



Elmwood

Conference Pack...



We offer you...

Private Elegant Function Rooms on Ground Level • Reasonable Room Hire Charges
On-site Catering offering Great Menu Selection, Excellent Quality and Service • Modern Ancillary Equipment • Central Location
Ample Off Street Parking • 2 mins Walk to 4 Star Motel Accommodation • 10 mins Walk to City Centre • Peaceful Garden Setting

Elmwood Catering, P O Box 1316, 309 Dee Street, Invercargill.

Telephone (03) 218 3125

Fax (03) 218 3124

Email elmwood@ilt.co.nz

Website elmwoodgarden.co.nz

Room Hire Charges

	Ballroom	Banquet Room	Both Rooms
Half Day	\$120.00	\$150.00	\$200.00
Full Day	\$160.00	\$200.00	\$250.00
Evening	\$120.00	\$150.00	\$200.00
Set Up (Prior)	\$ 25.00	\$ 25.00	\$ 25.00

Includes complimentary mints and carafes of iced water on tables.

Ancillary Equipment

The following standard equipment is available:

- Portable Whiteboards
- Data Projector - \$50.00 hire charge
- 1 x Fixed and 1 x Portable Screen
- Broadband Internet Connection – \$50.00 hire charge
- Lectern
- Microphones: Mounted to Lectern, Handheld or Lapel
- Surround Sound System
- Device Compatible Mobile Sound System – \$200.00 hire charge

NOTE: Other equipment can be hired on your behalf and will be on-charged at cost + 10%. Technical advice not supplied - can be hired in.



BANQUET ROOM

Theatre Style Seating	160pax
Classroom Seating	60pax
U-Shaped Seating	40pax



BALLROOM

Theatre Style Seating	80pax
Classroom Seating	40pax
U-shaped Seating	20pax

Bookings Terms & Conditions

TENTATIVE BOOKINGS We recommend that you make a tentative booking as soon as you decide to engage our services in order to secure your preferred date. However should we receive interest from other clients for the same date, we will require confirmation immediately.

CONFIRMATION OF NUMBERS ATTENDING is required at least three days prior to the function. The number confirmed at this time will be the basis for charging for your function. This number is not subject to reduction and last minute increases will be charged for accordingly.

PRICING All prices quoted are current and inclusive of GST. Please note prices are subject to review in August each year.

SURCHARGE Extra charges may apply for functions scheduled on Public Holidays. Extra labour charges may apply if your event extends beyond midnight prior to a Public Holiday.

PAYMENT An invoice will be issued the Monday following your function with payment in full due 20th of the month following invoice date.

INSURANCE Elmwood will take all necessary care but accepts no responsibility for damage or loss of property left on the premises during or after functions. Clients will be responsible for any damage sustained to the venue by them or their guests.

COMPLIANCE Clients will be responsible to ensure orderly behaviour of their guests. Elmwood reserves the right to intervene and eject any objectionable or intoxicated persons.

Due to liquor licensing laws, no beverage or food may be brought into or taken away from Elmwood by any party.

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Savoury Items

Club sandwich selection	\$2.40 per item
Variety of gourmet savouries with tomato chutney	
Mediterranean chicken or beef sausage roll and tomato relish	
Savoury mousetrap triangles	

Assorted sandwich selection - variety of breads & styles <i>(gf, v on request)</i>	\$3.50 per item
Leg ham & salad or salmon mousse pinwheels	
Mini ciabatta with brie, roasted pepper, onion marmalade & lettuce <i>(v)</i>	
Honey soy marinated chicken drumsticks <i>(gf)</i>	
Mini quiche - lorraine, pumpkin & cream cheese or chicken & cranberry <i>(v on request)</i>	
Wholemeal breadcases - savoury mousetrap or roasted vegetable & cream cheese <i>(v on request)</i>	
Rare beef with horseradish cream & gherkin on yorkshire pudding	
Buttered savoury scones	
Bacon & egg finger with tomato relish	
Breaded fish with lemons and tartare sauce	
Asian selection of wontons, mini spring rolls & samosa with dipping sauce	
Toasted cheese & onion rolls	

Baguette open sandwiches - hot smoked salmon & horseradish & capers; smoked chicken & mango salsa; pastrami, tomato & pepper relish <i>(v on request)</i>	\$4.50 per item
Cold smoked salmon, cream cheese and salad bagel	
Mini meatlovers pizza	
Warmed salmon kebab with citrus, caper & parsley butter <i>(gf)</i>	
Beer battered blue cod with lemons & tartare sauce	
Chicken, belly bacon and capsicum kebab, roasted vegetable chutney <i>(gf)</i>	
Leg ham, cheddar, tomato and sage & onion marmalade mini croissant <i>(v on request)</i>	
Smoked chicken, brie, lettuce & cranberry slider	
Seasoned wedges with sour cream and sweet chilli sauce	
Prime beef, red onion and mushroom kebab with garlic butter	
Quiche slice - chicken, brie & roasted capsicum or mediterranean veg. <i>(v on request)</i>	
Breaded chicken tenderloins with apricot sauce	
Warm roast pork, apple sauce and gravy mini roll	
Ground beef burger with tomato relish, cheddar & aioli	

Savoury Items

Cajun beef and salad wraps	\$6.50 per item
Thai sweet chilli chicken wraps	
Individual blue cod and chips boxes with tartare sauce and lemon	
Soup and bread roll - pumpkin or cream of fresh vegetable <i>(v)</i>	

Platters, Hot Dishes & Salads

Suitable for light meals, cocktail platters & suppers



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Chilled Platters

(min. 20 people)

Fresh bread selection of sesame, wholemeal rolls & french bread (v)	\$3.00 per person
Sliced baguette and ciabatta with hummus & basil pesto (v)	\$4.00 per person
Sliced cheeses, relishes, fruit and crackers (v)	\$5.00 per person
Cheeseboard with gourmet cheeses, pickles, relishes, fruit & crackers (v)	\$7.00 per person
Hot smoked salmon, capers, pickles, horseradish mayo & french bread	\$8.00 per person
Ploughmans with continental meats, cheddar, relishes, hummus & breads	\$8.00 per person
Epicurean cheeses, salmon, pastrami, salamis, pickles, relishes & crackers	\$8.00 per person
Chicken selection of smoked breast, apricot rolled, satay & drumsticks	\$9.00 per person
Hot & cold smoked salmon, marinated mussels, prawns, pickles & sauces	\$9.00 per person

Hot Dishes

(min. 20 people)

Thai chicken red curry with jasmine rice	\$9.50 per person
Classic beef or vegetarian lasagne (v, gf on request)	
Hoisin beef, with red capsicum, green beans & jasmine rice	
Gingered pork and vegetable stir fry with noodles	
Grilled teriyaki salmon fillets	
Butter chicken curry with basmati rice	
Lamb cutlets with courgette, onion, garlic and tomato & kalamata olive (gf)	
Chicken chasseur with tomato, mushroom, tarragon & rice	
Vegetarian penne pasta, with fresh vegetables, basil pesto & cream (v)	
Beef, root vegetable and red wine ragout	

Salads

(min. 20 people)

Blanched broccoli, red onion, capsicum, toasted cashews & vinaigrette	\$3.00 per person
Tossed green salad with french dressing & mayonnaise	
Cous cous, roasted root vegetables, semi dried tomato and parsley	
Caesar salad of cos lettuce, croutons, bacon, parmesan & dressing	
Potato salad with spring onion, gherkins and horseradish mayonnaise	
Waldorf salad of red apples, celery, walnuts and yoghurt dressing	
Mesclun salad leaves, spanish onion, kikorangi blue vein & poached pear	
Brown rice, chick peas, bean sprouts, celery peanuts & raisins	
Tossed green salad with black olives and crumbled feta	
Coleslaw - always popular	
Penne pasta with leg ham, pepperoni, cherry tomato, parsley & vinaigrette	
Greek salad of cucumber, tomato, capsicum, red onion & kalamata olive	

Prices are valid only until 31 May 2019 and are GST inclusive.

Phone 03 2183125

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www.elmwoodgarden.co.nz

Sweets & Beverages

Suitable for Coffee Breaks, Light Meals & Suppers



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Sweet Items

Selection of mini slices - fudge, caramel, tan, ginger, citrus	\$2.50 per item
Pikelet with cream and raspberry jam	
Creamed brandy snaps (gf)	
Chocolate and raspberry lamington halves	
Buttered ginger loaf	
Kiwi and passionfruit meringue	
Whole fresh fruit basket	
Mini fresh fruit kebab	

Pecan brownie slice (gf)	\$4.00 per item
Iced carrot, chocolate or banana cake	
Scones with raspberry jam and cream	
Vanilla Slice	
Boysenberry cheesecake slice with cream	
Blueberry friand (gf)	
Freshly baked muffins	
Apple shortcake	
Black cherry or fruit custard flan	
Apple and rhubarb tart (gf)	
Fresh fruit kebab	
Sliced fresh fruit platter	

Baked New York cheesecake with raspberry coulis & cream	\$9.00 per item
Chocolate demise gateau	
Lemon meringue tart	

Beverages

Coffee and tea selection	\$3.00 per person
Continuous coffee and tea selection (all day)	\$7.50 per person
Freshly brewed coffee and tea selection	\$3.50 per person
Continuous brewed coffee and tea selection (all day)	\$9.00 per person
Orange juice	\$10.00 per litre
