



**ataahua**  
wedding information package  
2018/19

photo  
rambo estrada



Congratulations on your engagement and welcome to Ataahua, the idyllic garden setting for the wedding you have always dreamed of.

You will be spoilt for choice when looking for the perfect position to recite your wedding vows, be it within our intimate walled garden, in front of our outdoor fire, overlooking the bush, the decision is yours. After your ceremony your guests can mingle, wander and explore the grounds, play croquet or petanque, the perfect entertainment while you have your photos. Your romantic garden wedding will be complete with your reception in our traditional marquee, or maybe you would prefer our elegant indoor alternative.

The property has been developed with four seasons in mind... masses of deciduous planting captures beautiful autumn colour contrasted by evergreen topiaries and hedging. The property is dotted with up lit trees and others that sparkle with fairy lights creating a magical romantic setting in the autumn and winter months when dusk falls earlier. In spring the grounds burst into life with white blossom on the avenue of Chinese pear trees and denudata magnolias. In the summer the flowerbeds are a divine sight, the orchard with wild grasses is a great contrast to the formal elements of the garden and the canopy of the mature copper beech is refreshing on a hot afternoon.

We see Ataahua as the backdrop to your day; feel free to string up festoons from the trees, garlands in roof spaces, whatever detail you wish to set your scene.

Our venue includes a commercial kitchen for your chosen catering company to work out of, therefore allowing flexibility for your day to take on the mood you desire. Ataahua is fully licensed, bar packages will be tailored to your tastes and budget.

Accommodation is not too far away, either nearby in the suburb of Greerton or with a quick 10 minute drive you will find yourself in the Tauranga CBD with a number of cafes on your doorstep or pop over the bridge to Mt Maunganui and enjoy the sea air.

Our aim is to help you achieve the most special event that reflects you, your style, your tastes, a truly memorable day for both you and your guests... the beginning of your happily ever after.



# ataahua

## The Nitty Gritty : Operational Information : Weddings

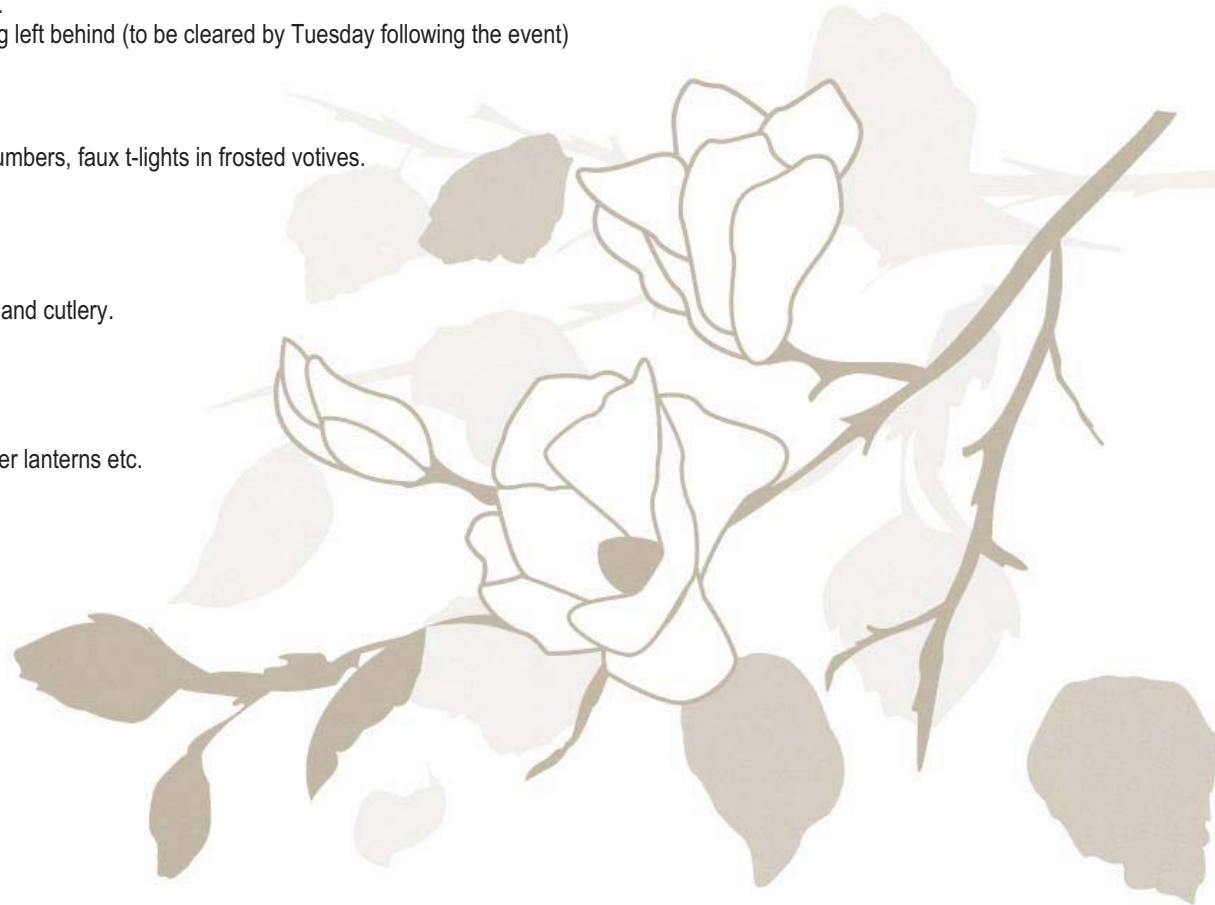
### Hire of Ataahua

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

- All meetings and communications prior to the wedding day with the wedding coordinators
- Full use of the grounds, which include features such as : Croquet and Petanque zones. Walled garden with outdoor fire and water features.
- Your choice of position for ceremony.
- Either the marquee or indoor function room for 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 (to be cleared by Tuesday following the event)
- All furniture : tables, chairs, cake table, registration table, and gift table.
- Linen : full length white tablecloths, napkins.
- Crockery, Cutlery, Glassware.
- Use of some props e.g. parasols, antique French oak ice buckets, table numbers, faux t-lights in frosted votives.
- Internal and external sound system for play lists.
- Duty Manager
- Bar staff (caters to supply own wait staff)
- Chairs set up for ceremony.
- Reception tables set up in selected format with linen, crockery, glassware and cutlery.

The following is excluded in hire fee :

- Printed material e.g. table and place names, menus.
- Additional decoration e.g. table arrangements, candles, bunting flags, paper lanterns etc.
- Set up and removal of any additional decoration.
- Chair covers (our chairs don't need them)
- Alcohol, Ataahua is fully licensed, no BYO of alcohol or other beverages.
- Catering.
- Band/DJ.
- Celebrant.





## Regulations

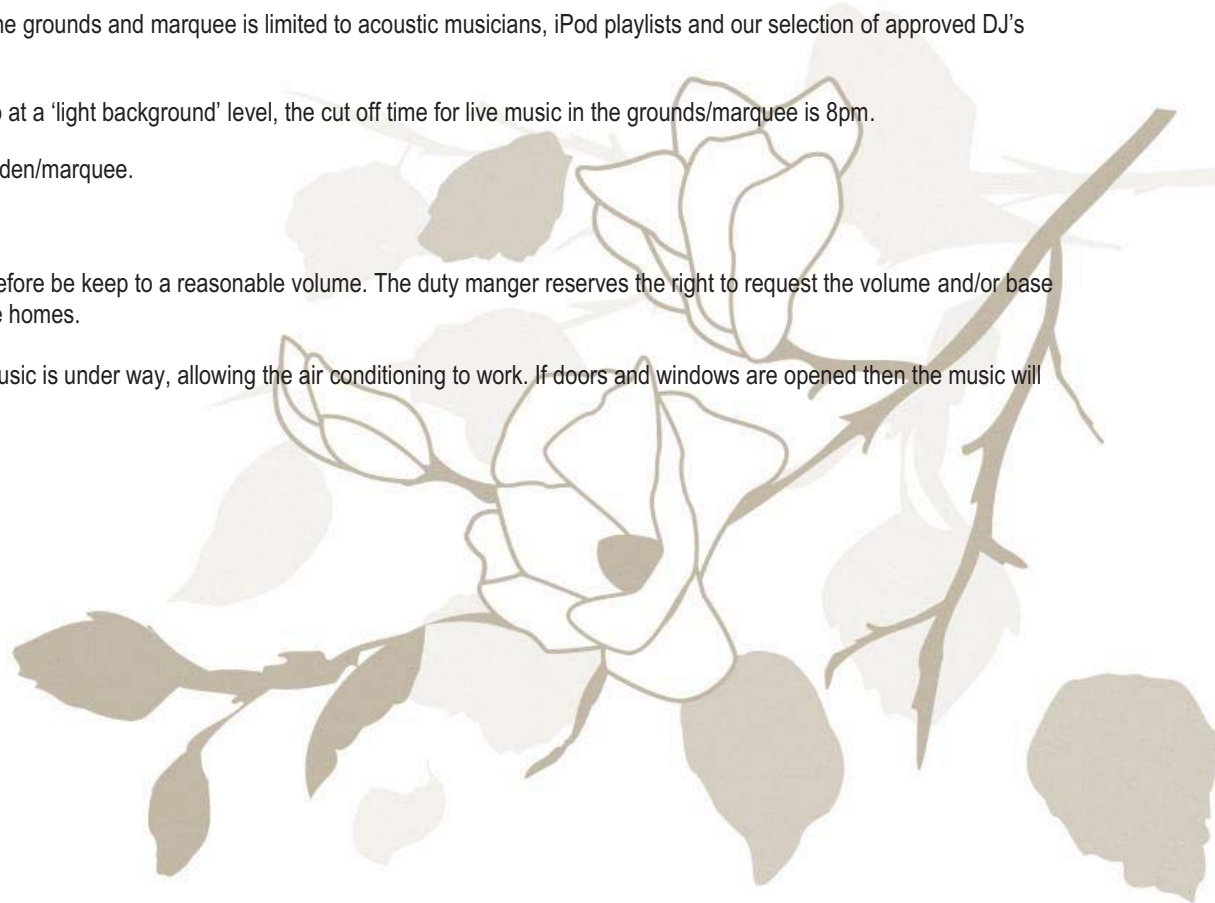
- Hours of operation :

|               |                                    |
|---------------|------------------------------------|
| 9am – 10pm    | Sunday, Monday, Tuesday, Wednesday |
| 9am – 11.30pm | 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. See 'capacity' for breakdown.

## Music

- Ataahua has an internal and external sound system for music via iPod 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, iPod 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/looper pedals to be used by acoustic musicians in the garden/marquee.
- No subwoofers to be used.
- 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 anytime. 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.



## Sale of Liquor

- Standard New Zealand by-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

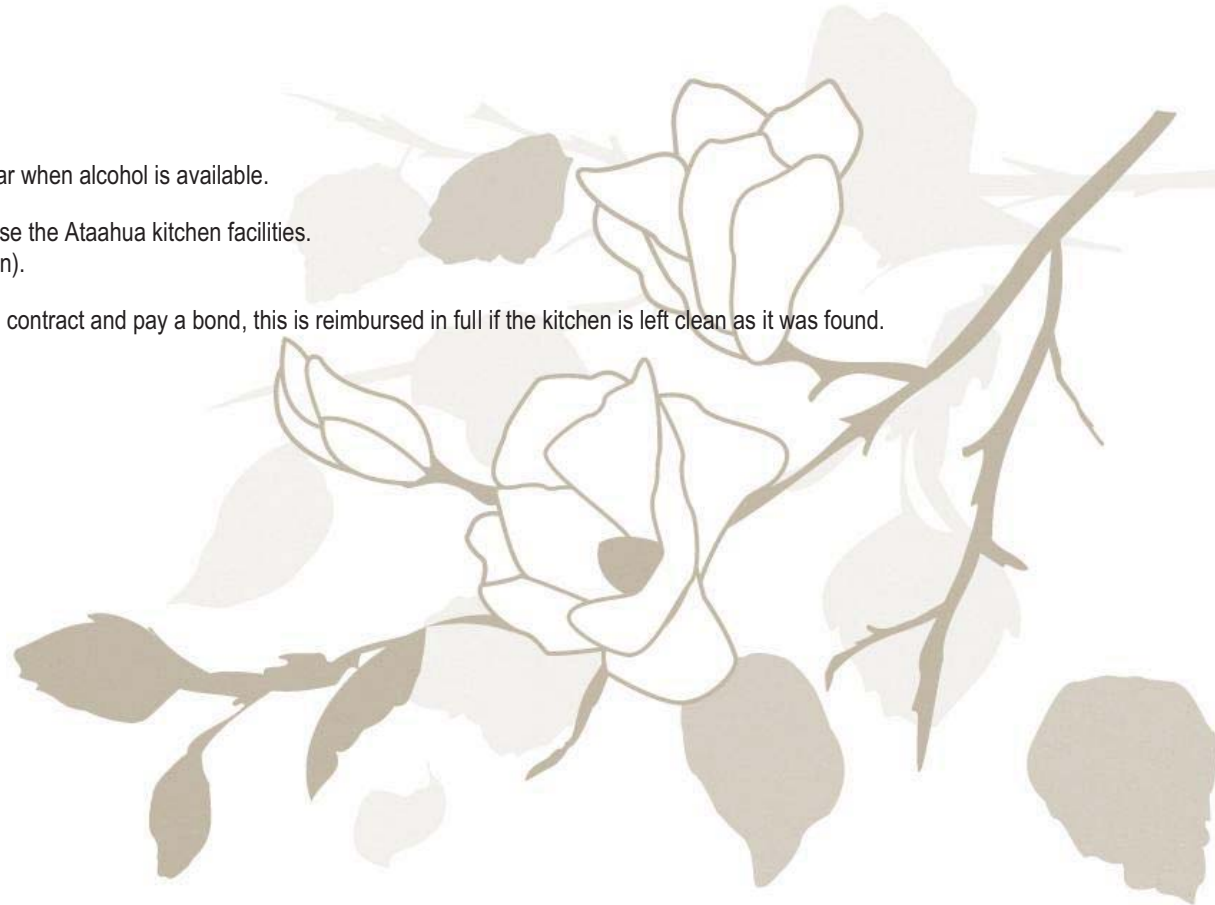
-Payment of all bar tabs is due at the close of the event.

-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.

-Ataahua has a strict no BYO policy at all times (including rehearsal and set up). Anyone found to be bringing alcohol onto the property 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.

## Catering

- Ataahua will provide a basic commercial kitchen.
- The client booking the venue must provide food for their guests, in particular when alcohol is available.
- Only professional catering companies may prepare and supply food and use the Ataahua kitchen facilities. They must work to the 2014 food Act and hold a valid FCP (food control plan).
- 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.



## Capacity

### - 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

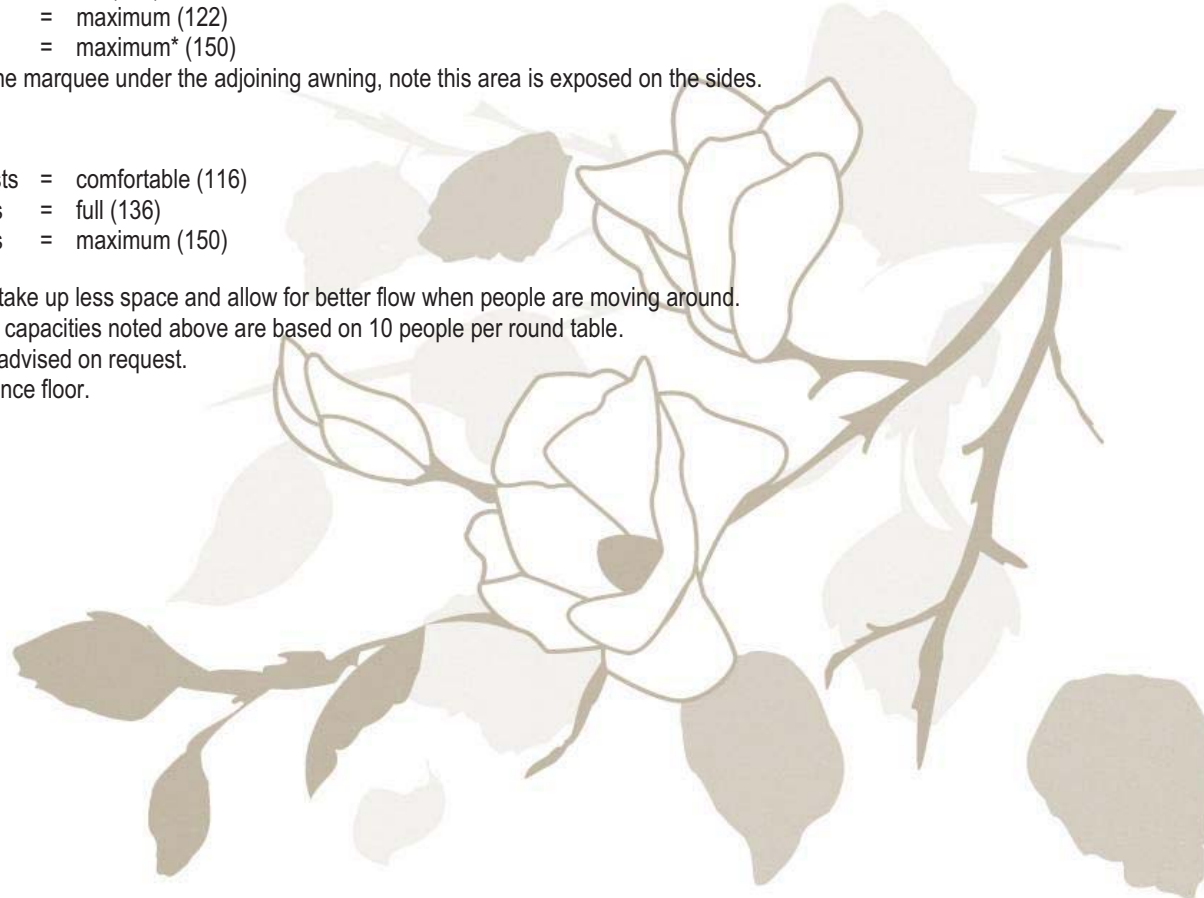
|                              |   |   |   |                   |
|------------------------------|---|---|---|-------------------|
| Head Table (up to 16 people) | + | banquet tables to seat 100 or less guests | = | comfortable (116) |
| Head Table (up to 16 people) | + | banquet tables to seat up to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

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 above 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.



### **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.
- After your function the grounds will be chained shut, this will be opened the day following between 10am- midday for the collection of any cars left overnight.

### **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.
- All candles must be well contained to prevent wax dripping on tablecloths, and must not be placed too close to any walls.
- 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 may be done with either blu-tack or 3M removable products. No pins, staples or cello-tape.
- Within the marquee no decorations are to be attached to the plastic walls or silk lining, please use the steel framework 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 bloomsNo rice, bright coloured paper or foil confetti please. Foil confetti is also not to be used in any table decorations. Confetti poppers and cannons are strictly prohibited.
- The release of paper fire lanterns is prohibited as they just blow into our large trees and could land on our marquee causing serious damage.
- 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 okay 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.

### **Other 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.

### **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 shall make themselves aware of fire evacuation procedures and provide for those with mobility requirements.

-Children under 14 years must be supervised by an adult at all times.

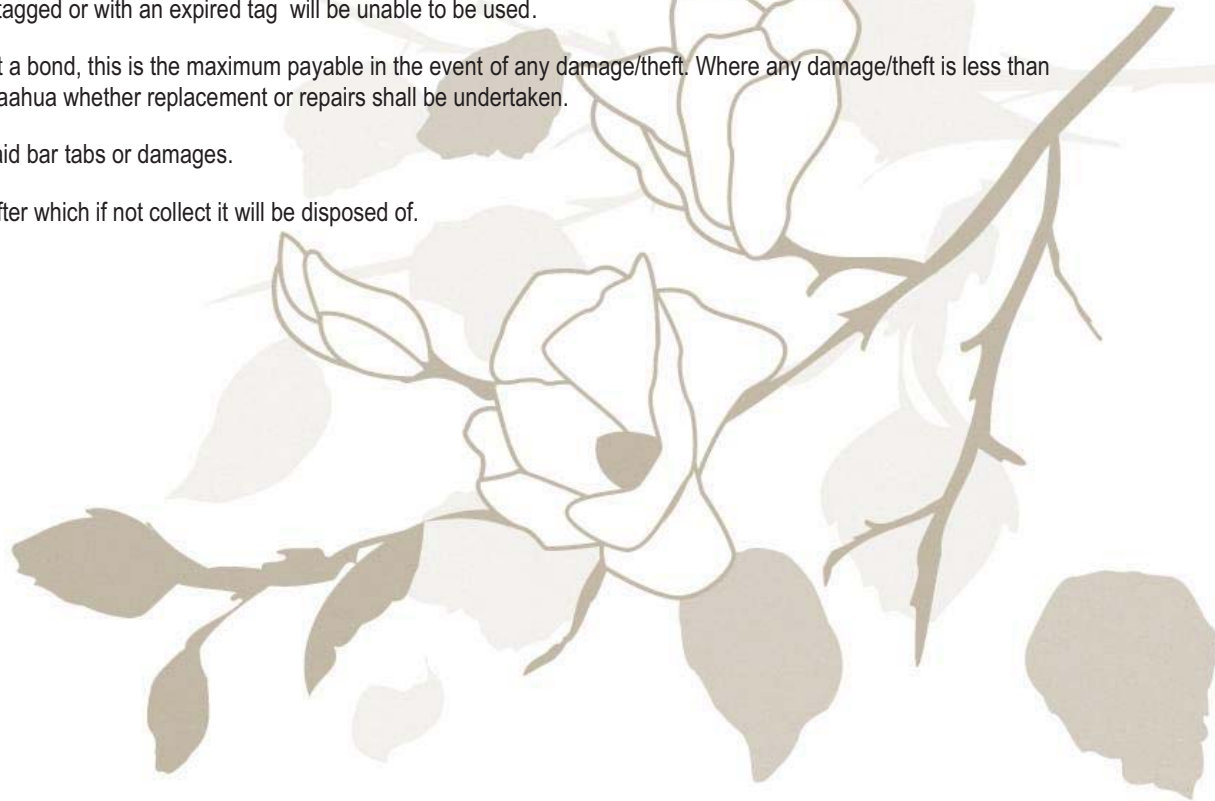
-The client shall ensure any contracted party hold Public Liability Insurance. Ataahua accept no liability for any loss or damage caused by a contracted party. Contracted parties will be asked to provide a certificate of insurance confirming their cover prior to day. Ataahua reserve the right to not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

-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.





## 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 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.
- If you choose for us to organize your catering an additional deposit will be required. The balance of the catering account is due 24 hours before your function.
- You may make progress payments towards the venue hire, bar tab or catering 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, bar tabs, catering etc 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.

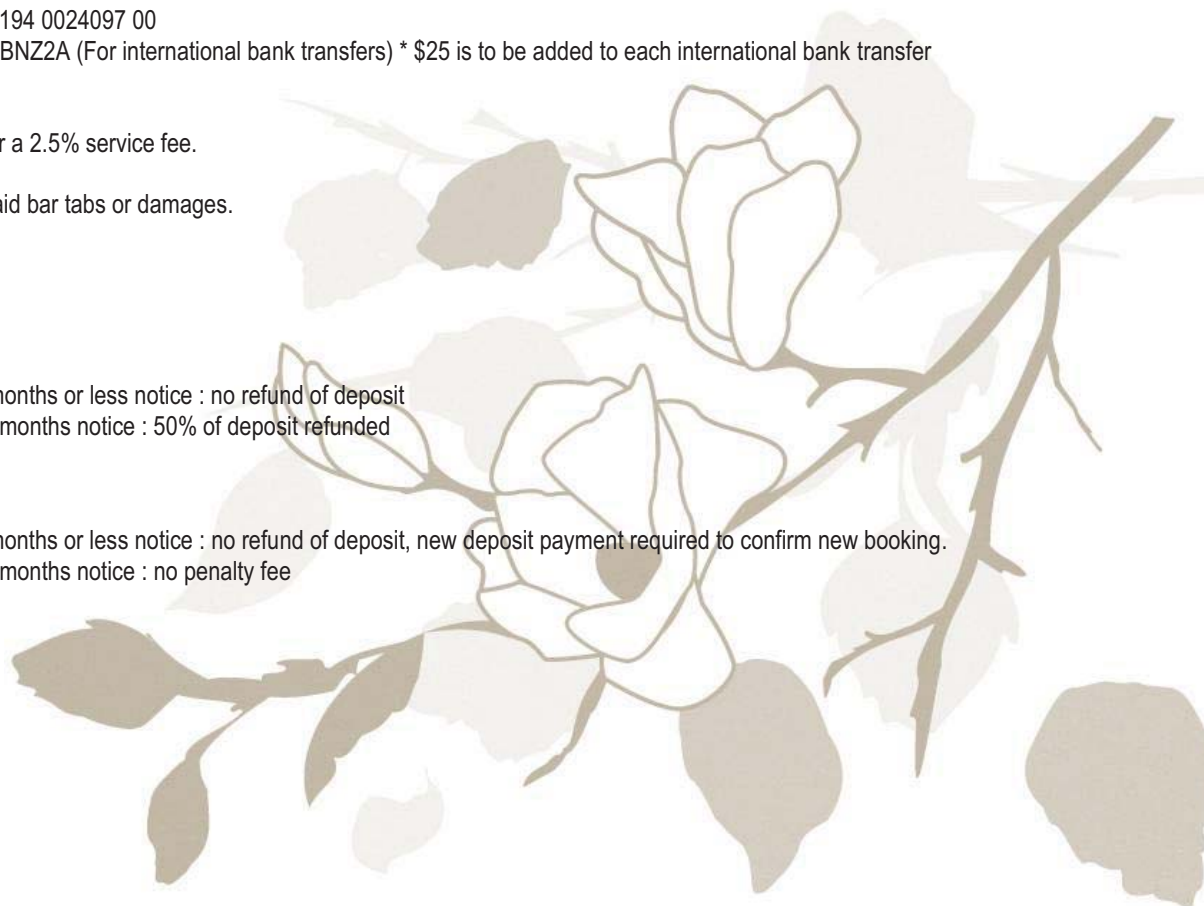
## Cancelations & Date Transfers

- 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\*

|                            |  |
|----------------------------|--|
| 11 months or less notice : | no refund of deposit, new deposit payment required to confirm new booking. |
| 12+ months notice :        | no penalty fee   |

\*please enquire for date range relevant to you.



## The Business End : 2018 / 2019 Rates

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Full Day : Off Peak Season : 1st May 2018 - 31 October 2018

|                          | Monday - Sunday |
|--------------------------|-----------------|
| Marquee or Main Building |                 |
| up to 50 people          | \$3900          |
| up to 100 people         | \$4700          |
| up to 150 people         | \$5250          |

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Full Day : Peak Season : 1st November 2018 - 30 April 2019

|                          | Sunday – Wednesday | Thursday – Saturday |
|--------------------------|--------------------|---------------------|
| Marquee or Main Building |                    |                     |
| up to 50 people          | \$3900             | \$4900              |
| up to 100 people         | \$4700             | \$5900              |
| up to 150 people         | \$5250             | \$6450              |

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Prices above are for exclusive use of the property for a full day, that is 11am - 11.30pm (Thursday-Saturday) or 11am – 10pm (Sunday-Wednesday) or part there of for set up, the event and pack up.

Prices include GST.

Prices exclude food & beverages

Public holiday \$1500 surcharge.

Closed December 23rd- January 3rd





# ataahua

## A Few More Formalities : Sale Of Liquor

Standard New Zealand By-laws apply in regards to the sale of liquor.

The management and staff of Ataahua believe that we have a responsibility to provide an environment that is not only comfortable and welcoming but also where liquor is served and consumed responsibly.

Ataahua staff reserve the right to refuse service of alcohol to anyone who :

- Fails to show proof of age identification on request.

Our policy is to ask anyone who appears to be under 25 years of age for identification. Acceptable forms of proof of age are the photo driver's license, the HANZ 18+ card or a current passport;

- Is intoxicated.

If your guests become intoxicated we encourage them to either slow their rate of alcohol consumption, have something to eat or perhaps call it a night and call a taxi. We ask that you act responsibly and support us if the above intervention is required.

As responsible hosts we aim to ensure that everyone has a good time and leaves in good shape for the road home. It could save your life.

### Bar Set Up

Ataahua is fully licensed; all beverages are to be purchased through the bar.

Please choose which bar set up you require from the selection below.

Open Bar - Tailored

- Client selects a range of drinks from the standard beverage list to create own tailored list.
- Client Pays full bar account at the end of the event.

Bar Tab - Tailored

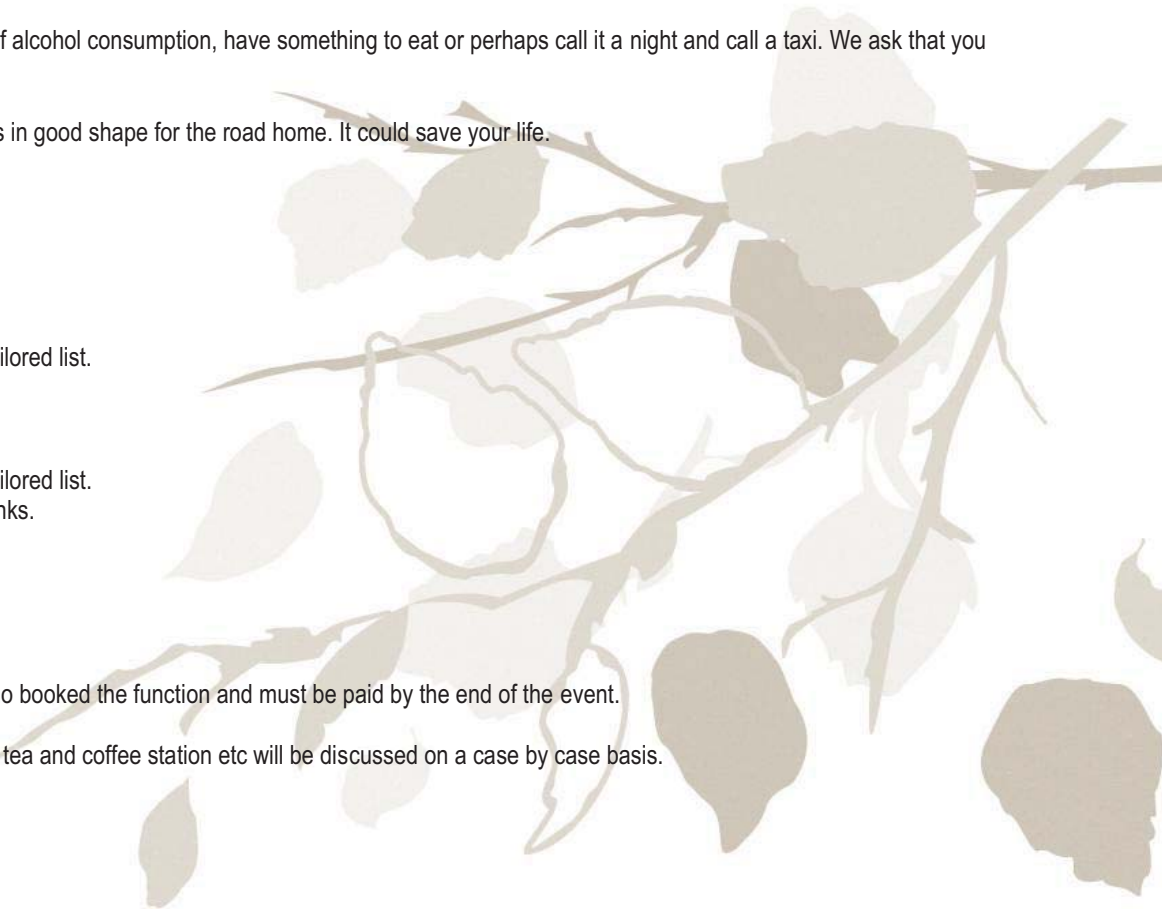
- Client selects a range of drinks from the standard beverage list to create own tailored list.
- Client sets a bar tab limit, once this is reached guests then pay for their own drinks.

Cash/Eftpos Bar

- Standard beverage list applies.
- Guests pay for their own drinks.

It is Ataahua policy that any unpaid bar tabs are the responsibility of the client who booked the function and must be paid by the end of the event.

Details of individual requests such as bubbly on arrival, bottles of wine on tables, tea and coffee station etc will be discussed on a case by case basis.



## Beverage List

|                         |                       | Region           | Glass | Bottle |
|-------------------------|-----------------------|------------------|-------|--------|
| <b>Bubbly</b>           |                       |                  |       |        |
| *Veuve Clicquot         | Methode Traditionelle | France           |       | 120    |
| Veuve de Vernay         | Methode Traditionelle | France           |       | 42     |
| The PA                  | Methode Traditionelle | Non Vintage      |       | 36     |
|                         |                       |                  |       |        |
| Veuve de Vernay – 200ml |                       | France           |       | 12     |
| <b>White Wines</b>      |                       |                  |       |        |
| *Mills Reef Reserve     | Sauvignon Blanc       | Hawkes Bay       |       | 47.5   |
| Lake Chalice            | Sauvignon Blanc       | Marlborough      | 11.5  | 39     |
| The PA                  | Sauvignon Blanc       | Marlborough      | 9.5   | 32     |
|                         |                       |                  |       |        |
| *Mills Reef Reserve     | Chardonnay            | Hawkes Bay       |       | 50.5   |
| Lake Chalice            | Chardonnay            | Marlborough      | 11.5  | 39     |
| The PA                  | Chardonnay            | Gisbourne        | 9.5   | 32     |
|                         |                       |                  |       |        |
| *Mills Reef Reserve     | Pinot Gris            | Hawkes Bay       |       | 50.5   |
| Lake Chalice            | Pinot Gris            | Marlborough      | 11.5  | 39     |
| The PA                  | Pinot Gris            | Gisbourne        | 9.5   | 32     |
|                         |                       |                  |       |        |
| *Lake Chalice           | Rose                  | Marlborough      |       | 42     |
| The PA                  | Rose                  | Gisbourne        | 9.5   | 32     |
| <b>Red Wines</b>        |                       |                  |       |        |
| *Mills Reef Reserve     | Pinot Noir            | Marlborough      |       | 50.5   |
| Lake Chalice            | Pinot Noir            | Central Otago    |       | 43.5   |
| The PA                  | Pinot Noir            | Central Otago    | 11    | 38.5   |
|                         |                       |                  |       |        |
| Mills Reef              | Syrah                 | Gimblett Gravels | 12    | 41.5   |
| *Mills Reef             | Merlot Cabernet       | Hawkes Bay       |       | 41.5   |
| The PA                  | Merlot                | NZ/ Australia    | 9.5   | 32     |

\* Requires quantity pre-order





**Beers & Cider**

|                       |     |
|-----------------------|-----|
| Corona                | 8   |
| Steinlager Pure       | 8   |
| Monteiths Ale         | 8   |
| Speights              | 7   |
| Waikato               | 6.5 |
| Amstel Light          | 7.5 |
| Monteiths Apple Cider | 8   |
| Craft Beers           | POA |

**Spirits**

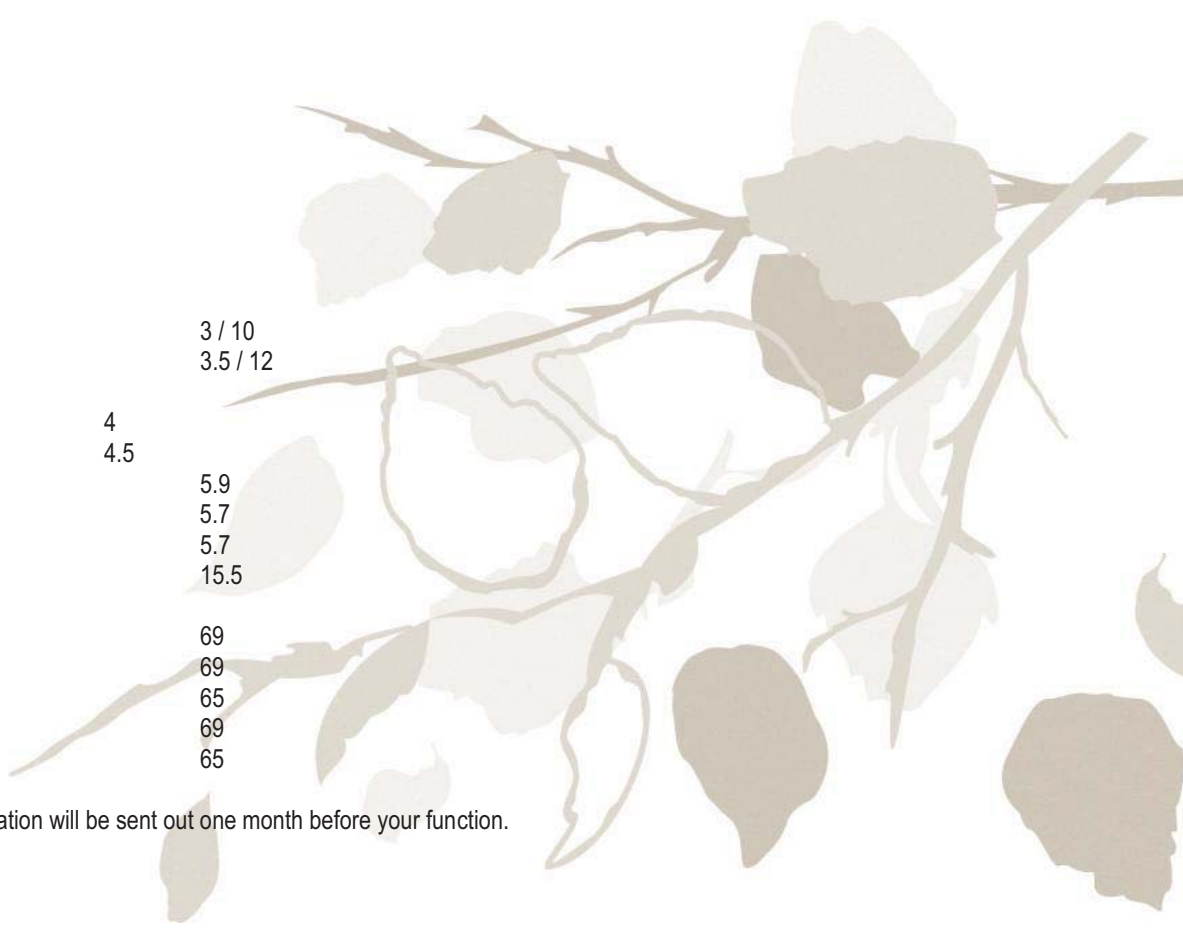
Single / Double (Double served unless single requested) 5.5 / 8

- Absolut Vodka
- Bombay Sapphire Gin
- Jim Beam Bourbon
- Jameson Whisky
- Coruba Rum
- Appletons Rum
- St Remy Brandy
- Johnnie Walker Red

**Non-Alcoholic**

|  |          |
|--|----------|
| Tea : English breakfast, Early Grey (Pot for one/four) | 3 / 10   |
| Coffee (Plunger for one/four)                          | 3.5 / 12 |
| Soft Drinks : Coke, Coke Zero, Diet Coke, Sprite       | 4        |
| Juices : Orange, Apple, Pineapple, Cranberry           | 4.5      |
| Red Bull   | 5.9      |
| Bundaberg Gingerbeer                                   | 5.7      |
| Lemon Lime & Bitters                                   | 5.7      |
| Sun Country Sparkling Grape Juice                      | 15.5     |
| Traditional Lemonade (Bowl or Dispenser)               | 69       |
| Fruit Punch (Bowl only)                                | 69       |
| Sparkling Guava & Ginger (Dispenser only)              | 65       |
| Spiced Berry & Rose (Served warm)                      | 69       |
| Lemon, Ginger & Honey (Served warm)                    | 65       |

Prices are subject to change without notice. Our most current beverage information will be sent out one month before your function.  
Wine vintages advised on request.





The team at Ataahua look forward to working with you to create your dream wedding in our beautiful garden setting; we consider it a privilege to be involved. We want to ensure you have a day that both you and your guests will never forget, the beginning of YOUR happily ever after!

Photo · Nita Meyer