



**QRC**  
CATERING  
& EVENTS

**MEETINGS**  
@  
**QRC**

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## **ABOUT US**

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QRC Catering & Events are located in the heart of Queenstown, overlooking Lake Wakatipu and the Queenstown gardens. Our experience, service and comfortable spaces make us unique and the simplicity of mixing and matching our menu choices from delicate, light bites to tailor-made menus for events ensures a fresh experience.

QRC Catering & Events has all the ingredients to make your catering successful!

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## **MEETING ROOMS**

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Our rooms are located on the top floor of QRC House, a leisurely stroll from the heart of Queenstown and all of its amenities. Choose from well appointed, modern and comfortable rooms from boardroom style to relaxed and casual. Our balconies overlook Lake Wakatipu and the surrounding mountains and are ideal for unwinding between meetings and soaking up the view. We also have a café located on the ground floor which is fully licensed and available for dinners or special occasions.




# MEETING ROOMS

## HIRE

### EXECUTIVE BOARD ROOM

This room option is ideal for those who require a boardroom. It has all the latest conference equipment including Wireless Internet, inbuilt data screen, projector & whiteboard.

 18 Pax (Boardroom style)


 \$450

 \$275



### MEETING ROOM

This meeting room option is ideal for those who require a boardroom, U-shape or class room seating. It has all the latest conference equipment including Wireless Internet, inbuilt data screen & projector.

 16 Pax (Boardroom style)  
14 Pax (U Shape)  
28 Pax (Class room)  
40 Pax (Theatre)


 \$450

 \$275



### EXECUTIVE LOUNGE

Our Executive Suite and Lounge combine both luxury & style, and has full catering facilities. In the summer the lounge & balcony are ideal for either pre-function or post-function cocktails.

 12 Pax (Casual)  
or (Seated Dinner,  
Buffet or A la Carte)  
30 Pax (Standing Reception)  
70 Pax (Standing Reception  
with Balcony)


 \$450

 \$275



### MEETING ROOM

This meeting room option is ideal for those who require Boardroom, U Shape or Classroom seating. It has all the latest conference equipment including Wireless Internet, inbuilt data screen & projector.

 16 Pax (Boardroom style)  
14 Pax (U Shape)  
28 Pax (Class room)  
40 Pax (Theatre)


 \$450

 \$275



 # of people

 full day hire

 half day hire

# MEETING ROOMS

## HIRE

### SEMINAR ROOM

This meeting room option is ideal for those who require a boardroom for interviews, telephone conferences or one-on-one meetings.

 6 Pax (Boardroom style)


 \$275

 \$150



### BOARDROOM

This meeting room option is ideal for those who require a Boardroom. It has all the latest conference equipment including Wireless Internet, inbuilt data screen & projector.

 12 Pax (Boardroom style)


 \$450

 \$275



### DEMONSTRATION KITCHEN

This hospitality demonstration suite option is ideal for those who require a room for cooking demonstrations & hospitality training. It has a fully equipped kitchen and all the latest conference equipment including wireless Internet, inbuilt data screen & projector.

 20 Pax (Boardroom style)  
12 Pax (U Shape)  
24 Pax (Class room)


 \$450

 \$275



### CAFÉ

With a warm friendly ambience QRC Café has something for everyone. Use the café for private dining, it is ideal for celebrating those special occasions or host a business breakfast, lunch or dinner.

 50 pax (Casual)  
60 pax (Seated Breakfast, BBQ or Buffet)  
100 pax (Standing Reception)


 \$450

 \$275



 # of people

 full day hire

 half day hire

## MEETING ROOMS

### HIRE

## ADDITIONAL QRC SERVICES

### SERVICES

Photocopying  
IT set up  
Typing  
Colour Printing  
Facsimile  
Bottled Water  
Wireless Internet  
Staff

## EQUIPMENT HIREAGE

### EQUIPMENT HIRE IN HOUSE

Data Projector  
Flip Charts (\$40 per pad)  
DVD Players  
Whiteboards & Pens  
Wireless Presenter  
Screens  
CD Player  
Display Screens  
Lectern

### STAFFING COSTS

Staffing costs applies outside of office hours  
8am to 5:30pm Monday to Friday

- Student Food & Beverage wait staff @ \$18.00 per hour per staff member
- Supervisor @ \$28.00 per hour per staff member
- Chefs @ \$28.00 per hour per staff member
- Student Kitchen Steward @ \$20.00 per hour per staff member

All staff are charged at a minimum of 2 hours per staff member.

Additional charges will apply on public holidays.

## CATERING SERVICES

We provide flexibility across our catering service whether you require in-house catering for a meeting or an event at QRC House or out-catering to your business or special event. QRC Catering meets the needs of people and businesses who demand efficient, varied and affordable catering choices.

If you would like to know more about the different styles of food we offer take a look at our range of menu options included in this pack.



# CATERING SERVICES

## MENUS

### MORNING TEA & AFTERNOON TEA



#### BEVERAGES

Water & mints complimentary

**Tea & Coffee**  
\$4.00 (PP)

**Orange Juice**  
\$3.50 (PP)

**Carafe Orange Juice**  
\$10.00

**Carafe Soft Drink**  
\$7.50

**Liquor**  
Contact us for our current liquor options, wine list, and prices



#### SWEET ITEMS

Gluten Free, Dairy Free and other dietary requirements on request

**Assorted Fresh Baked Muffins – Sweet**  
\$4.20

**House Baked Scone**  
with Jam & Cream  
\$4.20

**Banana Bread**  
\$4.20

**Brownie**  
\$4.20

**Selection of Sweet Slice**  
\$4.20

**Fruit Platter**  
\$6.50

**Mixed Sweet Platter**  
\$7.50pp  
(minimum 6 persons)  
• Fruit Platter  
• Chocolate Brownie  
• House Baked Scones with Jam & Cream



#### SAVOURY ITEMS

Gluten Free, Dairy Free and other dietary requirements on request

**Assorted Fresh Baked Muffins – Savoury**  
\$4.20

**House Baked Savoury Scone**  
with Butter  
\$4.20

**Spinach & Feta Savoury Roll**  
\$5.00

**Sausage Roll**  
\$5.00

**Small Bacon & Egg Pie**  
\$7.50

**Savoury Platter**  
\$7.50pp  
(Minimum 6 Persons)  
• Savoury Muffins  
• Bacon & Egg Pies  
• Spinach & Feta Savoury Rolls



#### GOURMET

Gluten Free, Dairy Free and other dietary requirements on request

**Smoked Salmon, Cream Cheese and Rocket Bagels**  
\$9.00

**Falafel Wrap**  
with Natural Yoghurt  
\$8.50

**Assorted Sandwiches**  
\$7.50

**Chef's Selection of Gourmet Rolls**  
\$8.50

**Chef's Selection of Gourmet Wraps**  
\$8.50

**Bacon & Egg Quiche**  
\$7.50

**Caramelised Onion, Feta & Spinach Quiche**  
\$7.50

**Ploughman's Lunch**  
\$14.50pp  
(Minimum 6 Persons)

**Antipasto Platter**  
\$14.50pp  
(Minimum 6 Persons)

### LUNCH



#### SOUPS

Gluten Free, Dairy Free and other dietary requirements on request

**Thai Pumpkin**  
\$8.00

**Vegetable and Green Lentil**  
\$8.00

**Corn and Chicken Chowder**  
\$8.00

**Soup of the Day**  
\$8.00



#### SALADS

Gluten Free, Dairy Free and other dietary requirements on request

**Seasonal Roasted Vegetable Salad**  
with Spinach  
\$8.00

**Brown Rice and Quinoa Salad**  
\$8.00

**Italian Pasta Salad**  
\$8.00

**Chicken Caesar Salad**  
\$8.00

**Salad of the Day**  
\$8.00

(PP) per person

vegetarian option

gluten free option

dairy free option

Please state if you require gluten free or vegetarian

### LUNCH BOXES

Minimum 4 Pax. Choose your 'Lunch Box Menu Option' below.  
 All boxes include plastic cutlery and serviettes.  
 Gluten free option is an extra \$1.50 per sandwich.



#### LUNCH BOX OPTION 1

\$15.00 per box

Standard sandwich  
 Fresh fruit  
 Chunky chocolate biscuit  
 Potato chips



#### LUNCH BOX OPTION 3

\$25.50 per box

Gourmet sandwich  
 Fresh fruit  
 Muesli slice   
 or freshly baked savoury muffin  
 Roast vegetable pasta salad   
 Mini chocolate bar  
 Bottled water or juice box



#### LUNCH BOX OPTION 2

\$18.00 per box

Gourmet sandwich  
 Fresh fruit  
 Banana bread  
 Bottled water or juice box



#### LUNCH BOX OPTION 4

\$28.50 per box

Gourmet sandwich  
 Fresh fruit  
 Muesli slice   
 or freshly baked savoury muffin  
 Asian glass noodle salad  
 with herb dressing   
 Pumpkin, feta and spinach frittata  
 Mini chocolate bar  
 Flavoured yoghurt  
 Bottled water or juice box

### COCKTAIL RECEPTIONS / CANAPÉ MENU

Only available on-site at QRC with a minimum order for 30 persons.



Gluten Free, Dairy  
 Free and other dietary  
 requirements on request

**Baby Baked Potatoes with  
 Smoked Bacon & Chives**  
 \$4.00

**Cured Salmon Gravalax with a  
 Wasabi Cream**  
 \$4.50

**Broad Bean, Pea Mint and  
 Parmesan Crostini**  
 \$4.00

**Satay Chicken Skewers**  
 \$4.50

**Caramelized Onion Tart with  
 Feta Crumble**  
 \$4.00

**Prawn and Chorizo Skewers  
 with a Citrus Aioli**  
 \$4.50

**Bourbon Glazed Pork Belly and  
 Slaw Spoons**  
 \$4.50


**Potato and Goats Cheese  
 Croquettes**  
 \$4.00

**Rare Beef with  
 Horseradish Cream on a Garlic  
 Crostini**  
 \$4.50

**Devils on Horseback (Prunes  
 wrapped in Bacon)**  
 \$4.00

(PP) per person

 vegetarian option

 gluten free option

 dairy free option

Please state if you  
 require gluten free  
 or vegetarian

## TERMS & CONDITIONS

## FUNCTION'S, CATERING & BUSINESS MEETINGS BOOKINGS

<b>TENTATIVE BOOKINGS</b>	Set dates can be held on first enquiry, however should we receive interest from other clients we will require confirmation immediately.
<b>BOOKING CONFIRMATION</b>	A 'Functions Booking Form' must be completed and submitted. Once it has been received and processed you will be notified if further information is required or to confirm that your booking has been made.
<b>BOOKING DETAILS</b>	ALL details for room set-up, AV requirements, attendance and catering numbers, menu selections/catering requirements and liquor requests <b>MUST</b> be confirmed and finalised at the latest 2 weeks prior to your function date.
<b>PAYMENT</b>	Unless credit terms have been arranged full payment by cash, direct credit or credit card is required immediately following your function. A 7 day invoice may be arranged, with credit card details required to guarantee payment for any outstanding charges. Credit facilities may be available upon completion and approval of a credit application form. All our prices include G.S.T.
<b>CANCELLATION</b>	The cancellation of a confirmed booking will incur a cancellation fee if cancelled less than two weeks prior to the function.
<b>CATERING</b>	All catering, food & beverages (incl. liquor) for functions held on the premises are to be arranged with our QRC Catering team.
<b>STAFFING</b>	Staffing for most functions between the hours of 8.30am and 5.30pm Monday to Friday will be inclusive of the catering order. Additional staff and staff for weekends, out of hours and larger functions will be quoted as per requirements set by the Functions Manager (see page 6). Staffing rates are based on a minimum charge of two hours per staff member. For a quotation purpose staffing hours should be considered as an estimation. Final hours will be added to the final invoice based on your actual function requirements.
<b>HIRE CHARGES</b>	Hire equipment will depend on the specific requirements for each function and venue. QRC Catering can arrange for all appropriate hire equipment needs, and these charges will be added to the final invoice based on your actual function requirements.
<b>INSURANCE</b>	It is the client's responsibility to be insured for all items belonging to them. QRC will make every effort to ensure belongings are safe and secure however we take no responsibility for the loss or damage of property while in the QRC building. Clients will be responsible for any damage sustained to property by them or their attendees.

If you have any further queries please feel free to contact:

☎ (03) 409 0500

📱 021 213 5819

🖨 (03) 409 0505

✉ catering@qrc.ac.nz



COFFEE  
CARD  
BUY 5 GET  
1 FREE





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