



conference & accommodation



SELWYN COLLEGE

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SELWYN COLLEGE



INTRODUCTION

OUR COMMITMENT TO YOU

SELWYN COLLEGE PROVIDES A ONE-STOP SERVICE FOR ALL YOUR CONFERENCE AND MEETING NEEDS. OUR ATTRACTIVE AND SAFE LOCATION, PROFESSIONAL ORGANISATION SKILLS, AFFORDABLE ACCOMMODATION & DELICIOUS FOOD WILL HELP YOU AND YOUR GUESTS ENJOY YOUR NEXT EVENT / STAY.



ABOUT SELWYN

Selwyn College was the first University Hostel in Dunedin, founded by Bishop Selwyn in 1893; it began as a Theological Residential Hall.

Selwyn College is situated behind the All Saints Church on Cumberland Street. Selwyn College consists of several brick buildings arranged around a central quadrangle which contains beautiful lawns and gardens.

Selwyn College is situated in the heart of North Dunedin, right next to the University of Otago and is only a 5 minute walk away from George Street, which is the main street in the CBD and provides access to shopping, local Cafes and Restaurants and several sightseeing attractions such as museums.

ABOUT OUR SERVICE

Our professional and friendly staff offer planning and coordination assistance to ensure your needs are understood and met. Our staff are committed to planning every detail, offering experienced advice and service that will make your event/ stay a memorable success.

We can arrange over night accommodation, advise you on your meeting and social function requirements and estimate your total conference cost. All aspects can be dealt with directly through our Office Administrator and provides our customers with one invoice to include all services at the conclusion of your event or stay with us.

MEETING & CONFERENCE FACILITIES & SERVICES

ONE DAY MEETING FACILITIES

ROOM	HOURLY RATE	HALF DAY	FULL DAY	ROOM LAYOUT AVAILABLE	CAPACITY
SEMINAR ROOM	\$35	\$90	\$150	<ul style="list-style-type: none"> • Theatre • Boardroom • Classroom • U shape 	Up to 20 Up to 16 Up to 12 Up to 9
SENIOR COMMON ROOM*	\$35	\$90	\$150	<ul style="list-style-type: none"> • Theatre • Boardroom 	Up to 20 Up to 8

****The Senior Common Room is set up informally with couches and chairs and can be left as such for casual meetings. One Day Meeting Facilities are subject to availability, please check with the Selwyn Office for available dates.***

CONFERENCE FACILITIES

ROOM	HOURLY RATE	HALF DAY	FULL DAY	ROOM LAYOUT AVAILABLE	CAPACITY
SEMINAR ROOM	\$35	\$90	\$150	<ul style="list-style-type: none"> • Theatre • Boardroom • Classroom • U shape 	Up to 20 Up to 16 Up to 12 Up to 9
LIBRARY	\$35	\$90	\$150	<ul style="list-style-type: none"> • Theatre • Boardroom • U shape 	Up to 25 Up to 12 Up to 10
CATS COMMON ROOM	\$50	\$120	\$200	<ul style="list-style-type: none"> • Theatre • Classroom • Boardroom • U shape 	Up to 50 Up to 36 Up to 24 Up to 18
SENIOR COMMON ROOM*	\$35	\$90	\$150	<ul style="list-style-type: none"> • Theatre • Boardroom 	Up to 20 Up to 8

****The Senior Common Room is set up informally with couches and chairs and can be left as such for casual meetings. Conference Facilities are subject to availability, please check with the Selwyn Office for available dates.***

Please contact Selwyn College Administration for available dates.
Tel: (03) 477 3326 e-mail: admin.selwyn@otago.ac.nz

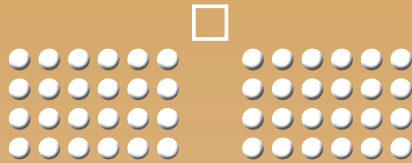
- Room hire rates include the use of all IT equipment.
- Meeting and Conference rooms come with some basic room set up: Iced water with lemon and individually wrapped mints.
- Meeting and Conference food and beverages will be served in the room for your convenience, however if your needs are better met by having these intervals out of the room, this may be arranged for you.

FACILITY ROOM LAYOUT

CONFERENCE ROOM LAYOUTS

Theatre style

Chairs placed in rows, all facing the front, with no tables. Ideal for lecture style presentation.



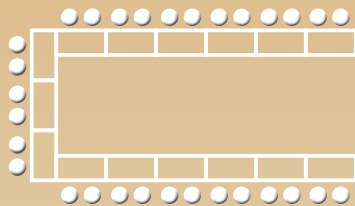
Class room style

Rows of rectangular tables with chairs facing the front of a room, providing writing space for each person.



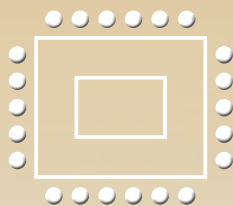
U shape

A series of rectangular tables set up in the shape of a block U with chairs round the outside perimeter. Ideal for groups with a discussing or teaching format where a lot of interaction will occur.



Boardroom

Tables are set in a rectangle with chairs on the outside. Ideal for small groups where close interaction and discussion is required.



MEETING & CONFERENCE CATERING

- We have included a selection of pricing structures and sample menus to help with your food requirements. Please note however, we are more than happy to design menus to suit your personal preference and/or budget. Please see sample menus on Page 9 to assist you with your selection.
- We are able to accommodate special dietary requirements e.g. Vegetarian, Gluten Free.
- All prices are quoted per person, GST inclusive and subject to change due to seasonal fluctuations or unforeseen circumstances.
- Please advise if you require further details on Dinner and Banqueting Menus.

MENU PRICING STRUCTURES

BEVERAGES MENU

Tea & Coffee
\$3.50 per person

Continuous Tea & Coffee
\$7.50 per person per day

Tea & Coffee & Fruit juice
\$4.50 per person

FOOD MENUS

MORNING / AFTERNOON TEA DELIGHTS

SWEET OR SAVORY ITEM
\$4.00 per person per item

BREAKFAST MENUS

CONTINENTAL BREAKFAST
\$13.00 per person

LIGHT LUNCH MENUS
\$16.00 per person

LIGHT DINNER MENUS

(Chef's choice or please select One Option)

This option consists of a Meat, Chicken or Fish option served with accompanying Potatoes or Rice, Seasonal Vegetables and a Dessert option.

\$20.00 per person

SPECIAL DAILY DELEGATE CATERING PACKAGE

This option includes:

Arrival Tea and Coffee

Morning Tea / Coffee and Chef's choice savory item

Chef's choice Light lunch menu

Afternoon tea and Chef's choice sweet Item

Iced water with lemon and Individually wrapped mints in Conference / Meeting room

Room set up according to layout selected

\$25.00 per person per day

Each option can be developed to cater for both meat eaters and vegetarians. If you would like your choice to be rebalanced either way, please specify.

ACCOMMODATION

GUEST ACCOMMODATION FOR CONFERENCES, EVENTS AND OTHER GROUP BOOKINGS IS AVAILABLE DURING THE SUMMER BREAK FROM MID NOVEMBER TO MID FEBRUARY.

ROOM OCCUPANCY	DAILY RATE
SINGLE STUDY BEDROOM	\$70

- Accommodation provided is a Bed and Breakfast service and includes the provision of a Continental Breakfast: Cereal selection, Seasonal fresh fruit & Yogurt, Selection of breads & spreads and one Breakfast baked item, served in the morning.
- Hot beverages (Tea & Coffee) and milk is supplied in a Communal kitchen on each floor.



Each Room includes the use of:

- A single bed
- Desk, Chair and Bookshelf
- Closet/wardrobe
- Communal Bathrooms on each floor
- Communal kitchenette including: sink, fridge and microwave
- In-house Laundry Facilities
- Communal Lounge with TV
- Room Cleaning services once a week
- Internet Access available (Ethernet cable to be provided by Guest)

ADDITIONAL ACCOMMODATION

Selwyn College has three self contained flats available for short, medium or long term accommodation. In the past these flats have been used for key note speakers and conference organizers. These sunny one double-bedroom flats are ideal for guests seeking privacy and also have a separate lounge and ensuite bathroom. Different weekly rates and options are available. For further information or to check availability, please contact the Selwyn College Office.

SAMPLE MENUS

MORNING / AFTERNOON TEA DELIGHTS

SAVORY ITEMS

Gourmet Club Sandwiches
(With a selection of Meat & Vegetarian fillings)

Assorted Savories

(Lamb & Rosemary, Steak & Guinness, Smoked Chicken & Vegetarian)

Savory Scones

(Cheddar Cheese / Savory with Ham / Cayenne Pepper and Capsicums)

Savory Muffins

(Leek & Bacon / Corn & Cheese / Spinach & Feta)

SWEET ITEMS

Homemade Biscuits

(Passion fruit Melting Moments / White Chocolate & Macadamia Nut / Anzac /
Afghans / Chocolate Chip / Ginger Nuts / Orange & Pistachio Shortbread)

Homemade Slices

(Tan Square / Albert Square / Chocolate Square / Cappuccino Date Slice / Citrus
Fudge / Coffee Caramel Oat Fudge Bars / Ginger Crunch)

Sweet Scones served with Jam & Cream

(Plain / Date / Apricot & Sultana)

Sweet Muffins

(Apricot & Cream Cheese / Blueberry / Banana & Coconut / Carrot & Bran /
Lemon Crunchy / Chocolate)



SAMPLE MENUS

CONTINENTAL BREAKFAST

BAKED ITEMS

Scones
(Plain / Cheese)

Danish Pastries
(Boysenberry Cream, Caramel & Cinnamon, Chocolate)

Croissants
(Petite Breakfast / Large Butter Croissants)

Muffins / English Muffins
(Apricot & Cream Cheese / Blueberry / Banana & Coconut / Carrot & Bran /
Lemon Crunchy / Chocolate or Homemade English Muffins)

Pikelets / Crumpets
(Homemade Pikelets / Crumpets served with Maple Syrup)

Breakfast Loaves
(Banana/ Ginger / Carrot / Date / Orange)



SAMPLE MENUS

LIGHT LUNCH MENUS

Quiche / Tart / Frittata served with Cocktail Bread roll selection,
Seasonal Salad and a selection of Seasonal fresh fruit
(Quiche Lorraine / Corn Bacon Pesto Tart / Chili Potato Red Pepper Tart /
Roasted Vegetable Frittata served with Cocktail Bread roll selection, Tomato &
Cucumber Salad and a Seasonal Fruit Platter)

Ploughman's / Antipasto platter served with 2 Seasonal Salads and
a selection of Seasonal fresh fruit
(Platter with Cold Roast Meats, Cheeses, Pickles & Relishes served with
Wholegrain Ciabatta Bread, Tossed Green Salad, Marinated Vegetable Salad and
a Seasonal Fruit Platter)

Pasta dish served with Homemade Focaccia Bread, a Seasonal
Salad and a selection of Seasonal fresh fruit
(Macaroni & Cheese / Baked Rigatoni / Spaghetti with Courgettes & Feta & Mint
/ Creamy Chicken & Broccoli / Deli Spaghetti / Rocket & Chili Pesto / Carbonara
served with Homemade Focaccia Bread, Greek Salad and a Seasonal Fruit
Platter)

Sandwich option served with 2 Seasonal Salads and a selection of
Seasonal fresh fruit

(Bacon & Lettuce & Tomato / Roast Beef / Roast Pork / Assorted Breads with
Spreads / Chicken Wraps / Focaccia Melts / Croissants & Fillings / Chicken &
Cashew Pita / Bagels & Fillings / Chicken & Cranberry Panini served with a
Tomato & Cucumber Salad, Roast Potato Salad and a Seasonal Fruit Platter)

Soup of the day served with Homemade Cheese Rolls and a
selection of Seasonal fresh fruit
(Minestrone / Herby Tomato / Chicken Laska / Leek & Potato / Thai Pumpkin /
Moroccan Chickpea / Tuscan Bean / Lentil & Vegetable served with Homemade
Cheddar Cheese Rolls and a Seasonal Fruit Platter)

LIGHT DINNER MENUS

Casserole / Curry served with Fragrant Rice, Seasonal Vegetable and Dessert
(Beef Bourguignon / Curried Coconut Beef / Beef Stroganoff / Hungarian
Goulash / Honey Pork Braise / Butter Chicken / Coq Au Vin served with Fragrant
Rice, Seasonal Mixed Vegetables and Ambrosia)

Stir-fry served with Noodles, Seasonal Vegetable and Dessert
(Beef & Cashew / Lamb & Red Pepper / Sweet & Sour Pork / Chicken Chop Suey
served with Egg Noodles, Seasonal Stir-fry Vegetables and Citrus Mud Cake)

Baked Pasta Dish served with Garlic Bread and 2 Seasonal salads and Dessert
(Beef or Chicken or Vegetarian Lasagna / Beef or Spinach Cannelloni served
with Garlic Sure Bake Rolls, Mixed Leaves and a Tomato & Feta salad and Rich
Chocolate Brownie with Whipped Cream)

Homemade Pie served with Mashed potato, Gravy, Seasonal Mixed
Vegetables and Dessert
(Pub Beef & Onion / Chicken & Mushroom / Sausage & Sage & Apple served
with Creamy Mashed Potato, Brown Onion Gravy, Seasonal Mixed vegetables &
Sticky Date Pudding)

CONTACT SELWYN COLLEGE

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