

The Benvenue Hotel

Event/Function Booking Form

Please complete and sign this form. Fax to us on: 03 688 4048

p 03 688 4049

e benvenue.hotel@xtra.co.nz

f 03 688 4048

DATE	NO. OF PEOPLE
Company Name	Contact Person
Address for Account	Phone: Fax:

Payment Details

Group Meals/Bar Charges to be sent to Company	YES	NO	Individuals' payment will be required
---	-----	----	---------------------------------------

Start Time:	Finish Time:
-------------	--------------

Is Tea/Coffee required on arrival?	
------------------------------------	--

Breakfast / Morning Tea:	Time:
--------------------------	-------

Lunch:	Time:
--------	-------

Afternoon Tea:	Time:
----------------	-------

Dinner / Supper	Time:
-----------------	-------

Room Set-Up

Room Required

Conference Conservatory Lounge Bar Restaurant

Room Configuration

(Please circle)

Theatre Boardroom Classroom U-Shape Headtable

O.H. Projector Screen TV Video Whiteboard

Lecturn Flip Chart Ext Cord PC Connection

Pens & Paper Entry Table DVD Data Projector Table

Data Projector (available for hire)

Special Equipment Requirements:

May be hired.

If you are bringing your own equipment please be able to connect it yourself or we could arrange a technician (chargeable).

Room Hire:	Conference room:	\$35.00	Per Hour
	Conservatory:	\$25.00	Per Hour
	Restaurant	\$25.00	Per Hour

Please note any damage incurred on room facings/fixtures will be charged.

I/We agree that a surcharge will be incurred for any cancellations not made within 48 hours prior to function date. As may any changes to numbers, catering requirements and accommodation.

Confirmation is required by signing below and return fax to: 03 688 4048

Signature:

Name:

Signature:

benvenue coffee & tea breaks

1

Freshly Brewed Coffee & Tea

\$3.00

2

Freshly Brewed Coffee, Tea & Cookies

\$5.00

3

Assortment of Baked Cookies/Slices

Freshly Brewed Coffee & Tea

\$7.00

4

Sweet or Savoury Baked Muffins

Freshly Brewed Coffee & Tea

\$7.50

5

Scones with Jam & Cream

Freshly Brewed Coffee & Tea

\$7.50

6

A selection of assorted club sandwiches

Freshly Brewed Coffee & Tea

\$7.50

7

Talbot Cheese Board Platter (serves 5-6)

\$70.00

Prices are per person.

Orange Juice is available for an additional \$9.50 per carafe.

Additional food items are available from any of the above menus for \$5.00 per person.

benvenue conference lunch menus

light

Selection of Club Sandwiches
Fresh Baked Muffins
Fresh Fruit
Freshly Brewed Coffee & Tea
\$12.00

quick

Selection of Club Sandwiches
Hot Savouries
Fresh Fruit
Freshly Brewed Coffee & Tea
\$15.50

benvenue

Ham Rolls
Hot Savouries
Selection of Club Sandwiches
Freshly Brewed Coffee & Tea
\$17.50

working

Ham & Cheese Croissants
Hot Savouries
Selection of Club Sandwiches
Freshly Brewed Coffee & Tea
\$17.50

business

Ham & Cheese Croissants
Hot Savouries
Selection of Club Sandwiches
Home Baked Muffins
Platter of Fresh Fruit
Freshly Brewed Coffee & Tea
\$19.50

Prices are per person.

Orange Juice is available for an additional \$9.50 per carafe.

Additional food items are available from any of the above menus for \$5.00 per person.

benvenue set menu a

Entrée-option 1

Cheesy Garlic Bread with Red onion and Tomato Salsa
Soup of the Day with a crusty roll

Main fare

Chicken Supreme stuffed with mushroom and red onion puree, with Gourmet potatoes, vegetables with a tarragon and white wine cream

Oven Baked Blue Cod and Lime Hollandaise Sauce with Gourmet Potatoes and Seasonal Salad

Ribeye Steak served with Steak chips and seasonal vegetables with a Mushroom sauce

Dessert – option 2

Pavlova with Cream and Berry Coulis
Chocolate Gateaux with Ice Cream and Berry Coulis

Choose either an entrée or dessert option to go with your mains

Eg price includes main with either entrée option 1 or dessert option 2, not both.



Minimum #

People 20

\$37.00 per person

The Menu must be confirmed 10 days prior to the function date.

Prices are subject to change due to market prices please confirm pricing when placing your booking.

benvenue set menu b

Entrée

Beef kebabs with a salad pita pocket and Moroccan sauce
Cheesy Garlic Bread with Red onion and Tomato Salsa
Soup of the Day with a crusty roll

Main fare

Chicken Supreme stuffed with mushroom and red onion puree, with Gourmet potatoes, vegetables with a tarragon and white wine cream

Oven Baked Blue Cod and Lime Hollandaise Sauce with Gourmet Potatoes and Seasonal Salad

Ribeye Steak served with Steak chips and seasonal vegetables with a Mushroom sauce

Dessert

Pavlova with Cream and Berry Coulis
Chocolate Gateaux with Ice Cream and Berry Coulis
Lemon Meringue Pie with Ice Cream and Cream



Minimum #

People 20

\$45.00 per person

The Menu must be confirmed 10 days prior to the function date.
Prices are subject to change due to market prices please confirm pricing when placing your booking.