



The Hotel Nelson
CONFERENCE CENTRE

Conference Pack



40 Waimea Road, Nelson 7010 | events@thehotelnelson.co.nz

03 548 2089 | 0800 333 089
www.thehotelnelson.co.nz

Conference Rooms

FAIRFIELD ROOM: 6.9 metres by 7.9 metres (Upstairs)

U-shape Style	24 people
Classroom Style	24 people
Theatre Style	70 people
Banquet Style	40 people



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

U-shape Style 24 people

Classroom Style 24 people

Theatre Style 80 people

Banquet Style 48 people



KAWAI ROOM:

6 metres by 7 metres (Ground Floor)

U-shape Style 18 people

Classroom Style 18 people

Theatre Style 40 people

Banquet Style 32 people



BRONTE ROOM:

3 metres by 4 metres (Ground Floor)

Boardroom Style 10 people

Theatre style 12 people



Conference Room Hire

Fairfield Room or Brougham Room

Full Day \$300.00
(8:00am to 6:00pm)

Half Day – AM, PM or Evening \$225.00
(AM – 8:00am to 12:00pm / PM- 12.00pm to 5:00pm / Evening - 6:00pm to 10:00pm)

Kawai Room

Full Day \$270.00
(8:00am to 6:00pm)

Half Day – AM, PM or Evening \$190.00
(AM – 8:00am to 12:00pm / PM- 12.00pm to 5:00pm / Evening - 6:00pm to 10:00pm)

All prices are GST inclusive.

The Conference Centre is at a quiet location at the back of the complex, away from the main road, and also offers complimentary off-street parking.
All our venues offer good natural light and also have block out blinds to assist with presentations. Complimentary shared Wi-fi is also supplied.

Equipment Hire

Wall mounted Whiteboard (Fairfield & Kawai Room)	\$27.00
Portable Whiteboard and Pens	\$27.00
Flipchart with Paper and Pens	\$27.00
Screen	\$17.00
Data Projector and Screen	\$95.00
55" TV Screen	\$47.00
Microphone and Lectern	\$86.00
Conference Phone (Polycom)	\$40.00

All prices are GST inclusive

The Hotel & Accommodation

The Hotel Nelson is a 4-star hotel and offers 60 studio rooms and 18 self-contained apartments, being a mixture of 1, 2, 3 and 4 bedrooms, all with classic comfort - ideal for business or leisure.

We have an onsite heated swimming pool which is opened during the summer months, and also the Flames on Forty Bar & Restaurant which is opened for breakfast and Dinner daily.

All in-house guests can also take advantage of complimentary parking and wi-fi, SKY TV channels, Snap Fitness Gym pass and guest laundry facilities.



Breakfast – Flames on Forty Restaurant

Breakfast

Continental Breakfast (Buffet)

\$22.00

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

Cooked / Continental Breakfast

\$29.00

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

\$4.50

Tea and Coffee with:

Selection of Homemade Biscuits	\$6.50
Freshly Baked Sweet or Savoury Muffins	\$7.50
Sweet Slice	\$7.50
Lamingtons with Fresh Cream & Cherry	\$7.00
Assorted Club Sandwiches	\$9.00
Savouries or Gourmet Sausage Rolls	\$9.50
Fresh Fruit Platter	\$12.00
Fruit Tartlets	\$8.00

Add-on Orange Juice to your Morning or Afternoon Tea - \$10.00 per jug

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 filled rolls & wraps
Greek Salad with Herb Dressing
Fresh Fruit Basket

at \$24.50 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 \$26.50 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
Fresh Fruit Basket

At \$27.50 per person including GST

Option 4

Lunch Buffet

Basket of Warm Breads Served with Butter & Olive Oil
Sliced Deli Meat Platter
Vegetable Frittata
Roasted seasonal vegetable Salad with Feta, Basil, Olive Oil & Balsamic Reduction ***
Roasted Chicken & Bacon Salad with Iceberg Lettuce, Soft Boiled Eggs & Cherry Tomatoes
Fresh Fruit Basket

At \$28.50 per person including GST

Seasonal salad – it may be replaced by Rice Salad or another suitable option depending on season & availability.

Lunches are served in the Restaurant area – It can be served in the conference room at a service fee of \$50.00

Cocktail Menu (10pax minimum)

Design your Own Cocktail Menu

Minimum order of 4 items.

4 items at \$18.50 per person – Extra item at \$5.00 per item including GST

Club Sandwiches with a selection of fillings

Vegetable Rice Paper Rolls with 2 dipping sauces

Chilli, coriander & lime.

Plum sauce.

Chicken Liver Parfait on toasted sourdough

Homemade Crostini - Topped with (Choose one):

Rare Beef and Horseradish Crème / Smoked Salmon / Tomato Tartare & crumbed feta

Smoked Fish & Herb Pastry Puffs

Mini Quiches

3 Cheese Fritters with Tomato Jam

Salt & Pepper Squid with Lemon & Aioli

Beer Battered Fish Pieces with Homemade Tartare Sauce

Grilled Beef Sliders with caramelised onions & smoked cheese

Lamb Koftas with mint yoghurt

Gourmet Sausage Rolls with Tomato Relish

Pea & Mint Bites (V)

Sundried tomato, parmesan & mozzarella Arancini with Aioli.

Spicy Chicken Nibbles with BBQ Sauce

Prawn Twisters with Sweet Chilli Sauce

Asian Basket - Spring Rolls, Samosas & Wontons

served with plum sauce & sweet chilli sauce

Fruit Tartlets with Fresh fruit & Vanilla Bean Custard.

3 Course Set Menu Dinner – Flames on Forty Restaurant

Freshly Baked Dinner Rolls with Butter Served to Table

Entrée

Today's Market Soup

With soft egg, crispy bacon, garlic crouton & ranch dressing

Salt & Pepper Squid

With Fresh Lemon & Aioli

Flames Thai Beef Salad

With toasted peanuts, crispy noodles, fried shallots & lime, chilli dressing

Mains

Lamb Shank

Slow braised in red wine sauce & served with creamy potato mash, glazed carrots & kumara crisps.

Pan Fried Market Fish

With golden fries, salad, lemon & tartare sauce

Bacon Wrapped Chicken

Mozzarella stuffed chicken breast, oven baked & served with potato gratin, port wine & red currant jus & wilted spinach.

(Fresh garden salad served to Table)

Desserts

Caramelised Pear & Apple Crumble

With maple walnut ice cream (GF)

Today's Seasonal Cheesecake

Served with fresh cream.

Ice cream Sundae with Caramel Sauce

With whipped cream, chopped nuts, vanilla tuille & topped with a cherry.

Vegetarian Option Available on Request

At \$65.00pp or \$53.00pp for 2 courses including GST

(Please note this is a sample of our set menus. Changes may apply as per seasonality, availability and chef's choice. Pricing reflects dinner in our Flames on Forty Restaurant as non-exclusive use.

Add a Cheese Platter – served on the table to share at additional \$10.00 per person

Assortment of Local South Island Cheeses, with Crackers, Jam, Nuts and Fresh & Dried Fruits

3 Course Set Menu Dinner – Flames on Forty Restaurant

Freshly Baked Dinner Rolls with Butter Served to the Table

ENTREES

Chilli Caramel Pork Belly

Twice cooked pork belly, drizzled in chilli caramel sauce

Grilled Chicken Salad

With Crispy Bacon & Honey mustard dressing

Pumpkin & Hazelnut Falafel

With spiced eggplant pickle & thick yoghurt.

MAINS

Grilled Fillet of Beef (160g)

Cooked Medium Rare only.

With creamy potato mash, sweet onion tartlet & bearnaise sauce

Fresh Beer Battered Fish

With golden fries, homemade tartare sauce & Lemon

Chicken Parmigiana

Crumbed Chicken Breast, served in a Rich Tomato Sauce, Melted Mozzarella & Roast Garlic Mash

Fresh Seasonal Salad Served to the Table

DESSERTS

Rhubarb Brulé

With toasted ginger loaf & Vanilla Ice cream

Sticky Toffee Pudding

With caramelised banana, toffee sauce & fresh cream

Ice Cream Sundae with Berry Sauce

With Whipped Cream, Chopped Nuts, Vanilla Tuille & topped with a Cherry

Vegetarian Option Available Upon Request
At \$65.00pp or \$53.00pp for 2 courses including GST

**(Please note this is a sample of our set menus. Changes may apply as per seasonality, availability and chef's choice.
Pricing reflects dinner in our Flames on Forty Restaurant as non-exclusive use)**

Buffet Dinner Menu – Flames on Forty Restaurant

Option One (Minimum 20 people)

Warm Breads & Butter.
Today's Market Fresh Soup

HOT

Roast chicken with lemon & herb roast gravy.
Creamy Potato Mash
Steamed Seasonal Vegetables with garlic butter

COLD

Apple & Fennel Slaw with Ranch Dressing

DESSERT

Fresh seasonal fruit Salad with vanilla Ice Cream

\$45.00 per person

Option Two (Minimum 20 people)

Warm Breads & Butter
Today's Fresh Market Soup

HOT

Slow roasted mustard crusted Beef with red wine gravy & horseradish
Grilled chicken breast, sliced & served in a creamy bacon, mushroom & white wine sauce
Crispy roast potatoes & roast Vegetables
Steamed seasonal vegetables

COLD

Green Salad with sherry dressing
Rice Salad
Sliced Deli Meat Platter with Pickles, Relishes & condiments.

DESSERT

Apple & Blackberry Crumble served with Vanilla Ice Cream.

\$55.00 per person

Please note these are samples of our Buffet Menus. Changes may apply as per seasonality, availability and chef's choice. Pricing reflects dinner in our Flames on Forty Restaurant as non-exclusive use

Buffet Dinner Menu – Flames on Forty Restaurant

Option Three (minimum 20 people)

Warm Breads & butter
Today's Market Fresh Soup

HOT

Mongolian beef. Tender stir-fried beef strips with onions, soy & ginger.
Pan fried Market Fish, cheesy tomatoes, peppers, capers & lemon butter.
Chicken Parmigiana with melted local mozzarella & a rustic tomato sauce
Roast baby potatoes, caramelised onions & fresh herbs
Steamed seasonal vegetables
Steamed Rice

COLD Caesar Salad with garlic croutons, crispy bacon, parmesan & creamy Caesar dressing
Roast Vegetable Salad with crumbed feta, balsamic & basil pesto
Coconut poached chicken salad, crispy noodles, toasted peanuts & lime coriander dressing.

DESSERT

Fresh fruit salad & Vanilla ice cream
Keagan's seasonal cheesecake

\$65.00 per person

Option Four (minimum 20 people)

Warm breads & butter
Market Fresh Soup

HOT

Grilled Beef fillet with creamy whiskey & peppercorn sauce
Tempura Fried Fish with tartare & lemon sauce
Butter chicken, fresh coriander & yoghurt
Steamed rice
Steamed seasonal vegetables
Potato gratin with rosemary & parmesan

COLD

Caesar Salad with garlic croutons, crispy bacon, parmesan & Caesar dressing
Greek salad with tomatoes, cucumber, black olives, feta & herb dressing
Prawn cocktail salad, with shredded iceberg, avocado, fresh prawns & cocktail sauce.
Deli meat platter with pickles, relishes & condiments

DESSERT

Flames Baked pavlova with fresh cream & seasonal fruit
Fresh fruit salad with vanilla ice cream
Rich chocolate tart with berry compote

\$75 per person

Terms and Conditions

TERMS AND CONDITIONS OF CONFERENCE BOOKINGS HELD WITH THE HOTEL NELSON

Final Numbers/Catering & Set up

Any catering selection and the number expected to attend the event must be advised seven (7) working days prior to the commencement of the event, with final confirmation of numbers no later than 48 hours prior to the date of the event.

This number will constitute the minimum charge.

You will be charged per person for the higher total of either the confirmed number of people advised or the number of people who dine on the day.

No BYO catering is allowed in the conference centre and in the restaurant. The non-compliance of this policy will represent a fee added to the final bill, which can vary from \$200 to \$800 at management discretion.

Cancellation

Venue Hire. Cancellation made within 14 days of the date of the event will incur a charge of 25% of the total bill.

Cancellation made within 7 days of the date of the event will incur a charge of 50% of the total bill.

Cancellation made within 72 hours of the date of the function will incur a charge of 100% of the total bill.

Catering and Equipment Hire: Cancellation made within 14 days of the date of the event will incur a charge of 25% of the total bill.

Cancellation made within 7 days of the date of the event will incur a charge of 50% of the total bill.

Cancellation made within 72 hours of the date of the function will incur a charge of 100% of the total bill.

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 10am on the day prior to date of event. 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.