

CACCIA BIRCH HOUSE - Conference Rates

PRICES GST INCLUSIVE - 1st February 2018

(rates may be altered from time to time without notice)

	4 hrs	8 hrs
1 <u>Conference & Meeting Room Hire</u>		
Awhina	\$ 140.00	\$ 180.00
* Guest (small breakout - upstairs)	\$ 80.00	\$ 100.00
Lord Plunket	\$ 105.00	\$ 140.00
* Woodhey	\$ 95.00	\$ 110.00
Nannestad (with small breakout room attached)	\$ 105.00	\$ 140.00
Strang	\$ 105.00	\$ 140.00
* Conservatory (small breakout)	\$ 70.00	\$ 95.00
* CoachHouse Lounge	\$ 100.00	\$ 130.00
CoachHouse Building	\$ 150.00	\$ 200.00
Kitchen Hire (includes crockery, cutlery & glassware etc)	\$ 140.00	\$ 180.00

* Additional 'small' breakout rooms may be packaged at a discounted rate

* ***Smaller rooms may be hired on a \$20 hourly rate for up to 6 people on weekdays***

2 Function Hire Rates

a Awhina & Kitchen	\$90 / hour
b All Rooms downstairs (NOT including Foyer /1 conservatory)	\$100 / hour
c Whole House	\$165 / hour

minimum 5 hour hire applies.

3 Wedding and Event Hire

Full Complex - Includes Gardens	\$165 / hour
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A minimum of 5 hours hire period applies.

4 Catering Options

a Select from the inhouse menus available for all conference & function catering		POA
b Hire the kitchen & chattles and bring your own caterer /staff or DIY. <i>It is a requirement to hire the kitchen when bringing any food onsite.</i>	\$ 140.00	\$ 180.00
c A basic hot water urn facility provided to the room (conditions apply)		

5 Conference Equipment Hire (per day)

Data Projector, Screen & multibox power	\$ 60.00
Lecturn with speaker system & light.	\$ 50.00
50" Plasma TV & DVD (and cords for laptop use)	\$ 60.00
Projection screens & cords	\$ 10.00
Whiteboard & pens	\$ 15.00
Flipchart paper pads & Pens & Stand	\$ 30.00
Flipchart Stand	\$ 5.00
Electronic Whiteboard & Pens	\$ 35.00
Photocopying & Fax (plus tolls) - (B/W or Colour)	.20c / .50c
Free WiFi available (daily limit)	

Other equipment can be hired via outside contractor or bring in your own

Please

Note When hiring the rooms, only those hired are available for your use. Additional rooms used will be charged out

Cancellation Policy

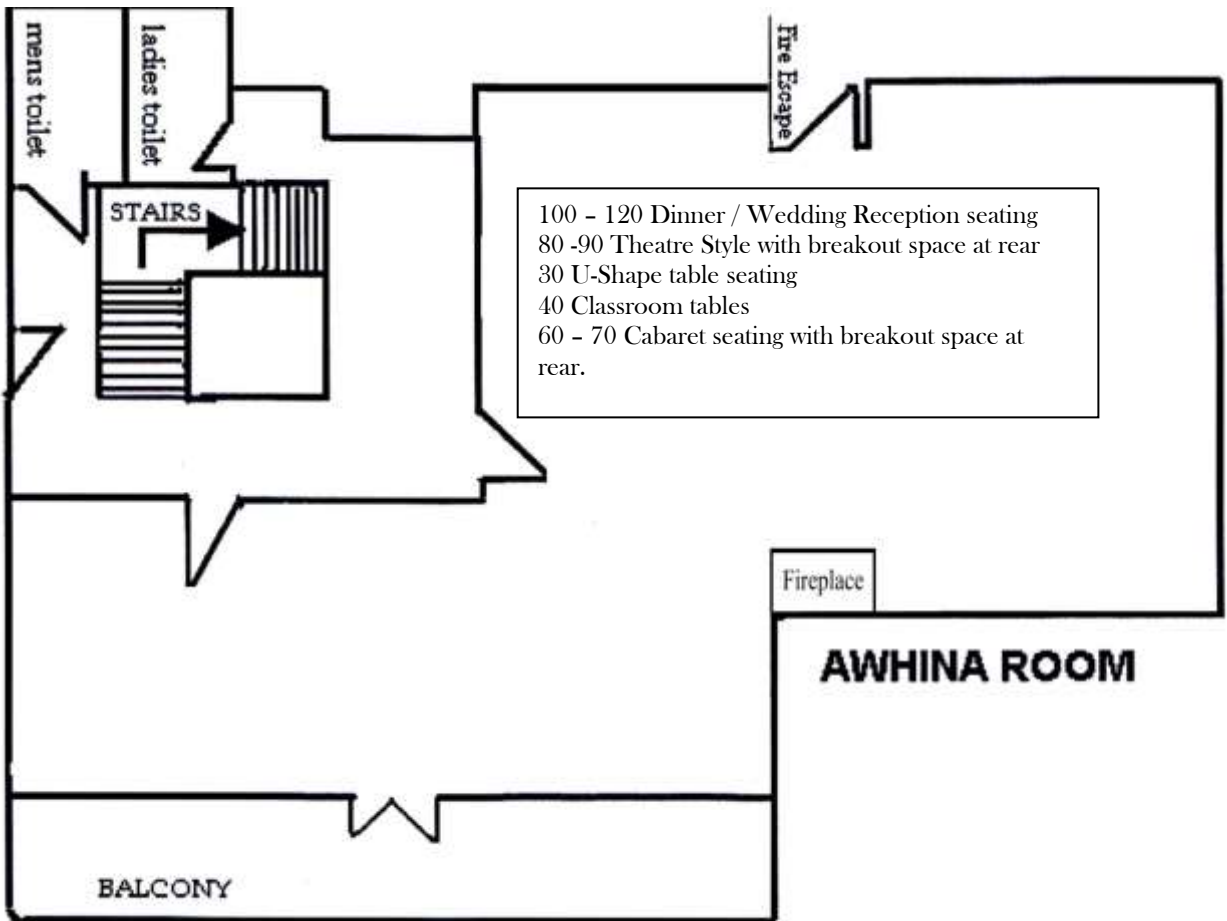
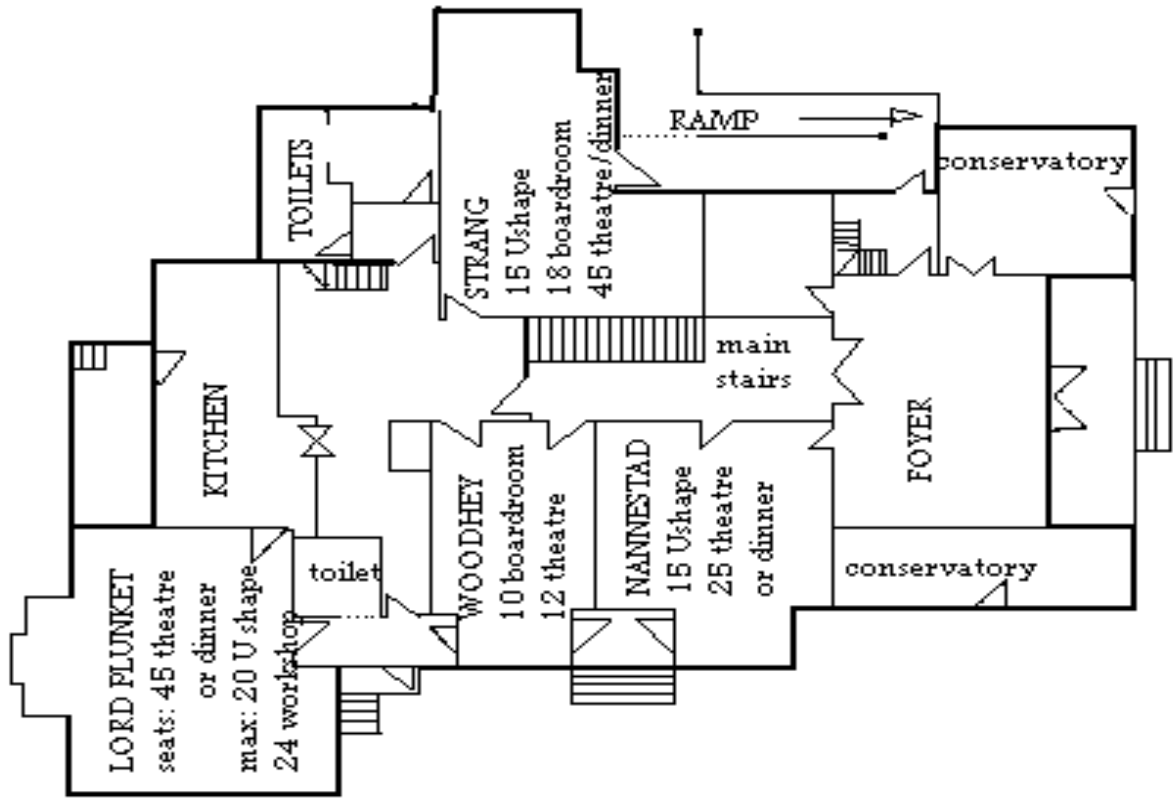
- 1 Cancellations within 7 days of date booked will incur 100% of room rate.
- 2 Cancellation of "confirmed" bookings 2 weeks prior will incur a 50% charge of room rate
- 3 Cancellation of "whole house" bookings will incur a minimum \$400 cancellation fee.

Payment Terms

For Meeting hire: Accounts are mailed towards end of the month with payment due 20th of the month following.
For Function Hire: Deposits may be required.

Credit Card facilities are available for "card present" only and incur the 3.25% Bank charges per transaction.

www.caccia-birch.co.nz - 06 3575363



Morning & Afternoon Tea Options

Tea & Ebony perc coffee - \$3.50pp / Orange Juice @ \$2 pp
Tea & Ebony coffee & biscuit selection - \$ 4.50pp
Tea & Ebony Coffee & 1 food item - \$7 /2 items @ \$10 / 3 @ \$13 pp
Budget option with Instant coffee /plain tea is \$2.50pp
To upsize to a mug size add .50c pp.

Sweet & Savoury Muffins or Scones.
Variety of pinwheel scrolls.
Club Sandwiches. Mini pies- egg / meat. Pikelets.
Cakes. Gourmet sausage rolls.
Sweet loaf slices. Fruit platters. Mini wraps and more.....

Light Lunches – includes Tea, Coffee & Orange Juice.

Menu 1)

Build Your Own Meal To Suit with a base of the following:

Hot rosemary roasted potatoes OR New potatoes OR Potato salad.
Garden Salad of the day. (or choose from list below)
Basket of fresh rolls
Chocolate mud cake or Cheesecake of the day or Carrot Cake or Sweet slices
Fresh seasonal fruit platter

Then add items of your choice from the list below:

A: 1 item @ \$22pp – 2 items @ \$25pp – 3 items @ \$28pp

- a) Slices of Cold Ham or Beef & Mustard (others avail)
- b) Savoury Chicken filo parcels - variety
- c) Vegetarian or meat quiche slices
- d) Roast Veggie Frittata – with or without meat
- e) Creamy Chicken & mushroom Lasagna
- f) Savoury Beef Lasagna
- g) Beef & Veggie Cornish pasties
- h) Marinated Chicken Drumsticks & sweet chilli
- g) Salmon, dill and feta quiche.

Substantial Working Lunch Menus: Includes Tea, Coffee & OJ

2) Assorted Filled Ciabatta Rolls
Hot Chicken or Ham Quiche & pickle
Selection of Sweet Slices
Platter of seasonal fruit **\$ 19.50pp**

3) Hearty Multi Grain sandwiches
Beef Cornish pasties / Bacon & Egg slice
Selection of sweet slices
Platter of seasonal fruit **\$ 20pp**

4) Variety of meat & salad filled wraps.
Satay Chicken / Ham Supreme Individual pizzas
Selection of cake slices
Platter of seasonal fruit **\$ 20pp**

5) Assorted Filled croissants
Marinated Chicken Drumsticks
Selection of cake slices

Platter of seasonal Fruit **\$ 20pp**

6) Club Sandwiches
Selection of beef samosas & mini quiche
Savoury meatballs with Mango & lime sauce
Chicken Satay Kebabs
Petit Fours & Fruit pieces **\$ 22pp**

Budget Options – Includes tea and coffee.

7) Assorted Large Ciabatta Rolls
Seasonal Fresh Fruit Platter (or Slices) **\$14.50pp**

8) Homemade Beef or Chicken Pies
Seasonal Fresh Fruit Platter (or Slices) **\$14.50pp**

9) Club Sandwich, selection of mini quiche
Sweet Slices. **\$14.50pp**

SOUPS AVAILABLE: As an “add on” @ \$6 pp or \$7 with a roll - per person.

Some ideas: Tomato & Thyme, Savoury Pumpkin, (Thai flavor also) Chicken & Corn Vegetable Minestrone,

SALADS: can be added for \$4 per person: *Greek Garden, Gourmet Coleslaw, Moroccan Carrot, Beetroot & Feta, Couscous, Broccoli, aoli & bacon, Roast Vegetable. And more!*

ALL MENUS CAN BE ADAPTED TO SUIT YOUR TASTES, DIETARY REQUIREMENTS AND BUDGET – JUST ASK US ☺

Please feel free to make requests for items not listed, we may be able to accommodate.

PRICES AS AT 1st June 2017 - ALL PRICES INCLUDE GST

Prices are subject to change from time to time and minimum numbers may apply with some items.

Caccia Birch House				Web: www.caccia-birch.co.nz	
				Email: bookings@caccia-birch.co.nz	
				Phone: (06) 357 5363	
I WISH TO MAKE THE BOOKING AS FOLLOWS:				Fax: (06) 354 8265	
Person or Organisation Applying:					
Name/s:					
Address:					
Phone Home:		Business:		Cell:	
Email:					
Purpose for which venue is required:					
Rooms and facilities required:					
Date Required:		Time Required:		start:	Finish:
Conference Equipment (if required):					
Estimated Numbers Attending:					
Caterers Name or In-House Caterer:					
Bar Service /Staff (name/s):					
Name of Liaison Person on the day:					
Additional Requirements:					
Refundable Kitchen Bond of \$100:			Date Paid:		
I acknowledge that this Application will not be confirmed unless the required deposit is					
paid or, if a business, - an order number provided.					
I understand that I am to liaise with the Manager to discuss and provide the detailed					
arrangements at least 48 hours prior to the event:					
Signed:			Date:		
Signed:			Date:		
Please return to:					
Caccia Birch Trust Board					
130 Te Awe Awe Street, Palmerston North 4410					
Phone: (06) 357 5363			Fax: (06) 354 8265		
Email: bookings@caccia-birch.co.nz OR manager@caccia-Birch.co.nz					