



THE ULTIMATE CONFERENCE VENUE

For groups of over 30 delegates

For more information please contact our Function Team

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www.theduke.co.nz



THE DUKE CAN PROVIDE THE TOTAL EXPERIENCE

Create a memorable experience for your team, and hold your conference at a New Zealand Icon in the stunning Bay of Islands. For your sub-tropical get away with the team, The Duke of Marlborough Hotel is the perfect spot.

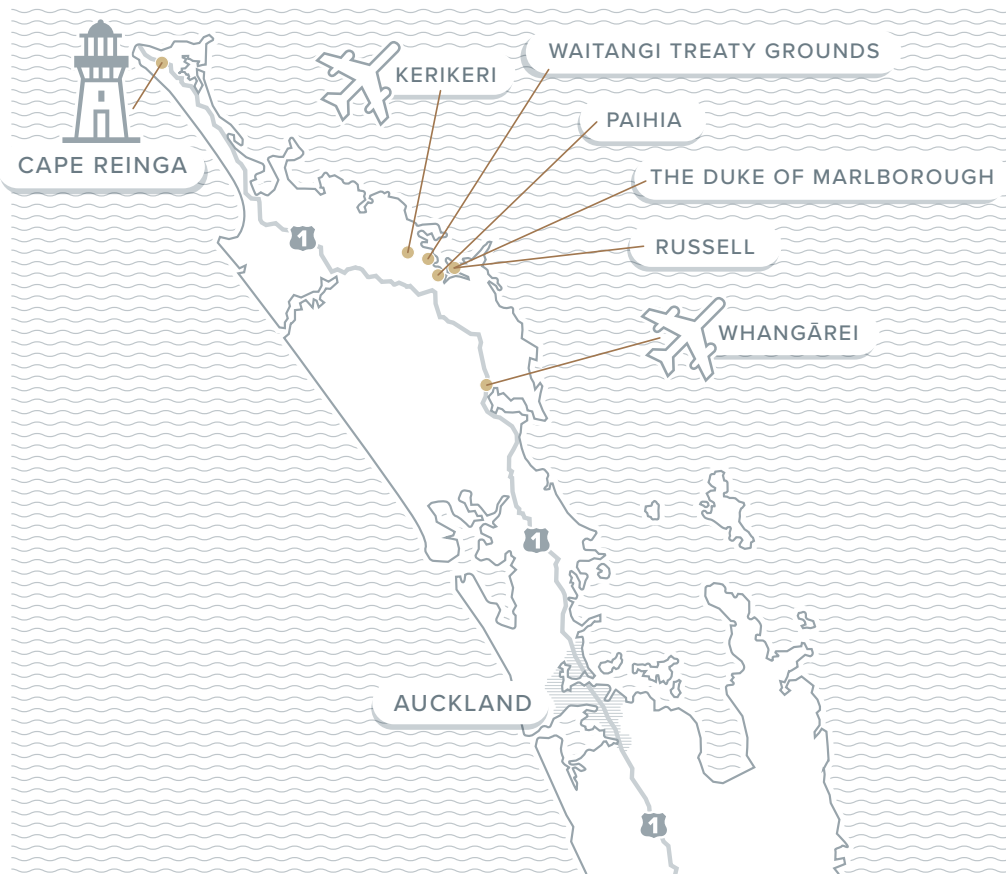
A unique conference venue where you can embrace the history and charm of New Zealand's first licensed Hotel, enjoy the Bay of Islands & surrounding activities; all while working on your business away from home.

The Duke has dedicated on-site conference managers to help throughout the planning, and delivery of your conference with us. From Food & Drinks, to Accommodation & Planning our team will be on hand to help.

The Duke offers exquisite cuisine and exceptional service with a menu that show cases locally sourced seasonal produce. Being New Zealand's first licensed Hotel the bar has an extensive wine list offering over 100 different wines and has a wide selection of craft beer.

The Duke can provide the total experience, with 38 rooms, we have space to host you, and your team. There are different levels of accommodation ranging from stunning Waterfront Rooms with balconies, and views across the picturesque harbour, to Superior Rooms with an internal sundeck, and our convenient Classic Rooms. On site facilities include a gymnasium, tennis courts and the ocean on its doorstep. Don't worry, even with large groups coming to stay, we offer a centralised booking system and work with other accommodation places around town. All accommodation is within walking distance of The Duke.

Located on the waterfront in the heart of historic Russell, The Duke is a truly majestic setting with excellent conference facilities, an exceptional food & beverage offering, and an abundance of activities on its doorstep for your conference to enjoy while in the Bay of Islands.



YOU CAN
STILL SEE
AND TOUCH
A LOT OF
HISTORY

The Bay of Islands is the perfect spot to gather your team! Also known as ‘The Winterless North’ we are a great escape year round. Thriving with history, excursions, beaches, and more we already know you will have a great time. Located just three and a half hours from Auckland, along the New Motorway - you will be here in no time. Catch the Car Ferry over to Russell, and head into town where you will find The Dukes free on-site parking. We are also located close to a couple of airports too - Kerikeri & Whangarei.

Russell is quite unique in New Zealand, in that you can still see and touch a lot of history. Christ Church is New Zealand's first church. One of the first donations for its construction came from Charles Darwin, the father of the theory of evolution – who could not believe the “very refuse of society” that he saw in Russell.

Walking around the grounds you will find the headstones of Tamati Waka Nene, who was one of the first chiefs to sign the Treaty of Waitangi, Hannah King Letheridge, the first white women born in NZ, and also the graves of some of those who fell in the Battle of Kororareka.

The Church still shows the scars of the battle of Kororareka – with musket holes still clearly evident in its exterior walls.

Hone Heke's famous stands against the British, with the felling of the British Flag at Flagstaff, is up the hill, just a brisk 15 minute walk up the road behind The Duke.

Pompallier House is NZ's first Catholic mission and printing press, it is owned by NZ Historic places.

Russell Museum houses many relics from the battle and the whaling days and is well worth a look around.





ACCOMODATION

The Duke can provide the total experience, with 38 rooms we have space to host you and your guests. There are different levels of accommodation ranging from stunning Waterfront Rooms with balconies, and views across the picturesque harbour, to Superior Rooms with an internal sundeck, and our convenient Classic Rooms. We also have an on-site gym for guests to use throughout their stay.

All our rooms can have double occupancy, with a range where the beds can be split making a twin room. If you do have a large team attending your conference, we will work with other accommodation spaces around town for your team to stay at, all within walking distance to The Duke. Don't worry, we will take care of all these bookings so you have one centralized place.

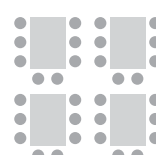
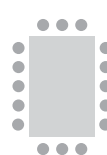
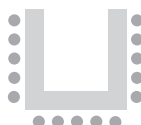
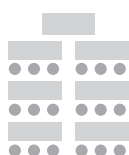
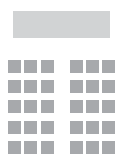
The Duke provides a daily a la carte breakfast, which guests can charge back to their rooms, or to the group bill. Our on-site coordinators can help you arrange a pre-order for your breakfast for larger breakfast bookings during your conference. We can also organise daily Buffet Breakfast options for your team too! The room types and rates that can be booked when you have a conference with us are listed below

ROOM TYPE	SHOULDER	WINTER	SHOULDER	SUMMER
	April 1 st - April 30 th	May 1 st - Aug 31 st	Sept 1 st - Dec 19 th	Dec 20 th - March 31 st
Waterfront Room	385	350	385	480
Waterview Room	380	320	380	425
Waterfront Apartment	320	255	320	425
Superior Room	265	225	265	315
Superior Queen Room (Internal Balcony)	255	215	255	305
Classic Room (Internal Balcony)	225	205	225	265
Classic Room	215	195	215	255
Small Room	180	165	180	195

FUNCTION SPACES

The Duke offers a variety of different sized function spaces catering for both large and small groups which can be set up to meet your requirements. Our on-site Conference Manager will take care of all your set up, servicing the room, and packdown!

FUNCTION ROOM SET UP



	THEATRE	CLASSROOM	U SHAPE	BOARDROOM	WORKSHOP	BANQUET
The Ballroom	100	80			100	140
Front Half of the Ballroom	30	30	20	25	30	40
The Duchess Room				16		
The Villa Room (offsite)	25	15	15	15		

FRONT HALF OF THE BALLROOM

The front half of The Ballroom provides the perfect space for a smaller group with plenty of natural daylight opening up onto the deck overlooking the sea. Fully Air-Conditioned, and can have all AV equipment set up in the room.

- ✓ Theatre
- ✓ Classroom
- ✓ U-Shape
- ✓ Workshop
- ✓ Banquet
- ✓ Boardroom

Size: 73.5 m2



THE BALLROOM

The Ballroom with ornate ceilings, low hanging chandeliers, open fire and polished wooden floor boards opening up directly onto a sunfilled deck overlooking the sea. The Ballroom is the perfect spot to host your group, enjoy your Morning Tea and drinks, and lunch out on the deck which attaches to the Ballroom.

- ✓ Theatre
- ✓ Classroom
- ✓ Boardroom
- ✓ Workshop
- ✓ Banquet

Size: 182 m2



THE VILLA ROOM

Located 50 metres directly behind The Duke of Marlborough Hotel. A quiet space for you and the team to enhance your skills, with full air-conditioning and french doors this is a great, spacious spot for any group. There is a main presentation room with two small spaces which are perfect for break out areas.

- ✓ Theatre
- ✓ Classroom
- ✓ U-Shape,
- ✓ Boardroom,

Size: 48 m2 with two additional break out areas which are both 15 m





CONFERENCE ROOM SET UP

Here at The Duke of Marlborough, we have a lot of the AV equipment, and whiteboards on site - so you don't need to bring much with you!

The Duke can provide the following equipment:

- Data Projector
- Large Screen
- Standard White Board with Pens & Eraser
- Flipchart with Pens
- Lectern
- Stage (\$100 hire per module, 4 available measuring 2mtr x1mtr)
- Handheld Microphone
- 40 inch LCD Television
- Conference Only Wireless Internet Connection
- Surround Sound System (*not available in the Villa Room*)
- Four Plug in Multi-Boxes & Extension Leads
- All guests will be provided with a notepad, pen & an endless supply of mints.

If you require any additional equipment or special adaptors for personal computers we can source these for you.

Our coordinators will be on hand to help you create an awesome itinerary for you and your team while you are with us; from organised dinners, pre-ordered breakfasts & afternoon excursions - we have the whole package;

DAY ONE:

- 0800:** Buffet Breakfast served in The Main Restaurant
- 08:45:** Conference Room Opens, with self serve Tea & Nespresso Coffee
- 09:00:** Meeting Begins
- 10:30:** Morning Tea is served
- 13:00:** Working Lunch, served on The Duke Decks overlooking the sea
- 14:00:** Meeting Resumes
- 15:30:** Afternoon Tea is served
- 17:00:** Meeting Concludes, and Sunset Tour of The Bay in The Duke Boat begins
- 19:00:** Arrive at Charlotte's Kitchen in Paihia for dinner!
- 21:30:** Head back to Russell, and The Hotel for a nightcap before bed

DAY TWO:

- 0800:** Buffet Breakfast served in The Main Restaurant
- 08:45:** Conference Room Opens, with self serve Tea & Nespresso Coffee
- 09:00:** Meeting Begins
- 10:30:** Morning Tea is served
- 12:30:** Buffet Lunch, served on The Duke Decks overlooking the sea
- 13:30:** Meeting Resumes
- 15:00:** Meeting Concludes
- 15:30:** Free time for the team, or we can help organise activities through Russell & The Bay for you
- 18:00:** Gather on The Duke Deck for drinks before a Gala Dinner
- 19:00:** Sit down for Set-Menu Gala Dinner in The Ballroom
- 22:00:** Dinner finishes
- 22:00:** Nightcap in The Duke Bar



DAY DELEGATE RATE

Minimum 30 people

- \$115** per person per day during **summer season**
(1st December – 30th April)
- \$105** per person per day during **shoulder seasons**
(1st October - 30th November) (1st – 30th May)
- \$90** per person per day during **winter season**
(1st June – 30th September)



Rate Includes:

- Room Hire from 9am – 5pm
- Tea & Coffee all Day
- Morning & Afternoon Tea
(based on a selection of 2 options)
- Lunch - Buffet or Working Lunch
- Conference Equipment
(excluding any outsourced items)
- Delegate pads, pens and mints
- Free Wi-Fi access for all delegates during conference
- Free Car parking
- Dedicated staff member

Please Note all prices are GST inclusive



MENUS

We will assist you to create the perfect food & beverage choices for your group;

BUFFET BREAKFAST

Help yourselves to our Buffet Breakfast served in the Main Restaurant for \$35.00 per person, with a hot drink included.

MORNING & AFTERNOON TEA OPTIONS

Full menu available for conferences over 15 delegates. For smaller groups please ask our Function team for options.

Please select two options

Mahoe Very Old Gouda & Chive Scones (v)
served w New Zealand Butter

Classic Scones (v)
strawberry jam / chantilly cream

Gluten Free Chocolate Brownie (v, gf)
served w dulce de leche

Kumara & Fresh Herb Rosti (v)
whipped goats cheese / house dried tomato

Cream Filled Profiteroles (v) dark chocolate / hazelnuts

Individual Lemon Curd Tartlets (v)

Smoked Fish Pate on Cos Leaves (gf)

Small Club Sandwiches (v opt, gf opt)

Sausage Rolls w tomato ketchup

Vegetarian Quiches (v) w tomato ketchup

Fresh Fruit platter (gf, v) - for additional \$5 Per person

ALL DAY NESPRESSO & TEA STATION

**Please Note: All dietary requirements need to be given to us prior to the start of the function*

Please note these menus are samples, please contact our team for the current options.

Please Note all prices are GST inclusive



LUNCH OPTIONS

WORKING LUNCH

Baguettes *(gf opt)*

Prosciutto / Cornichons / Butter / Manchego
&

Rocket & Halloumi / Tomato / Cucumber / Cippolini / Rocket *(v)*

Hapuka 'Te Ika Mata' *(gf, df)*

Coconut Cream / Onion / Chilli / Coriander / Lemon

Chicken Salad *(gf opt, v opt)*

Cos / Parmesan / Cherry Tomato / Fresh Herbs / Croutons /
Buttermilk Dressing

Home Made Focaccia Bread & Gluten Free Bread

w/ Truffled Mascarpone

Sausage Rolls & Vegetarian Quiches *(v opt)*

w/ tomato ketchup

Fresh Fruit Platter

BUFFET LUNCH MENU ONE

Duke's Seafood Stew *(gf)*

Thai Chicken Curry & Rice *(gf)*

Romaine Heart Salad *(v, gf)*

Vegan Pasta *(gf opt)*

BUFFET LUNCH MENU TWO

Mushroom & Blue Cheese Soup w Truffle oil *(v, gf)*

Beek Cheeks w Polenta *(gf)*

Jack fruit Mole *(vgn, gf)*

Rocket, Pear & Manchego salad *(v, gf)*



CANAPÉS

Conclude your conference in style, and enjoy some canapés & drinks on The Deck overlooking the Sea, before heading into The Ballroom for a Gala Dinner!

CANAPÉ SELECTION

Cold Options

\$4.50 each

- Te Ika Mata** – Polynesian raw fish salad *(gf)*
- Mini Caprese Salad** w/ buffalo mozzarella *(v) (gf)*
- Mini Prawn Cocktail** w/ chipotle mary rose *(gf)*
- Smoked Game Fish Mousse** w/ crisp caper
- Roasted Beets** w/ goats' cheese & pinenuts *(v) (gf)*
- Locally Farmed Oysters** w/ white balsamic *(gf)*
- Chickpea Loaf** w/ balsamic glaze *(vegan)*
- Zucchini Cheesecake** w/ seeded wafer *(vegan)*

Hot Options

\$4.50 each

- Tempura Prawns** w/ chipotle mayo
- Crispy Pork Belly** w/ black doris plum & kawakawa salsa *(gf)*
- Tempura Battered Waikare Inlet Oyster** w/ wasabi mayo
- Portobello Mushroom Steak** w/ parsnip puree & cipolini onion *(v) (gf)*
- Grilled Beef Fillet** w/ truffled mash & black garlic *(gf)*
- Roasted Chicken Breast** w/ lemon & herb risotto, sundried tomato pesto *(gf)*

Deep Fried Options

\$3.50 each

- Vegetarian Samosa's** w/ dipping sauce
- Vegetarian Spring Rolls** w/ dipping sauce
- Crispy Calamari** w/ basil mayo
- Beer Battered Fish Goujons** w/ tartar sauce

Supper Options

\$3.50 each

- Mini Mince Pie Savouries**
- Mini Sausage Roll Savouries**
- Individual Ham & Cheese Quiches**
- Vegetarian Quiches**



SET MENUS

\$85 OPTION

Entrée

Te Ika Mata *(gf, df)*

Coriander / Chili / Onion /
Coconut / Citrus

Kumara and Miso Soup *(gf, v, vgn opt)*

Buffalo Feta / Toasted Pumpkin Seeds /
Green Apple

Cured Beef *(gf opt, df opt)*

Crisp Wonton / Pickled Onion /
Cornichon / Mustard Seed Mayo /
Spicy Cucumber Juice

Main

Oven Roasted Locally Sourced

Market Fish *(gf, df opt)*

Skordalia / Capers/ Herbs / Lemon /
Tomato / Cauliflower

Slow Roasted Hawkes Bay

Lamb Rump *(gf, df opt)*

Kumara / Eggplant / Tomato /
Onion / Mint / Pinenuts /
'Clevedon Citrus Yoghurt' Dressing

Pan-fried Saffron Risotto *(gf, vgn)*

Ratatouille / Vegan Bechamel Sauce /
Cipollini / Fresh Herbs

Dessert

Tiramisu

Mascarpone / Coffee / Kahlua /
Biscuit

Citrus Meringue *(gf)*

Citrus Crème Patisserie /
Berry Coulis / Citrus Gel

\$95 OPTION

To Start

Auntie's House Made Fried Bread *(gfo)*

w Truffled Mascarpone / Caramelised
Balsamic / EVOO

Entrée

Kingfish Crudo *(gf, df)*

Chili / Pineapple / Avocado /
Tomato Chili Dressing

The Duke's Seafood Chowder

Local Fresh Fish / Tuatua / Cockle /
Scallop / Fried Bread

Harissa Spiced Lamb Cutlet *(gf)*

Courgette / Peas / Yoghurt / Mint

Roast Eggplant *(gf, vgn)*

Romesco Sauce / Capsicum Salsa /
Cashew Cream / Crisp Shallot

Main

Oven Roasted Locally Sourced

Market Fish *(gf, dfo)*

Kumara / Karengo Beurre Blanc /
Mushroom / Goma Wakame Gremolada /
Piko Piko

Whole Carved "Savannah"

Fillet Mignon *(gf opt)*

Agria Potato & Chive Velouté / Tomato /
Cucumber / Capsicum / Onion /
Crouton / Jus

Black Bean Vegan Steak

Carrot / Avocado / Onion /
Ginger & Pea Puree / Potato Wafers

Dessert

Berry Bavaoise

Tonka Bean Crème Anglaise /
Meringue

Chocolate Cheesecake *(gf opt)*

Orange / Ginger /
White Chocolate Ganache

\$105 OPTION

To Start

Auntie's House Made Fried Bread *(gfo)*

w Truffled Mascarpone / Caramelised
Balsamic / EVOO

Freshly Shucked Waikare Inlet Oysters

w "Prelibato" White Balsamic Vinegar &
Tabasco *(gf)*

Entrée

Grilled Octopus *(df)*

Succotash / Green Gazpacho / Crouton

Kingfish Crudo *(gf, df)*

Chili / Pineapple / Avocado /
Tomato Chili Dressing

Lamb Rack *(gf, df)*

Courgette / Pistachios / Mustard /
Mint Chimichurri

Courgette Filo Bundle *(vgn)*

Macadamia Romesco / Vegan Mozzarella /
Rocket / Pear / Almond / Soy

Main

Oven Roasted Locally Sourced

Market Fish *(gf opt)*

Crayfish Bisque / Lemongrass / Barley /
Cipollini / Peas / Watercress

Whole Carved "Savannah"

Fillet Mignon *(gf opt, df)*

Miso Carrot Puree / Eggplant / Crisp Paua /
Chili & Pomegranate Dressing

Duo of Free-Range Duck *(gf, df)*

Confit Duck Leg / Seared Duck Breast / Or-
ange Risotto / Macadamia / Spring Onion

Spinach & Kumara Ravioli *(vgn)*

Raisin / Pinenut / Caper / Vegan Bechamel
Sauce / Turmeric Tempura Cauliflower

Dessert

Duke Cheese Board: A selection of cheeses
from NZ Served with Local Honey / Relish /
Fruits / Wafer Crackers

Tiramisu

Mascarpone / Coffee / Kahlua / Biscuit

Chocolate Cheesecake *(gf opt)*

Orange / Ginger / White Chocolate Ganache

Lemon Curd Tart

House Made Marshmallow /
Sous-Vide Rhubarb / Lime Gel



Our sister restaurant, Charlotte's Kitchen, is just across the harbour from Russell providing the perfect offsite dinner location if your conference is for more than one night.

Charlotte's Kitchen is a fresh, contemporary restaurant located at the end of the Paihia wharf directly over the sea providing stunning uninterrupted sea views. Charlotte's can provide a unique offering of it's specialty sharing dishes or set menus.

Dont worry, your conference co-ordinator will take care of all your bookings over here too, so you are all planned in one place! We can even help organise a late ferry for you so you and your guests can get one last cocktail in!



Depending on the time of year, you can also enjoy live music, dumpling night, or wing night.





ACTIVITIES IN RUSSELL

The Bay of Islands has an abundance of activities on it's doorstep for your group to enjoy during their stay. Your co-ordinator at The Duke can help organise any of the following activities to ensure you get to see the best the Bay of Islands has to offer:

- Boat trips to explore some of the 144 islands in The Bay of Islands
- Dolphin Watching & Hole in The Rock Cruise
- Day Sail on a selection of Yacht Charters or the infamous R Tucker Thomson tall ship
- Fishing Charters - there are a number of different fishing charters to choose from – all with local knowledge and expertise
- Historical Tour of Russell - visiting New Zealand's oldest church - Christ Church, Pompellier House and Russell Museum.
- Parasailing for the more adventurous, or Diving Charters
- Kayak & Paddleboard Hire
- Vineyard Tours
- Scenic Walks
- Explore Waitangi Treaty Grounds – a short boat trip from Russell wharf
- Golf – spoilt for choice with some of New Zealand's top golf courses driving distance from Russell including Kauri Cliffs, Carrington & Waitangi
- Simply enjoy stunning beaches walking distance from the Hotel