

CONFERENCE & EVENTS



WELCOME TO HOLIDAY INN SUVA

Experience comfort and stunning views of the harbor or parliament when you stay at Holiday Inn Suva. Our well-appointed modern guest rooms ensure a relaxing and enjoyable stay.

Our hotel is conveniently located steps away from Suva's key sights and within a 5-minute walk of central banks, embassies, regional headquarters, and historic Government buildings along Victoria Parade. Business travelers have quick access to regional and government offices, while tourists can explore attractions like the Fiji Museum.

Bright and modern guest rooms offer high-speed internet and a private balcony. Host successful events in our 3 flexible meeting rooms with wireless internet and ocean views as a unique backdrop.

Dine in style at Sirocco restaurant, where kids eat free. Enjoy waterfront Bati ni Wai's pizza al fresco, or order from our 24-hour room service menu. Relax with an icy-cold beverage while watching sports in the Tapa Lounge Bar or listening to live music on the pool deck at sunset.

At Holiday Inn Suva, we make you feel at home. Our friendly staff and array of amenities ensure a comfortable and memorable stay. Let our Suva city hotel become your cherished home away from home, creating lasting memories for all your journeys. We eagerly await the opportunity to extend our warm hospitality to you!

Book with us and join **IHG® Business Rewards Club.**

When you make booking on behalf of others, for business or pleasure, we're here to reward you. With IHG Business Rewards, you can earn points every time you book accommodations, meetings, or events at nearly 6,000 participation IHG Hotels & Resorts worldwide.



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BANQUET ROOM DIMENSIONS & VENUE HIRE

Dimensions

- Enjoy panoramic Suva Harbour views from the Holiday Inn Suva hotel
- 3 glass-walled meeting rooms & poolside pavilion for up to 350 delegates.
- Venue capacities are approximate & may vary depending on individual setup requirements.
- Our efficient team can fine-tune events from product launches to weddings & our wireless internet keeps you up to speed

Layout	Banyan	Lali 1	Lali 2	Poolside Bure
Area Space	150m2	215m2	65m2	30m2
Floor Ceiling	2.9m	3m	2.9m	3m
Theatre Style	100	250	30	30
U - Shape	30	60	15	-
Board Room	30	60	10	10
Classroom	50	100	16	-
Cocktail Party	150	200	30	50
Banquet	80	150	30	20

Venue Hire

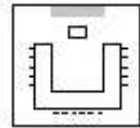
Venue hire exclusive of catering	Banyan	Lali 1	Lali 2	Poolside Bure
	\$1,860	\$2,258	\$1,449	\$966

Set up Fees

An additional \$12.00 per person fees is applicable to all events.

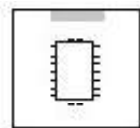
Public Holiday Fees

An additional 10% surcharge of the total event cost is applicable for all events hosted on public holidays.



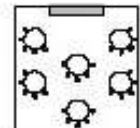
U-SHAPE

- Seating around three sides of the room - good for presentations from the front
- Square layout conducive to discussion
- Presentation space in the middle of the room



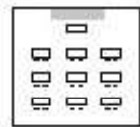
BOARDROOM STYLE (can be adapted to a hollow square layout)

- Seating around three sides of the room - good for presentations from the front
- Square layout conducive to discussion
- Presentation space in the middle of the room



CABARET STYLE (also known as Bistro or Cafe Style)

- All delegates face front-center on round tables
- Large space in the middle of the room
- Ideal for the small - group work



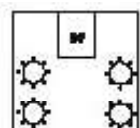
CLASSROOM STYLE

- Used to present to small to medium groups
- Delegates (in 2's or 3's) to have their own workspace
- Ideal for testing & individual training workshops



THEATRE STYLE

- Used for product launches, presentations, displays
- Used to present to large numbers of delegates
- Allows for optimal room occupancy



DINNER / DANCE LAYOUT

- Tables around the outside of the room
- Dance in the central area
- Used mostly for socials & evening entertainment

AV SYSTEM & EQUIPMENT

- AV System & Equipment are chargeable daily.
- POA : Price on Application or Enquiry.

AV SYSTEM & EQUIPMENT - POA

(third-party service provider to provide quote)

Additional Cordless Mic (Per 1 Wireless Mic)

Multi Delegate /Conference microphone speaker (10 Table Mics)

Power Amp with speaker x 2 and 8 channel sound mixer

Lapel Mic.

LED SCREENS – POA (third party service provider to provide quote)

3mtr by 2mtr LED Screen

4mtr by 2mtr LED Screen

5mtr by 2mtr LED Screen

6mtr by 2mtr LED Screen

8mtr by 2mtr LED Screen

LIGHTING EFFECTS & DECORATIONS

Room Wash Light (10 Par can \$525

Lights) Bubble Machine \$420

Smoke Machine \$735

ADDITIONAL IT EQUIPMENT'S – POA

(third-party service provider to provide quote)

Printer all in one (Black)

Printer all in one (Colour)

Extra projector (Projector Only)

Laptop

Laser Pointer

55 inch TV

LIVE STREAMING & VIRTUAL PACKAGE - POA

Professional Package arrangement is available via the Hotel through a third-party service provider.

The hotel liaises with Client on their requirement and provides package pricing.

Professional Streaming Pricing is available directly to the Client through a nominated third-party service provider.

The hotel introduces the Client and Service provider to liaise directly on requirements, pricing, and setup; the Hotel provides reasonable and necessary support.

MEETING CONFERENCE AIDS

(Additional)Conference Package is inclusive of 1 flip chart & 1 white board, with built in projector with drop down screen.

Flip Chart \$14.40

White Board \$12.00

Digital Flip Chart \$96.00

CONFERENCE DELEGATE MEETING PACKAGE

- Holiday Inn Suva offers 3 Conference Delegate Day Packages for you to choose from.
- Conference Day Package allows groups of 25 delegates or more to hold a conference in one of our meeting rooms.
- The Conference Day Package is a per guest, per day charge combining the most popular meeting needs into one package price, items included are listed below

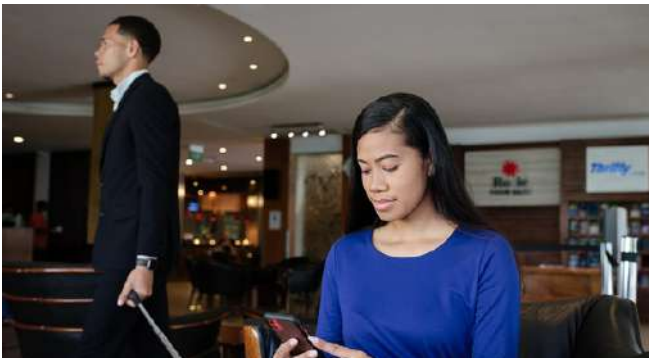
CONFERENCE PACKAGE

HALF DAY CONFERENCE PACKAGE

\$91 per person

Minimum 25 delegates includes buffet lunch in Sirocco.
(Buffet of the day)

- Herbal tea infusion & coffee on arrival
- Morning tea snack. Your choice of 2 items (see page 7, select any 1)
- Includes venue conference hire
- Registration desk of delegate's arrival
- Daily Newspaper
- Table accessories - mints, ice water, writing pads & pens
- Portable Stage (on request)
- DVD Player (on request)
- Lectern
- Projector & screen
- P/A system
- 1 cordless mic
- Flip Chart x1
- White Board x1
- Wireless internet
- LCD TV (on request)



CONFERENCE DAY PACKAGE 1

\$103 per person

Minimum 30 delegates includes buffet lunch in Sirocco.
(Buffet of the day)

- Herbal tea infusion & coffee on arrival
- Lectern
- Morning tea snack. Your choice of 2 items (see page 7, select any 2)
- Afternoon tea snack. Your choice of 2 items (see page 7, select any 2) · Includes venue conference hire
- Registration desk of delegate's arrival
- Daily Newspaper
- Table accessories - mints, ice water, writing pads & pens
- Portable Stage (on request)
- DVD Player (on request)
- Lectern
- Projector & screen
- P/A system
- 2 cordless mic
- Flip Chart x1
- White Board x1
- Wireless internet
- LCD TV (on request)

CONFERENCE DAY PACKAGE 2

\$106 per person

Minimum 20 delegates includes buffet lunch in Sirocco
Buffet of the Day (Maximum of 70 delegates)

- Herbal tea infusion & coffee on arrival
- Lectern
- Morning tea snack. Your choice of 2 items (see page 7, select any 2)
- Afternoon tea snack. Your choice of 2 items (see page 7, select any 2) · Includes venue conference hire
- Registration desk of delegate's arrival
- Daily Newspaper
- Table accessories - mints, ice water, writing pads & pens
- Portable Stage (on request)
- DVD Player (on request)
- Lectern
- Projector & screen
- P/A system
- 2 cordless mic
- Flip Chart x1
- White Board x1
- Wireless internet
- LCD TV (on request)



TEA BREAK MENU

- Choose any combination of snack items from the Savoury or Sweet Selections, pricing per person.
- If you have chosen the Day Conference Package please select accordingly i.e. Conference Package 1 - select 1 item from the selection below. Additional items chosen will be charged as per the choices below.
- Do not hesitate to ask for our assistance in recommending menu item combinations for your day's event.
- All breaks are served with freshly brewed coffee, tea & orange juice.
- Prices are subject to change without notice.
- Advise the team on any additional dietary requirements for additional menu selections.
- Dietary requirements can fully be catered for with sufficient notice & planning to avoid disappointment for your delegates or guests.

SNACK ITEM CHOICES

- ☐ Choice Of 1 Snack Item \$19
- ☐ Choice Of 2 Snack Items \$26
- ☐ Choice Of 3 Snack Items \$35

COLD SAVOURY

- ☐ Mahi mahi schnitzel burger with chili mayo
- ☐ Mini chicken burger with condiments
- ☐ Spicy Thai chicken salad on pita bread Chicken Waldorf sandwich (brown bread)
- ☐ Curried chicken salad sandwich (white bread)
- ☐ Filled croissant - ham & cheese, chicken & tuna
- ☐ Chickpea falafel with spicy yoghurt dip-sauce (V)
- ☐ Prawn Vietnamese rice paper roll (vegetarian option included)
- ☐ Spicy minced lamb wrap with mint yogurt dressing
- ☐ Finger sandwich - tuna, chicken, vegetable & ham & cheese

WARM SAVOURY

- ☐ Curry lamb mince pie
- ☐ Chicken & thyme sausage rolls
- ☐ Creamy "deli" chicken pie
- ☐ Assorted mini quiches (mushroom, blue cheese & chicken) Mini croque-monsieur
- ☐ Assorted mini pizzas (chicken, vegetables & tuna)
- ☐ Chicken, leek & mushroom pie
- ☐ Pumpkin pie (V)
- ☐ Greek spinach & feta cheese pie (V)
- ☐ Chicken Satay skewers
- ☐ Chicken Tandoori skewers

FRUITS & SWEETS

- ☐ Assorted mini muffins
- ☐ Carrot cupcake with cream cheese frosting
- ☐ Scones with jam & whipped cream
- ☐ Sugar & chocolate doughnuts
- ☐ Banana cake slice
- ☐ Passion fruit meringue tartlet
- ☐ Tropical fruit platter (G)
- ☐ Classic chocolate fudge brownie
- ☐ Little almond & orange cake
- ☐ Nutmeg & custard tartlet
- ☐ Coconut pie
- ☐ Custard pie
- ☐ Lamington slice
- ☐ Apple & cinnamon slice

OTHER INFORMATION including any dietary requirements that we need to be aware of for your event



BUFFET MENU

- Please select your Buffet Menu & select the corresponding dish components from the available menu selections.
- Menus are available for lunch & dinner & include bread rolls, butter, salad dressings & condiments.
- Buffet menu minimum of 30 guests.
- The chef's recommendations are suggestive only.
- Buffet menus must be received within a minimum of (7days) prior to the event to ensure produce availability.
- Advise the team on any additional dietary requirements for additional menu selections.
- Special theme buffets are available from \$80; menus are available upon request.

BUFFET MENU DISH SELECTION

Menu Selection	Menu Buffet A	Menu Buffet B	Menu Buffet C	Menu Buffet D
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Minimum 30 Persons	\$64 Per Person	\$74 Per Person	\$81 Per Person	\$88 Per Person
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	Lunch / Dinner	Lunch / Dinner	Lunch / Dinner	Lunch / Dinner
Salad	3	4	5	6
Cold Appetizer	1	2	3	4
Soup	1	1	1	1
Main Course	3	4	5	6
Vegetables	2	2	3	3
Rice	1	1	1	1
Pasta	-	1	1	1
Dessert	4	5	6	6
Total Dishes	15	20	25	28

MENU SELECTION GUIDE

SALADS, APPETIZER, SOUP, RICE, PASTA & VEGETABLES

Select any "Salad, Appetizer, Soup, Rice, Pasta & Vegetables" menu dishes based on your chosen Buffet Menu". Example - "Menu B includes 4 Salads, 2 Cold Appetizers, 1 Soup, 1 Rice, 1 Pasta & 2 Vegetables" dishes to choose from.

HOT MAIN COURSE

Select any "Hot Main Course" menu dishes based on your chosen "Buffet Menu". Example. Menu A includes 3 hot main dishes to choose from, Menu D includes 6 hot main dishes to choose from.

DESSERT

Select your "Dessert" menu dishes based on your chosen "Buffet Menu". Example. Menu A includes 4 dessert dishes to choose Etc...

SALADS TO CHOOSE FROM:

- ☐ Potato salad (V)
- ☐ Market vegetables & couscous
- ☐ salad Black bean & corn salad
- ☐ Kokoda
- ☐ Coleslaw (V)
- ☐ Nicoise Salad
- ☐ Warldof chicken salad
- ☐ Corned Beef & French bean
- ☐ salad Chicken Caesar salad
- ☐ Prawns & fruit salad
- ☐ Spicy Thai chicken salad
- ☐ Greek salad with feta cheese
- ☐ Italian pasta salad

APPETIZER TO CHOOSE FROM:

- ☐ Country style pâte of chicken
- ☐ Egg mimosa (V)
- ☐ Vegetable maki rolls with condiments (V)
- ☐ Sweet potato croquette with onion sauce (V)
- ☐ Tuna sashimi with condiments
- ☐ Scallop & leek vol au vent
- ☐ Cheese quiche

SOUPS TO CHOOSE FROM:

- ☐ Cream of rourou soup (V)
- ☐ Cream of pumpkin (V)
- ☐ Chicken vegetables consomme'
- ☐ Dhal soup & roti (V)
- ☐ Zucchini soup with cilantro
- ☐ Pesto minestrone soup

RICE TO CHOOSE FROM:

- ☐ Steamed rice
- ☐ Fried rice with bamboo shoots, carrot, onion & celery
- ☐ Paella rice
- ☐ Rice pilaf with toasted almond flakes

PASTA TO CHOOSE FROM:

- ☐ Stir fried rice noodles (V)
- ☐ Spaghetti pasta basil & tomato (V)
- ☐ Penne pasta primavera (V)
- ☐ Macaroni bolognaise sauce

VEGETABLES TO CHOOSE FROM:

- ☐ Spicy roasted pumpkin (V)
- ☐ Potato gratin
- ☐ Sautéed potato with onion & mushroom (V)
- ☐ Boiled dalo (V)
- ☐ Vegetable lasagna
- ☐ Cauliflower & broccoli gratin
- ☐ Seasoned wedges (V)
- ☐ Stir-fried Asian vegetables
- ☐ Sauteed carrot with cumin vegetable ratatouille (V)
- ☐ Palusami (V)
- ☐ Grilled vegetables (V)
- ☐ Baked potato with sour cream
- ☐ Straw market vegetable medley

BUFFET MENU (Cont'd)

HOT MAIN COURSE & CARVERY SELECTION

CHICKEN MAIN COURSE TO CHOOSE FROM:

- ☐ Chicken curry with condiments
- ☐ Roasted chicken breast with tarragon sauce
- ☐ Chicken mustard & cheese stew
- ☐ Roast chicken leg with mushroom cream sauce
- ☐ Roasted lemon & thyme chicken
- ☐ Chicken a l'orange
- ☐ Tandoori chicken breast
- ☐ Classic buttermilk fried chicken
- ☐ Honey butter chicken

PORK MAIN COURSE TO CHOOSE FROM:

- ☐ Pork curry with condiments
- ☐ Roast pork loin with mushroom sauce
- ☐ Barbecue sparerib with fried onion rings
- ☐ Crumbled pork medallion with garlic white sauce
- ☐ Lemon and chili pork with long beans
- ☐ Braised oriental pork loin
- ☐ Pork chop with charcuterie sauce
- ☐ Mushroom & pork strips in creamy white sauce

LAMB MAIN COURSE TO CHOOSE FROM:

- ☐ Lamb curry with condiments
- ☐ Oven-roasted lamb leg with mint sauce
- ☐ Grilled lamb chops with rosemary sauce
- ☐ Moroccan meatballs with tomato coriander sauce Lamb Korma
- ☐ Lamb meatballs with mint sauce

BEEF MAIN COURSE TO CHOOSE FROM:

- ☐ Beef curry with condiments
- ☐ Beef stir fry with vegetables
- ☐ Beef stroganoff
- ☐ Braised beef with onion, carrot & white wine
- ☐ Rib-eye steak mustard sauce
- ☐ Sautéed Thai beef strips with fresh basil

FISH MAIN COURSE TO CHOOSE FROM:

- ☐ Pan-seared snapper with basil tomato sauce
- ☐ Pan-fried Mahimahi with spring onion sauce
- ☐ Wahoo quenelle with lobster
- ☐ Bisque sauce Sweet & sour fish
- ☐ Green Thai fish curry
- ☐ Spanish rice stuffed squid

DESSERT MAIN COURSE TO CHOOSE FROM:

- ☐ Fresh tropical fruit salad (GF)
- ☐ Tropical fresh fruit platter(GF)
- ☐ Homemade cheesecake
- ☐ Chocolate mousse cake
- ☐ Traditional pavlova
- ☐ Passion fruit mousse cake
- ☐ Apple strudel
- ☐ Sherry trifle
- ☐ Pear charlotte
- ☐ Bread & butter pudding
- ☐ Black forest cake
- ☐ Decadent chocolate mud cake
- ☐ Homemade spiced pear & frangipani tart
- ☐ Individual date pudding
- ☐ Vanilla crème brulee
- ☐ Plum tart
- ☐ Chocolate tart
- ☐ White chocolate & coconut panna cotta
- ☐ Mixed berries mirror cake
- ☐ Apple crumble
- ☐ Lemon meringue tart



CANAPE MENU

- Pricing is per person as stated below.
- Choose any combination of snack items from the Cold, Hot or Sweet Selections.
- Advise the team on any additional dietary requirements for additional menu selections

COCKTAIL LISTING

COLD CANAPES \$6.20 per person

- ☐ Smoked salmon
- ☐ Vietnamese rice paper rolls
- ☐ Chicken liver mousse "vol au vent"
- ☐ Spicy chicken on coriander & cumin wrap
- ☐ Rolled ham crêpe with cream cheese Crunchy green olives (V)
- ☐ Vegetable ratatouille & prawn cutlet tartlet
- ☐ Lightly pan-seared tuna & wasabi mayonnaise on wheat toast
- ☐ Provençal vegetable julienne tartlet (V)
- ☐ Scallop vol au vent
- ☐ Prawn & shitake mushroom feuilleté
- ☐ Blue cheese & walnut on white toast
- ☐ Campagne pate on toast
- ☐ Chicken warldof tartlet
- ☐ Mini vegetable frittata (V)
- ☐ Sautéed Thai beef strips with fresh basil

HOT SELECTION \$7.00 per person

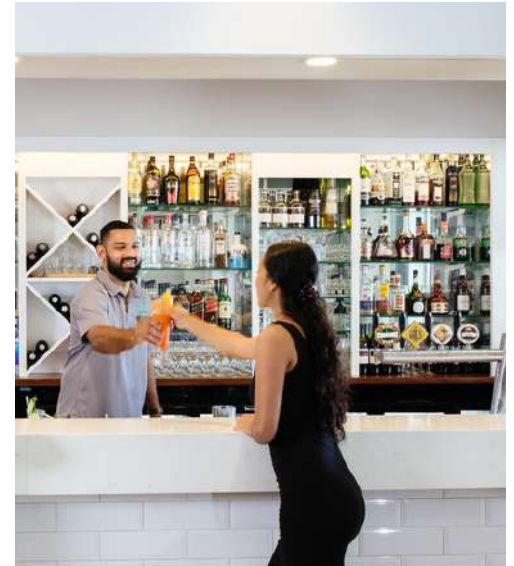
- ☐ Lamb curry pie
- ☐ Spicy potato croquette (V)
- ☐ Chicken souvlaki kebab
- ☐ Cheese gougeres
- ☐ Vegetable quiche (V)
- ☐ Creamy chicken pie
- ☐ Tandoori chicken kebab
- ☐ Chicken & cheese fingers with tartar dipping sauce
- ☐ Beef empanadas with tomato salsa dip sauce
- ☐ Spicy Thai pork meatballs
- ☐ Fish & lemon finger with tartar dipping sauce
- ☐ Deep fried chicken wings with Thai spicy dipping sauce
- ☐ Coconut-crusted chicken fingers with red Thai dipping sauce
- ☐ Coconut breaded prawn with citrus ginger sauce
- ☐ Chicken lollipop with ginger sauce
- ☐ Carrot, cumin, and sesame "croquette" (V)
- ☐ Polenta fries with salsa verde (V)

HOT SELECTION \$6.20 per person

- ☐ Vegetable spring rolls with sweet chili dipping
- ☐ sauce (V) Bara (G)
- ☐ Bhajiya (V)
- ☐ Vatatawada (V)

SWEET BITES \$7.00 per person

- ☐ Mini carrot cup cake with cream cheese
- ☐ frosting Walnut & caramel tartlet
- ☐ Mini prunes pudding
- ☐ Mini vanilla éclair
- ☐ Fruit tartlet
- ☐ French apple tartlet
- ☐ Chocolate tartlet
- ☐ Prune tartlet
- ☐ Green tea profiterole
- ☐ Lemon meringue tartlet
- ☐ Mini pineapple beignet with cinnamon
- ☐ Mini chocolate fudge brownies



BEVERAGE MENU

- Prices are subject to change without notice.
- Advise the team on any additional beverage requirements

BEVERAGE LISTING

SOFT DRINKS

<input type="checkbox"/> Coca cola	\$7.00
<input type="checkbox"/> Tonic	\$8.20
<input type="checkbox"/> Sprite	\$7.00
<input type="checkbox"/> Ginger ale	\$8.20
<input type="checkbox"/> Sugar free coke	\$7.00
<input type="checkbox"/> Soda water	\$8.20
<input type="checkbox"/> Coke Diet	\$7.00
<input type="checkbox"/> Fiji Water 500ml	\$7.00
<input type="checkbox"/> Fanta	\$7.00

JUICE (2.25L)

<input type="checkbox"/> Orange	\$44.50
<input type="checkbox"/> Apple	\$44.50
<input type="checkbox"/> Pineapple	\$44.50

BEER

<input type="checkbox"/> Fiji Gold	\$10.10
<input type="checkbox"/> Fiji Bitter	\$10.10
<input type="checkbox"/> Vonu Larger	\$14.60

LOCAL SPIRITS (750ML BOTTLE)

<input type="checkbox"/> Regal Gin	\$241.50
<input type="checkbox"/> Bounty White	\$241.50
<input type="checkbox"/> Rum Regal Whisky	\$241.50
<input type="checkbox"/> Bounty Dark Rum	\$241.50
<input type="checkbox"/> Czarina vodka	\$241.50

PRE MIXED BEVERAGES

<input type="checkbox"/> Vodka cruiser Raspberry Bounty	\$18.00
<input type="checkbox"/> Rum & Cola	\$12.10
<input type="checkbox"/> Tribe Vodka Mango Vodka	\$12.10
<input type="checkbox"/> cruiser Strawberry	\$18.10

HOUSE WINE

<input type="checkbox"/> Accomplish Shiraz	\$73.70
<input type="checkbox"/> Accomplish Chardonnay	\$73.70
<input type="checkbox"/> Beach Hut Merlot	\$73.70
<input type="checkbox"/> Grandial Sparkling Brut Harbour	\$73.70
<input type="checkbox"/> Sauvignon Blanc	\$73.70
<input type="checkbox"/> Lambrini Light Strawberry	\$73.70

BEVERAGE GROUP PACKAGES

PACKAGE ONE

Includes a selection of local bottled beers, house wine, orange juice & soft drinks priced as follows:

<input type="checkbox"/> 1 Hour	\$64.00 per person
<input type="checkbox"/> 2 Hours	\$75.00 per person
<input type="checkbox"/> 3 Hours	\$87.00 per person

PACKAGE TWO

Includes a selection of local bottled beers, local spirits, house wine, orange juice & soft drinks priced as follows:

<input type="checkbox"/> 1 Hour	\$69.00 per person
<input type="checkbox"/> 2 Hours	\$83.00 per person
<input type="checkbox"/> 3 Hours	\$92.00 per person

PACKAGE THREE

Includes a selection of local & premium beers, local spirits, house wine, orange juice & soft drinks priced as follows:

<input type="checkbox"/> 1 Hour	\$72.00 per person
<input type="checkbox"/> 2 Hours	\$88.00 per person
<input type="checkbox"/> 3 Hours	\$96.00 per person

CORKAGE FEE (PER BOTTLE)

<input type="checkbox"/> Wine bottle 750ml	\$22.30
<input type="checkbox"/> Soft drink bottle 1.25l	\$8.80
<input type="checkbox"/> Beer bottle 365ml	\$5.60
<input type="checkbox"/> Beer bottle 460ml	\$7.00
<input type="checkbox"/> Soft drink bottle 2l	\$8.70
<input type="checkbox"/> Beer keg 50l	\$211.10
<input type="checkbox"/> Soft drink can	\$2.80
<input type="checkbox"/> Hard liqueur 750ml	\$33.60
<input type="checkbox"/> Fruit Juice 2l	\$10.40
<input type="checkbox"/> Hard liqueur 1l	\$38.30
<input type="checkbox"/> Fruit Juice 3l	\$12.50
<input type="checkbox"/> Kava	\$255.00



REFRESHMENT PLATTER MENU

- Items are for pickup only, delivery charges will apply pending CBD & metro location. Please enquire.
- Advise the team on any additional dietary requirements for additional menu selections.

COLD SAVOURY PLATTER 20 PIECES

<input type="checkbox"/> Finger sandwich - Tuna, chicken, vegetable & ham & cheese	\$124.00
<input type="checkbox"/> Filled croissant - ham & cheese, chicken & tuna	\$124.00
<input type="checkbox"/> Spicy minced lamb wrap with mint yoghurt dressing	\$124.00
<input type="checkbox"/> Mexican tacos served with tomato salsa	\$124.00
<input type="checkbox"/> Spicy Thai chicken salad on pita bread	\$124.00
<input type="checkbox"/> Smoked marlin & cucumber bagels	\$124.00
<input type="checkbox"/> Mini chicken burger with condiments	\$124.00
<input type="checkbox"/> Egg & cheese on Ciabatta bread	\$124.00

WARM SAVOURY PLATTER 20 PIECES

<input type="checkbox"/> Assorted mini quiches (mushroom, blue cheese & chicken)	\$109.00
<input type="checkbox"/> Curry lamb mince pie	\$109.00
<input type="checkbox"/> Greek spinach & feta cheese pie (V)	\$109.00
<input type="checkbox"/> Creamy "deli" chicken pie	\$109.00
<input type="checkbox"/> Assorted mini pizzas (chicken, vegetables & tuna)	\$109.00
<input type="checkbox"/> Sausage, cheese & egg English muffin	\$109.00

FRUITS & SWEETS 20 PIECES

<input type="checkbox"/> Brownies	\$119.00
<input type="checkbox"/> Assorted mini muffins	\$80.00
<input type="checkbox"/> Carrot cupcake with cream cheese frosting	\$112.00
<input type="checkbox"/> Scones with jam & whipped cream	\$76.00
<input type="checkbox"/> Sugar & chocolate doughnuts	\$86.00

CAKE 10 INCHES

<input type="checkbox"/> Cheese cake	\$116.00
<input type="checkbox"/> Black forest	\$91.00
<input type="checkbox"/> Strawberry gateau	\$89.00
<input type="checkbox"/> Chocolate mousse cake	\$109.00
& many more on request	

SLICED CAKE 20 PIECES

<input type="checkbox"/> Banana cake	\$83.00
<input type="checkbox"/> Carrot cake	\$83.00



OFF-SITE CATERING SERVICES

DELIVERY FEE

- Within Suva City - \$89.25
- Outside Suva – from \$157.50

Service Fee – subject to catering numbers and the nature of the event

Equipment Hire

<input type="checkbox"/> Food Warmers	\$26.25.00 each
<input type="checkbox"/> Cutleries (silverware fork, spoon & Knife)	\$5.25 per set
<input type="checkbox"/> Cutleries (disposable)	\$3.15 per set
<input type="checkbox"/> Glassware (wine, beer, juice)	\$4.20 per glass
<input type="checkbox"/> Dispensers	\$15.75 each
<input type="checkbox"/> Ice (per kg)	\$4.20
<input type="checkbox"/> Tea & Coffee Decanter	\$10.50 each

MENU

Please contact our MICE Executive, Reonita Kanimea at reonita.kanimea@ihg.com for customized menu and quotes.



TERMS & CONDITIONS

MEETINGS, FUNCTIONS, CONFERENCE, SEMINARS, OUTCATERING, BANQUETS

Our philosophy is always to provide event facilities & services of high quality. To fulfill the expectations, the following terms & conditions have been designed to ensure your event runs smoothly.

TERMS & CONDITIONS:

The following terms & conditions apply to your Event. Please read these carefully & if you have any questions, please contact your Conference & Events Sales Executive.

DEFINITIONS:

Within these terms & conditions, the following definitions apply:

Banquets Events Order	Means the event running sheet setting out the details of your event
Business Day	Any day from Monday to Friday inclusive(excluding Public Holidays)
Deposit	The amount specified in this agreement required to confirm your event
Estimated Event Charge	The estimated event charge calculated before the event takes place
Event	Means the even charge calculated before event takes place
Event Charge	The total of the room hire, food & beverage account, hired items/ bands, etc account & surcharges payable & any other amounts payable by you for the event
Hotel	Holiday Inn Suva
You or Your	Means you, the client or agent acting on the client's behalf

TENTATIVE BOOKINGS:

We will hold a tentative booking for a maximum of 5 days. If you do not confirm the event by this time the hotel reserves the right to release the space without notice

BOOKING CONFIRMATION:

You are requested to confirm a booking by returning the signed copy of page 12 of this Terms & Conditions.

DEPOSIT:

We request a deposit of 50% of the estimated event price at the time of confirming the booking unless otherwise agreed with us. Full payment of food is required upon confirmation of a guaranteed number of attendees, i.e. at least 5 days before the event. Clients who have an account with us are required to provide a purchase order.

DATE ALTERATION:

If a conference is confirmed and then changes dates, it is treated as cancellation. Please refer to the below cancellations.

CANCELLATIONS:

We understand that from time to time things change, which is why we have developed a flexible approach to cancellations & applicable charges for you, subject to the hotel's receipt of any cancellation notification from you as follows.

Cancellation Date Range	Cancellation Charge
61 days prior to arrival	Your deposit will be refunded in full.
Between 31 & 60 days prior to arrival	50% of the total estimated cost on events charges as booked will be charged.
Between 15 & 30 days prior to arrival	80% of total estimated events charges as booked will be charged.
Within 14 days of arrival	100% of total estimated charges as booked & no refund of any deposits paid to the hotel.

NOTE: Cancellation of function rooms & events must be advised in writing by you.

ATTRITION POLICY & PROCEDURES:

Event charges are based on delegate numbers advised at the time of enquiry & are used to generate your proposal & quotation. Should your numbers change before confirming your booking your quotation will change accordingly.

MENU SELECTION:

Please confirm your menu selection at least 7 working days before the event to ensure produce availability, should we not receive any advice from you on your menu selection the hotel reserves the right to allow our Executive Chef to choose the food & beverage menu for your event.

GUARANTEED NUMBERS:

A guaranteed number of guests attending the event is requested 5 (five) full working days before the event or as otherwise advised. Charges will be based on the number of people attending the function or the guaranteed number, whichever is greater. Additional attendees are fully chargeable on the day.

DAMAGES:

Please note, you are financially responsible for any damages sustained to Hotel property & fittings during the event. No attachments are to be used on the walls without prior arrangement with us. (i.e. thumbtack, nails, or any other sharp objects that will leave marks on the wall.

CLIENT RESPONSIBILITY:

It is your responsibility to ensure that all attendees behave in an orderly manner during the event.

SECURITY:

Arrangements for special security can be made upon request, but may attract an additional charge.

EXTENDED HOURS/TIMING:

An additional labour charge may apply if your event continues after the agreed completion time.

TERMS & CONDITIONS

PAYMENTS:

All event accounts are to be paid in full by the date specified by us. Any additional charges are to be paid for at the conclusion of the event, which will include any charges not authorized in the original contract. If the hotel accepts a credit arrangement & your event exceeds the agreed limit, your credit card will be debited for the outstanding balance at check out.

A CREDIT CARD

Authorisation form is required to be filled & signed by you accompanied with copies of both sides of the card.

ACCOMMODATION:

Subject to availability, special accommodation rates may be offered in conjunction with your event. A preliminary accommodation listing of attendees should be forwarded 30 days prior to the event, including arrival & departure dates. The final list is requested no less than 14 days prior to arrival. We reserve the right to release any rooms not confirmed. Accommodation cancelled less than 14 days prior to the event may incur a charge.

BEVERAGE LICENSE: FOOD SAFETY:

A late liquor license fee may apply, subject to local legislation.

FOOD SAFETY:

No food or beverage may be brought onto Hotel premises for consumption during the event. Nor do we permit leftover food to be taken away as a takeaway as per the IHG Food Safety Policy.

ENTERTAINMENT:

We will be happy to arrange entertainment upon request. An entertainment license may apply, subject to local legislation

FUNCTION ROOMS:

We reserve the right to reallocate function rooms due to circumstances beyond our control. If final numbers increase or decrease significantly from those advised at the time of reservation, we may substitute a more appropriate room of our choice. We will discuss any changes with you when the decision is made.

ROOM SETUP:

Room set up floor plan must be confirmed 14 days before the event date. Any change required in less than 14 days will incur an additional surcharge advised by the hotel.

EXHIBITION:

Exhibition companies & exhibitors are responsible for the transport, set up & dismantling of their own equipment in accordance with our health & safety codes. Access through the main foyer is prohibited unless prior arrangement. The hotel loading dock may be used to unload equipment.

PHOTOGRAPHY/RECORDING OF THE EVENT:

Due to privacy regulations prior permission is required for photography, sound, or video recording of events or guests in the hotel facilities.

CLEANING:

General & normal cleaning is included in the cost of the room hire. You may incur additional charges in instances where an event has created cleaning requirements, which are considered to be over & above normal cleaning.

PUBLIC HOLIDAYS:

An additional 10% surcharge will apply to the total event cost for events hosted on Public Holidays.

TAX:

A VAT surcharge of 15% is charged in line with Fijian Government service tax charges.

WEDDINGS:

For wedding bookings, an accommodation room is provided for a night to the wedding couple free of charge to be used only on the night of the function. This will include a full buffet breakfast for two, a fruit platter & a bottle of sparkling wine upon arrival.

KAVA SERVING AT THE HOTEL

Given the nature of pounded Kava and how it's prepared and served - it cannot be put through a cleaning/sanitizing process like any other uncooked serving; it cannot be mixed wearing gloves, and therefore the Hotel cannot meet HACCP standards in preparing and serving Kava.

For any event, booking with a kava ceremony or request for kava servicing - a corkage fee applies - kava tanoa, bowls, and serving spoons are provided. 15-liter water bottles are available for purchase. The event organizer takes responsibility for bringing, mixing, and serving kava.

Additionally, the event organizer is responsible for adequately covering the floor/carpet and/ or liable for cleaning costs of the floor/carpet if there is spillage.

ADDITIONAL SERVICES:

We will be pleased to arrange a variety of additional services upon request, such as entertainment, technical equipment, etc. A charge may be incurred for some services. If the event is, such service charges will be your responsibility.

SIGNED ACCEPTANCE

I acknowledge that I have read & understood the above terms & conditions.

Name of Event: _____

Function Date: _____ Number of Guests: _____

Company/ Organization (if applicable): _____

Telephone: _____ Mobile: _____

Name of Organiser in Print: _____

Signed _____ Date: _____

Email: _____



Vendors Signature

Name: Mohammed Feroz
Position: General Manager
Property: Holiday Inn Suva

EVENTS FAST FORM

Send Back To: Holiday Inn Suva, Conference & Events

P: (679) 330 1600 | F: (679) 330 0251 | E: Reonita.Kanimea@ihg.com

Fast Form Instructions:

1. Please proceed to provide as much information as possible regarding your event
2. When you have completed the form "SAVE" a copy on your computer
3. EMAIL the document to the events team at:
Reonita.Kanimea@ihg.com

Name

Company

Phone Contact

Fax No

Email

Event Date

Start Time

Finish Time

Number of Persons Event

Signage Wording

Conference Day Package

Conference Day Set - Up

Special Requirements

COMPLIMENTARY EQUIPMENT

- ☐ Head table
- ☐ White board x1
- ☐ Extension cord
- ☐ Registration table
- ☐ Power board
- ☐ Flip Chart x1
- ☐ Stage
- ☐ Projector & Screen
- ☐ Daily Newspaper
- ☐ Pads, pen
- ☐ Water & mints
- ☐ Lectern stand
- ☐ LCD TV & DVD Player (upon request)
- ☐ Other

CATERING NUMBERS

COMPLIMENTARY MEALS

- ☐ Lunch
- ☐ Dinner
- ☐ Arrival tea & coffee
- ☐ Morning tea & coffee 10am-10:30am
- ☐ Afternoon tea & coffee 3pm-3:30pm
- ☐ Cocktails & canapé
- ☐ Beverage/bar
- ☐ Other

Please Note: Menu choices must be received within a minimum of 5 working days prior to the event to ensure produce availability & preparation planning. Menu notification less than 5 working days notice will default automatically to Chefs selected menu. Fast Form Instructions:

Dietary Requirements Vegetarian
 Gluten Free
 Other

Lunch Menu Options

Dinner Menu Options

AM Tea & Coffee Menu

Afternoon Tea Menu

Cocktails & Canapes

Menu

Beverage Menu & Bar

Other Catering Comments or Events Instructions

Safety Briefing by Hotel Fire Warden Yes No

Safety Briefing Time

Main contact or person present on the day of the event, for the event coordination:

Contact Name & Telephone Details

INTERNATIONAL PAYMENTS

CREDIT CARD CHARGE AUTHORIZATION

We Authorise: HOLIDAY INN SUVA To Charge:

Room & tax only

Room, tax & breakfast only

All charges

Other (please specify clearly)

For:

Guest Name

From: To:

Arrival Date Departure Date

To my: ☐ VISA ☐ MASTER CARD

☐ DINERS ☐ AMERICAN EXPRESS

Last 4 Digits of Card Number
(The full number will be taken over the phone)

Expiry Date

Name on Card:

Card Holder's Signature:

Card Holder's Contact No.

Mailing Address for receipt

* All Credit Card Transactions will incur a 3% Merchant Fee.

OFFICE USE ONLY

Room Number:

Folio Number:

Authorisation Number:

ACCOUNT NUMBER	9801 253 684
ACCOUNT NAME	FNPF HOTELS RESORTS LTD T/A HOLIDAY INN SUVA
SWIFT ID (Beneficiary Bank)	WPACFJFX
BANK NAME	WESTPAC BANK
BANK ADDRESS	1 THOMPSON ST SUVA FIJI ISLANDS
BRANCH NUMBER	039-001
Hotel	Holiday Inn Suva
COUNTRY	FIJI ISLANDS



For bookings or further details on our function packages, please contact:

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Reonita Kanimea

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