



AUT

CONFERENCE & EVENT  
**COMPENDIUM**







# AUT HOSPITALITY SERVICES

AUT Hospitality Services offers clients a fully comprehensive, professional, event and conference management service and has been setup to facilitate AUT's vision of being:

"A University which has active relationships, nationally and internationally with communities, industry, businesses and the professions, in the creation and exchange of knowledge and in the application of learning and research."

This vision is achieved by hosting conferences and events – bringing academics, business leaders and thought leaders together on campus in a collaborative setting.

With over 650 spaces available across AUT North, AUT City and AUT South, we offer some of the most sophisticated venues in Auckland and are sure to have the perfect space for your needs.

Our team of expert Conference and Event Coordinators work with you to design your event from inception to completion, weaving your message and desired outcomes into every element of the event.

No event is too small, from a morning tea for 20 people to a high end gala dinner for 500. AUT Hospitality Services will organise and manage your event so you can focus on your guests. Equipped with a full service commercial kitchen, all our catering is produced daily in-house to world class standards.

Our catering operations team are well versed in all event types. While we do employ alumni of the University's Hospitality School, they, like everyone else, start at the bottom and work their way up through the ranks of this well accomplished and professional team.

All our spaces come equipped with full audio visual setup, including data projection and sound systems (where applicable), plus basic presentation assets such as white boards and the like.

On top of this we also offer a full service, in house, audio visual department, with a large store of state of the art lighting, sound and visual assets at your disposal.

Wifi Internet access is available across the whole University and, in most cases, our buildings are equipped with fibre optic networks supplying ultra-fast connectivity. This allows us to supply full live streaming services.

AUT Hospitality Services is the total solution for all events and conferences both on and off site. We welcome the opportunity to meet with you to discuss your project and show you our inspiring event spaces.

## **AUT Hospitality Services**

[www.hospitalityservices.aut.ac.nz](http://www.hospitalityservices.aut.ac.nz)

[events@aut.ac.nz](mailto:events@aut.ac.nz)

09 921 9676





# YEAR PLANNER 2018



No Events

Conference Rooms Only

No restrictions on events

## January

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- New Year
- Auckland Anniversary

## February

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

- Waitangi Day
- Semester 1 start

## March

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- Easter Break

## April

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Easter Break
- Anzac Day

## May

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## June

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- Queen's Birthday

## July

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- Semester 2 start
- AUT Graduation

## August

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## September

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## October

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Labour Day

## November

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## December

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- Christmas
- AUT Graduation







# YEAR PLANNER 2019



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No restrictions on events

## January

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- New Year
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27	28	29	30	31		

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- Queen's Birthday

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- Semester 2 start
- AUT Graduation

## August

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- AUT Graduation

## September

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- Labour Day

## November

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- Christmas
- AUT Graduation





Open Seating

Open Seating

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# VENUE HIRE

## CITY CAMPUS – SIR PAUL REEVES, WG BUILDING

Room No.	Location	Style / Capacity	Full Day
WG126	Lecture Theatre, Level 1	140 pax theatre style	\$750
WG128	Exhibition/Reception Space, Level 1	150 pax cocktail style	\$500
WG129	Open area, non private, Presentation Space		NA
WG135	Collaborative Social Learning Space (Outside lecture theatre, Level 1)	Thoroughfare	NA
WG201	Open Forum, Level 2 (Can be cordoned off)	285 pax cocktail style 200 theatre style (comfortable) 150 pax banquet style (comfortable) 200 pax banquet style (max)	\$2000
WG210	Studio 1, Level 2 (Performance studio with mezzanine)	150 pax cocktail style 120 pax theatre style 100 pax banquet style	\$500
WG308**	Te Iringa Function Space, Level 3 (Automatic blinds, private room)	90 pax classroom style (incl stage) 150 pax banquet style (incl stage & lectern) 180 pax theatre style (incl stage) 185 pax cocktail style	\$1300
WG306	Reception Area, Level 3 (Suitable for welcome receptions & catering)	100 pax cocktail style	\$500
WG404	Case Room, Level 4	95 pax theatre style	\$600
WG403	Lecture Theatre, Level 4	384 pax theatre style	\$1800
WG402	Lecture Theatre Lobby, Level 4	70 pax cocktail style	\$300
WG402A	Tree House, Level 4 (Non private)	40 pax cocktail style	\$300
WG401	Collaborative Social Learning Space, Level 4 (Governor Fitzroy Place)	30 pax cocktail style	\$200
WG400B	Collaborative Social Learning Space, Level 4 (Fixed couches)	25 pax cocktail style	\$200
WG407	Mini Forum Space, Level 4	60 pax cocktail style	\$250
WG517	Boardroom, Level 5	22 pax boardroom style	\$300
WG6-9	WG Basic Classrooms, Level 6 to 9	36-42 pax classroom style	\$300
WG6-9	Flexible Learning Space, Level 6 to 9	72+ pax classroom style	\$500

\* Weekends may be subject to additional cleaning and security charges

Prices Exclude GST

\*\* Due to the popular demand of the Te Iringa (WG308) room, there is a minimum number of 50pax and above to book this space. Upon availability bookings less than 50pax can use this space, however, there may be a possibility of moving this booking to a different room, to accommodate an enquiry higher than 50pax.





## CITY CAMPUS – VARIED

Room No.	Location	Style / Capacity	Full Day
<b>CONFERENCE CENTRE</b>			
WA224A/B	City Conference Centre – Half room	120/140 pax theatre style	\$600
WA224A/B	City Conference Centre – Whole room	280 pax theatre style 330 pax cocktail style	\$1200
<b>CLASSROOMS &amp; PRESENTATION SPACES</b>			
	Small Lecture Theatre (Tiered classroom)	90 pax classroom style	\$450
	Medium Lecture Theatre	90–150 pax	\$500
	Large Lecture Theatre	150–220 pax	\$550
	Basic Classrooms	Varied	\$300
	Case Rooms	Varied	\$300
	Seminar Rooms	Varied	\$300
	Hikuwai Plaza	Varied	Price on application
* Weekends may be subject to additional cleaning and security charges			Prices Exclude GST

## NORTH CAMPUS – NORTH SHORE

Room No.	Location	Style / Capacity	Full Day
<b>CONFERENCE CENTRE</b>			
AF113/A	North Shore Conference Centre & Foyer	300 pax cocktail style	\$1400
<b>CLASSROOMS &amp; PRESENTATION SPACES</b>			
	Small Lecture Theatre (Tiered classroom)	50–90 pax	\$300
AF116	Medium Lecture Theatre	150 pax	\$500
AF114	Large Lecture Theatre	300 pax	\$800
	Basic Classrooms	Varied	\$200
AF108–110	Clinical Practice Rooms Available Sat/Sun only	30–40 pax	\$350
	Awataha Plaza	Varied	Price on application
* Weekends may be subject to additional cleaning and security charges			Prices Exclude GST

## SOUTH CAMPUS – MANUKAU

Room No.	Location	Style / Capacity	Full Day
<b>CONFERENCE CENTRE</b>			
MD210, 211 OR 212	Manukau Conference Centre – one room one of three	115/50/50 pax	\$375
MD210–212	Manukau Conference Centre – all three rooms	345 pax (max)	\$800
MB317	Manukau Boardroom	24 pax	\$250
MH102	Open Forum, Level 1	110 pax seated banquet style	\$600
MH116	Event Space	250 pax cocktail style	\$300
MH117	Lecture Theatre, MH Level 1	95 pax theatre style	\$450
MH118	Lecture Theatre, MH Level 1	200 pax theatre style	\$550
<b>CLASSROOMS</b>			
	Classrooms		\$200
	Flexible Learning Spaces		\$260
* Weekends may be subject to additional cleaning and security charges			Prices Exclude GST





# EVENT SERVICES

## EVENT MANAGEMENT SERVICES

AUT Hospitality Services offers a range of services that can help make managing your event easier, less time consuming and more cost effective.

These services include:

- Online delegate registration
- Website design and development
- Speaker and abstract management
- Electronic Direct Mail (EDM)
- Conference/Event app.
- Audio visual services

## ONLINE DELEGATE REGISTRATION

A place online for your guests to register and pay to attend your event.

You supply us with:

- Header and footer graphics
- The form data you would like to capture (e.g. contact details, organisation, address, dietary requirements, etc.)
- A draft of your conference programme (e.g. functions, workshops or activities you would like delegates to RSVP to)
- All pricing, discounts, promo codes and methods of payment (required)

The registration process is then set up and you are supplied with a 'test' link.

Once testing is complete and any changes have been made and signed off, a 'go live' link to the registration process for your delegates is provided.

This hyperlink can then be used for a 'click here to register' button or text link such as "Register here" can be configured.

Events such as multi-day conferences often contain large amounts of content such as function descriptions, key note speakers, maps, pricing tables and event sponsor branding.

The hyperlink is then sent out via EDM (as outline below in Fig 3 and Fig 4) where delegates can view

*Extra event management charges may apply depending on the number of changes made after 2 edits  
Lead Time – 2 weeks minimum*





Registration Package 1	\$200 (unlimited)	free to attend yes/no & dietary requirements
Registration Package 2	\$7 per registration	Credit card payments only.
Registration Package 3	\$17 per registration	Credit card, ICD and invoice payments.

Credit card administration fee	2.5% on credit card transactions	Applies to packages 2 and 3.
Setup, delegate liaison, reporting & reconciliation	\$45 per/hr	Covers registration setup, testing and fielding delegate queries and status reporting.
Delegate registration cancellation fee	\$25 per cancellation	This fee is deducted from registrants fee on cancellation. Applies to packages 2 and 3.

Fig.2 – Registration form



Fig.3 – Hyperlink on web page within AUT website



Fig 4 – Hyperlink within EDM email template

## WEBSITE SERVICES

AUT Hospitality Service offers website design and development services to its clients.

From a basic website to a full conference website, we work closely with our clients to understand your event brief and present a website which is focused on the main theme.

Alternatively, you may wish to have a page setup by AUT Web Services within the official AUT website as illustrated above in Fig 3.

*Lead time – 3weeks*



Fig 5 – Full event website produced by Hospitality Services

<div>AUT Hospitality Services – Event/Conference website</div>	<div>From \$500.00</div>	<div>Services offered – hosting, domain registration, setup, build and maintenance</div>
<div><div>ATBHIX</div><div>9TH INTERNATIONAL CONFERENCE ON INTERPROFESSIONAL EDUCATION AND COLLABORATIVE PRACTICE</div><div><div>Home</div><div>Sponsors &amp; Exhibitors</div><div>Schedule &amp; Sessions</div><div>Registration</div><div>Other event info</div></div><div><div>9th September 2018</div></div><div></div><div><div>Welcome to the <i>All Together Better Health</i> Summit which will be held in Auckland, New Zealand in September 2018.</div><div>All Together Better Health offers the leading global interprofessional education and collaborative practice conference under the auspices of The Association of Medical Schools and the New Zealand Association of Medical Schools.</div><div>Now you can see the All Together Better Health Summit in Auckland, New Zealand and see the impact of the conference on the future of healthcare and the future of the world.</div></div></div>	<div><div></div><div><div>HOME</div><div>SPEAKERS</div><div>REGISTRATION</div><div>SPONSORS &amp; EXHIBITORS</div><div>VENUE</div><div>PLAN YOUR VISIT</div><div>CONTACT</div></div><div></div><div><div>28th New Zealand Conference on Microscopy</div><div>31 Jan – 03 Feb, 2017</div><div>Auckland University of Technology (AUT) Auckland, New Zealand</div><div>The celebration of all things microscopic will be held at the City campus of Auckland University of Technology (AUT) from Tuesday 31 January to Friday 3 February 2017</div></div></div>	
<div><div></div><div><div>7th NEW ZEALAND DISCOURSE CONFERENCE</div><div>07-09 December 2017</div></div><div></div><div><div><div></div><div></div><div></div><div></div></div></div></div>		



## SPEAKER AND ABSTRACT MANAGEMENT SERVICES

### Speaker Management

- Booking speaker flights, airport transfers and accommodation
- Managing complimentary speaker registrations (where applicable)
- Arranging bespoke speaker gifts
- General communication

### Abstract Management

- Creating an abstract submission, review and decision timeline
- Creating a bespoke abstract submission online portal based on your requirements
- Managing electronic and manual abstract submissions
- Ongoing management and updates of the abstract database
- Formatting of abstracts for publication or programme purposes

#### Abstract Management

\$45 per abstract

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## ELECTRONIC DIRECT MAIL (EDM)

Marketing your event, through a series of emails, to a list of guests you would like to attend.

We can send by email:

- Save the date EDM
- Invitation EDM
- RSVP reminder EDM
- Second RSVP reminder EDM

All you need to do is provide us with:

- An invitation list which includes first names, last names and email addresses
- The header graphic for the email template
- The text body content (including any URL links)
- The footer graphic (alternatively the Hospitality Services one can be used)
- Any email attachments (e.g. maps)

#### EDM Package

\$1 per person

4 x email outs

## CONFERENCE/EVENT APP.

We offer a one stop shop in supplying an interactive app for your event or a conference.

- Detailed event statistics
- Targeted announcements
- Event bulletin board
- Photo sharing
- Social media integration
- Session and event surveys
- Agenda with multi-track support
- Instant messaging
- Business card scanning



**Price on Application as per event and number of attendees**

Starting from \$1000

*Content management hours will be an extra charge*

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## AUDIO VISUAL SERVICES

AUT Hospitality Services audio visual team brings innovative, creative concepts to life for your event. We can provide audio and visual setups, equipment, crew and technical support for your gala dinners, awards nights, product launches, special occasions, corporate events, road shows and conferences.

Our team will work with you from quotation and planning to seamless delivery on the day.

Our services:

- Full setup and pack down
- In house technical support
- AV operators and technicians
- PA systems
- Live sound – band setup
- Full lighting services
- Staging and drapery
- Rigging
- Power generation
- Live stream/broadcast
- Audio and video simulcast
- Full HD video recording
- LED video wall and screens
- PAT testing







# EVENTS MENUS

AUT Hospitality Services offers clients a fully comprehensive, world class event management service. Our team of experts will work with you to design your event from inception to completion, customising each element to suit all budgets. We are an approved internal P.C.O. (Professional Conference Organiser) delivering food & beverage and event management expertise to AUT and its external guests. Hospitality Services is part of the Estates group delivering a range of services to the University enabling it to achieve its strategic goals and support student learning and well being.

**AUT Hospitality Services will organise and manage your event so you can focus on your guests.**

We offer:

## In-House Catering

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- World Class cuisine prepared in-house from fresh New Zealand sourced ingredients by a qualified team of professional chefs
- A highly trained front of the house team delivering anything from morning tea for 20 to a wine matched gala dinner for 500 people
- Organic and free range products used where applicable and available

## Venue Booking

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- Sourcing and booking venues (within AUT or offsite) across Auckland and New Zealand

## Audio Visual

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- Full set up and onsite technical support provided by qualified technicians
- Modern equipment available to meet all requirements including all audio, visual, staging, rigging and stage management
- Full camera and live streaming services available

## Conference Management

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- Website design and development
- Online registration
- Conference app supply and management
- Collateral design, production and marketing
- Abstract and speaker management
- Full theming and entertainment management
- Full event management and onsite delivery from start to finish

NOTE: All internal events receive 2 hours' of event management service provided at no charge, any additional time incurred will be charged @ \$45.00 per hour (ex GST) as an event management fee.



# DAY DELEGATE PACKAGES

Day Delegate Packages include:

- Fully set venue (Half day package includes venue for up to four hours)
- Coffee & tea on arrival
- Notepad, pen, chilled water & mints
- Dedicated hospitality staff, equipment & catering linen
- Morning Tea Package 2 (See page 23)  
(Half day package includes Morning Tea or Chefs selection of high tea)
- Chef's selection of high tea with tea, coffee & chilled juice
- Basic in-room AV (Includes Computer, Data Projector & 1 Hour AV operator)
- Includes room hire for External clients (of the main room & 1 catering space)

## Day Delegate Packages

(Includes Hot Working Lunch Package 1) (See page 26)	Half Day	Full Day
AUT	from 30.0	from 40.0
External Clients	from 50.0	from 60.0

## Deluxe Day Delegate Packages

(Includes Hot Working Lunch package 3) (See page 26)	Half Day	Full Day
AUT	from 35.0	from 45.0
External Clients	from 60.0	from 70.0

Minimum order of 20 delegates

All prices are per person and exclude GST

Allow three business days lead time when placing order



# BUFFET BREAKFAST

## Continental Breakfast

13.0

A selection of teas, freshly brewed coffee and chilled juice

A selection of cereals, poached fruit v H

Fruit and natural yoghurt v H GF

Freshly sliced seasonal fruit V H GF DF

A selection of toast, croissants and danishes with butter and conserves v H

## Hot Breakfast

18.0

A selection of teas, freshly brewed coffee and chilled juice

Creamy scrambled eggs v H GF

Grilled bacon GF DF

Oven roasted vine tomatoes V H GF DF

A selection of toast, croissants and danishes with butter and conserves v H

## Optional Extras

3.0

Hash browns V H

Breakfast sausage

Selection of cereals with milk v H

Creamy mushrooms v H

Freshly sliced seasonal fruit V H GF DF

4.5



Minimum order of 20 delegates

All prices are per person and exclude GST

Allow three business days lead time when placing orders

v=Vegetarian, V=Vegan, gf=Gluten Free, df=Dairy Free, H=Halal



# NETWORKING BREAKFAST

(Tray served by dedicated hospitality staff, suitable for stand-up breakfast receptions)

## Cold Breakfast items

4.5 per item

Poached fruit, toasted muesli, greek yoghurt (v) (H)

Seasonal fruit, passionfruit syrup (v) (H) (GF) (DF)

Spiced chia seed pudding, seasonal fruit compote (H)

Apple cinnamon Bircher Muesli (H)

Breakfast salad of tomato, radish, cos lettuce, mozzarella, toasted seeds, parma ham, poached egg dressing (GF) (DF)

## Warm Breakfast items

4.5 per item

A choice of bagels, crumpets, croissants or crostinis served with a selection of fillings:

Smoked salmon, cream cheese (H)

Manuka smoked bacon, egg

Ham, brie cheese

Avocado, vine ripened tomato (v) (H)

Bacon, lettuce, tomato

Salmon, scrambled egg (H)

Bacon, brie, sundried tomato

Ham, aged cheddar cheese

Basil pesto, tomato, brie (v) (H)

(Maximum of two breads and three fillings)

## Beverages

4.5

A selection of teas, freshly brewed coffee and chilled juice

Minimum order of 20 delegates

All prices are per person and exclude GST

Allow three business days lead time when placing orders

For dietary options, please refer to Dietary Menu on Page 37

v=Vegetarian, V=Vegan, gf=Gluten Free, df=Dairy Free, H=Halal



# MORNING & AFTERNOON TEA PACKAGES


A selection of teas, freshly brewed coffee and chilled juice served with the following options:

Package 1: choice of 1 savoury or 1 sweet item	9.5
Package 2: choice of 2 savoury or 2 sweet items	13.0
Package 3: choice of 3 savoury or 3 sweet items	16.5

## Savoury

- Assorted savoury pies, tomato salsa (2pp)
- Gourmet mini sausage rolls, house made tomato sauce (3pp)
- Pissaladiere (French pizza) topped with eggplant caviar, red pepper, olives (1pp)
- Roasted red onion, ricotta, basil, parmesan frittata (1pp)
- Oven baked cheese rolls (2pp)
- Free form smoked chicken, brie, cranberry pie (1pp)
- Mini sourdough rolls filled with chef's choice of fillings (1pp)
- Pork, sage, bacon, feta turnover (1pp)
- Gourmet finger sandwiches with chef's choice of fillings (2pp)

## Sweet

- Chocolate brownie (1pp) 
- Chocolate croissant (1pp)
- Freshly baked mini sweet muffins (2pp)
- Mini sweet scones, jam & cream (2pp)
- Chef's selection of freshly baked cupcakes (1pp)
- Almond, raspberry tart (1pp)
- Selection of freshly baked cookies (30gms each – 2pp)
- Dark chocolate tart (1pp)
- Selection of sweet slices (2pp)
- Toasted date, apricot, walnut loaf, whipped vanilla butter (1pp)
- Spiced chia seed pudding, seasonal fruit compote (1pp)
- Freshly sliced seasonal fruit

Minimum order of 20 delegates

All prices are per person and exclude GST

For dietary options, please refer to Dietary Menu on Page 37

Allow three business days lead time when placing orders

v=Vegetarian, V=Vegan, gf=Gluten Free, df=Dairy Free, H=Halal





# WORKING LUNCH PACKAGE

A selection of teas, freshly brewed coffee and chilled juice served with the following options:

Package 1: choice of 1 filled bread and 1 extra item from the below	18.5
Package 2: choice of 1 filled bread and 2 extra items from the below	21.5
Package 3: choice of 1 filled bread and 3 extra items from the below	24.5

## Filled Breads

A choice of wraps, wholegrain bread, sour dough, baguette or turkish fold served with a selection of fillings:

- Ham, Swiss cheese
- Smoked chicken, brie, avocado
- Tomato, cucumber, cheddar cheese
- Egg, chive
- Cold smoked salmon, pickled cucumber, tomato, radish sprouts, miso mayo
- Peppered roast beef, balsamic, compressed tomato, rocket, cheddar cheese
- Crisp bacon, parmesan egg mayo, cos lettuce
- Hot pork, piccalilli, edam cheese, cucumber
- Smoked Havarti cheese, roasted red pepper, basil pesto, baby salad greens
- Coronation chicken, ice berg lettuce, cucumber, tomato
- Cumin lamb, garlic hummus, cucumber, pickled vegetables
- Roasted fennel, avocado, brie cheese, smoked paprika cream cheese

(Maximum of two breads and three fillings)

Minimum order of 20 delegates

All prices are per person and exclude GST

For dietary options, please refer to Dietary Menu on Page 37

Allow three business days lead time when placing orders

v=Vegetarian, V=Vegan, gf=Gluten Free, df=Dairy Free, H=Halal

## Individual Salad Boxes or Bowl of Salad per 10 guests

Caesar salad with Smoked chicken, bacon, croutons, Caesar dressing

Saffron rice, rocket, currants, spicy onion, zucchini, fenugreek dressing **H**

Pumpkin, goat's feta, spinach, red jacket potatoes, tarragon dressing **H** **GF**

Chickpea, chorizo, green pea, cherry tomato, smoked paprika dressing **H** **GF** **DF**

Ginger braised beef, peanut, green beans, coriander, wild rice, quinoa, coconut dressing **H** **GF** **DF**

## Savoury Items

Ham, onion, chive, cheddar quiche (1pp)

Pork, sage, bacon, feta turnover (1pp)

Potato, mustard, coriander samosa, cucumber raita (1pp)

Chicken, basil pesto sausage roll (1pp)

Assorted sushi served with wasabi, soy & pickled ginger (2pp)

Ricotta, basil, parmesan frittata (1pp)

Bisque prawn risotto ball, rouille (2pp)

## Sweet Items

Assorted sweet slices (1pp)

Dark chocolate tart (1pp)

Vanilla custard slice (1pp)

Chocolate brownie (1pp)

Freshly sliced seasonal fruit

Salted caramel cheesecake (1pp)

## Platters

The Cheese

The Vegan

The Bread & Dips

The Asian

The Sandwich

The Sweets

The Pizza Box (2 pizza per 10)

The Bar

The Indian

The Italian

The Pasifika

The Sushi

\*Please refer to the Platter Menu on page 29 for details about platters

\*\*Each platter serves 10 people

Minimum order of 20 delegates

All prices are per person and exclude GST

For dietary options, please refer to Dietary Menu on Page 37

Allow three business days lead time when placing orders

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# HOT WORKING LUNCH PACKAGE

A selection of teas, freshly brewed coffee and chilled juice served with the following options:

Package 1: choice of 1 salad, 1 hot dish and 1 sweet item	20.5
Package 2: choice of 2 salads, 1 hot dish and 1 sweet item	23.5
Package 3: choice of 2 salads, 1 hot dish, 1 platter (per 10) and 1 sweet item	30.5

Sourdough breads with butter (gluten free bread available on request)

## Salads

Roasted carrot & cashew salad, mint sesame dressing V H GF DF

Green bean & orange salad, poached egg dressing v H GF

Kumara, spring onion & bacon salad, burnt citrus dressing GF DF

Mustard potato salad v H GF DF

Roasted vegetable salad, caraway dressing V H GF DF

Classic Waldorf salad v H GF DF

German style potato & bacon salad GF

Asian coleslaw, tofu dressing V H GF

Tomato, rocket & cucumber, sunflower seed dressing V H GF DF

Chef's garden salad, balsamic dressing V H GF DF

## Hot Dishes

24hr cooked lamb, pumpkin & mushroom pearl barley H GF

Chicken mole, corn tortillas, guacamole, tomato salsa & sour cream H GF

Garlic paprika chicken, roasted cauliflower & quinoa H GF

Roasted beetroot, sage & parmesan risotto v H GF

Smoked market fish, rocket, olive & preserved lemon couscous H

Lamb korma, pea & coriander rice, & poppadum H GF

Beef bourguignon, baby green beans, crushed potatoes, rouille H DF



## Platters

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The Cheese

The Vegan

The Bread & Dips

The Asian

The Sandwich

The Sweets

The Pizza Box (2 pizza per 10 pax)

The Bar

The Indian

The Italian

The Pasifika

The Sushi


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\*Please refer to the Platter Menu on page 29 for details about platters

\*\*Each platter serves 10 people

## Sweet Items

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Chocolate brownie (1pp) 

Almond, raspberry tart (1pp)

Chef's selection of freshly baked cupcakes (1pp)

Freshly sliced seasonal fruit

Minimum order of 20 delegates

All prices are per person and exclude GST

For dietary options, please refer to Dietary Menu on Page 37

Allow three business days lead time when placing orders

v=Vegetarian, V=Vegan, gf=Gluten Free, df=Dairy Free, H=Halal





# ALTERNATIVE LUNCH OPTIONS

## Individual Salad Boxes

7.0

Caesar salad with Smoked chicken, bacon, croutons, Caesar dressing

Saffron rice, rocket, currants, spicy onion, zucchini, fenugreek dressing V H GF DF

Pumpkin, goat's feta, spinach, red jacket potatoes, tarragon dressing v H GF

Chickpea, chorizo, green pea, cherry tomato, smoked paprika dressing GF DF

Ginger braised beef, peanut, green beans, coriander, wild rice, quinoa, coconut dressing GF DF

\*Minimum order of 5 salads per flavour

## On the Go Lunch Box

11.0

An assortment of fillings in a bap, wrap, or wholegrain sandwich with fresh fruit, bottled water & a cookie.

## Hot Roll Carvery Station

14.0

Served with bread rolls (2 rolls per person), choice of salad, and your choice of carvery

Salad (Choice of 1)

Garden Salad with balsamic dressing V H GF DF

Mustard Potato Salad v H GF

Carvery (Choice of 1)

Roasted pork leg with caramelised apple GF

Brandy marmalade glazed ham GF

Slow cooked lamb leg H GF

Smoked roasted beef scotch H GF

Chinese style BBQ pork belly GF

Minimum order of 20 delegates

All prices are per person and exclude GST

Allow three business days lead time when placing orders

v=Vegetarian, V=Vegan, gf=Gluten Free, df=Dairy Free, H=Halal

# PLATTER MENU

One platter is suitable for 10 people and can be served with gluten free bread on request

The Cheese	95.0
A selection of New Zealand cheeses, oat crackers, sourdough breads, dried grapes, seasonal fruit <span>V</span> <span>H</span>	
The Vegan	65.0
Vegan sushi, beetroot veggie puff, chargrilled seasonal vegetables, olives, vegan hush puppy, toasted ciabatta, vegan dips, dukkah <span>V</span> <span>H</span> <span>DF</span>	
The Bread & Dips	45.0
A selection of wild wheat sourdough breads with homemade dips & spreads <span>V</span> <span>H</span>	
The Asian	85.0
Shrimp toast, pork and chive dumplings, chicken wontons, Peking duck wraps, Vietnamese vegan rice paper rolls, maki sushi, chicken satay <span>DF</span>	
The Sandwich	70.0
A selection of club sandwiches, small filled rolls, mini croissants (For a gluten-free sandwich platter, additional charge of \$5.00 applies per platter)	
The Sweets	85.0
A selection of Criollo chocolate truffles, tiramisu slice, cherry coconut rough, lamingtons, chocolate brownie (gf), fruit curd tart <span>V</span> <span>H</span>	
The Pizza box	24.0
A choice of:	
<ul style="list-style-type: none"><li>• Margherita, vine tomato, buffalo mozzarella, basil <span>V</span> <span>H</span></li><li>• Tandoori chicken, masala onions, toasted coconut, banana chutney <span>H</span></li><li>• Salami, slow roasted eggplant, oregano</li><li>• Meat ball, red pepper, roasted garlic</li><li>• Shrimp, hot smoked salmon, avocado, spring onion <span>H</span></li></ul>	
All with tomato pizza sauce and mozzarella cheese Cut in to 12 and served in a custom pizza box	

Minimum order of 20 delegates

All prices are per person and exclude GST

Allow three business days lead time when placing orders

v=Vegetarian, V=Vegan, gf=Gluten Free, df=Dairy Free, H=Halal



The Bar	65.0
Cocktail samosa, mini spring rolls, ginger soy glazed chicken nibbles, mini pies, cheese rolls, cumin roasted nuts, marinated olives <span>H</span>	
The Indian	85.0
Aloo tikki, potato mustard coriander samosa, house made spicy bhujia, tandoori chicken, cauliflower & lentil pakora, handmade roti bread with cucumber raita, date & tamarind chutney <span>H</span>	
The Italian	85.0
Cured meats, olives, garlic flat bread, marinated vegetables, anchovy fried peppers, crostini, Bisque prawn risotto ball, rouille	
The Pasifika	85.0
Kokoda raw fish, shrimp & coriander cocktail, loco pork with coconut relish, coconut & chilli crusted market fish, brown sugar ginger chicken skewers, taro chips	
The Sushi	85.0
A selection of seafood, meat & vegetarian sushi served with Japanese soy, pickled ginger and wasabi <span>H</span>	

Minimum order of 20 delegates

All prices are per person and exclude GST

Allow three business days lead time when placing orders

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# CANAPÉ PACKAGES

Choice of 4 canapés	16.0
Choice of 5 canapés	20.0
Choice of 6 canapés	24.0

## Cold Selection

- Dukkah spiced lamb fillet, almond crisp, saffron hummus (H) (DF)
- Peking duck crepe with pickled carrot, cucumber & yellow plum sauce (H) (GF) (DF)
- Soy kingfish sashimi, wasabi caviar, Japanese pickle, kewpie mayo (H) (GF) (DF)
- Chilli chocolate blinis, smoked venison, pickled cucumber (H)
- Basil tomato jelly, prawn, bacon crumb (GF) (DF)
- Sugar cured snapper on spring onion, cucumber & seaweed salad (H) (GF) (DF)
- Charred pear, tarragon tart, spiced honey glaze (V) (H) (DF)
- Fig olive tapenade, buffalo mozzarella, rocket pesto (V) (H) (GF) (DF)
- Black garlic cured salmon, wonton wafer sesame, chive salsa (H) (DF)
- Lemon oil poached tuna spring, chai seef wafer, spring onion chilli salad (H) (GF) (DF)
- Rock melon wrap with Parma ham, freeze dried cherry tomato, white balsamic pearls (GF) (DF)

## Hot selection

- Puri filled with cumin masala chicken topped with potato coriander raita (H) (GF) (DF)
- Beef bacon pop, mushroom thyme duxel, fava bean pesto (H) (GF)
- House made pork salami, parmesan mash, horseradish bearnaise (GF)
- Twice cooked pork belly in roasted red jacket potato (GF)
- Crayfish bisque pernod dill creme (H)
- Star anise braised rabbit spring roll with hoisin dip (H) (DF)
- Falafel, sumac pickle carrot, almond parsley gremolata (V) (H) (GF) (DF)
- Warm blue cheese, walnut paste, balsamic pearls (H)
- Shrimp toast with hot smoked salmon fennel salad (H)
- Yellow curry spiced quinoa rice cake, mint coconut salad (V) (H) (GF) (DF)

Minimum order of 20 delegates

All prices are per person and exclude GST

Allow three business days lead time when placing orders

v=Vegetarian, V=Vegan, gf=Gluten Free, df=Dairy Free, H=Halal



# BUFFET MENU

## Standard Buffet

25.0

Sourdough breads with butter (gluten free bread available on request)

### Salads

Roasted carrot & cashew salad, mint, sesame dressing V H GF

Seasonal garden salad, lemon mustard dressing V H GF

Green bean & orange salad, poached egg dressing H GF

### Carvery (choice of 1)

Roasted pork leg, caramelised apple GF

Brandy marmalade glazed ham GF

Slow cooked lamb leg H GF

Smoked roasted beef scotch H GF

Chinese style BBQ pork belly GF

Extra carvery choice – 7.50 pp

Served with:

Garlic, mustard crushed potatoes v H GF

Seasonal vegetables, tarragon butter v H GF

### Dessert

Fresh fruit salad, vanilla yoghurt v H GF

Rocky road slice V H GF

Sticky date pudding, salted caramel sauce v

Freshly brewed tea and coffee (self-served)

Minimum order of 20 delegates

All prices are per person and exclude GST

Allow three business days lead time when placing orders

v=Vegetarian, V=Vegan, gf=Gluten Free, df=Dairy Free, H=Halal



Sourdough breads with butter (gluten free bread available on request)

### Salads

Smoked chicken Caesar salad

Seasonal garden salad, lemon mustard dressing V H DF

Kumara, spring onion & bacon salad, burnt orange dressing DF

Roasted parsnip & carrot salad, caraway dressing V H DF

### Carvery (choice of 2)

Roasted pork leg, caramelised apple GF

Brandy marmalade glazed ham GF

Slow cooked lamb leg H GF

Smoked roasted beef scotch H GF

Chinese style BBQ pork belly GF

Hot smoked salmon, horseradish GF

Extra carvery choice – 7.50 pp

Served with:

Nutmeg spiced pumpkin bake V H GF

Potato, bacon, onion gratin GF

Seasonal vegetables, tarragon butter V

### Dessert

Sticky date pudding, salted caramel sauce V

Dark chocolate mousse, raspberry, shaved white chocolate V H

Fresh fruit salad, vanilla yoghurt V H GF

Lemon tartlets V H

Freshly brewed tea and coffee (self-served)



Minimum order of 20 delegates

All prices are per person and exclude GST

Allow three business days lead time when placing orders

v=Vegetarian, V=Vegan, gf=Gluten Free, df=Dairy Free, H=Halal



# PLATED DINNER/LUNCHEON MENU

2 Courses: 1 choice	48.0
2 Courses: 2 choices – alternate drop	58.0

3 Courses: 1 choice	58.0
3 Courses: 2 choices – alternate drop	63.0

Freshly baked sourdough bread rolls with butter

## Entrée

- Sake poached chicken, cucumber, sesame seaweed, pickles, tofu dressing GF DF
- Beetroot cured salmon, salted Spanish onion, soft herb salad, pinenut caper salsa H GF DF
- Saffron pickled egg, heirloom carrot, lime carrot puree, micro salad, olive chilli tapenade V H GF
- Moroccan lamb loin, pearl couscous, roasted red pepper, eggplant caviar, olive oil braised tomato H DF
- Air dried venison, sous vide egg yolk, popped quinoa, radish, toasted seeds, micro watercress, lemon olive oil H GF DF

## Mains

- Pressed pork belly, roasted cauliflower, fava beans, cashew turmeric ginger crème GF DF
- House smoked chicken thigh, kumara crush, grilled spring onion, sautéed cabbage, garlic miso broth H GF DF
- 28-day aged beef scotch, potato celeriac gratin, pea pesto, dry sherry jus GF
- Wild mushroom ramara cheese tart, corn & parsnip puree, caramelised onion, aged balsamic V H
- Slow cooked lamb shoulder, rocket mushroom risotto, port jus, sundried tomato pesto GF DF

## Desserts

- Rosemary white chocolate donut, 70% chocolate bourbon custard, almond praline V
- Pear tarte tatin, salted caramel, gingernut ice cream V H
- Galliano cherry brulee, rhubarb compote, pistachio cookie V
- Champagne berry jelly, coconut macaroon, peanut brittle, raspberry coulis V
- Pineapple pecan tart, honey poached pineapple, dried pineapple, coconut meringue, toasted coconut, coconut lime gelato V

## Per Table of 10

Finest New Zealand cheeses, fresh fruit, nuts, a selection of crackers & breads	90.0
Petit fours – a selection of handmade chocolates & petit fours	80.0

Freshly brewed tea and coffee (self-served)

Minimum order of 20 delegates

All prices are per person and exclude GST

All plated menus automatically include a vegetarian choice

Allow three business days lead time when placing orders

V=Vegetarian, V=Vegan, gf=Gluten Free, df=Dairy Free, H=Halal

# PASIFIKA MENU

(Lead Time - 10 working days)

## Finger food

4.5 per item

Ika mata [Classic coconut raw fish] GF DF

Salmon poke, fresh coconut & seaweed [Soy and coconut cured fish] H GF DF

Poisson cru indienne on crisp roti [Lime curry cured fish] H DF

Corn beef slider, cucumber pickle H

Lovo pork, pineapple choka [Tamarind smoked pork with grilled pineapple]

Curried octopus, rukau [Lightly curried braised octopus with taro leaves in coconut cream] H GF DF

Shot of rourou soup [Taro leaf soup] V H GF DF

Coconut taro fish cakes, chilli aioli H

## PLATED MENUS

2 Courses: 1 choice 48.0

2 Courses: 2 choices - alternate drop 58.0

3 Courses: 1 choice 58.0

3 Courses: 2 choices - alternate drop 63.0

### Entrée

Salmon poke tartare with coconut & seaweed H GF DF

Cold smoked scallops, watercress, green mango, naigani nuts, passionfruit virgin coconut oil dressing H GF DF

### Mains

Smoked pork belly, tamarind chutney, pineapple choka & wilted greens GF DF

Polynesian brown sugar chicken, hopa & island greens H GF DF

### Dessert

Golden syrup pudding, vakalolo sauce H

Banoffee pie H



Minimum order of 20 delegates

All prices are per person and exclude GST

**Allow ten business days lead time when placing orders**

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# PASIFIKA BUFFET MENU

Standard Package: choice of 1 salad, 1 hot vegetable dish, 1 hot meat dish, 1 carvery item & desserts	40.0
Deluxe Package: choice of 2 salads, 2 hot vegetable dishes, 2 hot meat dishes, 1 carvery item & desserts	55.0

Coconut roll with butter

## Salad/ sides

Baigani lolo-kailmoa style baked eggplant, coconut, onion **V** **H**

Green banana, green bean salad **V**

Salad greens, coconut dressing **V**

Silverbeet palusami style **V**

## Hot vegetable dishes

Roasted kumara, honey & cinnamon **V** **H** **GF**

Curry roasted pumpkin **V** **H** **GF** **DF**

Hopa, vanilla coconut [Ripe plantain banana] **V** **H** **GF** **DF**

Coconut pilaf **V** **H** **GF** **DF**

Vegetable sapaui **V** **DF** **H**

Fa'alifu talo [Turmeric coconut taro] **V** **H** **GF** **DF**

## Hot meat dishes

Polynesian brown sugar chicken **H** **GF** **DF**

Fijian lamb, pawpaw curry with coconut chutney, banana raita **H** **GF** **DF**

Curried Pork lap lap, taro, coconut **GF** **DF**

Ika vakalol grilled market fish with chilli, coconut **H** **GF** **DF**

Povi masima [House made Samoan style corned beef] **H** **GF** **DF**

## Carvery

Masala roasted chicken, tamarind **H** **GF** **DF**

Roasted kahawai in banana leaves, virgin coconut oil **H** **GF** **DF**

Umu pork belly, koko Samoa BBQ sauce **H** **GF** **DF**

## Dessert

Tavioka cake with pineapple **V** **H** **GF** **DF**

Misiluki pudding with coconut butterscotch sauce **V**

Fruit fondue platter with coconut marshmallows & koko Samoa dipping sauce **V**

Minimum order of 20 delegates

All prices are per person and exclude GST

**Allow ten business days lead time when placing orders**

v=Vegetarian, V=Vegan, gf=Gluten Free, df=Dairy Free, H=Halal





# DIETARY MENU

(GLUTEN FREE, DAIRY FREE, EGG FREE, VEGAN, VEGETARIAN, HALAL)

## Savoury Items

5.5 per item

Hush puppies, dipping sauce V DF H

Falafel with hummus V H GF DF

Roast vegetable kebab V H GF DF

Roast vegetable roulade v H DF

Spiced honey & pear tartlet v H

## Sweet Items

5.5 per item

Chia seed pudding V H GF

Bliss ball V H GF DF

Orange, poppy seed slice v H GF DF

Raspberry frangipani slice v H GF DF

Fruit kebab, spiced honey, coconut dipping sauce V H GF DF

## Filled breads

7.0 per item

A choice of Burgen bread H GF DF EF, Vegan wrap V DF H or Wild wheat cibatta V DF H with a selection of fillings:

- Smoked chicken, brie, avocado H GF
- Tomato, cucumber, cheddar cheese v H GF
- Egg, chive v H GF DF
- Cold smoked salmon, pickled cucumber, tomato, radish sprouts, miso mayo H GF DF
- Eggplant, baba ganoush, roasted red pepper, basil pesto, baby salad greens V H GF DF
- Coronation chicken, ice berg lettuce, cucumber, tomato H
- Roasted pumpkin, garlic hummus, cucumber, pickled vegetables V H GF DF
- Roasted fennel, avocado, brie cheese, smoked paprika cream cheese v H GF

## Buffet/Hot working lunch

5.0 per item

Seasonal roast vegetable, scented quinoa & a rich tomato peseta V H GF DF

Sundried tomato & olive pasta with rocket & basil pesto v H GF

Leek & mushroom risotto, balsamic roasted vegetables v H GF

Spiced eggplant curry on rice, seasonal vegetables V H GF DF

Ratatouille on mash or rice V H GF DF

(Dietary plated vegan options available on request)

Minimum order of 20 delegates

All prices are per person and exclude GST

Allow three business days lead time when placing orders

v=Vegetarian, V=Vegan, gf=Gluten Free, df=Dairy Free, ef= Egg free, H=Halal



# BEVERAGES

## Sparkling

Cloudy Bay Pelorus	60.0
Lindauer Reserve	34.0
Lindauer	25.0
<i>Champagne available on request</i>	

## White Wine

### Sauvignon Blanc

Villa Maria Private Bin	25.0
Te Awa Estate	32.0
Oyster Bay	35.0

### Chardonnay

Villa Maria Private Bin	25.0
Vidal White Series	28.0
Leftfield	29.0

## Aromatics

Villa Maria Private Bin Pinot Gris	25.0
Leftfield Pinot Gris	29.0
Villa Maria Private Bin Riesling	25.0
Villa Maria Private Bin Rose	25.0

## Red Wine

Villa Maria PB Merlot Cabernet	25.0
Esk Valley Merlot Cabernet Sauvignon Malbec	30.0
Vidal Cabernet Sauvignon Merlot	28.0
Villa Maria Cellar Selection Syrah	34.0
Leftfield Syrah	32.0
Sileni Pinot Noir	29.0
Mills Reef Reserve Pinot Noir	32.0
Carrick Unravelling Pinot Noir	45.0

*Customised wine lists can be created upon request*

## Beer

Heineken	7.5
Corona	7.5
Stella Artois	7.5
Speights	6.5
Steinlager	6.5
Monteith's Ale	6.5
Cider	6.5
Light Beer	6.5

*A range of craft beers available on request*

## Beverage Package Options

One hour beverage package includes a range of house beer, wine, fruit juice, soft drinks & tap water	15.0 pp
Two hour beverage package includes a range of house beer, wine, fruit juice, soft drinks & tap water	30.0 pp

Minimum order of 20 delegates

All prices are per person and exclude GST

Allow three business days lead time when placing orders

# NON-ALCHOLIC BEVERAGES

Juice Standard	4.0
Orange juice 1L	
Apple juice 1L	
Juice Premium	7.0
Cranberry juice 1L	
Pineapple juice 1L	
100% Freshly Squeezed Juice	18.0
Orange juice 2L	
*3 days lead time	
**Available in 2Litres only	
Soft Drinks	
Coke, Coke Zero, Sprite 355ml	3.0
Franks sparkling lemon, lime & bitters 330ml	5.0
Franks ginger beer 375ml	5.0
Water	
Spring water 1.5L	4.0
Sparkling water 1L	5.0
Catered Tea & Coffee	4.5
A selection of teas, freshly brewed coffee, chilled juice & refreshing mints	
Fully set up and served by one of our friendly catering team members	

Minimum order of 20 delegates

All prices are per person and exclude GST

Allow three business days lead time when placing orders







## **AUT HOSPITALITY SERVICES**

### **Catering:**

t: +64 9 921 9866 | [catering@aut.ac.nz](mailto:catering@aut.ac.nz)

### **Events:**

t: +64 9 921 9676 | [events@aut.ac.nz](mailto:events@aut.ac.nz)

### **Website:**

[www.hospitalityservices.aut.ac.nz](http://www.hospitalityservices.aut.ac.nz)