

## WELCOME...

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Organising any special event has never been easier

Just one call is all it takes to get started

At the Commodore we listen to your requirements

Provide the best venue from one of our Meeting Rooms

Provide a complimentary shuttle for delegates flying to and from Christchurch Airport

Provide a Garden Setting and abundant free parking to take the stress out of accessing the Hotel.

To make it easier

The following information is separated into four sections

**General Information**

**Hotel Specifications**

**Cuisine (Food & Beverage)**

**Lifestyle ( Fitness Centre )**

Simply telephone 0508 COMMODORE (266663) to discuss your requirements whether it be a meeting for 2 a conference for 200 a themed banquet or product launch or a

Wedding in our award winning gardens – the Commodore can deliver it all with ease.

Thank you for considering the Commodore for your next special occasion

I would be delighted to meet and discuss your requirements.

Yours faithfully

Ken Patterson

Conference Manager

# GENERAL INFORMATION

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## ADDRESS

449 Memorial Avenue

PO Box 14093 Christchurch New Zealand

Telephone (64) (3) 358 8129 Facsimile (64) (3) 358 2231

NZ Toll Free Reservations 0508 COMMODORE (266663)

Website: <http://www.commodore.net.nz>

World-wide GDS Code QI

## LOCATION

Christchurch is New Zealand's gateway to the breathtaking beauty of the scenic South Island.

A city proud of its English heritage - immediately apparent in the city's landmark 19th Century architecture parks and gardens. The Copthorne Hotel Commodore enhances this with its picturesque resort setting, a perfect location only minutes from the airport by the complimentary shuttle (24 hours).

## TRANSPORTATION

From Commodore to the Airport = 1.5km

From Commodore to the Central Business District = 8km

From Commodore to the Hornby Business District = 5km

## ACCOMODATION

Total of 136 Guest rooms

30 Business Level Rooms

106 Premium (24 kings, 25 queens and 57 rooms featuring 2 double beds)

Wheelchair accessible rooms available

Inter-connecting rooms available

Smoking rooms available

Direct dial telephone

Mini Bar

Tea and coffee making facilities

Iron and ironing board

Hairdryer

Sky TV

## CONFERENCE AND BANQUET FACILITIES

Seven Conference rooms

All modern conference equipment available

Banqueting options available

## SERVICES AND FACILITIES

24 hour room service	Gymnasium
Sauna	Indoor swimming pool and spa
Business Centre	Guest laundry
Same day laundry / dry-cleaning	Safe deposit facility
24 hour free airport shuttle service	

## RESTAURANTS AND BARS

Patterson's Restaurant	Cocktail Bar open till late
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## POINTS OF INTEREST

Technology Park	Antarctic Centre
Russley Golf Course	Burnside Park
Cathedral Square	Theatres
Casino	

## VISITOR INFORMATION

All visitors entering New Zealand must hold fully paid onward or return tickets to a country which they have permission to enter and sufficient funds to maintain themselves during their stay in New Zealand. Passports must also be valid for three months after their date of departure from New Zealand. An airport Departure Tax is payable by everyone departing from any of New Zealand's international airports.

**Currency:** New Zealand Dollars

**Language:** English

**Climate:** Christchurch

Summer	Max	Min	Winter	Max	Min
Fahrenheit:	71.6	53.6	Fahrenheit:	50	33.8
Celsius:	32	12	Celsius:	10	1

# LOCATION MAP

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# CONFERENCE CENTRE INFORMATION

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## **HEAD OF THE AVON (COMBINED):**

Available as a combined facility forming a single conference room.

Combined capacity: 140 people classroom, 250 people theatre style seating.

140 people Banquet Round Tables

(Combined Room Size = 11m x 19.5m)

## **HEAD OF THE AVON SOUTH:**

Capacity: 60 people classroom, 40 people U Shape

120 people theatre style.

## **HEAD OF THE AVON NORTH:**

Capacity: 60 people classroom, 40 people U Shape

120 people theatre style

## **MAINLAND ROOM / BOARD ROOM**

Capacity: 24 people classroom, 20 people U Shape

65 theatre style rows.

(Room Size = 11m x 9.5m)

## **CONFERENCE ROOM FOUR:**

Capacity: 16 people classroom, 16 people U Shape

50 people theatre style

(Room Size = 7.6m x 7.9m)

## **CONFERENCE ROOM FIVE:**

Capacity: 45 people classroom, 25 people U Shape

80 people theatre style.

(Room Size = 10m x 8m)

## **ENDEAVOUR BUSINESS SUITE:**

Capacity: Purpose built board room, Capacity up to 14 delegates

## **WARD ROOM:**

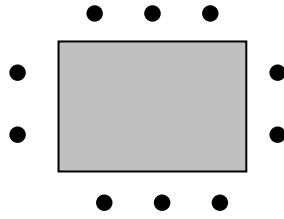
Capacity: 45 people classroom, 25 people U Shape

80 people theatre style.

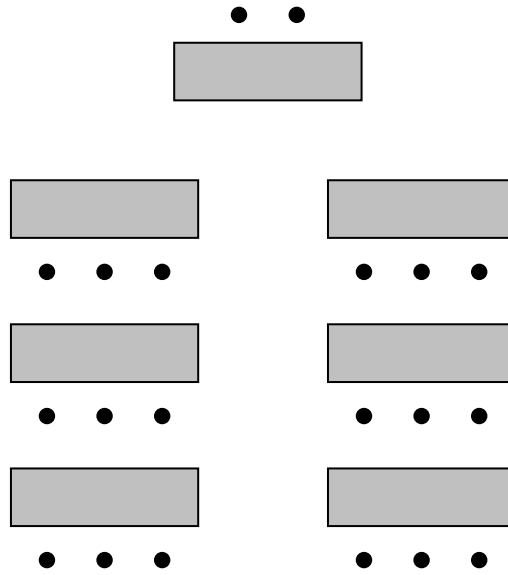
# SEATING STYLE GUIDES

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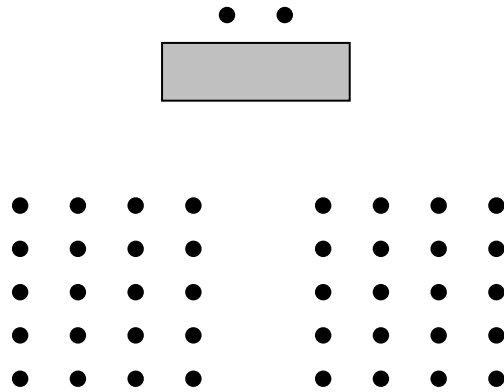
## BOARDROOM STYLE



## CLASSROOM STYLE

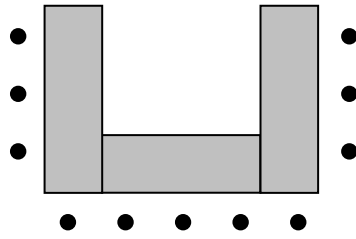
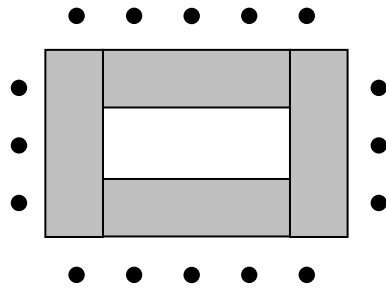


## THEATRE STYLE



OPEN SQUARE STYLE

U-SHAPE STYLE



## SEATING GUIDELINE FOR CONFERENCE FACILITIES

ROOM	DIMENSIONS	THEATRE	U SHAPE	CLASSROOM	SQUARE M
Head of the Avon South	11 x 9.75	120	40	60	50
Head of the Avon North	11 x 9.75	120	40	60	50
Head of the Avon	11 x 19.5	250	60	140	80
Mainland Room	11 x 5.9	65	20	24	24
Conference Room4	7.9 x 7.6	50	16	16	24
Conference Room 5	10 x 8	80	25	45	30
Ward Room	-	80	25	45	30
Endeavour	Purpose Built Boardroom Capacity up to 14 Delegates				

## CONFERENCE ROOMS PRICES

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ROOM	FULL DAY	HALF DAY
Head of the Avon	\$600	\$600
Head of the Avon N or S	\$400	\$300
Mainland Room	\$300	\$200
Room 4	\$200	-
Room 5	\$250	
Ward Room	\$300	\$200
Endeavour Business Suite	\$200	\$150

CONFERENCE VISUAL AIDS	FULL DAY	HALF DAY
Data Projector	\$200	-
TV and Video	\$40	-
Over head & Screen	\$40	-
Slide Projector	\$65	-
Electronic Whiteboard	\$110	-
Flip Charts	Free of charge	-
Whiteboards in all rooms	Free of charge	-
Sound System For Room 1 & 2	\$200	

ACCOMMODATION: SINGLE, DOUBLE, AND TWIN ACCOMMODATION AVAILABLE

**A Non Catering Surcharge Does Apply with all our  
Conference Rooms**

**(Conference Prices Are Quoted Exclusive Of GST)**

# MENUS

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Breakfast Pricing as listed

Morning/Afternoon Tea Pricing as listed

## Lunch

Daily Buffet Lunch \$26.00 per person

With Soup of the day, Selection of Salads, Meat platter, Hot dishes, Dessert, Fruit platter, Tea, Coffee & Juices

Buffet without Soup \$24.00 per person

Buffet without Soup & Dessert \$20.00 per person

## Dinner

Table D'Hote menu 1 \$45.00 per person

Table D'Hote menu 2 \$55.00 per person

Buffet Menu 1 \$45.00 per person

Buffet Menu 2 \$55.00 per person

Barbeque Menu \$40.00 per person

Cocktail Menu \$25.00 per person

Beverage packages Pricing as listed

Note: unless otherwise specified all prices are quoted exclusive of GST.

**All menus and pricing subject to confirmation at the time of booking.**

# BREAKFAST

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## The Full Breakfast **\$25.00 (incl. GST)**

Help yourself to the Continental Buffet and your hot plated breakfast will be served shortly

Eggs – scrambled, Bacon – Middle rashers, Continental beef Breakfast sausages, Hash Browns, Grilled Tomato and mushrooms – pan-fried.

*Poached, fried, or boiled eggs available on request*

## The Continental **\$20.00 (incl. GST)**

Fruit	Fresh seasonal breakfast fruit salad and a selection of preserved fruits
Juices	Apple, Orange, Grapefruit and Tomato
Dairy	Milk – full cream, non-fat and cream
Cereals	A selection of Sanitarium cereals
Yoghurts	Natural, Flavoured and crème fraiche selection
Toast	White, brown, honey grain and fruit bread
Bakery	A selection of bakery items as well as cinnamon and raisin bagles

## A la Carte **\$20.00(incl. GST)**

### *Include The Continental* **\$25.00 (incl. GST)**

Eggs Benedict	poached free range eggs with ham off the bone and hollandaise sauce on grilled English muffin
Buttermilk	
Pancakes	Served with maple syrup and Crème Fraiche, your choice of crispy bacon and banana
Omelette	The classic – Using free range eggs and filled with ham, cheese and tomato
Grilled Bagel	With scrambled egg, smoked salmon and grilled tomato

## Juice, Coffee and Tea Selection

Specialty Juices	\$4.00 (incl. GST)
Coffee	Flat white, Short & long Black, cappuccino, latte \$4.00 (incl. GST)
	Mochaccino \$5.00 (incl. GST)
	Flavoured \$5.50 (incl. GST)
	Tea & Toast \$9.00 (incl. GST)
Breakfast to Go	\$9.50 (incl. GST)

## COFFEE BREAK SELECTION

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**COFFEE EXPRESS                      \$3.50**

Robert Harris Coffee and Twinings Tea

**COFFEE CONNECTION                \$6.00**

Robert Harris Coffee and Twinings Tea with freshly baked Biscuits

**DEVONSHIRE SELECTION            \$7.00**

Robert Harris Coffee and Twinings Tea with freshly baked Scones, Jam, and Cream

**COFFEE & MUFFINS                    \$7.00**

Robert Harris Coffee and Twinings Tea with freshly baked Muffins

**COFFEE & DANISH                    \$7.50**

Robert Harris Coffee and Twinings Tea with freshly baked Danish Pastries

**COFFEE & SLICES                     \$8.00**

Robert Harris Coffee and Twinings Tea; with a selection of assorted cake squares and slices

**COFFEE & SANDWICHES              \$8.00**

Robert Harris Coffee and Twinings Tea; with a selection of assorted Club Sandwiches

**COFFEE & SAVOURIES                \$8.00**

Robert Harris Coffee and Twinings Tea; with a selection of assorted Savouries

Orange Juice Can Be Added to the Above Menu for \$ 2.00 per person

# TABLE D'HOTE MENU 1

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## STARTERS

Served with freshly baked bread

Choose one of the following:

- Corn and bacon chowder
- Cream of tomato and basil
- Broccoli and blue cheese
- Corn and chicken chowder

## MAINS

Choose two of the following:

- Pan roasted breast of chicken resting on potato mash, finished by a tarragon cream jus
- Char grilled age beef medallions resting on compote of portabello mushrooms with a peppercorn jus.
- Oven baked fish of the day resting on marinated Asian noodles finished with a shrimp and coriander butter sauce.
- Vegetarian crepe filled with a selection of seasonal vegetables, nut and feta cheese, oven baked with an age balsamic dressing.
- Pan fried veal fillets resting on char grilled Mediterranean vegetables, finished by smoked sage cream jus.

Seasonal vegetables and potato of the day included with main course.

## DESSERTS

Choose two of the following:

- Sticky date pudding with a butterscotch sauce and French vanilla ice cream
- Caramelised lemon tart with fresh cream and a berry compote.
- Rich chocolate torte chocolate ice cream, fresh berries and a chocolate sauce.
- Fresh fruit salad, drizzled in passion fruit coulis with lemon and lime sorbet.
- Oven baked apple strudel with a vanilla bean sauce and French vanilla ice cream.

## TABLE D'HOTE MENU 2

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### STARTERS

Served with freshly baked bread

Choose two of the following:

Seafood chowder

Corn and bacon chowder

Cream of tomato and smoked bacon

Salad of smoked salmon with a tomato mango dill salsa, finished by a caper citrus dressing

Smoked beef salad resting on seasonal greens, red onion confit and wasabi radish dressing

Feuillete of chicken and mushroom ragout and petit salad greens, finished with a tarragon cream sauce.

### MAINS

Choose two of the following:

Pan roasted breast of chicken resting on potato mash, finished by a tarragon cream jus

Char grilled aged beef medallions resting on compote of portabello mushrooms with a peppercorn jus.

Oven baked fish of the day resting on marinated Asian noodles finished with a shrimp and coriander butter sauce.

Vegetarian crepe filled with a selection of season vegetables, nut and feta cheese, oven baked with an age balsamic dressing.

Pan fried veal fillets resting on char grilled Mediterranean vegetables, finished by smoked sage cream jus.

Seasonal vegetables and potato of the day included with main course.

### DESSERTS

Choose two of the following:

Sticky date pudding with a butterscotch sauce and French vanilla ice cream

Caramelised lemon tart with fresh cream and a berry compote.

Rich chocolate torte chocolate ice cream, fresh berries and a chocolate sauce.

Fresh fruit salad, drizzled in passion fruit coulis with lemon and lime sorbet.

Oven baked apple strudel with a vanilla bean sauce and French vanilla ice cream.

# **BUFFET MENU 1 (Minimum of 40 people)**

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Selection of Freshly Baked Breads

## **SALAD SELECTION**

Tomato, Cucumber and Red onion, with Pesto Dressing

Mixed Bean - Blackeyed, Red Kidney & Green Lima Beans in a Tarragon Vinaigrette

Pasta Salad - Pasta Spirals with Salami, Roast Peppers & Spring Onions

Mixed Lettuce, served with a Herb Vinaigrette

Selection of Cooked and Continental Meats with Condiments

## **HOT DISHES**

Honey Glazed Ham off the Bone with Cumberland Sauce

Marinated medallions of Beef, served with Yorkshire Pudding & Mustard Grain Jus

Duo of Salmon & Gurnard Resting on Asian Vegetables with a coriander and shrimp cream sauce

Potatoes Oven Roasted with Rosemary and Garlic

Medley of Seasonal Vegetables

## **DESSERT SELECTION**

Fresh Fruit Salad in Orange Liquor Syrup

Selection of Gateau's and Pastries

Selection of New Zealand Cheeses with Grapes & Water Crackers

Tea and Coffee

## **BUFFET MENU 2 (Minimum of 40 people required)**

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Selection of Freshly Baked Breads

### **SALAD SELECTION**

Tomato, Fetta, Olives and Red Onion with Balsamic Dressing

Celery, Apple, Walnut and Yogurt

Pineapple and Coconut Salad Drizzled with Malibu

Mixed Lettuce served with a Herb Vinaigrette

Mediterranean Pasta Salad

Selection of Continental Meats with Condiments

Seafood Platter of Salmon Cold Seafood Cuts and Terrines

### **HOT DISHES**

Pineapple & Orange glazed Ham off the Bone with Grain Mustard

Pepper & Herb Crusted Rare roast medallions of Beef served with roast field mushrooms

Honey Glazed Chicken on Jasmine Rice

Duo of Salmon and Gurnard with a Coriander and Shrimp Cream Sauce

Potato's Oven Roasted with Rosemary and Garlic

Medley of Seasonal Vegetables

### **DESSERT SELECTION**

Fresh Fruit Salad in Orange Liquor Syrup

Pastry Mirror with a selection of individual Gateau's, Cakes and Pastries accompanied with a Berry Couli and Sauce Anglaise

Selection of New Zealand Cheeses with Walnut Bread

Tea and Coffee

# BARBEQUE MENU (Minimum of 25 people)

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A Selection of Freshly Baked Breads

## FROM THE BARBEQUE

Spicy Blackball Sausages with sautéed onion

Grilled half shell Mussels with a sweet chilli glaze

Spicy Tandoori Chicken Satays

Pepper Medallions of Beef

Jacket Potatoes with Sour Cream

Grilled Corn on the cob

Salad Selection with Dressings

## DESERTS

Fresh Fruit Salad

Traditional Pavlova and Chantilly Cream served with a berry compot and sauce anglaise

Tea and Coffee

## COCKTAIL MENU (minimum of 30 People)

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### CHOOSE FIVE FROM THE FOLLOWING SELECTION

Bouchees filled with shrimps

Smoked Salmon and Spinach Roulade

Yorkshire Puddings filled with blue cheese and Rosemary

Rare Roast Beef with Horseradish and Asian Sprouts

Fresh Sushi Rolls with Dip Sauce

Pumpernickel Rounds Topped with Smoked Salmon Mousse

Pesto Croustades Topped with Sundried Tomato Tapenade

Barquet of Cucumber and Spicy Pork

Mini Club sandwiches with a selection of fillings

Smoked Chicken and Walnut rolls

## **BEVERAGE PACKAGES    All Beverage Charged on consumption after time limit**

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### **PACKAGE 1**

#### **SOFT DRINKS NZ MINERAL WATER AND JUICES**

1 hour service	\$ 9.00 per person
2 hour service	\$12.00 per person
3 hour service	\$15.00 per person
4 hour service	\$18.00 per person
5 hour service	\$20.00 per person

### **PACKAGE 2**

#### **SOFT DRINKS , JUICES , NEW ZEALAND NON PREMIUM BEER AND BOTTLED HOUSE WINE**

30 minutes	\$15.00 per person
1 hour service	\$19.00 per person
1 hour 30 minutes	\$22.00 per person
2 hour service	\$25.00 per person
3 hour service	\$30.00 per person
4 hour service	\$40.00 per person

### **PACKAGE 3**

#### **SOFT DRINKS, JUICES, NZ PREMIUM AND NON PREMIUM BEER, BOTTLED HOUSE WINE, MONTANA LINDAUER SPECIAL RESERVE AND STANDARD SPIRITS**

30 minutes	\$15.00 per person
1 hour service	\$20.00 per person
1 hour 30 minutes	\$28.00 per person
2 hour service	\$36.00 per person
3 hour service	\$42.00 per person
4 hour service	\$50.00 per person

## LEISURE ACTIVITIES

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Christchurch is New Zealand's gateway to the breathtaking beauty of the scenic South Island.

A city proud of its English heritage - immediately apparent in the city's landmark 19th Century architecture, parks and gardens.



The Commodore enhances this with its picturesque resort setting, a perfect location only minutes from the airport by the complimentary shuttle (24 hours). To add a new dimension to your conference let us customise your program with a leisure activity.

Right at our doorstep is one of New Zealand's premiere golf courses; the international standard Russley golf club, which has previously been host to the New Zealand Open. And just quietly, a word in the right ear may see you get on the course for a little less than normal price. Call it family perks. Or maybe a game of tennis? We have easy access to the local tennis club featuring all weather courts.

You'll see why Christchurch is known as the garden city as you arrive, but it's even more evident when you step inside the Commodore. Nestled in a beautiful, spacious parklike setting, our gardens have recently picked up major awards.

Add to this our stunning conservatory style leisure complex containing an indoor pool and spa with a sauna and fully equipped gym right beside - we can most certainly offer you a relaxing haven to get away from it all.

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

# YOUR PERSONALISED CHECKLIST

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HAVE YOU ARRANGED EVERYTHING? IS THERE ANYTHING YOU MAY HAVE FORGOTTEN? TO ENSURE YOU HAVE ALL THAT IS REQUIRED TO EFFECTIVELY COORDINATE YOUR EVENT WE HAVE PREPARED THE FOLLOWING EVENTS CHECKLIST.

## CONFERENCE ROOM REQUIREMENT

Capacity

## SPECIFICATIONS

Power Source

Lighting

Heating

Black-out 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

Familiarisation 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

## ADDITIONALS

Hotel Transfers

Transport

Theme Dinners

Out Catering

If this list encourages any ideas or questions please do not hesitate to contact Ken Patterson - Conference Manager who is more than happy to assist.

# CONFERENCE REQUIREMENT FAST FAX FORM

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TO: KEN PATTERSON

FROM:

Commodore Airport Hotel Christchurch  
449 Memorial Avenue, Harewood  
Christchurch

Postal Address

Phone: (03) 357 9863

Contact Name:

Phone:

Fax: (03) 358 2231

Fax

Email: kenp@commodore.net.nz

Email:

## Function Type:

Conference  Workshop  Seminar  Training  Other

## Function Date/s:

Numbers: (including presenter/s)

## Room Required:

Head of the Avon North or South  Head of the Avon  Mainland Room  
 Conference Room 4  Conference Room 5  Ward Room  
 Endeavour Business Suite

## Room Layout

Theatre  Classroom  U-shape: with tables  U-shape: Without tables  
 Other

## Times Catering Required

## Time

## Equipment

Arrival  Yes  No  
Breakfast  Yes  No  
Morning Tea  Yes  No  
Lunch  Yes  No  
Afternoon Tea  Yes  No  
Drinks/nibbles  Yes  No  
Dinner  Yes  No

Whiteboard  Electronic Whiteboard  
 OHP/Screen  Slide projector  
 TV/Video  Data Projector  
 Sound System  
 Other: \_\_\_\_\_

## Notes

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