

A photograph of a restaurant interior with a long table set for a formal dinner. The table is covered with a dark cloth and has several place settings with glassware and cutlery. The chairs are upholstered in teal and mustard yellow. In the background, there are two large windows with decorative patterns and a sign that reads "Level One RESTAURANT KELVIN HOTEL". A large, illuminated tree decoration is visible on the right side of the image.

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,
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 - \$30.00 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 2026



TEA BREAK SELECTIONS

On consumption

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

Tea & Coffee: 3L (20 cups) \$45 per flask 5L (40 cups) \$55 per flask

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

\$10 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

Fresh Fruit Slices

Whole Fresh Fruit

Chocolate 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**

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

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

Crumbed Fish Goujons with Lemon & Tartare Sauce 3pp

Assorted Filled Wraps



BUILD YOUR OWN LUNCH

\$22 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**

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

Wraps with an Assortment of Fillings

Gourmet Mousetraps 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

Fresh Fruit Slices

Whole Fresh Fruit

Chocolate Brownie **GF**

Assorted Lamingtons with Jam & Cream



LUNCH PACKAGES

\$24.50 per person

Option One

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

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

\$27 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 30 People

Add an Entree

Soup of the Day - \$6.50 per person

Breads and Dips - \$4.50 per person

Seafood Chowder - \$10.00 per person

Antipasto Platter - \$10.00 per person

\$50.00 per person

1x Carvery Meat

2 x Vegetables

2 x Salads

1 x Dessert

\$55.00 per person

1x Carvery Meat

1 x Hot Dish

2 x Vegetables

2 x Salads

2 x Desserts

\$62.00 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 Honey Mustard
Roasted Beef Rump with Whipped Horseradish Cream
Pork Loin with Crisp Crackling and Sweet Apple Sauce

Hot Dish Options

Salmon with Quinoa, Fennel & Salsa Verde
Sous-Vide Pork Belly with Jamaican Jerk Sauce
Baked Market Fish with Marinara Sauce and Black Olive Crumble
Roasted Chicken Breast with Red Pepper Sauce and Crumbled Feta
Honey Mustard Chicken Breast with Charred Slender Stems
Beef Striploin with caramelised onion jus
Penne Pasta with Tomato Based Sauce, Spinach, Bacon and topped with Parmesan Cheese

Vegetable Options

Roasted Kumara and Pumpkin with Pistachio Nut Crumb
Steamed Seasonal Vegetables with Herb Butter
Roasted Seasonal Vegetables
Broccoli and Cauliflower Mornay with Shaved Parmesan
Honey Glazed Carrots
Gourmet Potatoes Roasted in Garlic and Rosemary
Mustard and Herb Encrusted Potatoes
Potato Gratin with Rosemary
Roasted Confit Garlic & Thyme Potatoes

BUFFET CONTINUED

Select from the below

Salad Options

Tomato and Cucumber Minted Couscous Salad
Orzo Pasta Salad with Roasted Pumpkin & Chorizo
Kumara Salad with Baby Spinach
Broccoli Salad with Bacon, Red Onion, Almonds
Baby Beetroot Salad with Feta & Spinach
Potato Salad
Fresh Cut Coleslaw
Freshly Tossed Garden Salad
Roast Vegetable Salad with Quinoa and Yoghurt Dressing

Dessert Options

Chocolate Brownie with Chocolate Sauce
Individual Pavlova with Mixed Berries
Ambrosia with Mixed Berries, Natural Yoghurt, Chantilly Cream and Marshmallows
Apple and Blackberry Crumble with Vanilla Bean Custard
Fresh Fruit Salad
Cheesecake (seasonal)
Sticky Date Pudding with Salted Caramel Sauce
Salted Caramel Brownie with Chocolate Sauce
Pecan Pie
Chocolate Mudcake
Vanilla Bean Ice Cream
All desserts are served with Whipped Cream on the side

CANAPES

\$5.50 each

Minimum of 15 pax

3 for \$15.00

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

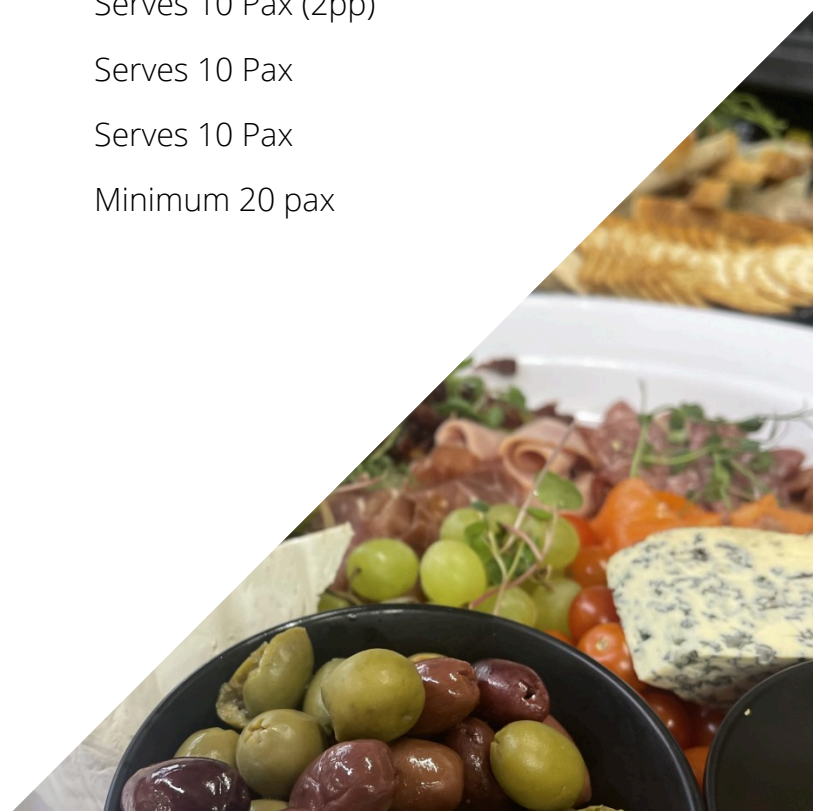
Seared Scallop with Cauliflower Puree and Crispy Capers

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

Pork Belly Squares

PLATTERS & GRAZING TABLE

Antipasto Platter	\$95.00	Serves 10 Pax
Savoury Selection	\$50.00	Serves 10 Pax (2pp)
Assorted Club Sandwiches	\$110.00	Serves 20 Pax (2pp)
Assorted Sushi Platter	\$65.00	Serves 20 Pax (2pp)
Deep Fried Platter	\$55.00	Serves 10 Pax
Fruit Slices Platter	\$70.00	Serves 20 Pax
Assorted Slices	\$70.00	Serves 10 Pax (2pp)
Fried Seafood Platter	\$70.00	Serves 10 Pax
Seafood Platter	\$85.00	Serves 10 Pax
Grazing Table	from \$17.00pp	Minimum 20 pax



Dietary Requirements - please let us know in advance and we can cater for these separately. Special dietary requirements will incur additional charges
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BEVERAGES

Sparkling Wines

Brancott Estate Brut Cuvee 200ml

Brancott Estate Brut Cuvee 750ml

Sauvignon Blanc

Brancott Estate

Stoneleigh

Pinot Gris

Brancott Estate

Stoneleigh

Reisling

Brancott Estate

Pinot Noir/Merlot

Brancott Estate

Stoneleigh

Chardonnay

Brancott Estate

Rose

Stoneleigh Pinot Noir Rose

Bottled Beer/Cider

Speights

Speights Mid Strength (2%)

DB Draught

Export 33

Export Citrus

Steinlager Classic

Steinlager Pure

Heineken

Heineken 0%

Corona

Speights Summit Ultra

Macs Cloudy Apple Cider

RTDs and Spirits also available

Long White Vodka

Jim Beam & Cola

Crimson Badger Ginger Bear

Coruba Rum & Cola

Gordans Gin & Tonice

Gordan's Pink Gin & Soda

Zeffer Crisp Apple Cider 0%

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.