



WELCOME

Thank you for your interest in Kingsgate Hotel Greymouth 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 sample morning/afternoon tea, lunch, cocktail, and dinner menus for your consideration. Please advise if you require further details on any menus. All menus can be tailored to suit your budget or dietary needs.

Our professional team 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.

Full details are available if you would like further information or would like to make a time to view our facilities and discuss your requirements, please feel free to contact us. We would be more than happy to assist.



CONFERENCE FACILITIES & SERVICES

Within this pack are the specifications and configurations for the conference rooms at Kingsgate Hotel Greymouth. Optimum flexibility is offered in terms of style, seating arrangements and presentation of the facilities. We can adapt the venue to suit promotional themes or events.

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.

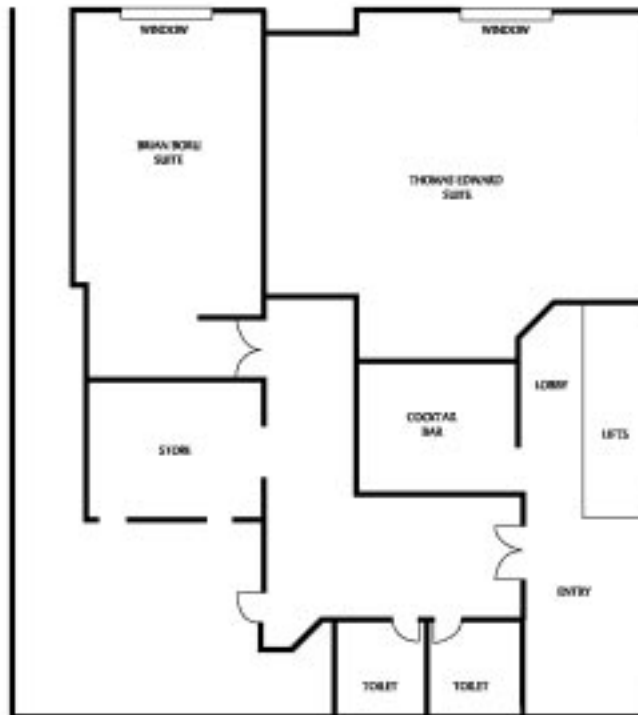


LOCATION MAP





CONFERENCE ROOM FLOOR PLANS





CONFERENCE ROOM CAPACITIES

Room Name/ Capacity	Theatre style	Classroom style	U-Shape style	Boardroom style	Buffet menu	Set menu	Size sq mtr	Ceiling height
Thomas Edward	80	30	20	28	60	60	94	2.7m
Brian Boru	35	16	14	18	30	30	44	2.7m
Thomas Edward & Brian Boru combined	130	50	30	40	90	60	138	2.7m

The Mawhera Suite is our Board Room, located on our first floor it is ideally suited to the smaller meeting or cocktail party. Unfortunately there is no lift access to this suite.

Mawhera Suite	-	-	-	8	-	-	38	3m
---------------	---	---	---	---	---	---	----	----



EQUIPMENT HIRE COSTS

The following are supplied Free of Charge

- Whiteboard and Pens
- Overhead Projector and Screen
- Lectern
- Flip Chart (1 set up per room, 10 sheets per pad)
- Pens and paper - (presenters table only if room is set theatre style)
- Iced Water - (presenters table only if room is set theatre style)
- Mints - (presenters table only if room is set theatre style)
- Low staging in the Thomas Edward Suite

The following equipment is on site and available for hire:

Extra Whiteboard (each)	\$20.00
Extra Flip Chart Paper (10 sheet pad)	\$8.00
Carousel Slide Projector and Screen	\$35.00
Portable Compact Disk and Tape Deck	\$40.00
29" TV and VHS Video	\$65.00
25" TV and VHS Video	\$50.00
Public Address and Fixed Microphone	\$50.00
Conference Telephone	\$50.00

Additional Equipment

Any other equipment that might be required will need to be out-sourced. Please advise us of your requirements and we will arrange delivery.



ROOM HIRE COSTS

(Including GST)

Thomas Edward Suite

Half Day or Evening Hire	\$95.00
Eight Hour Day Hire	\$150.00
Half Day or Evening Hire (Seated at Tables)	\$115.00
Eight Hour Day Hire (Seated at Tables)	\$170.00

Brian Boru Room

Half Day or Evening Hire	\$75.00
Eight Hour Day Hire	\$115.00
Half Day or Evening Hire (Seated at Tables)	\$95.00
Eight Hour Day Hire (Seated at Tables)	\$135.00

Thomas Edward & Brian Boru combined

Half Day or Evening Hire Charge	\$140.00
Eight Hour Day Hire Charge	\$200.00
Half Day or Evening Hire (Seated at Tables)	\$170.00
Eight Hour Day Hire (Seated at Tables)	\$240.00

Mawhera Suite

Half Day or Evening Hire	\$65.00
Eight Hour Day Hire	\$100.00



SPECIAL DAILY DELEGATE RATE

\$39.00 per delegate
(minimum of 15 delegates)

Full day rate including GST

This includes:

- Room Hire
- Arrival tea and coffee
- Morning tea/coffee and one refresher item
- Buffet Luncheon in Restaurant
- Afternoon tea/coffee and one refresher item
- Writing pads and pens
- Standard equipment
(please refer to list)
- Water and Mints



MENU SELECTIONS

When planning your catering requirements, we offer several different options.

Morning and afternoon teas are served in the conference room for your convenience, if your needs are better met by having these intervals out of the conference room, this may be arranged for you.

We can provide lunch in our Restaurant or for those who would like to keep working through lunch we can offer a working lunch served into the conference room.

Energy Packs – every person that attends a conference can verify that at some stage the energy levels deplete a little. Energy Packs are extremely popular to revitalize your group, mind and body. Consisting of an energy drink served with a chocolate bar. Served in the conference room they are quick and easy, the bonus being there is no interruption to your conference agenda.

Our Executive Chef can prepare a “Chefs Selection” menu using fresh seasonal produce and including any favourites or preferences you may request. The menus will vary daily for conferences extending over two days or more. You will find enclosed a selection of sample menus for your perusal.

On occasion some of your delegates require special menus, such as vegetarian or gluten free. Just notify us and we will ensure those special diets are catered for.



MENU SELECTIONS

BREAKFAST

Start the day off right with a breakfast before your meeting. Breakfast may be served in Alberts Restaurant, or make a meeting over breakfast, having it in one of our conference rooms.

Priced from \$8.50 - 19.95 per person

Sample Menu

The Healthy Start **\$14.95**

Selection of fruit compotes

Weetbix, Muesli, Cornflakes and Rice Bubbles

Yoghurt – Fruit or natural

Toast & Bakery – white or wholemeal, Croissants & Danish Pastries

Juices – Orange, grapefruit, tomato & pineapple

Cona coffee and selection of teas

COFFEE & TEA BREAKS

Priced from \$3.00 per person

Sample Menus

Freshly brewed coffee and selection of teas

\$3.00

Freshly brewed coffee and selection of teas

Orange Juice

Danish Pastries

\$6.50

ENERGY BREAK

Energy Drink Served with a Chocolate Bar

or

Energy Drink Served with fresh fruit

\$4.50 per person



MENU SELECTIONS (continued)

LUNCHEON MENUS

Buffet

Served in our restaurant

Priced from \$10.50 per person

Sample Menu

Soup of the day, served with fresh baked roll

Selection of gourmet club sandwiches

Crumbed fish gougons with tartare sauce

Garden salad with herb dressing

Fresh fruit

Fresh orange juice

Freshly brewed coffee and selection of teas

\$19.50

SET LUNCHEON MENU

Individually prepared, to ensure your choice is ready when the meeting breaks for lunch, the menu will be provided to delegates at the commencement of the meeting and collected at morning tea

Priced from \$18.00 per person

Sample Menu Items

Chargrilled Ribeye

Steak served on slow roasted potato and a red wine jus, accompanied with roasted seasonal vegetables

or

Chicken breast

Oven baked served with couscous, white bean salsa, drizzled with avocado oil and roast vegetables

Fresh orange juice

Tea or coffee



MENU SELECTIONS (continued)

DINNER BUFFET MENU

From \$30.00 per person

minimum 50 diners

Sample Dinner Buffet Menu

\$30.00

Soup

Chefs soup of the day
accompanied by a plain bread roll

Carvery

Roast leg of pork or beef
(this is pre-carved)

Hot Mains

Oven baked chicken breast
with tandoori seasoning in a light curry sauce

Beef Stroganof
marinated slices of beef in a creamy sauce

Cold Platter

Ham and salami

Salads

Mixed garden fresh green salad

Roast vegetable and spinach

Beetroot salad

Hot Vegetables

Roast Potato

Steamed rice

Stir Fried mixed seasonal vegetables

Desserts

Fresh fruit salad and cream

Tea and Coffee

SET DINNER MENUS

From \$45.00 per person

Sample Menu

Starter

Ciabatta loaf
with a duo of dips

Chef's Soup of the Day
created daily from market fresh produce

Main Course

(served with oven roasted seasonal vegetables)

Chicken Breast
oven roasted chicken breast on kumara and
caramelised onion mash, finished with parmesan
cheese

or

Chargrilled Ribeye
on slow roasted potato, cheery tomato, garlic,
accompanied with seasonal field mushroom and a
red wine jus

or

Oven roasted fish
served on kumara and caramelized onion mash with
a lemon chardonnay sauce

Desserts

Chefs cheese cake

or

Lemon Tart

Tea and Coffee



MENU SELECTIONS (continued)

COCKTAILS

Priced from \$10.50 per person

Sample Menu

\$15.00pp

Crumbed mushrooms with aioli

Garlic crumbed shrimps with sweet and sour dipping sauce

Chicken satay with peanut sauce

Rare sirloin on french bread with horseraddish and capers

Crumbed calamari

Crumbed camembert with plum sauce



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 Greymouth 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. Your contact: angela.love@mckhotels.co.nz

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