



TRAILWAYS

HOTEL NELSON

CONFERENCE PACK



Contact: Ellie Cooper
66 Trafalgar Street, Nelson 7010
Tel: 03 548 7049 Fax: 03 546 8495
Email: events@trailwayshotel.co.nz <http://www.trailwayshotel.co.nz>

CONFERENCE FACILITIES

THE BROOK ROOM

5.5m x 6.2m

Seating

Theatre style
U Shape with tables
Boardroom style
Banquet style
Classroom

Capacity

20 people
14 people
14 people
14 people
14 people

Room hire charge Half day or Evening 185.00 Full Day 235.00

THE MAITAI ROOM

5.6m X 8.0m

Theatre style
U Shape with tables
Boardroom style
Banquet Style
Classroom

30 people
18 people
16 people
20 people
18 people

Room hire charge Half day or Evening 195.00 Full Day 255.00

THE RIVERS ROOM

BROOK & MAITAI ROOMS COMBINED,

14.2 x 5.6m

Theatre style
U Shape with table's
Boardroom style
Banquet Style
Classroom

100 people
30 people
36 people
60 people
50 people

Room hire charge Half day or Evening 310.00 Full Day 455.00

LORENZO ROOM – At DeLorenzo's Studio Apartments

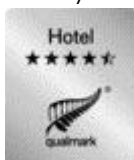
6 x 6m

Theatre style
U Shape with table's
Boardroom style
Classroom

20 people
14 people
14 people
14 people

Room hire charge Half day or Evening 185.00 Full Day 235.00

Please Note: Conference room seating /configuration change mid-conference - 75.00 service fee applies. Cancellations made within 14 days of conference will incur a 25% charge, within 7 days a 50% charge and within 72 hours a 100% charge of total booking. If paying your conference account by credit card a 2% transaction fee applies. Final pax numbers for catering need to be confirmed two days before your function – you will get charged for anyone that doesn't turn up that has been confirmed.



66 Trafalgar Street, Nelson
Tel: 03 548 7049 Fax: 03 546 8495





Brook Room



Maitai Room



Rivers Room



Lorenzo Room



CONFERENCE EQUIPMENT

EQUIPMENT – hire prices are per day

Data Projector and screen	185.00
Interactive Whiteboard with DP – comes with laptop (Only available with the Rivers or Maitai Room)	195.00
Laptop	35.00
Electronic Whiteboard and markers	45.00
Polycom Phone	35.00
Whiteboard and markers	25.00
40" Television and DVD	45.00
Flipchart and paper	25.00
Stereo with CD and docking station	25.00
Projector Screen	15.00
Microphones:	
Hand Held	50.00
Lapel	50.00
Stage 2m x 1m	100.00
Pad and Pen	2.00
Lectern	10.00
Laser Pointer	5.00
Wireless Mouse	10.00
Round Tables (per table)	15.00

Free WIFI available (limits may apply – please contact us to discuss your requirements)

*If you require equipment not listed above, please do not hesitate to ask.
We are more than happy to source these on your behalf.*



All prices above are GST inclusive
66 Trafalgar Street, Nelson
Tel: 03 548 7049 Fax: 03 546 8495



ACCOMMODATION

Take your pick of 45 well-appointed riverside or pool side studio rooms or 2 riverside suites all with the following facilities:

Refrigerator
Air Conditioning/ Heat pump units
Direct dial telephone
FREE Unlimited 5g WIFI (fibre)
Remote control television with Sky channels
Tea and coffee making facilities
En suite bathroom stocked with toiletries and a hairdryer
Iron and Ironing Board

Configuration of our rooms are:

2 suites with kitchen facilities
2 studio spa unit with kitchen facilities
2 accessible units
41 studio spa units with super king beds

Extra Facilities

Free gym access – off site – Snap Fitness – Gloucester Street
24 hour reception
Outside heated swimming pool available during summer months only
24 hour Room service menu

All accommodation rooms are non-smoking.

Do not hesitate to ask about our
Corporate, Conference, Off-Season and Weekend Rates.

66 Trafalgar Street, Nelson
Tel: 03 548 7049 Fax: 03 546 8495

Email: events@trailwayshotel.co.nz <http://www.trailwayshotel.co.nz>



CONFERENCE CATERING

MORNING & AFTERNOON TEA OPTIONS

Tea and Coffee only	4.00
Espresso Coffee (maximum 10 people)	5.00
Fruit Juice available by the carafe	10.00

TEA AND COFFEE WITH:

Home-made biscuits (gluten free available)	5.50
Scones	7.00
Freshly baked sweet or savoury muffins	7.00
Selection of pastries	7.00
Spinach and mushroom mini gluten free frittata (dairy free available)	7.50
Club sandwiches (gluten free available)	8.00
Mini Savouries	8.00
Gourmet Sausage Rolls	8.50
Sliced fresh fruit platter	9.50
Mini Savouries and Club Sandwiches	11.50
Additional items selected from above	4.00 each
Selection of nuts	4.00

LITE LUNCH OPTION

Tea, Coffee, Large Sandwiches and Savouries	19.50
---	-------

All catering prices are quoted per person and include GST



66 Trafalgar Street, Nelson, 7010
Tel: 03 548 7049 Fax: 03 546 8495
Email: events@trailwayshotel.co.nz <http://www.trailwayshotel.co.nz>



PLATTERS

– available between 3pm and 6pm minimum 8pax per platter

Antipasto

13.00

Salami and Ham,
Camembert, Feta and Smoked Cheeses
Artichokes, Sundried Tomatoes, Olives, Gherkins
Dips
Selection of Crackers and Crostini's

Vegetarian

12.00

Camembert and Feta Cheeses,
Olives, Gherkins, Cucumber, Celery and Carrot Sticks,
Hummus, Beetroot Chutney and Guacamole,
Selection of Crackers and Crostini's

Heated

12.00

Prawn Twisters
Sausages
Fish Goujons
Hot Chips
Dipping Sauces

Please note all platters are priced per person and include GST



66 Trafalgar Street, Nelson, 7010
Tel: 03 548 7049 Fax: 03 546 8495
Email: events@trailwayshotel.co.nz <http://www.trailwayshotel.co.nz>



Working Lunch Options

Working Lunch Buffet Option 1 – Minimum of 10 people

Chef's daily bread selection
Sausage rolls with tomato relish
Glazed Chicken drumsticks
Honey and soy vegetable stir-fry
Assorted wraps
1x Garden salad
1x chef selection salad
Cookies
Tea and Coffee
\$22.00 per person
Option – fresh sliced fruit platter - \$4.00 extra p/p

Working Lunch Buffet Option 2 – Minimum of 10 people

Chef's daily bread selection
Panko crumbed fish chunks with tartare sauce
Malaysian Style Chicken Skewers
Honey and soy vegetable stir-fry
Assorted wraps
1x Garden salads
1x chef selection salad
Cookies
Tea and Coffee
\$24.00 per person
Option – fresh sliced fruit platter - \$4.00 extra p/p

Working Lunch Buffet Option 3 – Minimum of 10 people

Chef's daily bread selection
Antipasto platter
Grilled turbot
Chicken cacciatore
Steamed jasmine rice
Garden salad
Chef's choice salad
Carrot Cake
Tea and Coffee
\$26.00 per person
Option – fresh sliced fruit platter - \$4.00 per person



66 Trafalgar Street, Nelson, 7010
Tel: 03 548 7049 Fax: 03 546 8495
Email: events@trailwayshotel.co.nz <http://www.trailwayshotel.co.nz>



Standard Plated Lunch Option – Maximum of 30 people

- Open grilled turbot sandwich with tartare sauce, salad and chunky fries
 - Open steak sandwich with caramelised onions, salad and chunky fries
 - Smoked salmon salad, radish, pickled egg, capers, red onion, rocket and lemon dressing (GF)
 - Tomato, Pea and Artichoke Risotto with Parmesan (GF) (V) (DF on request)
- \$24.00 per person

Premium Plated Lunch Option – Maximum of 30 people

- Tomato, Pea and Artichoke Risotto with Parmesan (GF) (V) (GF on request)
 - Seafood Hotpot; Mussels, Scallops, Prawns, Fish, Passionfruit Citrus Broth, Glass Noodles (GF) (DF)
 - Blacken Salmon Fillet Potato Cake, Coriander Lime Butter, Seasonal Greens (GF)
 - Stuffed Crumbed Chicken Breast Smoked Cheese, Ham and Garlic Butter, Potato Cake, Lemon Garlic Herb Sauce
 - Lamb Shank Mashed Potato/ Parsnip Crisps
- \$29.00 per person



66 Trafalgar Street, Nelson, 7010
Tel: 03 548 7049 Fax: 03 546 8495
Email: events@trailwayshotel.co.nz <http://www.trailwayshotel.co.nz>



SELECT YOUR COCKTAIL OPTION

OPTION 1 \$12.00 – Choose 4

Mini Savouries
Chilli Prawn Skewers (GF)
Beetroot and Feta cups (V)
Panko Crumbed Fish Chunks/ Tartare
Charred Courgette Roll/ Spanish Tapenade (GF) (V)
Cocktail Mini Sandwiches
Meatball Bites/ Barbeque Sauce (GF)

OPTION 2 \$15.00 – Choose 4

Thai Fish Cakes/ Lemon Grass Syrup (GF)
Roast Rare Beef/ Horseradish Cream/ Roast Capsicum/ Crostini
Beetroot Cured Marlborough King Salmon/ Lemon Dill Crème /Blini
Lamb Kebab/ Minted Cucumber Yoghurt (GF)
Caramelised Onion/ Wilted Spinach/ Feta Tart (V)
Caprice Crostini (V)

OPTION 3 \$18.00 – Choose 4

Pumpkin and Sage Arancini / Truffle Mayonnaise (V)
Duck Pancakes / Hoisin Sesame Sauce
Red Wine Pear/ Walnut Crème/ Blue Cheese Melt (V)
Cold Smoke Salmon Rosette/ Lemon Dill Caper Crème/ Blini
Scallop Brulee / Crispy Bacon/ Watercress/ Blini
Asian Infused Pork/ Beetroot Relish/ Pickled Cucumber

Bite size sweet option in addition to above \$3 p/p – Choose 1

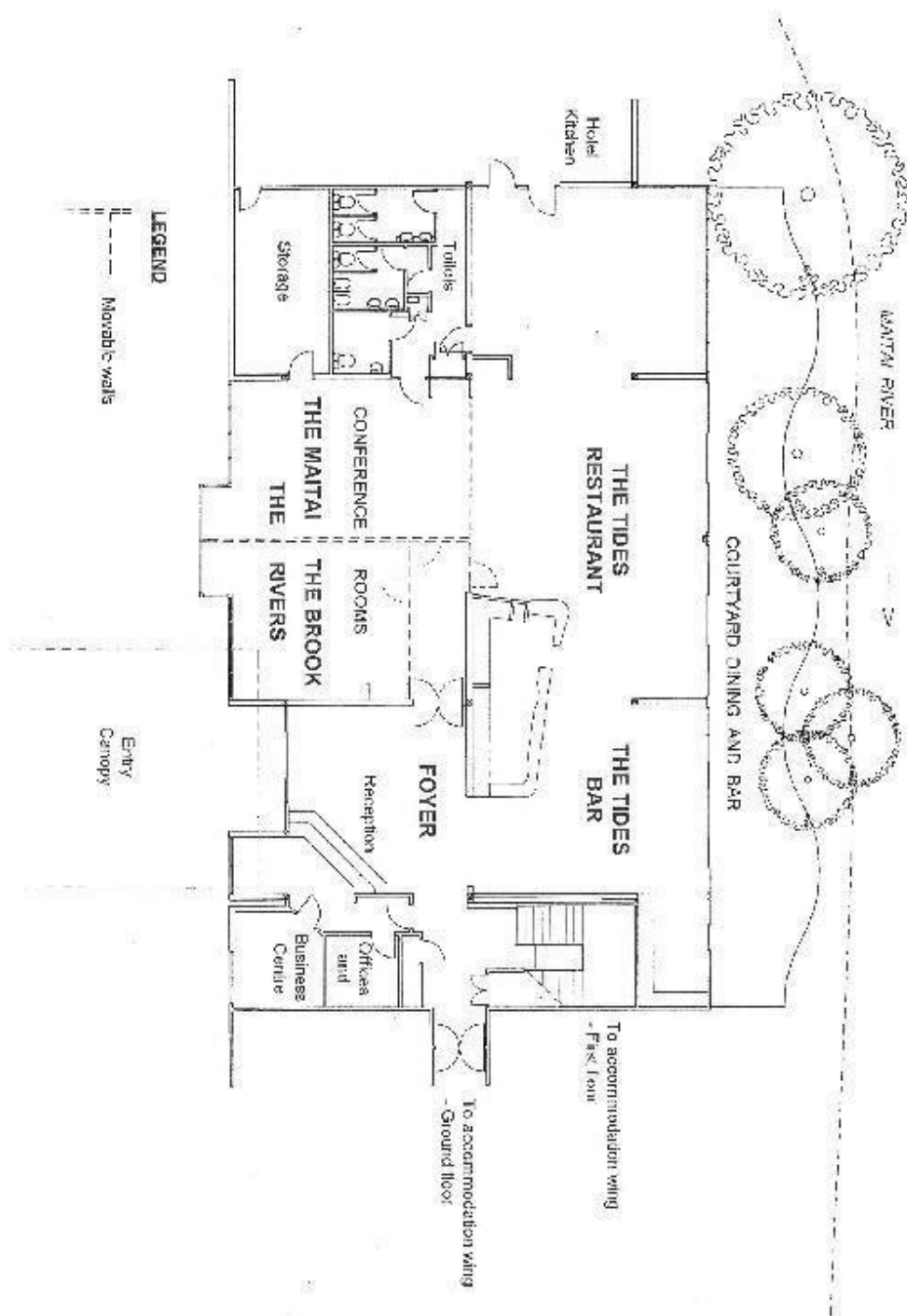
Chef's choice slice
Chocolate Brownie/ Raspberry Coulis/ Cream
Seasonal Fruit Skewers/ Passionfruit Pulp



66 Trafalgar Street, Nelson, 7010
Tel: 03 548 7049 Fax: 03 546 8495
Email: events@trailwayshotel.co.nz <http://www.trailwayshotel.co.nz>



FLOOR PLAN



66 Trafalgar Street, Nelson, 7010

Tel: 03 548 7049 Fax: 03 546 8495

Email: events@trailwayshotel.co.nz <http://www.trailwayshotel.co.nz>



CONFERENCE / FUNCTIONS TERMS AND CONDITIONS

1.0 CONFIRMATION

- 1.1 Confirmation of a booking must be made by way of this signed contract by the Client within 14 days of the original reservation otherwise the Management of Trailways Hotel Nelson reserves the right to cancel the booking and allocate the venue to another client.
- 1.2 **Please Note:** Conference room seating /configuration change mid-conference - 75.00 service fee applies. Cancellations made within 14 days of conference will incur a 25% charge, within 7 days a 50% charge and within 72 hours a 100% charge of total booking. If paying your conference account by credit card a 2% transaction fee applies. Final pax numbers for catering need to be confirmed two days before your function – you will get charged for anyone that doesn't turn up that has been confirmed.

2.1 FUNCTION ROOM HIRE

- 2.1 It is agreed that the event will commence at the scheduled time and that the function room allocated will be vacated at the nominated time. Trailways Hotel Nelson reserves the right to apply a charge for each additional hour exceeding the agreed specified time.
- 2.2 In the event that a designated room cannot be made available, Trailways Hotel Nelson reserves the right to substitute comparable facilities and where possible will give the Client prior notification of the substitution.
- 2.3 Room hire charges, if applicable, are subject to the period required, number of guests in attendance and overall catering requirements.

3.0 DEPOSIT

- 3.1 To secure a Wedding reservation with Trailways Hotel Nelson, a minimum deposit of \$500.00 is payable at the time of reservation. This is non re-fundable within six months of the date booked.
- 3.2 Trailways Hotel Nelson reserves the right to vary the deposit amount.

4.0 FINAL PAYMENT

- 4.1 For Conferences, final payment will be due on departure by credit card or bank cheque unless prior credit facilities have been approved.
- 4.2 For Weddings, final payment of all known expenditure will be due at the conclusion of the event, prior to departure.
- 4.3 It is understood that in instances where prior credit facilities have not been arranged and where the Client's guests or invitees have incurred additional charges such as meals, laundry, toll charges and liquor, these accounts must be settled on departure. If these charges are not paid by the individual concerned, they must be settled by the Client as part of the final account



66 Trafalgar Street, Nelson, 7010
Tel: 03 548 7049 Fax: 03 546 8495
Email: events@trailwayshotel.co.nz <http://www.trailwayshotel.co.nz>



5.0 CANCELLATION

- 5.1 Food and Beverage functions may be cancelled in writing up to 30 days prior to the function commencement without penalty to the client.
- 5.2 Cancellation made within 14 days of function will incur a 25% charge, within 7 days a 50% charge and within 72 hours a 100% charge of total booking
- 5.3 All cancellations must be received by Trailways Hotel Nelson in writing.

6.0 FINAL NUMBERS

- 6.1 The number expected to attend the event must be advised seven (7) working days prior to the commencement of the event, with final confirmation no later than 10am one working day prior to the event. This number will constitute the minimum charge.
- 6.2 You will be charged per person for the higher total of either the confirmed number of people advised or the number of people who dine on the day.

7.0 FOOD & BEVERAGE

- 7.1 Trailways Hotel Nelson will not allow food and/or beverage of any kind onto the premises for consumption or any other purpose for the Client or the Client's guests or invitees, unless prior arrangements have been made with Trailways Hotel Nelson Management.
- 7.2 If specified, liquor in excess of the amount specified will not be supplied until an authorisation is signed by the Client or a duly authorised representative present at the event.
- 7.3 Trailways Hotel Nelson reserves the right to discontinue the supply of liquor at any time, pursuant to the Sale of Liquor Act and Maori Community Development Act 1962.

8.0 ACCOMMODATION

- 8.1 In the event that rooms are reserved in conjunction with a function booking, a completed rooms list will be required 30 working days prior to the commencement of the function.
- 8.2 Trailways Hotel Nelson reserves the right to charge a cancellation fee of one night's accommodation for any rooms cancelled less than 30 days prior to arrival or any rooms subsequently unoccupied.
- 8.3 Trailways Hotel Nelson requires a status update 60 day's prior to arrival and reserves the right to release rooms as required.
- 8.4 All unsold rooms will be released 30 days prior to arrival.

9.0 HOTEL DAMAGES/INSURANCE

- 9.1 The Client is financially responsible for any damage, breakage or pilferage sustained to Trailways Hotel Nelson Premises or Equipment by the Client, the Client's guests, invitees, outside contractors or other persons attending the function, whether in the room reserved or any area or part of Trailways Hotel Nelson, prior to, during or after the event.



66 Trafalgar Street, Nelson, 7010
Tel: 03 548 7049 Fax: 03 546 8495
Email: events@trailwayshotel.co.nz <http://www.trailwayshotel.co.nz>



- 9.2 Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building unless prior approval has been given by Trailways Hotel Nelson Management. Suitable floor protection is to be used as required. Signage in Hotel public areas is to be kept to a minimum and must be approved by Trailways Hotel Nelson Management.
- 9.4 Trailways Hotel Nelson will take all necessary care of the client's property but will take no responsibility for damage to or loss of property or merchandise left in Trailways Hotel Nelson prior to during or after the function.
- 9.5 The Client will be responsible for the removal of the property after the conclusion of the event and any goods left in Trailways Hotel Nelson after the function without prior arrangements will be deemed abandoned.
- 9.6 The Client must arrange their own personal liability insurance and security, as required.
- 9.7 The Client should conduct their function in an orderly manner, in full compliance with all applicable laws at a minimum disruption to other guests of Trailways Hotel Nelson.
- 9.8 If Trailways Hotel Nelson has reason to believe that a function will affect the smooth running of Trailways Hotel Nelson's business, its security or reputation, it reserves the right to cancel the function without liability at any time either before commencement of the function or during it.
- 9.9 Trailways Hotel Nelson reserves the right to exclude or remove any objectionable persons from the function or Hotel premises without liability at any time during the function.

10.0 PRICING POLICY

- 10.1 Goods and Services Tax is included in the quoted rates, unless stated otherwise. GST is subject to alteration without notice.
- 10.2 Every endeavour will be made to maintain prices as quoted however prices are based on current costs and may be subject to change without notice to meet increases as they arise.

11.0 DISPUTE AND APPLICABLE LAW

- 11.1 This Agreement is made in New Zealand and its construction, validity and performance is determined under New Zealand law.

13.0 ENTIRE AGREEMENT

- 13.1 The terms and conditions set out in this Agreement as concluded between the parties.

14.0 FORCE MAJOR

- 14.1 Where matters beyond the reasonable control of Trailways Hotel Nelson impairs or prevents Trailways Hotel Nelson being able to perform its obligations under the event contract, the client releases Trailways Hotel Nelson from any liability or loss incidental or consequential to such matters.

15.0 COMPLIANCE WITH STATUTES AND REGULATIONS

- 15.1 The Client shall observe all relevant statement, regulations, ordinances and by-laws relating to their activity



66 Trafalgar Street, Nelson, 7010
Tel: 03 548 7049 Fax: 03 546 8495
Email: events@trailwayshotel.co.nz <http://www.trailwayshotel.co.nz>



16.0 VARIATION

- 16.1 Any variation, amendment or modification of these terms and conditions shall only be binding where committed to in writing and executed by the parties.



66 Trafalgar Street, Nelson, 7010
Tel: 03 548 7049 Fax: 03 546 8495
Email: events@trailwayshotel.co.nz <http://www.trailwayshotel.co.nz>

