



Ascot Park Hotel

INVERCARGILL • NEW ZEALAND

WEDDING PACK

valid for bookings made between 1st Jan 2025 - 31st Dec 2025



41 RACECOURSE ROAD, INVERCARGILL

ASCOTPARKHOTEL.CO.NZ PH 0800 272 687

FUNCTIONS@ASCOTPARKHOTEL.CO.NZ



CONGRATULATIONS

Thank you for considering the Ascot Park Hotel as a venue for your upcoming wedding. It is a very exciting time for you both and we would love to help you make this a special day to remember forever. Ascot Park Hotel exclusively offers all the following features:

- Dedicated wedding planners on site
- Tailored menus
- Versatile layout giving you flexibility for reception venue options
- Multiple theming possibilities
- Complimentary suite as our wedding gift to you
- Special accommodation rates and information cards for your guests
- Package OR tailored reception options
- Beautifully landscaped grounds with an outdoor ceremony option and multiple garden backdrops for your photos
- Pre & post ceremony and reception venues
- Indoor room as a wet weather option

We truly are your one-stop wedding venue. Please find enclosed our detailed wedding packages which offer excellent value. If you would rather not purchase a package, then we are happy to work out an alternative cost for specific items based on your exact requirements. We invite you to meet with us in person to view our facilities and discuss all aspects of your special day.

Kind Regards

Ascot Park Hotel Events Team



CEREMONY PACKAGE

\$1,200.00

VENUE SERVICES

Personal consultation

Venue set up

Outdoor ceremony option includes wet weather venue (September - April only)

Indoor ceremony option (year around)

Outdoor seating for 40pax - Additional seats can be added at extra cost

Indoor seating for up to 100pax

Portable sound system with aux cord and microphone

Table and chairs for signing wedding certificate

Wedding arch (outdoor ceremony)





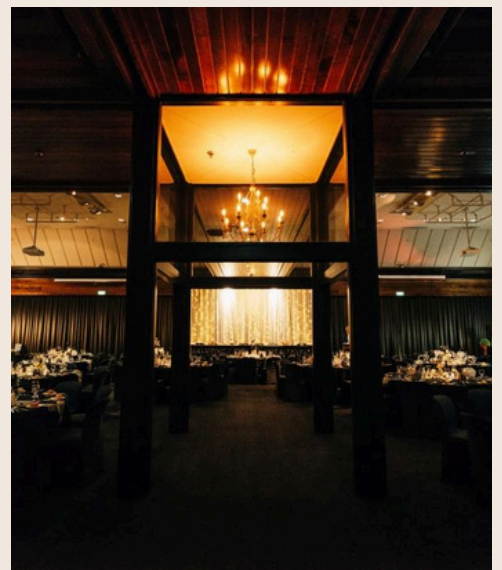
BASE WEDDING PACKAGE

RECEPTION ONLY

\$1,500.00

VENUE SERVICES

- Personal consultation
- Reception venue
- Venue set up
- Round tables (up to 10 guests per table)
- Black or white tablecloths and napkins
- Licensed bar and staff
- All cutlery, crockery and glassware
- Sound system
- Handheld mic for speeches
- Dance floor and staging for band
- Cake table, knife and gift table
- Cakeage
- Design & printing of table numbers & seating plan
- Service of wedding cake
- Suite with spa, wine, chocolates, breakfast
- Room for the bridal party to freshen up after ceremony
- Special accommodation rates for your guests*
- Easel for seating plan
- Post wedding clean up



*To be organised with the front office manager directly



PREMIUM WEDDING PACKAGE

RECEPTION ONLY

\$2,000.00

VENUE SERVICES

- Personal consultation
- Reception venue
- Venue set up
- Round tables (up to 10 guests per table)
- Black or white tablecloths and napkins
- Licensed bar and staff
- All cutlery, crockery and glassware
- Sound system
- Handheld mic for speeches
- Dance floor and staging for band
- Cake table, knife and gift table
- Cakeage
- Design & printing of table numbers & seating plan
- Service of wedding cake
- Suite with spa, wine, chocolates, breakfast
- Room for the bridal party to freshen up after ceremony
- Special accommodation rates for your guests*
- Easel for seating plan
- Post wedding clean up
- Table runners
- Top table with fairy lights
- Wedding curtain & entrance way with fairy lights
- White or Black chair covers
- Basic centerpiece options (e.g vases, seed lights, tulle)



*To be organised with the front office manager directly



DELUXE WEDDING PACKAGE

CEREMONY & RECEPTION

\$3,000.00

VENUE SERVICES

Personal consultation
Reception venue
Venue set up
Round tables (up to 10 guests per table)
Black or white tablecloths and napkins
Licensed bar and staff
All cutlery, crockery and glassware
Sound system
Handheld mic for speeches
Dance floor and staging for band
Cake table, knife and gift table
Cakeage
Design & printing of table numbers & seating plan
Service of wedding cake
Suite with spa, wine, chocolates, breakfast
Room for the bridal party to freshen up after ceremony
Special accommodation rates for your guests*
Easel for seating plan
Post wedding clean up
Table runners
Top table with fairy lights
Wedding curtain & entrance way with fairy lights
White or Black chair covers
Basic centerpiece options (e.g vases, seed lights, tulle)
Indoor ceremony option (year round)
Outdoor ceremony option (September - April only)
Includes wet weather option
Outdoor seating for 40pax
Outdoor sound system and microphone
Table and chairs for signing wedding certificate
Wedding arch (outdoor ceremony)

*To be organised with the front office manager directly





EXTRA SERVICES

You can personalise your wedding by theming it to reflect your character and the kind of look you want. From the simple elegance of our glass vase centrepieces to the intricate theming of one of our local experts, the possibilities are many and varied. Please talk to us and we can refer you on to the best suppliers in the business.

MARQUEE AND PARTY HIRE (PAM)

Pam from Marquee and Party Hire has a huge range of wedding accessories and table top theming items for hire. The showrooms are based at 436 North Road, Invercargill. 03 215 7536 | pam@marqueeandparty.co.nz

PLANTS PLUS (JOHN AND SUE FENTON)

John and Sue offer a genuine and friendly wedding theming service, specialising in mood lighting, top table enhancements and feature plants.

03 216 4849 or 0274 372 661 | plants.plus@xtra.co.nz

STAC (STACEY THOMPSON)

Stacey Thompson is a wedding planner, stylist, and hire specialist who brings over a decade of experience to the table. Stacey has a track record of creating unforgettable weddings from Auckland to Invercargill, infusing her instinctive creativity and enthusiasm into every detail for you!

021 068 7714 | stacey@stacweddings.com

PHOTOGRAPHERS

Viti Photos NZ
Kiwi Captures Photography
Miller and me Photography
Black Feather Studios

BAKERS

Enchanting Cake Boutique
Piece of Cake
Daylinda's Kitchenette
Bees Cakes
The Urban Kitchen

CELEBRANTS

Sharyn Payne, Corbyn Shuttleworth, Anna Ford, Megan McKenzie





RECEPTION MENUS

Ascot Park Hotel strives to ensure your day is as special and as personalised as possible with a range of menus designed by our Executive Chef. If any of your guests have special dietary requirements please advise us, and we are happy to cater for their needs.

PLATED DINNER

Our Functions Team and Executive Chef are happy to personalise a plated menu suitable for a more fine dining experience. Minimum of 20 guests required.

BUFFET DINNER

With a range of buffet menus and an extensive selection of platters, our buffet menus cover a vast range of food selections. The minimum number of guests for a buffet menu is 30 people.

CHILDRENS MENU

Menus available on request. If children wish to dine off the set menu or buffet, prices are as follows:

Children 5 years and under: free

Children 6 – 11 years: half price of selected menu

Children 12 and over: Full price

BEVERAGE

With a wide range of beverages, both alcoholic and non-alcoholic there is guaranteed to be something to suit your special day.





Buffets

minimum of 30 people

Option 1 \$55.00

1 Carvery | 1 Hot | 2 Vegetables
2 Salads | 2 Desserts

Option 2 \$65.00

1 Carvery | 2 Hot | 2 Vegetables
2 Salads | 3 Desserts

Option 3 \$75.00

1 Carvery | 3 Hot | 3 Vegetables
3 Salads | 3 Desserts

Includes fresh bread rolls with butter and tea and coffee

Add a starter

- Breads and dips \$6.00pp
- Soup of the day **GF, V on request** \$8.00pp
- Seafood chowder \$12.00pp
- Grazing platter **GF, V on request** \$12.50pp



Carvery

- Champagne ham glazed in apricot and seeded mustard **DF, GF**
- Roast pork loin marinated in chimichurri **DF, GF**
- Roast lamb leg with thyme and confit garlic **DF, GF**
- Beef rump with rosemary and dijon mustard rub **DF, GF**



Hot dishes

- Sauté chicken breast with smoked paprika & tomato crème , fried shallots **GF**
- South Island salmon on Puy lentil ragu & roast capsicum coulis **DF, GF**
- Slow cooked lamb shoulder supreme with parsnip puree & red wine jus **DF, GF**
- Roast cauliflower & chickpea Tikka Masala **DF, GF, V, Vegan**
- Pulled pork shoulder with hearty cannellini bean ragout **DF, GF**
- Braised lamb leg with aged balsamic & salsa verde **GF**
- Chicken pot pie topped with shallots and parmesan crumble
- Gnocchi tossed through salsa Verde with portobello mushroom and baby spinach **V**
- Beef striploin with caramelised onions and chimichurri **DF**
- Braised pork belly with star anise soy glaze & steamed bok choy **DF, GF**





Buffets

Vegetables

- Roast Agria potato wedges tossed in fresh rosemary and garlic infused olive oil **DF,GF,V,VEG**
- Steamed seasonal vegetable medley tossed with fresh herbs and butter **GF,V**
- Roast vegetable medley with confit garlic and balsamic glaze **DF,GF,V,VEG**
- Baked cauliflower and broccoli mornay **V**
- Gourmet smashed potatoes with caramelised onion jam & grilled cheddar cheese **GF, V**
- Chuck wagon vegetable rice pilaf **DF, GF, V, Vegan**
- Creamy potato gratin with parmesan crust **GF,V**
- Honey roasted carrot medley with minted Greek yoghurt drizzle **GF, V**

Salads

- Pistachio & seasonal green salad with sesame soy dressing **GF, DF, V, Vegan**
- Broccoli, bacon, cashew, red onion and arugula salad **GF**
- Seasonal garden salad with house dressing **DF,GF,V**
- Smokey & spicy roast cauliflower, chickpea & kale with pickled red onion & herb dressing **GF, DF, V, Vegan**
- Vegetable Fajita salad with tortilla brittle **V**
- Cucumber & blueberry spinach salad with goats cheese & toasted almonds **GF, V**
- Tex Mex black bean & basmati rice salad **GF, DF, V**
- Tabbouleh salad **DF, V**
- Edamame & red cabbage salad with Thai peanut dressing **V**
- Roasted kumara & chickpea salad with creamy balsamic dressing **GF, V**
- Gourmet potato, bacon & spring onion salad with seeded mustard & sour cream dressing **GF**
- Roast beetroot, caramelised pear, rocket & goats cheese salad with toasted pecans **GF, V**

Desserts

- Baked New York cheese cake with peach coulis & raspberry crumble
- Bread and butter pudding laced with dark chocolate and sultanas
- Dark chocolate ave with red berry compote
- Apricot & coconut cake with honey ginger coconut yoghurt **GF, DF, V, Vegan**
- Tiramisu with Kahlua infused Mascarpone
- Pavlova with whipped cream topped with seasonal fruit and passionfruit glaze **GF**
- Poached apples with a cinnamon, almond, and oat crumble served with vanilla custard
- Self-saucing chocolate pudding with Chantilly crème
- Seasonal fresh fruit salad **DF,GF,V,VEG**

- Add vanilla ice cream \$2.00pp

Due to Food Safety Regulations, food from buffet cannot be removed from premise



Plated

minimum of 20 people

Two Courses
\$65.00 per person

Choose 1 dish from either Entree or Dessert and 2 dishes from Mains. Mains will be served alternately.

Three Courses
\$85.00 per person

Choose 1 dish from Entree & Dessert and 2 dishes from Mains. Mains will be served alternately.

Includes fresh bread rolls with butter and tea & coffee.

Add an additional menu choice to any course for \$6.00 per person

Add a re-fresher sorbet \$4.00 per person

Entree

- Confit salmon/pickled cucumber salad/ radishes/ toasted sesame/ soy and Star anise reduction GF
- Espresso rub beef filet carpaccio / devilled crème fraiche / parsnip crisp / microgreens GF
- Blue cod Ika mata salad / coconut and citrus textures / sourdough crisps DF
- Pear salad / caramelised walnut / arugula / double cream blue / munro honey vinaigrette GF,V
- Duck breast / baby cos / beetroot gel / black garlic crème fraiche / truffle snow GF
- House smoked salmon / preserved lemon mascarpone / toasted brioche
- Caprese tart / tomatoes / mozzarella / basil / crisp butter puff crust / aged balsamic V

Main

- Beef fillet / mediterranean ratatouille / pomme parmentier / pinot jus GF
- Beef tenderloin / braised cheek / potato fondant / seasonal green / port jus GF
- Beef ribeye / café de paris mash / honey glaze carrots / seasonal green / caramelised onion jus GF
- Chicken roulade / confit garlic & preserved lemon / roast kumara mash / seasonal greens / jus GF, DF
- Chicken breast / leek & green pea risotto / buttered baby carrots / roast chicken jus GF
- Pressed chicken thigh / white bean & pancetta cassoulet / seasonal green / potato straw GF, DF
- Lamb loin / potato gratin / parsley baby carrots / seasonal green / marsala jus GF
- Slow braised lamb shoulder / kumara parmentier / caramelised onion / seasonal green / lamb jus GF
- Pork loin roulade with apple & shallot stuffing / kumara hash / rotkohl crème / balsamic jus
- Venison denver leg / parsnip crème / buttered baby carrots / seasonal green / juniper jus GF
- Salmon supreme / puy lentil ragout / seasonal green / horseradish crème GF

- Quinoa cassoulet / wilted spinach / agria layers /seasonal green / tahini crème V, GF
- Crispy tofu / eggplant caviar / confit cherry tomatoes / seasonal green / soy glaze V, VEGAN
- Roast tomato & shallot ragu / papardelle basil oil / crispy kale V, DF

Dessert

- Callebaut dark chocolate mousse / raspberry crèmeux / red fruit textures / meringue / chantilly crème GF
- Baked orange cheesecake / dark chocolate anglaise / citrus textures GF
- Dulche de leche tart / spiced apple compote / vanilla bean crème
- Espresso panna cotta / whiskey sponge / salted hazelnut crush / anglaise
- Boysenberry shortcake / blood peach crèmeux / caramelised shiraz
- Bittersweet chocolate tart / citrus textures / Chambord gel / crème fraiche GF
- Toasted coconut mousse / roast pineapple gel / macaroon crumb / key lime snow GF

Individual orders will not be taken. Each guest will receive the chosen entree/dessert. Mains will be served alternately to each guest i.e. one guest will receive one of the menu options and the next guest will receive the other menu option.



CANAPES

Option 1 \$20.00pp

1 hour - 4 items
2 Hot | 2 Cold

Option 2 \$25.00pp

1.5 hours - 5 items
2 Hot | 3 Cold

Option 3 \$30.00pp

2 hours - 6 items
3 Hot | 3 Cold

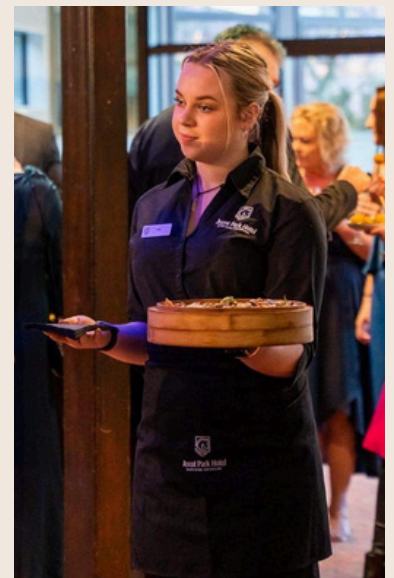
Hot

- Country chicken vol au vent
- Honey bourbon pork belly squares **GF**
- Salt and pepper squid with a lime, chilli and palm sugar dipping sauce
- Roast cauliflower bhaji bites with a tamarind yoghurt **DF,GF,V,VEG**
- Malaysian style marinated tiger tail prawns with a lime dip **GF**
- Braised lamb shoulder croquette with mint gel and aioli
- Vietnamese chicken spring rolls with soy dipping sauce **DF**
- Confit golden agria & thyme gratin cube with freeze dried ketchup flakes **GF, V**



Cold

- Beef tartare with dijon mustard crème & crispy shallots **GF**
- Prosciutto, bocconcini & cherry tomato skewers with aged balsamic glaze **GF**
- Golden sweet corn fritters with caramelised red onion **V**
- Beetroot and vodka cured salmon on horseradish crème fraiche bilini
- Fish ceviche with coconut, lime, pepper **DF,GF**
- Cocktail chicken roll **DF**
- Crispy duck with hoisin and cucumber in a wonton basket **DF**
- Spiced tomato and basil salsa with whipped avocado on tortilla crisp **DF,V**
- Hot smoked salmon on kumara rosti with popped caper **DF,GF**



Sweet

- Char-grilled pineapple kebabs with mascarpone **GF,V**
- Chocolate raspberry profiteroles **V**
- Whipped double cream blue with caramelised pear on crostini **V**
- Dulche de leche tartlets with chantilly & dark chocolate curls **V**

Menus & prices are subject to change



PLATTERS

Grazing Platter Pickled vegetables, continental meats, cheeses, smoked salmon, breads and crackers 10 people	\$100.00
Assorted sushi Chicken, salmon, and vegetarian, wasabi & soy GF 20 pieces	\$65.00
Breads and dips Selection of 3 dips and assortment of breads for 10 people	\$50.00
Chicken kebabs Southern fried chicken kebabs 20 pieces	\$100.00
Chicken wings Tossed in a smokey bbq sauce GF 20 piece	\$70.00
Club sandwiches Sandwich quarters of assorted fillings 20 pieces	\$60.00
Cakes and slices Chefs selection for 10 people	\$60.00
Deep fried goodness Chicken bites, samosas & spring rolls with fries	\$60.00
Fruit kebabs Seasonal fruit with honeyed yoghurt dipping sauce GF 20 pieces	\$70.00
Mini beef burgers With onion jam, cheddar cheese and ketchup 20 pieces	\$110.00
Party savouries Assortment of savouries and sausage rolls 30 piece	\$60.00
Southern cheeseboard New Zealand cheeses, fruit paste, breads and crackers 8 people	\$100.00
Chunky Wedges With sour cream and sweet chilli sauce (V)	\$50.00
Fries (V)	\$40.00





Beverage

Wine

Sparkling

Brancott Estate Brut Cuvee 200ml	\$10.50
Brancott Estate Brut Cuvee 750ml	\$36.00
Deutz Cuvee 750ml	\$50.00
De Bortoli 200ml	\$13.00

Sauvignon Blanc

Stoneleigh - Marlborough	\$10.00 / \$38.00
Triplebank - Marlborough	\$11.00 / \$42.00
Mt Difficulty - Central Otago	\$14.00 / \$54.00

Pinot Gris

Stoneleigh - Marlborough	\$10.00 / \$38.00
Saddleback - Central Otago	\$11.50 / \$44.00
Triplebank - Marlborough	\$11.00 / \$42.00

Chardonnay

Stoneleigh - Marlborough	\$10.00 / \$38.00
Last Shepherd - Gisborne	\$12.00 / \$46.00

Rose

Stoneleigh - Marlborough	\$10.00 / \$38.00
Last Shepherd - Gisborne	\$12.50 / \$48.00

Pinot noir

Stoneleigh - Marlborough	\$10.00 / \$38.00
Last Shepherd - Gisborne	\$12.00 / \$46.00
Saddleback - Central Otago	\$13.00 / \$55.00

Merlot

Stoneleigh- Marlborough	\$10.00 / \$38.00
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Shiraz

Barossa Valley - Australia	\$12.00 / \$46.00
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RTD Cans

Jim Beam and Cola	\$9.00
Coruba and Cola	\$9.00
Smirnoff Ice	\$9.00
Canadian Club and Dry	\$9.00
Gordons Gin and Tonic	\$9.00
Gordons Pink Gin and soda	\$9.00
Pals Mango Vodka	\$9.00

Spirit | Liqueur | Port

Bacardi	\$10.00
Bourbon Jim Beam	\$10.00
Brandy St Remy	\$10.00
Gin Beefeater	\$10.00
Jamesons	\$11.00
Jack Daniels	\$11.00
Rum Coruba	\$10.00
Tequila Jose Ceurvo	\$11.00
Vodka Absolut	\$11.00
Baileys Kahlua	\$9.00
Southern Comfort	\$9.00
Drambuie Midori Cointreau	\$10.00
Taylors Special Fine Tawny 45ml	\$8.00
Dow's Fine Ruby 45ml	\$8.00
Penfolds Grandfather Tawny 45ml	\$15.00

Served as doubles

Beer | Cider

Speights	\$8.00
Speights Summit Ultra	\$8.00
Export 33	\$8.00
Steinlager Classic Steinlager Pure	\$8.00
Steinlager 2.5%	\$7.00
Heineken	\$10.00
Heineken 0%	\$7.00
Corona	\$10.00
Asahi 0%	\$7.00
Monteiths Tight Lines Pale Ale	\$12.00
Monteiths West Coast Hazy	\$12.00
Monteiths Phoenix IPA	\$12.00
Monteith's Cider	\$9.00
Monteiths Hazy Lemonade	\$10.00
Crimson Badger Ginger Beer	\$10.00

Non alcoholic

Small spirit mixer	\$1.00
Large spirit mixer	\$1.80
Large soft drinks 350ml glass	\$4.00
Carafe soft drink	\$9.50
Red Bull	\$5.30
Schweppes Ginger Beer	\$4.00
Schweppes Lemon Lime and Bitters	\$4.00
Juice 355ml: Apple Tomato Cranberry	\$5.00
Pineapple Orange	\$11.50
Orange juice - carafe	\$12.50
Sparkling grape juice	\$3.00
Water bottles	

Beverage prices are subject to change.

Function bar: \$35.00 per hour unless sales are over \$300.00 then the fee is waived.



FAQS

The following information will provide you with answers to our most commonly asked questions.

HOW MUCH IS THE DEPOSIT, AND WHEN IS THIS DUE?

We require a deposit of \$1000.00 and this is due within one month of confirming the date.

HOW MANY PEOPLE CAN THE SPACE HOLD?

We have a variety of rooms to seat 20 – 300 guests. For large receptions the Waiau Room can seat up to 180 guests at round tables. For a more intimate setting the Mararoa/Whitestone Room can seat up to 80 guests at round tables. For ceremonies we can seat 80 in the Mararoa/Whitestone Room with space for an additional 20-30 standing guests.

WHAT TIME FRAME DOES THE HIRE COVER?

The hire is for the full day only. The Hotel reserves the right to book functions the day before or after your wedding. The bar will close at 12.00am or at the Duty Manager's discretion.

CAN I USE ANY SUPPLIER?

Yes you are welcome to use any supplier to theme, decorate, or entertain at your wedding. Contact details of all outside contractors must be provided so that we can coordinate access. For health and safety reasons we must be aware of anyone on site doing work. Anyone using ladders or a scissor lift must have appropriate training.

DO YOU DO ALL THE SET UP AND PACK DOWN?

Other than any extra professional theming you have arranged, yes we do. We will also coordinate with you to deliver your own decorations or centerpieces prior to your wedding. We will place centerpieces on tables and place guest name cards on the settings. We will store your packing containers (e.g. for vases or props you have supplied yourself) overnight for easy pack-up and collection in the morning. We will coordinate access/set up/pack down with your professional themers if required.

WHEN CAN I BEGIN TO SET UP ON MY WEDDING DAY?

We do the work – not you! Our general practice is to set up the room during the morning of the wedding day. Access may be given to suppliers to start theming the day prior depending on availability. If you wish to guarantee set up and access the day before the wedding then an additional full day room hire fee is charged.

IS PARKING AVAILABLE?

We have huge grounds with plenty of space available for car parking. Buses are able to park under the main entrance canopy to collect or return guests from your ceremony if it is offsite.

ARE THERE ANY RESTRICTIONS ON USE OF THE SPACE?

Yes, all tea light candles must be in a holder that is higher than the flame. We do not allow the use of hay bales, party poppers and confetti in the function rooms.

WHEN IS THE INVOICE DUE?

One week prior to the wedding on confirmation of final catering numbers. Anything left over to pay, such as beverages etc., is to be settled immediately following departure the next day.

WHAT IS THE CANCELLATION POLICY?

A booking is confirmed after the deposit has been received. Cancellations of more than 12 months will be refunded, unless planning has already been undertaken by the function department.

ARE PRICES INCLUDING GST?

Yes all pricing quoted is inclusive of GST



TERMS & CONDITIONS

- Tentative bookings** Will be held on a first option basis indefinitely. If another client requests this space then we will contact you to ask for immediate confirmation.
- Confirmation** Confirmation of all bookings must be in writing. A deposit is required for large events.
- Cancellation** All cancellations must be received in writing. Cancellations within 14 days of the event will be subject to a cancellation fee. No-shows and late cancellations will result in charges for room hire and any catering organised.
- Price variations** All prices are current at the time of quotation and every effort is made to maintain prices. However food and beverage prices are subject to change. In the unlikely event that quoted prices change, we will notify you prior to your event.
- Confirmed numbers** All final details, menus, dietary requirements, beverages, room set up, AV requirements and timings must be confirmed 14 days prior to the event. A guaranteed minimum number is required 14 days prior, with a final number to be advised 5 working days prior. Charges will be based on this number, or the final head count – which ever is greater.
- Surcharges** Extra charges may apply for functions scheduled on Public Holidays. Extra labour charges may apply if your event extends beyond midnight prior to a Public Holiday.
- Payment** Credit facilities may be available upon completion and approval of a Credit Application form. Unless credit terms have been arranged prior to the event, credit card details are required to guarantee payment via by cash, direct credit or credit card and is required immediately following the event for any outstanding charges. A 7-day invoice may be arranged, with credit card details required to guarantee payment.
- Food and beverage** Only food and beverages purchased from the Ascot Park Hotel can be consumed on the hotel premises. Licensing and food safety regulations prevent the removal of food and beverages from the hotel premises. In special circumstances clients may be able to provide sponsored food as long as a written application is confirmed and signed off by the Executive Chef.
- Dietary Requirements** We will make every effort to cater to guests with special dietary requirements, i.e. vegetarian, vegan, gluten free, dairy free, or medically diagnosed food allergy anaphylaxis at no extra charge. Any other additional special meal requests will incur a \$10 surcharge per person i.e Keto, Low Carb, as well as late notice dietary requirement. Although every possible precaution has been taken to ensure that these menu items are allergen free, certain items may still contain traces of allergic ingredients as they are prepared in facilities that also process milk, egg, gluten, lupin, fish, crustacean, soybean, sesame seeds and nut products.
- Deliveries** The hotel is to be notified of any deliveries. The Hotel will not be responsible for packages, parcels or equipment that arrive without prior notification. All deliveries must clearly state the company or function name and the date of the function.
- Insurance** It is the client's responsibility to be insured for all items belonging to them for the period these items are in the hotel. While the hotel will take all necessary care, it will not accept responsibility for the loss of any property left in the Hotel prior to, during or after the event unless specific arrangements have been made with hotel management. Clients are responsible for any damage sustained to hotel property by them or their attendees.
- Compliance** Clients will be responsible to ensure orderly behaviour of their guests and the hotel reserves the right to intervene and eject any objectionable person from the function off the hotel premises without liability. The Hotel accepts this responsibility with guidelines set by the Sale and Supply of Alcohol Act. The hotel retains the right to adjust any set up to ensure fire and safety codes are not breached. Particular attention will be paid to the accessibility of fire exits during trade shows where partitioning is erected. Floor Plans must be approved by Hotel management prior to set up.
- Function rooms** We reserve the right to reallocate function rooms due to circumstances beyond our control. If final numbers increase or decrease significantly from those advised at the time of reservation, we may substitute a more appropriate room. We will discuss changes with you when the decision is made. If you wish to guarantee set up and access the day before the event then an additional full day room hire fee is charged.
- Unauthorised extras** Unless otherwise instructed in writing, the client will be liable for all charges incurred by the client or his agents during the course of the function.

IMAGE GALLERY

