

**Flames International Hotel**

# Conference Pack



**Waverley Street, Onerahi**

**PO Box 3038**

**Onerahi**

**Whangarei**

**Phone (09) 436 2107**

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# Flames International Hotel

The complete conference and function venue

The menus enclosed are flexible with a variety of options and prices to suit your budget. Please do not hesitate to ask should there be any items that you would like to be added or changed.

You are welcome to view our facilities and discuss conference and catering options.

Sarah Selkirk  
Hotel Manager

Tel: (09) 436-2107  
Fax: (09) 436 0980  
Email: [info@flameshotel.co.nz](mailto:info@flameshotel.co.nz)



# Conference Rooms & Equipment

## **Conference Room 1 \$450 incl gst**

Seats 130 theatre style  
Seats 40 classroom style  
Seats 40 U-shape  
Seats 80 Cabaret style (round tables)

## **Conference Room 2 \$250 incl gst**

Seats 20 to 25 theatre style  
Seats 14 classroom style  
Seats 14 Boardroom style

## **Conference Room 3 \$110 incl gst**

Seats 8 boardroom style

## **Conference Room 2 with C3 for a break-out room**

Seats 14 classroom style in C2, & 8 boardroom style in C3 \$300.00

## **Lava Bar – Exclusive Booking**

Caters for 25 – 200 guests \$350.00\*  
\*Conditions apply

## **Equipment Hire (Per day):**

Overhead Projector	\$40.00
Screen	\$40.00
TV & Video	\$90.00
Microphones – cordless, lapel or lectern	\$60.00
Electronic Whiteboard	\$110.00
White board & pens	\$35.00
Notepads & pens	\$3.00 each
Flip Chart	\$35.00
Power Point/dataprojector	\$210.00
Laptop	\$150.00
Lecturn	\$15.00
Conference speaker phone	\$55.00
Accommodation (corporate rate)	\$150.00
Wireless Internet:	
Access passes range from 1 – 24 hours	from \$5.00

**\*All prices are inclusive of GST**

# Conference Room C1

Room hire \$450 per day



Cabaret style set up can seat up to 80 people.



C1 has a floor to ceiling screen available.



U shape can seat up to 40 people.

# Conference Room C2

Room hire \$250 per day



U shape can seat up to 12 people  
Ground level with access to gardens.



Boardroom style can seat up to 14 people  
Ground level with access to gardens.

# MORNING AND AFTERNOON TEA BREAKS

## Option 1

House made biscuit selection

Tea and coffee

**\$7.00 PP**

Or

Sweet Muffin or slice of the day

**\$8.00 pp**

## Option 2

Fresh baked scones with preserves and cream

or Savoury Scone and butter

Tea and coffee

**\$9.50 PP**

## Option 3

Sweet or Savoury muffins

House made biscuit selection

Fresh fruit platter

Tea and coffee

**\$14.00 PP**

## Option 4

Fruit Danish

Savoury Muffin

Fresh baked scone with preserves and cream

Fresh fruit platter

Tea and coffee

**\$16.50 PP**



Fresh Orange Juice - **\$16.50 Per Jug**

Tea & Coffee - **\$4 pp (minimum charge of \$30 per kona (serves 12) applies)**

# Lunch Options

## Light Lunch

1 x Ham or chicken filled wraps with fresh salad mix (vegetarian available) per person  
2 x baked chicken drums in a honey glaze sauce per person  
2 x petite savoury selection per person  
Potato or Pasta Salad  
Tea/coffee  
**\$21.00 PP**

## Working Lunch Option 1

2 x Pizette (pizza bread with savoury toppings) per person  
2 x baked chicken drums in a honey glaze sauce per person  
2 x Malaysian Chicken or Beef skewers with dipping sauce per person  
Potato Bake  
Your choice of: Garden Salad or Fresh Fruit platter  
Tea/coffee  
**\$25.00pp**

## Working Lunch Option 2

Focaccia Open sandwich  
Steak , chicken or BLT  
Served with homemade fries and garden salad  
Tea/coffee/Orange Juice  
**\$25.00 pp**

## Lunch Option 3 (minimum of 10 people)

Beef, chicken, or vegetable lasagne  
Stuffed hot baked potatoes  
Fresh garden salad  
Selection of fresh baked breads  
Chef's selection of slices and biscuits  
Tea/coffee  
**\$27.00 PP**

## Soup of the Day

Available in conjunction with any of the above lunch options  
Soup of the day served with fresh baked bread  
**\$6.00 per person**

SCHEDULE A

FLAMES INTERNATIONAL HOTEL

**CONFERENCE, BANQUET & WEDDING TERMS & CONDITIONS**

**A FINAL NUMBERS:**

- 1.1 The numbers expected to attend the event must be advised fourteen (14) working days prior to the commencement of the event, with final confirmation no later than 10am (7) working days prior to the event. **This number will constitute the minimum charge.** If the numbers of the event increase after seven working days we will try to accommodate this where possible. All requests must be in writing and signed by the client

**B FUNCTION ROOM HIRE:**

- 2.1 It is agreed that the event will commence at the scheduled time and that the function room allocated will be vacated at the nominated time. The hotel reserves the right to apply a charge for each additional hour exceeding the agreed specified time.
- 2.2 In the event that a designated room cannot be made available, the Hotel reserves the right to substitute comparable facilities and where possible will give the Client prior notification of the substitution.

**C CONFIRMATION:**

- 3.1 Confirmation of a booking must be made by way of this signed contract by the Client within 14 days of the original reservation otherwise the Management of the Hotel reserves the right to cancel the booking and allocate the venue to another client. All Final numbers expected to attend the event must be advised 7 days prior to the commencement of the event. This number will constitute the minimum charge.

**D DEPOSIT:**

- 4.1 To secure a Conference reservation with the Hotel, a minimum deposit of \$500.00 or 20% of the estimated function cost (whichever is the greater) may be required at the time of confirmation.
- 4.2 To secure a Wedding or Stand-alone Banquet reservation with the Hotel, a minimum non-refundable deposit of \$1,000.00 is payable at the time of confirmation and balance paid no more than seven days after the function.
- 4.3 The Hotel reserves the right to vary the deposit amount.

**E FINAL PAYMENT:**

- 5.1 For Conferences, final payment will be due on departure or no more than seven days after the Conference.
- 5.2 It is understood that in instances where prior credit facilities have not been arranged and where the Clients guests or invitees have incurred additional charges such as meals, laundry, toll charges and liquor, these accounts must be settled on departure. If these charges are not paid by the individual concerned, they must be settled by the client as part of the final account.

**F CANCELLATION:**

- 6.1 Food and Beverage functions may be cancelled in writing up to 30 days prior to the function commencement without penalty to the client.
- 6.2 For cancellations between 30 working days and 14 days prior to the function, 50% of the deposit may be retained.
- 6.3 For cancellations between 14 days and seven days prior to the function, the deposit may be non-refundable or room hire fee may be charged which ever is higher.
- 6.4 For cancellations of seven days or less prior to the function, the total cost of the room hire and a fee of 50% of the estimated total revenue may be charged.
- 6.5 All cancellations must be received by the Hotel in writing.

## **G FOOD & BEVERAGE:**

- 7.1 The Hotel will not allow food and/or beverage of any kind onto the premises for consumption or any other purpose, for the Client or the Client's guests or invitees, unless prior arrangements have been made with the Hotel Management.
- 7.2 If specified, liquor in excess of the amount specified will not be supplied until an authorisation is signed by the Client or a duly authorised representative present at the event.
- 7.3 The Hotel reserves the right to discontinue the supply of liquor at any time, pursuant to the Sale of Liquor Act and Maori Community Development Act 1962.

## **H ACCOMMODATION**

- 8.1 In the event that rooms are reserved in conjunction with a food and beverage booking, a completed room list will be required 30 working days prior to the commencement of the function.
- 8.2 The Hotel reserves the right to charge a cancellation fee of one night's accommodation for any rooms cancelled less than 30 days prior to arrival or any rooms subsequently unoccupied.

## **I HOTEL DAMAGES/INSURANCE:**

- 9.1 The Client is financially responsible for any damage, breakage or pilferage sustained to the Hotel Premises or Equipment by the Client, the Client's guests, invitees, outside contractors or other persons attending the function, whether in the room reserved or any area or part of the Hotel, prior to, during or after the event.
- 9.2 Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building unless prior approval has been given by the Hotel Management. Suitable floor protection is to be used as required. Signage in Hotel public areas is to be kept to a minimum and must be approved by the Hotel Management.
- 9.3 The Hotel will take all necessary care of the Clients property but will take no responsibility for damage to or loss of property or merchandise left in the Hotel prior to, during or after the function.
- 9.4 The Client will be responsible for the removal of the property after the conclusion of the event and any goods left in the Hotel after the function without prior arrangements will be deemed abandoned.
- 9.5 The Client must arrange their own personal liability insurance and security, as required.
- 9.6 The Client should conduct their function in an orderly manner, in full compliance with all applicable laws at a minimum disruption to other guests of the Hotel.
- 9.7 If the Hotel has reason to believe that a function will affect the smooth running of the Hotel's business, its security or reputation, it reserves the right to cancel the function without liability at any time either before commencement of the function or during it.
- 9.8 The Hotel reserves the right to exclude or remove any objectionable persons from the function or Hotel premises without liability at any time during the function.

## **J PRICING POLICY:**

- 10.1 Goods & Services Tax is included in the quoted rates, unless stated otherwise. GST is subject to alteration without notice.
- 10.2 A service charge may be applicable for each additional hour a function continues after midnight based on the number of confirmed attendees. Likewise, a surcharge may apply for Food & Beverage functions of 25 guests or less.
- 10.3 Every endeavour will be made to maintain prices as quoted, however prices are based on current costs and may be subject to change without notice to meet increases as they arise.
- 10.4 Please note the preferred method of payment for corporate events or Large functions is direct credit, please ask and we shall forward our Bank Account details to you.  
Also, we do not accept American Express or Diner's Club card payments for any organized function.

**K AGENCY:**

11.1 Where the Organiser is not the Client, the Organiser warrants that it has the authority to enter into this agreement on behalf of the Client.

**L ASSIGNMENT:**

12.1 The Client may not assign its rights under this Agreement without the written consent of the Hotel.

**M DISPUTE AND APPLICABLE LAW:**

13.1 This agreement is made in New Zealand and its construction, validity and performance is determined under New Zealand Law.

**N ENTIRE AGREEMENT:**

14.1 The Terms and Conditions set out in this Agreement contain the entire Agreement as concluded between the parties.

**O FORCE MAJEUR:**

15.1 Where matters beyond the reasonable control of the Hotel impairs or prevents the Hotel being able to perform its obligations under the event contract, the Client releases the Hotel from any liability or loss incidental or consequential to such matters.

**P COMPLIANCE WITH STATUTES AND REGULATIONS:**

16.1 The Client shall observe all relevant statement, regulations, ordinances and by-laws relating to their activity.

**Q VARIATION:**

17.1 Any variation, amendment or modification of these terms and conditions shall only be binding where committed to in writing and executed by both parties.

**AGREEMENT**

Made on this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_\_

**BETWEEN** Flames International Hotel Limited

**AND** \_\_\_\_\_ of \_\_\_\_\_ (“Client”)

**RECITALS:**

- A. Flames International Hotel is in the business of providing Conference, Banquet, Wedding and Accommodation facilities to the Client.
- B. The Client wishes to engage Flames International Hotel to provide certain use of these facilities for the Client.
- C. The parties now wish to record the terms and conditions of that engagement.

**IT IS AGREED THAT:**

- 1. The terms and conditions of the engagement are attached as Schedule A.
- 2. The fee schedule is at Schedule B (quotation/confirmation letter).

**SIGNED FOR AND ON BEHALF OF:**

Flames International Hotel Limited

In the Presence of:

\_\_\_\_\_

\_\_\_\_\_

Director

\_\_\_\_\_

\_\_\_\_\_

Director/Secretary

**SIGNED FOR AND ON BEHALF OF:**

( \_\_\_\_\_ )

\_\_\_\_\_

\_\_\_\_\_

Director

\_\_\_\_\_

\_\_\_\_\_

Director/Secretary