

**EDGAR CENTRE** &  
SPORTS EVENTS FUNCTIONS

# Day Time Conference Pack



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# Welcome to The Edgar Centre

The Edgar centre has many rooms and lounges that can cater for any of your meeting needs; from board meetings to large conferences, we can do it all.

Our two largest lounges are on the first floor (wheelchair accessible via lift) that feature stunning harbour and city views. As well as these, we also offer smaller lounges suitable for a variety of needs.

Our large carpark offers *free all day parking* right outside our door! A big advantage over the busy streets of Dunedin.

We have our own professional food and beverage operation onsite, catering to all of your needs and expectations.

Unlike many other conference rooms in Dunedin, our data projector and screen are included in your hire in the upstairs lounges.

We aim to make your meeting or conference as easy to arrange as possible for you, along with providing excellent service.

If you would like to make a booking, please contact Kerry Varcoe, the functions manager, at [functions@edgarcentre.co.nz](mailto:functions@edgarcentre.co.nz) or 021 105 5553.





# Naylor Love Lounge

The Naylor Love Lounge is situated on the first floor of The Edgar Centre. It boasts stunning 180 degree views of the Dunedin Harbour, offering a premier versatile space for all of your booking requirements.

## Floor Plan

16m x 12m

## Capacity

Theatre	200
Classroom	100
Cocktail	200
Banquet	150
Boardroom	30

## Room Hire

	Half Day	Full Day
Up to 50 pax	\$350	\$550
51 - 99 pax	\$400	\$600
100 + pax	\$500	\$650

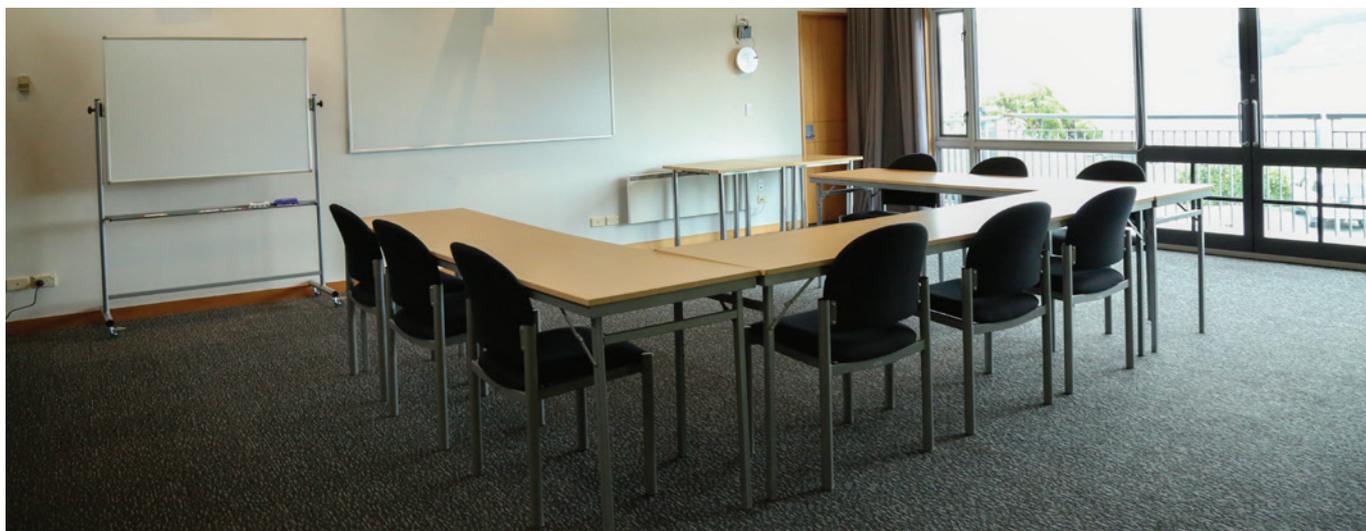
## Amenities

Data projector and screen  
Whiteboard and pens  
Tables and chairs  
Wifi

## Extra Costs

Flip chart with paper and pens: \$30  
Tablecloths: \$12 each





# Spark Business Lounge

The Spark Business Lounge is situated on the first floor with stunning views over the harbour and a small outdoor balcony to further enjoy the view.

## Floor Plan

64m<sup>2</sup>

## Capacity

Theatre	40
Classroom	30
Cocktail	50
Banquet	30
Boardroom	25

## Room Hire

<b>Half Day</b>	<b>Full Day</b>
\$280	\$380

## Amenities

Data projector and screen\*  
 Whiteboard and pens  
 Tables and chairs  
 Wifi  
 \*screen doubles as a smartboard

## Extra Costs

Flip chart with paper and pens:	\$30
Tablecloths:	\$12 each





# Breeze Arena Lounges 1 & 2

These rooms are located on the ground floor with access via Breeze Arena. They are ideal for smaller meetings, but can also be used as part of sports tournaments as they both conveniently have their own toilet and shower.

## Capacity

Theatre	30
Classroom	20
Cocktail	30
Boardroom	20

## Room Hire

Half Day	Full Day
\$180	\$220

## Amenities

Whiteboard and pens  
Wifi

## Extra Costs

Portable TV with HDMI connection: \$50  
Flip chart with paper and pens: \$30





# Breeze Arena

Breeze Arena is one of Dunedin's premier event centres. Whilst an integral part of The Edgar Centre, it can be transformed into a stand alone venue for concerts, conferences, trade shows and exhibitions.

## Floor Plan

2400m<sup>2</sup> (40m x 60m)

## Capacity

There are **380** fitted seats in the West Stand and the option to bring out a further **2500** retractable seats (1250 per bay).

## Venue

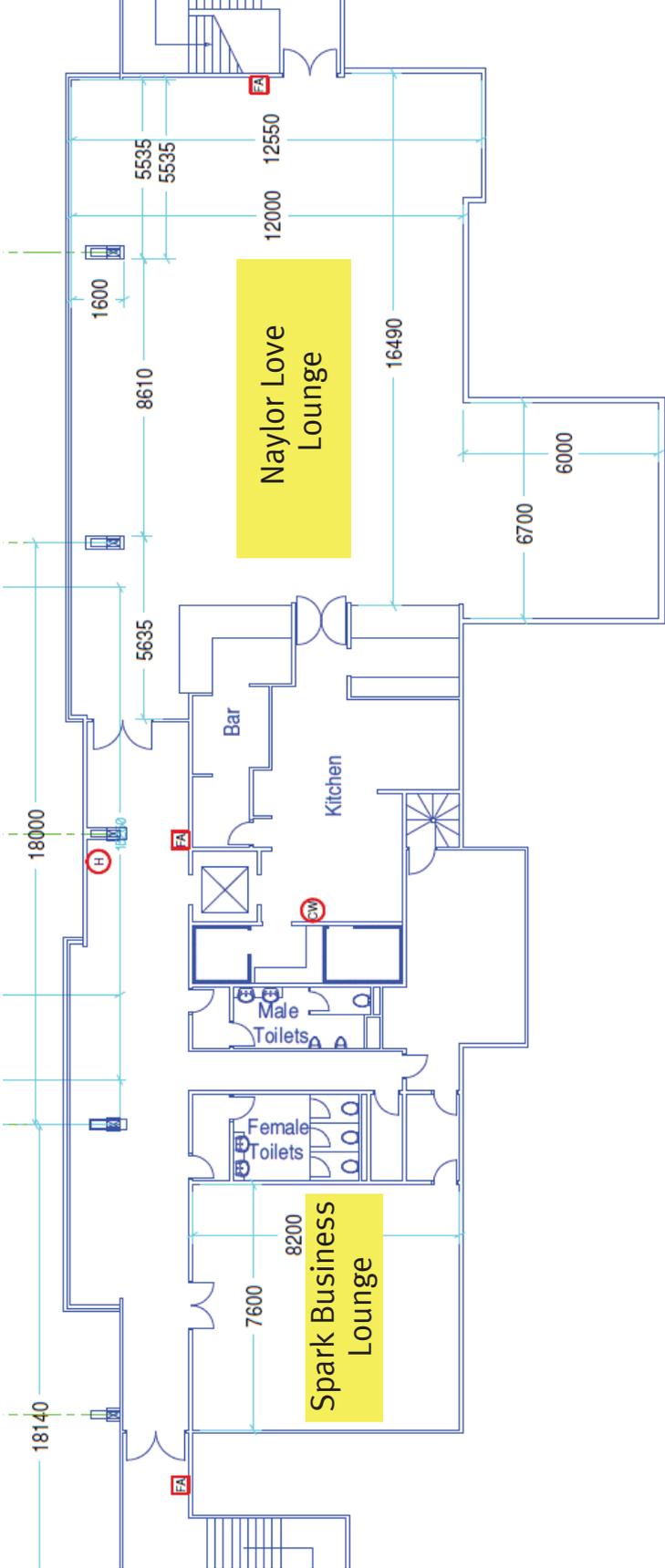
Breeze Arena can host dinners from **250** up to **1200** guests in its extremely versatile, and well utilised area. With smart use of draping we can enclose your smaller dinner event.

The venue is comprised of three wooden netball/basketball courts but it can be heated and carpeted to suit your events needs. Drapes/curtains can also be hired to section off the arena depending on the size required.



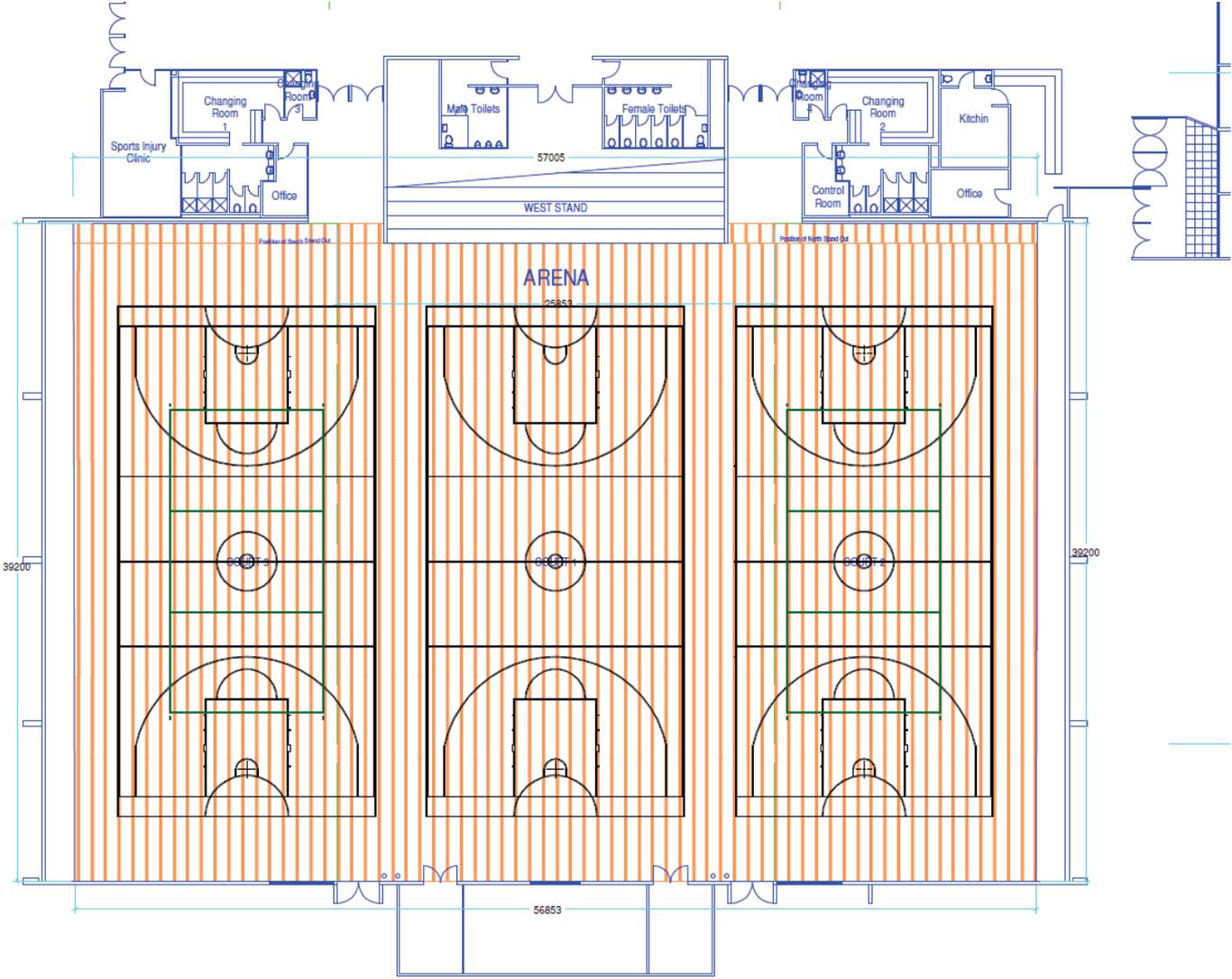
# Floor Plans

## Naylor Love Lounge & Spark Business Lounge

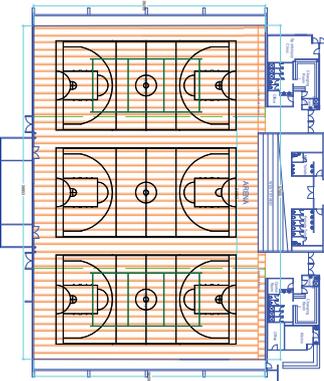


# Floor Plans

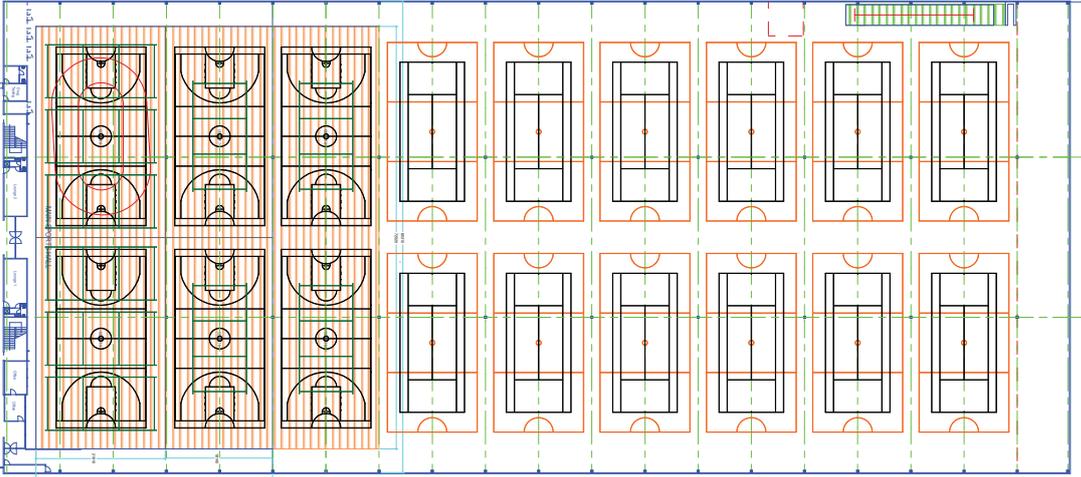
## Breeze Arena



## Breeze Arena



## Main Sports Hall



# Emergency Evacuation Plan

In the event of an incident the general alarm will sound and emergency services will automatically be called.

Everyone should evacuate the building nearest the safest exit.

The 3 assembly points are (1) outside the main entrance by the road, or, if exiting the back of the building, either end of the road (2) and (3). Please keep all roadways clear for emergency vehicle access.

Edgar Centre Staff will co-ordinate a check of the building. Please follow their instructions or wait at an assembly point until directed otherwise.

Do not re-enter the building until given the 'all clear' from Edgar Centre or Emergency Service Staff.



# Menus





# Hearty Breakfast

\$30 per person

## Beverages

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Freshly brewed Cona coffee

Assorted tea selection

Fruit juice

Water always available

## Buffet style

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Streaky bacon

Scrambled eggs

Breakfast sausages

Baked beans

Hash browns

Freshly baked croissants



All items are Gluten Free except for the croissant. All dietary requirements are \$3 per person.



# Morning & Afternoon Tea

**\$9 per person**  
**Beverage and 1 food item**

**\$13 per person**  
**Beverage and 2 food items**

**\$18 per person**  
**Beverage and 3 food items**

**\$5 per person**  
**Beverage only**

**\$9 per person**  
**Bottomless Tea/Coffee**

## Beverages

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Freshly brewed Cona coffee

Assorted tea selection

Fruit juice

Water always available

## Food

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Sweet muffins of the day

Homemade sweet slice selection

Danishes - freshly baked

Devonshire scones with jam and cream

Cheese scones served with butter

Southern style cheese rolls

Selection of club sandwiches

Savouries including homemade sausage rolls and kranskies

Pikelets with jam and cream

Date scones with butter

Seasonal fresh fruit platter \$55.00

All dietary requirements are \$3 per person.



# Working Lunch

## Option 1

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**\$22 per person**

Let the chef choose for you a selection of 4 items

## Option 2

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**\$22 per person**

Club sandwiches, a variety of meat and vegetarian

Savoury selection including kranskies and sausage rolls

Parmesan and tuscan chicken tenders with apricot sauce

Sweet slice selection to finish

## Option 3

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**\$24 per person**

House-made vegetarian frittata

Selection of tortilla wraps

Fish bites and tartare sauce

Seasonal fruit platter

## Option 4

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**\$25 per person**

Bacon and mushroom vol-au-vents or Smoked chicken and bacon vol-au-vents

Moroccan chicken and tomato croissants

Asian pork meatballs with plum sauce

Fresh fruit platter

All dietary requirements are \$3 per person.



# Contact

In house catering Only

For bookings and enquiries please contact:

Kerry Varcoe | Functions Manager

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