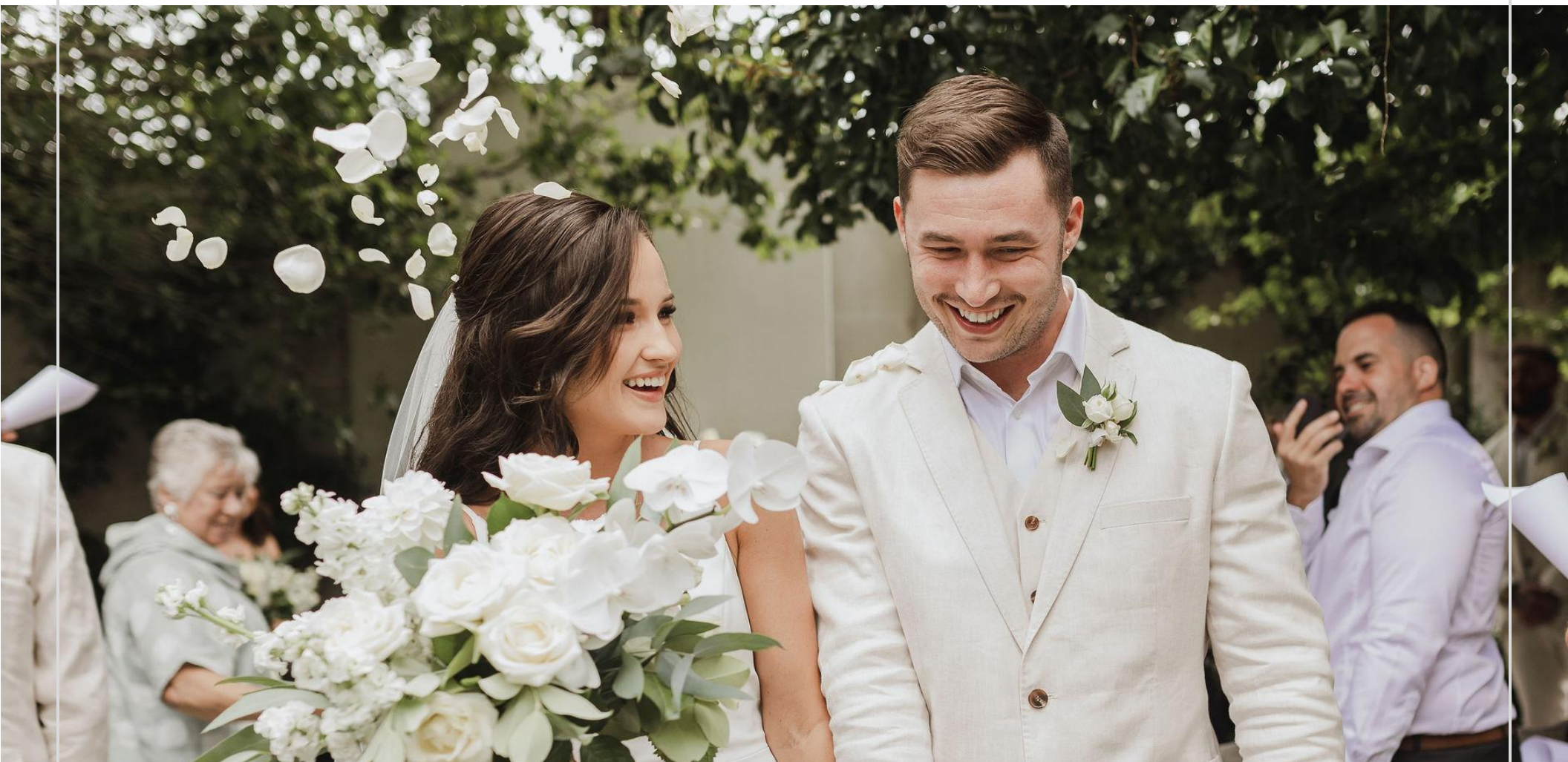


# ataahua



AFTERNOON GARDEN PARTY



## AFTERNOON GARDEN PARTY

VISUALIZE MIXING & MINGLING WITH YOUR FAVORITE PEOPLE  
SURROUNDED BY ACOUSTIC MUSCIANS, FOOD TRUCKS, FROZEN  
MARGARITAS, LAWN GAMES, GRAZING TABLES, ICE CREAM CARTS  
.... WITH AN AWAITING HONEYMOON GETAWAY CAR!



OUR GARDEN PARTY FORMAT IS PERFECTLY SUITED TO THOSE THAT WANT A BEAUTIFUL WEDDING IN A DREAMY SETTING, ALL THE BEST BITS OF A WEDDING DAY WITHOUT NEEDING TO TAKE OUT A MORTGAGE!

SAY YOUR 'I DO'S' IN OUR STUNNING GROUNDS, THEN POP THE BUBBLES AND CELEBRATE WITH FAMILY AND FRIENDS. PLAY SOME LAWN GAMES, ROLLOUT THE PIZZA'S OR NIBBLE AWAY ON AN EYE-CATCHING GRAZING TABLE. EAT CAKE, TAKE OODELS OF PHOTOS AND EVEN HAVE A WEE DANCE TO AN ACOUSTIC MUSICIAN!

YOUR DAY, YOUR WAY!

WE CAN'T WAIT TO SHARE OUR KNOWLEDGE AND PASSION FOR WEDDINGS WITH YOU AS YOU TAKE THE JOURNEY FROM PLANNING THROUGH TO YOUR SPECIAL DAY.

OUR AIM IS TO HELP YOU ACHIEVE THE MOST AMAZING EVENT THAT REFLECTS YOU AND YOUR VIBE. A MAGICAL DAY FOR BOTH YOU AND YOUR GUESTS TO FOREVER REMEMBER!

THIS PHOTO | ERICA JANE  
COVER PHOTO | JORDAN REID – ALEXANDRA WEDDINGS

## RATES + TIMELINES

### OPTION A | FOUR HOUR EVENT + ONE HOUR FIRST LOOK PHOTOS

PEAK SEASON	January . February . March . April . November . December	\$ 3950 up to 125 pax
OFF PEAK SEASON	May . June . July . August . September . October	\$ 3700 up to 125 pax

#### TIMELINE 1

11.00am – midday

11.30am  
12.30pm  
1.00pm  
1.30pm  
3.30pm  
5.00pm

#### TIMELINE 2

10.00am – 11.00am

9.30am  
11.30am  
Midday  
12.30pm  
2.30pm  
4.00pm

First look + bridal party photos. Bride + bridesmaids then hide onsite until ceremony. Groom welcomes guests.  
*Note : Strictly only Bride, Groom, Bridesmaids, Groomsmen, Photographers and Videographers onsite only for pre-ceremony photos.  
Recommend bring own picnic basket of food. Drinks via Ataahua bar.*

Any decorative touches added  
Guests arrive  
Ceremony  
Celebration drinks + nibbles. Family photos. Lawn games  
Informal speeches. Wedding cake + coffee.  
Event ends (bar closes, music ends)

### OPTION B | FOUR HOUR EVENT

PEAK SEASON	January . February . March . April . November . December	\$ 3700 up to 125 pax
OFF PEAK SEASON	May . June . July . August . September . October	\$ 3450 up to 125 pax

#### TIMELINE 1

11.30am  
12.30pm  
1.00pm  
1.30pm  
3.30pm  
5.00pm

#### TIMELINE 2

9.30am  
11.30am  
Midday  
12.30pm  
2.30pm  
4.00pm

Any decorative touches added  
Guests arrive  
Ceremony  
Celebration drinks + nibbles. Family photos. Lawn games  
Informal speeches. Wedding cake + coffee.  
Event ends (bar closes, music ends)

**OPTION C**

| THREE HOUR EVENT

PEAK SEASON	January . February . March . April . November . December	\$ 3200 up to 125 pax
OFF PEAK SEASON	May . June . July . August . September . October	\$ 2950 up to 125 pax

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**TIMELINE 1**

Midday  
1.00pm  
1.30pm  
2.00pm  
3.00pm  
3.45pm  
4.30pm

**TIMELINE 2**

11.00am Any decorative touches added  
Midday Guests arrive  
12.30pm Ceremony  
1.00pm Celebration drinks + nibbles. Family photos. Lawn games  
2.00pm Informal speeches. Wedding cake + coffee.  
2.45pm Bridal Party photos  
3.30pm Event ends (bar closes, music ends)

**KITCHEN USE**

| Optional

\$250

Only available for professional catering companies to use.  
No kitchen access/charge for clients to provide pre-prepared antipasto platters

We suggest 'Timeline 1' for event dates that land outside daylight saving months.

Timelines are flexible however the overall duration is to be no longer than noted above and must end no later than 5pm.



# OPERATIONAL INFORMATION | AFTERNOON GARDEN PARTY

## HIRE OF ĀTAAHUA

We believe in NO HIDDEN COSTS the following is included in the hire fee :

- GST
- All meetings and communications prior to the wedding day with the wedding coordinators
- 1 hour for rehearsal during week of event
- On the day management (at venue only).
- Exclusive use of the property.
- Your choice of position for ceremony.
- Wet weather option : to have ceremony in the marquee
- Lower level of the building which includes bathrooms and lounge room
- Storage locker for any decorations delivered days in advance and anything left behind (cleared by the following Tuesday).
- The garden marquee set with casual café style tables with white table cloths and white chairs
- The grounds set with casual café style tables and chairs
- Ceremony chairs and registration table. Gift table
- Outdoor bar and glassware
- Use of some props e.g. sun parasols, easels, wines barrels, steel archway, blankies, cake stand, wishing well
- Lawn games : croquet and pétanque
- Wood for outdoor fire if used.
- Sound system for ceremony songs (location dependent) and background playlists. Wireless microphone
- Duty Manager and bar staff (caterers to supply own wait staff).
- Venue cleaning and the removal of all rubbish and recycling.

The following is excluded in hire fee :

- Upper level of building
  - Commercial kitchen (available at additional cost for professional catering companies only)
  - Full sit-down reception set up (not an option with Afternoon Garden Party format)
  - Crockery and cutlery (food to be finger-food or served in disposable containers, e.g. noodle boxes, bamboo boats)
  - Decoration e.g. floral arrangements, outdoor loungers, market umbrellas, welcome signs etc.
  - Set up and removal of any additional decorations
  - Alcohol, Ātaahua is fully licensed, BYO wines only (see beverage information for full details)
  - Catering.
  - Acoustic musician or DJ.
  - Celebrant.
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## FORMAT

- Afternoon Garden Parties (AGP) are a casual mix and mingle style event. The day has time for : Ceremony, celebration drinks, nibbles, lawn games, photography, informal speeches, i.e. guests not all seated. It is exactly the same as a traditional format wedding it just ends at the time that guests would normally go and seat for the reception.
  - This format works best when the couple do their bridal party photos either as a 'first look' in the morning or in the last hour so that they do not leave their guests. Having the ceremony and celebrations drinks, nibbles, cake, speeches together then the bridal party have photos and guests can either continue to mix and mingle or depart if they want.
  - AGP are restricted to the grounds, marquee and lower level of the building only
  - There are a handful of café style tables set up, NOT seating for everyone. It excludes a 'sit-down set up' with plates, cutlery etc.
  - AGP format is designed for finger-foods delivered and prepared for service or grazing table style events or food trucks. It excludes use of the kitchen facilities. This is available for professional catering companies to use at an additional cost if you wish to serve hot canapes or 'walk-and-fork' food
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## REGULATIONS

- AGP hours of operation : End time no later than 5pm
  - Music must not exceed : 45 decibels (at the boundary) Monday – Saturday  
35 decibels (at the boundary) Sunday and public holidays
  - The maximum number of guests onsite is 125 people.
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## MUSIC

- Ātaahua has sound system for music via playlist, either your own or our in-house selection.
  - Music in the grounds and marquee is limited to acoustic musicians, playlists and our selection of approved DJ's only (see our supplier list)
  - Any live acoustic musicians playing in the grounds or marquee must do so at light background level. No stomp boxes to be used.
  - No subwoofers to be used at any time.
  - All music must comply with the resource consent decibel regulations, therefore be keep to a reasonable volume. The duty manger reserves the right to request the volume and/or base be turned down at any time. Please remember we are surrounded by private homes.
  - All music must end at the contracted event end time.
  - All music providers are required to complete a contract with Ataahua before setting up/playing at an event. Details in the music provider contract is all within this operational information.
  - Wireless microphone available for Celebrant, Master of Ceremonies and speeches in the marquee and adjoining courtyard.
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## **SALE OF LIQUOR**

- Standard New Zealand laws apply in regards to the sale of liquor.
  - Ātaahua is fully licensed. See our 'Beverage List'. Bar packages will be tailored to your particular requirements, e.g. Cash/eftpos bar, Open bar with limitations on drink selection, Bar tab followed by cash/eftpos bar.
  - Payment of all bar tabs is due at the close of the event.
  - It is Ātaahua policy that any unpaid bar tabs are the responsibility of the client who made the booking and are to be paid in full by the end of the function.
  - Ātaahua offers the option to BYO still and sparkling wines with a fee of \$15 per standard 750ml bottle applied only to any bottles opened. This covers Liquor licensing, chilling & storage, handling & service, bottle disposal & glass breakages.  
All other beverages i.e., beers, spirits & non-alcoholic drinks must be purchased via the Ātaahua bar.
  - Only the client hiring the venue may provide BYO wines, these must be delivered 1- 4 days prior to the event. Outside of this Ātaahua has a strict no BYO policy at all times (including rehearsal and set up). Anyone found to be bringing alcohol onto the property (including wine) will be asked to leave the event immediately and the client who booked the venue will be charged a penalty fee of \$1000. It is the responsibility of the client booking the venue to ensure that anyone they invite on to the property, their guests and suppliers e.g. drivers, photographers, caterers, musicians, etc. are aware of the no BYO policy.
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## **CATERING**

- The client booking the venue must provide food for their guests, this must be available at all times alcohol is available.
  - Ātaahua's commercial kitchen is available for professional catering companies only. The catering contractor must be registered with a council or Ministry of Primary Industries, work to the 2014 food Act, hold a valid FCP (food control plan) and any other council required licenses and permits, these need to be available for inspection.
  - All catering companies must sign our 'terms and conditions of kitchen use' contract and pay a bond, this is reimbursed in full if the kitchen is left clean as it was found.
  - A list of what is available for caterers to use is within the kitchen contract.
  - Caterers are to supply their own wait staff.
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## **SITE VISITS | REHEARSAL | ACCESS TIMES | SET UP + PACK UP**

- All site visits are by appointment only, this includes a wedding rehearsal and returning to Ataahua following the event to collect any items left in your designated storage locker. This is to be cleared by midday Tuesday following your function. Note that we are closed Sunday and Monday unless we have an event booked.
  - A rehearsal may need to be scheduled a few days in advance of the event if we have other functions booked that week.
  - You will have one hour for your rehearsal
  - All decorating must be done on the day of your function from the contracted time onwards.
  - We ask that all service providers use our service entrance 50 metres before the main entrance.
  - Ataahua staff will set up registration table and chairs for your ceremony in your chosen area and café style tables + chairs in the marquee and lawn areas.
  - Set up and pack up of any additional decoration is your responsibility. We do ask that you please run past us your plans so we can confirm that it is all okay and not likely to damage any of our property. These decorations must be removed at the end of your function.
  - Service providers such as caterers and musicians must remove all of their equipment by the end of your function.
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## **DECORATIONS**

- All decorating must be done on the day of your function from the contracted time onwards.
  - Any candles must be well contained inside a vessel (not just on a dish) to prevent wax dripping on tablecloths, and must not be placed too close to any walls or near/under floral arrangements.
  - All floral arrangements are to be constructed off site and delivered to Ataahua as completed or near completed.
  - Within the marquee no decorations are to be attached to the plastic walls, please use the steel hoops to support any decorations.
  - We are happy for you to have hand thrown confetti as long as it is either:
    - paper, neutral colours only i.e. cream, white, brown, grey
    - organic i.e. rose petals, hydrangea blooms, dried flowersNo rice, bright coloured paper or foil confetti please. Confetti poppers and cannons are strictly prohibited.
  - Foil confetti is not to be used in any table decorations.
  - The release of paper fire lanterns is prohibited.
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## SERVICE PROVIDERS

- All florists, cake bakers, prop stagers etc. may have site access from the contracted time on the day of your wedding unless by other arrangement.

We ask that all service providers use our service entrance 50 metres before the main entrance.

If any of their property remains on site after your function it will be stored at their own risk. An appointment will need to be made to pick up these items and must be collected by midday Tuesday following the event.

- The client shall ensure any contracted party hold Public Liability Insurance. Ātaahua accept no liability for any loss or damage caused by a contracted party. Contracted parties will be asked to provide a certificate of insurance confirming their cover prior to day. Ātaahua reserve the right to not admit suppliers who are unable to show cover.

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## DAMAGES | THEFT | SAFETY | LOST PROPERTY

- All clients, their guests and any contracted workers (e.g. caterers, photographers etc.) use the venue at their own risk. While every precaution is taken to ensure the safety of you and your guests Ātaahua's owners and/or staff will not be held responsible for any loss of damage to property (including vehicles) or injury to any person.

-The client shall be responsible for the Health and Safety of all those attending the event. The client will be provided with 'Ātaahua's Fire Emergency Scheme' and are required to sign off that they are aware of fire evacuation procedures. In the event of an evacuation Ātaahua will appoint wardens and a duty warden with specific roles.

- Children under 14 years MUST be supervised by an adult at ALL times.

- All electrical equipment used onsite by the client, their guests or any contracted party must be PAT (portable appliance test) tested and tagged. It is the responsibility of the person using electrical equipment to ensure that the PAT test/tags are valid. Any item untagged or with an expired tag will be unable to be used.

- An insurance excess of \$1000 applies to the hireage of Ātaahua, this is not a bond, this is the maximum payable in the event of any damage/theft. Where any damage/theft is less than this amount only the actual cost will be charged. It is the sole decision of Ātaahua whether replacement or repairs shall be undertaken.

- Credit card details must be left on file in place of a bond to cover any unpaid bar tabs or damages.

- Lost property will be stored until the month of June following the function after which if not collected it will be disposed of.

- Ātaahua reserves the right to alter or make improvements to the property as deemed necessary and without prior consultation.

- Force Majeure. Ātaahua shall not be liable for failing or delaying performance of its obligations resulting from any condition beyond its reasonable control, including but not limited to acts of terrorism, pandemic, fire, earthquake, flood or other acts of God.

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## BOOKINGS | PAYMENTS

- A tentative booking will be held for 2 weeks only, after which confirmation or release of the date is required.
  - A \$1000 deposit is required to secure a 'Afternoon Garden Party Wedding' booking.
  - The balance of the venue hire is due 24 hours before the function.
  - The bar account is to be paid by at the end of the function.
  - For Internet banking our account details are :

Bank	ASB
Account Name	Ataahua Garden Venue Ltd
Account Number	12 3194 0024097 00
Bic/Swift Code	ASBBNZ2A (For international bank transfers) * \$25 is to be added to each international bank transfer

Please include your name and function date as a reference.
  - Any venue hire fees or bar tabs paid for with credit card will incur a 2.5% service fee.
  - Credit card details must be left on file in place of a bond to cover any unpaid bar tabs or damages.
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## CANCELATIONS | DATE TRANSFERS

- If a booking is cancelled the following refunds apply:

11 months or less notice : no refund of deposit
12+ months notice : 50% of deposit refunded
- Date transfers within the same wedding season\* incur no penalty fee.
- Date transfer to different wedding season\* the following refunds apply:

11 months or less notice : no refund of deposit, new deposit payment required to confirm new booking.
12+ months notice : no penalty fee
- New season rates will apply to a date transfer to a different season.\*

\*Please enquire for date range relevant to you.



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THIS PHOTO | RAMBO ESTRADA

