



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.

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.

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.

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
TCT Room (Carbine)	450	250	80	250	450	350	\$850
Telford	120	80	24	80	150	100	\$500
Champagne	-	-	-	-	80	50	\$400
Brasserie	100	100	30	100	150	120	\$600
Corporate Boxes (nine available)	25	15	12	15	50	-	\$150-\$300
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

FUNCTION ROOMS

Oaks Room - \$800 plus gst

- Capacity 250 guests
- Self contained Bar
- Natural Light
- Dance Floor
- Views over the Gazebo and Ascot Lawn
- Full lighting with dimmers
- Fully air-conditioned and heated

Oaks Room



Derby Room - \$600 plus gst

- Capacity 150 guests
- Self contained Bar
- Natural Light
- Dance Floor
- Full lighting, no dimmers



TCT Room (Carbine) - \$850 plus gst

- Capacity 350 guests
- Self contained Bar
- Natural Light
- Dance Floor
- Full lighting, no dimmers



Brasserie - \$600 plus gst

- Capacity 120 guests
- Self contained Bar
- Natural light
- Full lighting, no dimmers
- Views over the racecourse, parade ring and gardens



Telford Room - \$500 plus gst

- Capacity 100 guests
- Outdoor terrace
- Self contained Bar
- Dance Floor
- Full lighting, no dimmers

Champagne Lounge - \$400 plus gst

- Capacity 50 guests
- Outdoor entertainment area
- Self contained Bar
- Natural light
- Full lighting, no dimmers

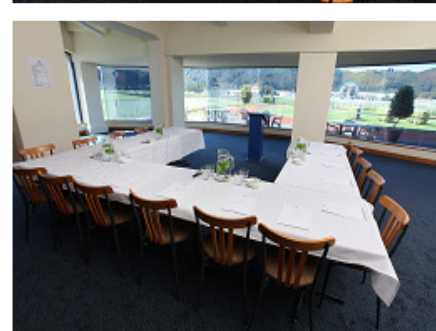


Milling – from \$200 plus gst

- Capacity 150 guests
- Self contained Bar
- Natural light

Corporate Boxes – from \$200 plus gst

- 9 boxes to choose from
- Capacity 10-50 guests
- Views over the racecourse
- Self contained Bar
- Natural light



DELEGATE PACKAGE



\$50 + 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



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

Selection of one item with freshly Brewed Coffee and Tea \$6.50 + GST pp

Selection of two items with freshly Brewed Coffee and Tea \$8.50 + GST pp

Orange Juice \$15 + GST / jug



LUNCH SELECTION

WORKING LUNCH (see selection on following page)

10 guests or less will be chef's choice for

- 4 items @ \$13.50 + 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

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	From \$50
Electronic whiteboard with pens	\$135
Flipchart with pad and pens	\$70
Laptop	From \$150
Data projector	From \$250
Screen	From \$55
Dressed screen	From \$140
Remote mouse	\$40
Sound system	From \$250
Microphone (lapel or hand held)	\$65
Lectern	Complimentary*
Stage	POA

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.

GENERAL INFORMATION

Free Parking is available in the main forecourt area. Note that 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 its own Food Hygiene certification; therefore food is not permitted to be brought onto the premises or removed from the premises. Please note we do not have EFTPOS facilities in our function rooms.

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: **04-528 9611** or **0800 TRENTHAM**

Fax: **04-528 4166**

TRENTHAM GARDENS TERMS & CONDITIONS OF HIRE

Confirmation

To make a confirmed room booking, you must sign and return the Terms & Conditions contract. The following information is required 10 (ten) working days prior to the event,:

- Menu(s) including special dietary requirements
- Confirmed number of guests
- Beverage requirements
- Timings (Schedule of events)
- 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.

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

Unless prior arrangements have been made, a deposit is required to confirm any venue booking. This deposit is the total cost of the room/venue hire. Pencil bookings are accepted and held for 14 days, however, the booking is not confirmed until the deposit is fully paid and a signed Contract 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.

Payment

All food, beverage and additional costs will be invoiced to the client on receipt of the confirmation details 10 days prior to your event. We require full payment of this invoice 5 full working days prior to your event unless prior arrangements have been made.

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 or items which is damaged or goes missing during the event.

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:

60 days prior to the event:

Deposit is refundable less \$100 administration fee.

Less than 60 days prior to the event:

Deposit is forfeited if cancellation made less than 60 days prior to the event unless the room can be resold. A \$100.00 administration fee is payable.

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.

TRENTHAM GARDENS: 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	
Contact		Email	
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 (please 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: _____

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

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Fax: **04-528 4166**