

**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.

<b>Organisation</b>	
<b>Contact Person</b>	
<b>Phone</b>	<b>Email</b>
<b>Event Name</b>	
<b>Date(s) Required</b>	
<b>Start Time</b>	
<b>Finish Time</b>	

\*Please note our function times are from 8am to 4pm. Any time outside these hours is charged out at \$50.00 per half hour.

<b>Preferred Seminar Room for your event:</b>	
<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	<input type="checkbox"/> Exclusive Monday hire \$250
<b>Room Set up:</b>	
<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	
<b>Equipment for hire:</b>	
<input type="checkbox"/> Flipchart \$40 <input type="checkbox"/> Whiteboard \$20 <input type="checkbox"/> Projector \$60 <input type="checkbox"/> Screen \$40	

**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](mailto: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 Chilli 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		
High Tea		High Tea - Classic (No dietary req.)	\$49	
		High Tea - Vegetarian	\$49	
		High Tea - Gluten Free	\$52	
Cafe		A la carte from the café menu	Running tab	

#### Venue Hire Booking Information

- Contact [bookings@edengarden.co.nz](mailto:bookings@edengarden.co.nz) or 09 553 9613 to check availability
- The Garden is open Tuesday - Sunday, 9am to 4pm
- The Café is open Tuesday to Sunday, 10am - 3pm
- Exclusive garden hire on Monday can be arranged with Management for an additional cost.
- 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 August 2022.
- 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 (unless Covid-19 government restrictions are in place and a rescheduled date cannot be arranged).

#### 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.
- BYO Cakeage is \$10.
- No external catering or outside food is permitted in the café or function rooms.

#### 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.
- Eden Garden is currently operating with the Covid-19 protection framework policy. My Vaccine Passes must be shown to the reception team on arrival.