



Kelvin Hotel

INVERCARGILL | NEW ZEALAND

CONFERENCES & EVENTS

20 KELVIN STREET, PO BOX 1064 INVERCARGILL
PHONE 03 218 2829 | 0800 802 829
EMAIL FUNCTIONS@KELVINHOTEL.CO.NZ

WWW.KELVINHOTEL.CO.NZ

WELCOME TO THE KELVIN HOTEL

The Kelvin Hotel offers a unique and
bespoke experience to
Conferences and Events in
Southland

With 6 function rooms in total, we can cater for all types of events,
ranging from small boardroom meetings to banquet dinners of up
to 120 people and everything else in between!

Located in Invercargill City Central with free carparking and just an
eight minute drive from the airport, the Kelvin Hotel should be your
first choice when choosing a venue in Invercargill.

Please contact our dedicated Function & Events team
to discuss options or to view our rooms.

Hayley Ward
Functions & Events Manager
Phone (03) 218 2829
Email - functions@kelvinhotel.co.nz



ROOM CONFIGURATIONS

Room Name	Theatre	Classroom	U-Shape	Cabaret	Boardroom	Buffet	Cocktail
6th Floor Conference Room	140	80	30	60	40	120	180
Boardroom	30	16	18	N/A	20	N/A	N/A
Esk Room	20	8	14	N/A	16	N/A	N/A
Hokonui Room	N/A	2	N/A	N/A	6	N/A	N/A
Front Room	N/A	N/A	N/A	N/A	4	N/A	N/A
Level One Restaurant	N/A	N/A	N/A	N/A	N/A	120	N/A



EQUIPMENT

Priced per day

Inclusions

Free WiFi
Iced Water and Mints
Furniture - Tables and Chairs
Table Linen
Free Carparking
Staging/Dancefloor on request

General

Data Projector and Screen	\$65.00
Whiteboard and Pens	\$10.00
Flipchart and Pens	\$30.00
Conference Phone	\$35.00
Flat Screen Television	\$45.00
Zoom/Teams TV	\$60.00
Laser Pointer	\$10.00
Pads & Pens	\$2.00pp
Flower photo backdrop wall	\$40.00
Chair Covers	\$5.50ea
Mirrors	\$4.00ea
Vases	\$5.00ea
Table Runners	\$5.00ea

Sound Equipment

In house System with 1 x Microphone - \$60.00
Choose from the below:
Lapel Microphone
Handheld Microphone
Lectern with Microphone
Portable Speaker System
Additional sound equipment \$20.00 per item

Staging

Low Dias Stage: Height 24cm - 0.9m x 1.8m
Parquet dance floor sections 1m x 1m

Trusted Suppliers

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

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



BREAKFAST

Continental Buffet Breakfast - \$23.00 per person

Selection of cereals & grains

Natural and Fruit Yoghurt

Assorted Danish Pastries, Croissants and Muffins

Selection of Poached and Fresh Seasonal Fruit

Assortment of Breads, Jams and Preserves

Tea and Coffee

Full Buffet Breakfast - \$28.00 per person

Your preferred items from the continental selection above plus:

Crispy Bacon

Baked Beans or Spaghetti

Golden Hashbrowns

Scrambled or Poached Eggs

Grilled Breakfast Sausages

Roasted Tomatoes

Sauteed Mushrooms

Beverages

Orange Juice

Freshly Brewed Coffee

Specialty Teas

Plated breakfast options also available
for your group on request. Please get in touch
with us to find out more about this option

Dietary Requirements - please let us know in advance and we can cater for these separately.

Special dietary requirements will incur additional charges

All prices include GST and are guaranteed until January 1st 2023



TEA BREAK SELECTIONS

On consumption

Orange juice: \$12.00 per carafe (1L)

Tea & Coffee: 3L (20 cups) \$45 per flask 5L (30 cups) \$55 per flask

Replenished on request or as required. Suitable for larger groups of unknown size.

\$9 per person

Please choose one of the options below

Add an extra dish for \$5.50 per person

Tea & Coffee is inclusive

Sweet Muffins with Whipped Butter, **GF on request**

Savoury Muffins with Pesto Butter

Sweet Scones with Jam & Cream

Savoury Scones with Pesto Butter

Cheese Rolls with Butter 2pp

Selection of Sweet Slices, **GF on request**

Banana Cake with Chocolate Icing

Carrot Cake with Cream Cheese Icing

Red Velvet Cake with Cream Cheese Icing

Fresh Fruit Slices

Whole Fresh Fruit

Chocolate Brownie (GF)

Salted Caramel Brownie (GF)

Assorted Lamingtons with Jam & Cream

Assorted Savouries with Tomato Chutney 2pp, **GF on request**

Beef Sausage Rolls with Tomato Relish 2pp, **GF on request**

Assorted Club Sandwiches with Assorted Fillings 2pp, **GF on request**

Gourmet Moustraps 2pp, **GF on request**

Crumbed Fish Goujons with Lemon & Tartare Sauce 3pp

Assorted Filled Wraps



Dietary Requirements - please let us know in advance and we can cater for these separately. Special dietary requirements will incur additional charges
All prices include GST and are guaranteed until January 1st 2023

BUILD YOUR OWN LUNCH

\$20 per person

Choose three items from the list below

Tea & Coffee is inclusive

Assorted Savouries with Tomato Chutney 2pp, **GF on request**

Beef Sausage Rolls with Tomato Relish 2pp, **GF on request**

Assorted Club Sandwiches 2pp, **GF on request**

Wraps with an Assortment of Fillings

Gourmet Moustraps 2pp

Crumbed Fish Goujons with Lemon & Tartare Sauce 3pp

Assorted Filled Rolls

Tandoori or Cajun Chicken Drumsticks with Minted Yoghurt 2pp

Tandoori or Cajun Chicken Nibbles with Minted Yoghurt 2pp

Selection of Sweet Slices

Banana Cake with Chocolate Icing

Carrot Cake with Cream Cheese Icing

Red Velvet Cake with Cream Cheese Icing

Fresh Fruit Slices

Whole Fresh Fruit

Chocolate Brownie **GF**

Salted Caramel Brownie **GF**

Assorted Lamingtons with Jam & Cream



Kelvin Sub Station \$25 per person

Minimum of 20 pax

Create your own Filled Roll, Sandwich or Wrap with Carved Meat, Salads and Assorted Condiments

Chefs selection of Cakes and Slices

Tea and Coffee

*Dietary Requirements - please let us know in advance and we can cater for these separately. Special dietary requirements will incur additional charges
All prices include GST and are guaranteed until January 1st 2023*

LUNCH PACKAGES

\$23 per person

Option One

Traditional Beef Lasagne
Crispy Coleslaw with a Light Garlic Aioli
Banana **or** Carrot **or** Red Velvet Cake with Icing

Option Two

Roasted Pumpkin & Spinach Lasagne **V**
Baby Beetroot Salad
Assorted Lamingtons with Jam & Cream

Option Three

Bacon & Egg Pie with Sweet Tomato Relish
Orzo Pasta Salad with Pumpkin & Spinach
Warm Chocolate Brownie with Cream

Option Four

Roast Vegetable and Feta Frittata with
Caramelised Onion **OR**
Chicken and Cranberry Filo
Broccoli Salad with Toasted Almonds
Fresh Seasonal Fruit Slices

\$26 per person

Minimum of 25 pax

See buffet options on page 9

1 x Hot Dish

1 x Salad

1 x Dessert

Add Bread Rolls for \$2.30 (1pp)
Swap Hot Dish for Carved Roast of the Day
for \$6pp
Add Seasonal Roast Veg for \$4.50pp

\$29 per person

Option One

Carved Roast of the day with Bread Rolls
and accompaniments
Crunchy Garden Salad with a Light Vinaigrette
Warm Chocolate Brownie with Cream

Option Two

Carved Roast of the day
Seasonal Vegetables
Broccoli Salad with Toasted Almonds
Fresh Seasonal Fruit

BUFFET DINNER

Minimum of 35 People

Add an Entree

Seafood Chowder - \$9.00 per person

Soup of the Day - \$6.00 per person

Breads and Dips - \$4.00 per person

Antipasto Platter - \$10.00 per person

\$43.50 per person

1x Carvery Meat

2 x Vegetables

2 x Salads

1 x Dessert

\$49.00 per person

1x Carvery Meat

1 x Hot Dish

2 x Vegetables

2 x Salads

2 x Desserts

\$56.00 per person

1 x Carvery Meat

2 x Hot Dishes

2 x Vegetables

2 x Salads

3 x Desserts

All buffet options include Bread Rolls with Butter,
Tea and Coffee, Whipped Cream with Dessert



BUFFET CONTINUED

Select from the below

Carvery Options

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 Whipped Horseradish Cream
 Pork Shoulder with Crisp Crackling and Sweet Apple Sauce
 Roasted Pork Loin with Barbeque Bourbon Sauce

Hot Dish Options

Salmon Darns with Quinoa, Fennel and Salsa Verde
 Sous-Vide Pork Belly with Jamaican Jerk Sauce
 Baked Market Fish with Marinara Sauce and Black Olive Crumble
 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
 Slow Roasted Beef Ribeye with Crisp Kale, Pickled Onions and Green Peppercorn Sauce
 Penne Pasta with Tomato Based Sauce, Spinach, Bacon and topped with Parmesan Cheese

Vegetable Options

Roasted Kumura and Pumpkin with Pistachio Nut Crumb
 Steamed Seasonal Vegetables with Bacon Lardons and Herb Butter
 Roasted Seasonal Vegetables with Creamy Garlic Aioli
 Broccoli and Cauliflower Mornay with Charred Leeks and Shaved Parmesan
 Honey Glazed Carrots with Sundried Tomatoes and 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

BUFFET CONTINUED

Select from the below

Salad Options

Tomato and Cucumber Minted Couscous Salad
Orzo Pasta Salad with Roasted Pumpkin and Chorizo
Kumura Salad with Baby Spinach and Bacon
Broccoli Salad with Almond and 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

Dessert Options

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

Minimum of 15 pax

3 for \$12.00

Includes Tray Service if required

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

Falafel Bites and Citrus Hummus

Arrancini Pumpkin, Feta and Spinach with a Arrabiatta Sauce

Seared Scallop with Cauliflower Puree and Crispy Capers

Smoked Salmon on Rye with Cucumber and Citrus Creme Fraiche and Black Caviar

Pork Belly Squares with Jamaican Jerk Sauce

FORK FOODS & DESSERT

Fork Food Items

Items all \$12.00 per person

Pulled Pork Crisp Slaw with Smokey Barbeque Sauce on Toasted Sourdough

Tempura Blue Cod Bites with Gaufette Potatoes and Lemon

Pumpkin and Feta Pasta with Toasted Pine Nuts and Spinach

Add Chicken for \$3pp

Butter Chicken with Scented Rice and Mint Yoghurt Dressing

Braised Lamb Shoulder with Minted Israeli Cous Cous

Prawn Linguine with Lemon, Chilli and Fresh Herbs

Dessert Items

Items all \$12.00 per person

Warmed Chocolate Brownie with Berry Compote and Cream

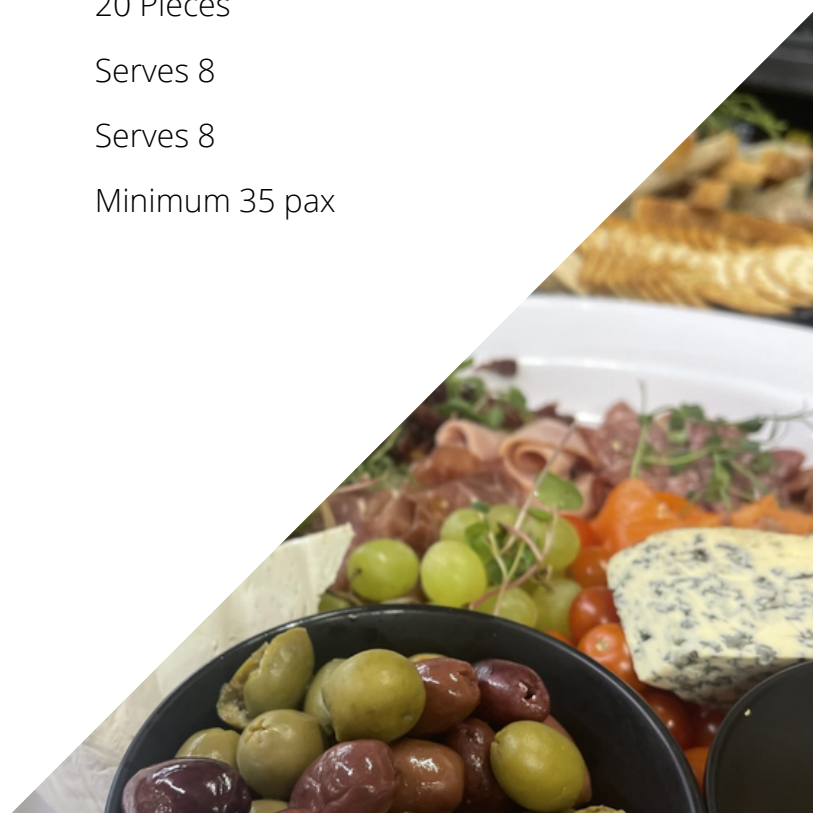
Salted Caramel Brownie with Vanilla Bean Ice Cream and Cream

Seasonal Fruit Salad and Yoghurt

Crushed Meringue with Passionfruit and White Chocolate

PLATTERS & GRAZING TABLE

Antipasto Platter	\$75.00	Serves 8
Savoury Selection	\$42.00	25 Items
Assorted Club Sandwiches	\$96.00	40 Pieces
Assorted Sushi Platter	\$65.00	40 Pieces
Deep Fried Platter	\$45.00	Serves 8
Fruit Slices Platter	\$70.00	Serves 20
Assorted Slices	\$45.00	20 Pieces
Fried Seafood Platter	\$70.00	Serves 8
Seafood Platter	\$85.00	Serves 8
Grazing Table	from \$15.00pp	Minimum 35 pax



Dietary Requirements - please let us know in advance and we can cater for these separately. Special dietary requirements will incur additional charges
All prices include GST and are guaranteed until January 1st 2023

BEVERAGES

Sparkling Wines

Brancott Estate Brut Cuvee 200ml \$11

Brancott Estate Brut Cuvee 750ml \$36.00

Sauvignon Blanc

Brancott Estate \$34.00

Stoneleigh \$39.00

Pinot Gris

Brancott Estate \$34.00

Stoneleigh Wild Valley \$40.00

Reisling

Brancott Estate \$34.00

Pinot Noir/Merlot

Brancott Estate \$34.00

Stoneleigh \$40.00

Chardonnay

Brancott Estate \$34.00

Rose

Stoneleigh Wild Valley \$40.00

Bottled Beer/Cider

Speights \$6.50

Speights Mid Strength (2%) \$6.00

DB Draught \$6.50

Export 33 \$6.50

Export Citrus \$6.00

Steinlager Classic \$8.00

Steinlager Pure \$8.00

Heineken \$8.00

Corona \$9.00

Speights Summit Ultra \$7.00

Speights Summit 0% \$6.00

Macs Cloudy Apple Cider \$7.00

**Full Restaurant Wine and Craft Beer List
available upon request, talk to our team about
your requirements.**

**RTDs and Spirits also available in Function
Room**

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 Functions department. Cancellations of less than 12 months will only be cancelled free of charge at managements 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 the fire and safety codes are not being 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.

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 event. 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 your function.

FINAL NUMBERS: A guaranteed minimum number is required two weeks prior, with a final number to be advised one week prior. Charges will be based on this final 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 beverage from the hotel premises. In special circumstances clients may be able to provide sponsored food for events as long as its written application is signed off by the Executive Chef.

FUNCTION ROOMS: We reserve the right to reallocate function rooms due to circumstances beyond our control. If final numbers increase or decrease significantly from those advised at the time of reservation, we may substitute a more appropriate room. We will discuss changes with you when the decision is made

INSURANCE: It is the clients responsibility to be insured for all items belonging to them for the period of time the items are in the hotel. While the Hotel will take all necessary care, it will not take any responsibility for the loss of any property left in the hotel prior, 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.

PRICE VARIATION: 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 endeavor 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/her agents during the course of the function.