

RACE

— Awapuni —



— Creative —
CATERING

Welcome

Welcome to RACE Awapuni in Palmerston North. Our venue is set in park like surroundings, with spectacular views over to the Tararuas and the wind farm. The views, old trees and buildings make a wonderful backdrop for your wedding ceremony and photos.

You can hold your ceremony in the birdcage, in front of the fountain, under the large oak trees, in front of the palms or any other spot that you like! And if we have bad weather, you are guaranteed a venue inside.

For your Reception, chose from a range of venues that can accommodate 20-500 guests. Our in-house catering team will work with you to create a menu that fits your style, taste and budget, and the front of house team will ensure your day runs smoothly.

Planning your wedding is a special time and our experienced wedding planner will be there every step of the way. We love helping create the perfect day for our couples- we hope you're next.



Wedding Package

Wedding packages at our venue include:

- Experienced wedding planner to guide you through the organisation process
- Use of the surrounding racecourse for stunning photo locations
- Exclusive use of your reception lounge
- Tables and chairs set out in accordance with your requirements
- Linen tablecloths and napkins (white)
- Cutlery, crockery, and glassware
- Table stands and numbers
- Cake table, cloth, and knife
- Gift table
- Easel
- Connection to our in-house sound system
- Handheld microphone
- Set up, cleaning and rubbish removal
- Fully stocked bathrooms
- Free parking

**Additional charges may apply subject to requirements of your theming and/or live music*

Additional charges...

Outdoor Ceremony - \$350.00 incl GST

- 36 white plastic chairs
- Clothed registration table and chair
- Portable PA system for music
- Handheld and lapel microphone

If we have inclement weather, you are guaranteed a venue inside.

Additional Theming

- | | |
|-------------------------------------|---------------------------|
| • White lycra chair covers | \$5.00 incl GST per chair |
| • White lycra chair cover with sash | \$6.00 incl GST per chair |
| • Projector with screen | \$275.00 incl GST |
| • Lighting | Price on application |

Package Pricing

Silks Lounge

Friday, Saturday & Public Holiday Weddings	\$1,500.00
Sunday – Thursday Weddings	\$1,000.00

Terrace Lounge (Below 100 guests)

Friday, Saturday & Public Holiday Weddings	\$700.00
Sunday – Thursday Weddings	\$500.00

Owners Lounge (Small boutique receptions of 50 guests max)

Friday, Saturday & Public Holiday Weddings	\$400.00
Sunday – Thursday Weddings	\$300.00

All prices include GST. Prices are correct at the time of printing and may be subject to change.

Please view venue before securing your wedding booking.

Set Up

The Front of House Team will lay out tables in accordance with your requirements. Tables will be set with white tablecloths and napkins, cutlery, crockery, glassware and chairs placed at all tables. You are welcome to add your own touch including table runners and centre pieces.

Several of our couples hire our white chair covers and we can also hire in chair sashes to suit your colour theme at an additional cost.

Access to the venue is guaranteed from 9am on the wedding day. Depending on availability we may be able to give you access the day prior, however if you would like to guarantee this, you can hire the venue for set up from midday to 5pm. This is charged at a cost of 50% of your event day hire. If you would like to have this open earlier or to extend past 5pm, it must be arranged prior and may incur a surcharge.



Catering

Our onsite catering department Creative Catering, believe that food is a celebration and should be treated as such, which is why the innovative cuisine from our Chefs is always prepared with loving care and attention to detail.

We offer a wide array of menus to choose from, or alternatively, we can adapt our meals to suit your style, taste and budget.

Guests with special dietary requirements are easily catered for given prior notification, through clear labelling of dishes or serving separate meals if needed.

A copy of our menus will be attached to this email.



Bar Service

Deciding on bar options may feel a little overwhelming, but our team are here to help with several beverage service options available to suit your needs and budget. Please note we are a fully licenced venue and we do not allow BYO.

Cash Bar

Your guests will be charged each time they purchase a drink. We offer a range of beer, wine, ready to drink spirits and non-alcoholic beverages.

Drink on Arrival

Guests will be greeted on arrival at the venue by our bar staff with pre-poured welcome drinks. This is usually a choice of bubbles, standard beer, low percentage beer and orange juice but is not limited to these options. The cost of these drinks are charged back to the wedding account.

Wine for the Table

Common at many large-scale weddings, bottles of red and white wine will be placed on the tables before the guests enter the reception lounge. Guests can then help themselves as needed. These bottles can be refreshed as they are consumed or be limited to two per table, depending on your budget and needs. The cost of these drinks are charged back to the wedding account.

Bar Tab

You can set any dollar limit for your bar tab, and you can also decide if this is limited to wine, beer and non-alcoholic or if you would like to include ready to drinks and/or spirits. You pre-pay ahead of time based on an estimate of how much your guests will drink and an amount that fits within your budget. Once the limit of the bar tab has been reached our Duty Manager will liaise with your nominated person, this is usually the MC or a close family member, who has the authority to increase and pay for any additional amount to be added to the bar tab or will make the decision to close the bar tab and revert to a cash bar.

Subsidised Bar

This is where a pre-paid amount is used to subsidise the beverage prices, so that guests still pay for a portion of the beverages they are purchasing. For example, if the subsidised bar is set at \$3 off, the guest would order a drink, \$3 would be charged to the pre-paid tab and the guest would pay the balance. Once the pre-paid tab amount is reached, the bar will revert to a cash bar.

Dry Bar

At some weddings alcohol is not appropriate and those occasions call for a dry bar, which means all the available beverages are non-alcoholic. The requirement for a dry bar can be due to many factors like religion or guest age. When having a dry bar there is an additional charge for bar staff.

Alternative Product

On occasion the bride and groom may have a special drink that they would like that is not on our beverage list. Please speak to us about this as we might be able to arrange to have your special drink available.

Bar Staff and Glassware

Bar staff and glassware are covered by the venue hire fee, so there are no additional fees for these staff (unless a dry bar).

For our beverage list, please see the attached menu pack



Client Details

Please provide contact details for both parties:

BRIDE / GROOM	
EMAIL	
ADDRESS	
MOBILE	

BRIDE / GROOM	
EMAIL	
ADDRESS	
MOBILE	

ACCOUNT DETAILS	
ADDRESS TO	
POSTAL ADDRESS	

Wedding Details

DATE OF WEDDING	
<i>Ceremony Details</i>	
LOCATION	
HIRE FEE	
TIME	
<i>Reception Details</i>	
LOUNGE	
HIRE FEE	
TIME	
NUMBER OF GUESTS	Adults: _____ Children under 12: _____
<i>Catering Requirements</i>	
CANAPES	
DINNER MENU	
SUPPER	
DIETARY REQUIREMENTS	
BEVERAGE REQUIREMENTS	

Venue Hire Contract

VENUE HIRE

A signed booking form and paid deposit are required to guarantee your booking. If the completed booking form and deposit are not obtained within 7 days of receipt, the venue may be released for resale.

The venue hire includes in-house tables, chairs, white tablecloths, white linen napkins, set up, staff, clean up, power and is based on the information given at the time of booking. Extra charges may apply if extra space/time/days are required.

Under the Sale and Supply of Alcohol Act 2012, all beverage service must end by midnight and RACE Awapuni reserves the right to exclude/eject any intoxicated person attending the event or present on the property.

CEREMONY SURCHARGE

Onsite ceremony costs include a registration table and chair, PA system with a microphone and aux connection for music, 36 plastic white chairs and is based on the information given at the time of booking. Extra charges may apply if extra space/time/days are required.

FOOD AND BEVERAGE

No food or beverage is to be brought onto the premises for consumption before, during or after the event with the exception of a wedding cake.

Menus and prices cannot be guaranteed until six months prior to your event and all products are subject to availability. Catering requirements are required in writing one month prior to your event and final catering numbers and any dietary requirements are required in writing one week prior to your event.

We wish to ensure our patrons enjoy themselves whilst encouraging responsible drinking. Intoxicated persons are not permitted on the premises. Persons under the age of 18 years old will not be served alcoholic beverages and all staff are required to ask for photo evidence of age. Low alcoholic beer, non-alcoholic and hot beverages are available. Please do not drive if you are nearing or over the legal limit, let us know and we will be happy to call a friend or a taxi for you.

THEME

All AV and theming requirements not on site will be outsourced and on-charged

PUBLIC HOLIDAYS

No venue discounts are available on a public holiday. If your event is held on a public holiday a 10% surcharge on all food and beverage will apply.

DEPOSITS AND PAYMENTS

To confirm a deposit equal to the total venue hire is required.

30 days prior to your event 50% of known catering, beverage and theming costs is required.

7 days prior to your event all remaining catering, beverage and theming costs is required.

After your event payment of any outstanding balance is required within 7 days. All payments outstanding 20 days after receipt will incur a 5% late payment penalty fee. If the debt remains unpaid and is referred to a debt collection agency, the cost of recovery fees will be charged to the client.

Credit card payments can be made but will incur a 1.9% surcharge

CANCELLATION POLICY

All cancellations must be put in writing. If your wedding is cancelled the following conditions will apply at the discretion of the Director of Catering.

30 days or more prior to your event will result in loss of the venue hire deposit.

30 days or less prior to your event will result in loss of the 50% catering, beverage and theming deposit.

7 days or less prior to your event will results in loss of all deposits paid.

Change of date and any potential cancellation fees are at the discretion of the Director of Catering.

FORCE MAJEURE

No party will be liable for any delay or failure to perform its obligations under this Agreement if that delay or failure is caused by any event beyond its reasonable control, provided that the party promptly gives written notice of the fact and circumstances of that event to the other and uses all reasonable endeavors to mitigate its effects.

DAMAGES/INSURANCE

The client agrees and acknowledges that they are financially and legally responsible for any damage to RACE Awapuni or equipment during the event. Such responsibility/liability extends to you, the client, your guests and invitees, outside contractors or any other persons attending the event.

Fog/smoke machines, hazers, dry Ice, pyrotechnics or any other form of atmospheric particle changing equipment is strictly not permitted anywhere at the RACE Awapuni.

Any costs or fines incurred by the malicious activation of the fire alarms will be the responsibility of the hirer.

Any personal items brought to the venue are at the sole risk of the client and guests. RACE Awapuni will not be held responsible for any damages/loss of personal items.

PHOTOS

Permission is given to Creative Catering and RACE Awapuni, to utilize any photos taken for promotional purposes

Yes No

Please return the entire contract with each page initialled:

via email info@creativecatering.co.nz

deliver to RACE Awapuni
Attn: Amy Hargreaves
67 Racecourse Road,
Palmerston North 4412

We understand and accept the Terms & Conditions as set out above.

(Date)

(Full Name of Hirer)

(Signature)

(Address)

(Email)

(Mobile)

(On Behalf of RACE Awapuni)

Our Contact Details

Website: www.creativecatering.co.nz
Email: info@creativecatering.co.nz
Telephone: (06) 354 2780
Street Address: 67 Racecourse Road, Palmerston North, 4412

Our Event Team

Event Manager Amy Hargreaves
info@creativecatering.co.nz
(06) 354 2780

Director of Catering Lewis Jones
Lewis@creativecatering.co.nz
021 210 4776

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