



# Meetings, Incentives, Conference & Events

Information Kit



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# Kia Orana!

We invite you to discover The Edgewater Resort & Spa, and our slice of paradise that has been extending its warm Polynesian welcome for more than 50 years.

We have 280 air-conditioned rooms, with many varied room types to suit groups of all sizes, and budgets.

Our coastal setting provides versatile outdoor venues from lush tropical gardens to white sandy beaches, plus our excellent service, food and comprehensive facilities make The Edgewater Resort & Spa the ideal location for your next meeting, incentive reward, conference or event.

From experience, we understand that servicing the group business requires skilled planning and project management to exceed each group's expectations.

Whether you are planning corporate travel, meetings, team building or incentive group trips, our team will ensure your event is not only successful it will also be fun and stress free.

For this reason, we have a dedicated team that will work closely with you in designing and delivering your group itinerary. Always ensuring a consistent experience for each group member, while always treating your participants as a complete group.

Our team prides itself on flexibility, attention to detail, communication, organisation, time management and a passion for you to see the best of Rarotonga — the people, the culture and the environment.

The Edgewater Resort & Spa has been the host of many events over its 50-year history. From corporate events for 500 delegates, to a small intimate incentive group, regardless of the size, we apply the same winning formula - can do attitude, professional personalised approach and the warm friendly Polynesian service that is uniquely The Edgewater Resort & Spa.

I look forward to welcoming you all to the Cook Islands and sharing the magic of Rarotonga with your clients.



Kia Manuia

Franz Stauer

General Manager.



## Highlights & Features

The Edgewater Resort & Spa is the ideal venue to combine work and play. The Resort features and highlights for your next conference are:

**Experienced** and professional Groups and Events managers with their 'can do' attitude will provide you and your clients with a successful fun and stress-free event. They can even streamline your client's arrival by organizing an express resort check-in at the airport, minimizing the time from arrival to your client's first cocktail.

**Spacious** air-conditioned conference rooms and function venues for all group sizes, styles and events. Break out rooms and operations centre available as well as in-room WIFI across the property.

**Variety** of Team - Building Programs that can be uniquely themed and tailored to your group's requirements.

**Resort** based entertainment options - private themed dinners, gala award nights and cultural shows can all be arranged.

**Range** of accommodation - over 280 air-conditioned rooms, with a variety of room categories to suit groups of all sizes, including our self-catering 3-bedroom Beachfront and Garden Villas.

**Ideal** location - on a beautiful white sandy beach on the sheltered sunset west coast of Rarotonga and just 10 minutes from Rarotonga's International airport.

**NZ dollar** is the Cook Islands currency, making the resort a cost-effective option for your next conference or event.

**Relaxed** resort atmosphere with warm island hospitality, professional and friendly staff, and a range of complimentary activities including fish feeding, cultural activities and our famous crab racing.

**Fully serviced** Coconut Kids Club and babysitting services - while the delegates meet, rest assured your children are in good care.

The Edgewater Resort & Spa is truly the ideal venue to combine work and play.... Or just play!



# Meeting Facilities

**Our function venues** are fully equipped with everything you need for a successful event. In addition to the function rooms, attendees have full access to: -

- Audio visual equipment
- Wireless Internet
- Additional room for an operations centre
- Outdoor function venues
- Pre-function venues
- Meeting and Events Managers
- Wedding Managers
- Free Parking
- Conference Administration Office
- Orientation Program

## **Are Vananga – Conference Centre**

Our Are Vananaga (Conference Centre) can seat up to 120 delegates theatre style. It also has a self-contained Conference Administration Office with direct phone line and complimentary computers and printers.

## **Te Kou – Board Room**

With boardroom seating for up to 12 people, this is the perfect space for a break-out room, or smaller meeting. With computer, large flat screen for all to view and phone line.

## **Umu Hut**

Our outdoor open-air Umu Hut provides a pleasant alternative for a meeting with a difference. Located over-looking our lagoon, small groups can enjoy a business lunch or meeting, in style. Seats 80 people theatre style or 50 classroom and boardroom style.

## **Marae Tai – Gathering Place by the Sea (Sand Deck)**

The latest addition to The Edgewater Resort & Spa, our Marae Tai. Use this large sand deck for a break-out space, private dinner, team bonding sessions - its uses are endless. Seats up to 120 for dinner.

## Catering Options

From the traditional morning and afternoon tea, to something unique to you, we can cater to everyone here at The Edgewater Resort & Spa. We have extensive menus and options, including allergy solutions.

- All day Tea and Coffee
- Morning and Afternoon Tea
- Finger Food
- Platters
- Working Lunches
- Buffet Lunches
- Plated Dinners
- Themed Dinners
- Cocktail Menus
- Local Fruits
- Desserts

Our team can create a menu that works for your needs and requirements during your time here at The Edgewater Resort & Spa. For something as elegant or as simple as you need.





## Group Activities, Tours & Excursions

Rarotonga is a fun island to explore at leisure and it is more exciting to explore as part of a group. A highlight for groups staying at The Edgewater Resort & Spa is our vast range of activity options available.

### On-site Resort Activities

The Edgewater Resort & Spa offers the Cook Islands' most extensive range of activities.

Our range of **FREE** daily activities include snorkelling safaris, fish feeding, tennis, guided nature and village walks, crab hunting and crab racing, coconut climbing & husking show, lessons in island dancing, pareu (sarong) tying, palm-frond weaving and ei making.

Our **Activities Hut** is located poolside and is open daily.

Our Activities Staff would be delighted to assist group members with beach towels and equipment for Resort activities, plus they all have an extensive local knowledge.

The Resort offers plenty of sun-loungers throughout the beach and poolside to help you relax and unwind.

The following are some options and/or ideas for days out of The Resort or team building.

- Amazing Race
  - Around the island
  - Learn some history
  - Eat some local foods
    - Minimum 30 people required
- Night Life Tour
  - Tour some of Rarotonga's top bars
  - Using the Night Life Fun Bus
    - Minimum 30 people required
- Beach Picnic and Sports Day
  - Can be themed around the 'Survivor' television series
  - Private beach location with lagoon
  - Full day excursion, can be fully catered by The Resort
    - Other activities can include (but are not limited to)
      - Vaka races
      - Beach Volleyball
      - Snorkelling tours
      - Coconut Husking competition
      - Tug of war

Or something else.....

- Pa's Cross Island Tour, Treks into the Takitumu Conservation area, Game Fishing, Golf, Scuba Diving, Turtle Tours, SuP Tours, Mountain Biking Tours...

## Optional Services

We offer a great range of optional extras, which covers everything from entertainment to spa treatments and pampering. Whether you want minimal fuss or an extravaganza, we are happy to arrange it for you.

Options to Consider:

- Upgrade to Cooked Breakfast Daily
- Room Drops
- Special Amenities and or gifts
- Welcome Packs, or gifts
- Welcome cocktail function
- Transfers to and from the airport
  - Meet and greet at the airport
  - Chilled bottled water
  - Cook Island ei (Fresh flower garlands)
  - Private transfer in an air-conditioned coach
- Express check in at the airport
- WIFI services
- Spa Treatments
- Early Check In
- Late Check Out
- Operations Centre
- Private Dinners with entertainment
- Private Island Umukai Feast and Show





# Our Rooms

The Edgewater Resort & Spa is located on the western sunset side of Rarotonga, bordering a beautiful white sand beach and blue lagoon. The Resort is the perfect choice for any sized group with any sized budget.

Set amongst 6 acres of lush tropical gardens and a short stroll from the beach and lagoon, The Edgewater Resort & Spa offers a variety of room types.

- Garden View Rooms
  - Spacious and comfortable
  - Set amongst the lush gardens
  - A quick 50 metre walk to the beach
- Garden Superior Rooms
  - Great afternoon sun
  - Modern
  - Short stroll to the pool or lagoon
- Lagoon View Rooms
  - 180-degree views of the lagoon
  - Modern
  - Just metres from the lagoon and pool
- Beachfront Deluxe Rooms
  - 180-degree views of the lagoon
  - Full balcony
  - Spacious
  - Spa Bath
- 3-Bedroom Garden Villas
  - Home away from home
  - Three bedrooms, two bathrooms
  - Fully self-contained, including washing machine
- 3-Bedroom Beachfront Villas
  - Three bedrooms, two bathrooms
  - 180-degree views of the lagoon
  - Fully self-contained
  - Outdoor entertaining area

To see more – head to

<https://www.edgewater.co.ck/book-now>

# Terms and Conditions

## **BOOKINGS, CANCELLATIONS, & NO SHOW POLICIES**

All bookings must be made in writing via email

- o A deposit of no less than 30% of total booking must be paid at time of confirmation. A rooming list and full payment of total booking must be made a minimum of 30 days prior to travel.
- o Cancellations received within 30 days of arrival will incur a 2-night cancellation fee
- o Cancellations received within 15 and 20 days will incur full cancellation fees.
- o All NO-SHOWS will incur full cancellation fees.

## **TERMS & CONDITIONS**

Payment in the form of cleared funds is required in full, 14 days prior to guest arrival, unless prior arrangements have been made with The Resort. Payment can only be made by telegraphic transfer to The Edgewater Resort & Spa's Bank account in Rarotonga, Cook Islands.

Visa and Mastercard are also accepted as forms of payment, however they do incur a 3.5% convenience fee.

For further information, including pricing please contact our

Groups & Events team

[events@edgewater.co.ck](mailto:events@edgewater.co.ck)