

**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 9am 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 Patio \$150	<input type="checkbox"/> Millers Lane or Bromeliad Glade \$150
<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 Café.

**Eden Garden Bookings**

Phone: 09 638 8395

E-Mail: [bookings@edengarden.co.nz](mailto:bookings@edengarden.co.nz)

MEALS	SERVING TIME	OPTIONS	COST	PAX
<b>Breakfast Buffet</b>		<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	
<b>Meet &amp; Greet</b>		<input type="checkbox"/> Freshly brewed coffee & tea set up in room upon arrival	\$4.50pp	
<b>Seminar Tea Menu</b>		<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 = \$12pp  2 items = \$17pp	
<b>Finger Food</b>		<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	

MEALS	SERVING TIME	OPTIONS	COST	PAX
Seminar Lunch Menu		Option 1: Buffet Style	\$27.50pp	
		Option 2: Executive Choice Choose a quantity for each of the following or a mix will be provided	\$32.50pp	
		Lasagne		
		Vegetarian Frittata		
		Chicken Pie		
Function Platters		<b>Antipasto Platter</b> - selection of cured and braised meat, cheese, olives, roasted vegetables, pesto, hummus, and freshly baked breads	\$145 per platter - serves 10 pax	
		<b>Cheese Platter (V)</b> - a selection of NZ cheese, crackers, fruit paste, roasted nuts, freshly baked breads	\$130 per platter - serves 10 pax	
Summer Buffet Menu		<ul style="list-style-type: none"> <li>- A selection of canapes</li> <li>- Dinner Rolls</li> <li>- Freshly brewed filter coffee &amp; tea</li> </ul> <b>Select 2 carvery items:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lamb</li> <li><input type="checkbox"/> Chicken</li> <li><input type="checkbox"/> Ham</li> </ul>	\$55 per person	
		<b>Salad and Vegetable bar - select 3 items</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fresh Green Salad</li> <li><input type="checkbox"/> Greek Salad</li> <li><input type="checkbox"/> Roasted Seasonal Vegetables</li> <li><input type="checkbox"/> Gourmet Potatoes</li> <li><input type="checkbox"/> Potato, celery and walnut salad</li> <li><input type="checkbox"/> Mixed bean salad</li> </ul>		
		<b>Dessert - select 1 option</b> - both options are served with Seasonal Fruit Salad and Cream <ul style="list-style-type: none"> <li><input type="checkbox"/> Pavlova Roulade with berry coulis</li> <li><input type="checkbox"/> Chocolate mud cake</li> </ul>		
Jugs of Juice		<input type="checkbox"/> Orange Juice <input type="checkbox"/> Apple Juice	\$8 per jug	

### Venue Hire Booking Information

- Contact [bookings@edengarden.co.nz](mailto:bookings@edengarden.co.nz) or 09 638 8395 to check availability
- The Garden is open Tuesday – Sunday, 9am to 4pm
- The Café is open Tuesday to Sunday, 9am – 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.  
Outside hours are limited to no earlier than 7:30am and no later than 8:00pm.
- Room hire charges listed on this form effective from June 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 per cake or cupcake tray.
- 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.
- Room hire allows everyone in your group free garden entry, free wifi, and there is free parking.

**If you wish to proceed with a booking,** we need to lock it in on the following details at least two weeks in advance of your event:

1. Receive the room hire as a deposit
2. Confirmed number of people
3. Menu selections and serving times – 10 days prior to confirmed date of booking
4. Any dietary requirements

### The deposit (room hire charge) can be made by;

- 1) Direct transfer bank details are:

**ASB Bank: 12 3047 0092807 04 With your Name & date as reference**

- 2) Our accounts person can send a GST invoice to your finance department – please provide the details.