



# Function 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, excellent cuisine and service, all within the peaceful surroundings of 67 hectares of manicured gardens.

Whether you're looking for a Conference/Meeting, an Exhibition space, a formal function or the ideal Wedding Venue, you should consider Trentham Gardens as the host for your event. In addition to the variety of indoor spaces we have available catering from 2 to 400 guests, we also 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. Our strengths are attention-to-detail, service, flexibility and competitive pricing.

**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.**

Trentham Gardens  
E: [hospitality@trentham.co.nz](mailto: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, 21<sup>st</sup>'s and balls.

## FUNCTION ROOMS – maximum numbers

Venue	Theatre	Classroom	U-Shape	Workshop	Cocktail	Banquet	Room hire/day excl GST
Oaks	350	100	40	100	300	250	\$800
Derby	200	60	30	60	200	150	\$600
Telford	120	50	24	50	150	100	\$500
Champagne	40	20	20	20	80	50	\$400
Brasserie	100	60	30	60	150	120	\$500
Corporate Boxes ( nine available )	25	15	12	15	50	-	On application
Milling	-	-	-	-	150	-	On application

**The room hire includes:**

- Tables and chairs, set out in accordance with your requirements
- Clean up of room
- White table linen
- Your choice of serviettes
- Silver cake knife and stand
- Crockery, glassware, cutlery as required
- Free parking on-site

# OUTDOOR VENUES



We have 67 hectares of open space available for various functions. These areas include our Gazebo on the Ascot Lawn, the Birdcage on the racetrack, the picnic area and Punga hut, stables area and sealed forecourt (approx 400 square mtrs).

The Gazebo and Birdcage would be most popular as Wedding Ceremony venues, with fantastic photo opportunities in the surrounding gardens.

Venue	Theatre Style Seating	Venue hire excl GST
Gazebo (outdoor area)	250	\$400*
Birdcage (outdoor area)	150	\$400*

## Venue hire includes the following:

- Set up of Gazebo or Birdcage with 100 chairs (\* Gazebo & Birdcage pricing includes 100 chairs only – seating required for additional guests will incur hirage costs - price on application)
- Red carpet
- Registration table
- Set up of contingency room on-site (for inclement weather) – room to be decided subject to availability
- Superb photo opportunities around the racecourse and surrounding gardens



Our Executive Chef has designed the following selection of menus to suit any occasion.

We are also more than happy to tailor a menu specific to your personal tastes, dietary or budget requirements.

## **CANAPES**

Choose any combination from the hot and cold selection below

3 ITEMS \$10.50 plus GST

4 ITEMS \$13.50 plus GST

5 ITEMS \$15.50 plus GST

6 ITEMS \$18.00 plus GST

### **COLD SELECTION**

Californian sushi selection

Champagne ham & rocquette crepes

Baby bagels filled with smoked salmon & dill mousse

Kikorangi scones topped with poached pear

Pate filled profiteroles topped with onion compote

Vietnamese rice paper rolls with wasabi & soy

Semi dried tomato, grilled haloumi, & mint pesto on bruschetta

Wood roasted salmon & watercress egg rolls

Smoked chicken & avocado salad on kumara tuille basket

Timbale of Waikanae crab

### **HOT SELECTION**

Citrus infused salmon & nori roll with ponzu dressing

Pecorino crusted beef goujons with béarnaise

Baby beef Wellingtons served with port wine jus

Grilled rack of Veal topped with ratatouille

Beer battered blue cod with lemon aioli

Petit whitebait fritter with sea salt & lemon

Moroccan spiced chicken tulips

Basil & ricotta wontons with roast capsicum coulis

Honey roasted pumpkin, pinenut, & buttered spinach samosa's

Mini lamb burgers with beer ketchup



## **PLATTER MENU**

(each platter serves approximately 8 - 10 people)

### **Snack platter - \$50 plus GST**

Selection of grilled breads, vegetable crudités, and corn chips with hummus, salsa, and sour cream

### **Eastern assortment - \$65 plus GST**

A fresh array of handmade chicken and coriander dumplings, shanghai spring rolls, vegetable and beef samosas and pork wontons

### **Cheese selection - \$80 plus GST**

Chef's selection of cheeses served with grapes, fruit pate and crackers

### **Kiwiana platter - \$75 plus GST**

Mini cheeseburgers, chunky chips, beer battered blue cod and Venison sausages

### **Seafood - \$80 plus GST**

BBQ prawn skewers, lime and chilli scallops, marinated mussels, lemon pepper squid served with lemon aioli

### **Antipasto - \$85 plus GST**

An assortment of cold cured and roasted meats, NZ cheeses, marinated olives, pickled vegetables, pesto, preserves and crostini

## BUFFET MENU SELECTION

- We provide varied and healthy options within our menu range. We are happy to discuss any changes you require to suit your needs or budget. (NB: Children aged 3 years and under dine for free; children aged 4 to 12 years are charged at half the full price plus GST)

### BRASSERIE MENU

\$38.00 PLUS GST

*Selection of specialty baked breads*

*Quince glazed ham off the bone*

*Grilled chicken picant with smoked paprika & tomato couli*

*Jasmine rice*

*Medley of steamed seasonal vegetables with hollandaise*

*Potato Raphaelle*

*Tossed seasonal salad with sourdough croutons & orange vinaigrette*

*Balsamic roasted root vegetable salad with onion compote*

*Desserts*

*Pavlova with strawberries & cream*

*Sticky date pudding with whiskey butterscotch sauce*

## DERBY MENU

\$48.00 plus gst

Basket of oven baked breads served with herbed butter

Roasted rib eye of beef with Yorkshire pudding and port wine jus

Grilled Terakihi served with shrimp veloute

Lemon & thyme chicken with grain mustard buerre blanc

Medley of seasonal vegetables

Lyonnaise potatoes

Baby green leaf salad, with caramelised tomato & garlic croutons  
with wholegrain mustard aioli

Roasted potato crispy bacon & chive salad with avocado dressing

### *Desserts*

Chocolate truffle cake served with raspberry coulis

Lemon meringue tartlets with whipped cream

Seasonal fresh fruit salad

## OAKS MENU

\$50.00 plus gst

Freshly baked ficelle with whole roasted garlic & horopito butter

Quince glazed ham on the bone

Poached & seared beef tenderloin with gnocchi, served on warm  
green bean & sweet onion salad

Soy & lemon roasted chicken with  
crispy noodle coleslaw

Wok fried vegetables with pistachio butter  
& watercress

Poached new potato salad with béarnaise

Tomato, rocket & parmigiano salad

### *Dessert*

Caramel tartlets with crème fraîche

Pavlova with strawberries & cream

Sticky date pudding with whiskey butter scotch sauce

# CHAMPAGNE MENU

\$65.00 Plus gst

Fresh bread selection

## Seafood Mirror

Symphony of New Zealand's finest seafood

Prawns, scampi, scallops, oysters, mussels & salmon

Peach glazed ham off the bone

Aged Beef Tenderloin with rosemary jus and horseradish cream

Caramelized pork loin with vanilla roasted kumera & beetroot salsa

Coriander & lime poached chicken breast on Asian greens with ponzu dressing

Tamarind marinated vegetable skewers with minted yoghurt

Baby Greenleaf salad with plum tomato & parmesan croutons

Poached new potato with crispy shallots & avocado dressing

## DESSERTS

Marinated strawberries & cream

Baked Montreal cheesecake

Citrus Tart with toasted coconut & passionfruit creme

# BEVERAGES

Trentham Gardens is fully licensed, therefore beverages are not permitted to be brought into or removed from Trentham Gardens. We are also a Lion establishment and accordingly supply Lion products.

If there are specific beverages you would prefer, which are not detailed in the beverage list below, please let us know and we will do our best to source them for you.

## BAR OPTIONS

### 1. Cash bar

Guests pay cash for their own beverages NB: EFTPOS not available on-site

### 2. Bar Tab

Client sets a limit for the bar tab e.g. \$1000, as well as the selection of beverages available e.g. Standard beer, wine & non-alcoholic drinks only, Full bar, etc.

If you decide to leave spirits, RTD's, premium beers off your tab, we will still have these available for your guests to purchase.

### 3. Subsidised Bar

Client pays a proportion of the cost and the guest pays for the balance

## Trentham Gardens Host Responsibility

- Alcohol is not permitted to be served to minors under the age of 18
- All 18 – 25 year olds will be asked for ID – No ID – No Service
- Alcohol is not permitted to be supplied to minors unless by a guardian or parent. Proof of guardianship may be requested by staff. Guests who are not legal guardians or parents and who supply alcohol to minors will be refused service.
- The client is to nominate a designated point of contact for the evening should the staff require assistance with any unruly guests
- Service to intoxicated guests is not permitted

## Price Increases

Trentham Gardens acknowledges our clients need to plan within a budget. Whilst we attempt to maintain our pricing structure, we have been caught out with fluctuating price increases as a result of market forces. Should this be the case, we will be required to pass on the price increases to the customer. However we will work with you with a view to staying within your budget where possible.

## Bar Trading hours

Bars will close no later than 12 midnight. Guests are to be vacated no later than 12:30am. Should you require extended hours we will be required to apply for a Special Licence. We require 3 weeks notice to do so and all associated costs are to be paid by the client

# FULL BEVERAGE LIST

	GLASS	BOTTLE
<b>BUBBLES</b>		
Nobilo Methode Traditionelle		\$32.00
Banrock Station Pinot Noir Chardonnay Cuvee	\$7.50	\$30.00
<b>WHITE WINES</b>		
Station Road 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
Station Road 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
<b>RED WINES</b>		
Station Road Merlot	\$6.50	\$26.00
Selaks Premium Selection Merlot	\$7.50	\$30.00
Rose Tree Cottage Merlot		\$32.00
Monkey Bay Cabernet Merlot		\$26.00
Selaks The Favourites Cabernet Merlot		\$32.00
Selaks Premium Pinot Noir	\$7.50	\$30.00
Rose Tree Pinot Noir		\$36.00
<b>BEER SELECTION</b>		
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
<b>SPIRITS</b>		
Vodka, Gin, Rum, Whiskey, Bacardi, Brandy, Bourbon		
Double Nip*		\$6.50
Single Nip		\$4.50

*\* All spirits served will be doubles unless otherwise requested*

**RTD's**

McKenna's Bourbon & Cola	\$7.00
Smirnoff Ice	\$7.00

**NON ALCOHOLIC BEVERAGES**

Water	\$2.50
Coke	\$2.50
Diet Coke	\$2.50
Sprite	\$2.50
Sprite Zero	\$2.50
Tonic	\$2.50
Soda	\$2.50
Ginger Ale	\$2.50
L & P	\$2.50
OJ	\$2.50
Peanuts	\$2.50
Chippies	\$2.50

*All products are subject to availability. Prices are inclusive of GST*

## 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 (we suggest that you detail the room on your invitations eg. Reception to be held in the **Telford Room**, Trentham Racecourse)
- Items not permitted at our venue
  1. Glitter
  2. Table confetti
  3. Party poppers
- Any props/decorations left in the function room will be left at the clients own risk. If the function room is booked for the following day, the decorations must be taken down (this includes balloons) at the end of the function. 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
- We do not automatically provide equipment for entertainment. If your entertainment provider requires tables or linen etc, please provide this information accordingly. We also suggest that your entertainment provider visits the venue prior to the event to ensure that they are familiar with the location of power sources etc
- Access to your room prior to the event is by appointment only, please speak with your function co-ordinator regarding access
- If you have any extra items to be placed on your table please organise to leave these items with your function co-ordinator one week prior to your wedding. These may include:
  - Guest table place cards
  - Guest favour bags / treats (perishable treats can be delivered on the day prior to the event)
  - Table runners / overlays
  - Candles
- 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

**Additional Optional Extras at no cost (subject to availability)**

Glass tea light candle holders  
Glass lantern candle holders  
Chrome table number stands  
Mirror for seating plan  
Wrought iron candelabra  
18" square chrome cake stand with knife

**Additional Optional Extras at an additional cost (prices on application – NB: All prices quoted are valid for a period of 30 days from the date of the quote).**

Chair covers, available in black or white either linen or lycra  
Chair sashes – organza or satin  
Table runners – organza or satin  
Linen napkins – available in white only  
Audio visual and sound equipment  
Candles

NB: There may be an additional charge for installation of optional extras such as chair covers, sashes, etc.

**Contact us:**

Trentham Gardens  
Email: [hospitality@trentham.co.nz](mailto:hospitality@trentham.co.nz)  
PO Box 47-024  
Trentham  
Upper Hutt

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



## **21<sup>ST</sup> BIRTHDAY HIRE CONDITIONS**

As a result of hosting several 21<sup>st</sup> birthday celebrations at Trentham Gardens, we have imposed the following hire conditions for the safety & comfort of your guests, and other guests who use our venue.

### **SECURITY**

Clients are required to pay for a minimum of 2 x Trentham Gardens appointed security guards for the duration of the event. The guards will be on site half hour prior to guest arrival to the time that the guests leave the carpark. The cost of this is on application.

Please note that the number of guards may increase according to the room being used and/or the number of guests.

### **BYO-ALCOHOLIC BEVERAGES**

Trentham Gardens is a licensed premises and therefore BYO is not permitted to be consumed on site. The site starts at the main entrance and includes the car park. The consumption of alcohol in guest vehicles whilst parked inside the grounds is prohibited. Breach of this will result in the confiscation and disposal of the beverages and guests will be asked to leave.

### **IDENTIFICATION**

Guests whose appearance is of 25 years of age or under will be asked to produce ID in order to be served alcohol. Acceptable forms of ID include: NZ drivers license; HANZ 18+ card; a passport.

Guests who supply minors with alcohol will be refused service and will be escorted from the premises. Legal guardians or parents are permitted to supply alcohol to minors but may be asked to provide proof of guardianship.

### **SERVICE TO INTOXICATED GUESTS**

Intoxicated guests will not be served and will be escorted from the premises. This includes guests who arrive at the venue in an intoxicated state. Guests who supply anyone who is deemed to be intoxicated will also be escorted from the premises.

### **PROVISION OF FOOD**

Subject to the type of bar the client requests, the client is to ensure that a substantial amount of food is supplied for host responsibility reasons.

**DESIGNATED LIAISON**

The client is to identify a designated liaison who is able to assist in the case of any problems or issues which may arise.

**DAMAGE TO PROPERTY**

Any damage to Wellington Racing Club property is to be repaired by a Trentham Gardens appointed tradesperson and the cost of doing so will be invoiced to the client.

**SUMMARY**

Whilst we appreciate that you and your guests will behave in an appropriate manner, we have experienced several events where uninvited guests have converged on Trentham Gardens and caused disruption. As mentioned earlier, the above conditions are for the safety of you and your guests, and any other guests who may be on site.

Should you require clarification or if you have any concerns regarding the above. please feel free to call the Trentham Gardens on 04 528 9611



# TRENTHAM GARDENS TERMS & CONDITIONS OF HIRE

## **Confirmation**

To make a confirmed room booking, you must sign and return the Confirmation of Function sheet. Then, 10 working days prior to the event, the following information is required:

- Menu(s) including special dietary requirements
- Confirmed number of guests
- Beverage requirements
- Timings (Schedule of events)
- Seating plan (to be forwarded to Trentham Gardens)
- Confirmation of your audio visual requirements
- Confirmation of room set up and configuration

## **Access to rooms**

Access to the rooms prior to the event is to be arranged with your co-ordinator.

All gifts, props, decorations are to be dismantled and removed on the same day as the event or the next working day (if pre-arranged with your co-ordinator).

The installation of decorations including table decorations is to be completed by 5pm on the day prior (weekdays only) and by arrangement on weekends

Trentham Gardens is closed on Sundays and Public Holidays.

## **Installation of props:**

Props including posters, banners, signage, balloons 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 signed Confirmation of Function sheet (page following) 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 10 working days prior to your event. We require full payment of this invoice 3 full working days prior to your function.

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.

### **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 OF FUNCTION

Name (Please print): \_\_\_\_\_

Company Name : \_\_\_\_\_

Postal Address : \_\_\_\_\_

Telephone Number : \_\_\_\_\_

Celphone Number: \_\_\_\_\_

Email Address : \_\_\_\_\_

Date of Function : \_\_\_\_\_

Type of Function: \_\_\_\_\_

I / we have the authority to confirm the above mentioned function to be held at Trentham Gardens. I / we agree to Trentham Gardens terms and conditions

Signed on behalf of the hirer: \_\_\_\_\_

Date : \_\_\_\_\_