

BUSINESS QUOTATION FORM
Eden Garden Café and Venue Hire



To assist in obtaining your exact requirements and to ensure a quick response please complete the details below and return this by email to us.

Organisation	
Contact Person	
Phone	Email
Event Name	
Date(s) Required	
Start Time	
Finish Time	

*Please note our function times are from 8am to 4pm. Any time outside these hours is charged out at \$30.00 per half hour.

Preferred Seminar Room for your event:					
<input type="checkbox"/> Garden (up to 60 People) \$475	<input type="checkbox"/> Garden (partial day) \$350				
<input type="checkbox"/> Gallery (up to 25 People) \$375	<input type="checkbox"/> Gallery (partial day) \$280				
<input type="checkbox"/> Lady Mappin (up to 12 People) \$200	<input type="checkbox"/> Lady Mappin (partial day \$150)				
<input type="checkbox"/> Private Outdoor Section \$150					
Room Set up:					
<input type="checkbox"/> Boardroom	<input type="checkbox"/> Classroom	<input type="checkbox"/> Cabaret	<input type="checkbox"/> Round	<input type="checkbox"/> Theatre	<input type="checkbox"/> U Shape
Equipment for hire:					
<input type="checkbox"/> Flipchart	<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Projector	<input type="checkbox"/> Screen	<input type="checkbox"/> Lectern	

CATERING: Please complete the menu option request form on the following page

*Please note we do not allow any outside food or external catering in the Gardens

Eden Garden Bookings

Phone: 09 6388395

E-Mail: bookings@edengarden.co.nz

MEALS	SERVING TIME	OPTIONS	COST	Pax
Breakfast Buffet		<u>Full breakfast for the entire group</u> Muesli, Fruit, and Yoghurt Bacon and Sausage Hash Browns Scrambled Eggs Roasted Tomato Mushrooms in a Creamy Porcini Sauce Toasted Ciabatta or Focaccia Bread Includes freshly brewed filter coffee and tea	\$29.50pp	
Meet & Greet		<input type="checkbox"/> Freshly brewed coffee & tea set up in room upon arrival	\$4.50pp	
Morning or Afternoon Tea		<u>Select 1 or 2 items for entire group</u> <input type="checkbox"/> Savoury or Sweet Muffin <input type="checkbox"/> Scone with Jam and Cream <input type="checkbox"/> Sweet Slice of the Day <input type="checkbox"/> Fruit Platter <input type="checkbox"/> Club Sandwich	1 item = \$10pp 2 items = \$15pp	
Finger Food		<u>Select 5 or 7 items for entire group</u> <input type="checkbox"/> Assortment of Club Sandwiches <input type="checkbox"/> Assortment of Hot Savouries <input type="checkbox"/> Chicken & Mushroom Vol au vents <input type="checkbox"/> Mushroom Vol au vents (V) <input type="checkbox"/> Smoked Salmon Blinis with Dill Cream <input type="checkbox"/> Cucumber Cups with Salmon Mousse <input type="checkbox"/> Pork & Watercress Meat Balls with an Asian dipping sauce <input type="checkbox"/> King Prawn Tails with Chilly dipping sauce <input type="checkbox"/> Bruschetta on Toasted French Baguette (V) <input type="checkbox"/> An assortment of Sweet treats	5 items = \$27.50 7 items = \$29.50	

Lunch	Option A: Buffet Style	\$27.50pp	
	Option B: Executive Choice Choose a quantity for each of the following or a mix will be provided	\$32.50pp	
	Lasagne		
	Vegetarian Frittata		
	Chicken Pie		
Cafe	A la carte from the café menu	Running tab	

Venue Hire Booking Information

- Contact bookings@edengarden.co.nz or 09 553 9613 to check availability
- The Gardens are open from 9am to 4pm Tuesday - Sunday 9am - 4pm
- Rooms are available from 9am- 4pm and any time outside these hours are charged out at \$50.00 per half hour.
- Room hire charges listed on this form effective until December 2021
- Room hire amount required as a deposit to confirm booking.

Cancellations

- Cancellations must be notified in writing and will incur 100% of hire fee if less than 72 hours' notice.

Catering

- Menu options required at least 10 days prior to event.
- BYO is allowed for wine and beer and incurs a \$6 corkage fee per bottle
- Cakage is \$10
- No external catering or outside food is permitted

Conditions of use

- Events must not conflict with the use or enjoyment of Eden Garden by other visitors.
- Any breakages or damage to the room or equipment will be charged to the hirer.