



KINGSGATE HOTEL
DUNEDIN



WELCOME

Thank you for your interest in Kingsgate Hotel Dunedin as the proposed venue for your next Conference or Meeting. Please find following our Conference Pack as requested.

On each of the following pages we have detailed basic information on our Conference facilities. Included is a selection of morning, afternoon tea, luncheon, cocktail and evening dining menus for your consideration. Please advise if you require further options on Dinner and Banqueting menus. All menus are samples only and can be tailored to suit your budget or dietary needs.

Our professional consultants will work closely with you, ensuring all of your requirements are met. They will also assist in co-ordinating accommodation and refreshment requirements to complement your schedule. Remember - we thrive on challenges and will do everything to ensure your event is a totally successful and memorable one.



CONTENTS

Conference Facilities and Services

Conference Room Capacities

Location Map

Conference Room Floor Plans

Equipment Hire Costs

Room Hire Costs

Menu Selections

Beverage Selections

Leisure Activities

Your Personalised Check list

Conference Requirement Fast Fax Form



CONFERENCE FACILITIES & SERVICES

Within this pack are the detailed specifications and configurations for the Conference rooms at Kingsgate Hotel Dunedin. Optimum flexibility is offered in terms of style, seating arrangements and presentation facilities.

Among the conference services we offer:

- Advice and booking of leisure activities
- Allocation of accommodation and provision of a full rooming list
- Assistance in planning and design of registration forms, etc
- Detailed accounts at the end of your event
- Assistance with catering arrangements including menu compilation and beverage selection which best suit your requirements
- Recommendation and hire of local entertainment, photographers, florist, etc
- Venue Planning
- Support from the Conference team.

All prices are inclusive of Goods and Service Tax (GST) unless otherwise stated.

All prices are correct at the time of printing but may alter without notification.

CONFERENCE ROOM CAPACITIES

Venue	Theatre style	Classroom style	U-Shape style	Boardroom style	Banquet style	Cocktail style	Area sq mtr
Edinburgh Room	90	40	30	40	70	120	120
Dundee Room	15	5	8	10	12	20	17

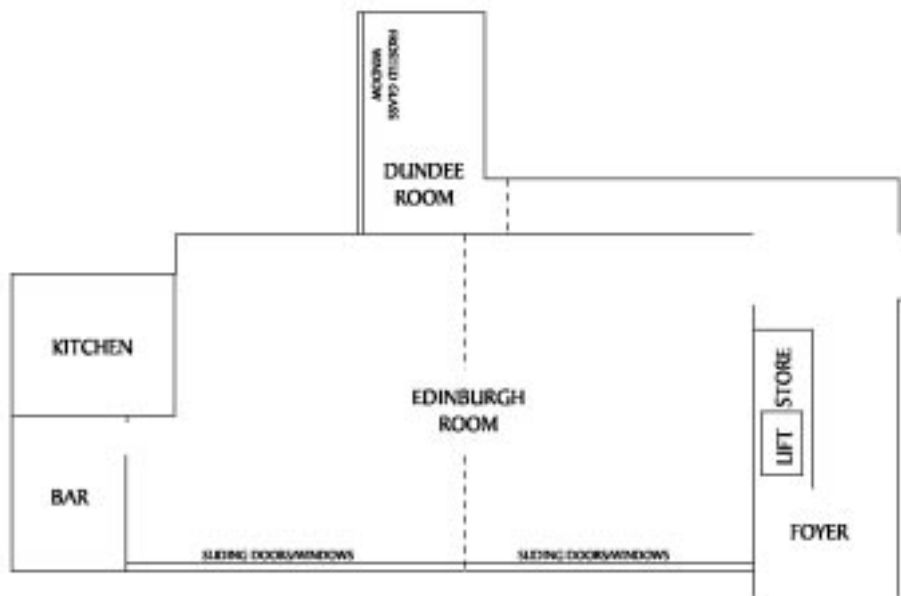


LOCATION MAP





CONFERENCE ROOM FLOOR PLANS





EQUIPMENT HIRE COSTS

Standard Equipment Supplied Free of Charge

- First Whiteboard, Pens, Duster
- Iced Water & Mints
- Pads & Pens
- Lectern
- Wifi

Standard Equipment

Overhead Projector & Screen	\$25.00 per day
TV/Video	\$50.00 per day
Flip Charts	\$20.00 each
Electronic Whiteboard	P.O.A.
Hand Held or Lapel Microphones	\$157.50 each per day
Data Projector	\$250.00 per day

All other equipment can be priced on request.

Please advise us of your requirements.

ROOM HIRE COSTS

Edinburgh Room

Half Day Hire Charge \$90.00

Full Day Hire Charge \$168.75

Dundee Room

Half Day Hire Charge \$67.50

Full Day Hire Charge \$112.50



MENU SELECTIONS

BREAKFAST

Continental Buffet

Apple & Orange Juice

Croissants

Danish Pastries

Muesli

Yoghurt

Whole Fruit Bowl

Tea & Coffee

(\$13.90 per person)

Cooked Breakfast Buffet

Apple & Orange Juice

Grilled Bacon

Breakfast Sausages

Hash Browns

Scrambled Eggs with Chives

Grilled Tomatoes

Hot Blueberry Muffins

Tea & Coffee

(\$17.50 per person)

Plated Breakfast

Orange Juice

Whole Fruit Platter

Croissants & Preserves

Breakfast Sausages

Scrambled Egg & Smoked Salmon

Grilled Bacon

Roast Tomato

Sautéed Mushrooms

(\$21.50 per person)



MENU SELECTIONS (continued)

MORNING TEA & AFTERNOON TEA

Tea and Coffee
\$3.50 per person

Tea, Coffee, Biscuits, Slices or Cake
\$5.50 per person

Tea, Coffee, Freshly Baked Scones with Jam & Whipped Cream
\$5.50 per person

Tea, Coffee & a Selection of Club Sandwiches
\$6.50 per person

Tea, Coffee, Bacon & Egg Slice
\$6.50 per person

Add ons

Orange Juice \$1.50

Fruit Basket \$1.50

(All Prices include GST)

LUNCH MENUS

Option One

Fill your own Rolls

Fruit Bowl

Tea & Coffee

(\$11.00 per person)

Option Two

Selection of Club Sandwiches

Savouries

Fresh Fruit

Tea & Coffee

(\$14.50 per person)

Option Three

Homemade Bread Rolls

Bacon & Egg Pie

Cocktail Bites

Fresh Green Leaf Salad

Homemade Pizza Slices

Fresh Fruit

Tea & Coffee

(\$18.50 per person)

Option Four

Homemade Bread Rolls

Soup of the Day

Tandoori Chicken Drums

Antipasto Platter

Potato Salad

Fresh Green Leaf Salad

Homemade Slice

Fresh Fruit

Tea & Coffee

(\$25.00 per person)

Please note vegetarian options (including gluten-free) are available on request

(All prices include GST)



MENU SELECTIONS (continued)

DINNER BUFFETS

(Please note minimum of 30 people required)

Option One

Fresh Bread Rolls & Garlic Butter

Roast Beef with Gravy & Horseradish Sauce

Or

Poached Whole Salmon on a Seafood Platter

Gourmet Potatoes

Roast Kumara

Roast Pumpkin

Fresh Seasonal Vegetables

Pasta Salad

Fresh Green Salad

Bonoffi pie

Fresh Fruit Salad

Tea & Coffee

(\$35.00 per person)

Option Two

Selection of Breads

Antipasto Platter

Fresh Green Lipped Mussels poached in sweet chilli sauce

Smoked Chicken tossed through a Wardorf Salad

Potato Salad

Beef Ribeye marinated in a Sweet Chilli, Soy & Mustard Dressing

Honey Glazed Ham on the Bone

Steamed Green Beans drizzled with Olive Oil

Caramelised Carrot and Smoked Bacon

Potatoes & Parsley Butter

Fresh Green Leaf Salad

Sugar Glazed Lemon Tart

Chocolate Mud Cake

Fruit Platter

Tea & Coffee

(\$43.00 per person)

Option Three

Antipasto Platter

Seafood Platter

Vegetable Samosas with a Plum Dipping Sauce

Peppered Seared Tuna Nicoise Salad

Feta Olives and Tomato

Roast Root Vegetables with Garlic and Rosemary Salad

Fresh Green Leaf Salad

Dressings / Chutneys

Steamed Fresh Mussels with Coriander & Garlic Cream

Whole Salmon poached in White Wine

Roasted Ribeye with an Apricot, Onion & Mixed Herb Crust

Champagne Ham glazed with Honey & Mustard

Creamy Layered Potato Cake

Steamed Greens

Honey & Ginger Glazed Roast Kumara

Chocolate Mud Cake

Bonoffi Pie

Fresh Fruit Salad

Selection of Cheeses

Tea & Coffee

(\$55.00 per person)

(All prices include GST)



MENU SELECTIONS (continued)

COCKTAIL MENUS

(Design Your Own - Minimum of any three choices is required)

Served After 4.00pm Only

\$3.00 Per Option Per Person Choices:

Falafel with Yoghurt & Garlic Dipping Sauce

Wedges & Sour Cream

Cheese, Tomato, Bacon & Egg Slice

Mini Spring Rolls with a Sweet Chilli Sauce

Potato-top Mini Mince Pies

Vegetable Samosas with a Plum Dipping Sauce

Smoked Chicken and Mayonnaise on a Spiced Herb Crouton

Cucumber & Smoked Salmon Canapes

Bacon & Egg Savouries

Smoked Salmon Mousse on a Herb Crouton

Vegetarian Savouries

\$3.50 Per Option Per Person Choices:

Fish & Calamari Bites

Roasted Feta & Spinach in a Filo Package

Spiced Chicken Goujons with Apricot Dipping Sauce

Algerian Spicy Marinated Beef with Roast Garlic & Yoghurt Salsa

Aubergine Crisp with Tapenade

Fish Goujons with Tartare Sauce

Fresh Fruit Platter

\$4.00 Per Option Per Person Choices:

Antipasto Platter

Mussels in Shells Poached in White Wine & Cream

Pumpkin, Spinach & Sundried Tomato Frittatas

Smoked Salmon & Feta Baked in Puff Pastry

Cheeseboard, Nut & Fresh Fruit Selection

Scallops wrapped in Bacon, Soy & Ginger



MENU SELECTIONS (continued)

BEVERAGE SELECTIONS

	Glass	Bottle
Method Traditionelle		
Lindauer Brut	\$6.00	\$28.50
Chardonnay		
Gibson Valley Greenstone Chardonnay (Central Otago)	\$11.50	\$47.00
Montana Reserve Chardonnay		\$37.00
Huntaway Gisborne Chardonnay	\$8.50	\$37.00
Sanctuary Chardonnay	\$7.50	\$35.00
Timara Chardonnay	\$5.50	\$23.00
Sauvignon Blanc		
Stoneleigh Sauvignon Blanc	\$9.00	\$39.50
Montana Marlborough Sauvignon Blanc	\$8.00	\$33.00
Saints Sauvignon Blanc		\$34.50
Timara Sauvignon Blanc	\$5.50	\$23.00
Aromatics		
Corbans Varietal Pinot Gris		\$28.00
Timara Riesling	\$5.50	\$23.00
Cabernet Merlot		
Huntaway Reserve	\$8.50	\$39.00
Church Road	\$9.50	\$42.00
Tatachilla Partners Cabernet Sauvignon Shiraz		\$36.00
Timara Cabernet Merlot	\$5.50	\$23.00
Pinot Noir		
Chard Farm River Run (Central Otago)		\$59.00
Montana Marlborough	\$8.50	\$33.00
Stoneleigh Pinot Noir	\$9.00	\$38.00
Shiraz		
Omrah Shiraz (Australia)		\$35.00
Tatachilla Breakneck Creek	\$6.50	\$28.50



LEISURE ACTIVITIES

Have you ever considered:

- Visiting the Dunedin Art Gallery
- Seeing the amazing albatross and penguins on Otago Peninsula
- Visiting Larnach Castle
- Sailing down the beautiful Otago Harbour.

To add a new dimension to your conference let us customise your programme with a leisure activity.

Our team can advise and book half day, full day, evening or short activities to personalise your conference.

OF SPECIAL NOTE FOR CONFERENCE DELEGATES

- we have arranged the following:

- Free access to Moana Pool if requiring accommodation one or more nights
- Free access to Les Mills gymnasium if requiring accommodation one or more nights
- Free green fees to St Clair Golf Club for every second conference delegate ie. 1 free per every two players.



YOUR PERSONALISED CHECKLIST

Have you arranged everything? Is there anything you may have forgotten? To ensure you have all that is required to effectively co-ordinate your event, Kingsgate Hotel Dunedin has prepared the following Events Checklist.

If this list encourages any ideas or questions, please do not hesitate to contact the Conference Manager who will be more than happy to assist.

Conference Room Requirement

- Capacity

Specifications

- Power Source
- Lighting
- Heating
- Blackout facilities
- Microphone
- Floor plans
- Location
- Availability
- Access Time

Room Set-up

- Theatre Style
- Classroom Style
- Boardroom Style
- U-Shape

Technical Support

- Required Equipment
- Costs
- Back-up Equipment

- Personal Support
- Familiarization of Equipment

The “Extra Touch”

- Pillow Gifts
- Welcome Letter
- Welcome Gifts
- Suite for VIP’s
- Surprise Trips/Excursions

Catering Requirements

- Breakfast
- Morning Tea
- Working Lunch
- Afternoon Tea
- Pre-Dinner Drinks
- Cocktails
- Dinner
- Mini Bars
- Menu Selections
- Costs
- Times
- Pax Numbers

Accommodation Requirements

- Number of Rooms

Type of Rooms

- Single
- Twin
- Arrival & Departure Dates
- List of Attendee Names
- Early Arrivals
- Guests Staying On

Special Rooms

- Disabled
- Suite
- Interconnecting/Family
- Smoking/ Non-smoking

Additional

- Hotel Transfers
- Transport
- Theme Dinners
- Out-Catering



KINGSGATE HOTEL
DUNEDIN

FAX SHEET

CONFERENCE REQUIREMENT FAST-FAX FORM

TO:

FROM:

Kingsgate Hotel Dunedin
10 Smith Street
Dunedin

Postal Address:

Contact: Marlene Langford
Phone: 03 477 6784
Fax: 03 474 0115 Email: marlene.langford@mckhotels.co.nz

Contact Name:
Phone:
Fax:
Email:

Function Type:

- Conference
- Seminar
- Other

- Workshop
- Training

Function Date/s:

Numbers:

(including presenter/s)

Room Required:

- Conference Room

Room Layout

- Theatre
- U-shape: with tables
- Other

- Classroom
- U-shape: Without tables

Times

- Arrival
- Breakfast
- Morning Tea
- Lunch
- Afternoon Tea
- Drinks/nibbles
- Dinner

Catering Required

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Equipment

- Whiteboard
- OHP/Screen
- TV/Video

- Electronic Whiteboard
- Slide projector
- Other

Notes: