



WELCOME

Thank you for your interest in Kingsgate Hotel Beachcomber Nelson as the proposed venue for your next Conference Event or Meeting.

On each of the following pages we have detailed basic information on our Conference facilities. Included is a selection of sample menus for your consideration. Please advise if you require further details on dinner and banqueting menus. All menus are samples only and can be tailored to suit your budget or dietary needs.

Our professional consultants 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.

We will contact you in the near future to arrange a time to view our facilities and / or 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 detailed specifications and configurations for the Conference rooms at Kingsgate Hotel Beachcomber Nelson. Optimum flexibility is offered in terms of style, seating arrangements and presentation facilities. We can even adapt the venue to suit promotional themes or events, multi-media or stage displays.

Among the conference services we offer:

- Advice and booking of leisure activities.
- Allocation of accommodation and provision of a full rooms 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 suits your requirements.
- Recommendation and hire of local entertainment, photographers, florist, etc.
- Venue Planning.
- Dedicated Conference team.

All prices are inclusive of Goods and Service Tax (GST) unless otherwise stated.

All prices are correct at the time of printing (July 05) but may alter without notification.

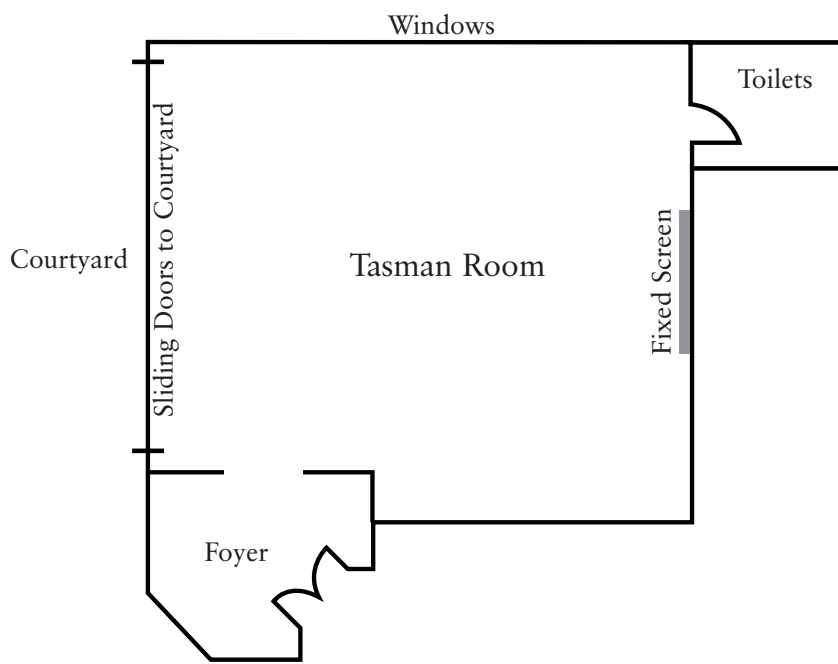
CONFERENCE ROOM CAPACITIES

Venue	Theatre style	Classroom style	U-Shape style	Boardroom style	Banquet style	Cocktail style	Area sq mtr	Ceiling height (m)
Tasman	100	80	50	40	80	100	140	2.9
Boardroom	-	14	14	14	-	-	28	2.6

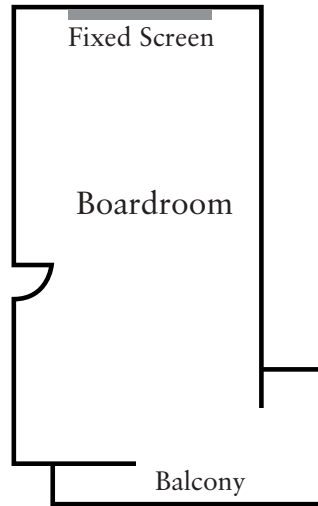


CONFERENCE ROOM FLOOR PLANS

Tasman Room



Boardroom





EQUIPMENT HIRE COSTS

Standard Equipment Supplied Free of Charge

- First Whiteboard, Pens, Duster
- Ice Water and Mints
- Pads and Pens
- Lectern

Additional Equipment

Overhead Projector and Screen	\$50.00
Data Projector	\$250.00
Slide Projector	\$50.00
Video and TV	\$50.00
Screen	\$30.00
Flip Chart	\$30.00
Extra Whiteboards	\$40.00
Extra Flip Charts	\$30.00
Hand Held or Lapel Microphones	\$120.00
Small Electronic Whiteboard	\$120.00
Data Show	\$200.00
CD Player	\$50.00

We are happy to source and quote on any audio visual requirements not listed above.

Additional Services

- Secretarial Services
- Transparencies
- Photocopies
- IT Support
- Faxes



ROOM HIRE COSTS

Boardroom

Half Day and Evening Hire Charge	\$80.00
Full Day Hire Charge	\$120.00

Tasman

Half Day and Evening Hire Charge	\$120.00
Full Day Hire Charge	\$200.00
No Catering Required Half Day	\$150.00
No Catering Required Full Day	\$250.00





DAILY DELEGATE RATE

\$35.00 Full Day Rate including GST

Minimum of 15 people

This includes:

- Room Hire
- Arrival tea and coffee
- Morning tea/coffee and one refresher item
- 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 provide lunch in our Restaurant or for those who would like to keep working through lunch we offer a working lunch served into the conference room.

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

COFFEE AND TEA BREAKS

From \$3.00 to \$5.00 per person

Tea and Coffee	\$3.00 per person
Tea, Coffee and Biscuits	\$4.00 per person
Tea, Coffee and Scones	\$5.00 per person
Tea, Coffee and Muffins	\$5.00 per person

FINGER FOOD OPTIONS

Finger Food Menu 1 \$12.00 per person

Sandwiches

Quiche Slices

Spring Rolls

Samosas

Leaf Salad

Finger Food Menu 2 \$14.00 per person

Sandwiches

Quiche Slices

Spring Rolls

Samosas

Leaf Salad

Baked Savouries

Pizza

Mini Meatballs

An antipasto platter or fruit platter (containing an assortment of cold starters) can be included in either menu 1 or menu 2 for an additional charge of \$3.50 per person.

All menus provided are sample only and will be changed to utilize supplier specials.

Luncheon Menus \$15.00 per person

A choice of one dish only from the following:

Beef curry and rice

Beef and tomato ragout and rice

Thai chicken curry and rice

Baked vegetable frittata and salad

Beer battered fish and chips

All dishes served with a green leaf salad

OTHER ADDITIONAL OPTIONS

Cheeseboard \$5.00 per person

Dessert \$6.00 per person

Please note:

If you require any supplements to your meal or have special dietary requirements, please feel free to discuss with your Host or Chef.



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 Beachcomber Nelson 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.

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