)(a)>
<s 9(2)(a) s 9(2)(a)>

Subject: s 9(2)(a) symposium at s 9(2)(i)

s 9(2) and s 9(2)(a)

We are thinking of having a one day s 9(2)(a) Symposium alongside the preconference workshop at s 9(2)(i)

Question from the Board (and me), if we needed to use additional rooms at Takina would that be both feasible and what would be a sensible one day charge? Unclear on numbers... 70-200?

Nga mihi

From: s 9(2)(a)
To: Aaron Telford
Subject: RE: s 9(2) 2024
Date: Wednesday, 25 October 2023 2:15:00 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Hi Aaron,

Also regarding the dinner what would be the chances of having this in the Te Papa foyer?

Nga Mihi | Kind Regards

s 9(2)(a) s 9(2)(a) s 9(2)(a)
s 9(2)(a)
p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](#)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, October 25, 2023 1:10 PM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2)(i) 2024

Hi s 9(2)(a)

Thanks for the below, was nice to see you also! I hope you have had some down time. Please see below for capacities- Level one's walls are much easier to move, if the room is staying in the same set up as the plenary, and we don't need to move stages etc the wall move, and set will take 45 minutes. As with WaterNZ- the staging can be preset. (if they are required)

Let me know if you need anything else at this stage.

Level 1

Rongomatane

Rongomatane A Breakout
Rongomatane B Breakout
Rongomatane C Breakout

	Theatre	Cabaret (8s)	Banquet
	190	120	150
	130	64	80
	190	120	150

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>

Sent: Tuesday, October 24, 2023 10:47 AM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Cc: s 9(2)(a) <s 9(2)(a)>

Subject: FW: s 9(2)(i) 2024

Hi Aaron,

Lovely to briefly catch-up last week, s 9(2) and I were just reviewing the rooming allocation for s 9(2)(i) next May, is there another room the speaker prep could go?

Also are you able to advise will we be doing the same transition from plenary to breakout spaces and how long does that transition normally take? Are you also able to advise the rooming capacities for the following rooms?

Rongomatane Section A Breakout 1
Rongomatane Section B Breakout 2
Rongomatane Section C Breakout 3

Nga Mihi | Kind Regards

s 9(2)(a) s 9(2)(a) s 9(2)(a)
s 9(2)(a)
p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](#)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Friday, September 8, 2023 4:48 PM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2)(i) 2024

Hi s 9(2)(a)

Please see attached the room allocations for s 9(2)(i) as they currently are.

I am holding the Mokopuna Room still- as I think it might be better for Speakers Prep as it is adjacent to the Plenary Hall.

Let me know what you would like to do.

For the pre con we can look at Te Papa as you will be packing into the exhibition that day.

Nga mihi,

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>

Sent: Thursday, September 7, 2023 2:13 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: s 9(2)(i) 2024

Sorry, for the preconference 100pax or so?

Nga Mihi | Kind Regards

s 9(2)(a)

s 9(2)(a) s 9(2)(a)

s 9(2)(a)

p: s 9(2)(a) m: s 9(2)(a)

a: s 9(2)(a)

e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: s 9(2)(a)

Sent: Thursday, September 7, 2023 2:12 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: s 9(2)(i) 2024

Hi Aaron,

No worries if you could send through an updated word document with all the rooms I will be able to confirm,

would we be able to do an half hour canapes for the welcome function rather than an hour canape option too?

Thanks for confirming the change in price for Water Conference too

Nga Mihi | Kind Regards

s 9(2)(a) s 9(2)(a)

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a: s 9(2)(a)

e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, September 6, 2023 3:22 PM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2)(i) 2024

Hi s 9(2)(a)

Thanks for the below, the pricing and room allocation was provided as per the original BEW bid document.

The Rongomatane hire is correct, this is the exhibition/catering and registration area and is VH hire only.

The Plenary Hall will only break into 3 for breakouts so you will need one of the extra breakout spaces. Note if the plenary is used for breakouts, we will need time to out the walls in and out approx. 45 mins for both walls.

Below is the suggested room allocations- I have attached updated basic floorplans with the new names- you are looking at L1 plans.

- Plenary – L1
- 4x breakout spaces (one workshop will need to be cabaret seating)
 - Plenary split into 3
 - Matiu Meeting Room (set Cabaret)
- 35/40 expo space – Exhibition Hall
- Welcome function -Exhibition Hall
- Gala dinner - Plenary
- Speaker prep room – Green Room 1 – mezzanine floor
- Event team room – Lounge 1 – mezzanine floor
- s 9(2)(a) Zealand room (client) – Makaro meeting room – same level as plenary
- Committee room- Organisers Office

How many people would the pre con be for? This is the pack in day as well, we can look at a space at Te Papa- if we can't work around the pack in?

We can add 1-hour canapes and beverage on consumption for the Welcome as well- canapes will be s 9(2) pp per canapes.

Not sure why there is a difference in catering, I have adjusted s 9(2)(i) to be in line with the pricing for s 9(2)(i) as well.

Nga mihi,

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, September 6, 2023 1:58 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(i) 2024

Kia ora Aaron,

From the pricing document I am just a little confused with the rooms, we just need the attached rooms.

But unsure if we need Makaro, Matiu and Mokopuna room?

Also wanting to confirm to confirm the s 9(2)(i) cost for Rongomatane is that correct? Does that include the catering? Also, how many expo stands would this include?

We would also be wanting to include a welcome function on the Wednesday, it will just be 1hour function in the expo area.

I am just in a committee meeting at the moment and it looks like we will be needing a room on Tuesday, 14 May for preconference workshop too?

Just cross checking the catering breakdown are you able to advise why it is cheaper catering for s 9(2)(i) compared to Water Conference in October?

The Water Conference is the following:

Tea and coffee is s on arrival

Daily Menu is s 9(2)

Nga Mihi | Kind Regards

s 9(2)(a)

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s 9(2)(a)

p: s 9(2)(a) m: s 9(2)(a)

a: s 9(2)(a)

e: s 9(2)(a) w: www.s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, September 6, 2023 1:34 PM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2)(i) 2024

Hi,

Please see attached the pricing for VH and catering for s 9(2)(i) based on 300. If you can double check this and then I can start to work on the contract.

Thks

Nga mihi,

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, September 5, 2023 1:49 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(i) 2024

Can we go 280 – 300 to be conservative? I don't believe we have had the conference in Wellington for well over 15 years or so

Nga Mihi | Kind Regards

s 9(2)(a) s 9(2)(a) s 9(2)(a)
s 9(2)(a)
p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, September 5, 2023 1:40 PM
To: s 9(2)(a) <s 9(2)(a)>
Subject: s 9(2)(i) 2024

Hi s 9(2)(a)
I am starting to look at s 9(2)(i) and wanted to confirm how many delegates to contract for- minimum?

I will redo the proposal document before we draw the contract to make sure we are on the same page!

Cheers

Aaron

Nga mihi,

Aaron Telford

Senior Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz

From: s 9(2)(a)
To: Aaron Telford
Subject: RE: s 9(2) 2024
Date: Wednesday, 25 October 2023 1:17:28 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Hi Aaron,
Lovely to have a long weekend and now I am heading to Canada!
Thanks for coming back to me, confirming the speaker prep room is that able to be in another room?
Thanks for the breakdown below, to confirm Matiu is around 145 theatre style.
Do you have any pictures of how Rongomatane looks as plenary and breakouts just so I can wrap my head around it? In my head all I can see it as full of expo sites

Nga Mihi | Kind Regards

s 9(2)(a) [Redacted]
s 9(2)(a) [Redacted] s 9(2)(a) [Redacted]
s 9(2)(a) [Redacted]
p: s 9(2)(a) [Redacted] m: s 9(2)(a) [Redacted]
a: s 9(2)(a) [Redacted]
e: s 9(2)(a) [Redacted] w: [www.s 9\(2\)\(a\) \[Redacted\]](#)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, October 25, 2023 1:10 PM
To: s 9(2)(a) [Redacted] <s 9(2)(a) [Redacted]>
Subject: RE: s 9(2)(i) 2024
Hi s 9(2)(a) [Redacted]

Thanks for the below, was nice to see you also! I hope you have had some down time.
Please see below for capacities- Level one's walls are much easier to move, if the room is staying in the same set up as the plenary, and we don't need to move stages etc the wall move, and set will take 45 minutes. As with WaterNZ- the staging can be preset. (if they are required)
Let me know if you need anything else at this stage.

Level 1

Rongomatane
Rongomatane A Breakout
Rongomatane B Breakout
Rongomatane C Breakout

	Theatre	Cabaret (8s)	Banquet
	190	120	150
	130	64	80
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Aaron Telford
Senior Account Manager
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a) [Redacted]

From: s 9(2)(a) [Redacted] <s 9(2)(a) [Redacted]>
Sent: Tuesday, October 24, 2023 10:47 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Cc: s 9(2)(a) [Redacted] <s 9(2)(a) [Redacted]>
Subject: FW: s 9(2)(i) 2024

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Also are you able to advise will we be doing the same transition from plenary to breakout spaces and how long does that transition normally take? Are you also able to advise the rooming capacities for the following rooms?

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Nga Mihi | Kind Regards

s 9(2)(a) [Redacted] s 9(2)(a) [Redacted]
s 9(2)(a) [Redacted]

s 9(2)(a)

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To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2)(i) 2024

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Aaron Telford
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Takina Events
Email: aaron.telford@takinaevents.co.nz
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From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, September 6, 2023 1:34 PM
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Subject: RE: s 9(2)(i) 2024

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Thks

Nga mihi,

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)




From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, September 5, 2023 1:49 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(i) 2024

Can we go 280 – 300 to be conservative? I don't believe we have had the conference in Wellington for well over 15 years or so

Nga Mihi | Kind Regards

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Cheers

Aaron

Nga mihi,

Aaron Telford

Senior Account Manager

Takina Events

PO Box 467 | 55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz

From: s 9(2)(a)
To: [Aaron Telford](mailto:Aaron.Telford@takinaevents.co.nz)
Subject: FW: Contract query/future s 9(2)(i) dates
Date: Tuesday, 5 December 2023 2:27:28 pm
Attachments: [image004.png](#)
[image005.png](#)

Cool thanks Aaron, if we can keep in touch regarding this as the Tuesday is now quite busy be ideal to set up quickly the night before.

Nga Mihi | Kind Regards

s 9(2)(a) | s 9(2)(a) s 9(2)(a)
s 9(2)(a)
p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, December 5, 2023 2:17 PM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: Contract query/future s 9(2)(i) dates

Hi!

Unfortunately, s 9(2) are packing out in the Monday at this stage. So can't confirm this for you as yet.

Thanks

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, December 5, 2023 12:01 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Contract query/future s 9(2)(i) dates

Kia ora Aaron,

Hope you are well, I am just chasing s 9(2) for confirming the contract but I wanted to check if

s 9(2) our team wanted to pack in on the Monday would that be ok? We would likely only need

s 9(2) Monday late afternoon to do our bit. If you can advise.

Nga Mihi | Kind Regards

| s 9(2)(a) s 9(2)(a)

From: s 9(2)(a)
To: [Aaron Telford](mailto:Aaron.Telford)
Subject: RE: Contract query/future s 9(2)(i) dates
Date: Tuesday, 5 December 2023 12:04:54 pm
Attachments: [image001.png](#)
[image002.png](#)

Hi Aaron,

Me again, a bit on autopilot. The client is wanting to enquire about availability for future s 9(2)(i) conference dates, could we enquire for dates in 2025 and 2026?

Nga Mihi | Kind Regards

s 9(2)(a) | s 9(2)(a) s 9(2)(a)
s 9(2)(a)
p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](#)

From: s 9(2)(a)
Sent: Tuesday, December 5, 2023 12:01 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: Contract query/future s 9(2)(i) dates

Kia ora Aaron,

Hope you are well, I am just chasing s 9(2) for confirming the contract but I wanted to check if s our team wanted to pack in on the Monday would that be ok? We would likely only need s 9(2) Monday late afternoon to do our bit. If you can advise.

Nga Mihi | Kind Regards

s 9(2)(a) | s 9(2)(a) s 9(2)(a)
s 9(2)(a)
p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](#)

From: s 9(2)(a)
To: [Aaron Telford](#)
Subject: RE: Pre-Conferences s 9(2)(i)
Date: Friday, 24 November 2023 11:01:08 am
Attachments: [image002.png](#)
[image003.png](#)

Kia ora Aaron,

No worries, thanks for confirming that!

If you can please hold as tentative, it might be that we end up using both floors if we have good numbers.

Nga Mihi | Kind Regards

s 9(2)(a) | s 9(2)(a) | s 9(2)(a)
s 9(2)(a)
p: s 9(2)(a) | m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) | w: [www](#)s 9(2)(a)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Friday, November 24, 2023 10:09 AM

To: s 9(2)(a) <s 9(2)(a)>

Subject: Pre-Conferences s 9(2)(i)

Hi s 9(2)(a)

Happy Friday!

I have added I2 at Takina for the pre-con as discussed to the booking.

The rate will be s 9(2)(i) for the floor. (50% discounted)

Let me know if you want me to add this to the contract, or do you want me to hold it tentative for now?

I assume if this level is booked then we wont use L1 Plenary hall on that day?

Thanks

Aaron

Aaron Telford

Senior Account Manager

Takina Events

PO Box 467 |55 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa


Find out more at takina.co.nz

From: s 9(2)(a)
To: [Aaron Telford](mailto:Aaron.Telford)
Subject: RE: s 9(2) symposium at s 9(2)(i)
Date: Wednesday, 22 November 2023 3:11:39 pm
Attachments: [image001.png](#)
[image002.png](#)
[image004.png](#)
[image005.png](#)

Oh perfect, cool I was wondering if I somehow added an extra stream looks in order. My final question is my client is worried the preconference workshop might be quite large and if so is there availability on level 2 or at Te Papa?

Nga Mihi | Kind Regards

s 9(2)(a) s 9(2)(a) s 9(2)(a)
s 9(2)(a)
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a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Wednesday, November 22, 2023 3:06 PM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2)(a) symposium at s 9(2)(i)

Hi,
That's the maximum we can have in that style of set up and was taken from the original brief I believe...the set ups will be finalised closer to the time I assume?
Thanks

Aaron Telford
Senior Account Manager
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)


From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, November 22, 2023 3:02 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(a) symposium at s 9(2)(i)

Hi Aaron,
Thanks for replying soo prompt, wanting to check the 360 cabaret that is just for the plenary set up then?
Just wondering why the cabaret set up if you could advise.

Start Date	Start Time	End Time	End Date	Space	Usage	Seating Style	Max Capacity	Days	Unit Charge	Total (exc. GST)
14/05/24	8:00 AM	7:00 PM	14/05/24	Rongomātāne (Foyer)	Pack in	Trade / Exhibition	100	1	s 9(2)(i)	s 9(2)(i)
14/05/24	8:00 AM	7:00 PM	17/05/24	L1 Takina Organisers Office	Secretariat/Office			4		
14/05/24	8:00 AM	7:00 PM	14/05/24	Rongomātāne Plenary Hall One	Plenary & Catering	Cabaret Style with catering		1		
15/05/24	8:00 AM	7:00 PM	17/05/24	L1 Takina Green Room 1				3		
15/05/24	8:00 AM	7:00 PM	17/05/24	L1A Lounge				3		
15/05/24	8:00 AM	7:00 PM	17/05/24	Mākarō Meeting Room 1C	Secretariat/Office	Theatre Style	78	3		
15/05/24	8:00 AM	7:00 PM	17/05/24	Matu Meeting Room 1A	Breakout Session	Cabaret Style	72	3		
15/05/24	8:00 AM	7:00 PM	17/05/24	Rongomātāne (Foyer)	Catering & Trade	Trade / Exhibition	100	3		
15/05/24	8:00 AM	7:00 PM	17/05/24	Rongomātāne Plenary Hall One	Plenary & Breakout sessions	Cabaret Style	300	3		
15/05/24	8:00 AM	7:00 PM	17/05/24	Rongomātāne Room B	Plenary & Breakout sessions	Theatre Style	130	3		
15/05/24	8:00 AM	7:00 PM	17/05/24	Rongomātāne Room C	Plenary & Breakout sessions	Theatre Style	190	3		
15/05/24	8:00 AM	7:00 PM	17/05/24	Rongomātāne Room A	Plenary & Breakout sessions	Theatre Style	190	3		
SUBTOTAL (EXCL. GST)										s 9(2)(i)
GST										
TOTAL GST										
TOTAL AMOUNT INC GST										

Nga Mihi | Kind Regards

s 9(2)(a) s 9(2)(a) s 9(2)(a)
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p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, November 22, 2023 2:01 PM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2)(a) symposium at s 9(2)(i)

Hi!

Please see below .

Thanks

Aaron

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, November 22, 2023 1:53 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(a) symposium at s 9(2)(i)

Hi Aaron,

Thanks for sending this through, few queries below. Also the expo has sold out likely we will be wanting to extend the expo but working with s and then will get it signed off with your team. **No problems!**
To confirm this contract has the one of the preconference workshops on the Tuesday, 14 May is that correct? **Yes have The Plenary hall booked for the 14th to run pre-cons for you.**

Wanting to confirm the following is that for the dinner? Also do we still have the tentative booking at Te Pape in the Wellington Foyer – how much roughly does this cost?

The below is for the Plenary Hall day events. I have booked WF for the dinner at no charge, this is in the contract under Te Papa venues in a separate box to the Takina ones.

15/05/24	8:00 AM	7:00 PM	17/05/24	Rongomātāne Plenary Hall One	Plenary & Breakout sessions	Cabaret Style	360	3	s 9(2)(i)
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The client has quite a few ideas in the making for Tuesday, 14 May she has the following ideas.


- Preconference workshop
- High school forum
- s 9(2)(a) Symposium

These are all still in the planning stages but the CEO said they have the ability to all be quite large.

Would you be able to give me an idea of what it would cost regarding room hire and catering for around 200pax if they were to us a Rongomatane Room C or one of those breakouts? **See above this is already booked for the pre-cons for you.**

Nga Mihi | Kind Regards

s 9(2)(a) | s 9(2)(a) | s 9(2)(a)
s 9(2)(a)
p: s 9(2)(a) | m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) | w: www.s 9(2)(a)



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, November 21, 2023 12:31 PM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2)(a) symposium at s 9(2)(i)

Importance: High

Kia ora s 9(2)(a)

Thank you for confirming s 9(2)(i) 2024 conference with Takina events, we look forward to welcoming your clients and delegates into our spaces.

Please find attached the contract for this event.

If you can please take the time to review the attached document, sign and return it to me that will be appreciated. Once received I will countersign this and provide a copy for your records.

Please note that final AV costs and requirements for the event, will amend the totals as indicated.

Once the contract is returned, I will hand over your event to one of our coordinators and introduce you to one of our AV team who will be assigned to your event, they will pick up the conversation around AV requirements with you.

Your coordinator will finalise all of the finer details of the event and will be your main point of contact moving forward.

If you have any questions, please do let me know.

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz


Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>
Sent: Thursday, November 16, 2023 9:15 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(a) symposium at s 9(2)(i)

Lets do it

Nga Mihi | Kind Regards

s 9(2)(a) s 9(2)(a) s 9(2)(a)
s 9(2)(a)
p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))



From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Thursday, November 16, 2023 8:01 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2)(a) symposium at s 9(2)(i)

Great, thanks! Are you ready to contract this event now?

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, November 15, 2023 1:02 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(a) symposium at s 9(2)(i)

Perfect works for me

Nga Mihi | Kind Regards

s 9(2)(a) s 9(2)(a) s 9(2)(a)
s 9(2)(a)
p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))



From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, November 15, 2023 8:46 AM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2)(a) symposium at s 9(2)(i)

Hi s 9(2)(a)

As discussed, we can use the plenary hall on L1 for the pre con workshop on the 14th
Will need to contain the event to the once space so will do catering in the room as well.

s 9(2)(i) for the VH

Full Day Catering will be required based on a minimum of 70 delegates.

I have tnt added it to the event now- please confirm with the client if they are happy to proceed with this?

Cheers,

Aaron

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

From: s 9(2)(a) <s 9(2)(a)>

Sent: Monday, November 13, 2023 10:51 AM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: FW: s 9(2)(a) symposium at s 9(2)(i)

Kia ora Aaron,

Hope you are well, would you be able to advise if there was a room available Tuesday, 14 May (pack in for the following)?

Nga Mihi | Kind Regards

s 9(2)(a) s 9(2)(a) s 9(2)(a)
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a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))



From: s 9(2)(a) <s 9(2)(a) s 9(2)(a)>

Sent: Thursday, November 9, 2023 7:22 AM

To: s 9(2)(a) <s 9(2)(a) s 9(2)(a) s 9(2)(a) s 9(2)(a) s 9(2)(a)>
<s 9(2)(a) s 9(2)(a)>

Subject: s 9(2)(a) symposium at s 9(2)(i)

s 9(2) and s 9(2)(a)

We are thinking of having a one day s 9(2)(a) Symposium alongside the preconference workshop at s 9(2)(i)

Question from the Board (and me), if we needed to use additional rooms at Takina would that be both feasible and what would be a sensible one day charge? Unclear on numbers... 70-200?

Nga mihi

From: s 9(2)(a)
To: [Aaron Telford](#)
Subject: RE: s 9(2)(i) 2024
Date: Thursday, 7 September 2023 2:12:17 pm
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)

Hi Aaron,

No worries if you could send through an updated word document with all the rooms I will be able to confirm, would we be able to do an half hour canapes for the welcome function rather than an hour canape option too? Thanks for confirming the change in price for s 9(2)(a)

to

Nga Mihi | Kind Regards

s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

p: s 9(2)(a) m: s 9(2)(a)

a: s 9(2)(a)

e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](#)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, September 6, 2023 3:22 PM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2)(i) 2024

Hi s 9(2)(a)

Thanks for the below, the pricing and room allocation was provided as per the original BEW bid document.

The Rongomatane hire is correct, this is the exhibition/catering and registration area and is VH hire only.

The Plenary Hall will only break into 3 for breakouts so you will need one of the extra breakout spaces. Note if the plenary is used for breakouts, we will need time to out the walls in and out approx. 45 mins for both walls.

Below is the suggested room allocations- I have attached updated basic floorplans with the new names- you are looking at L1 plans.

- Plenary – L1
- 4x breakout spaces (one workshop will need to be cabaret seating)
 - Plenary split into 3
 - Matiu Meeting Room (set Cabaret)
- 35/40 expo space – Exhibition Hall
- Welcome function -Exhibition Hall
- Gala dinner - Plenary
- Speaker prep room – Green Room 1 – mezzanine floor
- Event team room – Lounge 1 – mezzanine floor
- s 9(2)(a) Zealand room (client) – Makaro meeting room – same level as plenary
- Committee room- Organisers Office

How many people would the pre con be for? This is the pack in day as well, we can look at a space at Te Papa- if we can't work around the pack in?

We can add 1-hour canapes and beverage on consumption for the Welcome as well- canapes will be s 9(2)(i) pp per canapes.

Not sure why there is a difference in catering, I have adjusted s 9(2)(i) to be in line with the pricing for s 9(2)(i) as well.

Nga mihi,
Aaron Telford
Senior Account Manager
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, September 6, 2023 1:58 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(i) 2024

Kia ora Aaron,

From the pricing document I am just a little confused with the rooms, we just need the attached rooms.

But unsure if we need Makaro, Matiu and Mokopuna room?

Also wanting to confirm to confirm the s 9(2)(i) cost for Rongomatane is that correct? Does that include the catering? Also, how many expo stands would this include?

We would also be wanting to include a welcome function on the Wednesday, it will just be 1hour function in the expo area.

I am just in a committee meeting at the moment and it looks like we will be needing a room on Tuesday, 14 May for preconference workshop too?

Just cross checking the catering breakdown are you able to advise why it is cheaper catering for s 9(2)(i) compared to s 9(2)(a) in October?

The Water Conference is the following:

Tea and coffee is s 9(2) on arrival

Daily Menu is s 9(2)

Nga Mihi | Kind Regards

s 9(2)(a)

s 9(2)(a) s 9(2)(a)

s 9(2)(a)

p: s 9(2)(a) m: s 9(2)(a)

a: s 9(2)(a)

e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, September 6, 2023 1:34 PM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2)(i) 2024

Hi,

Please see attached the pricing for VH and catering for s 9(2)(i) based on 300.

If you can double check this and then I can start to work on the contract.

Thks

Nga mihi,

Aaron Telford

Senior Account Manager

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>

Sent: Tuesday, September 5, 2023 1:49 PM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: s 9(2)(i) 2024

Can we go 280 – 300 to be conservative? I don't believe we have had the conference in Wellington for well over 15 years or so

Nga Mihi | Kind Regards

s 9(2)(a)

s 9(2)(a) s 9(2)(a)

s 9(2)(a)

p: s 9(2)(a) m: s 9(2)(a)

a: s 9(2)(a)

e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, September 5, 2023 1:40 PM

To: s 9(2)(a) <s 9(2)(a)>

Subject: s 9(2)(i) 2024

Hi s 9(2)(a)

I am starting to look at s 9(2)(i) and wanted to confirm how many delegates to contract for- minimum?

I will redo the proposal document before we draw the contract to make sure we are on the same page!

Cheers

Aaron

Nga mihi,

Aaron Telford

Senior Account Manager

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz

From: [Aaron Telford](#)
To: s 9(2)
Subject: RE: s 9(2) Conference 2024
Date: Wednesday, 12 July 2023 2:28:00 pm
Attachments: [image003.png](#)
[image007.png](#)
[image008.png](#)
[image010.png](#)

Hi s 9(2)(a)
That should work we would need three hours to turn for dinner from theatre to banquet.

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Wednesday, July 12, 2023 2:01 PM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(i) Conference 2024

Hi Aaron,

Typically, we wrap up at 4/4:30 and dinner is from 7/7:30? Would that be enough time?

Nga Mihi | Kind Regards

s 9(2)(a) s 9(2)(a) s 9(2)(a)
s 9(2)(a)
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a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](#)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Wednesday, July 12, 2023 1:57 PM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2)(i) Conference 2024

Hi s 9(2)(a)

Sorry for the delay n coming back to you:

We have the below rooms booked- and I have added the current capacities against them for you in theatre. We may have to turn the Plenary for breakouts if required and numbers at 500 Plus or see if the programme can be keynote on one day and then workshops the next day?

Plenary Hall- 520 maximum in Theatre- with stage and AV desks

Plenary Hall section A 190 Maximum in Theatre

Plenary Hall section B 130 Maximum in Theatre- no inbuilt AV

Plenary Hall section C 190 Maximum in Theatre

Matiu Meeting Room 100 Maximum in Theatre

Mokopuna Meeting Room 58 Maximum in Theatre

Makaro Meeting Room 78 Maximum in Theatre

We will also need to look at the time required to set from Theatre for dinner as well, or potentially move that across to Te Papa.

Thanks

Aaron

Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, June 27, 2023 10:12 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(i) Conference 2024

Hi Aaron,
Could be between 400/500 – we got 500 this year in Auckland but that was a bit of a record.
Nga Mihi | Kind Regards

s 9(2)(a) s 9(2)(a) s 9(2)(a)
s 9(2)(a)
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a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, June 27, 2023 10:02 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2)(i) Conference 2024

Hi s 9(2)(a)
Hope you are well!
Am more awake today post MEETINGS .
Level 2 is in use over these dates, what are the numbers looking like?
Thanks
Nga mihi,

Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, June 27, 2023 8:00 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: s 9(2)(i) Conference 2024

Kia ora Aaron,
Hope you are well post MEETINGS – I am just reviewing the capacities for the s 9(2)(i) Conference 2024 and think we may

need to review some of the rooms we booked below?

Are you able to advise if any of the larger breakout spaces are available?

Start date	End date	Days	Description	Tākina space	Seating style	PAX	Unit
14-May-24	14-May-24	1	Pack In	Exhibition Hall	-	2,500m ²	-
14-May-24	17-May-24	4	PCO Office	Organisers Office - Level 1	-		-
15-May-24	17-May-24	3	Exhibition / Catering	Exhibition Hall	Exhibition	1,800m ²	
15-May-24	17-May-24	3	Plenary	Plenary 1	Theatre	700	
15-May-24	17-May-24	3	Breakout Room 1	Meeting Room 1A	Theatre	145	
15-May-24	17-May-24	3	Breakout Room 2	Meeting Room 1B	Theatre	50	
15-May-24	17-May-24	3	Breakout Room 3	Meeting Room 1C	Theatre	100	
15-May-24	17-May-24	1	Gala Dinner	Plenary 1	Banquet	450	-

Nga Mihi | Kind Regards

s 9(2)(a) [Redacted] s 9(2)(a) [Redacted]
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p: s 9(2)(a) [Redacted] m: s 9(2)(a) [Redacted]
a: s 9(2)(a) [Redacted]
e: s 9(2)(a) [Redacted] w: [www.s 9\(2\)\(a\) \[Redacted\]](http://www.s 9(2)(a) [Redacted])

From: s 9(2)
To: Aaron Telford
Subject: RE: s 9(2) Conference 2024
Date: Thursday, 29 June 2023 1:45:00 pm
Attachments: image001.png
image002.png
image003.png
image005.png
2023 s 9(2)(i) PROG V30.pdf

Kia ora Aaron,

No worries attached is the programme from May 2023, it will be the same outline.

- Plenary
- 4x breakout spaces (one workshop will need to be cabaret seating)
- 35/40 expo space
- Welcome function
- Gala dinner
- TBC always is the final day of programme – sometimes it will just be 2 days and other years it will have a morning session prior to site visits
- Speaker prep room
- Event team room
- s 9(2)(a) room (client)
- Committee room

Nga Mihi | Kind Regards

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s 9(2)(a)
p: s 9(2)(a) m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Thursday, June 29, 2023 1:11 PM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2)(i) Conference 2024

Hi s 9(2)(a)

Do you by chance have an event programme you can send me so I can see the breakout requirements etc for this event.

I only have a very basic handover form BEW originally.

Thanks

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>

Sent: Tuesday, June 27, 2023 10:12 AM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: RE: s 9(2)(i) Conference 2024

Hi Aaron,

Could be between 400/500 – we got 500 this year in Auckland but that was a bit of a record.

Nga Mihi | Kind Regards

s 9(2)(a) s 9(2)(a)
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s 9(2)(a)

a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Tuesday, June 27, 2023 10:02 AM

To: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2)(i) Conference 2024

Hi s 9(2)(a)

Hope you are well!

Am more awake today post MEETINGS .

Level 2 is in use over these dates, what are the numbers looking like?

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>

Sent: Tuesday, June 27, 2023 8:00 AM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: s 9(2)(i) Conference 2024

Kia ora Aaron,

Hope you are well post MEETINGS – I am just reviewing the capacities for the s 9(2)(i) Conference 2024 and think we may need to review some of the rooms we booked below?

Are you able to advise if any of the larger breakout spaces are available?

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15-May-24	17-May-24	3	Breakout Room 2	Meeting Room 1B	Theatre	50	-
15-May-24	17-May-24	3	Breakout Room 3	Meeting Room 1C	Theatre	100	-
15-May-24	17-May-24	1	Gala Dinner	Plenary 1	Banquet	450	-

Nga Mihi | Kind Regards

s 9(2)(a)

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a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: [Aaron Telford](#)
To: s 9(2)
Subject: RE: s 9(2) Conference 2024
Date: Tuesday, 27 June 2023 10:22:00 am
Attachments: [image003.png](#)
[image005.png](#)
[image007.png](#)
[image008.png](#)

Thanks- leave it with me to review the original brief and will come back to you this week.

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, June 27, 2023 10:12 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(i) Conference 2024

Hi Aaron,

Could be between 400/500 – we got 500 this year in Auckland but that was a bit of a record.

Nga Mihi | Kind Regards

s 9(2)(a) | s 9(2)(a) | s 9(2)(a)
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p: s 9(2)(a) | m: s 9(2)(a)
a: s 9(2)(a)
e: s 9(2)(a) | w: [www.s 9\(2\)\(a\)](#)

From: Aaron Telford <aaron.telford@takinaevents.co.nz>
Sent: Tuesday, June 27, 2023 10:02 AM
To: s 9(2)(a) <s 9(2)(a)>
Subject: RE: s 9(2)(i) Conference 2024

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Hope you are well!

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Level 2 is in use over these dates, what are the numbers looking like?

Thanks

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>

Sent: Tuesday, June 27, 2023 8:00 AM

To: Aaron Telford <aaron.telford@takinaevents.co.nz>

Subject: s 9(2)(i) Conference 2024

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Nga Mihi | Kind Regards

s 9(2)(a)

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s 9(2)(a)

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a: s 9(2)(a)

e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford
To: s 9(2)
Subject: RE: s 9(2) Conference 2024
Date: Tuesday, 27 June 2023 10:02:00 am
Attachments: [image004.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)

Hi s 9(2)(a)
Hope you are well!
Am more awake today post MEETINGS .
Level 2 is in use over these dates, what are the numbers looking like?
Thanks
Nga mihi,
Aaron Telford
Business Development Manager - Venues
Takina Events
Email: aaron.telford@takinaevents.co.nz
Mobile: +64 s 9(2)(a)



From: s 9(2)(a) <s 9(2)(a)>
Sent: Tuesday, June 27, 2023 8:00 AM
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: s 9(2)(i) Conference 2024

Kia ora Aaron,

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15-May-24	17-May-24	3	Breakout Room 3	Meeting Room 1C	Theatre	100	-
15-May-24	17-May-24	1	Gala Dinner	Plenary 1	Banquet	450	-

Nga Mihi | Kind Regards

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a: s 9(2)(a)
e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: [Aaron Telford](#)
To: [s 9\(2\)\(a\)](#); [Martina Cenzato](#)
Subject: RE: [s 9\(2\)\(i\)](#) - Conference offsets
Date: Wednesday, 7 June 2023 10:20:00 am
Attachments: [image004.png](#)
[image008.png](#)

Kia ora [s 9\(2\)\(a\)](#) below email and what a great initiative.

Closer to the date of the conference and when the event is being coordinated- your coordinator will be able to move forward with this requirement.

In the meantime I will work with our team on ways to capture the information that you will require.

I am soon to start working on your event with [s 9\(2\)\(a\)](#) from [s 9\(2\)\(a\)](#) - so will make them aware as well.

Enjoy the rest of your week.

Aaron

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 [s 9\(2\)\(a\)](#)



From: [s 9\(2\)\(a\)](#) @ [s 9\(2\)\(a\)](#)
Sent: Friday, June 2, 2023 9:36 AM
To: Martina Cenzato <martina.cenzato@takinaevents.co.nz>
Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: [s 9\(2\)\(i\)](#) - Conference offsets

Thankyou Martina and Aaron.

I will be in touch closer to the event Aaron to let you know what information is needed for the carbon offsets.

Or if you'd like some advanced warning, we have just been through the process of carbon offsetting for a different conference.

I would be happy to go through what's involved if you wish.

It is not overly onerous – some information about your energy supplies, waste and electricity volumes during the event (which we can account for by pro-rataing volumes if daily amounts are not available).

Kind Regards,

Lesley

From: Martina Cenzato <martina.cenzato@takinaevents.co.nz>
Sent: Thursday, June 1, 2023 3:51 PM
To: [s 9\(2\)\(a\)](#) [s 9\(2\)\(a\)](#)
Cc: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: [s 9\(2\)\(i\)](#) - Conference offsets

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thanks Lesley for getting in contact with me

Was lovely to meet Gillian and we are pleased to work with you on this matter, as we might get other client requesting this, so it's good to go through the process.

I have copied in here Aaron, who is the Salesperson liaising with Avenues for your event, and will be able to assist further on this matter.

Thanks Lesley – have a great long weekend ahead.

Nga mihi

Martina Cenzato

Senior Account Manager

Takina Events

PO Box 467 |55 Cable Street, Wellington 6011

Email: martina.cenzato@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz

From: s 9(2)(a) s 9(2)(a)

Sent: Thursday, June 1, 2023 3:26 PM

To: Martina Cenzato <martina.cenzato@takinaevents.co.nz>

Subject: Conference offsets

Kia ora Martina,

My CE s 9(2) suggested I touch base to share our learnings with what has been involved in carbon offsetting our events.

Happy to have a chat if you wish, or I could put you in touch with Ekos who provide these services for us.

Having readily available information to support carbon offsetting would certainly be a big win for us, and no doubt, otherwise green minded event organisers.

Kind Regards,

s 9(2)(a)

My hours are part time - I am not in the office on Wednesday

s 9(2)(a)



From: [Aaron Telford](#)
To: s 9(2)(a)
Subject: RE: s 9(2)(i) Conference & Expo 2024
Date: Friday, 2 September 2022 1:16:00 pm
Attachments: [image005.png](#)
[image006.png](#)

Kia ora s 9(2)(a)

Thank you for the below, I want to conform a couple of things with Elena when she is back in the office next week and then will come back to you on the below, re-breakouts and the exhibition space (this is one large space so wouldn't be able to be made smaller as such but want to review options for this.)

Holding the crew rooms for you as well.

Have a good weekend and I will be I touch early next week.

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: s 9(2)(a) <s 9(2)(a)>
Sent: Monday, 29 August 2022 9:56 am
To: Aaron Telford <aaron.telford@takinaevents.co.nz>
Subject: RE: s 9(2)(i) Conference & Expo 2024

Morena Aaron,

Thanks for your email, please see below.

Nga Mihi | Kind Regards

s 9(2)(a)

s 9(2)(a)

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a: s 9(2)(a)

e: s 9(2)(a) w: [www.s 9\(2\)\(a\)](http://www.s 9(2)(a))

From: Aaron Telford <aaron.telford@takinaevents.co.nz>

Sent: Friday, 26 August 2022 4:41 p.m.

To: s 9(2)(a) <s 9(2)(a)>

Subject: FW: s 9(2)(i) Conference & Expo 2024

Kia ora s 9(2)(a)

I hope you have had a good week. Great news that this event has been secured for 2024! Thank you for the information and questions below, I will update your event in the system, please see below answers to your questions as well:

Just querying the meeting room 1B – is there a room that could be a bit bigger by chance? This has just been our previous feedback to have larger rooms. **Unfortunately there are no larger meeting rooms on this level, we can potentially divide the plenary for breakout space during a break if that may be an option. I think we will have to go with this option, would this mean we would use the plenary breakout for our other breakout spaces too?**

Also are we able to have three smaller rooms for Event team, s 9(2)(a) Zealand and Committee room added to our allocation – these can just be small rooms. **If you use the plenary for a breakout space, then you can use meeting room 1B, there is an organisers office and also some green/crew rooms available as well (on the Mezzanine floor.) Perfect if we could lock this in**

[Plenary Hall 1 - Wellington Convention Centre Configurator \(takina.co.nz\)](https://takina.co.nz)

Also finally how many booths would we be able to fit in the expo hall? **The number of booths would be 70 to 80 3x1.8m, based on numbers of 400 to 500 with catering stations. Ok we would likely only get around 3 stands so can the room be made smaller?**

If you have any further questions, please let me know.

Nga mihi,

Aaron Telford

Business Development Manager - Venues

Takina Events

PO Box 467 155 Cable Street, Wellington 6011

Email: aaron.telford@takinaevents.co.nz

Mobile: +64 s 9(2)(a)

Talk to us about hosting your next event at Takina or Te Papa

Find out more at takina.co.nz



From: s 9(2)(a) <s 9(2)(a)@wellingtonnz.com>

Sent: Thursday, 25 August 2022 2:25 pm

To: s 9(2)(a) <s 9(2)(a)> Aaron Telford

<aaron.telford@takinaevents.co.nz>

Cc: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2)(i) Conference & Expo 2024

Hi Aaron and s 9(2)(a)

I thought it might be handy for the two of you to connect on the details for s 9(2)(i) 2024 now that we know it is definitely coming.

Aaron, see below the updated requirements / questions from s 9(2)(a) and attached the proposal Loryn had sent as part of the bid originally.

Please let me know if you need anything else from our side.

Many thanks,

s
9(2)
(a)

s 9(2)(a)

Business Events Wellington Manager

+64 s 9(2)(a)

WellingtonNZ

Takina Project Team, Wellington City Council, Wellington 6011

PO Box 10 017, Wellington 6143

New Zealand

www.WellingtonNZ.com



The information contained in this email is confidential and intended for the addressee only. If you are not the intended recipient, you are asked to respect that confidentiality by destroying this email and do not disclose, copy or make use of its contents. Your assistance is appreciated.

From: s 9(2)(a) <s 9(2)(a)>

Sent: Thursday, 25 August 2022 11:55 am

To: s 9(2)(a) wellingtonnz.com

Cc: s 9(2)(a) <s 9(2)(a)>

Subject: RE: s 9(2)(i) Conference & Expo 2024

Kia ora s 9(2)

Just having a quite glance at this – it would be 2 ½ days of Conference

Pack in taking place – Tuesday, 14 May

Conference – Wednesday, 15 May

Conference – Thursday, 16 May

Conference Dinner – Thursday, 16 May

Conference half day – it may be straight on to site visits but if we can keep it pencilled in (will just be lunch pack for the site visit and morning tea)

Just querying the meeting room 1B – is there a room that could be a bit bigger by chance? This has just been our previous feedback to have larger rooms.

Also are we able to have three smaller rooms for Event team, s 9(2)(a) and Committee room added to our allocation – these can just be small rooms.

Also finally how many booths would we be able to fit in the expo hall?

Let me know if you have any queries.

Nga Mihi | Kind Regards

s 9(2)(a)

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