



# STEEPL CONFERENCE CENTRE

Thank you for your interest in using the Steeple Conference centre at Kingsgate Hotel Palmerston North as the proposed venue for your next Conference or Meeting.

On each of the following pages we have detailed information on our Conference facilities. Included is a selection of morning, afternoon tea and luncheon 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-coordinating 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.



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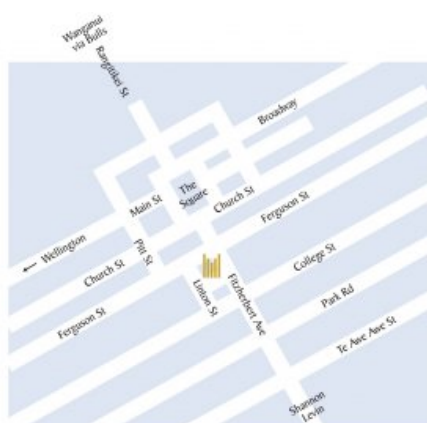
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## Conference Facilities and Services

Within this pack are the detailed specifications and configurations for the Conference rooms of the Steeple Conference Centre at Kingsgate Hotel Palmerston North. 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:***

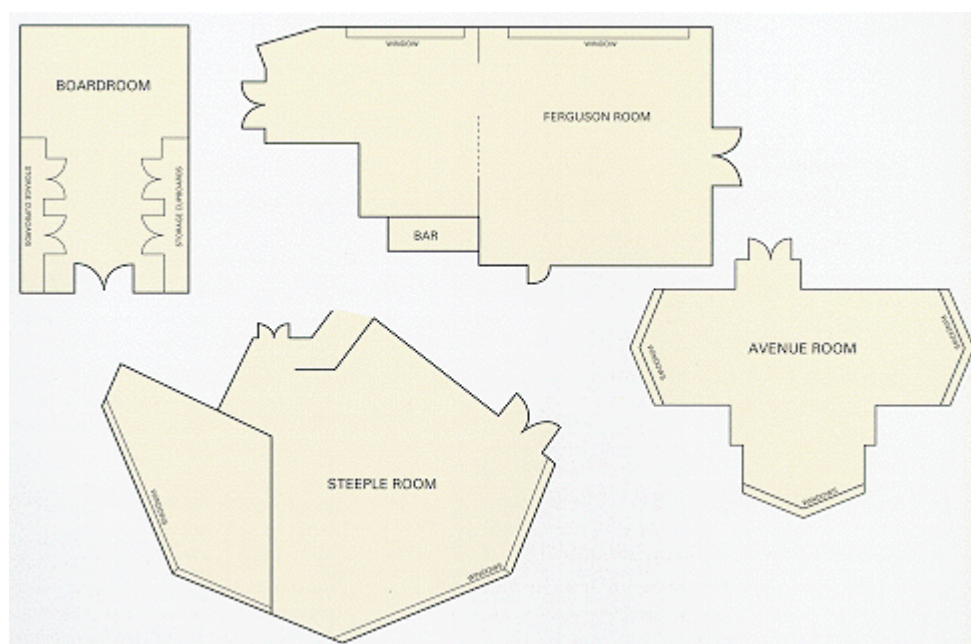
- ◆ Advice and booking of leisure activities
- ◆ Allocation of accommodation and provision of a full rooming list
- ◆ Assistance in planning and design of registration forms, etc
- ◆ Detailed accounts at the end of your event
- ◆ Assistance with catering arrangements including menu compilation and beverage selection which best suit your requirements
- ◆ Recommendation and hire of local entertainment, photographers, florist, etc
- ◆ Venue Planning
- ◆ Support from the Conference team.



## Conference Room Capacities

ROOM NAME	THEATRE STYLE	CLASS ROOM	U SHAPE	BOARD ROOM	BANQUET	COCKTAIL	SIZE SQ M
AVENUE	160	65	40	42	120	150	160
STEEPLE	130	46	30	36	110	150	140
BOARD	30	18	15	18	n/a	40	61
FERGUSON	70	40	25	30	80	100	93

## Conference Room Floor Plan



## Room Hire Costs

### Avenue Room

Day and Evening Hire Charge	\$200.00
No Catering Required	\$275.00

### Ferguson Room

Day and Evening Hire Charge	\$200.00
No Catering Required	\$275.00

### Steeple Room

Day and Evening Hire Charge	\$200.00
No Catering Required	\$275.00

### Boardroom

Day and Evening Hire Charge	\$150.00
No Catering Required	\$200.00

### Armada Room

Day Hire Charge	\$200.00
No Catering Required	\$275.00



## **Equipment Hire Costs**

### **EQUIPMENT**

(Supplied free of charge)

First Whiteboard, Pens, Duster  
Iced Water & Mints  
Pads & Pens  
First Flipchart  
Lectern

### **Standard Equipment**

Overhead Projector & Screen	\$35.00 per day
TV/Video	\$65.00 per day
DVD/Video	\$65.00 per day
Extra Flip Charts	\$15.00 each
Slide projector	\$35.00 per day
Extra Whiteboards	\$25.00 each

### **Additional Equipment**

Hand Held or Lapel Microphones	\$45.00 each per day
Electronic Whiteboard	\$90.00 per day
Data Projector (XGA)	\$150.00 per half day
Data Projector (XGA)	\$250.00 per 8 hour day
CD Player	\$20.00 per day

All other equipment can be priced on request.  
Please advise us of your requirements.

### **Additional Services**

Secretarial Services  
Transparencies  
Photocopies  
IT Support  
Faxes

## Special Daily Delegate Rate

\$44.00 per person

Full day rate including GST  
Minimum of 20 people

### THIS INCLUDES:

Room Hire

\*

Arrival tea and coffee

\*

Morning tea/coffee and one refresher item

\*

Conference Lunch

\*

Afternoon tea/coffee and one refresher item

\*

Writing pads and pens

\*

Whiteboard

\*

Screen

\*

Over Head Projector

\*

Flipchart

\*

Water and Mints



## Menu Selections

We have included a selection of menus to help with your food requirements. Please note however, we are more than happy to design menus to suit your personal preference.

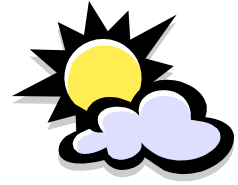
We are able to accommodate special food requirements, e.g. vegetarian, gluten free.

We can also offer Zoe's Restaurant as an alternative venue for lunch time dining.

In the evening your delegates can unwind in our Zoe's Bar or by choosing between private dining in our conference venue or at Zoe's Restaurant



Your breakfast requirements can be met in Zoe's Restaurant or a private dining room.



## Steeple Breakfast Menu

(\$18.00 per person)

### **CONTINENTAL**

#### *Juices*

Orange, grapefruit, tomato and apple

#### *Stewed Fruit*

Peaches, plums or pears

#### *Yoghurt*

Chef's special

#### *Toast*

White or Wholemeal

#### *Cereals*

Choice of three

#### **Bakers basket**

Assorted Danish pastries

Freshly baked Croissants

Butter, margarine and jams

Tea selection with fresh cona coffee

### **HOT SELECTION**

Scrambled Eggs

Sausages

Bacon

Tomatoes



# TAKE A BREAK

WEDNESDAY

	Price pp
Sweet muffins (assorted flavours)	\$4.00
Savoury pumpkin & Cheese muffins	\$4.00
Plain scones with jam & cream	\$3.75
Date or sultana scones	\$3.75
Savoury scones	\$3.75
Sweet Slices	\$4.00
Assortment of club sandwiches	\$4.50
Assorted cake slices	\$4.00
Assortment of mini muffins	\$3.75
Assortment of homemade biscuits	\$3.50
Selection of sweet Danish pastries	\$4.00
Selection of savoury Danish pastries	\$4.00
Assortment of savouries with tomato sauce	\$4.00
Mini croissants filled with ham and cheese	\$4.00
Venison & Thai chicken Sausage rolls	\$4.00
Handmade chocolate truffles	\$3.75
Cheese board with crackers & grapes	\$7.00
Fresh fruit platter	\$4.50
Mini Raspberry & Lime tarts with white chocolate	\$4.00
Freshly brewed Tea and Coffee	\$3.50
Freshly brewed Tea, Coffee and Juice	\$6.50
Continuous Tea and Coffee	\$6.50 ½ day \$10.00 full day



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# FINGER FOOD - LUNCH OR SUPPER OPTIONS

WELCOME



## *Cold selection* Price pp

Freshly baked cobb bread sandwich - <i>with an assortment of meat &amp; vegetable fillings &amp; relish</i>	\$5.00
Assortment of club sandwiches - with an assortment of meat & vegetable fillings & relish	\$4.50
Tortilla wraps - <i>with an assortment of meat &amp; vegetable fillings &amp; relish</i>	\$5.00
Focaccia sandwich - <i>with bocconcini, tomato, pastrami, salad &amp; relish</i>	\$5.00

## *Hot selection*

Chefs soup of the day with bread rolls & butter	\$5.50
Savouries/ quiches & potato top pies with Watties tomato sauce	\$4.50
Sausage rolls with barbeque sauce	\$4.00
Mini hot dogs with tomato sauce	\$4.00
Cajun chicken wing dings with salsa	\$4.00
Panako crumbed hoki bites with tartare sauce	\$4.50
Asian basket – <i>(spring rolls/samosa /wontons with sweet chilli sauce )</i>	\$3.50
Sweet chilli chicken tenders with dipping sauce	\$5.00
Wild mushroom & blue cheese vol au vents	\$4.00
Prawn Twisters with dipping sauce	\$5.00
Home made bacon & egg pie	\$5.00

## *Platters*

Antipasto platter with crusty bread for 10 people cold meats, charred & pickled vegetables and chutney	\$60.00
Vegetable crudités & corn chips for 10 people with blue cheese dip & salsa	\$50.00

# MENU

## *Sweet selection*

Assorted cake slices	\$4.00
Petite assorted mini muffins	\$4.50
Selection of sweet Danish pastries	\$4.00
Assorted sweet slices	\$4.00
Assorted cake slices	\$4.00
Neenish tart	\$4.00
Dark Chocolate brownie	\$4.00
Selection of sweet Danish pastries	\$4.00
Orange poppy seed cake	\$5.00
Tropical Fresh fruit platter	\$4.50
Mini raspberry & lime tarts with white chocolate	\$3.75
Hand made chocolate truffles	\$3.50
Mini Florentines	\$3.75
Kapiti cheese board with crackers, pear & fig chutney	\$7.00

## *Beverage*

Juice per carafe	\$15.00
Tea selection with fresh cona coffee	\$3.50
Freshly brewed Tea, Coffee and Juice	\$6.50



# MENU

## *International Lunch Menu's*

Minimum 15 people  
\$24.50 per person

Includes

***Complimentary***

**Tea selection with fresh cona coffee**

### **MONDAY**

#### *French fare*

Filled baguettes with cold meats & salad  
Green salad sprouts, French vinaigrette dressing  
Salad nicoise with tuna, new season potatoes  
Wild Mushroom vol au vents  
Quiche lorraine with goat's cheese  
Chicken cassoulet  
Profiteroles au chocolat

### **TUESDAY**

#### *Oriental fare*

Steamed BBQ pork buns with soy sauce  
Garden salad with sprouts & dressing  
Noodle salad with choysum & bean sprouts  
Steamed Seafood sticky rice parcels / steamed shrimp shao mai  
Thai beef red curry, coconut cream & coriander  
Fragrant jasmine rice  
Fresh fruit platter

### **WEDNESDAY**

#### *Taste of India*

Tandoori chicken wraps  
(*Chicken morsels wrapped in flour tortilla & salad*)  
Traditional naan bread  
Pickles, papad, yoghurt raita  
Tossed salad with tomato onions cucumber  
Savoury potato filled mini samosa  
Matar paneer  
(*Green peas & cottage cheese curry*)  
Chicken biryani  
(*Chicken pieces slow cooked with rice*)  
Seviya with mango ripple ice cream  
(*Warm vermicelli pudding with dry fruits*)

All Prices are GST Includ

*International Lunch Menu's*  
Continued

**THURSDAY**

*Italian fare*

Traditional Foccacia sandwiches with pesto, cold meats & salad

Green salad with cherry tomatoes sprouts, vinaigrette dressing

Organic pasta, cannelloni bean salad, pimentos, blue cheese,

Caesar dressing

Pepperoni salami, red onions & olive pizza

Pizza margarita with goat's cheese & pine nuts

Traditional beef lasagne

Tiramisu cake with coffee anglaise



**FRIDAY**

*Kiwi Kai*

Gourmet spinach tortilla wraps with cold meats & salad

Green salad with sprouts, vinaigrette dressing

Country style coleslaw salad

Home style bacon & egg pie

Wild venison sausage rolls with BBQ sauce

Steamed green lip mussels, wine curry herb broth

Fish & chips (*mini fish bites with shoe string fries*) Watties tomato sauce

Individual Kiwi fruit pavlova

WEDNESDAY

## *Make your own Sandwiches*

\$18.00 per person

Bakers bread basket with a selection of artisan breads  
With  
a selection of delicatessen fillings

Corned beef

Roast chicken

Hot pork

Pastrami

Baby mesculen salad

Sliced ham

Grated carrot

Sliced cucumber

Sliced Tomato

Sliced cheese

Snow pea shoots

Alfalfa sprouts

Tomato relish, mayonnaise, mustard

Fresh tropical fruit platter

Tea selection with fresh cona coffee

Juice

### **ADD**

Soup & a bread roll

OR

Assorted sushi

\$23.00 per person





## *Petite canapé & cocktail menu*

### **Cold selection**

Mini Caesar chicken filoettes	\$4.00
Petite seafood cocktail spoons	\$4.00
Mini salmon nicoise spoons	\$4.00
Cajun & wood smoked salmon wings with sumac aioli	\$4.00
Hot smoked salmon on oatmeal cracker & garlic dressing	\$4.00
Tomato basil bruchetta with bocconcini	\$3.50
Olive tapenade bruchetta	\$3.75
Date & almond pate, blue cheese on oatmeal cracker	\$3.75
Wild mushroom parmesan filoettes	\$3.75
Vegetable crudités with cheese dip & salsa	\$3.50

### **Hot selection**

Gourmet petite quiches, pies & savouries	\$3.50
Mini meat balls with horopito	\$3.50
Chicken potato croquettes	\$4.00
Chilli cheese toast	\$3.75
Chicken chippies with dipping sauce	\$3.75
Prawn shao mai dumplings with soy sauce	\$3.50
Wild mushroom blue cheese vol au vents	\$3.75
Lamb roganjosh, butter chicken puff bites	\$3.75
Cocktail beef/ lamb burgers with relish	\$4.00
Thai chicken & venison mini flaky bites	\$3.50
Spanish chorizo sausage wrapped in damper pastry	\$3.50
Malaysian cocktail chicken/beef satay with peanut sauce	\$4.00
Mini Italian pizza bites	\$3.50
Asian basket – <i>(spring rolls/samosa /wontons with sweet chilli sauce )</i>	\$3.50
Panko crumbed prawns with dipping sauce	\$4.00
Salt & pepper squid with butter ponzu sauce	\$4.00

### **Sweet selection**

Mini raspberry & lime tarts with white chocolate	\$3.75
Hand made chocolate truffles	\$3.50
Dark chocolate brownie squares	\$4.00
Mini Florentines	\$3.75
Fresh fruit skewers with chocolate sauce	\$4.00

WED

## **BUFFET MENU 'A'**

\$38.50 per person

Bakers bread roll basket

Butter / margarine

### **Cold Salad Buffet**

Shrimp, Surimi, citrus mayonnaise

Tossed salad with greek feta

Potato & bacon salad with Dijon mustard & garlic chives

Garden salad with sprouts

Selection of dressings & condiments

### **Carvery**

Honey & clove studded champagne ham

Traditional Gravy, apple sauce & mustards

### **Hot buffet**

Harissa roast chicken, corn salsa

Mini lamb tikkis, morrocan coconut cream sauce

Thyme Roast New season gourmet potatoes

Seasonal vegetables with herb butter

### **Dessert buffet**

Traditional kiwi individual pavlova

Lime passion fruit cheese cake

Tropical Fresh fruit platter

Chocolate sauce, chantilly cream , berry coulis

Tea selection with fresh cona coffee

# **BUFFET MENU "B"**

\$48.50 per person

Chefs soup of the day served with selection bread rolls

## **SALAD BUFFET**

White wine pernod poached tiger pawns

Shrimp, Surimi, citrus mayonnaise

Tossed salad with greek feta & olives

Potato & bacon salad with Dijon mustard & garlic chives

Garden salad with sprouts

Thousand island dressing, vinaigrette dressing, croutons

## **CARVERY**

Thyme & Dijon crusted roast prime Beef Rump

Traditional Gravy, horse radish cream & mustards

## **HOT BUFFET**

Chicken Cassoulet, bean, sausage

Morrocan lamb Tagine

Organic pasta provencale, charred vegetables, parmesan

Cumin scented jasmine rice

Roast kumara yummos with honey sesame glaze

Seasonal vegetables with herb butter

## **DESSERT BUFFET**

Pavlova roulade, crème fraiche

Pecan pie, caramel sauce

Chocolate mousse & mud gateaux

Fresh fruit platter

Chocolate sauce, berry coulis, marshmallows, chantilly  
cream

Tea selection with fresh cona coffee

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WED

MILLENNIUM

## SET MENU A

\$38.50 per person

### To start

Ciabatta bread roll millennium butter medallions

### Main course

Twice spice poached & grilled chicken supreme

Cashew poppy seed cream sauce

Or

Chargrilled prime beef sirloin

Dark chocolate marrow jus

Served with herb & potato galette, roast vine tomatoes , glazed greens

### Dessert

Individual pavlova with passion fruit crème & coulis

Tea selection with fresh cona coffee

## SET MENU B

\$48.50 per person

### To start

Chefs soup of the day  
Ciabatta bread roll millennium butter medallions

Or

Regal Smoked Salmon nicoise salad  
New season potatoes, green beans, herb marinated olives,  
coddled quail egg, smoked sundried tomatoes, sumac  
dressing

### Main course

Chargrilled chilli kelp Pork Rack  
Calvados apple sauce

Or

Olive powder kawa kawa crusted Lamb Rack  
Morello cherry jus

Served with potato gnocchi, baby pea mint nage, confit  
cherry tomato

### Dessert

Raspberry frangipani tart  
Tahitian lime vanilla crème fraiche, cabernet drizzle

Or

After dinner mint bombe Alaska  
Pistachio sponge, coffee anglaise

Tea selection with fresh cona coffee

MILLENNIUM

# BEVERAGE

## BEVERAGE LIST

### HOUSE WINE

	GLASS	BOTTLE
Settlers Hill Chardonnay	\$6.00	\$28.00
Settlers Hill Sauvignon Blanc	\$6.00	\$28.00
Settlers Hill Cabernet Merlot	\$6.00	\$28.00

Please see our Wine List for further selections

### BOTTLED BEER

#### NZ Twist top beer

Speight's Old Dark	\$6.00
Speight's Gold, Tui & Lion red	\$5.00

#### Premium Beer

Steinlager, Heineken & Steinlager Pure	\$7.00
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#### Steinlager Light

\$6.00

### RTD'S

Archers Range	\$7.00
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### SPIRITS

Jim Beam Bourbon, Johnny Walker Red, Coruba Rum,  
Smirnoff Vodka, Bacardi, Chappelle Brandy, Gordons Gin  
\$4.00/\$8.00

Postmix	\$3.50
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Diet Coke	\$4.00
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Corkage – Dinner wine only	\$10-00
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### JUICES

Orange	\$4-00
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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 co-ordinate your event Kingsgate Hotel Palmerston North has 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
- Payment Details ie  
Chargeback to company  
Credit card payment

#### 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

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.