




FOR MORE INQUIRIES:

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 **www.kelvinhotel.co.nz**

Wedding Package 2023


Kelvin Hotel
INVERCARGILL | NEW ZEALAND

A day to remember.....

Congratulations and thank you for considering the Kelvin Hotel for your wedding

The Kelvin Hotel offers a beautiful feel and unique atmosphere for your special day

Located in Invercargill CBD, the Kelvin Hotel 6th Floor offers unique uninterrupted views of Invercargill, something you won't find anywhere else in town!

Our experienced staff understand that every wedding is unique and are committed to providing superior service at each stage of planning - from the initial conversation with our Events Manager to the service on the day

We truly are your one-stop wedding venue.

Please find enclosed, our detailed wedding package that offers excellent value. If you would like to tailor a package, we are happy to work out an alternative cost for you based on exactly what you are looking for!

We look forward to meeting you in person to view our facilities and discuss your special day!

Kind regards,
Kelvin Hotel Events Team



Venue Hire and Pricing

Ceremony Hire

6th Floor Conference Room - \$300



Reception Hire - \$1300 Package

- A full consultation to plan your catering and tailor your wedding
- Use of the house furniture, including dining tables and chairs
- White or Black table linen and napkins, glassware, cutlery and crockery
- On the day Event Manager, waiting and bar staff as required
- Licensed bar until 12.00AM
- Sound system and microphone
- Honeymoon package for the night of the wedding, with wine and chocolates plus breakfast the following day
- Special accommodation rates for wedding guests
- Head table with fairy lights
- Chair covers
- Cake table, knife and gift table



Our Facilities

6th Floor Conference Room

The 6th Floor Function room is our most versatile function room and can comfortably seat up to 100 guests

The room also enjoys full length windows that boast a magnificent view over the Invercargill City. This reception venue is like no other in Invercargill

Level One Bar

Our refurbished Level One Bar creates a perfect space for your guests to relax and unwind after the Ceremony whilst you are away getting photos. We can host your guests with Canapes, Platters and beverages before they make their way to the reception room

Photos



Trusted Suppliers

Plants Plus

John & Sue Fenton
Theming and Lighting
Phone: 03 216 4849 or 0274 372 661
Email: Plants.Plus@xtra.co.nz

Marquee Party Hire

Pam Yaxley
Theming and Lighting
Phone: 03 215 7536 or 0274388756
Email: pam@marqueeandparty.co.nz

Audio Visual Design & Print

Bryan Campbell
Multimedia Production Company
Phone: 03 2184282 or 0274943033
Email: bryan@avdp.nz
Website: www.advp.nz

Guest Review

September 2022

'The day for us went perfectly, everything we asked for was delivered with the utmost professionalism and we are pleased we chose the Kelvin and staff to be part of our day .
The food was delicious and the presentation impeccable.
We can't thank you enough for everything that was done to make our day such a special occasion .
We were more than happy with everything right from our first meeting to the final outcome on the day . A big thank you to all the staff involved on the day they bought everything together to make the whole day even more special .
To us it run as smooth as clockwork and everything was just as requested .
We wish you well and a big thank you once again'



Buffet Options

Buffet Option 1 - \$43.50 per person

1 x Carvery 2 x Vegetables 2 x Salads 1 x Dessert



Buffet Option 2 - \$49 per person

1 x Carvery 1 x Hot Dish 2 x Vegetables 2 x Salads 2 x Desserts

Buffet Option 3 - \$56 per person

1 x Carvery 2 x Hot Dishes 2 x Vegetables 2 x Salads 3 x Desserts

Add an Entrée:

Seafood Chowder - \$9.00pp

Soup of the Day - \$6.00pp

Breads and Dips - \$4.00pp

Antipasto Platter - \$10.00pp



Buffet Options

Carvery

- Roasted Leg of Lamb with garlic and rosemary
- Lightly smoked leg of ham with vanilla bean apple sauce
- Slow braised beef short ribs with bourbon BBQ sauce
- Roasted beef rump with shipped horseradish cream
- Pork shoulder with crisp crackling and sweet apple sauce

Hot Dishes

- Salmon darns with quinoa, fennel and salsa verde
- Braised lamb foreshanks in a tomato and red wine sauce
- Baked market fish with marinara sauce and black olive crumble
- Baked market fish with salsa verde and green beans
- Herb roasted chicken thighs with roasted garlic and charred lemon
- Roasted chicken breast with red pepper sauce and crumbled feta
- Honey mustard chicken breast with charred slender stems
- Slices of slow roasted ribeye, crisp kale, pickled onions and green peppercorn sauce

Buffet Options continued...

Vegetables

- Roasted Kumara and Pumpkin with pistachio nut crumb
- Steamed seasonal vegetables with bacon lardons and herb butter
- Roasted seasonal vegetables with creamy garlic aioli
- Steamed broccoli with toasted almonds and shaved parmesan
- Honey glazed carrots, sundried tomatoes with minted yoghurt
- Gourmet potatoes roasted in garlic and rosemary
- Roasted duck fat and thyme potatoes
- Potato gratin with goats cheese and rosemary
- Crushed potatoes with bacon lardons and herb dressing
- Mustard and herb encrusted potatoes

Salads

- Tomato and cucumber minted couscous salad
- Orzo pasta with roasted pumpkin and chorizo
- Kumara salad with baby spinach and bacon, orange segments
- Chick pea and feta salad with sundried tomatoes
- Broccoli and almond salad with cranberries
- Baby beetroot salad with roasted red onion and sunflower seeds
- Potato salad with charred spring onions and aioli
- Crisp traditional coleslaw
- Traditional garden salad
- Roast vegetable salad with quinoa and yoghurt dressing

Buffet Options continued...

Desserts

- Chocolate Brownie with Chocolate Sauce and Berry Compote
- Traditional Pavlova with Mixed Berries
- Ambrosia with Mixed Berries, Natural Yoghurt, Chantilly Cream and Marshmallows
- Apple and Blackberry Crumble with Vanilla Bean Custard
- Seasonal Fruit Salad
- Raspberry and White Chocolate Cheesecake GF
- Sticky Date Pudding with Salted Caramel Sauce
- Pecan Pies
- Apple and Rhubarb Crumble with Vanilla Bean Custard
- Salted Caramel Brownie with Chocolate Sauce
- Vanilla Bean Ice Cream
- Chocolate Mudcake
- Mixed Berries

Canapes

\$4.20 each

- Mini Beef Burgers with red onion jam
- Tempura prawns with bloody mary dipping sauce
- Ciabatta bruschetta with fresh tomato and basil
- Beef fillet on sour dough with horseradish cream and red onion jam
- Pear and blue cheese wrapped in prosciutto
- Falafel bites with citrus hummus
- Arrancini pumpkin, feta tomato with a Napoli sauce
- Seared scallop with cauliflower puree and crispy capers
- Smoked salmon on rye with cucumber and citrus crème fraiche and black caviar

FAQs

How much is the deposit, and when is this due?

We require a deposit of \$400.00 and this is due within one month of confirming the date.

How many people can the space hold?

Our reception room seats up to 100 people but this room can also be made intimate for guests fewer than 50 people

What time frame does the hire cover?

The hire is for the full day only. The Hotel reserves the right to book functions the day before or after your event. The bar will close at 12.00am or at the Duty Managers discretion.

Can I use any supplier?

Yes you are welcome to use any supplier to theme, decorate, or entertain at your wedding. Contact details of all outside contractors must be provided so that we can coordinate access. For health and safety reasons we must be aware of anyone on site doing work.

Do you do all the set up and pack down?

Other than any extra professional theming you have arranged, yes we do. We will also coordinate with you to deliver your own decorations or centrepieces prior to your wedding. We will place centrepieces on tables and place guest name cards on settings if you wish. We will store your packing containers (e.g. for vases or props you have supplied yourself) overnight for an easy pack up and collection in the morning.

FAQs

When can I begin to set up on my wedding day?

We do the work—not you! Our general practice is to set up the room during the morning of the wedding day. Access may be given to suppliers to start theming on the day prior depending on availability. If you wish to guarantee set up and access is granted the day before the wedding than an additional full day room hire is charged.

Is parking available?

Yes! We have a secure car parking space free for hotel guests and also anyone attending a function at the Kelvin Hotel. This is in the H&J Smiths car parking block located 200m from the Hotel.

Are there any restrictions on use of the space?

Yes, all tea light candles must be in a holder that is higher than the flame. We do not allow the use of any hay bales, party poppers and confetti in the function rooms.

When is the invoice due?

One week prior to the wedding on confirmation of final catering numbers and anything left over to pay, such as beverages, is to be settled immediately following departure the next day.

What is the cancellation policy?

A booking is confirmed after the deposit has been recieved.

Cancellations of more than 12 months will be refunded, unless planning has already been undertaken by the events department,. Cancellations of less than 12 months will only be refunded at managements discretion.

The 'To Do' List

6 months

- Book your wedding and accommodation the Kelvin Hotel
- Book in a celebrant
- Work out your budget
- Draft a guest list
- Choose your bridal parties and MC
- Decide where to spend your honeymoon and book
- For overseas travelers, advise them to check passports and visas
- Book hire cars
- Book photographers and videographers
- Book musical entertainment
- Decide on the color and style of your bridesmaids dresses and groomsmen suits
- Decide on the options of buying, hiring or getting a wedding dress made. Book in fittings
- Finalise guest list and send out invitations

3-6 months

- Choose wedding rings
- Choose your wedding cake - style, flavour and size
- Decide on flowers for the reception and ceremony, bride and bridesmaid bouquets and groomsmen buttonholes
- Decide on shoes and accessories for the bridal party
- Book hairdresser and makeup artist

1-3 months

- Purchase gifts for Bridesmaids and Groomsmen
- Reconfirm with all suppliers
- Collect and get rings engraved
- Choose music - aisle song, signing of the registry, a song to go back down the aisles, first dance and reception music

6 weeks

- Discuss hair styles with your hairdresser and do a trial
- Final dress fittings for the bridal party
- RSVP due date
- Make up trial
- Confirm timings and menus with Kelvin Hotel
- Confirm final guest list

2-3 weeks

- Confirm all transport arrangements
- Reconfirm all menus and timings with Kelvin Hotel
- Stags and Hens parties
- Confirm final numbers with Kelvin Hotel
- Confirm seating charts and place cards

1 week prior

- Arrange a rehearsal of the ceremony with the entire bridal party in attendance
- Collect all the wedding attire
- Confirm any deliveries - cake, decorations, photo booths etc.
- Give seating charts, place cards and other decorations to Kelvin Hotel
- Final check with photographers, videographer and musical entertainment
- All pampering treatments - nails, tans, haircuts etc.

Notes...

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Terms & Conditions

Cancellation: A booking is confirmed after the deposit has been received. Cancellations of more than 12 months will be refunded, unless planning has already been undertaken by the function department. Cancellations of less than 12 months will only be refunded at management discretion.

Compliance: Clients will be responsible to ensure orderly behaviour of their guests and the hotel reserves the right to intervene and eject any objectionable person from the function off the hotel premises without liability. The Hotel accepts this responsibility with guidelines set by the Sale of Liquor Act. The hotel retains the right to adjust any set up to ensure fire and safety codes are not breached. Particular attention will be paid to the accessibility of fire exits during trade shows where partitioning is erected. Floor plans must be approved by Hotel management prior to set up.

Confirmation: All bookings must be confirmed in writing. A deposit of \$400.00 is required. Please note that your booking is not confirmed until this has been paid.

Damages: Clients will assume responsibility for any damage suffered to hotel property during their function. Clients will be responsible to ensure orderly behaviour of their guests and the Hotel reserves the right to intervene.

Deliveries: Any delivery or collection of goods must be pre-arranged with the Events Manager. Any goods left on the premises must be collected after the wedding. The Hotel will take all necessary care but accepts no responsibility for damage or loss of property left in the hotel prior, during or after functions.

Final Details: All final details, menus, beverages, room set up, AV requirements and timings must be confirmed one month prior to the wedding.

Final Numbers: A guaranteed minimum number is required two week prior, with a final number to be advised one week prior. Charges will be based on this number, or the final head count – whichever is greater.

Food and Beverage: Only food and beverages purchased from the Kelvin Hotel can be consumed on the hotel premises. Licensing and food safety regulations prevent the removal of food and beverages from the hotel premises. In special circumstances clients may be able to provide sponsored food for events as long as a written application is confirmed and signed off by the Executive Chef.

Insurance: It is the client's responsibility to be insured for all items belonging to them for the period these items are in the hotel. While the hotel will take all necessary care, it will not accept responsibility for the loss of any property left in the Hotel prior to, during or after the event unless specific arrangements have been made with hotel management. Clients are responsible for any damage sustained to hotel property by them or their attendees.

Payment and Deposit: A deposit of \$1000.00 is required on confirmation of booking. The balance of the account is to be paid in full one week prior to the event when final numbers are confirmed. A credit card number is required to hold as a guarantee and to settle any additional charges associated with the event or you can settle this the next day on departure of the hotel such as the beverage account. Any damages to Kelvin property will be charged to this credit card.

Price Variations: All prices are current at the time of quotation and every effort is made to maintain prices. However food and beverage prices are subject to change. In the unlikely event that quoted prices change, we will endeavour to notify you prior to your event.

Surcharges: Extra charges may apply for functions scheduled on Public Holidays. Extra labour charges may apply if your event extends beyond midnight prior to a Public Holiday. Tentative bookings: Will be held on a first option basis indefinitely. If another client requests this space then we will contact you to ask for immediate confirmation in writing or upon payment of the deposit.

Unauthorised Extras: Unless otherwise instructed in writing, the client will be liable for all charges incurred by the client or his agents during the course of the function.