

# WELCOME

The Fairview Clubhouse is the perfect venue for any corporate or social event.

We have two rooms which are available for hire depending on the number of guests you wish to have at your function.

Cafe Nineteen can be utilised for the smaller events whilst the Members' Bar and Lounge provides the perfect setting for larger numbers.

Our Hospitality Manager will be happy to advise you on anything to do with the running of the event and the room best suited for your function.

Should you be looking to hire the venue for a wedding there is a different set of terms and conditions in the wedding pack which is available on request.



# MENU OPTIONS

Depending on the size of your function we offer various choices of delicious menu's. Whether you prefer plated, buffet or a seated banquet style (mini buffet served at tables) we offer a wide range of menu options. Talk it through with our Hospitality Manager or meet with our chef to have a menu customised to your requirements!

## **BUFFET MENU \$55 PER HEAD, MINIMUM OF 50 PEOPLE**

Bread rolls & butter for the table

Pumpkin and carrot soup

Smokey BBQ Chicken wings

Roast leg of lamb

Roast sirloin steak

Red wine sauce

Roasted root vegetables

House salad with honey mustard dressing

Passionfruit pavlova

## **SEATED BANQUET MENU \$50 PER HEAD**

### **ENTREE**

Tandoori chicken skewers with mint yogurt

Cajun spiced lamb skewers with garlic mayonnaise

### **MAIN**

Manuka wood smoked salmon served with lemon garlic herb sauce

Beef topside (whole) marinated in homemade coriander, cumin and fennel seed rub and served with onion gravy

### **SIDES**

House salad with mustard dressing

Seasonal steamed vegetables

Oven roasted potatoes & kumara tossed in manuka honey & fennel

### **DESSERT**

Chocolate mud cake served with whipped cream and salted caramel sauce

**A SEATED BANQUET REQUIRES TABLE NUMBERS TO BE ORGANISED AHEAD OF TIME SO THE KITCHEN KNOWS HOW MUCH TO SERVE EACH TABLE. THE STYLE OF SEATED BANQUET MEANS EVERY TABLE GETS SIDES TO SHARE AND AN ALTERNATE SERVE OF MAINS. THE DESSERT IS INDIVIDUALLY PLATED. PLEASE ENQUIRE WITH THE HOSPITALITY MANAGER FOR MORE DETAILS.**

## **SET PLATED MENU \$38 PER HEAD MAXIMUM 50 PEOPLE**

### **ENTREE**

**Cajun spiced lamb skewers;** cajun marinated lamb leg grilled and served with garlic aioli

**Garlic prawns;** prawns cooked in garlic butter with a hint of cream and served with bread

### **MAIN**

**200gm Sirloin Steak;** served with mash with caramelised shallots and red wine jus

**Chicken and Bacon;** Tender chicken breast drizzled with our own smokey BBQ sauce, topped with bacon and cheese, served with chips.

Salad for the table

### **DESSERT**

**Chocolate mud cake;** served with whipped cream and salted caramel sauce

**Pavlova;** served with mixed berry coulis and cream

**WHEN DECIDING ON MENU CHOICES PLEASE INFORM THE HOSPITALITY MANAGER IF THERE ARE SPECIAL DIETARY REQUIREMENTS SUCH AS GLUTEN FREE OR DAIRY FREE OPTIONS AS WE CAN CATER FOR THESE AHEAD OF TIME. SOME OPTIONS MAY INCUR A COST DIFFERENCE.**

# FREQUENTLY ASKED QUESTIONS

**What does the Members Lounge offer?** The Members Lounge offers a large private room with its own separate entrance, toilet facilities and bar area. There are two large screen televisions, a fireplace which is operational in winter and access to various outdoor patio areas. This room seats a maximum of 120 and is ideal for a large function.

**What does Cafe Nineteen offer?** Cafe Nineteen holds some of the best views over the golf course and Kaimai Ranges from its large bay windows and through its french doors to an outdoor patio. This room offers seating for up to 60 and is ideal for a more intimate function or for a cocktail event before moving through the doors before a sit down meal in the Members Lounge, as there is a bar area available here also.

**What are the hireage costs?** The venue hire for the cafe is free of charge during our normal cafe hours, but after our closing hours it is \$300. Venue hire for the members lounge is \$250 for four hours. Depending on the size and type of function this cost will be higher for an after hours function. Any additional seating, tables, tableware, glasses or alike that may need to be hired must be provided by the hirer. We can provide for up to 120 people, over that is at the cost of the hirer. Please request a copy of the wedding package if you are enquiring for a wedding.

**Is there a bond?** Yes there is a refundable bond payable before the event. This amount will depend on the size and type of function and the rooms used. This is payable by cash, cheque or credit card (Visa or Mastercard).

**What exactly does the room hire include?** Tables and seating, linen, tableware and food & beverage staff. The Members Lounge has a projector and large drop down screen for presentations as well as a hand held wireless microphone. Both areas share a PA system which you can plug your laptop or device into for music.

**What is excluded from the hire fee?** Decorations, centrepieces, entertainment, extra lighting, extra sound, flowers and plants.

**What time can I set up for my function?** Usually we allow 1 hour either side of the function for set up and pack down. For evening functions the bar closes at 1am, guests must vacate the premises no later than 1.30am.

**Can I use any supplier?** Yes you are free to use any supplier to theme, decorate or entertain at your event. We must be aware of anyone on site doing set up or using our power supply for sound equipment.

**Do you do all the set up and pack down?** Yes to an extent. We are happy to provide tables, chairs and will store any appropriate decorations or centrepieces if we can. If you would like a particular layout we encourage you to assist with this. We will set the linen and cutlery and any glasses for you. We do not do theming or any extra decorations but you are welcome to add these. We also take care of the pack down so you can just pick up the necessary items to take home with you. If you are adding staging or extra dance floors these must be assembled and disassembled by you before we open at 9am the following day or you may be charged an extra hire fee.

**Are there any restrictions on use of the space?** Yes. You may not staple or add anything to our walls or ceilings. All tea light candles must be in a holder that is higher than the flame. We do not allow the use of party poppers or confetti in the rooms.

**Can we take any uneaten food or unused alcohol home?** No. Due to our liquor licence we cannot allow any alcohol to be taken off our premises, even if you have already paid for it. Food will not be allowed either due to food safety requirements.

**When is the invoice due?** One week prior to the event on confirmation of final numbers. Anything left over to pay such as bar tab must be settled the following day after the event.

**What is your cancellation policy?** A booking is confirmed after the deposit has been received. The full deposit is 20% of the estimated function cost and is payable no later than two weeks prior to the event. Should the booking be cancelled with less than two weeks notice the deposit shall be forfeited.



# TERMS AND CONDITIONS

## 1. Bookings and Payment

- a) Applications will be treated in order of receipt, however, Fairview reserves the right to decline application for any booking
- b) No booking shall be confirmed until the Hirer receives a confirmation letter for the Hospitality Manager that the booking is accepted and the initial deposit has been received.
- c) The full deposit amount shall be approximately 20% of the estimated function cost and is payable (after deducting the initial deposit) no later than two weeks prior to the event.
- d) Should the booking be cancelled with less than two weeks notice the deposit will be forfeited.
- e) Unless otherwise agreed with the Hospitality Manager full payment is required at the conclusion of the function.
- f) The venue must be vacated at the agreed time unless by arrangement with and at the discretion of the Hospitality Manager. Should the event continue after the finish time, an additional room hire will be payable at the appropriate rate, pro rata, hourly or parts thereof.
- g) The Hirer is to include in their booking time any set-up and pack-up time that may be required.
- h) The Hirer must supply an approximate number of guest on the function booking form. Final numbers must be confirmed one week before the event. There are no discounts if the numbers decrease after final confirmation.
- i) The payment of any additional seating, tables, tablewear or alike that may need to be hired on top of what Fairview is providing must be paid for by the Hirer.

## 2. Bond and Fees

- a) Fees may be payable by cash, cheque or credit card (Mastercard or Visa).
- b) A bond may be applicable. This amount will vary depending on the function size, type and room(s) used.
- c) Refund of bond shall only be made if all obligations in the contract documents remain fulfilled, no extra cleaning is required (Fairview will include a basic clean as part of venue hire) and no damage to the venue or its contents is sustained on inspection by the Hospitality Manager after the event, otherwise any applicable costs will be deducted from your bond.
- d) The amount of the bond does not in any way limit the Hirer's liability under these terms and conditions.

## 3. Damage and Loss

- a) You will be held solely responsible in respect to any claims arising, or loss, accident, injury or damage to persons sustained in connection with this function.
- b) Any loss or damage to Fairview's property, furniture, fittings, fixtures, appliances and apparatus in or about the premises will be charged to you.
- c) Any additional costs incurred (e.g. cleaning, fire call out charges, etc) by Fairview arising from any act, conduct, neglect or any other cause of the Hirer and/or its guests will be charged to you.
- d) No responsibility will be accepted for any damage to or loss of any property you bring to or store on our premises.
- e) Nothing is to be driven into or attached in any way to ceilings, walls, floors, furniture or furnishings without prior permission. No writing, painting or disfigurement is to be applied to the walls, ceilings or floors.
- f) Any extra cleaning that is required as a result of the Hirer and/or guests' actions, event or conduct will incur an additional charge.

## 4. Health and Safety

- a) Fire/emergency exit doors must be kept clear from obstruction at all times.
- b) Fairview carries a basic first aid kit which will be made available to the Hirer should they so require. The Hirer is responsible for the provision of any additional first aid facilities they feel may be necessary.
- c) The Hirer is responsible for maintaining their guests and good order and behaviour in all parts of the premises and grounds in use and will not cause, suffer or permit disorderly conduct or nuisance to arise.
- d) The Hirer will comply with all laws, regulations, bylaws and rules applicable to the operation of the event and the use of the venue.
- e) Fairview is not permitted to serve alcohol after 1am due to the terms and conditions of our liquor licence, and alcohol must not be taken off the premises. All the conditions as set out in the Sale of Liquor Act (Sections 151-172) must be adhered to by all persons on the premises. The Bar Manager can refuse entry and service to any person that does not comply with these conditions.

**By signing this document the Hirer accepts all of the terms and conditions.**

Function Name \_\_\_\_\_ Function Date \_\_\_\_\_

Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_

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