



Conference Information Pack



Trentham Gardens used to be Wellington's best kept secret...now the word is out!

Just 25 minutes from Wellington, our friendly, professional team are dedicated to bringing you top quality facilities, cuisine and service all within the peaceful surroundings of Trentham Racecourses manicured gardens.

Whether you're looking for a Conference or Meeting, an Exhibition space, a formal function or the ideal Wedding Venue, you should consider Trentham Gardens as the perfect canvas for your event. In addition to the wide variety of indoor spaces we have several outdoor venues, ideal for summer events and wedding ceremonies. Whatever the type or size of your event, our team will design a function to suit your needs and budget.

With extensive free parking, first class cuisine and a professional team of event coordinators, Trentham Gardens is the ideal venue for all of your conference needs.

Note: All prices contained within are accurate at the time of print. However, we can only confirm prices once you have made a confirmed booking.

Manager, Trentham Gardens
E: hospitality@trentham.co.nz

Trentham Gardens conference and banqueting facilities can cater for groups of 2 to 400 people, with the right room for any type of event - conferences, weddings, presentations, product launches, awards dinners, exhibitions, workshops, cocktail parties, 21sts and balls.

FUNCTION ROOMS – maximum numbers

Venue	Theatre	Classroom	U-Shape	Workshop	Cocktail	Banquet	Room hire/day excl GST
Oaks	350	200	40	200	300	250	\$800
Derby	200	100	30	100	200	150	\$600
Telford	120	80	24	80	150	100	\$500
Champagne	-	-	-	-	80	50	\$400
Brasserie	100	100	30	100	150	120	\$500
Corporate Boxes (nine available)	25	15	12	15	50	-	On application
Milling	-	-	-	-	150	-	On application
Balmerino	25	15	15	15	40	30	\$300

The room hire includes:

- Tables and chairs, set out in accordance with your requirements
- Clean up of room
- White table linen
- Free parking on-site

Additional services available:

- Photocopying services
- Break out rooms



WINTER SAVER DELEGATE PACKAGE
(AVAILABLE FROM 1 APRIL TO 31 OCTOBER 09)

\$45 + GST per person
Minimum 15 people

Price Includes

Plenary Room Hire

Arrival Tea and Coffee

Morning Tea

Working Lunch - chef's choice

Afternoon Tea

Mints and Water

AUDIO VISUAL EQUIPMENT

Trentham Gardens can cater to all your AV and equipment needs. We have a limited amount of equipment on-site, with additional equipment being bought in to suit your specific requirements.

Standard (small) whiteboard with pens	\$45
Electronic whiteboard with pens	\$125
Flipchart with pad and pens	\$60
Laptop	\$150
Data projector	From \$250
Screen (8' x 8')	\$55
Dressed screen (10' x 7.5')	\$140
Remote mouse	\$40
Sound system - 4 speaker 150watt	\$250
Microphone (lapel or hand held)	\$65
Lectern	Complimentary*
Stage (1800 x 1300 x 330)	Complimentary*

Hire charges are on a per day basis and exclude GST (* *subject to availability*). We would be happy to supply a quotation for your total equipment requirements on request.



CATERING

MORNING & AFTERNOON TEA

Freshly Brewed Coffee and a Selection of Teas \$3.50 + GST pp

All Day Freshly Brewed Coffee and Tea Selection \$8.50 + GST pp

FOOD SELECTION \$3.50 + GST pp

- Selection of sweet or savoury muffins served with whipped butter
- Assortment of fresh Danish pastries
- Selection of club, pinwheel & rollup sandwiches
- Oven fresh scones:
 - Three cheese served with butter; or
 - Date served with jam and cream
- Home made cookie selection
- Selection of gourmet savouries:
 - Bacon & egg
 - Spinach & feta
 - Makhani chicken
 - Moroccan lamb with creamed potato
 - Beef stroganoff
- Selection of toasted panini:
 - Grilled ham, tomato & gruyere
 - Roasted pumpkin ,spinach & feta
 - Marinated beef with pesto
- Selection of warm baby croissants:
 - Bacon & egg
 - Tomato, pesto & brie

Make a selection of two from the above items, with Freshly Brewed Coffee and Tea Selection \$8.50 + GST pp

Orange Juice \$15 + GST / jug



LUNCH SELECTION

WORKING LUNCH (see selection on following page)

Less than 10 guests will be chef's choice for
4 items @ \$13 + GST per person

Chef's choice - our Executive Chef will select a menu for you

4 items	\$13.50 + GST per person
5 items	\$15.50 + GST per person
6 items	\$17.50 + GST per person
7 items	\$19.50 + GST per person

Client's choice - you are able to select your own combination of dishes

4 items	\$15.50 + GST per person
5 items	\$17.50 + GST per person
6 items	\$19.50 + GST per person
7 items	\$21.50 + GST per person

BUFFET LUNCH

Tailored Menu designed to suit your budget

BEVERAGES

A full range of hot, cold, alcoholic and non alcoholic drinks
are available to suit your requirements

WORKING LUNCH MENU

HOT SELECTION

- Roast pork and kumara tart
- Ham, gruyere and spinach calzone
- Semi dried tomato & rocquette wontons with cilantro crème.
- Baby lamb & pesto burgers
- Wood roasted salmon and dill brochettes with lemon hollandaise
- Beer battered blue cod with tartare
- Malaysian chicken kebabs with cashew butter
- Baked three cheese & chive potato
- Cajun chicken pizza with roasted capsicum & sour cream
- Quiche Lorraine
- BBQ vegetable kebabs with béarnaise
- Selection of grilled cabana sandwiches

COLD SELECTION

- Selection of club pinwheel and roll up sandwiches
- Poached pear & kikorangi scones
- Selection of fresh sushi
- Fresh bread of the day filled with deli meats & crisp salad
- Manuka smoked salmon & rocquette egg roll
- Wraps / Ham & mustard, Smoked chicken with peach chutney, Vegetarian

SWEET SELECTION

- Chef's slice of the day
- Lemon meringue tart
- Rhubarb & white chocolate macaroon
- Carrot cake with cream cheese frosting
- French chocolate cake
- Mediterranean orange cake
- Cookie selection
- Fruit tartlets

FRUIT & CHEESE

- Fresh seasonal fruit platter with yoghurt & berry compote
- Kapiti cheese accompanied with assorted pickles, fruit pate & water crackers

FULL BEVERAGE LIST

	GLASS	BOTTLE
BUBBLES		
Nobilo Methode Traditionelle		\$32.00
Selaks Premium Selection Pinot Noir Chardonnay	\$7.50	\$20.00
WHITE WINES		
Monkey Bay Sauvignon Blanc	\$6.50	\$26.00
Selaks Premium Selection Sauvignon Blanc	\$7.50	\$30.00
Selaks The Favourites Sauvignon Blanc		\$32.00
Rose Tree Cottage Sauvignon Blanc		\$36.00
Monkey Bay Chardonnay	\$6.50	\$26.00
Selaks Premium Selection Chardonnay	\$7.50	\$30.00
Selaks The Favourites Chardonnay		\$32.00
Rose Tree Cottage Chardonnay		\$36.00
Taylor's Eighty Acres Viognier Chardonnay		\$32.00
Taylor's Gewurtztraminer		\$32.00
Drylands Dry Riesling		\$32.00
Drylands Marlborough Pinot Gris		\$32.00
RED WINES		
Monkey Bay Merlot	\$6.50	\$26.00
Selaks Premium Selection Merlot	\$7.50	\$30.00
Rose Tree Cottage Merlot		\$36.00
Monkey Bay Cabernet Merlot		\$26.00
Selaks The Favourites Cabernet Merlot		\$32.00
Selaks Premium Pinot Noir	\$7.50	\$30.00
The Jibe Pinot Noir		\$32.00
Rose Tree Pinot Noir		\$36.00
Leasingham Shiraz		\$36.00
BEER SELECTION		
Speights Gold		\$4.50
Speights Old Dark		\$4.50
Lion Brown		\$4.50
Macs Light		\$4.50
Macs Gold		\$5.50
Stella Artois		\$7.00
Steinlager Pure		\$7.00
SPIRITS		
Vodka, Gin, Rum, Whiskey, Bacardi, Brandy, Bourbon		
Double Nip*		\$6.50
Single Nip		\$4.50
<i>* All spirits served will be doubles unless otherwise requested</i>		
RTD's		
McKenna's Bourbon & Cola		\$7.00
Smirnoff Ice		\$7.00
NON ALCOHOLIC BEVERAGES		
Water, OJ, Soft drinks	\$2.50	
<i>All products are subject to availability. Prices are inclusive of GST</i>		

GENERAL INFORMATION

- Children aged 3 years and under dine for free; children aged 4 to 12 years are charged at half the full price plus GST
- Free Parking in main forecourt area (*NB*: this is a shared car park). Due to the size of our venue we frequently have more than one event on any one day
- Signage is provided by Trentham Gardens directing your guests to your room
- Any props/equipment left in the conference room will be left at the clients own risk. If the room is booked for the following day, the props/equipment must be taken down at the end of the meeting. The use of nails, hooks etc is prohibited. Any damage to plant or equipment will be invoiced directly to the client
- Trentham Gardens has it's own Food Hygiene certification, therefore food is not permitted to be brought onto the premises or removed from the premises
- We do not have EFTPOS facilities in our function rooms, however credit card facilities are available
- Access to your room prior to the meeting is by appointment only, please speak with your function co-ordinator regarding access
- Any meetings with your co-ordinator are by appointment only. *NB*: Trentham is closed on Sundays
- All prices contained within are accurate at the time of print. However, we can only confirm prices once you have made a confirmed booking

Contact us:

Trentham Gardens
Email: hospitality@trentham.co.nz
PO Box 47-024
Trentham
Upper Hutt

Tel: 04-5289611 or 0800 TRENTHAM
Fax: 04-5284166



TRENTHAM GARDENS TERMS & CONDITIONS OF HIRE

Confirmation

To make a confirmed room booking, please complete the Confirmation Form at the back of this pack. Then, 5 working days prior to the event, the following information is required:

- Menu(s) including special dietary requirements
- Confirmed number of attendees
- Beverage requirements
- Timings (Schedule of events)
- Confirmation of your audio visual requirements
- Confirmation of room set up and table configuration

Access to rooms

Access to the rooms prior to the event is to be arranged with your co-ordinator. Trentham Gardens is closed on Sundays and Public Holidays.

Installation of props:

Props including posters, banners, signage etc are not permitted to be hung from the walls, window coverings, or ceiling without prior approval. All props are to be removed at the conclusion of the event. The installation and dismantling of props is the responsibility of the client

Delivery of goods prior to event

Trentham Gardens staff will accept deliveries by arrangement only. Please note: Trentham Gardens accepts no responsibility for loss or damage.

Collection of goods following the event

Trentham Gardens staff will assist with the collection of goods following the event subject to the following:

- Goods are packaged and labeled by the hirer
- The hirer is responsible for transporting the goods to the Main reception area located in the Administration block
- Trentham Gardens takes no responsibility for loss or damage to goods

Payments

Deposit

A deposit is required to confirm any venue booking. This deposit is the total cost of the room/venue hire. Pencil bookings are accepted, however, the booking is not confirmed until the deposit is fully paid and the completed/signed Confirmation Form is received.

Should another client want the same room on the same date of your pencil booking, we will contact you for first refusal. If you wish to confirm your booking, the deposit will need to be paid in full within 5 full working days. If the deposit has not been paid within 5 full working days of us contacting you, the pencil booking will be released.

Function Payment

All food, beverage and additional costs will be invoiced to the client on receipt of the confirmation details 5 working days prior to your event.

Any miscellaneous charges which may arise on the day will be invoiced immediately following the function and payment is to be made within 5 working days. This includes any hired equipment (table runners, chair covers, sashes) which is damaged or goes missing during the function.

Government Departments are permitted to pay on the 20th of the month.

Refunds / Cancellations

Cancellation of function rooms must be advised in writing. If the event is cancelled Trentham Gardens reserves the right to impose the following:

6 months – 60 days prior to the event:

Deposit may be refunded only if the function room is resold. Transfer of the deposit to a new date can occur subject to availability and only on one occasion.

Less than 60 days prior to the event:

The room hire deposit is non-refundable. Any deposits which may include food, beverage or audio visual, will be refunded in full.

Less than 30 days prior to the event:

Room hire deposit is non-refundable, 50% of any other deposits paid to Trentham Gardens will be non refundable, the balance will be refunded to the hirer.

Damage to Trentham Gardens Property

All damage caused to Trentham Gardens property by the hirer or their guests will be repaired by a Trentham Gardens contractor and the cost will be invoiced to the hirer for payment within 5 working days.



CONFIRMATION FORM

For your convenience, we have provided a meeting planner to ensure we know and meet all of your requirements. Please complete, sign and return (fax: 04 528 4166) this form in order to confirm your booking.

Company Name		Phone No	
Billing Address		Fax No	
		Email	
Contact		Mobile	
No. of guests attending		Start date	
		Finish date	
Signage to read:			

FUNCTION ROOM REQUIREMENTS (tick the applicable box)

Room:

Oaks		Derby		Telford		Champagne	
Brasserie		Milling		Corporate Boxes			

Seating style:

Theatre		Classroom		U-Shape		Boardroom	
Cocktail		Banquet		Workshop		Other	

Equipment (indicate quantity required):

Projection Screen		Electronic Whiteboard		Flipchart		PA System	
Data projector		Standard Whiteboard		Lectern			

Other Audio Visual Requirements:

Other Requirements (ie: registration desk, stage, etc):

Please tick box to accept Terms & Conditions

<input type="checkbox"/>	I understand and am authorized to accept the Terms and Conditions as listed in the Conference Information Pack
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Completed by: _____

Signature: _____

Date: _____