



## PAVILIONS HOTEL CHRISTCHURCH

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# CONFERENCE PACK

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## GUEST ROOMS AND FACILITIES

Created with flexibility in mind, the hotel encompasses a range of ninety-two rooms, suites, apartments and cottages across independent wings which can be booked exclusively for wedding parties, tour groups and conferences.

The room choices offer a range of kitchen facilities providing the option of self catering as well as all the comforts of home - hairdryer, ironing board and iron, soft cotton bed linen, premium satellite channels plus much more. Leisure facilities include the pool, spa, sauna and fitness centre and for the corporate traveller, meeting rooms, business centre and secretarial services are on hand.

### At Your Service

24 hour Reception and Room Service | Reverse cycle heat/air-conditioning | Concierge services  
50+ premium SKY channels | Dry-cleaning and laundry service | Complimentary newspaper

### Hotel Amenities

Fully licensed Restaurant and Bar Fitness centre and Sauna | Complimentary Fibre Wi-Fi  
Spa and outdoor swimming pool | Complimentary on-site parking for cars, vans and buses  
Guest Laundry | Business centre | Safe deposit facilities | Multilingual staff

# MEETINGS, EVENTS AND CONFERENCES

Pavilions Hotel Christchurch has a number of meeting rooms, outlets and semi private spaces available for all occasions. We have an experienced and dedicated events team trained to cater to your individual requirements.

## CONFERENCE ROOM AMENITIES

All Complimentary in our Webb, Terrace, Courtyard and Bar areas.



- Blackout curtains
- Pillarless throughout
- Note pads and pens
- Teleconferencing
- Clothing rails and screen

- Chilled water
- Unlimited Fibre Wi-Fi
- Controlled lighting
- Large LCD television with HDMI compatibility
- Lectern

- Flipcharts
- Whiteboard and markers
- Fully air conditioned - heated
- Ceiling mounted projector and screen

Additional equipment is available. Simply let us know your requirements and we will prepare a quotation for you.

## Terms and Conditions

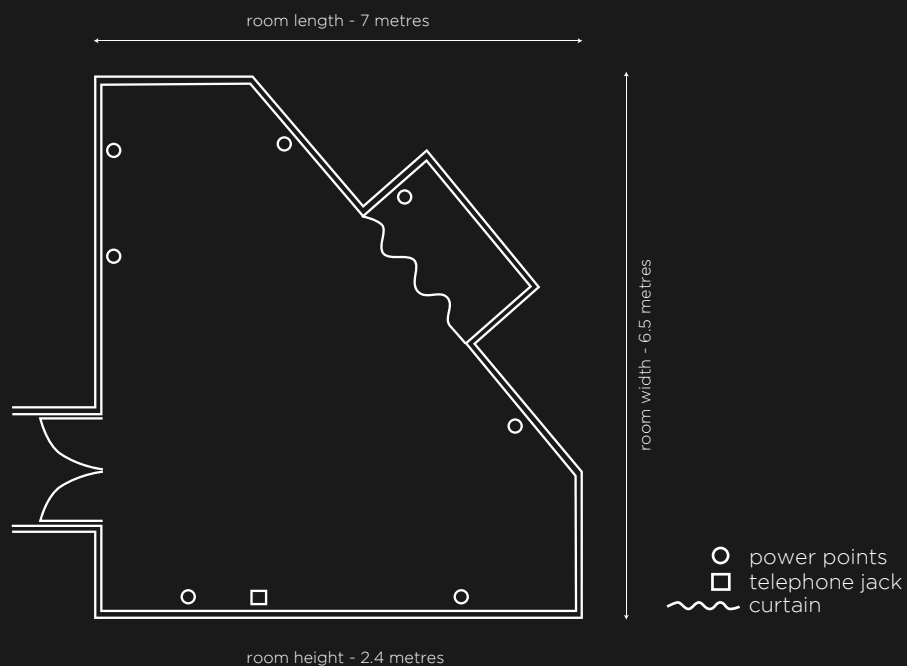
For our terms and conditions please refer to the Conference and Functions Contract on pages 18-22.



2.

## THE WEBB ROOM

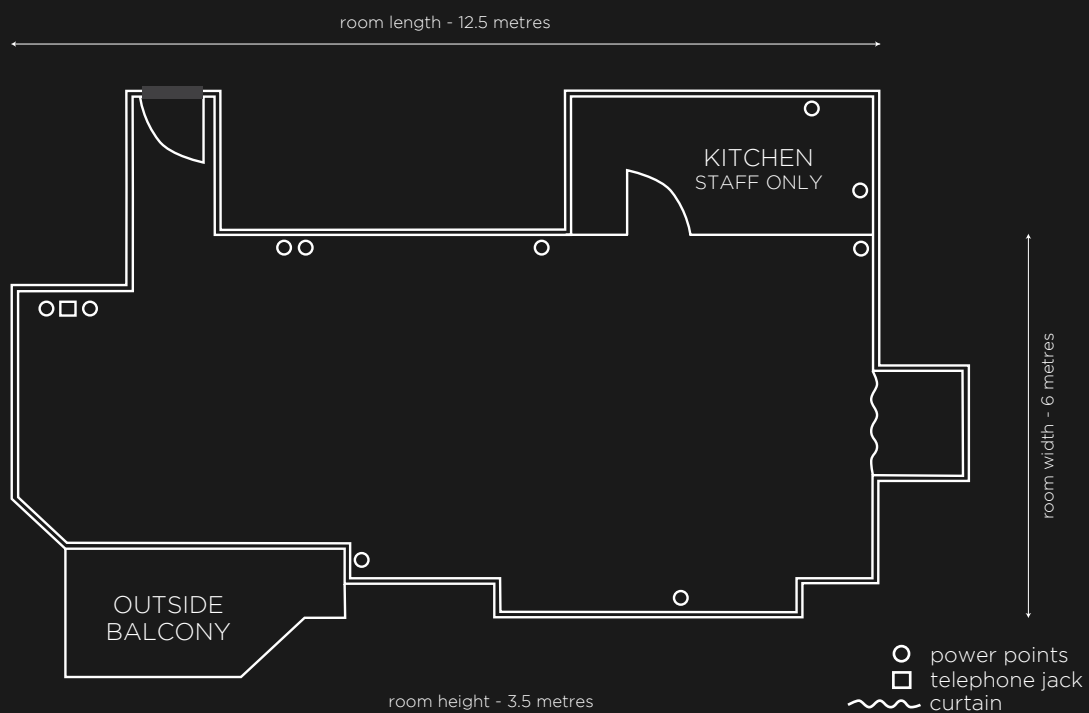
Located on the first floor (no lift available), the Webb Room is the smallest of our three conference areas. Measuring 23sq metres or 247.5sq feet, this room is able to hold a maximum of 20 people in various seating arrangements and 25 people standing in a reception style capacity.





## THE TERRACE ROOM

Located on the first floor (no lift available), the Terrace Room is the largest of our three conference areas. Measuring 75sq metres or 807sq feet, this room is able to hold a maximum of 50 people in various seating arrangements and 60 people standing in a reception style capacity.





# COURTYARD AND BAR AREA

Located on the ground floor, the Courtyard and Bar is the more relaxed of our three conference areas. Measuring 62sq metres or 667sq feet, this room is able to hold a maximum of 50 people in various seating arrangements and 100 people standing in a reception style capacity.

Jimmy's Restaurant is located on the ground floor and is available for standing reception style groups and measures 46.5sq metres or 500sq feet.



## CAPABILITIES AND DIMENSIONS

	WEBB	TERRACE
Room hire per day with catering	\$250.00	\$400.00
Room hire per day without catering	\$350.00	\$550.00
When 10 rooms or more are booked	FREE	FREE

Please enquire for the cost to hire Jimmy's Courtyard and/or Restaurant.

 <p>RECEPTION</p> <p>Webb : 30 max Terrace : 60 max Courtyard : 120 max Restaurant : 60 max</p>	 <p>BOARDROOM STYLE</p> <p>Webb : 12 max Terrace : 30 max Courtyard : 40 max Restaurant : N/A</p>	 <p>HOLLOW SQUARE</p> <p>Webb : 12 max Terrace : 25 max Courtyard : 25 max Restaurant : N/A</p>
 <p>U SHAPE</p> <p>Webb : 12 max Terrace : 30 max Courtyard : 40 max Restaurant : N/A</p>	 <p>U SHAPE WITH TOP TABLE</p> <p>Webb : 12 max Terrace : 30 max Courtyard : 40 max Restaurant : N/A</p>	 <p>CLASSROOM STYLE #1</p> <p>Webb : 12 max Terrace : 34 max Courtyard : 50 max Restaurant : N/A</p>
 <p>CLASSROOM STYLE #2</p> <p>Webb : 12 max Terrace : 30 max Courtyard : 30 max Restaurant : N/A</p>	 <p>THEATRE STYLE #1</p> <p>Webb : 20 max Terrace : 50 max Courtyard : 60 max Restaurant : N/A</p>	 <p>THEATRE STYLE #2</p> <p>Webb : 20 max Terrace : 50 max Courtyard : 60 max Restaurant : N/A</p>



## PACKAGES

# DAILY DELEGATES PACKAGE

This package is suited best and only available to groups larger than 10 people.

\$65.00pp incl GST - minimum of 10 guests

\$5.00pp for Hot Upgrade

### Package includes

Data projector, screen and all equipment.

Notepads, pens and mints on the table.

**Arrival** - Selection of teas and freshly brewed coffee

**Morning tea** - Chef's food choice, selection of teas and freshly brewed coffee

**Lunch** - Chef's food choice of working buffet lunch.

**Afternoon tea** - Chef's food choice, selection of teas and freshly brewed coffee



# SMALL CONFERENCES

For smaller conferences or functions of 10 people or less, the Snack Menu and Tea Breaks menus are available. Room charges will apply and all complimentary conference equipment on page 2 (Conference Room Amenities) is included.

# DINNERS OR FUNCTIONS

We have set menu options available for groups of 15 people or more. All set menus can be tailored to suit your budget and the size of your group. Also available are platters, canopes and alcoholic beverages for after your conference, so attendees can relax and unwind. Our canopes menu is available on request.

**Set Menu One** (Min 15 guests/Max 65 guests)

2 course | \$38.50 incl GST

3 course | \$46.50 incl GST

**Set Menu Two** (Min 15 guests/Max 65 guests)

2 course | \$38.50 incl GST

3 course | \$46.50 incl GST

**Set Menu Three** (Min 10 guests/Max 30 guests)

2 course | \$45.00 incl GST

3 course | \$55.00 incl GST

**Set Menu Four** (Min 10 guests/Max 30 guests)

2 course | \$50.00 incl GST

3 course | \$65.00 incl GST

## FOOD & BEVERAGE OPTIONS

### Tea Break

- Brewed coffee and tea, orange juice \$6.50 pp
- Brewed coffee and tea \$4.50 pp

### Classic Break \$9.50 pp

Brewed coffee and tea selection, assorted house baked muffins or scones with preserves and whipped cream

### Deluxe Break \$13.50 pp

Brewed coffee and tea selection, fresh seasonal fruit platter plus 1 x item of your choice

### Premier Break \$17.50 pp

Brewed coffee and tea selection, fresh seasonal fruit platter plus 2 x item of your choice



### Savoury Selections

- Club sandwiches (V & GF)
- Filled croissants with ham, tomato and brie cheese
- Mini bacon and egg pies
- Assorted savouries with house chutney
- Basil pesto and cream cheese pinwheels
- Mini quiches
- Housemade savoury muffins

### Sweet Selections

- Housemade muffins
- Scones with preserves and freshly whipped cream (GF & DF)
- Friand (GF)
- Brownies and freshly whipped cream
- Vegan raspberry cheesecake (VG)
- Carrot cake with cream cheese icing
- Housemade slice
- Housemade biscuits



## Daily Delegates Package

### Working Lunch

Minimum of 10 guests \$29.50 pp

Working Lunch can be served individually plated or as a platter style.

Beverages of coffee, tea and orange juice are supplied

#### Choose from:

1 x Salad selection 1 x Main selection

1 x Light selection 1 x Sweet selection

Option for Hot Upgrade selection \$4.50 pp

### Main Selection

Tortilla wraps with moroccan chicken, cream cheese, red onion, salad greens and avocado

or Sweet potato and halloumi (V) or

or Spicy Buffalo Chickpea Wraps (V, DF & VG)

BLAT - bacon, lettuce, avocado and tomato on fresh focaccia loaf

Design your own - fresh baked assorted bread rolls with ham, pastrami, cheeses and condiments (V option available)

House made bacon and egg pie

Spinach and mushroom frittata with tomato relish (V, DF & GF)

Pulled pork sliders

Filled croissants with ham, tomato and brie cheese

Bean and rice burritos

(V - with a chicken option available)

Roast vegetable filo (GF, DF & VG)

### Salad Selection

Pumpkin and charred red onion salad with toasted pine nuts

Greek salad, tomato, cucumber, feta black olives and garlic dressing

Tossed green salad with julienne of vegetables and balsamic dressing

Asian slaw salad with ginger miso dressing

### Light Selection

Pavilions savoury chicken sausage rolls

Assorted savouries with house chutney

Moroccan chicken kebabs with minted yoghurt (GF)

Mini quiches

Cheese, onion and capsicum quesadillas (V)

### Sweet Selection

Brownies with whipped cream (GF)

Vegan raspberry cheesecake (VG)

Friand (GF)

Carrot cake with cream cheese icing

Housemade slices

Fresh seasonal fruit platter



## Hot Upgrade

Pasta of the day (V option available)

Soup of the day (V option available)

Slow cooked madras beef curry  
with rice (DF & GF)

Honey soy dressed chicken with  
steamed broccoli and carrots with  
toasted sesame seeds (DF & GF)

Authentic butter chicken and naan bread

Filo pastry filled with sautéed vegetables  
in coconut cream (V, DF & VG)



## Small Conferences

For small conferences or functions with less than 10 attendees we offer our snack menu below as a lunch option, this is charged on consumption. Other meal options available for smaller groups is our Tea Breaks menu on page 8. Should you have a specific budget or catering requirements, please enquire as we can tailor a menu to suit.

## Snack Menu

### **Garlic Bread (v) 6.50**

Our own house baked bread spread liberally with garlic butter

### **Basket of Fries 9.50**

With tomato & aioli sauces or kiwi gravy with a spicy twist

### **Soup of the Day 12.00**

Freshly prepared & served with our own toasted house baked bread

### **Wedges (v) 13.50**

with sour cream & chilli sauce

### **Spaghetti Bolognese 16.50**

Tasty beef mince in a rich Italian style tomato & red wine sauce

### **Charlie's Lamb & Kumara Pie 16.50**

served with fries & a garden salad

### **B.L.A.T 16.50**

Bacon, lettuce, avocado puree & tomato served on toasted house bread & accompanied with fries

### **Akaroa Smoked Salmon Salad (v) 21.00**

On top of a crisp garden salad & a mango chilli & lime dressing

### **Cheese Plate**

Served with grapes, walnuts, pear & fig chutney & crackers. Kapiti Kikorangi Blue, Whitestone Havarti & Whitestone Brie

**Choose 2 18.00 Choose 3 23.00**

### **Toasted Sandwich**

with your choice of three fillings: ham, cheese, pineapple, tomato, red onion or bacon

**1 x Sandwich 9.50 2 x Sandwiches 16.50**  
(can be served untoasted)

### **Ice Cream Sundae 10.50**

Berry, Caramel or Chocolate

# Menu ONE

Freshly baked House Bread

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Tomato and Vegetable Soup (GF, V)

Freshly prepared and served with our own house baked bread

or

Tossed Green Salad (GF, V)

With a balsamic dressing

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Roast Ribeye of Angus Beef

Served on gourmet potatoes with a roasted garlic demi glaze sauce

or

Canterbury Chicken Boneless Thigh

Lightly seasoned and grilled, served on gourmet potatoes and topped with a rosemary gravy

or

Southern Ocean Smooth Dory (GF)

Oven baked and served on gourmet potatoes with mushrooms and a white wine creamy sauce

or

Vegetable Cannelloni (V)

Pasta shell filled with spinach and ricotta cheese and coated in a tomato, mushroom and thyme sauce

*All mains served with market fresh steamed vegetables*

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Chefs Famous Apple Crumble

From the oven and served with vanilla ice-cream and kiwifruit coulis

or

Seasonal Fresh Fruit Salad (GF)

Topped with ice cream and mixed berry coulis

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Freshly brewed Tea or Filter Coffee

# Menu TWO

Freshly baked House Bread

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**Mushroom and Bacon Soup**

Freshly prepared and served with our own house baked bread

or

**Tossed Green Salad (GF, V)**

With a balsamic dressing

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**Roast Loin of Pork**

Served on gourmet potatoes with a port and apple glaze

or

**Canterbury Chicken Boneless Thigh**

Lightly seasoned and grilled, served on gourmet potatoes and topped with a rosemary gravy

or

**Southern Ocean Smooth Dory (GF)**

Oven baked, served on gourmet potatoes with a citrus beurre blanc sauce and topped with a tomato salsa

or

**Vegetable Cannelloni (V)**

Pasta shell filled with spinach and ricotta cheese and coated in a tomato, mushroom and thyme sauce

*All mains served with market fresh steamed vegetables*

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**Mini Pavlova**

With with whipped cream and kiwifruit coulis

or

**Seasonal Fresh Fruit Salad (GF)**

Topped with ice cream and mixed berry coulis

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Freshly brewed Tea or Filter Coffee

# Menu THREE

Freshly baked House Bread

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Seafood Chowder

or

Smoked Lamb Rump (GF)

Lightly smoked and thinly sliced over caramelised red onion with a mint yoghurt and a petite salad

or

Grilled Halloumi (GF, V)

Chilli spiced halloumi on dukkah coated kumara, chopped tomato and capers, microgreen's and a sweet balsamic vinegar

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Canterbury Eye Fillet (GF)

With duck fat roasted agria potatoes and a syrah jus

or

Akaroa Salmon Fillet

With a horseradish crust, resting on crushed herb gourmet potatoes with pak choi and finished with a tomato and black pepper dressing

or

Oven Roasted Chicken Breast (GF)

Topped with tomato, olives, pesto and mozzarella, served on crushed gourmet potatoes with blanched greens and a tomato and basil pesto sauce

or

Vegetarian Risotto (GF, V)

With roast butternut pumpkin, roasted garlic, rocket leaves and shavings of parmesan

*All mains served with market fresh steamed vegetables*

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Baileys Cheesecake

With vanilla ice cream and chantilly cream

or

Warm Sticky Date Pudding

With caramel, custard and ice cream

or

Seasonal Fresh Fruit Salad with Ice cream

# Menu FOUR

Freshly baked House Bread

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**Kumara and Blue Cheese Soup (GF, V)**

Freshly prepared and served with our own house baked bread

or

**Smoked Chicken and Peach Salad (GF)**

Topped with roasted walnuts

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**Canterbury Lamb Rump (GF)**

With a soya and chilli glaze and served on gourmet potatoes with a shot of lamb soup

or

**Grilled Blue Cod**

With a tomato and shrimp sauce and served on gourmet potatoes and a tomato salsa

or

**Aged Sirloin Steak 250gm**

With a mushroom and garlic sauce and served with roasted agria potatoes

*All mains served with market fresh steamed vegetables*

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**Profiteroles**

Filled with Kapiti chocolate ice cream and served with berry compote and whipped cream

or

**Apple Cinnamon Cobbler**

Served with vanilla ice cream and chantilly cream

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Freshly brewed Tea or Filter Coffee





## Platter Selections

### Maureen's Cheesy Twist

Served with grapes, walnuts, pear and fig chutney and crackers. Kapiti Kikorangi Blue, Whitestone Havarti and Whitestone Brie

Choose 2 Cheeses \$18.00

Choose 3 Cheeses \$32.00

### Karamea Platter \$32.00

House pate, hot slices of pork belly, baked Akaroa salmon with mixed olives, brie cheese with fried onion rings, accompanied with oil and balsamic dip, house bread and cracker

### Buller Platter \$32.00

House pate, dukkah coated lamb fillet, grilled halloumi with caperberries, basil pesto, onion relish with fried onion rings, accompanied with oil and balsamic dip, turkish bread and crackers

### Charlie's Choice \$60.00

Medley of fried morsels including wedges, fries, calamari, fresh crumbed goujons, battered prawns, samosas, spring rolls and onion rings served with tomato and chilli sauce

### Jacobsen Classics \$60.00

Antipasto platter made up of basil pesto, pate, relish - pear and fig or beetroot, ham, pastrami or salami, smoked salmon, brie, Kikorangi cheese, swiss cheese slices, sundried tomato, gherkins, pickled onions and black and green olives

# THANK YOU

FOR CONSIDERING US!



Pavilions Hotel Christchurch is not only a hotel, but a glimpse into the history of New Zealand through the lens of the Horncastle family who own and operate the 4-star property. With artefacts and pieces of “Kiwiana” on display throughout the site, collected over three generations from the North and South Islands, the Horncastle’s have curated a hotel that offers relaxing accommodation, personable and attentive service, delicious regional fare and cultural immersion. Offering a dynamic social hub where guests and visitors can work, relax, socialise and dine, at the Pavilions Hotel Christchurch you’ll be welcomed like family and remembered as friends.

Debbie Horncastle  
General Manager

# CONFERENCE REQUEST FORM



HOTEL CHRISTCHURCH

Today's date: \_\_\_\_\_ Company name: \_\_\_\_\_

Your name: \_\_\_\_\_ Onsite contact: \_\_\_\_\_

Conference date: \_\_\_\_\_ No of days: \_\_\_\_\_ No of people attending: \_\_\_\_\_

Room requested: WEBB ROOM  TERRACE ROOM  JIMMY'S COURTYARD   
Time required: Morning  Afternoon  Full Day  Start time \_\_\_\_\_ Finish time \_\_\_\_\_

Room setup required: Reception  Boardroom Style  Hollow Square   
U Shape  U Shape with top table  Classroom Style #1   
Classroom Style #2  Theatre Style #1  Theatre Style #2

Equipment required: Clothing rails  Whiteboard and pens  Data projector and screen   
Lectern  Flipcharts  Other   
Specify \_\_\_\_\_

Catering required: Tea and Coffee to be served on arrival  \_\_\_\_\_ am/pm  
Morning Tea  Lunch  Afternoon Tea  Other

Time required: \_\_\_\_\_ am \_\_\_\_\_ am/pm \_\_\_\_\_ pm \_\_\_\_\_ am/pm

Other please explain: \_\_\_\_\_

Accommodation required: YES  NO  Check in date: \_\_\_\_\_ Check out date: \_\_\_\_\_

Number of rooms required: \_\_\_\_\_

<b>PAYMENT DUE ON DEPARTURE</b>	Purchase Order Number # _____
Company Name _____	
Account Type	VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX <input type="checkbox"/> DINERS <input type="checkbox"/>
Cardholder Name _____	
Credit Card Number _____	
Expiry Date _____	CVV _____ <small>( 3 digits on the back of VISA/MC/DINERS , 4 digits on the front of AMEX )</small>
Signature _____	Date _____