



all seasons Colonial of Norfolk Island

Meeting, Conferences and Special Event Kit 2010/2011



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Index



Section 1

Hotel Location	3
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Section 2

Conference Rooms Capacities	4-5
Audio Visual Equipment	6

Section 3

Day Conference Package	7-8
------------------------	-----

Section 4

Breakfast Menu	9
Morning & Afternoon Tea	9
Working Lunch Menu	10
Set Menu	11
Buffet Menu	12
Cocktail Menu	13
BBQ Menu	14
Beverage Menu	15

Section 5

The World of Norfolk... Adventure, Leisure, Pleasure	16
--	----

Section 6

Terms and Conditions	17-18
----------------------	-------

Section 7

Contact Details	19
-----------------	----

Section 1

Hotel Location



all seasons Colonial of Norfolk Island

A short flight away, floating in the idyllic South Pacific is the perfect backdrop to your next conference or event – “The World of Norfolk”.

Described by Captain James Cook as “paradise on earth”, Norfolk Island is blessed with breathtaking scenery, steeped in a history of discovery and proud of a culture as unique as its beauty. From a relaxing stay immersed in this rich extraordinary culture to soft eco adventure Norfolk Island is a destination that will awe you awake to a world you thought was lost.

From intimate to cocktail style for 250 delegates, All Seasons Colonial of Norfolk Island’s provision for conferencing is all encompassing. With a selection of accommodation styles, dedicated conference facilities, superb set or bespoke menus, unrivalled service through to a myriad of unique extra curricular activities; we provide a complete venue.

With Packages from \$135.00 per delegate, exemplary local knowledge and a flair for excellent service, partner with All Seasons Colonial of Norfolk Island to deliver awe-inspiring in “The World of Norfolk”.

Section 2

Conference Rooms and Capacities



Conference Room Capacities

Space	Theatre	Classroom	Banquet	Dinner Dance	Reception	Cocktail
Sirius Room	160	120	150	120	160	250
Norfolk Room	25	16	24	na	na	na
Annabelle's Restaurant❖	na	na	70	na	na	100
Club Lounge	na	na	na	na	na	30
Garden Rotundas	na	na	40	na	na	55
Poolside	na	na	60	na	na	120
Gardens	na	na	na	na	na	na

❖ Annabelle's for cocktails can house additional numbers with joint use of Garden Rotundas. Weather inclement.

Sirius Room

Non Package Room Hire

AU \$215.00* per day

AU \$130.00* per half day

The Sirius Room is a purpose built conference facility, opening out to a covered patio area and flowing into an adjacent garden waterfall setting. It supports the following features:

- fully suspended high ceiling ensuring uninterrupted views from all seating positions
- large elevated stage with PA system
- beautiful natural light or black out curtains if required
- rear wall projection surface
- roll out sub stage to extend the dais area
- portable dance floor
- large in room bar facilities

Annabelle's Restaurant

Non Package Room Hire

AU \$150.00 per function

Large restaurant space overlooking sub tropical gardens and immersed in natural light. A baby grand piano can add to the ambiance of the function, while access to Garden Rotundas is available for additional space or an outdoor element.

Norfolk Room

Non Package Room Hire

AU \$85.00* per day

AU \$65.00* per half day

An intimate room bathed in natural light and overlooking the hotels front gardens, it is ideal for breakouts, small meetings and dinner functions.

Section 2

Conference Rooms and Capacities cont'd



Club Lounge

Non Package Room Hire

AU \$85.00* per day

AU \$65.00* per half day

Adjacent to the primary hotel bar this is a perfect area for small cocktail receptions or as a breakout area.

Garden Rotundas

Non Package Rates

AU \$85.00* per day

AU \$65.00* per half day

Immersed in beautiful sub tropical gardens these rotundas take advantage of the outdoors while being covered and easily accessible for delegates. Perfect for smaller groups to enjoy all meals and intimate cocktail receptions. A baby grand piano can add to the ambiance of these functions.

Poolside

Non Package Rates

AU \$150.00 per function

A magnificent wooden decked outdoor space set among the hotels sub tropical gardens. Perfect for evening cocktails or a barbeque under the stars. Fully lit area with audio facilities.

Gardens

Non Package Rates

Complimentary

Weather permitting, host an event within the immaculate sub tropical gardens of the hotel grounds. There are numerous garden settings to suit your requirements.

*Inclusive of audiovisual equipment

Offsite and Themed Dining

Numerous outdoor island venues are available to make a point of difference to your dining island style. Consultation per group is required. These addition experiences can add a little wow to your itinerary.

Consider:

- Candlelit formal dining among 200 year old convict ruins or beautifully restored settlement buildings.
- Majestic cliff top canapés at sunset.
- Beachside barbeques for breakfast, lunch or dinner.
- A progressive island fare dinner hosted by local residents in their homes.
- Island Style Fish Fry.

Other excellent opportunities are provided by local companies or our Executive Chef can assist in creating a unique, event specific dining experience.

Section 2

Audio Visual Equipment



Audiovisual Equipment

Provision is made at no additional charge for all standard equipment required to host your conference or event. Alternative equipment can be hired on the island at a small additional cost.

The following is included in all packages:

- Digital projector (data/video).
- PA system & Microphone.
- Multi-region DVD / CD player with Dolby digital sound.
- Overhead projectors.
- Slide Projectors.
- Lectern.
- Fixed and mobile projection screens.
- Whiteboards.
- Easels.
- Flipcharts.

Section 3

Day Conference Packages



Conference Package

AU \$135.00 per night per person – twin share

AU \$220.00 per night – sole use

Rates are inclusive of:

- Accommodation - Garden Rooms❖. Available configuration double or twin. Appointments include ISD telephone, television, tea/coffee facilities, iron/ironing board, and hairdryers.
- Full cooked Buffet Breakfast.
- Working Luncheon.
- Morning and Afternoon Tea.
- Conference Room Hire.
- Audiovisual equipment.

Executive and Superior Rooms are available at an additional charge or alternative packages can be constructed to fulfill your requirements.

all seasons Colonial of Norfolk Island offers a selection of room options

Executive Poolside Room is a superior room overlooking the pool area, set among beautiful sub tropical gardens. Each stylish room comprises a king bed, private bathroom, colour television, IDD phones, clock radio, refrigerator, fan, iron/board, hair dryer and tea/coffee facilities. Recline and relax.

Superior Rooms are located on the ground floor and are within easy access to the main hotel and lobby. These are attractive rooms that comprise king or queen beds, private bathroom, colour television, IDD phones, clock radio, refrigerator, fan, iron/board, hair dryer and tea/coffee facilities.

❖Garden Rooms are the standard room for Conference Packages. Located on both the ground and 1st floors with many on the ground having a private terrace to enjoy the hotel gardens and connect to nature. Facilities comprise king or queen beds, private bathroom, colour television, IDD phones, clock radio, refrigerator, fan, iron/board, hair dryer and tea/coffee facilities.

❖ **Not all Garden Rooms have terraces. Please check with reservations when booking.**

Section 3

Day Conference Packages cont'd



Centrally located, close to Norfolk Islands popular shopping precinct, restaurants and most attractions, coupled with the dedicated in-house conference facilities All Seasons Colonial of Norfolk Island is a perfect choice for any conference.

Additional features include:

- Cocktail Bar.
- A La Carte Restaurant.
- Swimming Pool.
- Complimentary use of neighboring Tennis Courts.
- Guest Laundry.
- Complimentary Coach Service to Shopping Precinct.
- Tour Desk.
- Coffee Lounge.
- Barbeque Facilities.
- Secretarial Service.
- Internet Kiosk and Wireless Facilities.
- Complimentary Cocktail Party Weekly.
- Complimentary "Islanders" Arrival Drink.
- In-house Austar.

Section 4

Breakfast Menu, Morning & Afternoon Tea



Continental Breakfast

\$24.00 per person

Fresh fruit juices
An assortment of cereals
Selection of preserves, honey and spreads
Fruit Compote
Coffee and tea

Full Buffet Breakfast

\$29.00 per person

Fresh fruit juices
An assortment of cereals
Selection of preserves, honey and spreads
A platter of seasonal fruits
Eggs
Bacon
Breakfast sausages
Mushrooms
Tomatoes
Coffee and tea

Morning & Afternoon Tea

Freshly Brewed Coffee & Tea ♦
\$4.00 per person

Freshly Brewed Coffee & Tea ♦
with a Selection of Biscuits
\$7.00 per person

Freshly Brewed Coffee & Tea ♦
With a Selection of Freshly Baked Cakes
Oven Fresh Scones with Jam & Cream
Selection of Biscuits
\$11.00 per person

Freshly Brewed Coffee & Tea ♦
Orange & Tropical Fruit Drink
With a Selection of Muffins
Oven Fresh Scones with Jam & Cream
\$12.50 per person

♦ Herbal Teas and decaffeinated coffee are available on request at a nominal charge.

Section 4

Working Lunch Menu



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Working Lunch Menu

Menu 1

Assorted Sandwiches
Fresh Fruit Platter or Biscuits
Orange Juice
Freshly Brewed Coffee & Tea
\$17.50 per person

Menu 2

Assorted Danish Style Open Sandwiches
One Hot Fork Dish (Chef's Choice - Changes Daily)
Tossed Salad
Cheese & Dried Fruit Platter
Orange Juice
Freshly Brewed Coffee & Tea
\$23.00 per person

Menu 3

Selection of Cold Meat Platters
Three Salads & Condiments
Two Hot Fork Dishes (Chef's Choice - Changes Daily)
Cheese & Dried Fruit Platter
Freshly Baked Bread Rolls & Butter
Orange Juice
Freshly Brewed Coffee & Tea
\$31.00 per person

Freshly brewed Coffee and Tea
Herbal Teas and decaffeinated coffee are available on request at a nominal charge.

Section 4

Set Menu



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Set Menu

Two Course Set \$34.00 per person

Three Course Set \$42.00 per person

Please note: an alternate drop menu incurs an additional charge of \$2.00 per person.

Entrée

Black Bean, tomato & spinach minestrone
Saffron Gnocchi, roast tomato, olive & caper
Coconut Battered Prawns guava compote
& chilli caramel
Vietnamese Spicy Beef & Noodle Salad
peanut & sesame sauce
Smoked Local King Fish Tart tomato
& raisin relish

Main

Scotch Fillet, mustard braised
cabbage with home made chips
Grilled Local Fish, kumera mash, steamed
broccoli & lemon butter sauce
Roast Chicken with soy, ginger &
cucumber on egg noodle
Braised Lamb Shank, lemon & thyme
roast garlic puree
North Indian Pork Curry, mango chutney
pappads & Basmati rice

Dessert

Traditional Lemon Pie, cream, ice cream
Peach Crumble, custard
Chocolate Brownie, vanilla cream
Apple & Cashew Strudel, cream
Fruit Trifle

Other

Antipasto Selection, meats, cheeses, vegetables,
grissini & lavosh, dips & bread basket.

These are per three persons \$12.00 per person

Cheese Selection Australian & New Zealand
cheeses, handmade lavosh, with nuts & dried
fruit.

These are per three persons \$12.00 per person

Freshly brewed Coffee and Tea
Herbal Teas and decaffeinated coffee are available
on request at a nominal charge.

Section 4

Buffet Menu



Buffett Menu 1

\$32.00 per person
Minimum 25 persons

Entree

Local Spinach & Bacon Soup, corn fritters

Main

Roast Pork Collar Butt, macadamia dalo
Banana Leaf Wrap Baked Chicken
Local Battered Fish

All of the above are served with steamed vegetables, roast potatoes, garden salad, potato salad, coleslaw and condiments apple sauce & gravy.

Dessert

Steamed Lemon & Coconut Pudding
Peach Crumble, custard
Chocolate Mousse

Freshly brewed Coffee and Tea
Herbal Teas and decaffeinated coffee are available on request at a nominal charge.

Buffet Menu 2

\$38.00 per person
Minimum 25 persons

Entree

Cream of Pumpkin & Honey Soup

Main

Roast Beef
Roast Leg of Local Pork with apple sauce & gravy
Island Chicken, pineapple & coconut
Local Grilled Fish with lemon & caper sauce
Fettuccine Cabonara

All of the above are served with steamed vegetables, roast potatoes, garden salad, potato salad, coleslaw and condiments apple sauce & gravy.

Dessert

Traditional Lemon Pie, cream, ice cream
Vanilla & Rum Slice
Apple & Cashew Strudel, ice cream
Steamed Lemon & Coconut Pudding

Freshly brewed Coffee and Tea
Herbal Teas and decaffeinated coffee are available on request at a nominal charge.

Section 4

Buffet Menu cont'd



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Island Buffet Dinner●

\$42 per person

Minimum 30 persons

Bakery

Freshly baked island style damper

Soup

Cream of Pumpkin & Honey Soup

Cold Selection

Assorted Platters of Cold Meats

Assorted Salads with dressings & condiments

Baked Local Fish in lemon & pepper sauce

Anna (sweet potato)

Pilhi (made from kumera, ripe bananas & pumpkin)

Tahitian Fish in coconut cream

Hot Selection

Perko's Island Fish Fry

Roast Leg of Local Pork with apple sauce & gravy

Island Chicken, coconut & pineapple

Roast Kumera & Carrot

Steamed Vegetables

Desserts

Traditional Lemon Pie, cream, ice cream

Fruit Salad & cream

Coconut Pie

Apple & Cashew Strudel, cream

Freshly brewed Coffee and Tea

Herbal Teas and decaffeinated coffee are available on request at a nominal charge.

●Subject to seasonal variation

Section 4

Cocktail | BBQ Menu



Cocktail Menu

\$20.50 per person per hour or part there-of
Minimum 30 persons, maximum 250 persons

Assorted Dips with crudities & crackers
Mixed Roast Nuts & crisps

Cold Canapés

Bruschetta with tomato & basil
Assorted Sushi Rolls with a soya &
wasabi dipping sauce
Smoked Salmon Rosettes with
sour cream & chives

Hot Savouries

Mini Quiches
Vegetable Samosas with plum sauce
Spicy Meat Balls with tatziki dressing
Fish Pieces crumbed, served with tartar sauce
Chicken Wings, marinated & roasted
Chicken Satay
Mini Spring Rolls with a soy & chilli dipping sauce

BBQ Menu

Sandwiches & Salads

A selection of cold cuts, salads & fresh baked
bread presented for guests to help themselves;
muffins & cakes, tea & coffee.

\$12.00 per person

Family Style B.B.Q.

Homemade Sausages, Chops & Steak, salad
favourites, served to the long table, cake stand,
tea & coffee.

\$18.00 per person

Norf'k Fish Fry

Fresh Local Fish fried in our special spicy coconut
batter, salads, jacket potatoes, fresh bread, cake
stand, tea & coffee.

\$24.00 per person

Premium BBQ

Beef tenderloin, lamb cutlets, Norfolk sausages,
seafood skewers, steamed prawns, cold cuts &
cheese, salads, roast vegetables, steamed greens,
cake stand, tea & coffee.

\$32.00 per person

Section 4

Beverage Menu



Bronze

Cask Wine, Basic Beer & Soft Drinks

First hour or part thereof \$10.50 pp
 Additional hours or part thereof \$9.00 pp/ph

Silver

Bottled Wine, Basic & Premium Beers, & Soft Drinks

First hour or part thereof \$16.50 pp
 Additional hours or part thereof \$12.50 pp/ph

Gold

Bottled Wine, Basic & Premium Beers, Basic Spirits & Soft Drinks

First hour or part thereof \$18.50 pp
 Additional hours or part thereof \$14.50 pp/ph

Nominated Value

The host can nominate a value of beverages to be served. The Bar Manager will keep a running total & advise the host at regular intervals of the balance left.

Additions to package

Pre Dinner Cocktails \$6.00 per person

Serve a classic cocktail along with your other beverages as your guests arrive. Options include a Pina Colada, Fruit Daiquiri or Mocha Choca.

After Dinner Dessert Wine/Port \$5.00 per person

Serve a glass of Australian dessert wine ▶ with dessert or port ▶ after dessert.

After Dinner Liqueur \$7.00 - \$8.00 per person

Serve a glass of liqueur on ice with your tea and coffee. Options include Cointreau, Baileys Irish Cream, Kahlua, Tia Maria or Sambucca.

On-consumption option

If you are not selecting a package, we have the following list of beverages available on a consumption basis, whereby you pay for what is consumed. Alternatively, your guests can pay cash for their own beverages.

Wines

Please request our current wine list

Spirits

Standard	\$5.50
Premium	\$6.50
Deluxe spirits and liqueurs	\$8.00

Soft Drink

By the glass	\$3.00
Carafe	\$10.00

Beer

Bottled Premium	\$5.50 - \$6.50
Bottled Imported	\$7.00 - \$8.00

Juices

By the glass	\$3.00
Carafe	\$10.00

▶ Unless otherwise specified these are house beverages.

Section 5

The World of Norfolk... Adventure, Leisure, Pleasure



When you're not working hard enjoy the local lifestyle...

- **Archery** for team building.
- **Arts & Crafts** Watch local artisans in action, from traditional weaving to pottery.
- **Clubs and Associations** Norfolk is home to numerous clubs and association branches, who are always happy to welcome visitors to their meetings and events.
- **Birdwatching** The Island boasts a bird list of one hundred and sixteen species.
- **Bushwalking** on one of the many trails through natural rain forests or National Parks and everywhere in between.
- **Cycling or Mountain Biking** Not for the faint hearted as Norfolk has some hills but there are many leisurely courses to explore the island on your own.
- **Dining** and enjoying seasonal local produce, Island style.
- **Discovering** the Islands diverse history.
- **Diving** in pristine waters.
- **Fishing** for the local catch of Trumpeter to take home and fry up.
- **Golf** on a spectacular sea side course.
- **Gym** if you can't find enough to do you can always work out at the local gym.
- **Horse Riding** with island views.
- **Hula** Learn the art of hula from traditional Tahitian descendents (seasonal activity).
- **Kayaking** Soft eco adventure.
- **Lawn Bowls** Visitors are always welcome at the weekly games or organize private barefoot bowls.
- **Massage & Alternative Therapies** Remedial or relaxation numerous qualified practitioners available.
- **Restaurants & Cafes** Seasonal produce abounds and is available in award winning restaurants and cafes across the island.
- **Scenic Flights** for a birds eye view of "The World of Norfolk".
- **Shopping** to find the perfect island gift at the weekly markets or enjoy a diverse selection of stores.
- **Skeet Shooting** to keep the coordination in tact.
- **Snorkeling** in sheltered bays, discovering an aquatic wonderland.
- **Squash** to get the heart rate up. Local competitions or for leisure.
- **Stargaze** Zero light pollution will have you lost in the heavens.
- **Surfing** Challenging you on some of the unique Norfolk breaks.
- **Swimming** in pristine azure waters.
- **Tennis** Complimentary with courts opposite the hotel.
- **Touring** the island on one of the diverse tours ranging from historic ruins to the delights of wineries and coffee plantations. From sustainable farming to local resident hosted progressive island style dinners. Everything will delight the senses.
- **Walking** everywhere is a delight, but make sure you take a touch at night...we don't have street lights.
- **Yoga** The island has a number of dedicated yoga centres with fully qualified instructors.

Section 6

Terms and Conditions



1. BOOKINGS

A written proposal will be provided for all enquiries outlining the terms of booking. Tentative bookings will only be held for 7 days without the payment of a deposit. A booking will only be considered as confirmed once a deposit & signed terms and conditions are received. Security Bond is applicable for all functions booked at the All Seasons Colonial of Norfolk Island.

2. DEPOSIT / TERMS AND CONDITIONS

A booking is considered to be confirmed when the deposit and signed terms & conditions are received. Should the customer fail to provide a deposit/terms and conditions by the deposit due date, the All Seasons Colonial of Norfolk Island may treat the booking as cancelled by the customer.

3. SECURITY BOND

A \$200 Bond is required for all function bookings (deducted from the deposit). The bond is refundable at the discretion of Management based on any excessive cleaning or damage to the premises

4. FINAL NUMBERS / FINAL PAYMENT

Final numbers of guests attending the function are to be advised, two business days prior to the function. Full pre-payment for catering is also required at time of confirmation of numbers or actual numbers attending the function, whichever is the greater.

5. CANCELLATIONS

For cancellation of confirmed bookings the following conditions apply:
All cancellations must be in writing to the All Seasons Colonial of Norfolk Island
If the event is cancelled more than 60 days prior to the event, then the full deposit will be refunded
If the event is cancelled within 60 days of the event then the deposit is non refundable unless the function area is rebooked for that relevant date.
If the event is cancelled within 3 working days of the event the client will incur a 100% cancellation fee of the bookings value.

6. LATE BOOKINGS

Bookings made within 14 days will be held for 5 days with no cancellation fees applicable.

7. NOISE

In consideration of the All Seasons Colonial's in-house guests and nearby neighbors', all functions are requested to keep noise to a bare minimum after 12pm. The All Seasons Colonial of Norfolk Island reserves the right to ask guests to vacate the premises should they be unable to comply with this request.

Section 6

Terms and Conditions cont'd



8. LOSS

The All Seasons Colonial of Norfolk Island accepts no responsibility for loss or damage to any item of equipment, furniture or other property brought onto the premises by the customer or persons authorised by the customer.

9. DAMAGE

Clients must assume full responsibility for their guests and any damage that may occur to hotel property as a result of the function and will therefore be held liable.

10. ALCOHOL AND FOOD

No food or beverages may be brought into the All Seasons Colonial of Norfolk Island by the customer or the customer's guests for consumption on the premises, unless otherwise approved in writing by management.

11. RESPONSIBLE SERVICE

The All Seasons Colonial of Norfolk Island shall be responsible for ensuring the function is conducted in an orderly manner and in compliance with the rules and laws that govern the operation of a licensed premise under Norfolk Island Law with regard to the responsible service of alcohol.

12. UNDER AGE PATRONS

Underage Children are not permitted in licensed areas unless accompanied by their parent or legal guardian.

13. MENUS

All Function Menus are based on minimum numbers and are subject to change at any time at the Chef's discretion should the produce not be available on Norfolk Island.

14. DECORATIONS, THEMING & AUDIO VISUAL EQUIPMENT

The All Seasons Colonial of Norfolk Island permits clients to bring in their own decorations, theming and Audio Visual equipment onsite. Anything not collected within 3 working days after the function will be discarded.

15. SMOKING

Smoking is not permitted anywhere inside the All Seasons Colonial of Norfolk Island. There are designated external areas to be used at all times.

Section 7

Contact Details

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Resort of the Year – South Pacific Showcase 2002

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