

*Welcome to the...*

# Kelvin Hotel



# *Functions Pack*

## FUNCTION BOOKINGS – TERMS & CONDITIONS:

- **TENTATIVE BOOKINGS** – Set dates can be held on first enquiry, however should we receive interest from other clients we will require confirmation immediately.
- **BOOKING CONFIRMATION** – A 'Functions Booking Form' must be completed and submitted. Once it has been received and processed you will be notified if further information is required or to confirm that you're booking has been made.
- **BOOKING DETAILS** – ALL details for room set-up, AV requirements, attendance and catering numbers, menu selections/catering requirements and liquor requests **MUST** be confirmed and finalised at the latest 2 weeks prior to your function date.
- **PAYMENT** – Unless credit terms have been arranged full payment by cash, direct credit or credit card is required immediately following your function. A 7 day invoice maybe arranged, with credit card details required to guarantee payment for any outstanding charges.  
Credit facilities may be available upon completion and approval of a credit application form.  
All our prices include G.S.T.
- **CANCELLATION** – The cancellation of a confirmed booking will incur a cancellation fee of half the total room hire if cancelled less than two weeks prior to the function.
- **CATERING** – All catering, food & beverages (incl. liquor) for functions held on the premises are to be arranged with our hotel catering and bar services.
- **INSURANCE** – It is the client's responsibility to be insured for all items belonging to them. The Hotel will take every effort to ensure belongings are safe and secure however we take no responsibility for the loss or damage of property while in the Hotel.  
Clients will be responsible for any damage sustained to hotel property by them or their attendees.

**If you have any further queries please feel free to contact:**

**Kelvin Hotel – Functions Manager**

Kirsty Anderson

Ph: (03) 218 2829

FREEPHONE: 0800 802 829

Fax: (03) 218 2287

Email: [functions@kelvin.ilt.co.nz](mailto:functions@kelvin.ilt.co.nz)

All prices are G.S.T. inclusive and prices are quoted until 31 October 2011

16 – 20 Kelvin Street, PO Box 1064  
Invercargill 9840, New Zealand  
Telephone (03) 218-2829 or Fax (03) 218-2287  
Email: [functions@kelvin.ilt.co.nz](mailto:functions@kelvin.ilt.co.nz)  
Website: [www.kelvinhotel.co.nz](http://www.kelvinhotel.co.nz)

<b>FUNCTIONS BOOKING FORM</b>	
<i>Please complete the following and either email or fax back.</i>	
Fax to: (03) 218 2287 OR Email to: <a href="mailto:functions@kelvin.ilt.co.nz">functions@kelvin.ilt.co.nz</a>	
<b>Date Form Completed:</b>	
<i>Booking made by – Name:</i>	
<b>Business:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Postal Address:</b>	
<b>Facilitator/s:</b>	
<i>incl. contact ph. number</i>	
<b>Function Type:</b>	
<b>Function Date/s:</b>	
<b>Time/s:</b>	
<b>Selected Room:</b>	
<b>Room Hire:</b>	
<b>PAX – Numbers:</b>	
<b>Room Set-up:</b>	
<b>Equipment Req's:</b>	
<b>Equipment Hire:</b>	
<b>Display Signage Text:</b>	
<b>CATERING DETAILS</b>	
<b>Catering Numbers</b>	
<b>Serving Time/s</b>	
<b>Menu</b>	
<b>Catering Costs:</b>	
<b>LIQUOR</b>	
<b>Liquor Selection:</b>	
<b>Bar Tab Details:</b>	
<b>Bar Opening/Closing Times:</b>	
<b>ADDITIONAL FUNCTION DETAILS</b>	
<b>Comments:</b>	
<b>ACCOMMODATION</b>	
<i>Please liaise directly with our front desk Reservations Staff when booking accommodation for guests to ensure room availability – Ph: (03) 218 2829 FREEPHONE 0800 802 829</i>	
<b>Guest Name/s</b>	
<b>Reservation #</b>	
<b>Arrival &amp; Departure:</b>	
<b>PAYMENT</b>	
<b>Payment Method:</b>	
<i>Incl. accommodation?</i>	
<b>Credit Card Details:</b>	
<b>Chargeback:</b>	
<i>credit terms required</i>	
<b>Attention to:</b>	
<b>Postal Address:</b>	
<b>Phone Number:</b>	
<b>Voucher or PO#: (if any)</b>	

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# CONFERENCES, MEETINGS, FUNCTIONS, WEDDINGS, ETC

## Conference Room – 6<sup>th</sup> Floor



### 6<sup>th</sup> Floor Conference Room Hire

**Full Day - \$200**

**Half Day - \$150**

Our modern newly refurbished Conference Room is located on the 6<sup>th</sup> Floor, offering panoramic views over the city, suitable for Conferences, Seminars, Weddings, Social Club Functions, Cocktail Parties, Dine & Dances, Reunions, etc.

The room is fitted out with it's own Bar facilities, Sound System, Ceiling Fitted Data Projector & Screen, with Internet & Phone Conferencing access.

A Portable Dance Floor and Staging are also available.

**Seating:**      **160 pax** Theatre Style Seating  
                     **80 pax** Classroom Seating  
                     **50 pax** Boardroom Seating

**130 pax** Dine and Dance  
**150 pax** Dinner (No Dance Floor)  
**180 pax** Cocktail Parties (Standing room, Casual Seating)

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## Alternative Meeting Room Options

### Esk Room

**Day Hire- \$150    ½ DAY HIRE \$100**

Situated on the 1<sup>st</sup> Floor, this is an ideal space for boardroom style meetings, it has an inbuilt data screen Wireless Internet.

**Seating:            16 pax max.** (Boardroom style)



### Hokonui Room

**Day Hire- \$100    ½ DAY HIRE \$70**

Situated in our hotel lobby on the ground floor, this is an ideal space to conduct smaller corporate and business meetings, interviews and presentations. Internet & Phone Conferencing access available.

**Seating:            8 pax max.** (Boardroom style)



### Level One Conference Room

**ROOM HIRE: \$150**

This meeting room option is ideal for those who require Boardroom, U Shape or Theatre Style seating. Wireless Internet, inbuilt data screen & LCD is available to plug laptop straight into depending on numbers. This is a new conference room.

**Seating:    20 pax** (Boardroom style)      **18 pax** (U Shape)      **30 Pax** (Theatre Style)

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## ADDITIONAL HOTEL SERVICES & EQUIPMENT HIREAGE

### Services

- Photocopying
- Typing
- Facsimile
- Internet
- Birthday Cakes
- Database of local Bands, Karaoke, DJ's & Entertainment
- Babysitting
- Secure Car Parking

### Equipment Hire

- Data Projector - \$50
- DVD Players
- Wireless Presenter
- Screens
- Televisions
- Flip Charts \$35 per pad
- Lectern
- Whiteboards \$20
- Lapel Microphone
- Microphone
- Display Screens
- Spotlights
- CD Player
- Video VHS



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## ACCOMMODATION



1 x Deluxe Suite



2 x Corporate Suite



57 x Standard Rooms

## Rooms at the Kelvin Hotel

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	<b>RATE</b>
<b>57 x Standard Rooms</b>	<b>@ \$153.50 per night</b> <ul style="list-style-type: none"> <li>• Single, Twin share or Triple (extra \$22.50pp for third or additional guests staying overnight)</li> </ul>
<b>2 x Suites</b>	<b>@ \$204.50 per night</b> <ul style="list-style-type: none"> <li>• Both Suites incl. Separate Lounge Room</li> <li>• One Suite incl. Double Spa Bath</li> </ul>
<b>1 x Deluxe Suite</b>	<b>@ \$204.50 per night</b> <b>Special Deluxe/Honeymoon Package for \$250</b> – incl. Bottle of Bubbly on arrival, Gourmet Breakfast for two and a late 1.00pm Check-out. <ul style="list-style-type: none"> <li>• Incl. Twin Shower &amp; Hand Basins, Double Spa Bath and plush King-size bed</li> </ul>
<b>1 x 3 Bedroom Apartment</b>	<b>@ \$204.50 per night</b> <ul style="list-style-type: none"> <li>• Incl. Kitchen, Lounge Area, Laundry facilities</li> </ul>

All rooms have own private facilities, Sky, T.V, Mini Bars, Tea & Coffee making facilities.

### **Laundry**

The Laundry is situated on the 5<sup>th</sup> floor. There is no charge for the Washing Machine and Drier. Soap Powder is available for sale from Reception.

### **Special Function Room Rate**

For guests attending an in-house function, contact us for the current functions room rate.

### **Special Wedding Room Rate**

For guests attending an in-house Wedding function. Personalised wedding room rate cards can be made up to send out with wedding invitations to guests.

(Contact us for the latest accommodation deals if attending weddings elsewhere in Invercargill.)

### **Special Corporate & Long Stay Rates**

(Contact us for the latest accommodation deals.)

### **Complimentary Gym Pass**

### **Complimentary Valet Car Parking**

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# Kelvin Hotel

**Morning Tea, Lunch, Afternoon Tea, Cocktail Nibbles, Supper, etc**

**KEY:** **v** = vegetarian option      **gf** = gluten free option      (pp) = per person

<b>FOOD &amp; BEVERAGE SELECTION</b>		Times:	M/T	Lunch	A/T	Supper
		PRICE Each	#'s	#'s	#'s	#'s
<b>BEVERAGES:</b>						
	Water & Mints	Comp.				
	Tea & Coffee (pp)	3				
	Orange Juice (pp)	2				
	Carafe – Orange Juice	6				
	Liquor – Contact us for our current liquor options, wine list, and prices					
<b>SWEET ITEMS:</b>						
	Biscuits	2.5				
	Home Made Muffins – Sweet	3				
	Scone (1/2) Fresh Cream & Jam	3				
	Slice of Cake – Chocolate, Carrot or Banana	4				
	Assorted Slice	4				
<i>v &amp; gf</i>	Fruit Kebab	2				
	Brandy Snaps – filled with cream	2.5				
	Profiteroles – filled with cream (2pp)	3				
	Basket of assorted fruit	2				
	Dessert Canapés	4				
<b>SAVOURY ITEMS:</b>						
	Savoury Scones (1/2)	3				
<i>v</i>	Club Sandwich(1/4)	2				
	Blue Cod Bites (2pp)	7				
	Home Made Savoury Muffins	3				
<i>v</i>	Savouries & Quiches (2pp)	3				
	Bacon & Egg Pie	4				
	Seafood filled cases	5				
	Mushroom/Bacon/Chicken filled cases	4				
	Gourmet Savoury Mousetraps	3				
	Prawn Twisters	3				
	Smoked Salmon Crostini	3				
	Roast Beef & Horseradish Crostini	3				
	Chicken & Sun Dried Tomato Filo Baskets (2pp)	3				
<i>v</i>	Vegetable Frittata	4				
<i>v</i>	Cucumber with Herbed Cheese	2				
	Red Onion & Fig Marmalade En Croute	2				
	Savoury filled Vol Au Vent	3				
	Mussels wrapped in Bacon	3				

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## Morning Tea, Lunch, Afternoon Tea, Cocktail Nibbles, Supper, etc

KEY:	v = vegetarian option	gf = gluten free option	(pp) = per person				
<b>FOOD &amp; BEVERAGE SELECTION</b>			Times:	M/T	Lunch	A/T	Supper
	HOT DISH OPTIONS: <i>served with a green salad (buffet style)</i>	PRICE Each	#'s	#'s	#'s	#'s	
v	Pumpkin & Spinach Lasagne	12					
	Salmon Penne with White Wine Cream Sauce	12					
	Beef Burgundy in Red Wine Sauce with Rice	12					
	Beef or Chicken Stroganoff with Rice	12					
	Tandori Chicken with Veges & Rice	12					
v	Vegetarian Mediterranean Penne	12					
	Thai Green Curry Chicken with Veges & Rice	12					
	Lamb Kofta on Cous Cous, Yoghurt Drizzle	12					
	Beef Lasagne	12					
	Chicken & Cranberry Filo Parcels	12					
v	Open Sandwich – 'Make-Your-Own'						
	A selection of Breads or Rolls with various sandwich fillings & spreads Plus a bowl of fresh fruit	16					
	Or Choose 2 x Hot dishes	20					
<b>GROUP PLATTERS: Priced per 10pax</b>							
v	Breads & Dips Platter	18					
v & gf	Fruit Platter	20					
v & gf	Crudite Platter – Assorted Vegetables with Dips	18					
	Antipasto Selection Platter	40					
	Cheeseboard – served with a selection of crackers & seasonal fruit	65					
	Cold Meats Platter with Condiments	35					
	Deep Fried Platter - assorted nibbles & fries	50					
	Seafood Platter – A selection of hot & cold seafood nibbles	50					
v & gf	Large Snack Bowls – Choice of Chips, Corn Chips, etc with Dips	10					
v & gf	Small Snack Bowls – Dried Fruit & Nuts, Trail/Bhuja Mixes, Choc-covered Almonds, fruit and/or nuts, etc.	10					
v	Dessert Trays – an assortment of small dessert canapés	40					

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**FUNCTION**  
**Buffet Menu Options**  
*(Minimum 35pax)*

*Choose your 'Buffet Menu Option' below and make your selection of individual items from the following 'Buffet Menu Items'*

OPTION #1 - \$36.00 per person	OPTION #2 - \$40.00 per person
<ul style="list-style-type: none"> <li>• 1 x Hot Carved Meat</li> <li>• 1 x Hot Dish</li> <li>• 3 x Seasonal Vegetables</li> <li>• 3 x Salads</li> <li>• 2 x Desserts</li>   <li>• Tea, Herbal Teas &amp; Coffee</li> </ul>	<ul style="list-style-type: none"> <li>• 1 x Hot Carved Meat</li> <li>• 2 x Hot Dish</li> <li>• 3 x Seasonal Vegetables</li> <li>• 3 x Salads</li> <li>• Antipasto Platter served on buffet</li> <li>• 3 x Desserts</li>   <li>• Tea, Herbal Teas &amp; Coffee</li> </ul>
OPTION #3 - \$45.00 per person	OPTION #4 - \$55.00 per person
<ul style="list-style-type: none"> <li>• Breads &amp; Spreads or Soup (starter)</li> <li>• 1 x Hot Carved Meats</li> <li>• 2 x Hot Dish</li> <li>• 3 x Seasonal Vegetables</li> <li>• Antipasto Platter served on buffet</li> <li>• 3 x Salads</li> <li>• 3 x Desserts</li>   <li>• Tea, Herbal Teas &amp; Coffee</li> </ul>	<ul style="list-style-type: none"> <li>• Antipasto Platter (starter)</li> <li>• 2 x Hot Carved Meats</li> <li>• 2 x Hot Dish</li> <li>• 3 x Seasonal Vegetables</li> <li>• Seafood Platter</li> <li>• 3 x Salads</li> <li>• 3 x Desserts</li>   <li>• Tea, Herbal Teas &amp; Coffee</li> </ul>

**PLEASE NOTE: Buffet Menu Options can be altered to suit however prices may vary.**  
**All Options can add soup for an extra \$6 pp**

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## Buffet Menu Item's

<b>Soups</b>	
<i>served with a warm bread roll</i>	
Cream of Carrot, Ginger & Orange	Tomato & Basil
Cream of Vegetable Soup	Corn & Bacon Chowder
Seafood Chowder (extra \$2pp)	Kumara & Pumpkin
Creamy Mushroom & Garlic	Potato & Leek
Potato & Bacon	

<b>Hot Carved Meats</b>	
<i>served with a side of gravy</i>	
Honey Cured Baked Ham and Pineapple Sauce	
Garlic and Mustard infused Beef with Gravy & Horse Radish	
Seasoned Roast Pork with Apple Sauce & Gravy	
Boned & Minted Lamb Leg with Gravy	
Roasted Chicken with Gravy & Apricot Stuffing	
Braised Silverside with Mustard Sauce	

<b>Hot Dishes</b>	
Tandori Chicken with Rice	
Beef Burgundy in Red Wine Sauce	
Tempura Battered Blue Cod	
Thai Green Chicken Curry with Rice	
Pumpkin & Spinach Lasagne	
Beef or Chicken Stroganoff	
Vegetarian Mediterranean Penne	
Salmon Penne with White Wine Cream Sauce	
Lamb Kofta on Cous Cous. Yoghurt Drizzle	

<b>Seasonal Vegetables</b>	
Golden Roast Potatoes	Green Beans
Yams (in season)	Minted Green Peas
New Potatoes (in season)	Glazed Carrots
Gourmet Potatoes	Ratatouille – Medley-summer veg
Roast Pumpkin	Broccoli & Cauliflower with
Roasted Kumara	Hollandaise Sauce

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**Buffet Menu Item's – continued...**

<b>Salads</b>			
<i>served with dressings</i>			
	Tomato & Olive Pasta Salad		Garden Salad
	Rocket Salad with		Tomato & Cucumber Salad
	German Potato Salad		Orange, Pepper & Onion Salad
	Greek Salad with Olives & Feta		Broccoli & Cauliflower Salad
	Roasted Vegetable Salad with Aioli		Rice Salad with

<b>Desserts</b>	
<i>served with bowls of fresh whipped cream</i>	
	Pavlova
	Ambrosia
	Apple Strudel with Crème Anglaise
	Banoffee Pie with Coffee Cream
	Sticky Date Pudding with Crème Anglaise
	Chocolate Gateaux
	Brandy Snaps
	Lemon Curd Tarte
	Fresh Fruit Salad
	Peach Crumble

ALL DESSERTS ACCOMPANIED WITH CREAM

<b>Extras</b>	
<i>(Per Person)</i>	
	Hot Carved Meat - \$9.00
	Hot Dish - \$8.00
	Vegetables - \$3.50
	Salads - \$5.50
	Desserts - \$8.00
	Soup - \$6.00

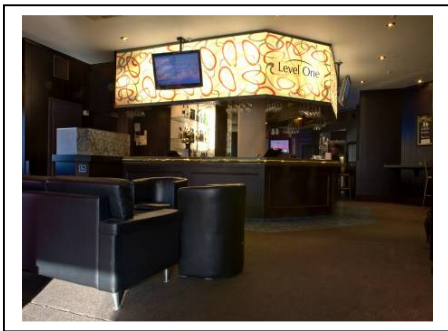
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For great food and dining atmosphere there's no need to go far with our Level One Restaurant conveniently situated on the 1<sup>st</sup> floor offering Breakfast, Lunch, Dinner, Set Menu's, Buffet Menu's and an extensive A la Carte Menu. Restaurant & Bar open all day.  
All Day Menu & Room Service is also available.



#### **Breakfast**

6.00am – 10.00am Monday to Friday

#### **Express Lunch**

12.00pm – 2.00pm Monday to Friday  
*Offering daily \$10 lunch specials*

#### **Dinner**

5.30pm – 10.00pm Daily



### **1. Level One Bar**

Level One Bar is situated on the 1<sup>st</sup> Floor adjoining Restaurant, opening hours from  
12.00 Noon Monday – Saturday  
Live Entertainment some Friday & Saturday evenings.  
Level One Bar can also be booked for private functions, please enquire as to time available.

### **CHANCES BAR**

Chances Bar located on the Ground Floor with access from either the Hotel lobby or Esk Street entrance.  
Offers full TAB betting facilities, Gaming Machines, Sports TV's and Pool Table.  
Open from 11.00am Monday to Saturday, and from 12.00 Noon on Sundays.

### **BOTTLESTORE**

For all your personal liquor requirements we offer a great selection of Wines, Spirits, Liqueurs, Ales, etc.  
Located on the Ground Floor – See Reception.

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**2 course set menu**  
**\$29**

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**Mains**

roast .....  
w all the trimmings

beer battered blue cod  
w fries & green salad

pork chop  
on mustard mash w seasonal  
vegetables & maple drizzle

creamy vegetable & chickpea curry w  
basmati rice & naan bread

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**Desserts**

apple shortcake  
w custard & whipped cream

pavlova  
w whipped cream & berry compote

**3 course set menu**  
**\$35**

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**Starters**

selection of breads & spreads  
for the table

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**Mains**

beef ribeye on mash w seasonal  
vegetables & hollandaise sauce

beer battered blue cod w fries & salad

roast of the day  
w all the trimmings

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**Desserts**

sticky date & banana pudding with  
butterscotch sauce & whipped cream

white chocolate & raspberry blondie w  
whipped cream

**3 course set menu**  
**\$40**

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**Starters**

today's soup w bread roll & butter  
seafood chowder w bread roll & butter

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**Mains**

chicken breast w battered onion rings,  
smoked tomato aioli, salad & golden  
rosemary potato cubes  
beer battered blue cod w fries & salad  
beef ribeye on potato mash w seasonal  
vegetables & demi glaze

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**Desserts**

sticky date & banana pudding w  
butterscotch sauce & whipped cream  
steamed chocolate pudding w chocolate  
sauce & vanilla ice cream

**3 course set menu**  
**\$50**

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**Starters**

today's soup w bread roll & butter  
seafood chowder w bread roll & butter  
caesar salad w boiled egg, anchovies,  
parmesan cheese, bacon & aioli dressing

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**Mains**

salmon fillet on crushed kumara w sun-dried  
tomato & olive butter & salad  
chicken breast on honey roasted root  
vegetables & juniper berry jus  
creamy vegetable & chickpea curry w  
basmati rice & naan bread  
beef ribeye on pesto mash w  
slow roasted tomatoes, red onion & fig  
marmalade & jus

---

**Desserts**

vanilla bean crème brulee  
white chocolate & raspberry blondie w  
whipped cream  
ice cream & sorbet selection in a brandy  
basket