

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.

Company Name for GST INVOICE:	
Purchase Order #:	Email:
Contact Person:	Phone:
Event Name:	
Date Required (one day per form):	
Start Time:	Finish Time:
Number of people for catering / attendance:	
<input type="checkbox"/> Please tick that you have read and agree to the T&Cs on page 4	

*Please note our function times are from 9am to 4pm. Any time outside these hours is charged out at \$50.00 per half hour.

Preferred Seminar Room for your event:	
<input type="checkbox"/> Garden (maximum 60 People) \$500	<input type="checkbox"/> Garden (partial day - 3 hours or less) \$370
<input type="checkbox"/> Gallery (maximum 25 People) \$400	<input type="checkbox"/> Gallery (partial day- 3 hours or less) \$300
<input type="checkbox"/> Lady Mappin (maximum 12 People) \$160	<input type="checkbox"/> Private Gallery Outdoor Patio - \$160*
<input type="checkbox"/> Millers Lane or Bromeliad Glade \$160	<small>*Can only be booked in conjunction with Gallery.</small>
*Set-up using rectangle trestle tables.	
Room Set up:	
<input type="checkbox"/> Boardroom <input type="checkbox"/> Classroom <input type="checkbox"/> Cabaret <input type="checkbox"/> Theatre <input type="checkbox"/> U Shape	
Equipment for hire:	
<input type="checkbox"/> Flipchart \$45 <input type="checkbox"/> Whiteboard \$25 <input type="checkbox"/> Projector \$65 <input type="checkbox"/> Screen \$45	
<input type="checkbox"/> UE Boom Speaker - \$25 or BYO	

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, café tables or function rooms. All bookings of 12 people or more are required to book catering. Bookings below 10 people must order from the café cabinet or blackboard menu.

MEALS	SERVING TIME	OPTIONS	COST	PAX
Meet & Greet		<input type="checkbox"/> Freshly brewed coffee & tea set up in room upon arrival	\$5.50pp	
High Tea Menu		Includes tea /coffee (2pp) and garden entry.	\$70.00pp	
		<input type="checkbox"/> Classic High Tea <input type="checkbox"/> Vegetarian High Tea <input type="checkbox"/> Pescatarian High Tea (Fish & Seafood)		
Seminar Tea Menu		<u>Select 1 or 2 items for entire group</u>	1 item = \$14pp	
		Includes tea and coffee.		
Finger Food		<input type="checkbox"/> Savoury or Sweet Muffin	2 items = \$19pp	
		<input type="checkbox"/> Scone with Jam and Cream		
		<input type="checkbox"/> Sweet Slice of the Day	5 items = \$29pp	
		<input type="checkbox"/> Fruit Platter		
		<input type="checkbox"/> Club Sandwich	7 items = \$31pp	
		<u>Select 5 or 7 items for entire group</u>		
		Includes tea and coffee.	5 items = \$29pp	
		<input type="checkbox"/> Assortment of Club Sandwiches		
		<input type="checkbox"/> Assortment of Hot Savouries	7 items = \$31pp	
		<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		
Jugs of Juice		<input type="checkbox"/> King Prawn Tails with Chilli dipping sauce		
		<input type="checkbox"/> An assortment of Sweet treats		
		<input type="checkbox"/> Orange Juice	\$12.50	
		<input type="checkbox"/> Apple Juice	per jug	

Eden Garden offers a selection of gluten-free and nut-free items; however, **cross-contamination** can occur in our kitchen, where gluten, nuts, and other allergens are present. While we take every precaution to minimize this, we **cannot guarantee** that any food is completely free from traces of allergens.

MEALS	SERVING TIME	OPTIONS	COST	PAX
Seminar Lunch Menu		Option 1: Buffet Style Menu can be provided on request.	\$30pp	
		Option 2: Executive Choice Choose a quantity for each of the following or a mix will be provided.	\$35pp	
		Lasagne		
		Vegetarian Frittata		
		Chicken Pie		
Function Platters		Antipasto Platter - selection of cured and braised meat, cheese, olives, roasted vegetables, pesto, hummus, and freshly baked breads.	\$175 per platter - serves 10 pax	
		Cheese Platter (V) - a selection of NZ cheese, crackers, fruit paste, roasted nuts, freshly baked breads.	\$160 per platter - serves 10 pax	
		Fruit Platter (V) - a selection of seasonal fruit.	\$100 per platter - serves 10 pax	
Breakfast Buffet (8am-11am)		<u>Full breakfast for the entire group</u> Includes tea and coffee <ul style="list-style-type: none"> • Muesli, Fruit, and Yoghurt • Bacon and Sausage • Hash Browns • Scrambled Eggs • Roasted Tomato • Mushrooms in a Creamy Porcini Sauce • Toasted Ciabatta or Focaccia Bread 	\$31pp	

Terms and Conditions

Venue Hire Booking Information

- Contact 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
- 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 6:00pm.
- Room hire charges listed on this form effective from January 2026.
- 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.
- There is **limited** free parking. Please consider carpooling if you have a large number of attendees. Nearby street parking is also available.
- Eden Garden is a **NO SMOKING/VAPING** venue.

Cancellations

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

Additional Catering + Cleaning Info

- BYO is allowed for wine and beer and incurs a \$6 corkage fee per bottle.
- BYO Cakeage is \$10 per cake or cupcake tray.
- A **cleaning fee** of \$150 will be charged to functions who leave the room in a state requiring additional cleaning beyond usual maintenance.
- **No external catering** or outside food is permitted in the café or function rooms.
- **Eden Garden offers a selection of gluten-free and nut-free items; however, cross-contamination can occur in our kitchen, where gluten, nuts, and other allergens are present. While we take every precaution to minimize this, we cannot guarantee that any food is completely free from traces of allergens.**

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 Wi-Fi, and there is free parking.

To proceed with your booking:

- Your booking will be confirmed on receipt of the deposit (room hire charge):
 - By direct bank transfer to **ASB Bank: The Eden Garden Society Inc. 12 3047 0092807 04**
With your **name and event date** as reference.
 - The deposit must be paid **at least two weeks** in advance of your event.
- Please confirm the number of attendees, menu selections (including any dietary requirements) and serving times **at least ten days** prior to your event.