



# THE DUKE OF MARLBOROUGH HOTEL

## CONFERENCE PACK

*For more information please contact our Function Team*

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# CONFERENCES AT THE DUKE OF MARLBOROUGH HOTEL

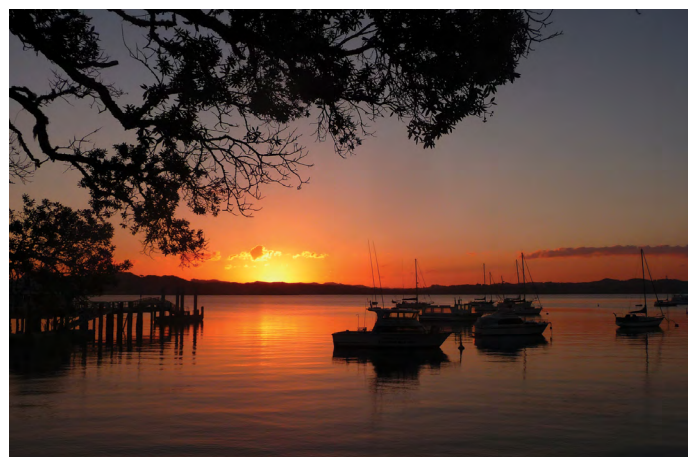
**Create a memorable experience** for your team and hold your conference at a New Zealand Icon in the stunning Bay of Islands. The Duke of Marlborough Hotel (*affectionally known as "The Duke"*) is a 4.5 star Hotel offering a unique conference venue where you can embrace the history and charm of New Zealand's first licensed Hotel, which has been operating since 1827. Located on the waterfront in the heart of historic Russell, The Duke is a truly majestic setting with excellent conference facilities, an exceptional food and beverage offering and an abundance of activities on it's doorstep for your conference to enjoy while in the Bay of Islands.

With an award winning restaurant (featuring in Cuisine Magazines NZ top 100 restaurants) 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 section of craft beer.

The Duke of Marlborough is a newly renovated 4.5 star hotel with 38 rooms offering several different types of accommodation, including spectacular waterfront rooms with their own balcony and views across the water to Waitangi treaty grounds and Paihia. On site facilities include a gymnasium, tennis courts and the ocean on its doorstep.

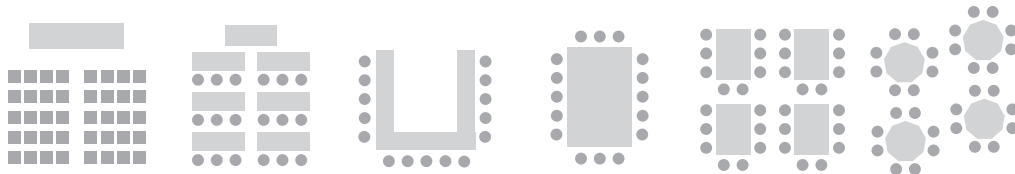
The Duke has an on-site conference manager to help plan the details of your conference to ensure it is tailored to meet your needs and the planning of your conference runs smoothly.



# CONFERENCE FACILITIES

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. Theatre, Classroom, U-Shape, Boardroom, Workshop, Banquet, Cocktail Seating and standing arrangements may be set up. Our onsite conference manager can assist in setting up, organising the appropriate equipment and tailoring the conference to ensure it meets your needs.

## FUNCTION ROOM SET UP



	THEATRE	CLASSROOM	U SHAPE	BOARDROOM	WORKSHOP	BANQUET	COCKTAIL
The Function Room	100	80			100	140	250
Front Half of Function Room	40	30	20	30	40	40	80
The Duchess Room						18	30
Entire Hotel						250	400
The Villa Room ( <i>offsite</i> )	25	20	15	15			

## Offsite Breakout areas

The Duke can also provide offsite rooms for break out working groups if required.

## Equipment

The Duke can provide the following equipment:

- Data Projector
- Large Screen
- Standard White Board
- Lectern
- Stage ( \$100 hire per module, 4 available measuring 2mtr x1mtr )
- Handheld Microphone
- 40 inch LCD Television
- Wireless Internet Connection
- Surround sound system
- All guests will be provided with a notepad, pen and the essential endless supply of mints.

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



# CONFERENCE ROOMS

## THE FUNCTION ROOM

**The Function room** with ornate ceilings, low hanging chandeliers open fire and polished wooden floor boards, opens up directly onto a sun-filled deck overlooking the sea. The Ballroom can be set up to cater for your group in Theatre, Classroom or workshop style and can also be transformed later in the evening for a banquet or cocktail space.

**Size:** 182 m2



### FRONT HALF OF

## THE FUNCTION ROOM

**The front half of the Function room** can be closed off from the rest of the ballroom providing the perfect space for a smaller group with plenty of natural daylight opening up onto the deck overlooking the sea.

This room can be set up in all formats including; Theatre, Classroom, U Shape, Boardroom, Workshop, Banquet or Cocktail style.

**Size:** 73.5 m2



## THE DUCHESS ROOM

**The Duchess room** is an elegant room with a large oval boardroom table which overlooks the Duke deck to the sea. It also has large French doors which can be opened up onto a lovely garden area. This room is ideal for small group meetings and more intimate dinners, seating 18 or less people.

**Size:** 39.5 m2



## THE VILLA ROOM

( OFFSITE )

**The Villa** is located 50 metres directly behind The Duke of Marlborough Hotel.

There is a main presentation room with two small spaces which are perfect for break out areas.

Size 48 mtr sq with two additional break out areas which are both 15 mtrs sq



# ADDITIONAL SPACES FOR YOUR GROUP TO ENJOY IN THE HOTEL

## The Duke deck overlooking the sea

With sweeping views overlooking the sea the Duke deck provides a stunning all weather venue. With a louvered roof, heating and clear blinds you can enjoy this space in summer and winter. The deck can accommodate up to **50** guests seated and **100** guests standing.



## The Garden Area

The Garden Area is a stunning setting with views out to sea providing a more relaxed atmosphere with original tables from the Munich beer halls, bean bags and large sun umbrellas where your guests can enjoy a BBQ or order from the restaurant menu. The garden area can accommodate **100** to **150** people



## The Duke Restaurant

The Duke Restaurant offers a more casual style of dining than The Grand Ballroom with leather couches around the fireplace and bar areas for your conference guests to relax and unwind at the end of the day.



## The Duke Gymnasium

Your conference group can enjoy our newly opened gymnasium with all of the essential equipment to help you remain refreshed during your stay.







## DAY DELEGATE RATE

*Minimum 30 people*

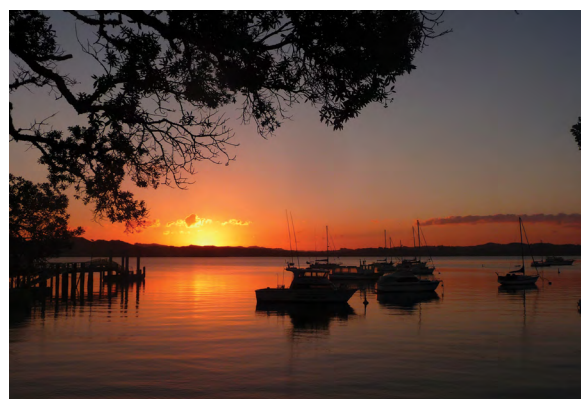
- \$85** – per person per day during peak **summer season**  
( 1st December – 30th April )
- \$75** – per person per day during **shoulder seasons**  
( 1st October – 30th November ) / ( 1st – 30th May )
- \$60** – per person per day during **winter season**  
( 1st June – 30th September )



### 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 & mints
- Free Wi-Fi access for all delegates during conference
- Free Car parking
- Dedicated staff member

*Please Note all prices are GST inclusive*



# MENUS

## THE DUKE'S BREAKFAST BUFFET

**\$27.50** per person

A fully cooked and continental breakfast buffet is available from **7.30 am – 10.00am**.

This also includes juice and a hot beverage.

## MORNING & AFTERNOON TEA OPTIONS

**Morning and/or Afternoon Tea options served with Nespresso & tea station**

**\$9** for 1 option, **\$12.50** for 2 options, **\$15** for 3 options

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

**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** (with no additional catering) - **\$5** per person

## LUNCH OPTIONS

**\$35** per person

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

### “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” Selection

**Duke's Seafood Stew** (gf)

**Thai Chicken Curry & Rice** (gf)

**Romaine Heart Salad** (v, gf)

**Vegan Pasta** (gf opt)

Or

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

**Beef Cheeks w Polenta** (gf)

**Jack Fruit Mole** (vgn, gf)

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

*Please Note all prices are GST inclusive*





# CANAPÉS

We offer a range of canapes set menus and buffet options which can be tailored to meet the requirements of your conference. The following menus are an example of what we offer, however please note they are updated seasonally.

## Selection

### Cold Options

**\$3.50** each

- Te Ika Mata – Polynesian raw fish salad (gf)
- Mini Caprese salad on spoon w/ buffalo mozzarella (v) (gf)
- Mini prawn cocktail w/ chipotle mary rose (gf)
- Duke smoked fish mousse w/ crisp caper
- Roasted beets w/ goats cheese & pinenuts (v) (gf)
- Fresh Waikare inlet oysters w white balsamic (gf)

### Hot Options

**\$3.50** each

- Tempura prawns w/ chipotle mayo
- Crispy pork belly w a black doris plum & kawakawa salsa (gf)
- Tempura battered Local oyster w/ wasabi mayo
- Portobello mushroom steak w/ parsnip puree & cipolini onion (v) (gf)
- Grilled beef fillet w/ truffled mash & black garlic
- Roasted chicken breast on lemon & herb risotto & sundried tomato pesto (gf)

### Deep fried Options

**\$2.50** each

- Vegetarian samosa's w/ dipping sauce
- Vegetarian spring rolls w/ dipping sauce
- Crispy calamari w/ basil mayo
- Gurnard goujons w/ tartar sauce

### Supper Options

**\$2.50** each

- Mini mince pie savouries
- Mini Sausage roll savouries
- Individual ham & cheese quiches





## SET MENUS

**\$68.0** option

### Entree

Poached Tiger Prawn & Avocado Salad (gf) w/ chipotle mary-rose, crisp lettuce, citrus, bloody mary

Forest Mushroom & Matakana Blue Cheese Soup (gf opt) (v) w/ house made Focaccia Bread, white truffle oil

Duck Liver & Brandy Parfait w/ toasted focaccia, dried plums, pink pepper, Passito jell

### Mains

Oven Roasted Locally Sourced Hapuka Fillet (gf) w/ warmed lentil salad, white wine cream sauce, tomato & red pepper salsa

Slow Roasted Hawkes Bay Lamb Rump (gf) w/ red beet gel, soft goats cheese, roasted baby potatoes, toasted pinenuts

Green Pea & Crisp Garlic Risotto (v)(gf) w/ "Mahoe" thick yoghurt, Manganui extra virgin olive oil, pea feathers

### Desserts

Tiramisu  
mascarpone / coffee  
kahlua / biscuit

Kaffir Lime & Cardamom Panacotta (gf) passion fruit gel / tropical fruits dried berries

*The above are an example of what we offer, however we continuously updated to incorporate seasonal changes in produce*

**\$78.0** option

### To Start

Warmed house made Focaccia Bread, w/ Truffled Mascarpone, Caramelised Balsamic & EVOO (gf) (v)

### Entrée

Yellowfin Tuna Tartare (gf opt) w/ wasabi caviar, avocado, lime & chive crème fraiche, focaccia toasts

The Dukes Seafood Chowder w/ local fresh fish, bacon, clams, green lipped mussels, croutons, crustacean oil, kūmara bread

Seared Raukumara Venison (gf) w/ roasted pumpkin puree, boysenberry jus, toasted pecan, field mushrooms, savoy cabbage

Thyme Roasted Kumara & Quinoa Salad (gf) (v) w/ dried cranberries, granny smith, pink onions, apple cider vinaigrette

### Mains

Oven Roasted Locally Sourced Hapuka Fillet (gf) w/ grilled prawns, warmed lentil salad, white wine cream sauce, tomato & red pepper salsa

Whole Carved "Savannah" Fillet Mignon w/ truffled mashed potato, baby broccoli, béarnaise sauce

Green Pea & Crisp Garlic Risotto (v)(gf) "Mahoe" thick yoghurt, Manganui extra virgin olive oil, pea feathers

### Desserts

Chefs Ice Cream Selection

Kaffir Lime & Cardomom Panacotta (gf) fresh tropical fruits

Belgian Milk Chocolate & Peanut Bar (gf) red berry sorbet, macadamia brittle, dulce de leche

**\$90.0** option

### To Start

Warmed house made Focaccia Bread, w/ Truffled Mascarpone, Caramelised Balsamic & EVO (gf) (v)

Freshly shucked Waikare Inlet Oysters served w/ "Prelibato" white balsamic vinegar & tabasco (gf)  
( or if unavailable: Steamed Cloudy Bay clams w/ black rice vinegar & coriander )

### Entrée

Local Crayfish & Prawn Cassolette bisque, lemon, crostini

Yellowfin Tuna Tartare (gf opt) w/ wasabi caviar, avocado, lime & chive crème fraiche, focaccia toasts

Roasted Tussock Fed Lamb Cutlet w/ beet gel, feta cheese & pine nuts (gf)

Thyme Roasted Kumara & Quinoa Salad (gf) (v) w/ dried cranberries, granny smith, pink onions, apple cider vinaigrette

### Mains

Oven Roasted Three Kings Hapuka Fillet w/ Grilled Scallops (gf) cauliflower puree, bacon, macadamia, lemon vinaigrette

Whole Carved "Savannah" Fillet Mignon Surf & Turf  
grilled tiger prawns, truffled mashed potato, baby broccoli, béarnaise sauce

Duo of Free Range Duck (gf)  
Confit duck leg, roasted breast, warmed lentil salad, an orange & radicchio salsa

Green Pea & Crisp Garlic Risotto (v) (gf) "Mahoe" thick yoghurt, Manganui extra virgin olive oil, pea feathers

### Desserts

Duke Cheese Board: A selection of cheeses from NZ and Europe, served w/ crackers, Figs in Marsala & Manuka Honey

Tiramisu  
mascarpone / coffee / kahlua / biscuit  
Belgian Milk Chocolate & Peanut Bar (gf) red berry sorbet, macadamia brittle, dulce de leche

Manuka Honey & Lavender Parfait (gf) passion pollen, lavender shards, raspberry





### Core Range

Fresh local oysters w Prelibato white balsamic & lemon (*weather dependent*)  
Steamed Cloudy Bay cockles w sofrito & sherry  
Steamed green vegetables, lemon & herb vinaigrette  
Garlic & herb roasted potatoes  
Tossed green salad

### Hot Options

Lime & pink pepper crusted fish fillet w tomato-basil salsa  
Penne pasta w truffled mornay sauce & wild mushrooms  
Roasted free-range pork loin, sauerkraut, crackling, apple cider & onion relish  
Southern styled chicken thighs, creamed polenta, minted cucumber salsa  
"The Dukes" Slow roasted lamb shoulder w rosemary butter & bread  
Ham or Roast beef carvery (*extra \$5.0*)

### Cold Options

Ceviche Three Kings hapuka, coconut, lime, coriander  
Poached prawns, chipotle mayonnaise, lemon, iceberg lettuce  
Creamy potato salad w crisp bacon chives & egg  
Rocket, pear & manchego cheese salad  
Salt roasted beetroot

### Dessert Options

Chocolate hazelnut textured layer cake  
Passionfruit & lemon cheesecake  
Red berry infused French macaron's  
Triple chocolate brownie w pistachio  
Individual lemon & lime tartlets  
A selection of local cheeses w condiments (*extra \$2.50*)

### PRICING PER PERSON

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**\$70 option** – Core range and then choose **2 dishes** from each of the Hot, Cold and Dessert Options

**\$80 option** – Core range and then choose **3 dishes** from each of the Hot, Cold and Dessert Options

**\$90 option** – Core range and then choose **4 dishes** from each of the Hot, Cold and Dessert Options

**\$100 option** – Core range and then choose **5 dishes** from each of the Hot, Cold and Dessert Options

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# ACCOMMODATION

**The Duke of Marlborough Hotel** is a 4.5 star hotel with 38 rooms. There are several different types of accommodation, including spectacular waterfront rooms with their own balcony and views across the sea to Waitangi Treaty grounds and Paihia. The Duke also offers Waterview Rooms, Superior Rooms, Classic Rooms and Small Rooms.

All rooms have their own en-suites, tea and coffee making facilities, Sky TV, free Wifi and air conditioning. Hotel guests also have access to a range of amenities including a Gym, tennis courts and the ocean on your front doorstep. The Hotel can accommodate a total of 64 guests.

If you require additional accommodation then there are plenty of excellent accommodation options walking distance to The Duke of Marlborough Hotel and the team at The Duke will organise this offsite accommodation for you.



ROOM TYPE	SUMMER Dec 20 <sup>th</sup> to Mar 31 <sup>st</sup>	SHOULDER SEASON April & Sept 1 <sup>st</sup> to Dec 19 <sup>th</sup>	WINTER May 1 <sup>st</sup> to Aug 31 <sup>st</sup>
Waterfront Apartment	400	290	225
Waterfront Room	450	290	225
Waterview Room	400	290	225
Superior Room	290	235	195
Superior Queen Room (Internal Balcony)	280	225	185
Classic Room (Internal Balcony)	240	195	175
Classic Room	230	185	165
Small Room	170	150	135

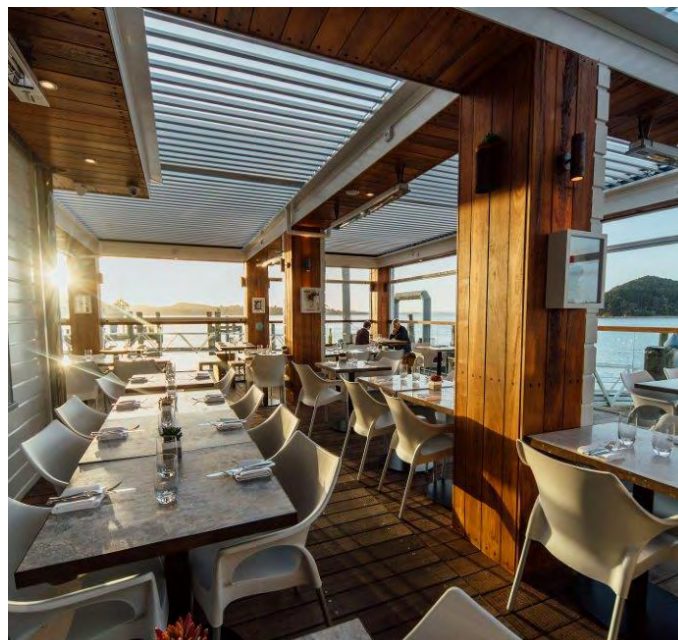


# Charlotte's KITCHEN

The Duke also owns a sister restaurant in Paihia called **Charlotte's Kitchen** which is a 10 minute passenger ferry 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 which are included below.

[www.charlotteskitchen.co.nz](http://www.charlotteskitchen.co.nz)







# Charlotte's KITCHEN

## SET MENUS

### \$65 Set Menu

#### ENTRÉE

##### Grilled New Zealand Calamari (gf)

rocket / Spanish onion / confit garlic / pomegranate / pecorino / citrus / horopito dressing

##### Potato gnocchi (v)

roasted pumpkin puree / crisp sage / pecorino cheese / burnt butter

##### Soft Shell Tacos

pulled pork knuckle / black beans / bbq corn / slaw / chipotle aioli

#### MAIN

##### Oven Roasted Hapuka (gf)

Miso beurre blanc / bok choy / diced fondant potato / edamame beans / leeks / greens / xo sauce

##### Lamb Rump (gf)

salt roasted beetroot / pickled figs / toasted walnuts / goats feta

##### Pea Risotto (gf) (v opt)

garlic chips / broccolini / pea feathers / avocado oil

#### DESSERT

##### Belgian Chocolate Bavaoise (gf)

sour cherry / coconut / chocolate almond soil

##### Charlottes Mess (gf)

meringue / cream / kahlua marinated berries

### \$75 Set Menu

#### TO START

##### Waikare Inlet Oysters (gf)

w Prelibato white balsamic & lemon

##### Aglio Pizza Bread

roasted garlic / rosemary salt / EVOO

#### ENTRÉE

##### Te Ika Mata (gf)

marinated hapuka / coconut / chilli / lime / coriander

##### Chicken & Lime Soup (gf opt)

free-range chicken / lime / black beans / coriander

##### Potato gnocchi (v)

roasted pumpkin puree / crisp sage / pecorino cheese / burnt butter

#### MAIN

##### Oven Roasted Hapuka (gf)

Miso beurre blanc / bok choy / diced fondant potato / beans / leeks / greens / xo sauce

##### Carved Pasture fed rib-eye steak (gf) (served med-rare)

New potato crush / green onion / soft goats cheese / broccolini / truffled vine tomato / Marsden port wine jus

##### ½ Roasted Chicken breast

creamed potato mash / roasted peanut slaw / white truffle jus

##### Pea Risotto (gf) (v opt)

garlic chips / serrano ham crackling / pea feathers / avocado oil

#### DESSERT

##### Mahoe Yoghurt Panacotta (gf)

mango coulis / spiced granola / white chocolate powder / raspberry

##### Belgian Chocolate Bavaoise (gf)

sour cherry / coconut / chocolate almond soil

##### European Cheese Plate

Le rustique camembert / Gorgonzola Piccante / falwasser crackers / pear & fig chutney

The above menus are an example of what we offer, however we continuously update to incorporate seasonal changes in produce.





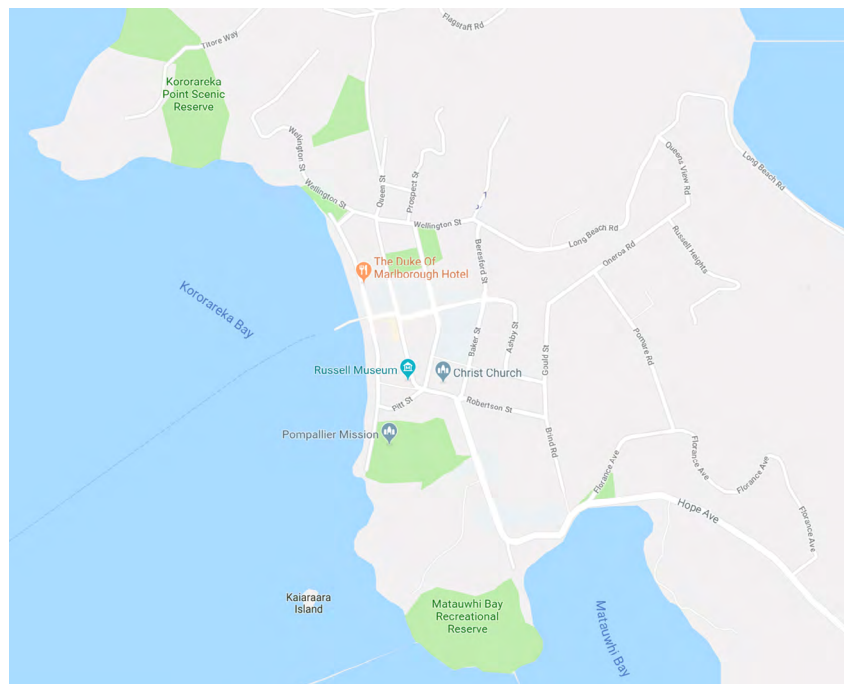
## LOCATION

### ADDRESS:

35 The Strand, Russell,  
Bay of Islands, NZ  
[www.theduke.co.nz](http://www.theduke.co.nz)

### BY CAR

Approx 3.5 hours north of Auckland **The Duke of Marlborough Hotel** is a lovely drive through some of the most scenic parts of New Zealand. We recommend travelling via the Opuia car ferry as it is substantially quicker. If following a GPS you may be directed via the scenic coastal road which adds a further 60 minutes to the journey.



### BY AIR

There are two airports in Northland with connecting services from Auckland, New Zealand's main international & domestic airport. The closest airport to Russell is Kerikeri Bay of Islands, approximately 45 minutes by road and 10 minute ferry. The airport at Whangarei is approximately 75 minutes by road.

There are a number of taxi shuttle operators who will be available to transport you from the Kerikeri airport to Russell and a local taxi company meets all scheduled flights. Rental cars are also available

The Bay of Islands airport website has a list of shuttle and taxi companies otherwise please call our reception team on **+64 9 403 7829** and they would be happy to help.





## ACTIVITIES TO ENJOY IN RUSSELL



**The Bay of Islands** has an abundance of activities on it's door step for your group to enjoy during their stay. The team 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 from a small charter to large groups 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 & paddle board hire
- Vineyard Tours
- Scenic walks
- Explore Waitangi – 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