



OF COURSE WE DO!

Just 25 minutes drive from Wellington City, our friendly, professional team are dedicated to bringing you a quality experience with excellent cuisine and service, all within the peaceful surroundings of magnificent historic character and hectares of manicured gardens and grounds.

We proudly offer a variety of options for your ceremony or reception both inside and outdoors catering for up to 400. Our outside gazebo, resplendent with red carpet, awaits your garden wedding ceremony.

Our function coordinator is ready to assist in creating your dream wedding day whatever the size, budget – or dream!

Trentham Gardens, Racecourse Road, Trentham
T 04 528 9611 E weddings@trentham.co.nz W www.trentham.co.nz

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.

Professional Integrity Pride One Team Passionate

FUNCTION ROOMS – maximum numbers

Venue	Cocktail	Banquet	Room hire/day excl GST
Oaks	300	250	\$800
Derby	200	150	\$600
TCT Carbine Room	400	350	\$850
Telford	150	100	\$500
Champagne	80	50	\$400
Brasserie	150	120	\$600
Corporate Boxes x9	50	-	On application
Milling	150	-	On application

Room hire includes:

- Set up of the room
- Tables and chairs, set out in accordance with your requirements
- Clean up of room
- White linen for guest & buffet tables
- Your choice of paper serviettes
- Silver cake knife and stand
- Crockery, glassware, cutlery as required
- Free parking on-site
- Function staffing

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

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 400 guests
- Self contained Bar
- Natural Light
- Dance Floor
- Views over the Gazebo and Ascot Lawn

Brasserie - \$600 plus gst

- Capacity 120 guests
- Self contained Bar
- Full lighting
- 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

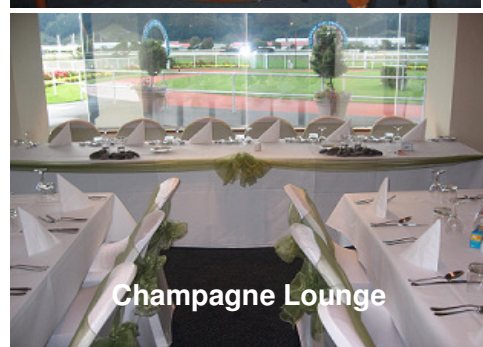
- Capacity 50 guests
- Outdoor entertainment area
- Self contained Bar
- Natural light
- Full lighting, no dimmers

Corporate Boxes – from \$200 plus gst

- Capacity 10-50 guests
- Views over the racecourse
- Self contained Bar
- Natural light

Milling – from \$200 plus gst

- Capacity 150 guests
- Self contained Bar
- Natural light



CEREMONY VENUES



Ceremony Hire cost includes the following:-

- Set up of Gazebo or Birdcage
- Set up of contingency venue at Trentham
- 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

Gazebo & Ascot Lawn –\$400

- Chrome or white Chairs (Subject to availability)
- Red Carpet (Subject to availability)
- Registration Table

Birdcage – \$400

- Chrome Chairs or white (Subject to availability)
- Red Carpet (subject to availability)
- Registration Table

Contingency Rooms (in case of inclement weather – no charge for these venues as a substitute to the outdoor venues)

Committee Room

- Feature staircase set up with wooden slat chairs & registration table.
- Fully self contained with bar and bathroom facilities

Brasserie

Oaks or Derby Rooms

Note: Contingency rooms are subject to availability

MENUS

Our Chef is happy to tailor a menu specific to your personal tastes, dietary, ethnic and budgetary requirements. Menus change to reflect fresh seasonal produce availability. The following represents our expressly created wedding menus for your consideration.

CANAPES

Choose any combination from the hot and cold selection below

3 ITEMS \$10.50+gst

4 ITEMS \$13.50+gst

5 ITEMS \$15.50+gst

6 ITEMS \$18.00+gst

COLD SELECTION

Baby bagels w smoked salmon
Paté filled profiteroles w onion compote
Vietnamese rice paper rolls
Smoked chicken & avocado
on kumara tuille basket
Wood roasted salmon & cress egg rolls

Champagne ham & rocquette crepes
Kikorangi scones w poached pear
Timbale of Waikanae crab
Semi dried tomato, grilled haloumi,
& mint pesto on bruschetta

HOT SELECTION

Citrus infused salmon & nori roll
w ponzu dressing
Baby beef Wellington w port wine jus
Beer battered blue cod w lemon aioli
Mini lamb burgers with beer ketchup

Pecorino crusted beef goujons
w béarnaise
Petit whitebait fritter w sea salt & lemon
Moroccan spiced chicken tulips
Honey roasted pumpkin, pinenut, & buttered
spinach samosas

Basil & ricotta wontons
w roast capsicum coulis

PLATTERS

Each platter serves approximately 8 – 10 guests

Snack platter - \$50.00+gst

Selection of grilled breads, vegetable crudités, & corn chips
w hummus, salsa, & sour cream

Eastern assortment - \$65.00+gst

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

Kiwiana platter - \$75.00+gst

Mini cheeseburgers, chunky chips, beer battered blue cod & venison sausages

Cheese selection - \$80.00+gst

New Zealand cheeses served w grapes, fruit paté & crackers

Seafood - \$80.00+gst

Prawn skewers, lime & chilli scallops, marinated mussels, & lemon pepper squid served
w lemon aioli

Antipasto - \$85.00+gst

An assortment of cold cured & roasted meats, New Zealand cheeses, marinated olives,
pickled vegetables, pesto, preserves & 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. (please note: Children aged 3 years and under dine for free; children aged 4 to 12 years are charged at half the full price)

Menu Pricing Tiers excluding gst

Ruby - \$30.00 per person - Your choice of any 2 items from the available selections

Emerald - \$40.00 per person - Your choice of any 3 items from the available selections

Diamond - \$50.00 per person - Your choice of any 4 items from the available selections

A basket selection of oven fresh breads and rolls served with farm butter

Salad & Starter Selection

(Ruby 2, Emerald 3; Diamond 4)

Tossed Green Salad with Sour-dough Croutons

Trentham Gardens Salad (Baby leaf lettuce, tomatoes, cucumber, red onions, sweet peppers, feta cheese & croutons)

Butternut & Passionfruit Salad

Rocket & Walnut Salad

Caprese Salad (mozzarella, tomatoes and basil pesto)

Crudite (Vegetables en-batonette with dips)

Corn, Chilli, Bacon and Kidney Bean Salad

Smoked Chicken & Pecan Nut Salad with an Orange Vinaigrette

Marinated Mussels

Hungarian Salami with a char-grilled Vegetable Relish

Hot Selection

(Ruby - Select 2, Emerald- Select 3;Diamond- Select 4)

Honey and Mustard glazed Ham served off the bone with a Cabernet Jus, a duo of Mustards and Apple sauce

Rare Roasted Herbed Beef with a Merlot Jus, Horseradish Cream and a duo of Mustards

Lemon & Thyme Roasted Chicken pieces drizzled with a Spicy Tomato Sauce

Grilled Chicken Fillets with a Lemon and Herb Butter Sauce

Beer Battered Fish Fillets napped with a Three Cheese and Chilli Sauce

Grilled Fish Fillets served with Lemon Wedges and a Tartare Sauce

Beef Stroganoff – Strips of beef in a cream based sauce with browned onions and served on a bed of buttered noodles

Pasticcio – A traditional Greek Wedding dish, layers of spiced ground beef, sauce Béchamel and pasta, topped with cheese and baked in the oven.

Mushroom, Spinach and Roasted Aubergine Lasagne

Fettuccine a la Provencal – Buttered fettuccine noodles enrobed in a Provencal sauce of Tomatoes, Onion, Garlic and Olives

BUFFET MENU SELECTION (continued)

Vegetables

Roasted Rosemary and Thyme Potatoes
Rice Pilau
Seasonal Medley of Garden Vegetables

Desserts

(Ruby- Select 2, Emerald- Select 3 Diamond- Select 4)

Croque-en-Bouche – A traditional French wedding “cake” of a tower of profiteroles filled with a minted pastry cream

Chocolate & Orange Mousse

Fresh Fruit Salad

Individual Pavlova’s

A selection of miniature Tartlets

Luxury Carrot Cake

Rhubarb and Apple Crumble

Chocolate Truffle Cake

Cheeseboard and Crackers

Cultural menus are available on request and will be priced out individually specific to requirements

MASTER BEVERAGE LIST

BUBBLES

	GLASS	BOTTLE
Veuve Clicquot Ponsardin Champagne		\$150.00
Moet et Chandon		\$120.00
Selaks Premium Selection Pinot Noir Chardonnay	\$10.00	\$45.00
Lindauer Brut & Lindauer Sauvignon	\$8.00	\$38.00
Lindauer Special Reserve		\$12.00
Lindauer Brut		\$10.00
Lindauer Sauvignon		\$10.00
Lindauer Fraise		\$10.00

WHITE WINES

Mills Reef Sauvignon Blanc	\$8.00	\$35.00
Mills Reef Chardonnay	\$8.00	\$35.00
Mills Reef Reserve Sauvignon Blanc	\$9.50	\$45.00
Mills Reef Reserve Chardonnay	\$9.50	\$45.00
Mills Reef Elspeth Chardonnay		\$55.00

RED WINES

Mills Reef Merlot Cabernet	\$8.00	\$35.00
Mills Reef Reserve Cabernet Merlot	\$9.50	\$45.00
Mills Reef Reserve Syrah	\$9.50	\$45.00
Mills Reef Elspeth Cabernet Merlot		\$55.00
Mills Reef Elspeth Cabernet Sauvignon		\$55.00
Mills Reef Elspeth Cabernet Franc		\$55.00

BEER SELECTION

Speight's Gold		\$5.50
Lion Brown		\$5.50
Steinlager Light		\$5.50
Macs Gold		\$6.50
Stella Artois		\$8.00
Steinlager Pure		\$8.00
Mac's Isaac's Cider		\$8.00

SPIRITS

Vodka, Gin, Rum, Whiskey, Bacardi, Brandy, Bourbon		
Double Nip*		\$8.00
Single Nip		\$5.50

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

RTD'S

Smirnoff Ice		\$8.00
McKenna's Bourbon & Cola		\$8.00
Coruba		\$8.00

NON ALCOHOLIC BEVERAGES

Soft drinks		\$3.00
Bottled Water/OJ		\$4.00
Red Bull		\$5.00

All prices include GST and are subject to availability

BAR OPTIONS

1. **Cash bar**

Guests pay cash for their own beverages NB: Limited EFTPOS is 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

The Management and staff of Trentham Gardens believe that we have a responsibility to provide an environment that is not only comfortable and welcoming but is also a place where alcohol is served responsibly.

Customers who are visibly intoxicated will not be served and will be asked to leave the premises. This includes guests who arrive at Trentham Gardens in an intoxicated state. We will promote public transport options and our staff has contact details available.

It is against the law to serve alcohol to minors (under the age of 18).

If any staff member is in doubt as to the age of your guests, we reserve the right to ask for the appropriate proof of age. These include:

- HANZ 18+ card
- Current NZ drivers licence
- Valid/current passport
-

Alcohol is not permitted to be supplied to minors unless by their legal 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

Price adjustments

Trentham Gardens acknowledges our clients need to plan within a budget. Whilst we attempt to maintain our pricing structure, there may be slight alterations due to market forces. Should this be the case, we will consult and 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. This requires a minimum of three weeks notice, with associated costs to be paid by the client

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 have limited EFTPOS facilities in our function rooms and it may not be available for your function. We therefore suggest you advise your guests that a cash bar operates
- 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

Contact us:

Trentham Gardens

Email: hospitality@trentham.co.nz

PO Box 47-024

Trentham

Upper Hutt

Tel: 04-5289611

Fax: 04-5284166

21ST BIRTHDAY HIRE : SPECIAL CONDITIONS

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

SECURITY

Clients are required to pay for a minimum of 2 x Trentham Gardens appointed security staff for the duration of the event. These staff will be on site half hour prior to guest arrival to the time that the guests leave the car-park. The cost of this is on application. Please note that the number of security staff 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

Trentham Rooms are hired to clients based on furnishings and fixtures in each room, specifically tables and chairs. We therefore do not change furniture from room to room. Additionally Television sets fitted throughout the rooms are permanent fixtures and remain in the rooms. Clients may if they chose, arrange their own draping to cover television sets.

Confirmation

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

- 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 if required
- 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 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.

Function 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 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:

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 venue 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.