

**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
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Start Time:	Finish Time:
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Is Tea/Coffee required on arrival?	
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Breakfast / Morning Tea:	Time:
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Lunch:	Time:
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Afternoon Tea:	Time:
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Dinner / Supper	Time:
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## 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).

<b>Room Hire:</b>	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.