



# TRAILWAYS

## HOTEL NELSON

# CONFERENCE PACK

Contact: Ellie Cooper  
66 Trafalgar Street, Nelson 7010  
Tel: 03 548 7049 Fax: 03 546 8495  
Email: [events@trailwayshotel.co.nz](mailto:events@trailwayshotel.co.nz) <http://www.trailwayshotel.co.nz>

**CONFERENCE FACILITIES**

**THE BROOK ROOM**

5.5m x 6.2m

**Seating**

Theatre style  
U Shape with tables  
Boardroom style  
Banquet style  
Classroom

**Capacity**

20 people  
14 people  
14 people  
14 people  
14 people

**Room hire charge** Half day or Evening 165.00 Full Day 215.00

**THE MAITAI ROOM**

5.6m X 8.0m

Theatre style  
U Shape with tables  
Boardroom style  
Banquet Style  
Classroom

30 people  
18 people  
16 people  
20 people  
18 people

**Room hire charge** Half day or Evening 165.00 Full Day 215.00

**THE RIVERS ROOM**

**BROOK & MAITAI ROOMS COMBINED, 14.2 x 5.6m**

Theatre style  
U Shape with table's  
Boardroom style  
Banquet Style  
Classroom

100 people  
30 people  
36 people  
60 people  
50 people

**Room hire charge** Half day or Evening 285.00 Full Day 415.00

**LORENZO ROOM – At DeLorenzo's Studio Apartments**

6 x 6m

Theatre style  
U Shape with table's  
Boardroom style  
Classroom

20 people  
14 people  
14 people  
14 people

**Room hire charge** Half day or Evening 165.00 Full Day 215.00

**Please Note:** Conference room seating /configuration change mid-conference - 75.00 service fee applies. Cancellations made within 14 days of conference will incur a 25% charge, within 7 days a 50% charge and within 72 hours a 100% charge of total booking. If paying your conference account by credit card a 2% transaction fee applies. Final pax numbers for catering need to be confirmed two days before your function – you will get charged for anyone that doesn't turn up that has been confirmed.





Brook Room



Maitai Room





Rivers Room



Lorenzo Room

## CONFERENCE EQUIPMENT

### EQUIPMENT – hire prices are per day

Data Projector and screen	185.00
Interactive Whiteboard with DP – comes with laptop (Only available with the Rivers or Maitai Room)	195.00
Electronic Whiteboard and markers	45.00
Whiteboard and markers	25.00
40" Television and DVD	45.00
Flipchart and paper	25.00
Stereo with CD and docking station	25.00
Projector Screen	15.00



# The Tides

Restaurant • Bar

Microphones:	
	Hand Held 50.00
	Lapel 50.00
Stage 2mx1m	100.00
Pad and Pen	2.00
Lectern	10.00
Laser Pointer	5.00
Wireless Mouse	10.00
Round Tables (per table)	15.00

Free WIFI available (limits may apply – please contact us to discuss your requirements)

*If you require equipment not listed above, please do not hesitate to ask.  
We are more than happy to source these on your behalf.*

*All prices above are GST inclusive*



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## ACCOMMODATION

Take your pick of 45 well-appointed riverside or pool side studio rooms or 2 riverside suites each with the following facilities:

- Refrigerator
- Air Conditioning/ Heat pump units
- Direct dial telephone
- FREE Unlimited 5g WIFI
- Remote control television with Sky channels
- Tea and coffee making facilities
- En suite bathroom stocked with toiletries and a hairdryer
- Iron and Ironing Board
- Writing desk and chair

Configuration of our rooms is:

- 2 suites with kitchen facilities
- 2 studio spa unit with kitchen facilities
- 2 accessible units
- 41 studio spa units with super king beds

## Extra Facilities

- 🏊 Free gym access – off site
- 🕒 24 hour reception
- 🏊 Swimming pool available during summer months
- 🍽 24 hour Room service menu

All accommodation rooms are non-smoking.  
Do not hesitate to ask about our  
Corporate, Conference, Off-Season and Weekend Rates.

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## CONFERENCE CATERING

### MORNING & AFTERNOON TEA OPTIONS

1.	Tea & coffee only	4.00
2.	Espresso coffee (maximum 10 people)	5.00
3.	Fruit juice available by the carafe	10.00
4.	Tea, coffee & home-made biscuits	5.50
5.	Tea, coffee & Scones	6.50
6.	Tea, coffee & Muffins	6.50
7.	Tea, coffee & Pastries	7.00
8.	Tea, coffee & Sandwiches	7.50
9.	Tea, Coffee & Savouries	8.00
10.	Tea, coffee, savoury selection and petit sandwiches	11.00
11.	Tea, Coffee & Sliced fresh fruit platter	9.00
12.	Selection of nuts	3.50
13.	Additional items selected from options 4 to 11	3.50 each

### LITE LUNCH OPTION

Tea, Coffee Sandwiches and Savouries	19.50
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All catering prices are quoted per person and include GST



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## Working Lunch Options

### **Standard Lunch Buffet Option – Minimum of 10 people**

**Chef's daily bread selection**

**Panko crumbed fish chunks with tartare sauce**

**Sausage rolls with tomato relish**

**Honey and soy vegetable stir-fry**

**Assorted wraps**

**Garden salad**

**Cookies**

**Tea and Coffee**

**22.00 per person**

**Option – fresh sliced fruit platter - 4.00 per person**

### **Premium Buffet Lunch Option – Minimum of 10 people**

**Chef's daily bread selection**

**Antipasto platter**

**Grilled turbot**

**Chicken cacciatore**

**Steamed jasmine rice**

**Garden salad**

**Chef's choice salad**

**Carrot Cake**

**Tea and Coffee**

**26.00 per person**

**Option – fresh sliced fruit platter - 4.00 per person**



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## **Standard Plated Lunch Option – Maximum of 30 people**

Open grilled turbot sandwich with tartare sauce, salad and chunky fries

Open steak sandwich with caramelised onions, salad and chunky fries

Salmon salad, radish, pickled egg, capers, red onion, rocket and lemon dressing (GF) (DF)

Tomato, Pea and Artichoke Risotto with Parmesan (GF) (DF on request)

**24.00 per person**

## **Premium Plated Lunch Option – Maximum of 30 people**

Tomato, Pea and Artichoke Risotto with Parmesan (GF)

Seafood Hot Pot with NZ mussels, scallops, prawns, fish, passionfruit citrus broth and glass noodles

Blackened Salmon Fillet with potato cake, seasonal greens and coriander lime butter (GF)

Stuffed Crumbed Chicken Breast with smoked cheese and ham with a potato cake and lemon garlic butter

Braised Lamb Shank with mash and parsnip crisps

**29.00 per person**



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## SELECT YOUR COCKTAIL OPTION

### **OPTION 1 - 12.00 – Choose 4**

Mini Savouries  
Vegetable Samosa/ Minted Yoghurt Dip  
Spring Rolls/ Chilli sauce  
Malaysian Chicken Skewer  
Panko Crumbed Fish Chunks/ Tartare  
Mini Spicy Egg, Onion and Cheese Quiche  
Cocktail Mini Sandwiches  
Peppadew Mousse Tart  
Meatball Bites/ Barbeque Sauce

### **OPTION 2 - 15.00 – Choose 4**

Prawn Twister/ Chilli Sauce  
Thai Fish Cakes/ Lemon Grass Syrup  
Spinach, Ricotta and Pine Nut Filo  
Smoked Chicken/ Honey Mustard Mayo/ Crostini  
Roast Rare Beef/ Horseradish Cream/ Roast Capsicum/ Crostini  
Marlborough King Smoked Salmon/ Cream Cheese Tart

### **OPTION 3 - 18.00 – Choose 4**

Panko Crumbed Turbot Goujons/ Tartare  
Spicy Lamb Filo/ Minted Yoghurt Dip  
Pumpkin and Sage Arancini/ Truffle Mayonnaise  
Cold Smoked Salmon rosette/ Lemon, Dill and Caper Cream Cheese/ Crostini  
Lamb, Sundried Tomato and Goats Cheese Tart  
Mini Whitebait Fritters/ Tartare

### **Bite size sweet option in addition to above 3.00 p/p – Choose 1**

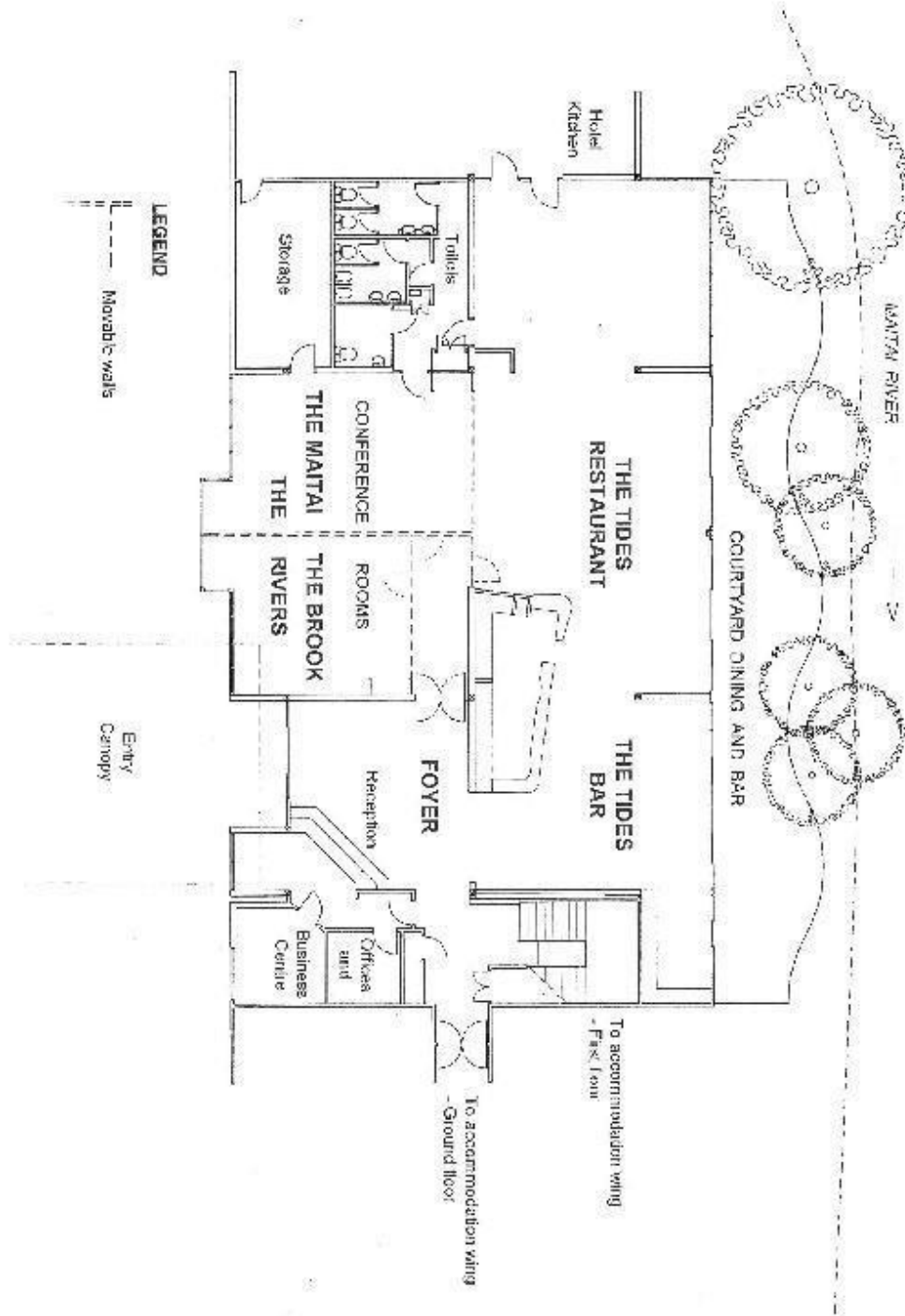
Chef's choice Slice  
Chocolate Brownie/ Raspberry Coulis/ Cream  
Seasonal Fruit Skewers/ Passionfruit Pulp



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**FLOOR PLAN**



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