



RACP
Specialists. Together
EDUCATE ADVOCATE INNOVATE

events



RACP Wellington
Event Spaces

3 Hunter Street Wellington

The RACP Aotearoa New Zealand office is positioned in the heart of Te Whanganui-a-Tara | Wellington, which translates to “the great harbour of Tara” – named after the son of Polynesian explorer, Whatonga.

Located on Level 10, 3 Hunter Street, a short distance from the wharf, museums and local cafes, the RACP Wellington office respectfully highlights and preserves our Māori cultural influences whilst featuring the latest audio-visual equipment and impressive views overlooking Wellington harbour and the north east of the city.

With seven meeting spaces of various sizes and experienced staff to assist, the RACP Wellington office could be the ideal venue to suit your next meeting requirements.

View the brochure and enquire via the [online form](#). We look forward to welcoming you soon.





Aotearoa Room

The Aotearoa Room is our largest meeting space, with many windows that flood the room with natural light. Flexible configurations allow you to tailor the layout to your meeting or event.

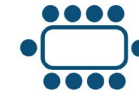
Equipped with state-of-the-art AV technology, the room offers a bright, spacious environment ideal for your larger groups.



Capacity:

Boardroom

24



U-shape

14



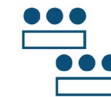
Theatre

50



Classroom

25



Hollow Sq.

26



Banquet

30



Cocktail

60



Inclusions

- Video conferencing facilities
- Reconfigurable furniture
- Zoom whiteboard

Optional extras

Catering services upon request



Access
via lift

Aotearoa Room

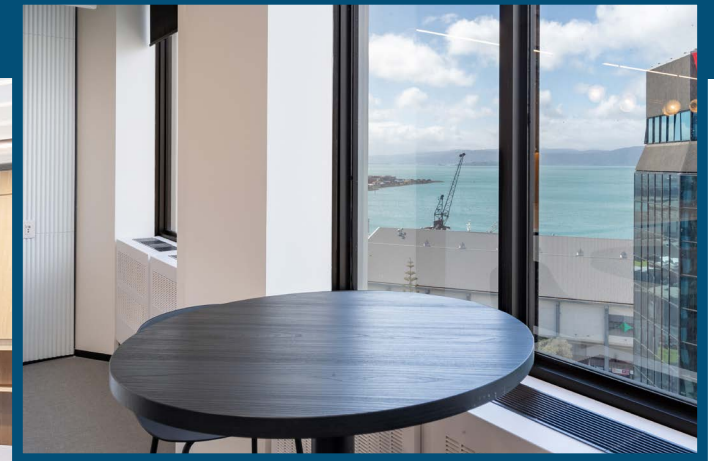


Members' Lounge

The Members' Lounge offers contemporary, comfortable seating overlooking Wellington Harbour.

This is an open, well-lit space that is equipped with a coffee machine and adjoining main kitchen. Tea, coffee and water is provided for staff and guests and available at all times.

If your meeting or event is catered, we use this space to deliver a range of catering experiences including morning tea, hot buffet lunches, afternoon tea and cocktail events.



Taranaki Room

Taranaki is a coastal and mountainous region on the west coast of the North Island. Its landscape is dominated by Mount Taranaki, a volcano located in the Egmont National Park.

The Taranaki Room is a warm and inviting meeting room that is equipped with the latest AV technology. This room accommodates up to 20 people and is best suited for boardroom or theatre setup.

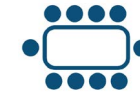
NB: The Taranaki Room is adjacent to the Te Wai Pounamu Room and can be opened to incorporate a variety of reconfigurable formats. It is the ideal space to host your larger meeting, workshop, cocktail function and more .



Capacity:

Boardroom

12



U-shape

14



Theatre

20



Hollow Sq.

26



Inclusions

- Video conferencing facilities
- Reconfigurable furniture
- Zoom whiteboard

Optional extras

Catering services upon request



Access
via lift

Te Wai Pounamu Room

Te Wai Pounamu – meaning ‘the waters of greenstone’ – is the te reo Māori translation for the South Island. The South Island is the only place in Aotearoa New Zealand where pounamu (greenstone) is found.

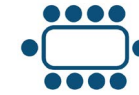
The Te Wai Pounamu Room is a versatile space that can be configured into a variety of formats. It has ample natural light and is equipped with the latest AV technology.



Capacity:

Boardroom

14



U-shape

10



Theatre

16



Inclusions

- Video conferencing facilities
- Reconfigurable furniture
- Zoom whiteboard

Optional extras

Catering services upon request



Access
via lift

Haumanu Wellness Room

The Haumanu Wellness Room – meaning ‘to revive, to restore to health, or rejuvenate’ – offers you a peaceful space to rest and relax. It is a quiet room for self-care, breastfeeding or prayer.

This room cannot be reserved; however, everyone is welcome to use it when it’s available.

The Haumanu Wellness Room is equipped with a fridge, baby changing table and sink and is located off-adjacent to the staff breakout area.



BOOKING AND AVAILABILITY

Who can book RACP event spaces?

RACP members, specialty societies and associated organisations can book our spaces to hold their member meetings and events. Our spaces are designed to support member meetings and events. Please note that spaces are not available for private functions such as birthdays or weddings.

How do I book an event space at an RACP Sydney office?

Please submit your enquiry via the [online form](#).

How far in advance can I make a booking?

We can accept bookings up to 12 months in advance.

Can I book a meeting or event for the weekend?

Yes, subject to availability.

FEES AND SERVICES

Are there any venue hire or service fees?

There is no fee for venue hire, but event services and support may attract additional costs. A local representative can provide further details on any costs involved, depending on your event requirements.

What are the costs and inclusions?

Fees are based on attendee numbers and the duration of your booking. Please refer to the rate card in this brochure.

When and how do I pay for my booking?

Invoices will be issued after your event for any catering and service fees.

What support is provided?

A dedicated representative will coordinate your meeting or event, assisting with room setup, guest arrivals, catering, and technical support.

FOOD AND BEVERAGE

Is catering included in the Event Service Support fee?

No, catering is charged separately at an additional cost. Your local representative can provide tailored catering options to suit your budget.

Can I bring my own food and beverages?

External catering is not permitted on RACP premises, however a local representative can arrange a wide variety of catering options for you.

Can we request alcohol service?

Alcohol may be served at events with prior arrangement - please advise the team to ensure all Responsible Service of Alcohol regulations are followed.

Can dietary requirements be accommodated?

Yes, we can accommodate most dietary requirements. Please discuss your needs when booking so we can provide suitable catering options.

FACILITIES AND EQUIPMENT

What is the room capacity for different setups (theatre, boardroom, workshop)?

For comprehensive capacity charts and room details, please refer to the details in this brochure.

Are video conferencing facilities available?

Yes. All rooms are equipped with Zoom-optimised video conferencing. Your local representative will ensure your meeting is connected seamlessly and provide full technical support as needed.

What audiovisual equipment is included?

Each room offers different audiovisual equipment. Your local representative will recommend the best space to suit your needs.

Is Wi-Fi available for guests?

Yes, complimentary guest Wi-Fi is available.

Is the venue accessible for people with disabilities?

Each RACP venue offers varying levels of accessibility. Please discuss any specific accessibility requirements with your local representative, who can advise on available facilities and support.

RACP Event support service rate card

MONDAY – FRIDAY	Full day rate 8am–5pm (9 hours) GST Inc.	Half day rate 8am–12pm or 1pm–5pm (4 hours) GST Inc.	After hours rate 5pm–9pm (4 hours) GST Inc.
1-15 pax (no support)*^	\$0	\$0	\$980
1-15 pax (1 local representative)^	\$500	\$400	\$980
16-30 pax (2 local representatives)	\$800	\$700	\$980
31-60 pax (3 local representatives)	\$1,300	\$1,100	\$1,540

SATURDAY – SUNDAY	Full day rate 8am–5pm (9 hours) GST Inc.	Half day rate 8am–12pm or 1pm–5pm (4 hours) GST Inc.	After hours rate 5pm–9pm (4 hours) GST Inc.
1-30 pax (2 local representatives)	\$1,280	\$1,120	N/A
31-60 pax (3 local representatives)	\$2,912	\$2,464	N/A

All rates are quoted in New Zealand Dollars (NZD) and are inclusive of Goods and Services Tax (GST), unless otherwise stated.

Event Service Support fees apply only where a third party requires RACP staff support to deliver an event within RACP office spaces. The fee supports the safe, compliant, and effective operation of events in accordance with applicable building management requirements, work health and safety obligations, security protocols, and emergency management procedures.

The Event Service Support fee includes the support of a local representative for the duration of the event. The local representative will act as the primary on-site contact, providing on-call support before and during the event, facilitating venue access, room setup and pack-down, managing guest arrival and enquiries, coordinating onsite deliveries, supporting audiovisual and hybrid requirements, and overseeing first aid or emergency evacuations if required.

Standard inclusions also comprise of Wi-Fi access, coffee and tea service, stationery (notepads and pens), presentation aids (flip charts and whiteboards), and access to breakout areas for catering. Catering and non-standard room inclusions will incur additional charges and will be quoted on a case-by-case basis. After-hours and weekend events are subject to surcharges as outlined in the rate card.

All bookings are subject to the terms and conditions of the RACP Event Booking Agreement.

* A meeting of less than 15 pax with no requirements or assistance will only incur a fee for Events Support Service if held during the after-hours time period.

^ After hours events during the week require a minimum of two local representatives.