



University  
of Otago

ŌTĀKOU WHAKAIHU WAKA

Te Wharekai o kā Kaimahi  
Staff Club

# *Staff Club Events*





*Gallery room, classroom set-up*



*Billiard room, U-shape*



*Staff Club Cafe, wedding set-up*



*Leith room*



*Gallery room, lunch/dinner set-up*

Simply select a menu to fit your occasion and contact our Events team via email: [staff.club@otago.ac.nz](mailto:staff.club@otago.ac.nz) or phone; 021 279 5306 to discuss the type of occasion you are planning, your ideal venue and any specific requirements you may have.

**The Staff Club and Events team:**

Davor Milosevic, Staff Club & Events Supervisor 021 279 5306

Steve Richardson, Executive Chef 027 317 6040

Adrian Lowrey, Hospitality Manager 021 279 5304

**A TV screen with an HDMI cable is available in the downstairs area (Gallery, Billiard, and Leith rooms). If you require a TV screen in the upstairs Café or have any additional AV requirements, we strongly recommend hiring an external IT professional to assist. Please note that we do not provide on-site technical support during your event.**

**All prices are excluding GST!**

**Daily Delegate Package \$65.00 pp**

(All inclusive of Venue, Staffing, Equipment, AV and Catering)  
Minimum Guests 15

Morning Tea

1x Morning Tea item

Freshly brewed coffee, selection of teas and herbal infusions

Working Lunch

Choose one menu from Working lunch selection.

Afternoon tea

1x Afternoon Tea item

Freshly brewed coffee, selection of teas and herbal infusions

**Sensitive Expenditure Policy (SEP)**

Please note that for University Staff regarding meals associated with a clear business purpose

- Lunches should not exceed \$45pp (incl gst)
- Dinners should not exceed \$65pp (incl gst)

The SEP cost only applies to the Menu component of the dinner; other costs will apply and are allowable under the SEP

All lunches within this compendium meet the SEP  
Dinner options that meet the SEP are highlighted

Please discuss your requirements with the venue supervisor so that we can work with you to meet your requirements

## **Morning & Afternoon Tea \$15.50pp**

(Minimum Order for 15 people)

### **Includes:**

- Choice of two tea break items from below
- Freshly brewed coffee, selection of teas and herbal infusions
- Staffing
- 1 hour venue hire

### **Savoury Options**

Savoury Scones (V)

Spinach & Feta Quiche (V)

Cheese Scones (V)

Petite Savouries (2 per person)

Club Sandwiches (Vegetarian option available) (2 per person)

Assorted Sushi (GF, DF, VG)

Spinach & Feta Frittata (GF, V)

### **Sweet Options**

Assorted Gluten Free Biscuits (GF)

Slice of the Day (V)

Carrot Cake (V)

Assorted Danish pastries (V, DF)

Muffin of the Day (V)

Seasonal Fresh Fruit (GF, DF, VG)

Sweet Scones (V)

Chocolate & Almond Croissants (V)

White chocolate & macadamia cookies. (V)

Chocolate & Berry cheesecake slice (VG)

Vanilla Custard Slice (V)

Carrot Cake (V)

Danish Cinnamon Pinwheel (V, DF)

Chocolate & Raspberry Jam Doughnuts. (V)

Orange & Almond Cake (DF, GF, VG)

Individual Yoghurt berries and Muesli (V)

Banana bread (V)

### **Beverage Selection**

Freshly brewed coffee, selection of teas and herbal infusions

McCoy's Orange Juice \$11.00 per litre

Please inform us of any dietary requirements at least 7 days prior to the event.

Otherwise, we cannot guarantee that they will be accommodated

GF – Gluten Free\* / V – Vegetarian / VG – Vegan / DF – Dairy Free

Please note our kitchens are not Gluten Free dedicated

## **Working Lunch Menus \$35.00pp**

**(minimum 15 people)**

**Includes (Working style lunch, staffing, venue)**

### **Option 1**

Pumpkin and feta cannelloni | pumpkin & ginger sauce (V)  
Popcorn chicken | sticky mustard dressing. (GF, DF)  
Agria fries| black garlic aioli. (V)  
Classic Reuben sandwich. (DF)  
Chef's choice salad (V)  
Seasonal Fresh Fruit (GF, VG)  
Freshly brewed coffee, selection of teas and herbal infusions

### **Option 2 (Vegetarian)**

Egg noodle salad | agadashi tofu | roast peanuts | chilli lime vinaigrette. (V)  
Mushrooms | cherry tomatoes | green beans | tomato chilli jam | polenta. (VG)  
Asparagus & feta tart | citrus marmalade. (V)  
Vegetarian enchiladas| mild harissa. (V)  
Chef's choice salad (V)  
Seasonal Fresh Fruit (GF, VG)  
Freshly brewed coffee, selection of teas and herbal infusions

### **Option 3**

Roast beef steak sandwich | smoked cheese | rocket | romesco dressing.  
Fresh battered fish fillet | homemade tartare.  
Roast vegetable salad | feta | citrus vinaigrette. (V, GF)  
Potato | spinach | smoked salmon | hash cake. (GF)  
Chef's choice salad (V)  
Seasonal Fresh Fruit (GF, VG)  
Freshly brewed coffee, selection of teas and herbal infusions

## **Banquet Lunch \$39.00 pp**

**(minimum 15 people)**

**Includes (Lunch menu, staffing, venue)**

### **Main**

Niçoise salad, harissa chicken with coriander dressing. (GF, DF)  
Roast kumara, pulled lamb shank croquettes & chipotle mayo. (DF)  
Smoked salmon fish cakes with hollandaise & fennel slaw. (GF)  
Vegetable ravioli with tomato kasundi (V)  
Roast pumpkin, broccoli, French beans with sesame seeds & spring onion (GF, VG)

### **Dessert**

Chocolate torte (V)  
Fresh fruit (GF, VG)  
Freshly whipped cream | natural yoghurt (GF, V)  
Freshly brewed coffee, selection of teas and herbal infusion

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## **Canapés**

(Minimum selection 20 per item, maximum of 6 choices)

**Choose 4 canapes \$22.00pp ex gst**

**Choose 5 canapes \$28.00pp ex gst**

**Choose 6 canapes \$32.00pp ex gst**

### **Chef's choice suggestion:**

Blini | crisp parma ham | cream cheese.

Corn fritter | vegan cream cheese | tomato salsa (GF, VG)

Timmy's slider | smashed lamb patty | pickles | smoked cheese | mayo

Salt & pepper squid | sumac | mint | coriander yogurt.

KFC | Korean fried chicken | BBQ sauce (GF, DF)

Kumara Rosti | smoked lamb | pea puree (GF, DF)

### **Cold**

Seared peppered rare beef fillet | red onion relish | blue cheese. (GF)

Grilled polenta, | garlic pumpkin hummus, cherry tomatoes. (GF) (VG)

Lavosh cracker | whipped feta | smoked salmon.

Smoked tuna | blini | blackberry.

Club sandwiches. (50% vegetarian)

Assorted sushi | ginger | wasabi. (50% vegan) (GF, VG)

Mushroom | thyme | whipped feta palmiers. (V)

Blini | crisp parma ham | cream cheese.

Tuna Kokoda | Fijian ceviche. (GF, DF)

Corn fritter | vegan cream cheese | tomato salsa. (GF, VG)

Pea & mint crostini | slow roast balsamic cherry tomato. (VG)

Beetroot | goat cheese | pinenut tartlets (V)

Timmy's slider | smashed lamb patty | pickles | smoked cheese | mayo.

Sweet potato | feta | bliss balls (V)

Mushroom | sage | spinach | grilled risotto cake | harissa. (GF, VG)

### **Hot**

Pork wontons | sweet chili dipping sauce. (DF)

Mini Samosas | dipping sauce. (DF, V)

Mini spring rolls | dipping sauce. (DF, V)

Mini assorted savouries. (50% vegetarian)

Lamb | feta | spinach filo fingers.

Salt & pepper squid | sumac | mint | coriander yogurt.

Chorizo | puff pastry | carrot pickle.

Spanakopita style spring roll. (V)

Shrimp | ginger dumplings. (DF)

KFC | Korean fried chicken | BBQ sauce. (GF)

Kumara Rosti | smoked lamb | pea puree. (GF, DF)

Venison kofta | lemon | garlic yoghurt.

### **Sweet**

Portuguese custard tarts (V)

Mini almond florentine. (DF, GF, V)

Chocolate choux, crème patisserie. (V)

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## **Platter Options**

**Platters cater up to 15 guests.**

**Asian Style Platter | Wasabi Mayonnaise. \$170.00**

Dumplings | Sushi | Bao buns | Chicken Satay.

**Char-grilled Vegetable Platter | Pesto. \$160.00**

Seasonal Vegetables | Grilled Haloumi | Pita Bread.

**Charcuterie Platter | Grilled Olive Bread. \$160.00**

Cured meats | Assorted dips & pickles | Accompaniments.

**Seafood Platter | Romesco | Aioli. \$190.00**

House Smoked Salmon | Prawns | Mussels | Tartar.

**Cheese Platter | Quince | Crackers. \$145.00**

Kapiti & Whitestone Cheeses.

**Fruit Platter | Passionfruit Yoghurt. \$130.00**

Seasonal Fresh & Dried Fruit.

**Assorted Sushi Platter \$110.00**

Ginger & Wasabi

**Cocktail Samosa & Spring Roll Platter \$100.00**

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## **Dinner Buffet Menus**

(Minimum 20 people, Maximum 80 people)

**Menu One** \$65.00 pp (SEP\* Menu only price per person is \$55.00 ex gst)

**Includes (Dinner menu, staffing, venue hire)**

### **Main**

Almond crumb pork fillet | Mt Kyeburn cheese | tomato chilli jam. (GF) (DF)

KFC Korean fried chicken thigh | BBQ sauce. (GF) (DF)

Garlic | thyme | roasted root vegetables. (GF) (DF) (V)

Red cabbage slaw | halloumi | cashew | spring onion miso citrus dressing. (GF) (V)

Sesame soba noodle salad | crispy onions. (VG)

Garden salad | House dressing. (VG) (GF) (DF)

### **Dessert**

Blueberry almond tart | mixed berry compote | Turkish cinnamon yoghurt. (V)

**Menu Two** \$65.00 pp (SEP\* Menu only price per person is \$55.00 ex gst)

**Includes (Dinner menu, staffing, venue hire)**

### **Main (Buffet)**

Slow cooked Moroccan lamb leg | pancetta & chive mash | spiced jus.

Ballotine of chicken | cranberry | pistachio | romesco. (GF, DF)

Roast sweet potato | chickpea | rocket | red onion | harissa salad. (GF, DF, V)

Cashew crumbed cauliflower | red chimichurri. (DF, V)

Beetroot | orange | fennel | feta salad. (V)

Panache of seasonal vegetables. (GF, VG)

### **Dessert (Banquet)**

Lemon tart | sweet Greek yoghurt. (V)

**Optional: Add Served Entrée** \$7.50 pp

Agria galette | beetroot tartare | grilled broccolini | granola | balsamic dressing (DF, VG)

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## **Banquet Dinner Menu**

(Minimum 20 people, Maximum 80 people)

### **Banquet Dinner Menu One \$75.00 pp**

**Includes (Dinner menu, staffing, venue hire)**

#### **Mains**

Roasted lamb rump | black garlic & mushroom puree | broccolini | lemon & mint oil. (DF, GF)

Buttermilk fried chicken | Ferry Road haloumi | spiced baby carrots | Manuka honey | Rocket | Dukkha. (GF)

Soba noodle salad | roast beetroot pesto | Emborg goats' cheese | spinach | basil | roast almonds. (V)

Indian spiced kumara | wombok cabbage fritter | sriracha mayonnaise. (V)

Agria | chive | rocket | croquette. (V)

#### **Dessert**

Blueberry & almond tart | coffee caramel sauce | crème fraiche. (V)

### **Banquet Dinner Menu Two \$85.00 pp**

**Includes (Dinner menu, staffing, venue hire)**

#### **Entrée (Served)**

Agria galette | beetroot tartare | grilled broccolini | savory granola | balsamic dressing. (VG)

#### **Main (Banquet)**

Smoked beef fillet | pancetta & chive mash | coriander & hazelnut pesto | port jus. (GF)

Roast Spring vegetable salad | rocket | feta | pomegranate balsamic dressing. (GF, V)

Sesame seared salmon | grilled risotto cake | mango mint salsa. (GF, DF)

Pumpkin coconut ravioli | pecorino | gremolata. (V)

Kumara croquettes | romesco. (V)

#### **Dessert**

Tiramisu | Turkish cinnamon tuille | burnt orange sauce. (V)

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### **Room Hire (for non-catered events)**

	Leith Room	Billiard Room	Gallery	Billiard+ Gallery	Staff Club
Half Day Hire	\$100.00	\$200.00	\$300.00	\$400.00	\$500.00
Full Day Hire	\$200.00	\$400.00	\$500.00	\$600.00	\$1,000.00

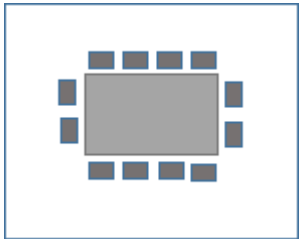

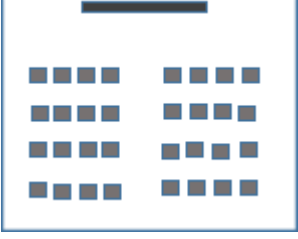
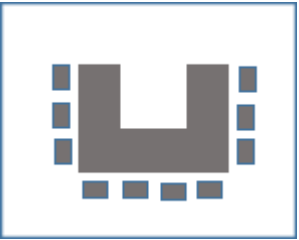
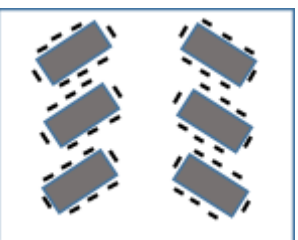

#### **Inclusions**

- Room hire
  - Mobile screen for Power Point presentations
  - White board
  - Water in room.
- *Half Day Hire includes 3 hours or less,*
  - *Full Day hire includes up to 8 hours, every additional hour will be charged \$50*
  - *Depending on the event requirements, additional staffing costs may occur*
  - *We don't provide IT or technical support, to ensure your technical requirements run smoothly, please hire outside support.*

### **Venue Capacities**

	Leith Room	Billiard Room	Gallery	Billiard+ Gallery	Staff Club
Meeting					
Theatre	N/A	30	50	70	90
U shape	N/A	16	20	N/A	40
Boardroom	12	20	35	N/A	40
Classroom	N/A	20	35	60	80
Dinner	12	30	45	75	80
Cocktail Event	15	40	70	100	150

### **Set up styles.**

		
Board Room Style	Classroom Style	Theatre Style
		
'U' Shape	Dinner	Cocktail Style

# Wedding Information

We would like to extend our congratulations to you on your engagement and wish you all the happiness building your future together.

Thank you for considering the Otago University Staff Club as a venue to celebrate your wedding.

Your wedding is a memorial occasion. We hope you will find the enclosed information helpful in the planning of your special day.

The Staff Club is an historic heritage building, built in 1907, situated in a picturesque setting overlooking the Leith River and University Clock Tower. The Staff Club is one of the Universities' original stone buildings, trimmed with local Oamaru stone.

The combination of historic surroundings, traditional heritage architecture, stylish dining and natural light create an unforgettable atmosphere for your wedding.

The Staff Club is a private dining venue. We can personalize a menu to suit your specific requirements, please use our dinner menus as a guide to cost and what we offer.

The cost to hire the Staff Club is \$1500.

The Staff Club can seat up to 80 guests for a buffet/banquette style service, and up to 200 guests if you are interested in a cocktail reception.

To hire the Staff Club as a ceremony venue only it is \$600.

Reservations are held for a month pending confirmation.

We look forward to answering any questions regarding this information and please do not hesitate in contacting our event team (03) 479 5311 or 021 279 5306.

Maps

