

ataahua

COCKTAIL PARTY



2023 - 2024 WEDDING RATES & INFORMATION

COCKTAIL PARTY

CELEBRATE GREAT TIMES WITH YOUR VERY BEST FRIENDS & FAMILY... ENVISION MUSIC, FINGER FOOD, FAIRY LIGHTS, PHOTOBOOTHS, A DOUGNUT STATION, ESPRESSO MARTINIS, CANDLES, FOOD TRUCKS & A GOOD OLD PARTY!



OUR COCKTAIL PARTY FORMAT IS JUST THE THING FOR COUPLES THAT WANT TO REALLY GET DOWN TO CELEBRATING WITHOUT TOO MANY FORMALITIES.

GET MARRIED IN THE GARDEN AND THEN LET THE PARTY START! HAVE THE FOOD TRUCKS READY TO ROLL OUT THE GOODS, OR A CATERER DISPERSING TASTY BITES WHILE YOU MIX AND MINGLE WITH YOUR FAVORITE PEOPLE. HAVE A HANDFUL OF INFORMAL SPEECHES THEN DANCE THE NIGHT AWAY.

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, YOUR STYLE, YOUR TASTES, A MAGICAL DAY FOR BOTH YOU AND YOUR GUESTS TO FOREVER REMEMBER!

THIS PHOTO | RAMBO ESTRADA
COVER PHOTO | FLURO GREY
LAST PHOTO | ERICA JANE

2023 - 2024 TIMELINES & RATES

OPTION A | FIVE HOUR EVENT + ONE HOUR FIRST LOOK PHOTOS

OFF PEAK SEASON	1st May 2022 – 30 September 2022	Monday - Sunday	\$4750	up to 125 pax
PEAK SEASON	1st October 2022 – 30 April 2023	Sunday – Wednesday only	\$5000	up to 125 pax

TIMELINE 1

3.00pm – 4.00pm

TIMELINE 2

2.00pm – 3.00pm

or

3.00pm – 4.00pm

First look & bridal party photos*, all leave to return later

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 bring own picnic basket of food. Drinks via Ataahua bar.*

5.00pm

3.30pm

Any decorative touches added

6.00pm

4.30pm

Guests arrive

6.30pm

5.00pm

Ceremony

7.00pm

5.30pm

Celebration drinks & rolling food. Family photos

8.30pm

7.00pm

Informal speeches, dessert

9.00pm

7.30pm

Party

11.30pm

10.00pm

Event ends (bar closes, music ends)

OPTION B | FIVE HOUR EVENT

OFF PEAK SEASON	1st May 2022 – 30 September 2022	Monday - Sunday	\$4500	up to 125 pax
PEAK SEASON	1st October 2022 – 30 April 2023	Sunday – Wednesday only	\$4750	up to 125 pax

TIMELINE 1

5.00pm

3.30pm

Any decorative touches added

6.00pm

4.30pm

Guests arrive

6.30pm

5.00pm

Ceremony

7.00pm

5.30pm

Celebration drinks & rolling food.

7.30pm

6.00pm

Bridal party photos

8.30pm

7.00pm

Family photos, Informal speeches, dessert

9.00pm

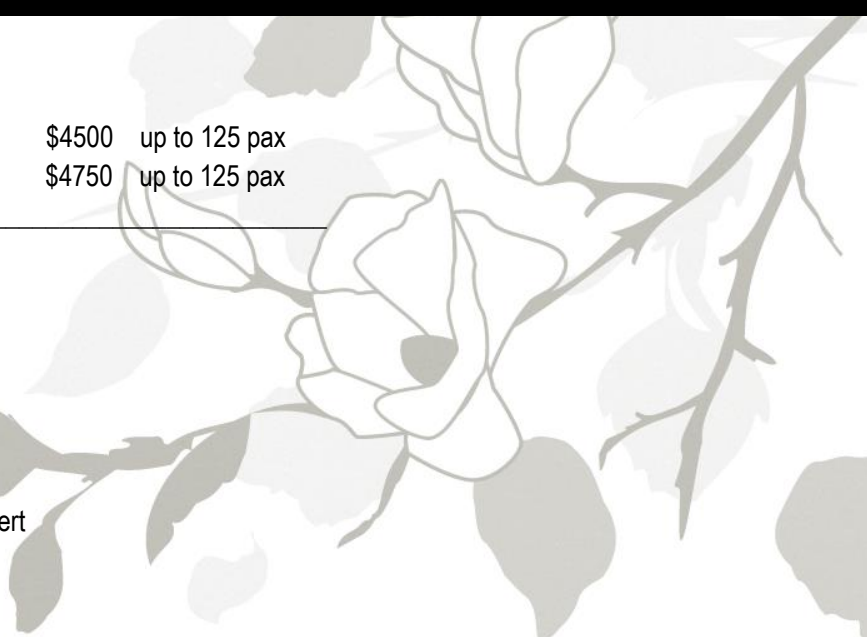
7.30pm

Party

11.30pm

10.00pm

Event ends (bar closes, music ends)



OPTION C**| FOUR HOUR EVENT + ONE HOUR FIRST LOOK PHOTOS****OFF PEAK SEASON**| 1st May 2022 – 30 September 2022 *Monday - Sunday*

\$3950 up to 125 pax

PEAK SEASON| 1st October 2022 – 30 April 2023 *Sunday – Wednesday only*

\$4200 up to 125 pax

TIMELINE 1**TIMELINE 2**

2.30pm – 3.30pm

2.00pm – 3.00pm

First look & bridal party photos*, all leave to return later

or

3.30pm – 4.30pm

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 bring own picnic basket of food. Drinks via Ataahua bar.*

5.30pm

4.00pm

Any decorative touches added

6.30pm

5.00pm

Guests arrive

7.00pm

5.30pm

Ceremony

7.30pm

6.00pm

Celebration drinks & rolling food. Family photos

8.00pm

6.30pm

Informal speeches, dessert

8.30pm

7.00pm

Party

11.00pm

9.30pm

Event ends (bar closes, music ends)

OPTION D**| FOUR HOUR EVENT****OFF PEAK SEASON**| 1st May 2022 – 30 September 2022 *Monday - Sunday*

\$3700 up to 125 pax

PEAK SEASON| 1st October 2022 – 30 April 2023 *Sunday – Wednesday only*

\$3950 up to 125 pax

TIMELINE 1**TIMELINE 2**

5.30pm

4.00pm

Any decorative touches added

6.30pm

5.00pm

Guests arrive

7.00pm

5.30pm

Ceremony

7.30pm

6.00pm

Celebration drinks & rolling food.

8.00pm

6.30pm

Bridal party photos

8.45pm

7.15pm

Family photos, informal speeches, dessert

9.15pm

7.45pm

Party

11.00pm

9.30pm

Event ends (bar closes, music ends)

Timelines are examples so are flexible however the overall event duration is no longer than those noted.

Please be aware if NOT having 'first look' photos that light will be limited for bridal party photos, particularly in off peak season, it will be dark.



OPERATIONAL INFORMATION | COCKTAIL PARTY

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
- 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 building which includes bathrooms and lounge room
- Option to use upper level of building for party stage of day with band or general DJ
- Commercial kitchen (for professional catering companies only)
- 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 & registration table. Gift table -
- Outdoor Bar & glassware
- Use of some props : easels, wine barrels, steel archway, blankies, cake stands, wishing well
- Lawn games : croquet & pétanque
- Wood for outdoor fire if used
- Sound system for ceremony songs (location dependent) & background playlists. Wireless microphone
- Duty manager & bar staff (caterers to supply own wait staff)
- Venue cleaning and the removal of all rubbish and recycling

The following is excluded in the hire fee :

- Full sit down reception set up (not an option with Cocktail Party format)
 - Crockery & 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 decorations.
 - Alcohol, Ataahua is fully licensed, client may BYO wines only (see beverage information for full details) -
 - Catering.
 - Musicians/DJ.
 - Celebrant
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FORMAT

- Cocktail Parties (CP) are a casual, mix and mingle style event. The day has time for: Ceremony, Celebration drinks, rolling finger food, photography, Informal speeches, i.e. guests not all seated, first dance & party. It is exactly the same as a traditional format wedding without the formal sit-down meal in the middle.
 - This format works best when the couple do their bridal photos as a 'first look' to ensure the best lighting. If no 'first look' photo session then it needs to be noted that there may be low light even darkness if held during off peak months.
 - CP have use of the grounds, lower level of the building, commercial kitchen and either the marquee or function room for party stage of day.
 - There are a handful of cafe style tables set up, NOT seating for everyone. It excludes a 'sit down set up' with plates, cutlery etc.
 - CP format includes use of the kitchen facilities. This is available for professional catering only. CP format is designed for finger foods e.g. grazing tables, canapes, 'walk & fork' food, or food trucks. With this format food service is normally extended over a longer period rather than being all at once, e.g. grazing platter after ceremony, possibly along with few canapes, then a little later the 'walk and fork' food rolls out for a 1 -1.5 hours followed by cake or something sweet later in the evening.
 - Option to have a DJ (one of our approved ones) in the marquee. Or provide own party playlist.
Option to have a band or general DJ in building. Or provide own party playlist.
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REGULATIONS

- CP hours of operation : End time no later than 10pm Sunday – Wednesday
 End time no later than 11.30pm Thursday – Saturday
 - 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)
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MUSIC

- Ataahua has a sound system for music via playlists, 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 a 'light background' level.
- 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 kept to a reasonable volume. The duty manager 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 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.
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SALE OF LIQUOR

- Standard New Zealand laws apply in regards to the sale of liquor.
 - Ataahua is fully licensed. Bar packages will be tailored to your particular requirements.
 - For example :
 - Cash/eftpos bar.
 - Open 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 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.
 - 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, this must be available at all times alcohol is available.
 - Ataahua's commercial kitchen is available for professional catering companies only. The catering contractor must be registered with the 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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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, lawn, building.
 - 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.

- 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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ALL SERVICE PROVIDERS

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

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.

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 'Cocktail Party' booking.
 - The balance of the venue hire is due 24 hours before your function.
 - The bar account is to be paid by at the end of your function.
 - You may make progress payments 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 fee 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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