

Flames International Hotel

Conference Pack



Waverley Street, Onerahi

PO Box 3038

Onerahi

Whangarei

Phone (09) 436 2107

Fax (09) 436 0980

Email: info@flameshotel.co.nz

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



Conference Rooms & Equipment

Conference Room 1 \$455 incl gst

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

Conference Room 2 \$255 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 \$310.00

Lava Bar – Exclusive Booking

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

Equipment Hire (Per day):

Screen	\$40.00
TV & Video	\$90.00
Microphones – cordless, lapel or lectern	\$60.00
Electronic Whiteboard	\$110.00
White board & pens	\$40.00
Notepads & pens	\$3.00 each
Flip Chart	\$40.00
Power Point/dataprojector	\$200.00
Laptop	\$150.00
Lecturn	\$15.00
Conference speaker phone	\$55.00
Accommodation (corporate rate)	\$155.00
Wireless Internet:	
Access passes range from 1 – 24 hours	from \$5.00

***All prices are inclusive of GST**

Conference Room C1

Room hire \$455 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 \$255 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
\$21.50 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
\$25.50pp

Working Lunch Option 2

Focaccia Open sandwich
Steak, chicken or BLT
Served with homemade fries and garden salad
Tea/coffee/Orange Juice
\$25.50 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
\$27.50 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. At the time of final number confirmation (14 days before) all catering costs will be paid in full (with the exclusion of the Alcohol bar tab). Any additional requirements/costs are to be added to a final account which is to be paid within 7 days after the event.

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.

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 \$1,600.00 is payable at the time of confirmation. Final payment of all known expenditure will be due in full 7 days prior to the function and balance payable on conclusion of the event and prior to departure.
- 4.3 The Hotel reserves the right to vary the deposit amount.

E FINAL PAYMENT:

- 5.1 For Conferences & weddings, final payment will be due on departure.
- 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.

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. (Wedding functions will forfeit the \$1600 non-refundable deposit).
- 6.2 For cancellations between 30 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.
- 6.4 For cancellations less than seven days prior to the function, a fee of 50% of the estimated total revenue may be charged.

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 A 15% surcharge applies on Public Holidays.

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
