

## **CONFERENCE PACK**



DUNEDIN LEISURE LODGE

• PART OF THE DISTINCTION HOTELS GROUP •

### *Welcome to Dunedin Leisure Lodge*

Thank you for considering Dunedin Leisure Lodge Hotel for your event.

Whether it be for a small intimate meeting, large conference or special event dinner, we have you covered. We offer 2 comprehensive conference/meeting rooms, and a gorgeous garden setting ideal for breakout sessions.

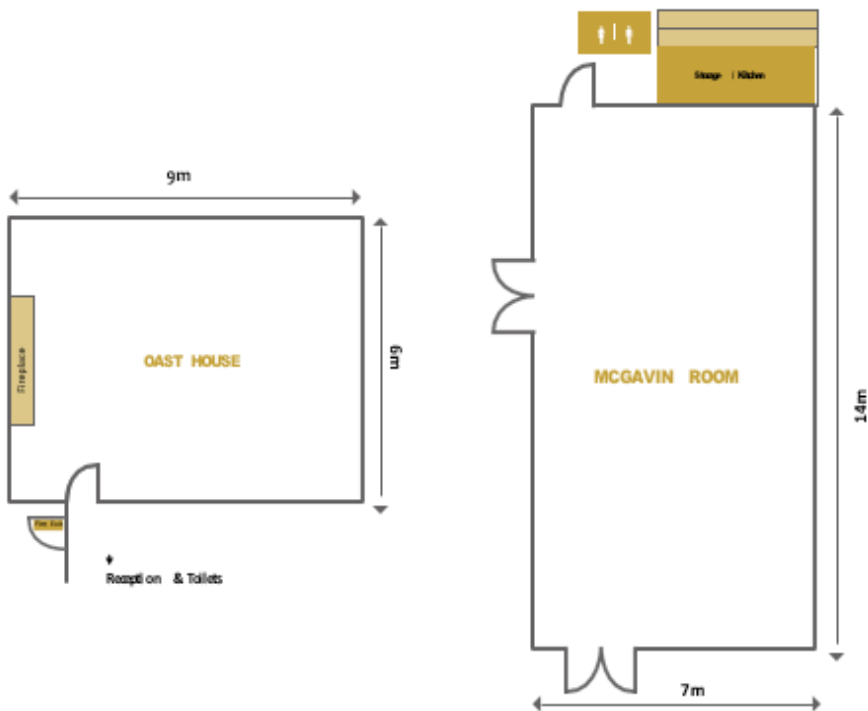
With your own experienced Conference Specialist, dedicated team, a great selection of food and beverages, a range of accommodation options, comprehensive AV equipment and FREE unlimited WiFi throughout the hotel & conference rooms, you can be assured that everything will be taken care of and we will put together an unforgettable function for your delegates.

This conference pack will give you an outline of what we can offer to make your time with us stress free and memorable.





	Area m <sup>2</sup>	Theatre	Boardroom	Classroom	U-Shape	Banquet	Cocktail	Trestle
<b>McGavin Room</b>	110	100	40	50	32	60	100	72-88
<b>Oast House</b>	60	50	24	24	20	24	50	32-40
<b>McGavins Restaurant</b>							150	80-110

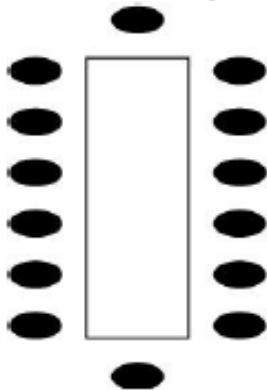


## THE COMPLETE PACKAGE

From small meetings to large-scale conferences, conventions, private dinners and exhibitions, the hotel provides the perfect setting to cater for all types of events. Our stunning food, range of facilities and attentive service will ensure whatever the event that it will be a success!

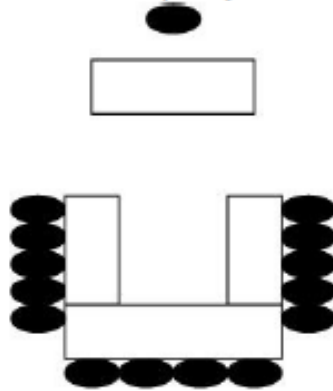
The following room configurations are designed to assist you in choosing your preferred conference setting; however, please feel free to discuss alternative options with our conference team.

## Boardroom Style



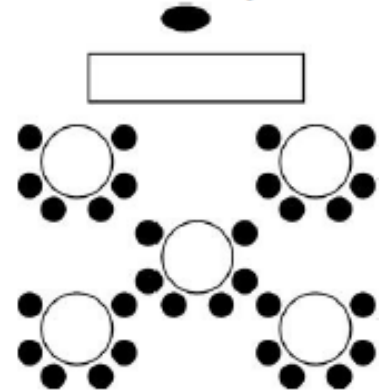
A large boardroom table; surrounded by chairs.

## U Shape Style



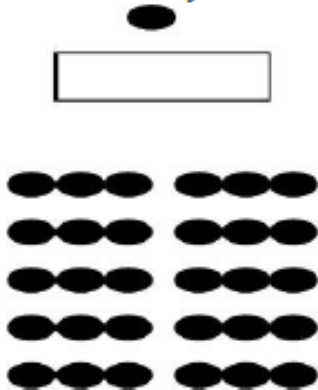
Tables with chairs in a U Shape opening facing the front of the room.  
A Head table at the front of the room for the Facilitator.

## Cabaret Style



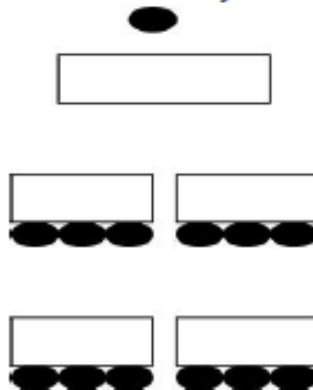
Round tables set only half way around.  
A Head table at the front of the room for the Facilitator.

## Theatre Style



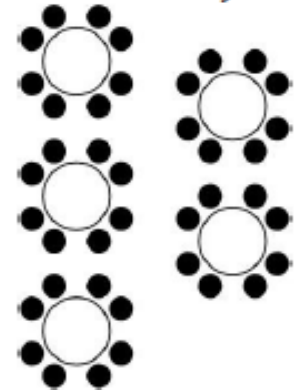
Rows of chairs facing the front with a centre aisle.  
A Head table at the front of the room for the Facilitator.

## Classroom Style



Rows of tables with chairs facing the front.  
A Head table at the front of the room for the Facilitator.

## Classroom Style



Round tables with chairs all the way around.  
A Head table at the front of the room for the Facilitator.

## **McGAVIN ROOM**                      **\$300.00**

Located on the first floor, the McGavin Room is the hotel's largest, dedicated conference space. With natural lighting, air-conditioning and a balcony with views of the tranquil gardens, this room is both delightful during the day as a meeting, seminar, or conference space or at night as a private dinner or cocktail function venue for up to 100 guests at night.

## **OAST HOUSE**                         **\$250.00**

An original building from McGavin Brewery. The unique Oast House features magnificent bluestone walls, and a delightful gas fire, creating an atmosphere of warmth. It is the perfect room for smaller meetings, private dinners and special ceremonies such as weddings.

## **EQUIPMENT(\*)**

The following equipment is included in your room hire cost:

- Whiteboard
- Flipchart, easel, pad and markers
- Screen
- Lectern
- Pads and pens for delegates
- Iced water and mints

Additional equipment can be hired, prices as listed below:

- Flipchart, easel, flipchart paper and markers                      \$20.00
- Extra flipchart paper    \$5.00
- Whiteboard    \$20.00
- TV, DVD, Video and Blu-ray (combo)                                      \$60.00
- Data projector    \$150.00

(\*) Equipment prices subject to change. Inclusive of GST

For all your extensive AV, staging and equipment requirements, including an onsite technician  
During your event, please contact our Events Manager

## LIQUID REFRESHMENT

Freshly brewed coffee and tea selection

\$5.00 per person

\$20.00 per person continuous all day

\$14.50 per carafe of juice

## LIQUID REFRESHMENT WITH CHOICE OF THE FOLLOWING

### Chefs Choice

One option \$8.50 per person

Two options \$12.50 per person

Three options \$16.50 per person

Customers Choice additional \$2.00 per person

## SAVOURY OPTIONS

Mixed savouries

Cheese scones

Warm croissant with ham, cheese and tomato

*(Gluten and dairy free options available on request)*

## SWEET OPTIONS

Mixed muffins

Cookie selection

Scones with jam and cream

Carrot cake

Mixed slices

*(Gluten and Dairy free options available on request)*

*All menus are subject to product availability, menu items can be adjusted to suit dietary requirements in conjunction with the head chef, this may incur an additional fee, pricing inclusive of GST*



## SALADS

Mixed leaf salad with tomato, cucumber, sprouts served with mustard vinaigrette  
Broccoli & bacon salad with red onion, cranberries and cashews  
Iceberg salad with bacon, parmesan cheese and croutons with creamy dressing  
Chorizo pasta salad with sweet chilli dressing, red onion and cherry tomatoes

*(Gluten and dairy free options available on request)*

## SAVOURY

Pizza  
Mixed savouries  
Chicken kebabs served with a satay sauce  
Beer battered fish bite with a creamy tartare sauce  
Crisp pork and vegetable spring rolls with a hoisin dipping sauce

*(Gluten and dairy free options available on request)*

## SANDWICHES

Club sandwiches with a mix of fillings  
BLT, mini bacon, lettuce tomato rolls  
Wraps a selection of wraps, with fresh salad greens

*(Gluten and Dairy free options available on request)*

## SWEET OPTIONS

Cookie selection  
Carrot cake  
Mixed slices  
Muffins  
Fresh fruit platter

*(Gluten and dairy free options available on request)*

## Chef's choice

3 items \$23.50 per person  
4 items \$26.50 per person  
5 items \$28.50 per person

Customer's choice additional \$4 per person



*All menus are subject to product availability, menu items can be adjusted to suit dietary requirements in conjunction with the head chef, this may incur an additional fee, pricing inclusive of GST*

# **DUNEDIN LEISURE LODGE**

## **CONFERENCE TERMS & CONDITIONS**



### **TENTATIVE BOOKING**

Dunedin Leisure Lodge will tentatively reserve your venue for a maximum of seven (7) days, if written confirmation and deposit are not received, we reserve the right to release your booking.

### **CONFIRMATION AND DEPOSIT**

Confirmation must be received by the hotel seven (7) days after receiving the booking agreement, with deposit paid in full and credit card number to guarantee this booking. If not received, Hotel Management reserves the right to cancel the booking, relocate rooms or vary pricing. Once confirmation is received the price quoted when booked will remain.

### **FINAL PAYMENT**

Please note that a surcharge of 1.85% will be applied to all Visa and Master Card credit cards & 3.5% on American Express credit cards. Alternatively, you may wish to pay by Internet Banking prior to the event; cash or Eftpos payments will not incur a surcharge. If you have a credit facility approved by the Hotels Credit Manager an account will be sent. Where credit facilities have not been arranged, extra accounts (e.g.: dinner, laundry, telephone charges, liquor and any other miscellaneous charges) for the client, the client's guest or invitees with accommodation in the hotel, this must be paid on departure. In the event these accounts are not settled at that time, the client accepts liability to pay the extra charges on the conference account.

### **ATTENDANCE NUMBERS**

Final attendance numbers must be confirmed no later than seven (7) days prior to the commencement of the event. This number will constitute the minimum charge basis. In the event of your final numbers being less than those stipulated at the time of booking we reserve the right to utilise alternative conference rooms.

### **ALLOCATED FUNCTION ROOM**

The hotel can relocate groups if numbers change and reserve the right to use the function room when conference sessions have finished for the day. The client agrees to commence and complete the function at the scheduled time outlined in the confirmation.

### **FOOD & BEVERAGE**

Food & beverage of any kind will not be allowed onto the premises for consumption by the client or the client's guests and invitees without prior arrangement. All menu and beverage selections must be made and confirmed 14 days prior to event commencing. Changes thereafter will be at the discretion of the hotel.



## **CHANGE OF DATE**

We understand that you may need to change the date of your function. We will attempt to fit in with any changes of date where space is available. Your deposit will be rolled over for the new dates. If the requested dates are not within 30 days of the original dates booked, then the change will be treated as a cancellation (see cancellation terms & conditions).

## **CANCELLATION**

We would be disappointed if your event was to be cancelled. However, we realise circumstances occasionally make this necessary. If the event is cancelled, the following conditions will apply...

### **NOTICE OF MORE THAN 60 DAYS**

Your deposit (if paid) will be refunded, provided that the booked space is subsequently re-booked.

### **NOTICE OF 60 - 30 DAYS**

50% of your deposit (if paid) will be refunded, provided that the booked space is subsequently re-booked

### **NOTICE OF 30 DAYS OR LESS**

Due to the cost incurred, at this stage, unfortunately no refund can be made. A further cancellation fee equal to 20% of the total value of the event, will be made at the discretion of the General Manager of Dunedin Leisure Lodge. This will apply and be payable immediately upon request by the General Manager. Dunedin Leisure Lodge is not responsible for the cancellation of the event due to any reason beyond its reasonable control including industrial dispute.

### **NOTICE OF 5 DAYS OR LESS**

In the event of a cancellation made within 5 working days of the event, full room hire will be charged along with 100% of food & beverage items.

## **PREVENTING DAMAGE**

The patron is financially responsible and agrees to indemnify Dunedin Leisure Lodge for all damage sustained to the hotel and its grounds during an event, as an action of invitees and or guests of the organizer. This also applies to any damage caused during the event staying overnight at the hotel.

Although accidents often happen; damage to our function rooms can easily be prevented by good communication between your organizer and our team when arranging posters and displays. If necessary, repair or replacement charges may be passed on. No staples, sticky or masking tape, glues, pins, or Velcro on our walls.





## **ACCOMMODATION BOOKINGS**

Where credit approval has been granted by the hotel to a company/organisation, that company/organisation's written authorisation will be accepted and full payment is required 30 days following receipt of the hotel's invoice. In the event the company/organisation has not guaranteed all charges, Dunedin Leisure Lodge will request a credit card imprint or cash deposit in lieu of that authorisation.

### **Individual Bookings**

- \* Cancellations received later than 24 hours prior to day of check in will be subject to one night's rate cancellation fee.
- \* Guaranteed reservations that have not been fulfilled by 6.00pm on the day of arrival will be charged a "no show" fee of one night's rate subject to the hotels discretion.
- \* In the case of over booking, the hotel will book alternative accommodation for guaranteed reservations at a nearby comparable hotel & pay for any difference in room rate.

### **Group Bookings – 10+ Rooms**

- \* Guaranteed room allocations/room lists for group bookings are required at least 30 days prior to the group's arrival, at which time any unallocated rooms will be released back to the hotel.
- \* After receipt of a 30-day confirmed booking, the booker may cancel up to two rooms, without incurring cancellation charges.
- \* Any cancellations in excess of this will result in a cancellation fee of the one night's accommodation charge.

## **INSURANCE**

Dunedin Leisure Lodge takes care with the security and protection of property and guests. We are unable to accept any responsibility for damage or loss of property left in the hotel prior, during, or after an event, as the case may be. We recommend patrons arrange their own insurance.

## **ROOM ASSIGNMENT**

If the room or rooms reserved cannot be made available to the patron for causes beyond the control of Dunedin Leisure Lodge, the hotel reserves the right to substitute similar or comparable accommodation for the event which substitute shall be deemed by the patron as full performance of the hotel's obligations under the agreement. This applies to accommodation, meeting and banquet rooms. Please note that conference space reserved during the days is subjected to reletting for the evening functions, unless alternate arrangements have been made.



## **CONDUCT OF EVENT**

The patron agrees to begin its event at the scheduled time and agrees to have guests, invitees and other persons vacate the designated event space at the closing hour indicated. If the hotel has reason to believe that the event or any part of it will affect the smooth running of the hotel business, its security or reputation, Dunedin Leisure Lodge reserves the right to cancel the event or any part of it at the discretion of the General Manager and without notice or liability. The event shall be conducted in all respects in an orderly and lawful manner and in accordance with the conditions attached to the hotel's licences granted pursuant to the Liquor Act 1982. The Hotel reserves the right to terminate the event immediately in the case of any costs, damages or expenses whatsoever arising. The hotel reserves the right to exclude or remove any and all undesirable persons from the hotel's premises without liability.

## **FORCE MAJEURE**

Neither party shall be liable in damage or have the right to terminate this agreement for any delay or default in performing hereunder. If such delay or default is caused by conditions beyond its control including, but not limited to acts of God, Government restrictions (including denial or cancellation of any export or other necessary license), wars, insurrections and/pr any other cause beyond reasonable control of the party whose performance is affected.

