



MEETINGS, CONFERENCES AND SPECIAL EVENT KIT 2010

Mercure Dunedin

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Mercure Dunedin has a team of experienced conference and event sales executives take the hassle out of arranging any type of function. From planning to delivery, all aspects are covered leaving the organiser to focus on the task of putting together a memorable event. The dedicated staff on-site are renowned for their excellent service and pride themselves on making every event both successful and enjoyable.

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HOTEL OVERVIEW

LOCATION

Mercure Dunedin is centrally located on Princes Street, just a short walk from the Octagon, Casino and the city's dynamic shopping precinct with excellent access to shops, cafes, restaurants and local attractions. Mercure Dunedin offers 50 modern accommodation rooms, valet car parking and 24 hour room service.

CONFERENCE FACILITIES

This heritage listed boutique hotel has been restored back to its Victorian elegance; fully equipped with the hotel facilities that you would expect from an international standard hotel and conference facilities for up to 150 delegates.

FOOD & BEVERAGE

Relish, our stylish, funky restaurant and bar offering contemporary cuisine from local Otago produce and a selection of local and international wines.



HOTEL HISTORY

The hotel dates back to July 1862 when the Moir's Family Hotel was opened on Manse Street. Job Wain then purchased the hotel from Andrew Moir in 1864 and renamed it Wains Hotel. In 1878 a Dunedin architectural firm re-designed the hotel at a cost of £7,855 12s, and the result is what we see today - five stories on Princes Street and three on Manse Street.

Since the 1870's, it has been a meeting place for many groups and societies, and Dunedin's first press club occupied a suite of rooms setting up a library and social room for local editors and reporters.

The hotel has gone through many changes, owners and licensees since its beginning, including a time during the 1970's when Dominion Brewers owned the hotel. It is now owned by Grand Wains Hotel Limited and managed by Accor as the Mercure Dunedin.

The unique sculptures that adorn the front of the hotel are carved from Oamaru stone. On the right are Neptune, the king of the sea, and a mermaid, and on the left are believed to be Neptune's offspring, Pelias and Neleus. Between these figures are the Prince of Wales feathers inscribed with the words Qui Va La (Who goes there?). Further up, just beneath the first floor balcony where the Queen waved to crowds during her 1953 New Zealand visit, is a magnificently carved eagle with it's wings spread in flight. The sculptures are attributed to Louis John Godfrey, the master carver brought to New Zealand by William Larnach to work on Larnach Castle in the 1870's.



MERCURE MEETING COMMITMENTS

At Mercure we look after everything, even the environment, as all Mercure Meetings are Carbon Neutral. We also care about conference delegates and provide deliciously healthy food to keep everyone energised for longer. Plus our meetings expertise means that your meetings are always a success.

Mercure hotels are located in all major centres around New Zealand with a range of conference facilities to suit all requirements.

CARBON NEUTRAL MEETINGS

- Your Mercure meeting will be Carbon Neutral
- We offset the greenhouse gases produced during the meeting by funding efficient energy sources through the Carbon Reduction Institute
- We will fund the cost of the offsets and do not pass them on to you
- Our hotels follow Accor's global environmental charter with 65 priority actions identified to reduce energy and water consumption and improve waste management and recycling

PROFESSIONAL AND PERSONAL SERVICE

- You have a single point of contact – with dedicated meetings staff to take care of all aspects of your booking
- We respond to your enquiry the very same day
- We tailor a solution to suit your requirements
- We provide instant contact should you need assistance during your meeting

TECHNOLOGY

- Conference rooms with High Speed Internet access
- Professional AV equipment that works
- Phones provided in each room for instant contact to meetings staff

MEETINGS FACILITIES

- Well equipped meeting rooms with flexible configurations to suit all requirements – from small meetings to larger events

DELICIOUS AND HEALTHY FOOD

- Our menus and conference room refreshments are designed to be both indulgent and healthy
- Healthy food = healthy minds, so we keep this in mind to ensure the most positive outcomes for your meetings

www.mercuremeetings.co.nz



CONFERENCE ROOMS AND CAPACITIES

Conference Rooms

The Bracken Room, equipped with an in-house sound system and fully air-conditioned, offers a modern class to your event. Heritage listed stained glass windows that will provide your event with that heritage charm complement the Chancellor Room, also fitted with an in-house sound system and fully air-conditioned or relax under the Victorian elegance of the amazing Chandelier in the Chancellor lounge.

Conference Room Capacities

room name	u-shape	classroom	theatre	banquet	cocktail
The Bracken Room	30	38	60	40	90
The Chancellor Lounge	21	27	50	40	90
The Chancellor Room	60	72	150	120	200

ROOM HIRE

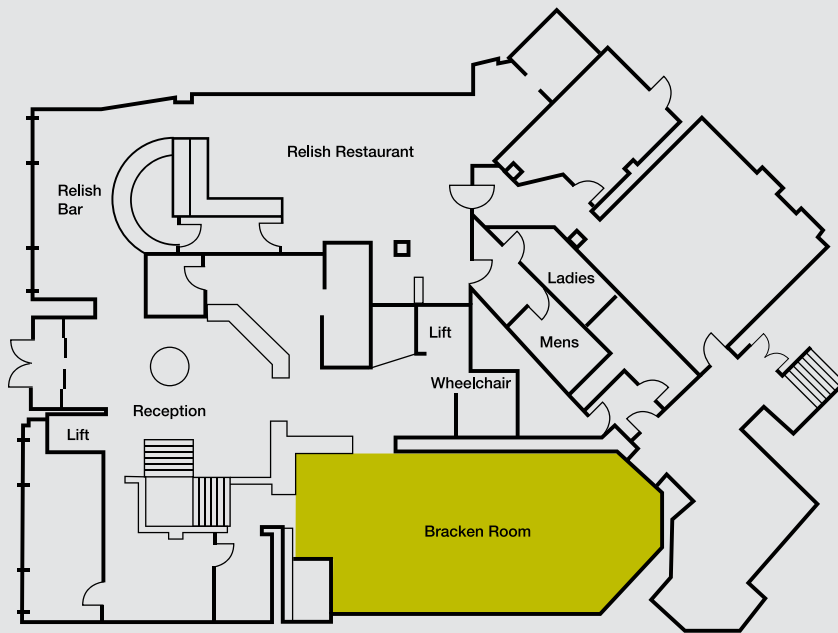
room name	Half Day Hire	Full Day Hire
The Bracken Room	150	250
The Chancellor Lounge	200	300
The Chancellor Room	200	400
The Chancellor Lounge & Room	300	500

All prices are based on per room per day.

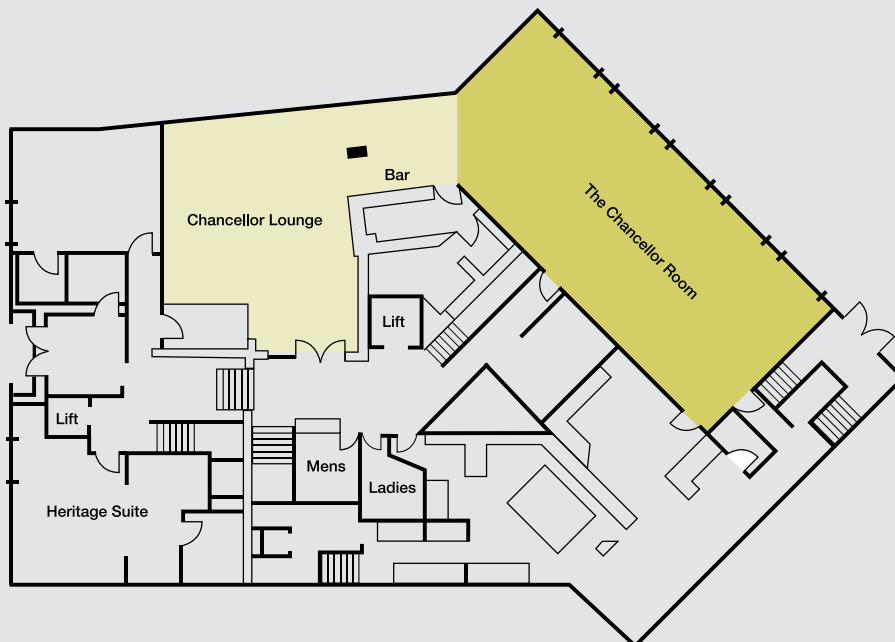
CONFERENCE ROOMS AND CAPACITIES

FLOOR PLANS

Ground Floor



Level 1



DAY CONFERENCE PACKAGES

— FROM \$45 PER PERSON

STANDARD MY MEETING PACKAGE A \$45.00

per delegate per day. Minimum of 15 people.

- Conference room hire and set-up
- Mercure conference pads and pens
- Static whiteboard, flipchart and screen
- Tea and coffee on arrival
- Morning tea
- Buffet lunch
- Afternoon tea
- Water and wrapped mints

HALF DAY MY MEETING PACKAGE B \$41.00

per delegate per day. Minimum of 15 people.

- Conference room hire and set-up
- Mercure conference pads and pens
- Static whiteboard, flipchart and screen
- Tea and coffee on arrival
- Morning tea or afternoon tea
- Buffet lunch
- Water and wrapped mints

HALF DAY MY MEETING PACKAGE C \$31.00

per delegate per day. Minimum of 15 people.

- Conference room hire and set-up
- Mercure conference pads and pens
- Static whiteboard, flipchart and screen
- Tea and coffee on arrival
- Morning tea or afternoon tea
- Water and wrapped mints

AUDIO VISUAL EQUIPMENT

AUDIO VISUAL EQUIPMENT

All conference rooms come complete with complimentary iced water, wrapped mints, Mercure conference pads and pens.

The following equipment is available for hire.

Data projector & screen	\$250
DVD player only	\$35
Flipchart	\$15
In-house PA system with lapel or handheld microphone	\$100
Overhead projector	\$35
Screen only	\$35
Television & DVD player	\$60
Television & video player	\$60
Television only	\$35
Video player only	\$35
Whiteboard	Complimentary

All prices are based on per item per day and are subject to change without notice. All prices are for the Mercure Dunedin's equipment only. We are happy to supply a quotation for any other equipment requirements you may have.

INTERNET PACKAGE \$80

- High speed internet
- 24hr connection
- Unlimited users
- Wireless or fixed connected.

MENU OPTIONS

COFFEE BREAKS

ON ARRIVAL

\$3.50 per person - Freshly brewed coffee and a selection of teas

\$4.50 per person - Freshly brewed coffee, a selection of teas and orange juice

MORNING AND AFTERNOON TEA

\$7.00 per person - Fresh brewed coffee, selection of teas and orange juice plus select one of the following choices.

\$11.00 per person - Fresh brewed coffee, selection of teas and orange juice plus select two of the following choices.

Sweets

- Homemade cookies
- Lemonade scones with jam and cream
- Carrot or banana cake
- Freshly baked sweet muffins
- Selection of Danishes and croissants

Savoury

- Freshly baked savoury muffins
- Smoked chicken, rocket, cherry tomato bruschetta
- Fresh tortilla wrap bites
- Assorted mini quiches and savouries

Healthy

- Sliced seasonal fresh fruit
- Homemade muesli bars
- Apple, cinnamon and bran muffins
- Fresh fruit kebabs with berry dipping sauce
- Mixed nuts and dried fruit

TREAT YOUR DELEGATES WITH THESE UPGRADES:

- Waiwera 750ml sipper - \$4.00 per person
- Lift Plus Energy Drink - \$4.00 per person
- Allganics Orange and Mango Bottled Juice - \$4.50 per person

Choose any two of the above options to be in your conference room fridge for your delegates breaks \$7.00pp

Have all three of the above options to be in your conference room fridge for your delegates breaks \$9.50pp

MENU OPTIONS



BREAKFAST MENUS

FULL COOKED BUFFET BREAKFAST \$22

per delegate. Minimum of 10 people.

- Bacon
- Scrambled eggs
- Sausages
- Hash browns
- Tomatoes
- Mushrooms
- Baked beans
- Cereals and fruits
- Toast and spreads
- Tea, coffee and juice

CONTINENTAL BUFFET BREAKFAST \$17

per delegate. Minimum of 10 people.

- Cereals and fruits
- Toast and sprea
- Croissants and Danishes
- Toasted muesli
- Yoghurt and fruit salad
- Tea, coffee and juice

BREAKFAST ON THE RUN \$19

per delegate. Boxed breakfast. Minimum of 10 people.

- Fresh pastry
- Orange juice
- Bacon and egg filled croissant
- Piece of whole fruit
- Muffin of the day
- Chocolate bar
- Serviette

MENU OPTIONS

BUFFET LUNCH MENUS

OPTION A \$22

per delegate. Available in Day Delegate Package. Minimum 15 delegates.

- Fresh brewed coffee and selection of teas
- Fresh sandwiches and wraps with a variety of fillings
- Grilled chicken pita pockets with hummus and salad
- Mini Savoury quiches
- Mixed green salad
- Roast vegetable salad with crumbled feta
- Sliced seasonal fruit selection

OPTION B \$26

per delegate. Minimum 15 delegates.

- Fresh brewed coffee and selection of teas
- Grilled lamb on saffron pilaf and ratatouille
- Potato salad with bacon, spring onion and spiced mayonnaise
- Crisp open focaccia BLT's
- Traditional Greek salad with crusty bread
- Kapiti cheese platter with fruits and crackers
- Fresh fruit kebabs with cardamom dipping sauce

OPTION C \$29

per delegate. Minimum 15 delegates.

- Fresh brewed coffee and selection of teas
- House smoked chicken Caesar salad
- Soba noodle salad with grilled beef and Asian greens
- Grilled salmon portions, spinach risotto and tomato salsa
- Kapiti cheese platter with fruits and crackers
- Warm chocolate mudcake with fresh cream
- Tomato, red onion, feta and balsamic salad

Add orange juice to any of the above menus for an extra \$1.00 per person

MENU OPTIONS

PACKED LUNCH BOXES \$12.50

per box.

LUNCH BOX OPTION A

- Traditional fresh Caesar salad encased in a tortilla wrap
- A tub of flavoured fruit yoghurt
- Bottle of fresh apple juice
- A piece of seasonal fruit

LUNCH BOX OPTION B

- Baguette of roast beef, rocket, brie and mustard
- A house made muesli slice
- Bottle of fresh orange juice
- A piece of seasonal fruit

MENU OPTIONS

LIGHT WORKING LUNCHES \$16

per delegate.

OPTION A

- Fresh brewed coffee and selection of teas
- Chicken and beef wraps
- Selection of savouries
- Carrot cake

OPTION B

- Fresh brewed coffee and selection of teas
- Smoked chicken bagels
- Selection of savouries
- Chocolate mudcake

OPTION C

- Fresh brewed coffee and selection of teas
- Quiche
- Chicken tenders
- Individual fruit

Add orange juice to any of the above menus for an extra \$1.00 per person

MENU OPTIONS



SET DINNER MENUS

TABLE D'HOTE MENU A \$39

per delegate.

To Begin

- Freshly baked bread of the day

Entrée

- Soup of the day

Mains

- Grilled beef sirloin cooked to medium on potato layers with wilted spinach and roasted field mushroom jus

or

- Roast breast of chicken stuffed with pesto mousse on chive mash with chargrilled courgettes and a capsicum reduction

Dessert

- Trio of ice creams, pistachio brittle and duo of fruit coulis

MENU OPTIONS



SET DINNER MENUS

TABLE D'HOTE MENU B \$49

per delegate.

To Begin

- Freshly baked bread of the day

Entrée

- Caesar salad of smoked chicken, cos, parmesan, anchovies, croutons and a soft poached egg

or
- Potato gnocchi, mushroom medley, spinach, pinenuts and a red pepper reduction

Mains

- Grilled beef sirloin cooked to medium on fondant potato, Asian vegetables with beef broth and wontons

or
- Char sui glazed salmon fillet with grilled prawns, rice paper roll, pea puree and mango salsa

Dessert

- Trio of ice creams, caramel palmier, pistachio brittle and duo of fruit coulis

MENU OPTIONS

BUFFET DINNER MENUS

BUFFET MENU A \$40

per delegate.

On each table prior to arrival

- Fresh baked breads and assorted spreads

To Begin

- Soup of the day

Mains

- Selection of deli meats and cheeses
- A selection of three salads
- Garlic and herb coated chicken breast with Provencal sauce
- Mustard and rosemary crusted beef sirloin
- Fresh fish pave' with white wine cream sauce
- Selection of roasties, including gourmet potato
- Seasonal vegetables tossed with garlic and olive oil

To Finish

- Chocolate mousse with sweetened cream
- Chef selection cheesecake
- Fresh fruit salad



MENU OPTIONS



BUFFET DINNER MENUS

BUFFET MENU B \$50

per delegate.

On each table prior to arrival

- Fresh baked breads and assorted spreads
- Selection of antipasto platters

To Begin

- Soup of the day

Mains

- A selection of three salads
- Garlic and herb coated chicken breast with Provencal sauce
- Roast pork with crackling and spiced applesauce
- Mustard and rosemary crusted beef sirloin
- Fragrant rice pilaf with toasted almonds and light Indian spices
- Selection of roasties, including gourmet potato
- Seasonal vegetables tossed with garlic and olive oil

To Finish

- Individual chocolate mousse with biscotti
- Chef selection cheesecake
- Fresh fruit salad

MENU OPTIONS

BUFFET DINNER MENUS

BUFFET MENU C \$65

per delegate.

On each table prior to arrival

- Fresh baked breads and assorted spreads

Mains

- A selection of 3 healthy salads
- Cauliflower and Stilton soup with a hint of white truffle
- Whole beef rib eye carved and complimented with red onion jam
- Grilled salmon fillets with ginger, coriander and lime
- Honey roasted pork loin with wholegrain mustard jus
- Fresh lamb rumps with pesto crumbs
- Potato and kumara roasties with garlic butter
- Risotto scented with asparagus and fresh chives and regiano parmesan
- Garden green vegetables with avocado oil and toasted almonds

To Finish

- Individual berry fruit mousse
- Fresh carved fruit platters
- Cheeseboard selection with assorted condiments
- Sticky date puddings
- Traditional Kiwi pavlovas



MENU OPTIONS



COCKTAIL FOOD AND CANAPÉS

COCKTAIL PARTY OPTIONS

3 items	\$15
4 items	\$20
5 items	\$24.50
6 items	28.50

Cold Selection

- Chicken breast rolled with sun dried tomato melba toast, topped with pesto
- Filo pastry filled with watercress mousse and smoked salmon
- Wonton sandwiches with smoked salmon, avocado puree, chilli jam and orange
- Goats cheese crostini with roasted red capsicum and coriander oil
- Marinated salmon cubes on cucumber with caviar
- Smoked salmon blini with cream cheese and dill
- Rare beef, tomato, avocado and pinenut salsa on melba toast
- Prawn, cherry tomato and seafood sauce on stick

Hot Selection

- Chicken lantern dumplings served with sweet chilli sauce
- Mini samosas with warm satay sauce
- Vegetarian spring rolls with soy dipping sauce
- Salt and pepper calamari, lime and aioli
- Tempura prawns with mirin soy sauce
- Crumbed fish cocktails with tomato sauce
- Assorted mini quiches and savouries

MENU OPTIONS



PLATTERS

ASIAN PLATTER \$60

for 10 delegates.

- Dim Sims
- Spring rolls and samosas
- Garlic and chilli prawns
- Chicken wontons
- Vietnamese rice paper rolls with dipping sauce

SEAFOOD PLATTER \$60

for 10 delegates.

- Tempura fish bites
- Squid rings
- Grilled mussels
- Crab bites
- Thousand island shrimp

ANTIPASTO PLATTER \$60

for 10 delegates.

- Selection of cheeses
- Deli meats
- Pickles
- Breads
- Dips
- Crackers

MIXED PLATTER \$40

for 10 delegates.

- Selection of savouries
- Fries or wedges
- Mini hotdogs
- Chicken nuggets

SANDWICH PLATTER \$30

for 10 delegates.

- A selection of filled tortilla rounds
- Fresh sandwiches
- Filled rolls

ACCOMMODATION & FACILITIES



ACCOMMODATION

Mercure Dunedin offers 50 modern accommodation rooms. All rooms feature minibar, tea and coffee making facilities, Sky TV, flat screen television, in room safe, iron and ironing board, direct dial telephone and high speed broadband facilities.

HOTEL FACILITIES

- 24 hour reception
- Restaurant and bar
- 24 hour room service
- Wireless Internet access
- Business Centre
- Tour Desk
- Valet parking
- Laundry and dry-cleaning facilities
- Non smoking hotel

CONTACT DETAILS

Mercure Dunedin

310 Princes Street
Dunedin 9016, New Zealand

Telephone +64 3 477 1145

Facsimile +64 3 477 1118

Email - Conference and Events Co-ordinator
events@mercuredunedin.co.nz

Website www.mercure.com



EVENT RESERVATION FORM

Day		Date	
Company			
Customer		Phone	
Address		Fax	
		Mobile	
		Email	
Contact on day		Payment	
No. of guests		Order No.	
Noticeboard			
Start time		Finish time	

Seating and AV requirements

Theatre		Data projector	
U Shape		Screen	
Classroom		TV	
Boardroom		Video	
Banquet/Cabaret		DVD	
Cocktail		PA System	
Head table		CD Player	
Display tables		Flipchart	
Data projector table		Whiteboard	
OHP		Lectern	

Catering Requirements

	Time	Number of people	Option
Arrival tea and coffee			
Morning tea			
Afternoon tea			
Lunch			
Delegate package			
Dinner			
Canapés			
Platters			
Other:			

PAYMENT DETAILS

- Credit Card
 Invoice
 Cash/Cheque

Credit card no:

Expiry

beverage Requirements