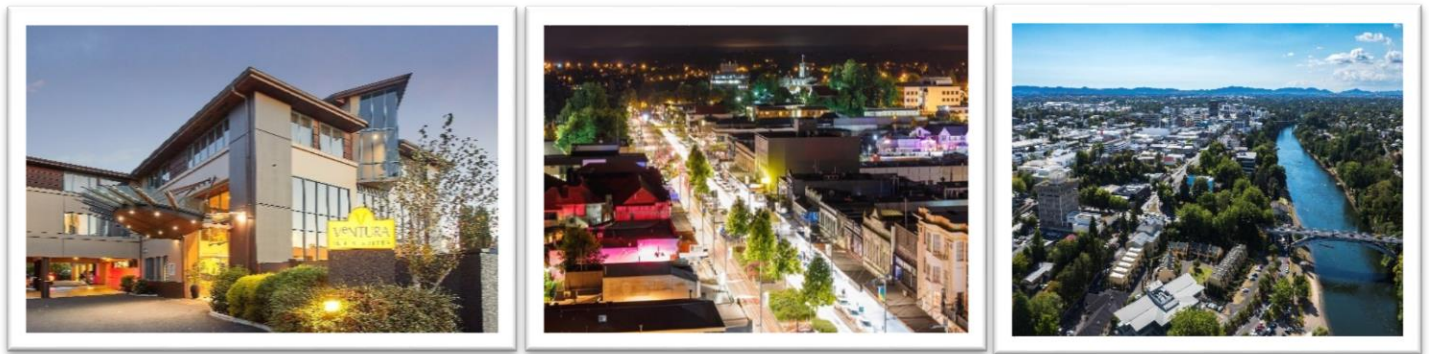




# Conference Pack

## CBD Location



Ventura Inn & Suites Hamilton is conveniently located in the south end of Hamilton's central business district, handy to local businesses and amenities.

We offer two dedicated meeting rooms, a Conference room seating up to 50 people theatre style and a Board Room which seats up to 10 people. We are easy to find - just off Anglesea Street - and guests can take advantage of our ample free onsite car parking.

Choose from a variety of catering options including our popular working lunch menus or customize a menu to suit. Delegates can relax in our lobby café seating area or outdoor courtyard during breaks.

If you require accommodation for delegates, we have a choice of 50 studio rooms or suites with separate bedrooms and kitchen facilities. Our reception team is available 24-hours a day to ensure your stay is enjoyable and hassle-free.

## Contact Us

If you have any further requirements or queries, please feel free to contact our Conference Co-ordinator during working hours. We can provide a detailed quote to your specific requirements.

23 Clarence St, Hamilton

Phone: (07) 838 0110

Email: [hamilton.hm@venturainns.co.nz](mailto:hamilton.hm@venturainns.co.nz)

Website: [www.venturainns.co.nz](http://www.venturainns.co.nz)

**We look forward to hosting your next function at Ventura Inn & Suites Hamilton**

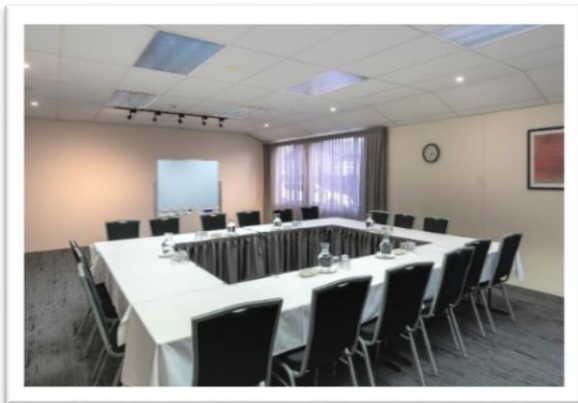
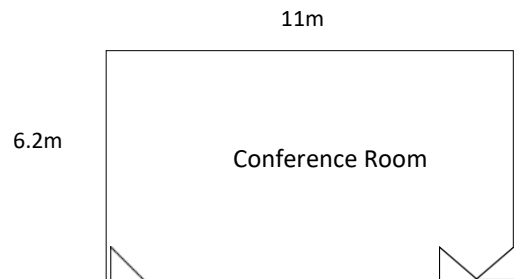


# Conference Room Hire

**Conference Room:** \$195.00 per day  
Includes chilled water and mints, white board, Data Projector (4500 lumens)  
Flipchart & Audio-Conferencing Unit Phone

Setup:	Capacity
Theatre	50
Classroom	30
U Shape	24

**Room Height:** 2.6m  
**Area (Sq m):** 6m<sup>2</sup>



Hallow Square



Classroom Style



U shape



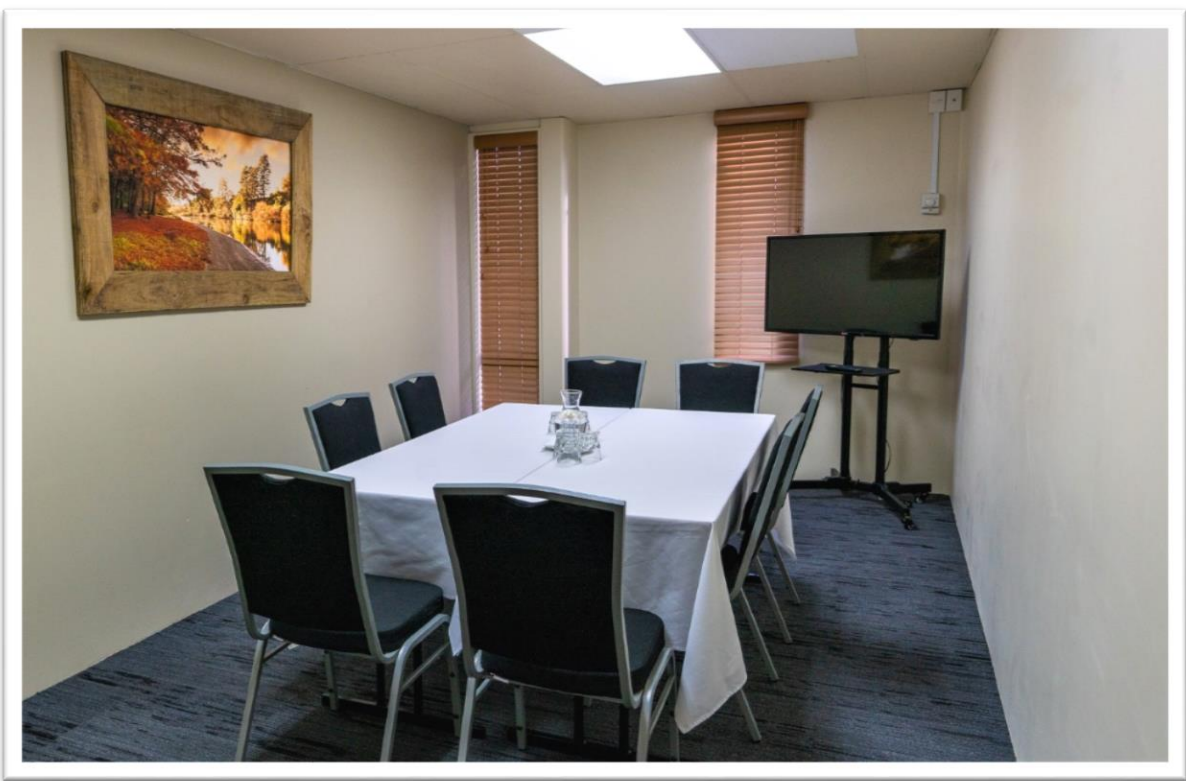
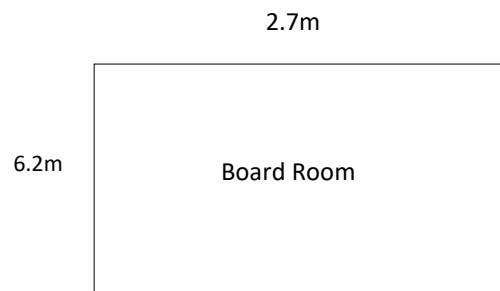
Theatre Style

# Board Room Hire

**Board Room:** \$99.00 per day  
Includes chilled water and mints, white board,  
& Flipchart, TV (32")

Setup:	Capacity
Theater	13
Boardroom	8
Classroom	5

**Room Height:** 2.3m  
Area (sq m) 16.5m<sup>2</sup>



Board Room

# Conference Catering Menu

## Morning & Afternoon Tea Options

### CATERING OPTIONS

Savouries x2 per person  
Deluxe Muffins  
Scones (Cheese/Date/Sultana)  
Biscuits

### HOT & COLD BEVERAGES

Orange Juice Carafe  
Apple Juice Carafe  
Tea & Coffee

### CATERING OPTIONS (MENU BELOW)

- 1 item
- 2 items
- 3 items

### SWEET MUFFINS

- Raspberry & white chocolate
- Banana, yoghurt & passionfruit
- Mixed fruit • Coconut & apricot
- Lemon curd, white chocolate & pineapple
- Triple chocolate
- Banana, chocolate & caramel
- Apple crumble
- Coffee & walnut
- Peach, passionfruit & cream cheese

### SAVOURY MUFFINS

- Spanish chorizo & thyme
- Kumara, bacon & onion
- Pumpkin, feta & spinach
- Corn, courgette & cream cheese
- Spinach, feta & sundried tomato
- Ham, cheese & tomato
- Ham, cheese & pineapple
- Red pepper & spinach

### FRITTATAS

- Pumpkin & spinach
- Mushroom, thyme & potato
- Potato & herbs
- Courgette, feta & chutney
- Roast red pepper & feta
- Bacon, red pepper & herbs

### TARTS & PIES

- Roasted vegetable
- Bacon & egg
- Caramelised onion & goat's cheese
- Tomato, herbs & spring onion

### SWEET OR DEVONSHIRE SCONES

- Date & orange zest
- Sultana & lemon zest
- Date & apple w/ crumble top
- Plum & orange
- Prune & orange
- Pineapple & sultana
- Apple, sultana & almond

### SAVOURY SCONES

- Brie & chutney
- Ham, cheese, onion & parsley
- Bacon, cheese & onion w/ fresh herbs
- Crushed pineapple, cheese, & onion  
Courgette, feta, spring onion & sundried tomato
- Basil pesto, cheese & spinach
- Red pesto, feta & spinach
- Olive, sundried tomato & spring onion
- Mixed capsicum, cheese & herb
- Corn, mixed cheese & Indian spices

### MINI BAGELS

- Warm beef, tomato & cream cheese
- Salmon & caper cream cheese & rocket
- Melted cheese & ham
- Pesto, roasted red capsicum & rocket

### CROISSANTS

- Champagne ham & gruyere cheese
- Tomato & cheese
- Pesto, spinach & cheese
- Salmon & cream cheese
- Ham, tomato & chutney
- Salami & red onion

## Lunch

### **BLOKES LUNCH**

Large substantial sized items designed for the bigger appetite.

Sandwich, 1 meat item, 3 savoury / pastry items, 1 dessert item & seasonal fruit.

### **WORKING LUNCH**

1 sandwich, 1 meat item, 3 savoury / pastry items, 1 dessert item & seasonal fruit.

### **EXPRESS LUNCH**

1 sandwich, 1 meat item, 2 savoury / pastry items, 1 dessert item & seasonal fruit.

- Sandwich, savoury & slice
- Sandwich, savoury & fresh fruit
- Sandwich, slice & fresh fruit
- Sandwich & fresh fruit

Choose from selection below and we will provide a quote

### **SANDWICHES**

Our sandwiches may differ on daily basis with fresh breads sourced from local artisan bakers.

### **CLUB**

- Ham & salad
- Vegetarian
- Chicken & salad

### **TURKISH LOAF OR WHOLEGRAIN SANDWICH**

- Toasted chicken, spinach, cream cheese & melted cheddar
- Roast meat, vege salad, aioli, chutney & sprouts

### **BAGUETTE OR TRAMAZINI**

- Moroccan chicken, avocado whip, salad & roasted red peppers
- Roasted beef, w/ tomato, coleslaw,
- horseradish aioli & parsley
- Ham, gruyere cheese, gherkin & salad
- Falafel, salad, ploughman chutney, shredded carrot & mint yoghurt dressing

### **CIABATTA POCKET OR SOFT BAP**

- Roast vegetables, pesto & handmade dressing
- Warm herbed chicken, roast capsicum w/ feta lemon dressing
- BLT
- Meatballs in herbed tomato sauce w/ salad
- Roast meat, caramelised onion & slaw

### **TORTILLA WRAP**

- Falafel, salad wrap w/ garlic yoghurt sauce
- Thai chicken, roast vegetable salad & basil aioli
- Salad, cheese & Japanese mayo
- Pulled pork wraps w/ caramelised onion

### **PITA POCKETS**

- Vege quinoa pattie, w/ vege salad, lime dressing & fresh herbs
- Thai chicken balls, w/ slaw, lime & coconut mayo
- Lamb kofta, couscous & rocket salad w/ mint raita

### **SAVOURIES**

The savouries are subject to change anytime due to availability & current seasonal produce.

### **PIES & PASTRIES**

- Gourmet meat pies
- Pork & apple sausage rolls
- Chicken, bacon & basil ricotta sausage roll
- Spiced lamb filo cigars w/ minted yoghurt
- Vegetarian filo parcels
- Traditional Indian samosa w/ dipping sauce
- Classic bacon & egg pie
- Classic style sausage roll
- Caramelised vegetable & feta tart
- Lamb, herb & potato pasty
- Mexican vegetable & bean turn-over
- Mushroom & herb pie • Blue cheese & herb pie
- Thai chicken pie • Leek & gruyere pie

**OTHER SAVOURY ITEMS**

- Macaroni cheese fried cake
- Vegetable pakora
- Peanut satay fritter
- Haloumi courgette fritter
- Stuffed potato
- Mushroom fritter
- Quesadilla – various flavours
- Crispy polenta cake w/ tapenade salsa
- Chickpea & vegetable falafel w/ dipping sauce
- Carrot & spice fritter
- Southland cheese scroll
- Potato & chive rosti
- Seasonal roast vegetable frittata
- Egg in a bacon cup (gf)
- Salmon, chive & egg in a bacon cup (gf)
- Corn fritters w/ mango relish, Smokey bacon & cheddar melt
- Rice paper rolls w/ dipping sauce
- Grilled vegetarian skewers
- Salad boat – w/ the chef's salad of the day
- Toasted vegetarian enchilada –various flavours

**MEAT ITEMS**

The variations of these meat items differ on a daily basis. Fresh meats are sourced from our local butchers. These are subject to change at any time.

**CHICKEN & PORK**

- Honey & mustard – Drumstick
- Cajun – Drumstick
- Soy & honey – Drumstick
- Moroccan – Drumstick
- Citrus & maple – Drumstick
- Italian chicken cake
- Thai style chicken cake w/ dipping sauce
- Smoked chicken croquette w/ dipping sauce
- Honey soy chicken wings
- American sticky BBQ chicken wings
- Yakatori chicken skewers
- Panko crumbed chicken pieces w/ tonkatsu dipping sauce
- Pork & pineapple skewers
- Apple pork & fennel pork kofta
- Marinated pork skewer

**BEEF & LAMB**

- Prime marinated beef skewers – many variations
- Beef kofta – many variations of flavours
- Italian beef balls
- Sweet & sour coated beef balls
- Oriental beef skewers w/ plum glaze
- Beef mince turn-overs
- Lamb kofta w/ dipping sauce
- Lamb pasti
- Lamb skewer – many variations of flavours

**SEAFOOD**

- Cajun prawn skewers
- Citrus prawns
- Honey soy marinated prawn skewer
- Prawn fritter
- Salmon fritter
- Coconut sesame marinated prawn skewers
- Smoked fish potato cakes
- Mussel fritter w/ fresh tomato salsa
- Panko crumbed prawn
- Fresh fish available in parmesan & herb crumbed bites  
– subject to availability

**SWEET ITEMS**

- Coconut whiskers (gf)
- Cookies – various flavours
- Chocolate tarts
- Peach frangipani tart
- Lemon meringue tart
- Carrot cake
- Banana loaf
- Fresh fruit skewer
- Sweet slice selection
- Afghan biscuit (gf)
- Honey cakes w/ peanut butter frosting
- Oatlicious brownie
- Date, almond & chocolate balls
- Raspberry & coconut slice (gf)
- Cupcakes – various flavours
- Apricot & muesli slice (gf)
- Chocolate macaroon slice (gf)
- Date & walnut slice (gf)
- Date, walnut & banana loaf (gf)
- Ginger nut slice • Tan slice
- Jazz slice • Caramel slice
- Chocolate caramel slice
- Lemon passionfruit slice

## Cocktail Platters

Suitable for evening conferences

- Smoked chicken & potato croquettes
- Caramelised vegetable & brie tartlets (v)
- Arancini balls w/ dipping sauce
- Parmesan herbed crumbed fish w/ tartare sauce
- Sundried tomato & black olive tapenade on kumara rosti (v)
- Rare beef crostini w/ caramelised onion & crumbled feta
- Baby gourmet potato w/ sour cream, chive & roasted red peppers (v)
- Lemon chilli prawn skewers (gf)
- Seared scallops w/ citrus dressing (gf)
- Spring rolls & wontons selection – soy & chilli dip (v)
- Vegetarian quesadilla (v)
- Various antipasto items
- Italian skewered meatballs w/ rich tomato passata (gf)
- Jerk chicken skewers w/ coconut lime aioli (gf)
- Japanese pork belly (gf)
- Mushroom, thyme & basil pesto on sourdough
- Spicy ground beef balls w/ mango chutney
- Fresh dates stuffed w/ cheese & wrapped in bacon (devils on horseback) (gf)
- Tandoori chicken skewers
- Corn & potato fritter
- Garlic lamb kebabs
- Goujon of fresh fish w/ garlic & herb mayo
- Petit curry puffs w/ caramelised red onion (v)
- Smoked salmon rose on blinis w/ crème fraîche
- Lime & chive marinated chicken skewers, chili mayo (gf)
- Roasted pumpkin & chickpea dip w/ pine nuts (v&gf)
- Tomato & basil bruschetta w/ caper cream cheese (v&gf)

## Dietary Requirements

We cater for all dietary requirements including vegetarian, dairy free, gluten free, vegan, food allergies and more. Just let us know when placing your order.

Many of our menu items can be altered to suit special dietary needs.

Additional charge for individual dietary requests will apply, excluding vegetarian.



# Further Information

## Catering Policy

All catering requirements for in-house functions must be organised through Ventura Inn & Suites Hamilton. We do not allow catering to be brought onto the premises from an outside source or caterer. However, as we are not a licensed venue you may bring and serve your own alcohol. We can arrange hireage of glassware etc. if required.

To ensure confirmation of your booking and enable our Conference Staff to give the best service possible at all times we require:

- Upon booking a particular date, a copy of our confirmation sheet will need to be completed, signed and returned by email in a minimum of 7 working days prior to the date required.
- Catering and equipment requirements to be finalised a minimum of 2 working days prior to the date required.

Due to the conference room being booked on a regular basis, flexibility is not always possible. However, we will endeavor to cater for any last minute changes or increases in numbers attending as best we can.

If for some reason you need to cancel your date booked with us, please notify these details in writing (email) a minimum of 10 working days prior to the date required. This enables us to re-book the room if possible. If the room is cancelled within the 10-day period and we are not able to re-sell the room, the Room Hire will be charged as normal whether it be \$195.00 or \$99.00.

## Payment Policy

Payment can be made by Cash, Credit Card, Eftpos or Direct Credit. Full payment is required a minimum of 10 working days prior to the date required unless you are an approved account holder.

# Accommodation & Facilities

## Room Amenities

### 50 Rooms:

32 Studio Rooms; 8 Deluxe Studios; 8 Standard Suites; 2 Deluxe Suites  
Rooms are all internal/lift access with keycard security locks,  
24- hour Reception.

### All rooms feature:

- Air-Conditioning
- 32" LCD TVs with Apple TV & Free view
- Tea & Coffee Making Facilities
- Fridge
- Telephone
- Hairdryer
- Work Desk & Free Wireless Internet

### Room Rates:

<i>Standard Studio</i>	Queen Bed + Single Bed from \$149.00 for 2 people, extra person Adult \$25.00 Child \$19 (max 3 people in room)
<i>Deluxe Studio</i>	King Bed + Spa Bath in bathroom from \$155.00 for 2 people, extra person Adult \$25.00 Child \$19 (max 3 people in room)
<i>Standard Suite</i>	King Bed in separate bedroom, sofa bed in lounge, Kitchenette with microwave from \$159.00 for 2 people, extra person Adult \$25.00 Child \$19 (max 4 people in room)
<i>Deluxe Suite</i>	King Bed in separate bedroom, sofa bed in lounge, Spa Bath in bathroom Full Kitchen facilities with oven/cooktop and microwave from \$179.00 for 2 people, extra person Adult \$25.00 Child \$19 (max 4 people in room)

*Rollaway subject to availability.*

### All Rates Include:

- Complimentary continental buffet breakfast
- Unlimited free Ultra-Fast Fiber & local telephone calls
- Free car parking

## Guest Facilities

- Discounted use of Anytime Fitness GYM in adjacent building
- Outdoor Swimming Pool
- Guest Laundry
- Drink & Snack Vending Machine
- Restaurant Chargebacks to variety of local restaurants

