



DISTINCTION COACHMAN HOTEL

• PALMERSTON NORTH •

Welcome to Distinction Coachman Hotel Palmerston North

Thank you for considering Distinction Coachman Hotel
for your event.

We have a selection of three meeting rooms available.
Whether it be for a small intimate meeting, large conference or
special event dinner, we have you covered. With everything from
room size, to catering, to onsite accommodation.

With attentive staff on hand to ensure your event runs smoothly
and is a success. This conference pack will give you an outline of
what we can offer to make your time with us stress free and
memorable.





DISTINCTION COACHMAN HOTEL

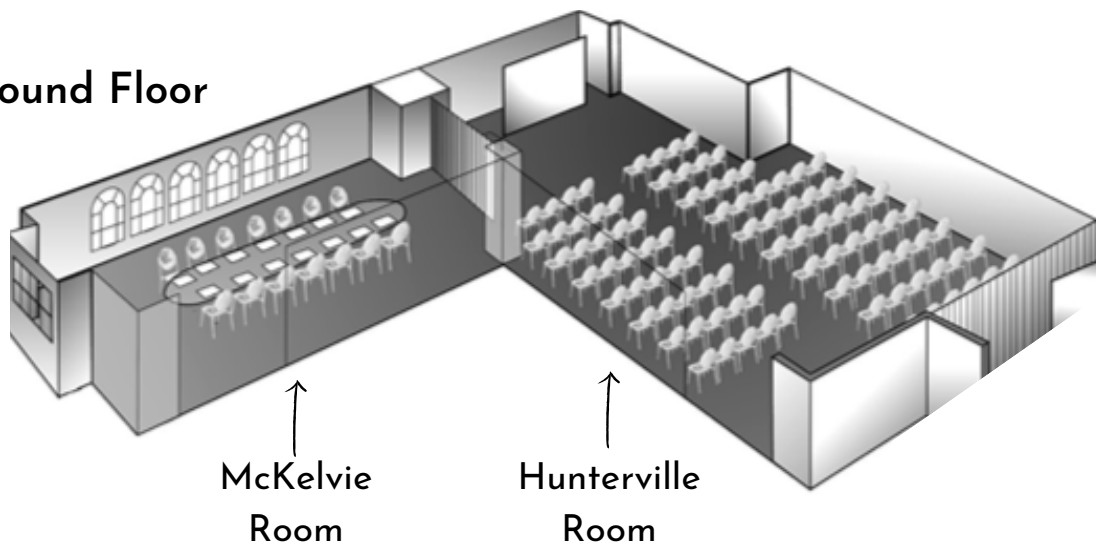
• PALMERSTON NORTH •

About your Event

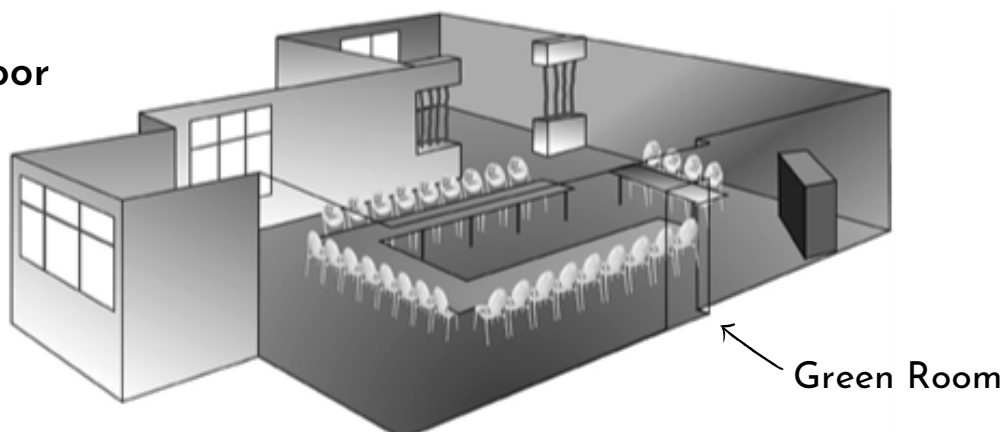
At Distinction Coachman Hotel we can cater to a range of conferences; from a small meeting of 3 or 4 people to a large event of 200 + people.

Our downstairs function rooms;
McKelvie Room & Hunterville Room are adjoining and open into one large open plan room, with central access to the Hunterville Bar and the Garden.

Ground Floor



Second Floor





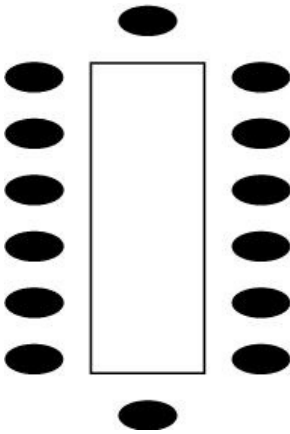
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Room Configuration Options

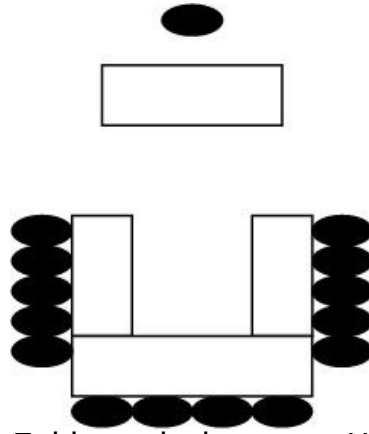
The following room configurations are designed to assist you choose your preferred conference setting; however please feel free to discuss alternative options with our conference team.

Boardroom Style



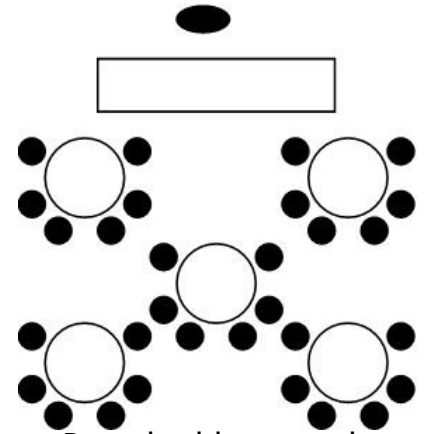
A large boardroom table; surrounded by chairs.

U Shape Style



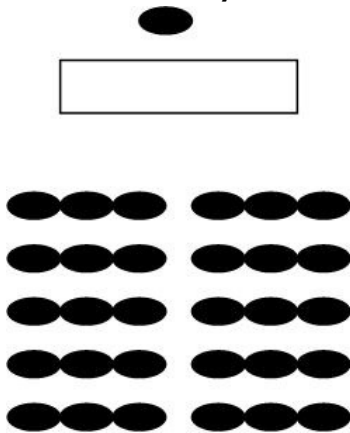
Tables with chairs in a U Shape opening facing the front of the room.
A Head table at the front of the room for the Facilitator.

Caberet Style



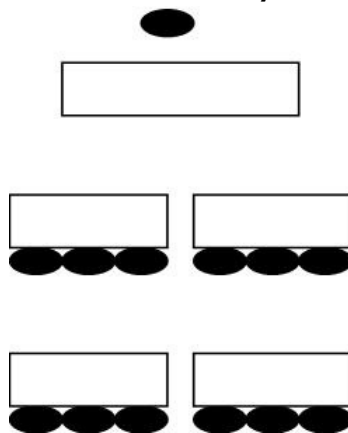
Round tables set only half way around.
A Head table at the front of the room for the Facilitator.

Theatre Style



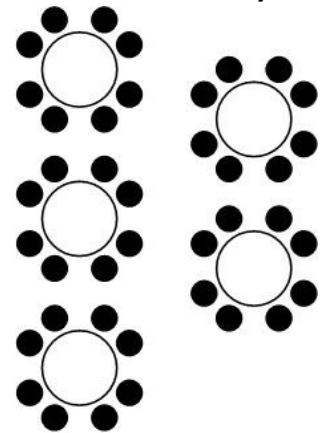
Rows of chairs facing the front with a centre aisle.
A Head table at the front of the room for the

Classroom Style



Rows of tables with chairs facing the front.
A Head table at the front of the room for the Facilitator.

Classroom Style



Round tables with chairs all the way around.
A Head table at the front of the room for the Facilitator.



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Huntermville Room

THEATRE	BOARDROOM	U SHAPE	CLASSROOM	CABARET	BANQUET	COCKTAIL
150	40	35	55	60	120	200

The Huntermville Room is the largest function room we have; with a capacity of up to 200 delegates. This increases when used in conjunction with the adjoining rooms.

It has hosted many events including seminars; catwalks; trade shows and large conferences. With easy access to the Huntermville Bar and our Garden, your guests can mix & mingle or have a beverage & relax while attending your conference or event.





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McKelvie Room

THEATRE	BOARDROOM	U SHAPE	CLASSROOM	CABARET	BANQUET	COCKTAIL
50	36	24	20	30	40	70

The McKelvie Room is located on the garden side of Distinction Coachman Hotel with beautiful views of our Garden.

The large windows provide an abundance of natural light.

The McKelvie room is perfect for your small to medium sized event; and larger events when used in conjunction with the adjoining Hunterville Room.

It also has easy access to Hunterville Bar and the Garden outside; the perfect place for your guests to relax and recharge during breaks.





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Green Room

THEATRE	BOARDROOM	U SHAPE	CLASSROOM	CABARET	BANQUET	COCKTAIL
75	30	25	25	35	50	80

One of our most private rooms located on the second floor of the Hotel, the Green Room overlooks the Garden below and offers wonderful natural lighting.

Being able to accommodate up to 75 people; it is suitable for most events; with two alcoves in the room that can be used for displays or breakout spaces.





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Hunterville Bar

Whether it is used as a breakout space for large functions, a Cocktail Party or a beverage with colleagues.

The Hunterville Bar offers a great atmosphere with doors out to the beautiful Garden or the cosy fire in the winter.



Garden

As a relaxing breakout area, the garden provides that much needed breath of fresh air for your delegates.





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Audio Visual

At Distinction Coachman Hotel, your conference room hire includes the standard in house equipment of a whiteboard; screen; lectern; pads & pens.

Audio Visual Equipment Cost Full Day

Sony Data Projector

\$175.00

Flipchart & Paper

\$20.00

Cordless Lapel Microphone

\$ 65.00

Cordless Hand Held Microphone

\$ 65.00

ALL AUDIO VISUAL PRICES INCLUDE GST

(Audio visual rates are subject to change)

Half-day equipment hire rates and hourly technician rates are available upon request.



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Refreshment Break

Mini Break

\$4.50pp

Freshly Brewed Filtered Coffee &
Specialty Teas

Standard Break

\$9.50 pp

Standard Freshly Brewed Coffee &
Specialty Teas
served with your choice of one
of the following

- Assorted Home-Made Cookies
 - Double Chocolate Brownie
- Blueberry & White Chocolate Muffins
 - Old Fashion Lamingtons
 - Scones with Jam & Cream

Deluxe Break

\$12.50 pp

Standard Freshly Brewed Coffee &
Specialty Teas
served with your choice of one
of the following

- Croissants with Ham & Cheese
- Traditional Mixed Savouries
- Assorted Club Sandwiches
- Selection of Cakes and Slices
- Selection of Danish Pastries
- Sausage Rolls with Tomato Sauce
- Sliced Seasonal Fruit Platter (df/gf/v)

Continuous Tea & Coffee

4 Hours \$6.50pp

Freshly Brewed Filtered Coffee &
Specialty Teas



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Finger Food

3 items - \$21.50pp

5 items - \$29.50pp

7 items - \$34.50pp

Cold Selection

Ham, Cheese & Tomato Croissants

Smoked Salmon, Cream Cheese Dill on Mini Blinis

Assorted Club Sandwiches

Prime Beef, Caramelised Onion, Herb Cream Cheese Crostini

Bacon, Cheese, Cos, Tomato & Aioli on an English Muffin

Hot Selection

Beef Skewers served with BBQ Sauce (df/gf)

Sausage Rolls with Tomato Chutney

Fish Bites with Tartare Sauce

Satay Chicken Skewers with Satay Sauce (df/gf)

Beef Sliders with Caramelised Onion & Swiss Cheese

Traditional Savouries with Tomato Sauce

Corn Fritters & Tomato Salsa

Sweet Selection

Caramel Slice (v)

Lemon Tarts (v)

Mud Cake (v)

Platter of Mixed Sweets (v)

Seasonal Fresh Fruit Platter (gf, df & v)

Freshly Brewed Filtered Coffee & Specialty Teas Included



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Platters

(Serves approximately 10 people per platter)

BREADS & DIPS PLATTER

\$80.00

Assorted Breads with a selection of Hummus, Tomato Relish, Olive Oil & Basil Pesto

ANTIPASTO PLATTER

\$120.00

Selection of Deli Meats, Pickled Vegetables & Cheese served with Crostini, Dips & Relish

MEDITERRANEAN PLATTER

\$110.00

Chicken & Prawn Skewers, Pickled Vegetables, Feta Cheese & a selection of Mediterranean Dips, Served with Flat Bread

CHEESE PLATTER

\$120.00

Local New Zealand Cheese served with Quince Paste, Gapes, Dried Fruits, Crackers & Breads

ORIENTAL PLATTER

\$120.00

Pork bao buns with Pickle & Sesame Dressing, Chicken Satay with Peanut Sauce, Spicy Vegetarian Wontons with Chili Sauce, & Vegetable Rice Wraps with Soy Sauce

CRUDITÉS & DIPS PLATTER

\$90.00

Mixed Raw Vegetables served with Dip

Sides

HOT FRIES

\$25.00

Served with a side of Aioli

WORKS WEDGES

\$45.00

Seasoned Wedges served with Bacon Bits, Cheese, Sour Cream and Sweet Chilli Sauce



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Canapes

(Minimum 15 people)

OPTION 1

\$15 per person - Choose 3 items

OPTION 2

\$23 per person - Choose 5 items

OPTION 3

\$30 per person - Choose 7 items

Any additional food items are \$4.00 per item

Cold Selection

Prawn Cocktail on lettuce GF.

Smoked Salmon & Pea Vol-au-Vents

Prime Beef, Caramelised Onion, herb cream cheese Crostini.

Tomato & Mozzarella Skewers, Pesto V/GF

Hot Selection

Mushroom Arancini balls V

Beef Skewers served with BBQ sauce DF/ GF

Fish Bites served with Tartare sauce.

Satay Chicken Skewer, Satay Sauce GF/DF

Prawn Skewers & Chilli Dressing GF/DF

Sweet & Sour Flame Grilled Meatballs GF/DF



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Buffet Menu

(Minimum 30 people)

Option 1

\$50pp

- Bread Rolls
- 2 x Salad Selection
- 2 x Hot Selection
- 2 x Dessert
- Filtered Coffee & Specialty Teas

Option 2

\$60pp

- Bread Rolls
- 2 x Salad Selection
- 3 x Hot Selection
- 1 x Carvery Selection
- 2 x Dessert
- Filtered Coffee & Specialty Teas

Option 3

\$70pp

- Selection of Breads & Spreads
- 3 x Salad Selection
- 4 x Hot Selection
- 1 x Carvery Selection
- 3 x Dessert
- Filtered Coffee & Specialty Teas

CARVERY

- Roast Beef with Mustard (gf/df)
- Roast Pork Leg with Garlic & Herbs (gf/df)
- Pineapple Maple Glazed Ham (gf/df)

SALAD SELECTION

- Mixed Leafy Green Salad with a Honey Mustard Dressing (gf/df/v)
- Caesar Salad
- Rustic Potato & Bacon Salad (gf)
- Coleslaw Salad (gf/v)
- Pasta Salad with Pesto
- Beetroot, Walnut & Feta Salad (gf/v)
- Broccoli & Nuts Salad (gf/v)
- Moroccan Chickpea Salad

HOT SELECTION

- Baked Fish with Lemon & Herb (gf)
- Roast Chicken (Teriyaki or Moroccan) (gf/df)
- Mild Butter Chicken with Basmati Rice (gf)
- Char Siu BBQ Pork
- Steamed Seasonal Vegetables (gf/df)
- Lamb Ragout with Rice (gf/df)
- Potato Gratin (gf/v)
- Roasted Vegetables (gf/df)
- Roasted Baby Potatoes & Rosemary
- Beef Stroganoff with Fettuccini
- Thai Green Curry with Rice (gf/df/v)

DESSERT

- Fruit Salad (v)
- Chocolate Brownie with Chocolate Sauce
- Apple & Berry Crumble with Custard
- Lemon Meringue Pie
- Assorted Cheesecake
- Sticky Date Pudding with Caramel Sauce
- Pavlova (gf)
- Tiramisu

Set Menu

Choose 2 Entrees,
2 Mains & 2 Desserts
to create your Set Menu

Main & Dessert \$50pp
Entrée, Main & Dessert \$60pp

Artisan Bread & Dips (v)
*Included with all options

Entrée

Caesar Salad (v)
lettuce, parmesan, crouton,
bacon, caesar dressing

Salt & Pepper Squid (df)
lemon mayo

Sticky Crispy Hoisin Pork Belly Bites
Celeriac puree, pickle vegetable

Mains

Rib Eye Steak 200g (df)
with duck fat potatoes, broccolini
and red wine jus

Pan Seared Salmon (gf)
warm roasted vegetables, chickpea salad,
salsa verde

Portobello Mushroom Linguini (v)
fresh linguine, confit onion, baby spinach,
parmesan, truffle oil

Dessert

Basque Cheesecake (gf)
vanilla bean cheesecake
mixed berry compote, chantilly cream

Fudgey Chocolate Cake
whipped ganache, coffee meringue,
vanilla ice cream

Hazelnut Espresso Martini Slice (gf)
affogato ice cream, martini sauce

*Vegan options available



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Accommodation

HOTEL STANDARD ROOMS:

These Standard rooms are equipped with a queen size bed, and a single bed or a double bed in the room.

There is an ensuite with a shower over a bath.

Sleeps: 1 - 3 people

HOTEL DELUXE ROOMS:

These rooms are on our top floor; equipped with a king size bed and many have a double fold out couch in the room.

Ensuite with either a shower over a bath or an extra large shower.

Sleeps: 1 - 3 people

MOTEL STUDIO ROOMS:

All Studio rooms are equipped with a queen size bed or a king size bed; many have an additional single bed in the room.

There is an ensuite with a shower only.

Sleeps: 1- 3 people

MOTEL FAMILY SUITES:

These rooms are designed to sleep people in the bedroom and the lounge.

Some have a small kitchenette is attached to the lounge.

There is an ensuite with a shower or a shower over a bath.

Sleeps: 1 - 4 people





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Distinction Coachman Hotel

Conference Terms & Conditions

TENTATIVE BOOKING

Distinction Coachman Hotel will tentatively reserve your venue for a maximum of seven (7) days, if written confirmation and deposit is not received, we reserve the right to release your booking.

CONFIRMATION AND DEPOSIT

Confirmation must be received by the hotel seven (7) days after receiving the booking agreement, with deposit paid in full and credit card number to guarantee this booking. If not received management of the Hotel reserves the right to cancel the booking, relocate rooms or vary pricing. Once confirmation is received the price quoted when booked will remain.

FINAL PAYMENT

Please note that a surcharge of 1.85% will be applied to all Visa and Master Card Credit Cards & 3.5% on American Express Credit Cards. Alternatively, you may wish to pay by Internet Banking prior to the event; Cash or Eftpos payments will not incur a surcharge. If you have a credit facility approved by the Hotels Credit Manager an account will be sent. Where credit facilities have not been arranged, extra accounts (eg: dinner, laundry, telephone charges, liquor and any other miscellaneous charges) for the client, the client's guest or invitees with accommodation in the Hotel, this must be paid on departure. In the event these accounts are not settled at that time, the client accepts liability to pay the extra charges on the conference account.

ATTENDANCE NUMBERS

Final attendance numbers must be confirmed no later than seven (7) days prior to the Commencement of the event. This number will constitute the minimum charge basis. In the event of your final numbers being less than those stipulated at the time of booking we reserve the right to utilise alternative conference rooms.

ALLOCATED FUNCTION ROOM

The Hotel can relocate groups if numbers change and reserve the right to use the function room when conference sessions have finished for the day. The client agrees to commence and complete the Function at the scheduled time outlined in the Confirmation.

FOOD & BEVERAGE

Food & Beverage of any kind will not be allowed onto the premises for consumption by the Client or the Client's guests and invitees without prior arrangement. All menu and beverage selections must be made and confirmed 14 days prior to event commencing. Changes thereafter will be at the discretion of the Hotel.

DECORATIONS

Distinction Coachman Hotel does not allow pins in the wall, glitter or live flame

PUBLIC HOLIDAYS

Distinction Coachman Hotel will place a surcharge of 15% on all functions held on a public holiday.



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CHANGE OF DATE

We understand that you may need to change the date of your function we will attempt to fit in with any changes of date where space is available. Your deposit will be rolled over for the new dates. If the requested dates are not within 30 days of the original dates booked, then the change will be treated as a cancellation (see cancellation terms & conditions).

CANCELLATION

We would be disappointed if your event was to be cancelled. However, we realize circumstances occasionally make this necessary. If the Event is cancelled, the following conditions will apply:-

:NOTICE OF MORE THAN 60 DAYS

Your deposit (if paid) will be refunded provided that the booked space is subsequently re-booked.

:NOTICE OF 60 - 30 DAYS

50% of your deposit (if paid) will be refunded, provided that the booked space is subsequently re-booked

:NOTICE OF 30 DAYS OR LESS

Due to the cost incurred, at this stage, unfortunately no refund can be made. A further cancellation fee equal to 20% of the total value of the event, will be made at the discretion of the General Manager of Distinction Coachman Hotel Palmerston North. This will apply and be payable immediately upon request by the General Manager. Distinction Coachman Hotel is not responsible for the cancellation of the event due to any reason beyond its reasonable control including industrial dispute.

:NOTICE OF 5 DAYS OR LESS

In the event of a cancellation made within 5 working days of the event, full room hire will be charged along with 100% of food & beverage items

PREVENTING DAMAGE

The patron is financially responsible and agrees to indemnify Distinction Coachman Hotel Palmerston North for all damage sustained to the Hotel and its grounds during and event as an action of invitees and or guests of the organizer.

This also applies to any damage caused during the event staying overnight at the Hotel.

Although accidents often happen; damage to our function rooms can easily be prevented by good communication between your organizer and our team when arranging posters and displays. If necessary, repair or replacement charges may be passed on. No staples, sticky or masking tape, glues, pins, or Velcro on our walls.



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ACCOMMODATION BOOKINGS

Where credit approval has been granted by the hotel to a company/organisation, that company/organisations written authorisation will be accepted and full payment is required 30 days following receipt of the hotel's invoice. In the event the company/organisation has not guaranteed all charges Distinction Coachman Hotel Palmerston North will request a credit card imprint or cash deposit in lieu of that authorisation.

Individual Bookings

- * Cancellations received later than 24 hours prior to day of check in will be subject to one night's rate cancellation fee.
- * Guaranteed reservations that have not been fulfilled by 6.00pm on the day of arrival will be charged a "no show" fee of one night's rate subject to the hotels discretion.
- * In the case of over booking, the hotel will book alternative accommodation for guaranteed reservations at a nearby comparable hotel & pay for any difference in room rate.

Group Bookings - 10+ Rooms

- * Guaranteed room allocations/room lists for group bookings are required at least 30 days prior to the group's arrival, at which time any unallocated rooms will be released back to the hotel.
- * After receipt of a 30-day confirmed booking, the booker may cancel up to two rooms, without incurring cancellation charges.
- * Any cancellations in excess of this will result in a cancellation fee of the one night's accommodation charge.

INSURANCE

Distinction Coachman Hotel Palmerston North takes care with the security and protection of property and guests. We are unable to accept any responsibility for damage or loss of property left in the hotel prior, during, or after an event, as the case may be. We recommend patrons arrange their own insurance.

ROOM ASSIGNMENT

If the room or rooms reserved cannot be made available to the Patron for causes beyond the control of Distinction Coachman Hotel, the hotel reserves the right to substitute similar or comparable accommodation for the event. Which substitute shall be deemed by the patron as full performance of the hotels obligations under the agreement. This applies to accommodation, meeting and banquet rooms. Please note that conference space reserved during the days is subjected to reletting for the evening functions, unless alternate arrangements have been made.



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CONDUCT OF EVENT

The patron agrees to begin its event at the scheduled time and agrees to have guests, invitees and other persons vacate the designated event space at the closing hour indicated. If the hotel has reason to believe that the event or any part of it will affect the smooth running of the hotel business, its security or reputation, Distinction Coachman Hotel reserves the right to cancel the event or any part of it at the discretion of the General Manager and without notice or liability.

The event shall be conducted in all respects in an orderly and lawful manner and in accordance with the conditions attached to the Hotels Licences granted pursuant to the Liquor Act 1982.

The Hotel reserves the right to terminate the event immediately in the case of any costs, damages or expenses whatsoever arising. The hotel reserves the right to exclude or remove any and all undesirable persons from the Hotels premises without liability.

FORCE MAJEURE

Neither party shall be liable in damage or have the right to terminate this agreement for any delay or default in performing hereunder. If such delay or default is caused by conditions beyond its control including, but not limited to acts of God, Government restrictions (including denial or cancellation of any export or other necessary license), wars, insurrections and/pr any other cause beyond reasonable control of the party whose performance is affected.