



2011 CONFERENCE PACKAGES

an ideal
place to
meet

... with great facilities

Travelodge Palmerston North
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HOTEL HIGHLIGHTS

Travelodge Palmerston North is situated in the hub of the city's buoyant CBD. The hotel, housed within a beautiful three storey 1927 heritage building, provides modern guest facilities combined with original characteristics.

We are proud to be able to offer one of the largest conference venues in the lower North Island, with extensive on-site professional conference co-ordination services to fulfil all of your event requirements. Our conference facilities cater for 5 to 500 delegates and the hotel boasts 85 well appointed guest rooms.

The ground floor of the hotel hosts Cuban, an intimate lobby bar great for a coffee or pre-dinner drink. Nosh, a cosmopolitan restaurant, is open for breakfast and dinner and Bar One7Five, a stylish, modern lounge bar.

Manawatu is becoming one of New Zealand's leading conference destinations, offering a range of activities that can be tailored to suit your requirements. Within 90 minutes drive from four major cities, this central region is the ideal location. Whether you are planning an exhibition, conference, gala dinner, tradeshow, cultural or sporting event, the Manawatu is the place to be.

Our contemporary function facilities with high quality equipment, a wide range of catering options and

a professional and experienced team make Travelodge Palmerston North the perfect venue for your next conference, function or event.

Please note that all menus are samples only and can be tailored to suit your budget or dietary requirements.



VENUE CAPACITY & FLOORPLAN

Style	Boardroom (20 sqm)	Lombard (61 sqm)	Carlton 1 (287 sqm)	Carlton 2 (287 sqm)	Ballroom Carlton 1 & 2 (574 sqm)	Courtyard (220 sqm)
Theatre	-	40	250	250	500	-
Classroom	-	30	150	150	-	-
Banquet (w/out dance floor)	-	40	200	200	400	-
Boardroom	10	30	40	40	-	-
U-Shape	-	24	60	60	-	-
Cocktail	-	50	300	300	500	200
Cabaret	-	24	120	120	-	-



TRAVELODGE ROOM HIRE

Style	Boardroom (20 sqm)	Lombard (61 sqm)	Carlton 1 (287 sqm)	Carlton 2 (287 sqm)	Ballroom Carlton 1 & 2 (574 sqm)	Courtyard (220 sqm)
Half Day	\$115	\$225	\$350	\$350	\$750	\$225
Full Day	\$175	\$350	\$650	\$650	\$1300	\$350



DAY DELEGATE PACKAGES

\$55.00 per person

If numbers fall below 20 guests, a room hire fee will apply

Includes:

Main plenary room hire 8.00am to 5.00pm, pads, pens, whiteboard, projection screen, iced water and mints

Arrival Tea/Coffee

Freshly brewed coffee and specialty teas

Morning Tea

Freshly brewed coffee and specialty teas with a choice of one of the following:

- Apple & cinnamon bran muffins
- Blueberry & white chocolate muffins
- Savoury pinwheel scones
- Plain scones with jam & cream
- Mixed berry friand
- Chocolate brownie
- Fruit tartlets
- Fresh fruit kebabs with yoghurt dipper
- Assorted cookies
- Lemon slice

Lunch

Your choice from our fingerfood lunch menu on Page 7 (option 2)

Afternoon Delights

Freshly brewed coffee and specialty teas with a choice of one of the following:

- Chocolate brownie
- Fruit tartlets
- Seasonal fresh fruit platter
- Fresh fruit kebabs with yoghurt dipper
- Assorted cookies
- Chocolate fudge slice
- Sausage rolls with tomato sauce
- Assorted savouries with tomato chutney
- Ham, egg & rocket finger sandwiches
- Fruit loaf



LUNCH CHOOSE YOUR OPTIONS

OPTION 1 - \$17.50 per person – choose 3 items

OPTION 2 - \$23.00 per person – choose 5 items

OPTION 3 - \$29.00 per person – choose 7 items

Each menu includes freshly brewed coffee & specialty tea

Cold

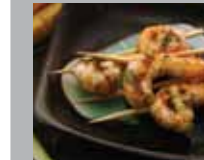
- Assorted filled rolls – ham, salami & vegetarian
- Gourmet breads filled with deli meats, salad & relish
- Chicken caesar wraps
- Ham, salad & wholegrain mustard wraps
- BLT club sandwiches
- Roast beef sandwiches with caramelised onions, garlic aioli & baby spinach
- Finger sandwiches – ham, egg & rocket or chicken, apricot & low fat cream cheese
- Tuna, mayonnaise & salad on grainy bread
- Assorted sushi rolls with soy sauce & wasabi

Hot

- Mini pizzas
- Roast vegetable frittata
- Walnut dukkah coated fish with an orange, parsley & yoghurt dipper
- Nut & seed encrusted chicken with mango mayonnaise
- Sausage rolls with tomato sauce
- Assorted savouries with tomato chutney
- Vegetarian spring rolls with sweet chilli sauce
- Vegetarian samosas with a tamarind dipping sauce
- Assorted toasted panini
- Homemade spinach & ham quiche
- Chicken quesadillas
- Beef burritos

Sweet

- Chocolate brownie
- Fruit tartlets
- Seasonal fresh fruit platter
- Fresh fruit kebabs with yoghurt dipper
- Danish pastries
- Assorted cookies
- Chocolate fudge slice
- Lemon slice
- Banana cake
- Carrot cake with natural yoghurt



LUNCH/LIGHT DINNER

Make Your Own Sub - \$13.00 per person

Selection of large gourmet rolls

Carved meat - your choice of 2

Lamb, beef, pork or ham

Salad bar with lettuce, tomato, carrot, cucumber, onion, pickles, beetroot, capsicum and cheese

Selection of sauces & dressings to compliment you meat selection

Seasonal fresh fruit platter

Freshly brewed coffee and specialty teas

Orange juice

MAKE YOUR OWN BURGER - \$15.00 per person

Selection of buns

Lean beef patties

Grilled mushrooms

Fried onion

Salad bar with lettuce, tomato, carrot, cucumber, onion, pickles beetroot, capsicum and cheese

Selection of sauces & dressings

Seasonal fresh fruit platter

Freshly brewed coffee and specialty teas

Orange juice



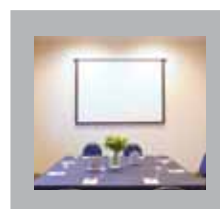
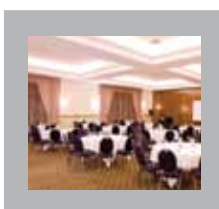
AUDIO VISUAL & EQUIPMENT HIRE

All of the following audio visual equipment is of a high standard and can be supplied at the following costs:

Equipment	Per day
Data projector/Full day	\$170.00
Data projector/Half day	\$100.00
Permanent screen in lombard room & board room	N/C
2.4 metre tripod projection screen	\$55.00
3.0 metre projection screen (Economy Dressed)	\$165.00
TV 26"	\$95.00
DVD player	\$50.00
Laptop	\$50.00
Small speakers	\$50.00
PA system (0-150 People)	\$155.00
Lapel microphone*	\$55.00
Hand held radio microphone*	\$55.00
Lectern microphone*	\$25.00
CD player	\$35.00
*Must be connected to PA system to operate	
Whiteboard & markers	\$45.00
Electronic whiteboard	\$120.00
Flipchart & markers	\$25.00
Additional flipchart pad	\$15.00
Lectern	N/C
Dance floor 25m ²	\$250.00
Stage 5m wide X 2m deep (Incl. setup, skirt & step)	\$285.00
Conference phone	\$100.00
Broadband internet (Up to 1000 megabytes of download)	\$70.00
Photocopying	\$0.20 per page

Please Note:

- Equipment prices aforementioned are only an indication of rates incurred
- The above prices do not include the operating of equipment
- Technicians for equipment operation throughout an event may be co-ordinated through the Conference & Events department
- Prices may change without notification



BUFFET BREAKFAST SELECTIONS

Looking for a unique fun way to start your next seminar?

Make Your Own Pancakes

- Pancake popper
- Fresh fruit selection (berries and banana)
- Lemon juice and sugar
- Selection of sauces and whipped cream
- Orange juice
- Freshly brewed coffee and specialty teas

\$13.50 per person
maximum 50 people

Only \$5.00 to add to one of the below breakfast menus

Finger Food Breakfast

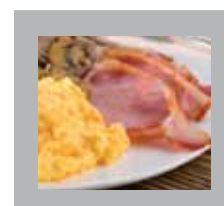
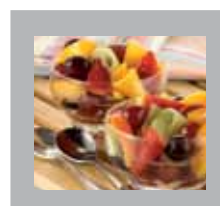
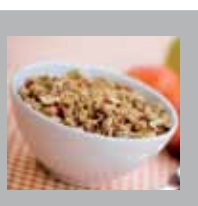
- Ham, cheese and tomato croissants
- Apple and cinnamon bran muffins
- Yoghurt cups topped with muesli and fruit coulis (berry or passionfruit)
- Seasonal fresh fruit platter
- Orange juice
- Freshly brewed coffee and specialty teas

\$19.00 per person

Full Buffet Breakfast

- Selection of cereals
- Natural and fruit yoghurt
- Seasonal fresh fruit platter
- Whole, trim and soy milk
- Selection of breads
- Selection of preserves and spreads
- Bacon
- Scrambled egg
- Grilled tomatoes
- Hash browns
- Sautéed mushrooms
- Breakfast sausages
- Orange juice
- Freshly brewed coffee and specialty teas

\$23.00 per person



SUNDOWNERS

OPTION 1 - \$9.00 per person - choose 3 items

OPTION 2 - \$14.00 per person - choose 5 items

OPTION 3 - \$22.00 per person - choose 8 items

Cold

- Assorted sushi rolls with wasabi & soy sauce
- Pear with creamy blue cheese wrapped in prosciutto
- Smoked chicken on rye with camembert & onion marmalade
- Peppered lamb fillet on melba toast with mango salsa
- Rare beef on garlic crostini with tomato crème fraiche
- Chicken pate & beetroot relish on five grain toast
- Sweet corn fritters with avocado salsa
- Mini cheese scones with onion relish
- Smoked salmon florettes on a blini with crème fraiche
- Tropical fruit kebabs with honeyed yoghurt

Hot

- Nut & seed encrusted chicken with mango mayonnaise
- Walnut dukkah coated fish with an orange, parsley and yoghurt dipper
- Lamb koftas with tzatziki dressing
- Lemongrass satay chicken skewers
- Lamb, apricot and rosemary sticks
- Gourmet savouries (chicken and cranberry, beef and Guinness, lamb and rosemary)
- Mini vegetarian spring rolls with sweet chilli sauce
- Vegetarian samosas with a tamarind dipping sauce
- Pork nibbles with plum dipping sauce
- Teriyaki beef skewers
- Salt and pepper calamari with lemon
- Fish balls with sesame dipping sauce



SUNDOWNERS

PLATTERS – serves approximately 10 people

\$55.00 per platter

- Assorted breads & dips
- Mini pizzas – Hawaiian, meat lovers and vegetarian
- Oriental platter – wontons, spring rolls & samosas
- Assorted savouries and sausage rolls
- Veggie bites – pumpkin, spinach and sage

\$65.00 per platter

- Cheese and crackers
- Fishermans – fish bites, squid rings, mussels, prawns and fries
- Cajun enchiladas with natural yoghurt
- Mini beef burgers
- Petite dessert selection – cheesecake, brownie, slices and fruit tartlets
- Antipasto



BEVERAGE PACKAGES

Standard

Selection of beverages include:

- Imprint Chardonnay
- Imprint Sauvignon Blanc
- Imprint Cabernet Shiraz
- Macs Gold
- Speights Gold Medal
- Fruit juice
- Soft drink

1 Hour - \$21.00 per person

2 Hours - \$27.00 per person

3 Hours - \$33.00 per person

4 Hours - \$39.00 per person

Premium

Selection of beverages include:

- Kopiko Bay Chardonnay
- Kopiko Bay Sauvignon Blanc
- Kopiko Bay Pinot Noir
- Kopiko Bay Merlot
- Preece Sparkling
- Macs Gold
- Speights Gold Medal
- Steiner Premium Light
- Corona
- Fruit juice
- Soft drink

1 Hour - \$26.00 per person

2 Hours - \$32.00 per person

3 Hours - \$38.00 per person

4 Hours - \$44.00 per person



BUFFET LUNCH / DINNER

OPTION 1 - \$38.00 per person – choose 3 hot dishes, 2 vegetables, 3 salads & 3 desserts

OPTION 2 - \$46.00 per person – choose 1 carvery, 3 hot dishes, 2 vegetables, 4 salads & 3 desserts

OPTION 3 - \$56.00 per person – choose 1 carvery, 4 hot dishes, 2 vegetables, 5 salads & 4 desserts

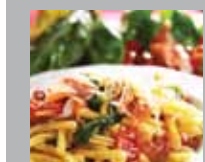
All options includes freshly baked bread rolls, fresh fruit salad, whipped cream & freshly brewed coffee as well as specialty teas

Carvery

- Lamb leg with mint gravy
- Seven spice pot roast beef with homemade gravy
- Roast pork leg with crackling and an apple and sage sauce
- Champagne ham with cloves and a cherry glaze

Hot Dishes

- Stuffed tomato with curried rice and sultanas
- Spinach, pumpkin and ricotta ravioli with pomodoro sauce
- Braised chicken with a tangy soy sauce
- Pan roasted pork with homemade gravy
- Moroccan lamb with pumpkin & apricots
- Beef galantine
- Crispy fish escabeche (spanish sweet & sour)
- Pan fried fish fillets with an uova al pomodoro sauce
- Asian pork meatloaf with a smoked tomato sauce
- Teriyaki marinated beef fillet on sticky Japanese rice
- Merlot and thyme braised lamb shanks
- Stuffed chicken breast on minted couscous with a red bell pepper sauce
- Seafood paella



Vegetables

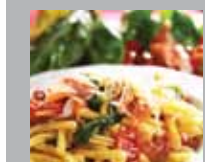
- Steamed seasonal vegetables with herbed butter
- Minted baby peas
- Honey glazed carrots & parsnips
- Potato gratin
- Roasted gourmet potatoes with garlic & chives
- Ratatouille
- Medley of roasted root vegetables
- Gourmet baby potatoes with mint

Salads

- Mixed garden salad with a light vinaigrette
- Chunky potato salad
- Penne pasta salad
- Traditional coleslaw
- Greek salad with olives & feta
- Kumara & baby spinach with wholegrain mustard & balsamico
- Pumpkin & feta salad with toasted pumpkin seeds
- Moroccan couscous
- Spinach & orzo salad

Dessert

- Pavlova with chantilly cream & fresh fruit
- Apple and peach crumble
- Rich chocolate mud cake
- Assorted cheesecakes
- Bread and butter pudding with custard
- Chocolate mousse
- Tiramisu
- Lemon meringue pie



SET DINNER MENU OPTIONS

Include steamed seasonal vegetables (per table), dinner rolls and freshly brewed tea & coffee

OPTION 1: \$49.00 PER PERSON

Entrée

Smoked Salmon on Soba Noodles with coriander and a clear miso broth

Main

Char grilled scotch fillet on a potato fondant with a shitake mushroom jus and pickled daikon radish

OR

Saffron chicken breast served with hand cut fries with thyme salt and tarragon jus

Dessert

Vanilla crème brulee with almond biscotti

OPTION 2: \$49.00 PER PERSON

Entrée

Braised pork belly on cauliflower mash with aniseed infused jus

Main

Herb crusted lamb rump with marquise kumara, white onion sauce and rich jus

OR

Pan roasted market fish with sliced rosemary potatoes and bok choy

Dessert

Apple turnover with vanilla bean ice cream and a peach and ginger puree

OPTION 3: \$59.00 PER PERSON

Entrée

Coconut infused Thai chicken salad with coriander, chilli and deep fried shallots

OR

Shredded warm pork belly salad with Asian greens, crackling and a light soy & ginger dressing

Main

Szechwan pepper crusted NY cut beef with a kumara and parsnip rosti, garlic prawns, bok choy and a port wine jus

OR

Baked market fish with a dill and garlic mayo, buttered steamed gourmet potatoes with garlic & chives

Dessert

Banana spring roll with a sweet coconut sauce and rum 'n' raisin ice cream

OPTION 4: \$59.00 PER PERSON

Entrée

Homemade fish cakes with shoe string potatoes, mixed green salad and homemade tartare sauce

OR

Harissa beef tenderloin on warm minted couscous topped with a capsicum and apricot chutney & garlic yoghurt

Main

Herb crusted pork loin with rosemary garlic creamed potatoes, caramelised apples & calvados

OR

Twice cooked stuffed chicken breast on lemon and spinach risotto with a rich tarragon jus

Dessert

Dark and white chocolate parfait with mango sorbet & pistachio biscotti



EVENT TERMS & CONDITIONS

CONFIRMATION

Confirmation of a booking must be made in writing with signed Terms & Conditions within seven (7) days of the original reservation. A 10% deposit is to be paid within fourteen (14) days. Otherwise the Management of the Hotel reserve the right to cancel the tentative booking and allocate the venue to another client.

PAYMENT

All function accounts are to be paid in full, two (2) days minimum prior to the function unless alternative arrangements have been made with the Hotel Credit Manager. All approved credit arrangements require full payment within five working (5) days after the function.

Please note that for all credit card transactions, a surcharge of 1.5% applies. Guests may choose to change their method of payment on check-out to cash or EFTPOS as these methods do not attract this fee.

NON PERFORMANCE OF CONTRACT

In the event of a confirmed function not taking place the client shall upon demand of the Hotel pay a fee based on a percentage of the estimated cost of the function.

- Notification of 60+ days of the function deposit will be held for next confirmed event (must be within 6 months)
- Notification within 30 days or more of the function date 10% of the estimated cost
- Notification 14-30 days prior 50% of the estimated cost
- Notification less than 14 days 100% of the estimated cost

FINAL ATTENDANCE

A guaranteed number of guests attending functions is required two (2) working days prior to the event. Charges for any changes after this time will be rendered accordingly.

FINAL DETAILS

To ensure your requirements are met it is necessary to receive details of your function schedule and menu selection seven (7) days prior to your function. This will include details such as floor-plans and designs for exhibition & display space.

COMMENCEMENT AND VACATING OF ROOMS

The Client agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event that the conference should go beyond agreed finishing time we reserve the right to charge whatever additional costs are reasonably incurred to ensure the smooth operation of that function.

SET UP AND DELIVERY OF EQUIPMENT

Clients are responsible for costs involved in ensuring set up and break down time on all function space. All deliveries to the Hotel must be advised & agreed upon with the Banquet Co-ordinator and sent no earlier than 48hours prior to the function and must be marked with the name of the function. Whilst every effort will be made to assist in movement of goods from the loading bay to the function room, assistance will be offered on the basis of staff available at that time. The Hotel does not have storage facilities other than rooms booked by the client. Goods left in the Hotel without prior arrangement will be deemed abandoned and discarded by the hotel.

CONSUMPTION

No food or beverage of any kind will be permitted to be brought into the Hotel for consumption at the function by the client or any of the client's guests, invitee's or persons attending the function. We practice Responsible Service of Alcohol at all times and reserve the right to refuse service of alcohol to any person.

DISPLAYS AND SIGNAGE

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in Hotel public areas is to be kept to a minimum and must be approved by the Hotel. Any special effect requests will be viewed on a one off basis. You must obtain prior written permission of the hotel to use the hotel name and/or logo in print, audiovisual display and/or such other multimedia display. All proposed artwork, which consists of the hotel name and/or logo must be approved in writing by the hotel.

ROOM ALLOCATION

The Hotel reserves the right to assign another room for the organised function in the event the room originally allocated for such function shall be unavailable (due to unforeseen circumstances) or inappropriate in the opinion of the Hotel, such substitution shall be deemed as full performance under this contract.

COMPLIANCE

It is understood that the client will conduct their function in an orderly manner in full compliance with the Hotel Management and with all applicable laws. This will include, however not be limited to – maintaining reasonable noise levels, adhering to the OH&S regulations of the relevant state, etc.

DAMAGES

Clients are financially responsible for any damage sustained to the Hotel by the Client, Client’s guests, invitees or other persons attending the function, whether in the room reserved or any area or part of the Hotel. This can include however is not limited to extra cleaning charges, cost to repair damaged furniture etc.

RESPONSIBILITY

The Hotel will not accept any responsibility for damage or loss of merchandise left in the Hotel prior, during or after the function. Clients should arrange their own insurance and/or security.

SECURITY

The Hotel reserves the right to exclude or eject any or all objectionable persons from the function on the Hotel premises without liability.

LIABILITY

If the Hotel has reason to believe that a function will affect the smooth running of the Hotel business, its security or reputation, it reserves the right to cancel the function without liability.

BASIS OF AGREEMENT

The Client agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event that the conference should go beyond agreed finishing time we reserve the right to charge whatever additional costs are reasonably incurred to ensure the smooth operation of that function.

ACCEPTED BY THE CLIENT:

Name of Company / Function

.....

Conference Sales

Signature of Responsible Party

.....

.....

Date:

Date:

.....

.....