

Information Guide from Stairs



INVERCARGILL'S COMPLETE FUNCTION CENTRE

For Seminars & Personnel Training

After a booking has been placed, the menus, times and other details are best to be faxed back on the booking form provided - this ensures that the information supplied to us is everything we need to make your function a success. We can choose a suitable menu if you wish.

Room Rates

Half Day	- \$85.00	Evening & Early Morning breakfasts	- \$100.00
Over 4 hours	- \$100.00	Weekend Rate Sat	- \$180 Sun \$200.00
Full Day	- \$120.00	Room 3 (largest room)	- \$150.00
		Groups over 125 attending	- \$1.50 per person

Note: functions which require no food or services the rate would have to be quoted separately

Equipment on site

Data Projector (½ day)	\$45.00	(full day)	\$85.00	Lectern	- no charge
Electronic White Board	\$40.00			Lapel Microphone	\$50.00
Large screen video	\$40.00			& Sound System	
TV Video 29"	\$20.00			Phone line in room	\$10.00 + calls
OHP & Screen	\$20.00			Fax in room	\$20.00
White Board & Pens	\$8.00			Photocopying, Transparencies	
Flip Chart & Pens	\$10.00			& Supplies available	
Lap top Computer, with power point program	\$40.00	(full day)	\$80.00		

Refreshments

Starter Tea / Coffee	\$2.50
Snack Break	\$4.50 (1 item eg Biscuits or muffin & tea & coffee)
Morning & Afternoon Breaks	\$6.50 (2 items eg cheese rolls & muffins & tea coffee)
Healthy Snack Break	\$8.90 (2 items Wholemeal club sandwiche & Cut fruit platter or selection of cheeses, dried fruits, crackers)

For continuous Tea / Coffee – charged per refill - \$15.00 Carafe Orange Juice \$6.50

Iced water & mints in all rooms at no charge.

Note: groups under 10 guests a catering charge of \$2.00 per person would need to be added
All prices excluding GST for business functions



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If you wish, choose the price required and we can arrange a suitable menu for your function.

Breakfast (examples only)

Morning Break \$6.50

Toasted sandwiches, muffin
Tea & coffee

Finger food breakfast \$12.50

Muffin splits topped with bacon, scrambled egg & tomato
Toasted cheese roll & fresh fruit
Tea & coffee

Cold Breakfast \$9.50 (Toast & spreads cereal & fruit)

Full cooked Buffet Breakfast \$17.90

Bacon, sausage, tomato, mushroom, scrambled egg. Toast & spreads. Cereal & fruit. Fresh fruit, Tea & coffee

Finger Food Lunches (examples only)

Light \$13.50

Sandwich
Savouries
Fresh fruit
Tea & coffee

Standard Business \$14.90

Sandwich or filled rolls
Battered Fish Bites
Potato wedges & sour cream
Fresh fruit
Tea & coffee

Healthy Business Option \$16.90

Wholemeal club sandwich or roll
Chicken kebabs
Oven baked herb potatoes
Fresh green salad
Fresh fruit
Tea & coffee

Executive \$18.90 - 6 items

Special dietary needs \$6.50 added on the standard menu chosen, ie Gluten free or vegetarian

Bar Finger Food (examples only)

Bar snack \$9.50

Sandwiches
Savouries
Tea & coffee

Bar Snack \$13.50

Fish bites
Sandwiches
Mini Pizza
Tea & coffee

Bar Finger food \$14.90

Sandwiches
Chicken kebabs
Potato wedges & sour cream
Pizza
Tea & coffee

Platters:

Chip, dip platters - \$14.50 per platter
Vegetable platters - \$20.00 per platter

Cheese board selection:

Medium - \$48.00
Large - \$68.00

All prices excluding GST for business functions

