



The Hotel Nelson

CONFERENCE CENTRE

Conference Pack

Conference Rooms

FAIRFIELD ROOM:

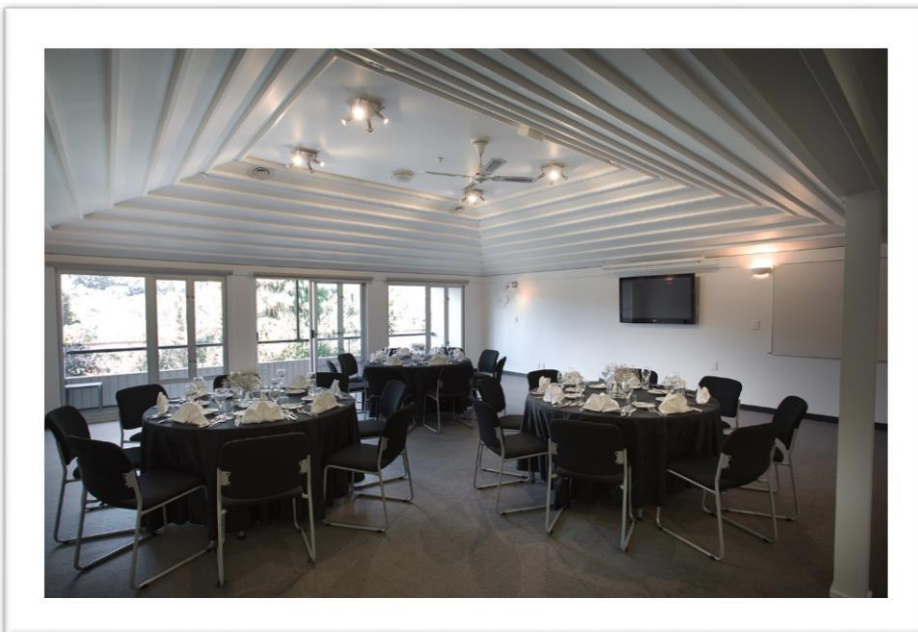
6.9 metres by 7.9 metres (Upstairs)

U-shape Style 25 people

Classroom Style 25 people

Theatre Style 70 people

Banquet Style 50 people



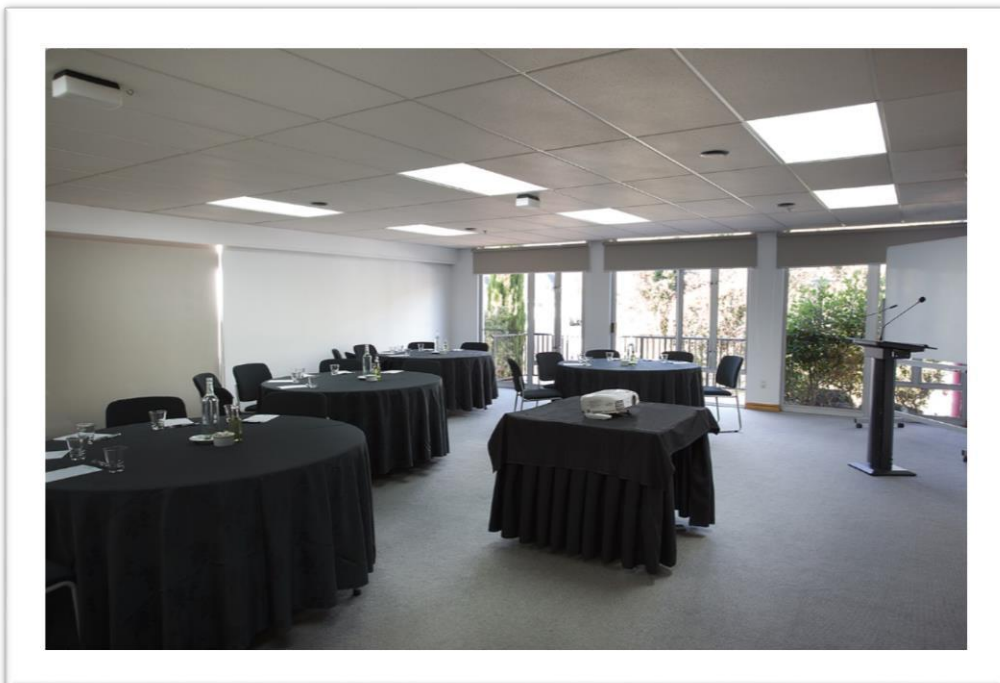
BROUGHAM ROOM: 8.5 metres by 8 metres (Ground Floor)

U-shape Style 25 people

Classroom Style 25 people

Theatre Style 70 people

Banquet Style 60 people



KAWAI ROOM:

6 metres by 7 metres (Ground Floor)

U-shape Style 16 people

Classroom Style 20 people

Theatre Style 40 people

Banquet Style 40 people

All our rooms offer good natural light but also have block out blinds to assist with presentations.



Conference Room Hire

For all rooms:

Full Day (Over 4 hours)	\$265.00
Half Day (Under 4 hours)	\$165.00

All prices are GST inclusive

Equipment Hire

Wall mounted Whiteboard (Fairfield Room Only)	\$25.00
Whiteboard and Pens	\$25.00
Flipchart with Paper and Pens	\$25.00
Screen	\$15.00
Data Projector and Screen	\$185.00
52" Television and DVD Player	\$45.00
Microphone and Lectern	\$80.00
Conference Phone (Polycom)	\$35.00
Portable Speakers	\$40.00

All prices are GST inclusive

Breakfast – Flames on Forty Restaurant

Breakfast

Continental Breakfast (Buffet)

\$19.00

Fruit Juice | Yoghurt | Stewed Fruit | Fresh Fruit | Danish Pastries |
Croissants | Cereal | Toast and Preserves

\$27.00

Cooked / Continental Breakfast

Enjoy our Continental Breakfast Buffet

Plus YOUR CHOICE OF: Eggs – Poached | Scrambled | Boiled or Fried
Grilled Bacon | Sausage | Hash Browns

With Toast available from the buffet

Vegetarian and Gluten Free Options are available

All prices are per person and GST inclusive

Morning and Afternoon Tea

Tea and Coffee only

\$4.00

Tea and Coffee with:

Selection of Homemade Biscuits	\$5.00
Freshly Baked Sweet or Savoury Muffins	\$5.50
Sweet Slice	\$5.50
Lamingtons with Fresh Cream & Cherry	\$6.00
Assorted Club Sandwiches	\$7.50
Savouries / Gourmet Sausage Rolls	\$7.50
Fresh Fruit Platter	\$8.00

All prices are per person and GST inclusive

Buffet Lunch Options

Option 1

A Quick Fix Lunch

Gourmet Sausage Rolls with Tomato Relish
Selection of freshly made Club Sandwiches
Greek Salad with Herb Dressing
Fresh Fruit Basket

at \$20.00 per person including GST

Option 2

Ploughman's Buffet

Freshly Baked Breads served with Butter
Garden Salad & Herb Dressing
Sliced Deli Meat Platter
Vegetable Platter with Cheese & Boiled Eggs,
Selection of Pickles, Relishes & Condiments
Southern Baked Chicken Drumsticks
Fresh Fruit Basket

At \$23.00 per person including GST

Option 3

Build your own Tacos

Soft Shelled Tacos – served with
Spiced Chicken | Pulled Pork | Chilli Beans
Avocado, Tomato, Chilli Salsa, Sour Cream
Shredded Iceberg, Cheese, Hot Sauce
Rice Salad
Caesar Salad
Seasonal Sliced Fruit Platter

At \$24.00 per person including GST

Option 4

Lunch Buffet

Basket of Warm Breads Served with Butter & Olive Oil
Antipasto Platter with Selection of Mediterranean Delights
Summer Vegetable Frittata
Fresh Tomato Salad with Feta, Basil, Olive Oil & Balsamic Reduction
Roasted Chicken & Bacon Salad with Iceberg Lettuce, Soft Boiled Eggs & Cherry Tomatoes
Seasonal Sliced Fruit platter

At \$26.00 per person including GST

All lunches served with Tea and Coffee
Add a Cheeseboard at \$5.00 per person including GST

Design your Own Cocktail Menu

Cold Selection

Finger Sandwiches with selection of fillings
Rice Paper Rolls with selection of Prawn or Vegetable Asian Dipping Sauce
Chicken Liver Parfait on toasted Sourdough Pesto
Scones with Mascarpone, Melon & Prosciutto
Crostoni with selection of:
Rare Beef and Horseradish Crème,
Smoked Salmon
Tomato Tartare & Goats cheese
Smoked Fish & Herb Pastry Puffs
Coconut Poached Chicken & Mango Wraps

At \$2.50 per item including GST

Hot Selection

Mini Quiches with various fillings
3 Cheese Fritters with Tomato Jam
Salt & Pepper Squid with Lemon Aioli
Beer Battered Fish Pieces with Homemade Tartare Sauce
Grilled Beef Sliders
Lamb & Herb Meatballs
Prawn Twisters with Sweet Chilli Sauce
Gourmet Sausage Rolls
Vegetable Pakora's with Mint Yoghurt
Thai Fish Cakes
Spicy Chicken Nibbles with BBQ Sauce
Asian Basket – Selection of Spring Rolls,
Samosas & Wontons served with dipping sauce

At \$3.50 per item including GST

Set Menu Dinner – Flames on Forty Restaurant

2 Course Set Menu

OPTION ONE

Freshly Baked Dinner Rolls with Butter Served to the Table

MAINS

Oven Baked NZ Lamb Rump

Served with Roast Pepper Piperade, Potato Croquette & Salsa Verde

Panfried Market Fish

With Potato & Herb Rosti, Baby Cress & Caper Lemon Butter Sauce

Grilled Chicken Escalope

On Warm Mediterranean Vegetables, Romesco Sauce,
& Topped with Crisp Prosciutto

Spinach & Ricotta Cannelloni

With Kumara Puree, Parmesan Cream Sauce & Kumara Crisps

Fresh Garden Salad with Herb Dressing to the Table

DESSERTS

White Chocolate & Raspberry Mousse

With Fresh Cream, Seasonal Berries & Couli

Seasonal Fruit Crumble

Served Hot with Vanilla Bean Ice Cream

Chocolate Ice Cream Sundae

With Crisp Waffer Biscuit, Fresh Cream & Cherry

At \$38.00 per person including GST

2 Course Set Menu

OPTION TWO

Freshly Baked Dinner Rolls with Butter Served to the Table

MAINS

Lamb Shank

Slow Cooked Till Tender in a Red Wine Sauce
With Creamy Potato Mash & Kumara Crisps

Hot Smoked South Island Salmon

On Roasted Pumpkin, Parmesan & Baby Spinach Risotto, Watercress

Chicken Schnitzel

Macadamia, Parmesan & Herb Crust on Creamy Potato Mash, Apple & Fennel Slaw,
Smoked Tomato Chutney & Mint Yoghurt

Roasted Mediterranean Vegetables

With Grilled Halloumi, Salsa Verde & Balsamic Reduction

Fresh Garden Salad with Herb Dressing to the Table

DESSERTS

Cookies & Cream Cheesecake

With Fresh Cream & Chocolate Sauce

Vanilla Bean Bruleé

Served with Poached Strawberries & Berry Gelato

Coconut Cream Panacotta

With Tropical Fruit Salsa & Mint Syrup

At \$38.00 per person including GST

3 Course Set Menu

OPTION ONE

Freshly baked dinner rolls with butter served to the table

STARTERS Spicy Chicken Wings

BBQ Sauce

Today's Market Fresh Soup

Baby Caesar Salad

The Classic with Fresh Cos Lettuce, Crisp Bacon, Garlic Crouton, Creamy Dressing, Boiled Eggs, Shaved Parmesan

Pumpkin & Hazelnut Falafels

Smoky Tomato Relish & Mint Yoghurt (V, GF)

MAINS Oven Baked NZ Lamb Rump

Served with Roast Pepper Piperade, Potato Croquette & Salsa Verde

Panfried Market Fish

With Potato & Herb Rosti, Baby Cress & Caper Lemon Butter Sauce

Grilled Chicken Escalope

On Warm Mediterranean Vegetables, Romesco Sauce, Topped with Crisp Prosciutto

Spinach & Ricotta Cannelloni

With Kumara Puree, Parmesan Cream Sauce & Kumara Crisps

Fresh Garden Salad with Herb Dressing to the Table

DESSERTS White Chocolate & Raspberry Mousse

With Fresh Cream, Seasonal Berries & Coulis

Seasonal Fruit Crumble

Served Hot with Vanilla Bean Ice Cream

Chocolate Ice Cream Sundae

With Crisp Waffer Biscuit, Fresh Cream & Cherry

At \$48.00 per person including GST

3 Course Set Menu

OPTION TWO

Freshly baked dinner rolls with butter served to the table

STARTERS Salt & Pepper Calamari

Lemon Aioli & Salad Leaves

Today's Market Fresh Soup

Grilled Italian Lamb Meatballs

Smoked Tomato Relish & Salsa Verde

Warm Beetroot Tart

With Caramelised Onions, Cranky Goat Cheese, Fresh Rockett Salad
& Red Wine Syrup

MAINS Lamb Shank

Slow Cooked Till Tender in a Red Wine Sauce
With Creamy Potato Mash & Kumara Crisps

Hot Smoked South Island Salmon

On Roasted Pumpkin, Parmesan & Baby Spinach Risotto, Watercress

Chicken Schnitzel

Macadamia, Parmesan & Herb Crust on Creamy Potato Mash, Apple & Fennel Slaw,
Smoked Tomato Chutney & Mint Yoghurt

Roasted Mediterranean Vegetables

With Grilled Halloumi, Salsa Verde & Balsamic Reduction

Fresh Garden Salad with Herb Dressing to the Table

DESSERTS Cookies & Cream Cheesecake

With Fresh Cream & Chocolate Sauce

Vanilla Bean Bruleé

Served with Poached Strawberries & Berry Gelato

Coconut Cream Panacotta

With Tropical Fruit Salsa & Mint Syrup

At \$48.00 per person including GST

Buffet Dinner Menu – Flames on Forty Restaurant

Option One

ENTRÉE

Warm Baked Breads served to the table with Butter

MAINS

Southern Baked Buttermilk Chicken Pieces with House BBQ Sauce
Creamy Potato Mash
Steamed Seasonal Vegetables
Apple & Fennel Slaw with Ranch Dressing

DESSERT

Fruit Salad & Ice Cream

At \$30.00 per person including GST

Option Two

ENTRÉE

Warm Baked Breads served to the table with Butter

MAINS

Fresh Iceberg Salad with Tomatoes, Cucumber, Sprouts & Herb Vinaigrette
Sliced Deli Meat Platter with Pickles & Relishes
Beef Stroganoff with Button Mushrooms, Bacon in a Rich Red Wine Sauce
Potato Gratin
Steamed Seasonal Vegetables

DESSERT

Apple Strudel with Fresh Cream

At \$38.00 per person including GST

Option Three

ENTRÉE

Warm Garlic & Herb Breads

MAINS

Baby Potato Salad with Bacon & Spring Onions
Fresh Iceberg Salad with Tomatoes, Cucumbers, Sprouts & Herb Dressing
Apple & Fennel Slaw with Creamy Ranch Dressing
Selection of Gourmet Sausages from the grill served with Sauces & Mustards
Tex Mex Slow Cooked Pulled Pork served with Avocado Salsa, Cream & Tomato Salsa
Southern Baked Buttermilk Chicken
Warm Summer Roast Vegetables with Balsamic & Olive Oil

DESSERT

Kiwi Pavlova with Fresh Cream & Berries Fruit Salad & Ice Cream

At \$45.00 per person including GST

Option Four

ENTRÉE

Warm breads served with local Extra Virgin Olive Oil & Home Made Dips

MAINS

Hot Smoked Salmon, with Horseradish & Capers

Beer Battered Fish, with Homemade Tartare Sauce

Steamed Mussels with White Wine & Parsley Cream Sauce

Tomato, Prawn & Coconut Cream Curry with Steamed Rice

Chunky Steak Fries

Fresh Garden Salad with Herb dressing

Tomato, Feta & Basil Salad

Steamed Summer Vegetables

DESSERT

Tropical Fruit Salad & Ice Cream

At \$48.00 per person including GST

Option Five

ENTRÉE

Warm breads served with local Extra Virgin Olive Oil & Home Made Dips

MAINS

Sliced Deli Meat Platter with Pickles & Relishes

Asian Noodle Slaw with Poached Chicken & Coriander Ginger Dressing

Greek Salad with Kalamata Olives, Cherry Tomatoes, Cucumber & Feta Herb Dressing

Slow Roasted Beef Ribeye with Herbs & Mustard Crust, Red Wine Jus & Horseradish

Pan Fried Fresh Fish with Cherry Tomatoes, Roasted Peppers, Fresh Herbs & Capers

Grilled Spiced Lamb Kaftas with Mint Yoghurt

Garlic & Rosemary Roasted Gourmet Potatoes

Steamed Seasonal Vegetables

DESSERT

Meringue Roulade with Toasted Coconut, Fresh Cream & Berries

At \$50.00 per person including GST

TERMS AND CONDITIONS OF CONFERENCE / ACCOMMODATION BOOKINGS HELD WITH THE HOTEL NELSON

- A tentative booking will be regarded as tentative until confirmed in writing by letter, facsimile or email.
- A confirmed booking will be considered on the basis of 'right of first refusal'. This means that under the right of first refusal should a client want to book the same dates we will request a guarantee\deposit from the first group to hold that booking as confirmed. Otherwise we reserve the right to cancel this booking and accept the second request.
- Confirmed bookings which are cancelled within 14 days prior to the arrival date will be subject to a cancellation fee of the conference facilities not resold.
- All accommodation rooms booked for a conference must be confirmed no later than 30 days prior to arrival.
- Terms of cancellation also applies to any Accommodation bookings held with us
- Catering - The approximate numbers for meals should be advised at the time of confirmation of the booking. A 'confirmed' number for the meal is required from the authorised Conference delegate and should be advised no later than 12 pm before the date to which it applies. The account will be charged on the basis of whichever is the highest - being the confirmed number or the number who dined.
- Damages – in the event of any damages to the property, building or equipment by the client or any of their guests, the client will assume full responsibility and liability.