



WELCOME

Thank you for your interest in Kingsgate Hotel Terraces, Queenstown as the proposed venue for your next Conference or Meeting. Please find following our Conference Pack as requested.

On each of the following pages we have detailed basic 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-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.



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CONFERENCE FACILITIES & SERVICES

Within this pack are the detailed specifications and configurations for the Conference rooms at Kingsgate Hotel Terraces. 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.

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.

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

All prices are correct at the time of printing but may alter without notification.

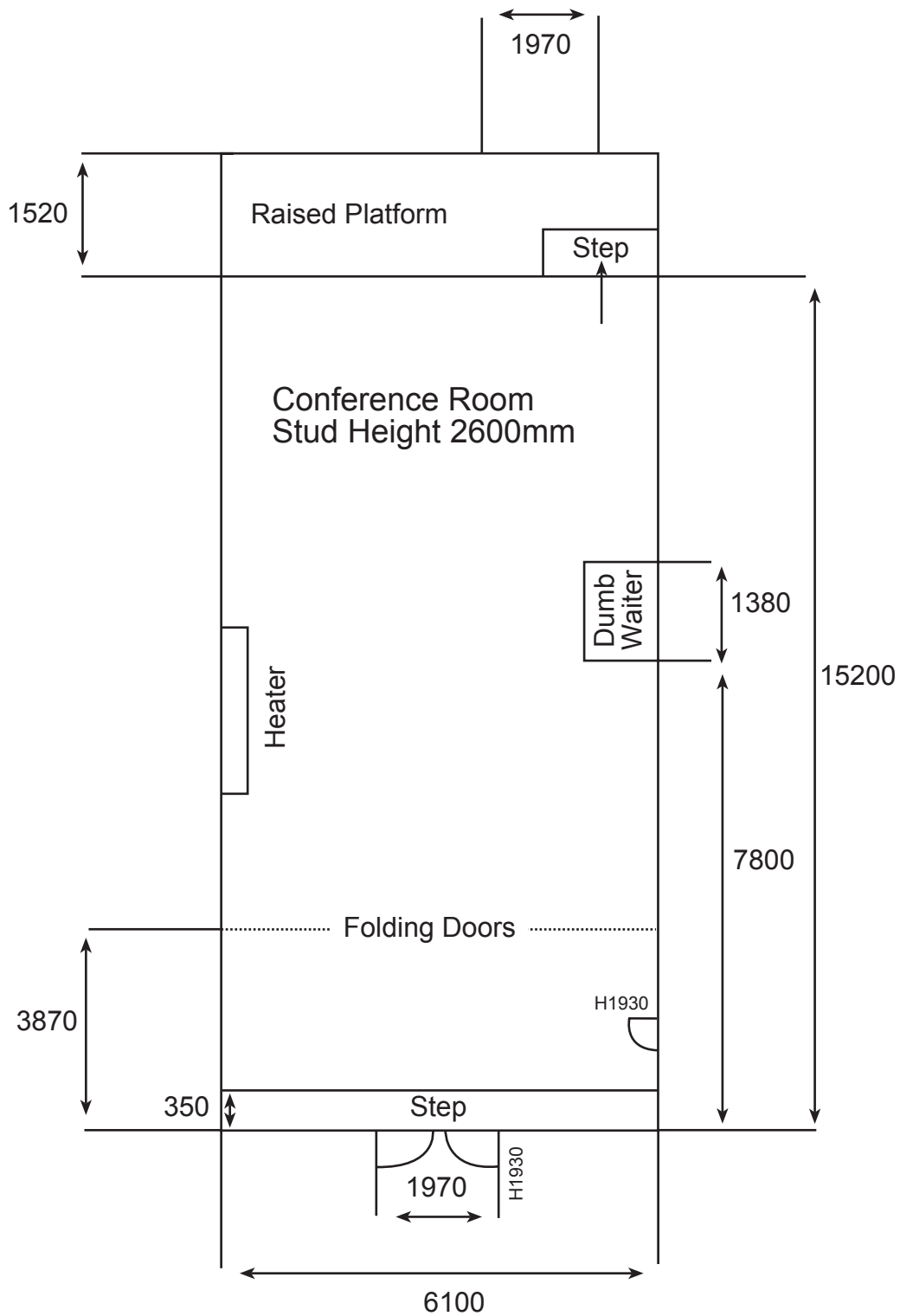


LOCATION MAP





CONFERENCE ROOM FLOOR PLANS





CONFERENCE ROOM CAPACITIES

Venue	Theatre style	Classroom style	U-Shape style	Boardroom style	Banquet style	Cocktail style	Area sq mtr
Conference Room 1	70	30	40	40	-	100	100
Raffles Rooftop	20	-	-	12	10	30	20

ROOM HIRE COSTS

Conference Room 1

Half Day & Evening Hire Charge	\$75.00
Eight Hour Day Hire Charge	\$150.00
No Catering Required	\$200.00



EQUIPMENT HIRE COSTS

Standard Equipment Supplied Free of Charge

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

Standard Equipment

Overhead Projector & Screen	\$40.00 per day
TV/Video	\$50.00 per day
Extra Flip Charts	\$15.00 each
Slide projector	\$60.00 per day

Additional Equipment

(price charged is hire cost plus 25% before GST)

Hand Held or Lapel Microphones	\$188.00 each per day
Large Electronic Whiteboard	N/A
Small Electronic Whiteboard	\$103.00 per day
Data Show	\$338.00 per day
CD Player	\$55.00 per day

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

Additional Services

(pricing policy as in equipment)

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



MENU SELECTIONS

When planning your catering requirements, we offer several different options.

For those who would like to keep working through lunch we can offer a working lunch served into the conference room.

TERRACES BREAKFAST MENU

(\$18.00 per person)

Juices - Orange, grapefruit, tomato and apple

Stewed Fruit - Peaches, plums or pears

Yoghurt - Chef's special

Toast - White or Wholemeal - served at your table

Tea or Coffee - Freshly brewed - served to your table

Cereals - Choice of three

Danish Pastries and Croissants

Please help yourself to the Continental Breakfast Buffet and enjoy our hot selection of:

- Eggs
- Sausages
- Bacon
- Tomatoes

Our Executive Chef will prepare a “Chefs Selection” menu using the fresh seasonal produce and including any favourites or preferences you may request. The menus will vary daily for conferences extending over two days or more. (All prices exclude GST)

MORNING & AFTERNOON TEAS

Freshly brewed Coffee and Tea Selection
\$3.00 per person

Selection One

Tea, Coffee and one selection from below

\$5.50 per person

Selection Two

Tea, Coffee and two selections from below

\$8.00 per person

Selection Three

Tea, Coffee, Juice and one selection from below

\$7.00 per person

Selection Four

Tea, Coffee, Juice and two selections from below

\$9.50 per person

Muffins

Assorted Club Sandwiches

Plain, Date or Savoury Scones

Homemade Biscuits or Shortbread

Danish Pastries

Warm Unfilled Mini Croissants with Selection of Spreads



MENU SELECTIONS (continued)

CONFERENCE LUNCH - MONDAY MENU

Café Sandwich Selections:

Mixed platter of the following, with a variety of Gourmet Meat, Salad & Vegetarian Fillings

Tortilla Roll Ups

Whole Grain Long Rolls

Crusty White Vienna Cobb

Café Style Hot Selection:

Mixed Platters of the following

Jumbo Sausage & Vegetable Brunoise Rolls

Buffalo Wings & Dip

Meaty Spiced Chicken Wings served with a Yoghurt Raita Dip.

Oriental Platter

Mix of Asian Pastries, such as Spring Rolls, Won Ton, Dim Sim, Samosa and dipping sauce.

Mixed Glazed Fruit Filled Danish Pastries

SERVED WITH COMPLIMENTARY TEA AND COFFEE

(\$18.00 per person)

Add Fresh Orange Juice - \$1.50 per person

CONFERENCE LUNCH - TUESDAY MENU

Café Sandwich Selections:

Mixed platter of the following, with a variety of Gourmet Meat, Salad & Vegetarian Fillings

Herb & Olive Focaccia Wedge

Crusty French Baquette

Sesame & Poppy crusted New York Bagel

Café Style Hot Selection:

Mixed Platters of the following

Seafood Marinara Vol-au-Vents

Glazed Meatballs

Grilled Beef meatballs in a rich hearty tomato glaze

Vegetarian Baked Pastries

A mixed selection of 4 mini vegetarian pastries with Spinach & Potato, Spinach & Fetta, Sun-dried Tomato & Parmesan Cheese

Fresh Fruit Platter

SERVED WITH COMPLIMENTARY TEA AND COFFEE

(\$18.00 per person)

Add Fresh Orange Juice - \$1.50 per person



MENU SELECTIONS (continued)

CONFERENCE LUNCH – WEDNESDAY MENU

Café Sandwich Selections:

Mixed platter of the following, with a variety of Gourmet Meat, Salad & Vegetarian Fillings

Toasted Pannini

Freshly Baked Croissants

Whole Grain Cobb

Café Style Hot Selection:

Mixed Platters of the following

Italian Style Salami Pizza Wedges

Individual Savoury Tartlets
with a selection of Vegetarian and Meat Fillings

Crumbed Savoury Fish Nuggets
served with Tatar Sauce & Lemon wedges

Rich Moist Carrot, Pineapple & Walnut Gateaux
with Lemon & Cream Cheese Frosting

SERVED WITH COMPLIMENTARY TEA AND
COFFEE

(\$18.00 per person)

Add Fresh Orange Juice - \$1.50 per person

CONFERENCE LUNCH - THURSDAY MENU

Café Sandwich Selections:

Mixed platter of the following, with a variety of Gourmet Meat, Salad & Vegetarian Fillings

Herb & Olive Focaccia Wedges

Soft White Long Rolls

Pita Pockets

Café Style Hot Selection:

Mixed Platters of the following

Spinach and Filo Spotaker Pie

Individual Seafood Tartlets

Spicy Buffalo Wings
with Yoghurt Raita Dipping Sauce

Glazed Individual Fruit Tartlets

SERVED WITH COMPLIMENTARY TEA AND
COFFEE

(\$18.00 per person)

Add Fresh Orange Juice - \$1.50 per person



MENU SELECTIONS (continued)

CONFERENCE LUNCH - FRIDAY MENU

Café Sandwich Selections:

Mixed platter of the following, with a variety of Gourmet Meat, Salad & Vegetarian Fillings

Tortilla Roll-ups

Freshly Baked Croissants

Whole Grain Long Rolls

Café Style Hot Selection:

Mixed Platters of the following

Bacon & Egg Slab
with Cheese and Tomato Sauce

Vegetarian Samosa
with Fruit Chutney

Mixed Seafood Platter
with Tatare and Lemon Wedges

Moist Rum Scented Banana Cake
with Chocolate Frosting

SERVED WITH COMPLIMENTARY TEA AND
COFFEE

(\$18.00 per person)

Add Fresh Orange Juice - \$1.50 per person

CONFERENCE LUNCH - SATURDAY MENU

Café Sandwich Selections:

Mixed platter of the following, with a variety of Gourmet Meat, Salad & Vegetarian Fillings

Herb & Olive Focaccia Wedge

Crusty French Baquette

Sesame & Poppy crusted New York Bagel

Café Style Hot Selection:

Mixed Platters of the following

Seafood Marinara Vol-au-Vents

Glazed Meatballs
Grilled Beef meatballs in a rich hearty tomato glaze

Vegetarian Baked Pastries-
A mixed selection of 4 mini vegetarian pastries with Spinach & Potato, Spinach & Feta, Sun-dried Tomato & Parmesan Cheese

Fresh Fruit Platter

SERVED WITH COMPLIMENTARY TEA AND
COFFEE

(\$18.00 per person)

Add Fresh Orange Juice - \$1.50 per person



MENU SELECTIONS (continued)

CONFERENCE LUNCH - SUNDAY MENU

Café Sandwich Selections:

Mixed platter of the following, with a variety of Gourmet Meat, Salad & Vegetarian Fillings

Toasted Pannini

Freshly Baked Croissants

Whole Grain Cobb

Café Style Hot Selection:

Mixed Platters of the following

Italian Style Salami Pizza Wedges

Individual Savoury Tartlets
with a selection of Vegetarian and Meat Fillings

Crumbed Savoury Fish Nuggets
served with Tataré Sauce & Lemon wedges

Rich Moist Carrot, Pineapple & Walnut Gateaux
with Lemon & Cream Cheese Frosting

SERVED WITH COMPLIMENTARY TEA AND
COFFEE

(\$18.00 per person)

Add Fresh Orange Juice - \$1.50 per person

FORK BUFFET

Pasta Salad

Potato Salad

Tossed Green Salad

Crumbed Fish Goujons

Continental Cold Meat Platter

Your choice of one of the following hot dishes :

Beef Bourguignon

Thai Chicken Curry

Roasted Chicken bound in pennè pasta

Vegetable Lasagne

Fruit Platter

Tea, Coffee and Juice

(\$19.50 per person)

If two hot dishes are required from the above

\$22.50 per person

Minimum of 20 people



MENU SELECTIONS (continued)

COCKTAIL MENUS

Cold Selection

Roast Beef and Sundried Tomato Crouton	\$1.80
Smoked Salmon Tartare Canapé	\$1.80
Asparagus & Ham rolls	\$1.20
Selection of Finger Sandwiches	\$1.70
Californian Sushi with dipping sauce	\$2.50
Cracked Pepper Patè on Wholegrain served with pickle	\$1.50
Crudities and Dips	\$2.00

Hot Selection

Chicken Satay Sticks with dipping sauce	\$3.20
Mini Seafood, Vegetarian or Ham Tartlets	\$2.30
Mini Pizzas	\$2.50
*Vol au Vents Selection	\$1.80
**Oriental Selection	\$2.00
- a mixture of cocktail spring rolls, samosas, wontons served with dipping sauces	
Crumbed Scallop Bites with dipping sauce	\$2.00
Meaty Chicken Wings	\$2.50

(All prices are based on 2 pieces per selection)

* price based on 1 piece per selection, ** price base on 3 pieces per selection

BEVERAGE SELECTIONS

	Glass	Bottle
Methode Traditionelle		
Lindauer Brut	\$6.00	\$28.00
Chardonnay		
Montana Gisborne	\$6.50	\$29.00
Timara	\$5.00	\$23.00
Sanctuary		\$34.00
Sauvignon Blanc		
Corbans Varietal	\$6.50	\$28.00
Montana Marlborough		\$33.00
Timara	\$5.00	\$23.00
Aromatics		
Saints Gewürztraminer		\$33.50
Sanctuary Riesling	\$7.50	\$33.50
Cabernet Blends		
Robard & Butler Cabernet Sauvignon	\$5.00	\$23.00
Murray Ridge Shiraz Cabernet	\$4.50	\$21.00
CJ Roys Hill Cabernet Merlot		\$32.00
Merlot		
CJ Roys Hill Merlot		\$32.00
Timara	\$5.00	\$23.00
Montana Reserve		\$37.00
Pinot Noir		
Sanctuary Pinotage	\$7.00	\$32.00
Shiraz		
Tatachilla Breakneck Creek		\$28.50
Robard & Butler	\$5.00	\$23.00
Other Red Blends		
Frescobaldi Remole		\$33.00



LEISURE ACTIVITIES

Have you ever considered:

- Wine Trail of the World's Most Southern Vineyards
- The Triple Challenge and enjoy all the thrills of Queenstown activities in one afternoon
- Nevis Bungy for the adrenaline pump - The Biggest!
- The TSS Earnslaw for a sedate cruise across Lake Wakatipu to Walter Peak High Country Farm

To add a new dimension to your conference let us customise your programme with a leisure activity.

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





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 Terraces Queenstown 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



FAX SHEET

CONFERENCE REQUIREMENT FAST-FAX FORM

TO:

FROM:

Kingsgate Hotel Terraces
88 Frankton Road
Queenstown

Postal Address:

Contact: Rebecca Thorn
Phone: 03 442 7950

Fax: 03 442 8066
Email: rebecca.thorn@mckhotels.co.nz

Function Type:

- Conference
- Seminar
- Other
- Workshop
- Training

Function Date/s:

Numbers:

(including presenter/s)

Room Required:

- Conference Room

Room Layout

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

Times

- Arrival
- Breakfast
- Morning Tea
- Lunch
- Afternoon Tea
- Drinks/nibbles
- Dinner

Catering Required

- Yes No
- Yes No
- Yes No
- Yes No
- Yes No
- Yes No
- Yes No

Equipment

- Whiteboard
- OHP/Screen
- TV/Video
- Electronic Whiteboard
- Slide projector
- Other

Notes: