

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 Name for INVOICE:</b>	
<b>Purchase Order #:</b>	<b>Email:</b>
<b>Contact Person:</b>	<b>Phone:</b>
<b>Event Name:</b>	
<b>Date(s) Required:</b>	
<b>Start Time:</b>	<b>Finish Time:</b>
<b>Number of people for catering/attendance:</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 - 3 hours or less) \$350
<input type="checkbox"/> Gallery (up to 25 People) \$375	<input type="checkbox"/> Gallery (partial day- 3 hours or less) \$280
<input type="checkbox"/> Lady Mappin (up to 12 People) \$200	<input type="checkbox"/> Lady Mappin (partial day \$150)
<input type="checkbox"/> Private - Gallery 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 & Function Hire

MEALS	SERVING TIME	OPTIONS	COST	PAX
<b>Breakfast Buffet</b>		<u>Full breakfast for the entire group</u> <ul style="list-style-type: none"> <li>• Muesli, Fruit, and Yoghurt</li> <li>• Bacon and Sausage</li> <li>• Hash Browns</li> <li>• Scrambled Eggs</li> <li>• Roasted Tomato</li> <li>• Mushrooms in a Creamy Porcini Sauce</li> <li>• Toasted Ciabatta or Focaccia Bread</li> </ul> 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>High Tea Menu</b>		<input type="checkbox"/> Classic High Tea <input type="checkbox"/> Vegetarian High Tea <input type="checkbox"/> Pescatarian High Tea (Fish & Seafood)	\$55.00pp	
		<input type="checkbox"/> Gluten Free High Tea	\$60.00pp	
<b>Seminar Tea Menu</b>		<u>Select 1 or 2 items for entire group</u>		
		<input type="checkbox"/> Savoury or Sweet Muffin	1 item = \$12pp	
		<input type="checkbox"/> Scone with Jam and Cream		
		<input type="checkbox"/> Sweet Slice of the Day		
		<input type="checkbox"/> Fruit Platter	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)	5 items = \$27.50	
		<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	7 items = \$29.50	
		<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		

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>• 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.
- You will not receive confirmation of your definitive booking until your payment has been approved.

### 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).
- Eden Garden Cafe is entitled to cancel or change the date of an event. Should this happen, Eden Garden Cafe will attempt to provide a suitable solution. If an event is cancelled or postponed, Eden Garden Cafe will do its utmost to inform you as soon as possible. However, Eden Garden Cafe cannot guarantee it is possible to inform you timely of any change or cancellation of an event or be held responsible for refunds, compensations or for any resulting costs you may incur, for example for travel, accommodation and/or any other related goods or service.
- Before confirming your reservation, always check carefully that you have reserved the correct number of persons. Wrongfully stated numbers of persons are not refundable.
- All purchases are final. **Eden Garden reserves the right to charge a full cancellation fee of the amount paid when booked when one of the following conditions has been met:**
  - *Booking is cancelled less than 72 hours.*
  - *Guests do not show up for the reservation (bookings will be considered no-show after 30 minutes).*
  - *Party size is less than the original booking by 2 or more guests without 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.
- 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
5. All prices are inclusive of GST.

### 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.