

MEETINGS AND EVENTS AT THE LANGLANDS



WWW.THELANGLANDS.CO.NZ

HOTEL INFORMATION

The Langlands has been named for William Langlands, the architect who originally owned the site in the mid-1800s.

The lower half of the external cladding is brick-like in a nod to the past while the upper floors are more modern as a look to the future.

The interior look and feel of The Langlands is a subtle representation of Murihiku that is sophisticated yet grounded and offers a sense of place. It reflects our glowing skies, coastline and nature and is authentic, attractive and inspiring.

EVENTS AND LAUNCHES

With the exceptional and contemporary style, The Langlands elegantly integrates all elements for a successful event. The Warren & Mahoney designed hotel blends effortlessly with its exacting gastronomy and warm service.

With The Langlands versatile function spaces, and its experienced meeting planners - be assured that the event will be planned and executed the way you imagined it.

ACCOMMODATION

78 beautifully appointed rooms with plush bedding and New Zealand made amenities. Superior Queen rooms through to Junior and Executive Corner Suites that provide an uninterrupted view of Invercargill's skyline.

Sophistication wrapped up in genuine Southern manaakitanga.





Inspired by fusion cuisine, the signature restaurant brings new flavours to the city. Bold and flavourful dishes that are designed for sharing. Private dining area available on the mezzanine floor overlooking the restaurant below.



A Melbourne style laneway bar designed for a cosy, intimate atmosphere. The perfect spot for good conversation and a few beverages.



Two Doors Down is all about making a strong first impression. Step through the hotel lobby and you'll discover a stunning space filled with elegant furniture and floor-to-ceiling windows that invite you to unwind and soak up the captivating atmosphere. Open daily from 4pm, Two Doors Down Restaurant and Bar looks forward to welcoming you.



Brew'd is a bright, welcoming café serving expertly crafted coffee and a menu bursting with local flavour.

A neighbourhood-style eatery, Brew'd offers a curated selection of à la carte breakfast and lunch favourites, alongside a grab-and-go cabinet filled with savoury bites and sweet indulgences. We proudly serve locally roasted Mint Roastery coffee and Farm Fresh Milk.



The 7th Floor Bar is a destination in its own right, featuring a carefully curated drinks menu and floor-to-ceiling windows that showcase one-of-a-kind views of the city. With an extensive selection of cocktails and gins to explore, we invite you to bring a friend, relax, and take in the full 360 experience.



VENUE OPTIONS

WAITI ROOM	7.4M X 7.3M	54 SQM
WAITA ROOM	8.3M X 7.3M	61 SQM
PUAKA ROOM (COMBINED)	15.8M X 7.3M	115 SQM

MELD MEZZANINE

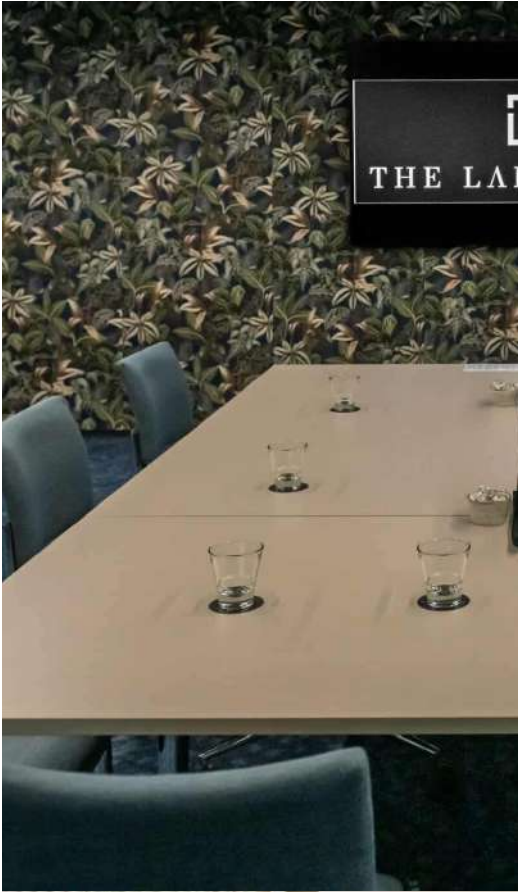
- HALF DAY ONLY TO 2PM

360 - 7TH FLOOR BAR

- HIRE FEE VARIES DURING OPERATING HOURS (TUES-SAT)

ROOM CAPACITY

	Theatre	U Shape	Cabaret	Boardroom	Cocktail	Dinner
Waiti	50	18	30	18	30	40
Waita	60	18	30	18	35	40
Puaka	110	34	50	24	90	88
Meld Mez	-	12	10	16	-	20
360 Bar	-	-	-	-	88	-



VENUE OPTIONS

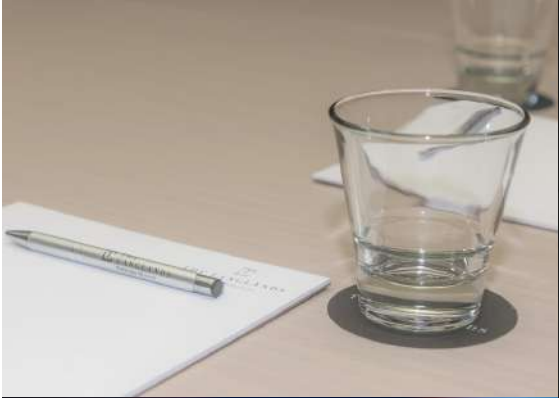


EQUIPMENT

LED 80" Screen	incl
Twin LED 80" Screens	incl
AV communication unit	\$130
Laptop	\$55
Whiteboard and markers	\$20
Flipchart and pens	\$40
Clicker/Pointer	\$20
Pads and Pens - per person	\$6
In house system with microphone	\$65
Additional microphone - each	\$20
Lectern - excl sound	incl
Wifi	incl
Water	incl
Mints	incl

AUDIO VISUAL

The Langlands production is managed in-house by our team offering the highest quality AV services with state-of-the-art equipment. Our AV team works alongside Sono Sound Systems and our meeting planners to execute a flawless & exceptional experience for your event.



CATERING OPTIONS

BREAKFAST

EXPRESS BREAKFAST	\$28pp
PLATED COOKED BREAKFAST	\$28.50pp
PLATED SET MENU	\$39pp
FULL BUFFET BREAKFAST	\$39.50pp

DAILY CATERING

REFRESHMENT BREAKS	From \$18pp
DAILY DELEGATE PACKAGES	\$82pp

EVENING CATERING

TWO COURSE SET MENU	\$72pp
THREE COURSE SET MENU	\$89pp
BUFFET DINNER	\$79pp
CROSTINI GRAZING TABLE	\$42pp
CANAPES	From \$30pp
SUBSTANTIAL CANAPES	\$36pp



EXPRESS BREAKFAST

\$28 per person (minimum 10 persons)

Choice of three - served as platters with freshly brewed coffee and tea.

- Mini croissants filled with smoked chicken, brie cheese, and pesto.
- House-made granola and chia pudding served with pistachio cream and coconut mango yoghurt. V
- Seasonal fruit skewers. V DF GF
- Bacon, egg, and cheddar cheese English muffin (GF on request)
- Falafel, hummus, tomato relish, and grilled halloumi on glazed brioche sliders. V

PLATED COOKED BREAKFAST

\$28.50 per person (maximum 25 persons)

Served to tables

Gourmet pork sausage, streaky bacon, cheesy kransky, grilled balsamic tomato, sauteed thyme portobello mushrooms, baked beans, hash brown, Italian sourdough ciabatta, scrambled eggs. (GF DF on request)



BREAKFAST SET MENU

\$39 per person
(maximum 25 persons, pre order preferred)

Continental - pre set

Breakfast pastries & artisan breads V
Preserves and butter V (GF on request)
Selection of chilled fruit juices
Freshly brewed tea and coffee

Cooked - served to table (Guests choice of one of the below)

- BACON EGGS BENEDICT

Bacon, English muffin, chorizo crumbs, chives, hollandaise sauce. (GF on request)

- EGGS ROYALE

Smoked salmon, rocket, English muffin, onion caviar, dill, hollandaise sauce. (GF on request)

- EGGS FLORENTINE

Thyme portobello mushrooms on bed of spinach, English muffin, pecorino cheese, nutmeg dust, hollandaise sauce. V (GF on request)

- HOUSE MADE GRANOLA

Mango chia pudding, mango coconut yogurt, glazed cinnamon strawberry, pistachio cream, coconut flakes, honey and nuts . V



FULL BUFFET BREAKFAST

\$39.50 per person (minimum 20 persons)

Continental

Selection of Danishes and mini croissants. V

Selection of cereals:

Cornflakes GF

Mixed berry muesli GF

House-made granola

Weetbix

Selection of sliced bread:

White (GF on request)

Whole meal

Multigrain

Selection of yoghurt and preserves:

Jams

Honey

Peanut Butter

Greek yoghurt

Coconut yoghurt V

Preserved fruit

Mixed berry compote

Fresh seasonal fruit platter V DF GF

Cooked

Grilled pork sausage DF GF

Crispy streaky bacon DF GF

Baked beans V DF GF

Hash brown V GF

Scrambled eggs with chives V GF

Sauteed thyme mushrooms V GF

Freshly brewed coffee and tea

Selection cold cuts and cheese add on option \$7 per person

Sliced ham, pastrami, smoked chicken, salami, assorted cheeses.



REFRESHMENT BREAKS

\$18 per person - choice of two items with tea and coffee

\$25 per person - choice of three items with tea and coffee

\$7 per person for additional items added

SWEET ITEMS

Chefs choice of sweet muffin V

Mini friand with vanilla dairy whip V GF

Pain au chocolate V

Salted caramel apple Danish V

Mini carrot cake V GF

Chocolate brownie with vanilla dairy whip V GF

Seasonal fruit skewers V GF DF

Mini butter scones with whipped cream and strawberry jam V

Assorted mini donuts and macaroons V

Chocolate hazelnut crunch V

SAVOURY ITEMS

Mini aged cheddar scones and whipped butter V

Vegetable samosa with onion relish V DF

Ham and provolone cheese filled mini croissant (GF on request)

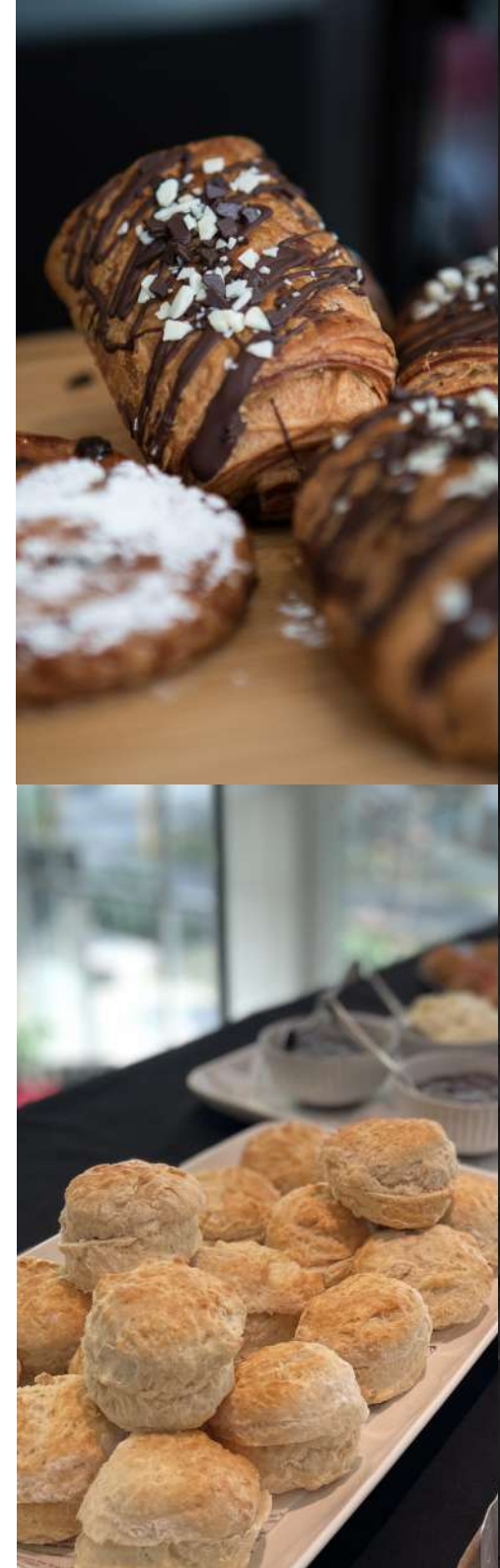
Smoked chicken, mayo, and rocket on glazed brioche sliders (GF on request)

Carbonara deviled eggs, grated pecorino, crispy bacon crostini

Ham croque monsieur

Basil roasted tomato bruschetta with whipped feta, balsamic glaze V (GF on request)

Pork and chorizo sausage rolls with tomato sauce



DAILY DELEGATE PACKAGES

\$89 per person (minimum 20 persons)
Choose from five curated menus

MENU ONE

MORNING TEA

Pain au chocolate V

Mini aged cheddar scones w whipped butter V

Freshly brewed coffee and tea

BUFFET LUNCH

Braised Texas-style beef brisket with jus, chimichurri, and watercress GF DF

BBQ chicken thigh with pickled onion, rocket, and smoky BBQ sauce GF DF

Seasoned potato wedges and smoked paprika corn ribs V GF (DF on request)

Grilled soft taco tortillas V DF

Chipotle mayo cabbage slaw with charred corn V GF DF

Blueberry cheesecake V

Seasonal fruit skewers V GF DF

Served with freshly brewed tea and coffee

AFTERNOON TEA

Chocolate brownie with vanilla dairy whip V GF

Freshly brewed coffee and tea



DAILY DELEGATE PACKAGES

\$89 per person (minimum 20 persons)
Choose from five curated menus

MENU TWO

MORNING TEA

Mini friand with vanilla dairy whip V GF
Vegetable samosa w onion relish V DF
Freshly brewed coffee and tea

BUFFET LUNCH

Grilled chicken breast, bacon Alfredo sauce and sautéed mushroom GF
Italian meatballs in rich Napoli tomato sauce w basil GF DF
Baked pumpkin and feta cannelloni with parmesan cheese V
Garlic butter focaccia V
Caesar salad with gem lettuce, chopped eggs, shaved parmesan, garlic brioche croutons V
Seasonal fruit skewers V DF GF
Baileys tiramisu verrine, coffee savoiardi V
Freshly brewed tea and coffee

AFTERNOON TEA

Custard Portuguese tart with pistachio cream V
Freshly brewed coffee and tea



DAILY DELEGATE PACKAGES

\$89 per person (minimum 20 persons)
Choose from five curated menus

MENU THREE

MORNING TEA

Chefs choice of sweet muffin V
Ham and provolone cheese filled mini croissant
Freshly brewed coffee and tea

BUFFET LUNCH

Slow roasted lamb shoulder, pickled radish, olive salsa and jus DF GF
Creamy potato mash with chives GF V
Peruvian grilled chicken thigh with cilantro green sauce GF DF
Grilled seasonal vegetables V GF (DF on request)
Greek tomato salad, cucumber, gem lettuce, feta, kalamata, dried oregano, EVOO dressing V GF
Seasonal fruit skewers V GF DF
Mini citrus tart with burned meringue V
Freshly brewed tea and coffee

AFTERNOON TEA

House made baked cookies V
Freshly brewed coffee and tea



DAILY DELEGATE PACKAGES

\$89 per person (minimum 20 persons)
Choose from five curated menus

MENU FOUR

MORNING TEA

Salted caramel apple Danish V
Smoked chicken, mayo, and rocket on glazed brioche sliders
Freshly brewed coffee and tea

BUFFET LUNCH

Classic grilled butter chicken thigh in creamy butter sauce GF
Fragrant Jasmine rice V DF GF
Thai braised beef cheek coconut red curry sauce, fried eggplant and curry leaf DF GF
Plain roti paratha V
Mixed fresh green salad with radish, tomato, charred pepper and lemon dressing V GF DF
Mint cucumber raita yogurt V GF
Seasonal fruit skewers V GF DF
Lemon mango cheesecake V
Freshly brewed tea and coffee

AFTERNOON TEA

Mini Butter scones with whipped cream and strawberry jam V
Freshly brewed coffee and tea



DAILY DELEGATE PACKAGES

\$89 per person (minimum 20 persons)
Choose from five curated menus

MENU FIVE

MORNING TEA

Mini carrot cake V GF
Ham croque monsieur

BUFFET LUNCH

Beer battered gurnard with lemon and tartar sauce DF (GF on request)
Skin on fries with tomato sauce V DF GF
Grilled thyme sirloin steak with caramelised onion and jus GF (DF on request)
Buttered sautéed peas, carrots, beetroot V GF (DF on request)
Mixed fresh green salad with cucumber, tomato, charred pepper and lemon dressing V GF DF
Seasonal fruit skewers V DF DF
Belgian chocolate brownie, vanilla cream GF V
Freshly brewed tea and coffee

AFTERNOON TEA

Assortment of mini donuts and macaroons V
Freshly brewed coffee and tea



BUFFET DINNER

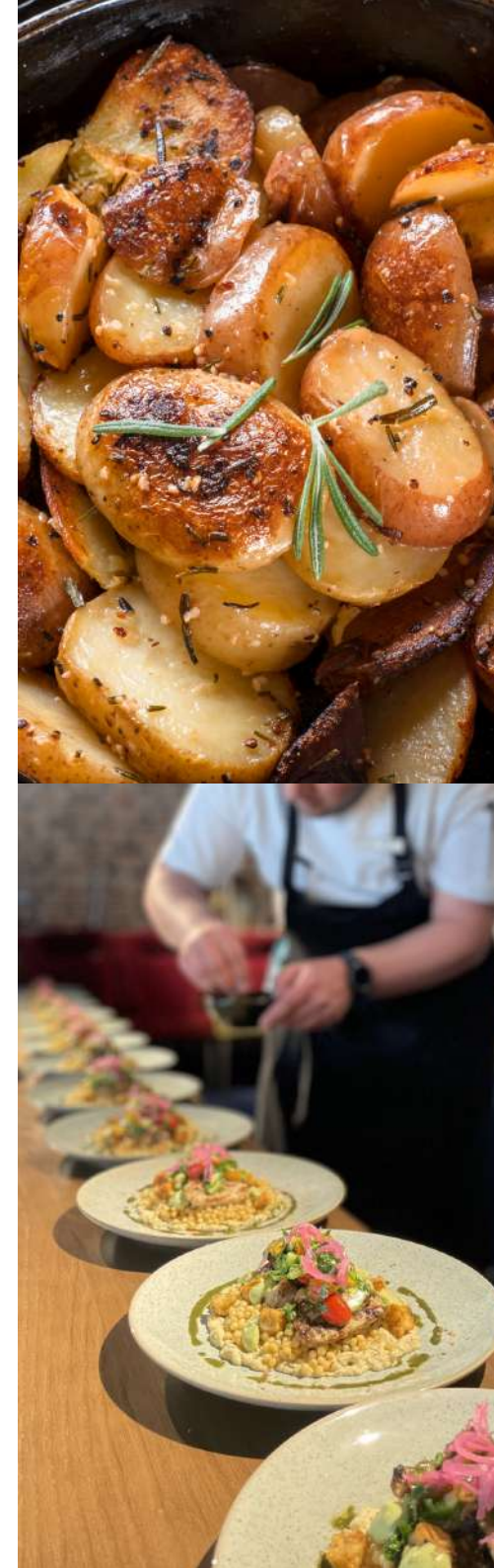
\$79 per person (minimum 20 persons)
Includes freshly baked breads with
hummus, dukkah and EVOO

SALADS (SELECT TWO)

- Caesar with crispy bacon, lettuce, shaved parmesan, garlic brioche croutons
- Whole grain aioli potato with pickled red onion and rocket DF GF V
- Mixed fresh greens with cucumber, tomato, charred pepper and lemon dressing GF DF V
- Chipotle mayo cabbage slaw charred corn and green apple GF DF V
- Beetroot, feta, orange, mixed greens and walnut balsamic dressing GF V
- Italian pasta with sundried tomato, olives, pesto, pecorino, charred pepper and spinach V
- Greek tomato, cucumber, lettuce, feta, kalamata olives, dried oregano, EVOO dressing GF V

HOT DISHES (SELECT TWO)

- Roast citrus chicken thigh with crispy bacon, sauteed mushroom and lemon mustard cream GF
- Braised Texas style beef brisket with jus, chimichurri, watercress GF DF
- Baked market fish with spinach, mixed olives and romesco sauce GF
- Moroccan lamb shoulder with crispy cauliflower, chickpeas, carrots, mint salsa verdi and jus GF DF
- Thyme beef sirloin with caramelised onion, portobello mushroom, wild rocket and jus GF
- Grilled salmon with grilled prawns, fresh lime salsa and butter beurre blanc GF
- Roast pork belly with chilli caramel, pickled vegetables, sautéed apple cider red cabbage GF



BUFFET DINNER

VEGETABLES (SELECT TWO)

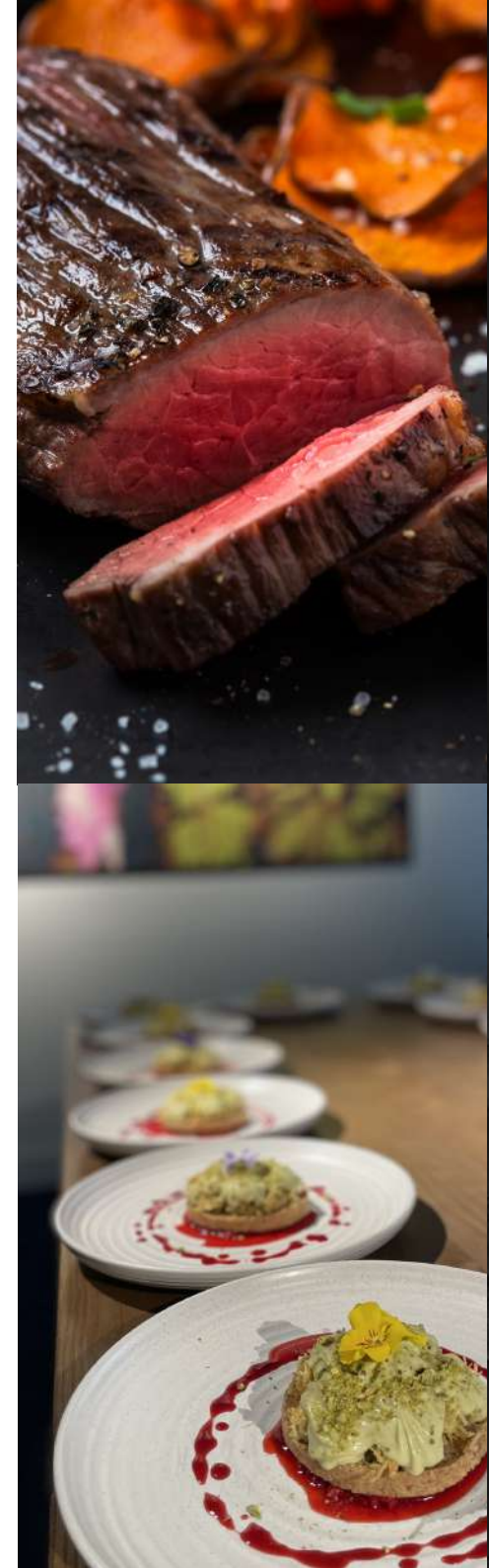
- Garlic butter smoked paprika corn ribs V
- Classic baked crusted cauliflower and cheese sauce V
- Roasted agria potatoes with rosemary, flaky salt and olive oil V GF DF
- Ginger shallot wok tossed bok choy, broccoli and beans V GF DF
- Creamy potato mash with chives V GF
- Honey roasted root vegetable medley with toasted almonds V GF
- Seasonal vegetables with crispy bacon, garlic butter and balsamic glaze GF

DESSERT (SELECT TWO)

Served with freshly brewed coffee and tea

- Lemon passion entremet V
- Hazelnut chocolate crunch with pistachio cream V
- Selection of cheesecakes V (GF on request)
- Baileys tiramisu verrine, coffee savoiardi V
- Lisbon cake, brownie, ganache, with cocoa cream V
- Assorted macarons and mini donuts with mixed berry coulis V
- Mini citrus tart with burnt meringue V
- Seasonal fruit skewers V GF DF
- Chocolate brownie with vanilla cream GF

Additional items \$10 per person per item



DINNER SET MENU

Two course \$72 per person

Three Course \$89 per person

Select two items for each course

Maximum 60 persons (above 20 will be served alternate drop style)

ENTREE

- Salt and pepper calamari with creamy garlic aioli, capsicum coulis and lemon GF
- Pan seared Lamb kofta with minted yogurt raita GF
- Panko crispy halloumi with fennel slaw, black garlic mayo V
- Pumpkin and feta arancini with chipotle aioli V

MAIN

- Wagyu braised beef cheek with pommes mash, chimichurri, jus, pickled radish, watercress GF
- Lemon grilled chicken breast with saffron risotto, romesco, grated pecorino, lemon wild rocket GF
- Beer Battered market fish with skin on fries, house made tartar sauce, sautéed garlic butter peas, garden salad. DF
- Grilled prime ribeye with potato gratin, seasonal sautéed vegetables, jus GF
- Lasagna sorghum pasta with napolitana sauce, basil oil, wild rocket balsamic, charred pepper V GF DF

DESSERT

- Rose water panna cotta with chocolate soil, chantilly cream, berry coulis V GF
- Peanut butter salted caramel parfait V GF
- Pistachio cream kunefe with raspberry compote delight V
- Crème brulee with crisp almond Florentine, vanilla ice cream, yuzu gel V
- Chocolate delice with sugar caramel chantilly cream, tangy rhubarb blackberry compote V



CANAPES

\$30 per person - one hour service, four items (two hot and two cold)
\$45 per person - two hour service, six items (three hot and three cold)
\$58 per person - three hour service, eight items (five hot and three cold)
Additional items \$7.50 per item per person

HOT

- Braised lamb shoulder croquette, garlic lemon aioli, pickled red onion, watercress DF
- Miso torched salmon with panko crispy rice cake, avocado kewpie, pickled ginger and chives DF
- Wagyu beef rump and chorizo skewers with verdi mayonnaise DF GF
- Arancini mushroom, grated pecorino, truffle garlic mayonnaise V
- Meld fusion fried chicken with sticky sauce and kewpie mayonnaise GF DF
- Crumbed smoked cheddar beef meatball ragu with chipotle mayo and pickled radish
- Wagyu beef tartare, potato pave, garlic aioli, onion caviar GF
- Crispy fried pork belly skewers, chilli caramel, garlic and ginger chutney DF GF
- Prime beef and chorizo sliders with cheddar, pickles, and American sauce
- Fried chicken sliders with cheddar, pickles, and American sauce
- Steamed prawn and ginger dumplings with chilli garlic soy, chives DF
- Cauliflower bites with Buffalo sauce and pickled daikon V GF DF

COLD

- Miso torched Akaroa salmon basket with avocado kewpie, onion caviar DF
- Garlic prawn tostada with lime avocado sour cream, balsamic glaze, chilli oil GF
- Cream cheese pistachio with cranberry and chives on brioche toast, honey drizzle V
- Candied brioche French toast with classic blue cheese, hot honey drizzle, toasted almond V
- Whipped carbonara deviled eggs in a waffle basket with pecorino and crispy pancetta
- Basil roasted tomato bruschetta with whipped feta, balsamic glaze V



CROSTINI GRAZING TABLE

\$42 per person (minimum 15 persons)

- Whipped carbonara devilled eggs with grated pecorino and crispy bacon
- Cream cheese, pistachio, and cranberry with chives and honey drizzle (V)
- Chicken Caesar with crispy bacon, gem lettuce, and parmesan
- Cured Akaroa salmon tartare with sriracha salata and lime avocado sour cream
- Basil roasted tomato bruschetta with whipped feta and balsamic glaze (V)

Crostini grazing table can be made GF on request

SUBSTANTIAL CANAPES

\$36 per person (maximum 40 persons)

Select three items

Additional items \$12 per person per item

- Wagyu beef cheek with pommes mash, chimichurri, pickled radish, watercress GF
- Meld fried rice with Asian vegetables, crispy shallot V DF GF
- Lemon grilled chicken with orzo salad, romesco, grated pecorino, balsamic wild rocket
- Beer battered market fish with skin on fries, tartar sauce and lemon DF (GF on request)
- Marinated Thai wagyu beef salad, mint, cilantro, toasted peanut, sweet chili dressing, lime avocado mayo, crispy potato GF DF
- Braised lamb shoulder with gratin potato, olive salsa, jus, pickled radish, lemon rocket GF
- Malay chicken curry with jasmine rice, agria potato, crispy curry leaves, chilli oil DF GF



SHARING PLATTERS

(10 persons per platter)

CHEESE PLATTER \$179

Selection of reserve brie, vintage blue, and aged cheddar with fresh fruit, quince paste, assorted crackers, green tomato & jalapeño chutney, fig relish, and NZ honey

ANTIPASTO PLATTER \$179

Selection of cold cuts including pepperoni salami, shaved ham, smoked chicken, and spicy chorizo, served with toasted EVOO ciabatta and sourdough, hummus with dukkah, sundried tomato pesto, cornichons, and mixed olives

SAVOURY PLATTER \$149

Selection of fried chicken, porcini and fontina arancini, wagyu beef and chorizo skewers, Italian herb-crumbed mozzarella sticks, jalapeño cheese bites, and beer-battered market fish served with chipotle, garlic aioli, and creamy lime avocado sauce

FUSION PLATTER \$149

A selection of prawn dumplings, char siu pork bao buns, cauliflower bites, beef wontons, pork belly bites, and Meld fried chicken, served with a trio of dipping sauces

SWEET PLATTER \$129

Chef's selection of petite sweets in three flavours



CONFERENCE BEVERAGE SELECTION

SPARKLING

	G	B
Mumm Marlborough Brut Prestige, Marlborough	13	87
Makers Anonymous Prosecco, Australia	11	49
Deutz Marlborough Cuvee Brut, Marlborough		56

SAUVIGNON BLANC

	150 ML	250 ML	B
Villa Maria, Lighter in Alcohol, Marlborough	9	15	45
Lake Chalice 'The Falcon', Marlborough	11	15	55
Carrick, Central Otago Bannockburn	13	18	65
Wet Jacket, Central Otago			65

CHARDONNAY

	150 ML	250 ML	B
Alpha Domus 'Collection', Hawkes Bay	10.5	17.5	52
Fickle Mistress, Marlborough	11	18	55
Church Road 'Gwen', Hawkes Bay			59

RIESLING

	150 ML	250 ML	B
Saddleback, Central Otago	11.5	19	57
Carrick, Central Otago			59

PINOT GRIS

	150 ML	250 ML	B
Camshorn, Waipara	10.5	17.5	52
Wet Jacket, Central Otago	13	21.5	65
Maude, Central Otago			69

ROSE

	150 ML	250 ML	B
Terra Sancta, Central Otago Bannockburn	13	15	61
Surveyor Thomson, Central Otago	15.5	25.5	76.5
Gibbston Valley, Central Otago			64



BEVERAGE LIST CONTINUED

PINOT NOIR

	150 ML	250 ML	B
Fickle Mistress, Marlborough	11	18	55
Saddleback, Central Otago	13	21.5	65
Surveyor Thomson, Central Otago	17	28	84

SYRAH & SHIRAZ

	150 ML	250 ML	B
Pask, 'Gimblett Gravels' Syrah, Hawkes Bay	11	18	55
Penfolds Max Shiraz, South Australia			78

MERLOT & CABERNET

	150 ML	250 ML	B
Thorn Clarke Sandpiper Merlot, Barossa	11	18	55
Jacobs Creek Double Barrel Cabernet Sauvignon, Coonawarra	13	21.5	65
Church Road Grand Reserve Merlot Cabernet			92

BEER & CIDER

	330 ML
Corona	11
Heineken	11
Monteiths Apple Cider	9
Speights Summit Ultra	9
Steinlager Classic	9
Heineken Silver	11

LOW ALCOHOL

	330 ML
Corona Cero 0%	9
Macs Mid Vicious 2.5%	9
Asahi Super Dry 0%	9



BEVERAGE LIST CONTINUED

SPIRITS

DOUBLES UNLESS REQUESTED

Jim Beam Bourbon, Kentucky	10
Woodford Reserve Bourbon, Kentucky	12
Jameson Irish Whiskey, Ireland	12
Laphroaig 10yr Single Malt Whisky, Scotland	15
Canadian Club 12yr Blended Whisky, Canada	12
Beefeater London Dry Gin, UK	10
Haymans Sloe Gin, UK	11
Bombay Sapphire Gin, UK	11
Absolut Vodka, Sweden	10
Rogue Society Vodka, NZ	12
Havana Club Anejo Especial Rum, Cuba	10
Bati Spiced Rum, Fiji	11
Bati Dark Fijian Rum, Fiji	11

LIQUEURS

DOUBLE SERVED NEAT

Baileys	11
Cointreau	11
Drambuie	11
Kahlua	11

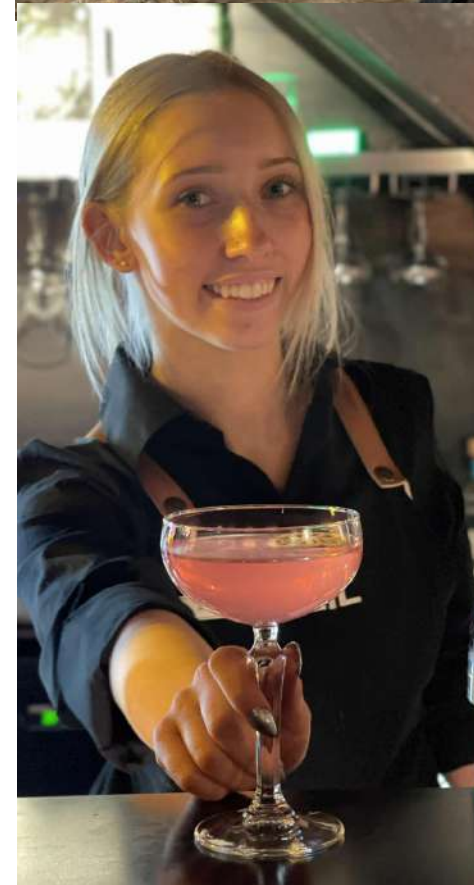
MIXERS

Coca Cola	3
Coke Zero Sugar	3
Gingerale	3
Lemonade	3
Tonic Water	3
Sprite Zero	3
Ginger Beer	3

FRUIT JUICE

Apple	5
Cranberry	5
Orange	5
Pineapple	5
Tomato	5

OTHER BEVERAGES AVAILABLE
ON REQUEST



TERMS AND CONDITIONS

TENTATIVE BOOKINGS

Will be held on a first option basis indefinitely. If another client requests the space then we will contact you to ask for immediate confirmation in writing or release of the booking.

CONFIRMATION

Confirmation of all bookings must be in writing. A deposit may be required for large events where credit facilities are not held.

CANCELLATION

All cancellations must be received in writing. Cancellations within 14 days of the event will be subject to a cancellation fee. The fee will be at the Hotel Management's discretion.

PRICE VARIATIONS

All prices are current at the time of quotation and every effort is made to maintain prices. However food and beverage prices are subject to change. In the unlikely event that quoted prices change, we will notify you prior to your event. If you have received a firm and final quotation which has been accepted this will be honoured.

CONFIRMED NUMBERS

All final details, menus, beverages, room set up, AV requirements and timings must be confirmed 14 days prior to the event. A guaranteed minimum number is required 14 days prior, with a final number to be advised 5 working days prior. Charges will be based on this number, or the final head count – whichever is greater.

SURCHARGES

Extra charges may apply for functions scheduled on Public Holidays. Extra labour charges may apply if your event extends beyond midnight prior to a Public Holiday

PAYMENT

Credit facilities may be available upon completion and approval of a credit application form. Unless credit terms have been arranged, full payment by cash, direct credit or credit card is required immediately following the event. A 7-day invoice may be arranged, with credit card details required to guarantee payment for any outstanding charges.

FOOD AND BEVERAGE

Only food and beverages purchased from The Langlands Hotel can be consumed on the hotel premises. Licensing and food safety regulations prevent the removal of food and beverages from the hotel premises. In special circumstances clients may be able to provide sponsored food as long as a written application is confirmed and signed off by the Executive Chef.

DELIVERIES

The hotel is to be notified of any deliveries. The Hotel will not be responsible for packages, parcels or equipment that arrive without prior notification. All deliveries must clearly state the company or function name and the date of the function.

INSURANCE

It is the client's responsibility to be insured for all items belonging to them for the period these items are in the hotel. While the hotel will take all necessary care, it will not accept responsibility for the loss of any property left in the Hotel prior to, during or after the event unless specific arrangements have been made with hotel management. Clients are responsible for any damage sustained to hotel property by them or their attendees.

TERMS AND CONDITIONS

COMPLIANCE

Clients will be responsible to ensure orderly behaviour of their guests and the hotel reserves the right to intervene and eject any objectionable person from the function off the hotel premises without liability. The Hotel accepts this responsibility with guidelines set by the Sale and Supply of Alcohol Act. The hotel retains the right to adjust any set up to ensure fire and safety codes are not breached. Particular attention will be paid to the accessibility of fire exits during trade shows where partitioning is erected. Floor Plans must be approved by Hotel management prior to set up.

FUNCTION ROOMS

We reserve the right to reallocate function rooms due to circumstances beyond our control. If final numbers increase or decrease significantly from those advised at the time of reservation, we may substitute a more appropriate room. We will discuss changes with you when the decision is made.

UNAUTHORISED EXTRAS

Unless otherwise instructed in writing, the client will be liable for all charges incurred by the client or his agents during the course of the function.