

## *Groups and Meetings at Kinloch lodge*

Thank you for considering us a venue for your function. You can rest assured that the Kinloch team will deliver excellent home hosted hospitality in keeping with the theme or style of your event. We aim to exceed your expectations and ensure your guests are warm, comfortable, well fed and receive great service whether they're here for lunch or a couple of days.

### *A bit about us.....*

We're an hour away from Queenstown – but the contrast is so huge we could be a1000 miles away! Our unspoiled lakefront setting surrounded by world class vistas makes us a great location for a daytime function- be it a brief lunch, a leisurely feast of fine foods and wines or an opportunity to get the team away from the coal face for some serious uninterrupted reflection.

You can combine a lunch at Kinloch with many of the other activities on offer at the head of the lake which means we're part of the perfect day out from Queenstown.

Our tiered menu options and range of accommodation types means we can put together inclusive daytime and overnight packages specifically for your group.

If you have visited or stayed at Kinloch Lodge before you will have a good idea of how we operate. If it's been a while since you stayed, you'll be pleasantly surprised at what's changed. If you haven't been before and live in the area we recommend that you come out to meet us and have a tour around our site.

Kinloch Lodge is a special lakefront retreat where our guests enjoy a unique and amazing location with recognised historic significance. We are an excellent place for your group to come and we have six years experience of working hard to ensure groups get the very best out of a stay at Kinloch.

We're well known locally with many function groups coming from the Otago / Southland area to Kinloch to celebrate birthdays, anniversaries, undertake management retreats, a team building event or simply get together with a great group of friends and enjoy a time away in a fantastic location. Our reputation is for hearty food, a great selection of wines and our guests regularly comment of the helpfulness of our staff.

The rest of this document is set out to help you plan for your function. Don't forget we can theme or tailor our arrangements to suit your needs and can give you lots of advice on the activities available in our area. We will negotiate discounts for your group with local activity operators If you have any further questions please don't hesitate to phone us at Kinloch – 03 442 4900 or email us at [reservations@kinlochlodge.co.nz](mailto:reservations@kinlochlodge.co.nz)

Toni and John look forward to seeing you at Kinloch and helping make your visit into a wholehearted success

## *Accommodation for groups at Kinloch Lodge*

We can sleep 52 on site. We publish the rates for our range of accommodation types and also our rate for the exclusive hire of the whole site on our website [www.kinlochlodge.co.nz](http://www.kinlochlodge.co.nz)

You can find a site plan & room/ bed allocation list on our website at [www.kinlochlodge.co.nz/groups/groups.htm](http://www.kinlochlodge.co.nz/groups/groups.htm)

Our accommodation complex is of 3 to 4 star standard and comprises 2 distinct areas – the Wilderness rooms which are similar to high quality Youth Hostel type accommodation, and our 6 Heritage rooms in the original 1868 homestead which normally operate as B&B style accommodation.

The majority of our rooms share communal bathrooms. There is one en-suite room on site. All rooms are fully made up and are heated in the colder months. Towels are provided as standard in our double / twin rooms and can be provided in the 3 or 4 share rooms if required at extra cost.

Check in time is 3pm and check out time is 10am. We can arrange for luggage/ belongings to be stored after check out if group members are out and about on activities.

## *Deposits and cancellation policy for group accommodation bookings*

For all group bookings full payment is taken as deposit at the time of booking. In the event of cancellation the cancellation fee depends on the length of notice given as follows:-

More than 1 month notice of cancellation – \$250 charge.  
Between 1 month & 14 days notice – 50% of deposit  
Between 13 days & 4 days notice – 75% of deposit  
Less than 4 days notice – 100% of deposit

We do have other group booking conditions to which groups are subject to over and above those for individual guests. These are on our website and can be posted out to you if you wish. Please see specific high season booking conditions at the end of this document.

## *Overnight bookings for groups in high season*

Between 17<sup>th</sup> December 2006 and Easter Monday – 9<sup>th</sup> April 2007 overnight group bookings are restricted to either a full site hire with a catered dinner and breakfast chosen from our published group menus for everyone staying on site, or to a group of up to a maximum size of 12 persons. This is because these few months are our very busy season and we know that groups do have a significant impact on the enjoyment of other guests staying at Kinloch Lodge.

A group booking for the whole site for a single night only during the above high season dates will be subject to a \$750 surcharge.

## *Catering for groups at Kinloch lodge*

Sawyers restaurant at Kinloch Lodge seats 35 persons. This can be increased to 40 persons by hiring circular tables at extra cost. A 6m x12m marquee erected over the outdoor deck in front of the restaurant– guide price \$1500 - \$2000- provides indoor / outdoor dining, utilising the indoor restaurant space, for up to 60 persons. A 6m x 18m marquee on the side lawn – guide price \$2500- \$3500 – provides a single space to seat up to 80 persons with space for a buffet / bar / band.

Catering numbers need to be confirmed 72 hours out and form the basis for final charging. We have dinner & bar ware to cater for 60 persons. For greater numbers we pass on the rental charges for these to you.

Our current daytime and evening function menus are available on our website at [www.kinlochlodge.co.nz/groups/group\\_menus.pdf](http://www.kinlochlodge.co.nz/groups/group_menus.pdf) or we can post you a copy if you prefer.

If there are less than 12 persons in your group you can also select from our current Table D'hote menu.

Drinks – our current wine list is at <http://www.kinlochlodge.co.nz/dining/winelist.htm>.

We will provide a quote for providing wines / kegs etc not on the list. We always suggest having non alcoholic drinks available as part of any beverages you are providing. As part of our group organisation process we will discuss and agree what is being provided from your budget (and when), or if there is a 'tab' how much this is for & what it covers, and then discuss any cash bar arrangements. We allow BYO (wines only) at \$15 corkage per bottle.

Kinloch is a residentially zoned area, has near neighbors and a significant number of members of the public who visit the area to enjoy our magnificent surroundings. Accordingly music is quietened at 11pm and concluded at midnight. The restaurant and bar closes at 1am.

## *Offsite catering events*

We are happy to cater for groups off site. We will tailor menus as required, advise on site specific requirements for catering set up and provide a quotation for the event.

## *Deposits and cancellation policy for catered functions*

A deposit of 25% of the total catering costs is taken at the time the function is confirmed.

If more than 2 weeks notice of cancellation is given, the deposit will be returned.

If between 2 weeks and 1 weeks notice of cancellation is given, 50% of the deposit is returned.

If 1 week or less notice of cancellation is given the deposit is lost.

# Meetings at Kinloch Lodge

## Meeting room options

We have two rooms suitable for meetings and presentations. Our small meeting room seats up to 14 people boardroom style. Our larger room seats up to 25 people boardroom style, or up to 35 people theatre style.

Rates: Small meeting room \$100 per day, \$50 per part day (4 hours)  
Large meeting room \$300 per day, \$150 per part day (4 hours)

## Services and facilities available on site

Internet / fax/ public phone/ b& w & colour printing from disk/ laminating/ cd – dvd copy/ burn  
Video/DVD  
White board  
Boot drier  
Clothes washing / drying  
Kayaks – guided hire or hire only if you have your own guide/instructor  
4 x mountain bikes  
6 x fishing rod hire  
Therapy/ treatment room  
8 seat open air hot tub

## Daytime meeting packages from \$37.50 per person - min 10 persons

Arrive 9.30 am - depart 4.30 pm. \$37.50 package includes:-

Small meeting room set up boardroom style, water jugs, glasses, sweeties, fruit basket  
Morning tea and coffee with home baked savoury muffin.  
Light lunch: A bowl of wholesome home made soup accompanied by a cheese, ham and salad sandwich.  
Afternoon tea and coffee with selection of home baked slices.

## Overnight meeting packages from \$131.50 per person - min 6 persons

Arrive for morning tea day 1, depart lunchtime day 2. \$131.50 package includes:-

Small meeting room set up boardroom style, water jugs, glasses, sweeties, fruit basket  
Morning tea and coffee with home baked savoury muffin – day 1 & 2  
Light lunch: A bowl of wholesome home made soup accompanied by a cheese, ham and salad sandwich – day 1  
Afternoon tea and coffee with selection of home baked slices – day 1  
3 course dinner in Sawyers restaurant  
Overnight accommodation in 3 share Wilderness rooms, fully made up, towels provided.  
Help yourself Continental breakfast buffet – day 2