

# ataahua



2023 - 2024 WEDDING RATES & INFORMATION

## QUINTESSENTIAL WEDDING

CASUALLY ELEGANT WEDDINGS SET IN A DREAMY GARDEN... DEVOUR BEAUTIFUL FOOD. SIP ON CHAMPANGE. ENJOYS AN ABUNDANCE OF FUN & LAUGHTER AS YOU CELEBRATE YOUR COMMITMENT TO EACH OTHER SURROUNDED BY ALL OF YOUR FAVORITE PEOPLE.



ATAAHUA IS AN IDYLIC STAGE ON WHICH TO CREATE MAGICAL MEMORIES. MAKE OUR STANDOUT VENUE THE BACKDROP TO YOUR WEDDING; FEEL FREE TO STRING UP FESTOONS FROM THE TREES, GARLANDS IN ROOF SPACES, WHATEVER DETAIL YOU WISH TO MAKE OUR PLACE YOURS.

SAY YOUR 'I DO'S" IN OUR GLORIOUS GROUNDS, THEN POP THE BUBBLES AND CELEBRATE THROUGHOUT THE AFTERNOON AND EVENING WITH YOUR LOVED ONES. YOUR ROMANTIC WEDDING WILL BE COMPLETE WITH YOUR RECEPTION IN OUR FAIRY-LIT GARDEN MARQUEE, OR MAYBE YOU WOULD PREFER OUR ELEGANT INDOOR ALTERNATIVE.

OUR VENUE INCLUDES A COMMERCIAL KITCHEN FOR YOUR CHOSEN CATERING COMPANY TO WORK THEIR MAGIC OUT OF. ATAAHUA IS FULLY LICENSED, BAR PACKAGES WILL BE TAILORED TO YOUR TASTES AND BUDGET.

WE CAN'T WAIT TO SHARE OUR KNOWLEDGE AND PASSION FOR WEDDINGS WITH YOU AS YOUR VISION BECOMES REALITY. OUR AIM IS TO HELP YOU ACHIEVE THE MOST DIVINE EVENT THAT REFLECTS YOU AND YOUR STYLE. A SPECTACULAR DAY TO BE ETCHED IN THE MEMORIES OF BOTH YOU AND YOUR GUESTS FOREVER AFTER.

THIS PHOTO | STEPHAN & NAKITA  
COVER PHOTO | ERICA JANE  
LAST PHOTO | JORDAN REID

# 2023 - 2024 TIMELINES & RATES

## OFF PEAK SEASON

| 1st May 2023 – 30 September 2023

### SUNDAY - FRIDAY

\$7200 up to 100 pax

\$7750 up to 125 pax

### SATURDAY

\$8450 up to 100 pax

\$8950 up to 125 pax

## PEAK SEASON

| 1st October 2023 – 30 April 2024

### SUNDAY - FRIDAY

\$8700 up to 100 pax

\$9250 up to 125 pax

### SATURDAY

\$9950 up to 100 pax

\$10500 up to 125 pax

### TIMELINE 1

11.00am

### TIMELINE 2

11.00am

1.00pm – 2.30pm

### TIMELINE 3

11.00am

### TIMELINE 4

11.00am

midday -1.30pm

Decorative touches added

Optional first look & bridal party photos. Bride and 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 Bride hides 1 hour prior to ceremony. Suggest bring own picnic basket of food. Drinks via Ataahua bar.*

2.00pm

3.00pm

1.30pm

2.00pm

Guests arrive

2.30pm

3.30pm

2.00pm

2.30pm

Ceremony

3.00pm

4.00pm

2.30pm

3.00pm

Celebration drinks & nibbles. Family photos & bridal party photos

5.30pm

5.30pm

4.30pm

4.30pm

Guests invited into reception space

5.45pm

5.45pm

4.45pm

4.45pm

MC welcome, entrance of bridal party, couple of speeches, cutting of cake

6.15pm

6.15pm

5.15pm

5.15pm

Dinner served

7.15pm

7.15pm

6.15pm

6.15pm

Balance of speeches

7.45pm

7.45pm

6.45pm

6.45pm

Dessert & coffee

8.30pm

8.30pm

7.30pm

7.30pm

First dance, party

11.00pm

11.00pm

10.00pm

10.00pm

Event ends (bar closes, music ends)

Timelines are examples only so are flexible.

We suggest Timeline 3 or 4 for events on Sundays-Wednesdays and any dates that land outside day light saving months.

# OPERATIONAL INFORMATION | WEDDINGS

## HIRE OF ATAAHUA

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
- On the day management (at venue only).
- Exclusive use of the property.
- Your choice of position for ceremony.
- Either the marquee or indoor function room for sit down reception.
- Wet weather option : to have ceremony in the marquee and reception in indoor function room or vice versa.
- Lounge Room, perfect for mothers with small babies, or children to watch DVD's etc.
- Commercial kitchen for your professional catering company to work out of.
- Storage locker for any decorations delivered days in advance and anything left behind (cleared by the following Tuesday).
- Furniture : wooden or clothed tables, chairs, cake table, registration table, and gift table.
- Linen : White tablecloths, napkins.
- Crockery, Cutlery, Glassware.
- Use of some props e.g. parasols, table numbers, blackened steel easels, wines barrels, steel archway, blankies etc.
- Wood for outdoor fire if used.
- Internal and external sound system for play lists.
- Duty Manager.
- Bar staff (caterers to supply own wait staff).
- Chairs set up for ceremony.
- Reception tables set up in selected format with linen, crockery, glassware and cutlery.
- Venue cleaning and the removal of all rubbish and recycling.

The following is excluded in hire fee :

- Printed material e.g. place names, menus.
  - Additional decoration e.g. table arrangements, candles, table runners etc.
  - Set up and removal of any additional decoration.
  - Chair covers (our chairs don't need them)
  - Alcohol, Ataahua is fully licensed, BYO wines only.
  - Catering.
  - Band/DJ.
  - Celebrant.
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## REGULATIONS

- Hours of operation :      9am – 10pm      Sunday, Monday, Tuesday, Wednesday  
   9am – 11.00pm      Thursday, Friday, Saturday
  - Sale of liquor is allowed within the hours of operation only.
  - 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 150 people. (We recommend no more than 125) See 'capacity' for breakdown.
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## MUSIC

- Ataahua has an internal and external sound system for music via playlists, either your own or our in-house selection.
  - Bands and general DJ's are welcome in the main building only. 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 a 'light background' level, the cut off time for live music in the grounds/marquee is 8pm.
  - No stomp boxes to be used by acoustic musicians in the garden/marquee.
  - 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.
  - In the building all windows and doors must remain closed when dancing music is under way, allowing the air conditioning to work. If doors and windows are opened then the music will be turned off.
  - All music must end at the relevant time noted in the hours of operation.
  - 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.
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## **SALE OF LIQUOR**

- Standard New Zealand laws apply in regards to the sale of liquor.
- Ataahua is fully licensed. See our 'Beverage List'. Bar packages will be tailored to your particular requirements.  
For example :
  - Cash/efpos bar.
  - Open bar.
  - Open bar with limitations on drink selection.
  - Bar tab followed by cash/efpos bar
- Payment of all bar tabs is due at the close of the event.
- It is Ataahua 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.

Ataahua 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 Ataahua bar.

- Only the client hiring the venue may provide BYO wines, these must be delivered 1- 4 days before the event. Outside of this Ataahua 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, in particular when alcohol is available.
  - Ataahua will provide a basic commercial kitchen for professional catering companies only.
  - Only professional catering companies may prepare and supply food and use the Ataahua kitchen facilities. The catering contractor must be registered with a council, 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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## CAPACITY

Our legal capacity is 150 people maximum, however we recommend a cap of 125 people for our venue.

Banquet tables are recommended for larger groups (over 100 pax) as they take up less space and allow for better flow when people are moving around.

Our round tables are designed to seat 10 people but can accommodate 11, capacities noted below are based on 10 people per round table.

Banquet tables will seat varying numbers depending on length, this can be advised on request.

Generally, tables will need to be moved after dinner to create space for a dance floor.

### - Main Building : Round Tables

Head Table (up to 12 people)	+	9 or less round tables (90 or less guests)	=	comfortable (102)
Head Table (up to 12 people)	+	10 round tables (100 guests)	=	full (112)
Head Table (up to 12 people)	+	11 round tables (110 guests)	=	maximum (122)

### - Main Building : Banquet Tables

Head Table (up to 12 people)	+	banquet tables to seat 100 or less guests	=	comfortable (112)
Head Table (up to 12 people)	+	banquet tables to seat up to 110 guests	=	full (122)
Head Table (up to 8 people)	+	banquet tables to seat up to 126 guests	=	maximum (134)
Banquet tables only to seat up to 150 guests (No head table)			=	maximum (150)

### - Marquee : Round Tables

Head Table (up to 12 people)	+	9 or less round tables (90 or less guests)	=	comfortable (102)
Head Table (up to 12 people)	+	10 round tables (100 guests)	=	full (112)
Head Table (up to 12 people)	+	11 round tables (110 guests)	=	maximum (122)
Head Table (up to 12 people)	+	14 round tables* (140 guests)	=	maximum* (150)

\*when 12-14 round tables are in use some will sit on the gravel outside of the marquee under the adjoining awning, note this area is exposed on the sides.

### - Marquee : Banquet Tables

Head Table (up to 16 people)	+	banquet tables to seat 100 or less guests	=	comfortable (116)
Head Table (up to 16 people)	+	banquet tables to seat up to 120 guests	=	full (136)
Head Table (up to 12 people)	+	banquet tables to seat up to 140 guests	=	maximum (150)

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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 11am onwards, however if we do not have an event the day prior you may be able to do some decorating then, if you can access the venue early a set period of time will be designated for this.
  - Site access on the day of your wedding is from 11am. 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. They will also set the reception tables with tablecloths, napkins, cutlery and glassware.
  - 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 bands 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 11am onwards however if we do not have an event the day prior you may be able to do some decorating then, if you can access the venue early a set period of time will be designated for this.
- 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.

Anything hung in the main function room is to be from the fixed hooks in the ceiling or with either blu-tack or 3M removable products. No pins, staples or cello-tape. Only Ataahua staff may remove 3M hooks.

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.



-Please contact the local council for information on current fire bans before using fireworks. If there are no fire bans in place at the time of your function then the use of fireworks is allowed before 10pm. Ataahua requires a minimum of 2 weeks notice if a firework display is planned.

-The use of sparklers is limited to specific areas within the grounds, please enquire for further details.

- Cans are not to be tied to departing bridal car

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### **ALL SERVICE PROVIDERS**

- All florists, cake bakers, prop stagers etc. may have site access from 11am 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. Ataahua 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. Ataahua 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 Ataahua'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 'Ataahua's Fire Emergency Scheme' and are required to sign off that they are aware of fire evacuation procedures. In the event of an evacuation Ataahua 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 Ataahua, 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 Ataahua 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 collect it will be disposed of.

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

- Force Majeure. Ataahua 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 \$2500 deposit is required to secure a ['Quintessential 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.
  - Progress payments may be made towards the venue hire or bar tab in the months leading up to your function if you wish.
  - 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

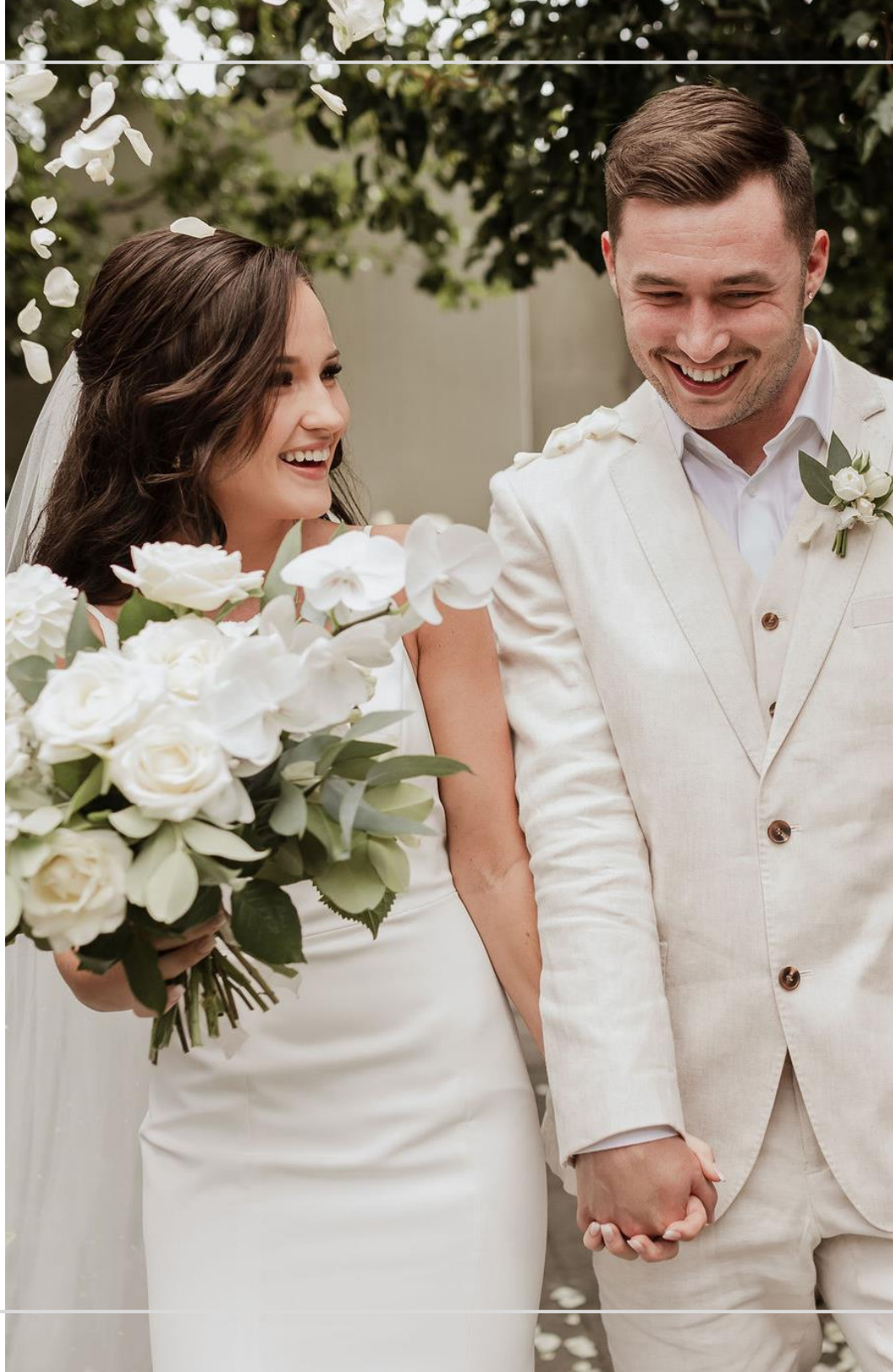
Please include your name and function date as a reference.
  - Any venue hire fees or bar tabs paid for with credit card will incur a 2.5% service fee.
  - Credit card details must be left on file in place of a bond to cover any unpaid bar tabs or damages.
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##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

644 PYES PA ROAD  
TAURANGA  
NEW ZEALAND

+64 7 543 2745

WWW.ATAAHUA.CO.NZ  
INFO@ATAAHUA.CO.NZ

@ATAAHUA\_GARDENVENUE  
@ATAAHUAGARDENVENUE

