EVENT VENUE

CONFERENCES • FUNCTIONS • WEDDINGS

MOUNT RICHMOND HOTEL • AUCKLAND

Wedding and Reception Info Pack

MOUNT RICHMOND
HOTEL • AUCKLAND

676 Mount Wellington Hwy, Mount Wellington, Auckland • 0800 687 424 • www.mountrichmondhotel.co.nz

JULY 2023

- You are cordially invited -

to plan

YOUR WEDDING

at Mount Richmond Hotel

Order of services

INTRODUCTION
Page 3

POOLSIDE CEREMONY
Page 4

PRE-DINNER CANAPÉS
Page 5

RECEPTION DINNER
Pages 6,7,8

CELEBRATIONS
Page 9

A day to remember...

MOUNT RICHMOND
HOTEL • AUCKLAND

Our experienced team and well equipped site has everything you need for your special day. Poolside ceremonies offer a lovely setting surrounded by potted plants and fairy lights. Coverings around the pool mean this space is perfect even when the weather isn't, with plenty of room for bride, groom and guests to be sheltered from winter rain or summer sun.

Full catering services including bar and indoor reception room - Mount Richmond is an all encompassing venue for your wedding. Choose from our selection of table settings or bring your own for a personal touch - our team will set up everything for you.

- ✓ Wedding planner
- ✓ Set-up and table settings customised to your needs
- ✓ Poolside ceremony
- ✓ Catered reception
- ✓ PA system
- ✓ Discounted guest accommodation
- ✓ Honeymoon suite

Mount Richmond has *everything* you need for your **special day**

www.mountrichmondhotel.co.nz/weddings

JULY 2023

Poolside Ceremony

MOUNT RICHMOND
HOTEL • AUCKLAND

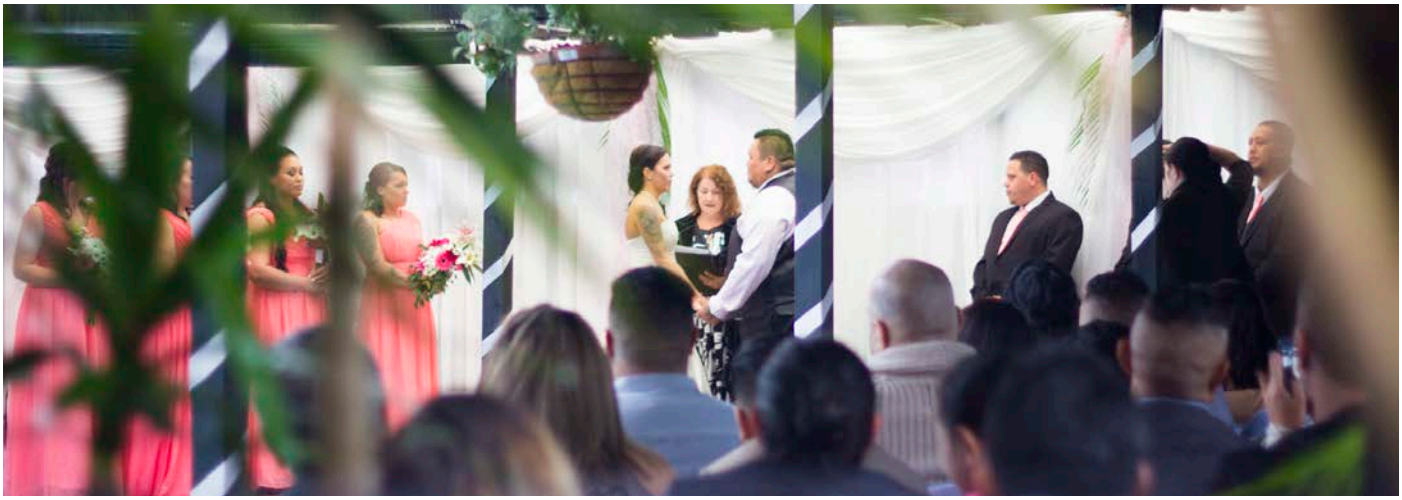
Poolside Wedding Ceremony

$450 incl. GST - max. 60 guests

Stand hand-in-hand with your loved one in front of our beautiful white backdrop, protected from the elements on our covered deck, and next to our gorgeous pool. Family and friends needn't worry about the elements either with plenty of undercover seating for your guests. We've hosted beautiful weddings in both sun and rain, with the pool looking equally magical sparkling in the sun or dancing in the rain. Should the weather become unbearably bad, we've got a backup indoor venue available.

Poolside Wedding Ceremonies feature:

- Undercover deck for bridal party
- Undercover guest seating for up to 60 guests
- Satin fairy light ceremony backdrop
- Garden surrounds
- Set-up and pack-down
- Microphone and PA
- Bar and canapé serving area



www.mountrichmondhotel.co.nz/weddings

Canapés

MOUNT RICHMOND
HOTEL • AUCKLAND

Description	Cost Per Person	Minimum pax
Choice of 3 items (min) (3 pieces per person)	$19.90	10
Each additional item	$7.00	10
Tea/coffee	$5.00	10
Fresh fruit juice	$4.50	10

- Cheeseboard
- Fresh seasonal fruit platter
- Home baked mini quiches with assorted fillings
- Falafel with hummus
- Oven-baked gourmet savouries
- Whole prawn cutlets with spicy Thai chilli sauce
- Vegetable slices with guacamole and salsa dips
- Freshly baked mini croissants with assorted fillings
- Char-grilled chicken kebabs with spicy peanut sauce
- Tempura vegetables in a soy and sweet chilli sauce
- Freshly made club sandwiches with assorted fillings
- Marinated beef kebabs
- Hummus, dips and pickles served with assorted crackers
- Turkish wraps with assorted fillings

Optional Extras

- Selection of New Zealand cheeses, dried fruits and crackers
- Baked chicken tenderloins marinated in soy, garlic and honey
- Chips, dips and nut selection
- Crumbed fish goujons with lemon slices and tartare dipping sauce
- Asian platter (mini spring rolls, won tons and samosas) with Thai chilli dipping sauce
- Korean spicy chicken
- Southern style chicken
- BLT sandwhich with pesto aioli
- Beef kofta with tzatziki

Reception Packages

MOUNT RICHMOND
HOTEL • AUCKLAND

Supreme Reception Package

$107.50 (GST incl. per person)
min. 70, max. 160 guests

Includes venue hire, fairy light bridal table backdrop, chair covers with accents, table settings including bridal and gift/cake tables, honeymoon suite, discounted accommodation for your guests and the following buffet catering:

Breads
- Freshly baked bread rolls

Platter
- Platter of continental sliced meats • Selection of fine chutneys

Seafoods (choose two from the following)
- Ice bowl of half shell pacific oysters
- Prawns sautéed in brandy cream sauce
- Green-lipped New Zealand mussels steamed in garlic, shallots, white wine and lemon juice with diced tomatoes

Carvery (choose one from the following)
- Roasted whole sirloin with whole grain mustard
- Guinness and honey glazed Champagne ham
- Oven roasted pork loin with feta, spinach & red onion stuffing

Hot Dishes (choose three from the following)
- Authentic Thai red chicken curry
- Beef stroganoff with paprika and sour cream
- Bowtie pasta with spinach and pesto cream sauce
- Baked fish fillets with an orange and lemon citrus sauce
- Baked Malaysian five spice chicken with honey and ginger
- Oven roasted pork loin with feta, spinach & red onion stuffing
- Italian-style rotelli pasta
- Chicken thighs marinated in Thai sweet chilli sauce

Vegetables and Rice
- Steamed jasmine rice
- Creamy garlic potato bake
- Steamed or roasted seasonal vegetables

Salads
- Tossed green salad
- Tomato, red onion, feta cheese and basil salad
- Baby potato salad with chives and mustard vinaigrette
- Pasta salad with bacon, peas and asparagus
- Streaky bacon and egg salad served over mesclun salad

Desserts
- Chocolate brownie
- Cappuccino cheesecake
- Baked spiced apple strudel
- Grand Mariner fresh fruit salad
- Pavlova topped with fresh fruit and cream

After Dinner
- Selections of fine leaf and herbal teas & freshly brewed coffee
- Cheeseboard of New Zealand's finest cheeses, crackers and dried fruit

Reception Packages

MOUNT RICHMOND
HOTEL • AUCKLAND

Pacific Buffet Reception Package

$ 96.50 (GST incl. per person)
min. 70, max. 160 guests

Includes venue hire, table settings including bridal and gift/cake tables, honeymoon suite, discounted accommodation for your guests and the following buffet catering. Chair covers with accents.

Bread
- Fry breads or
- Bread rolls

Seafoods (choose one from the following)
- Oka or Ika (marinated fish in coconut cream, lemon juice, onions and capsicum)
- Marinated raw green-lipped New Zealand mussels with coconut cream, onions, tomato and lemon juice
- Oysters

Carvery (choose one from the following)
- Stuffed oven roasted chicken
- Roast beef with horseradish and rich gravy
- Oven roasted pork loin

Hot Dishes (choose two from the following)
- Corned beef chop suey with seasonal vegetables
- Chow mein cooked with sautéed beef and vegetables
- Butter chicken
- Lamb flap steamed and gently simmered with onions, tomatoes and spinach

Salads
- Coleslaw
- Tossed green salad
- Minus (Cook Island potato salad)
- Condiments and chutneys

Vegetables & Rice (choose three from the following)
- Steamed rice
- Steamed kumara
- Taro cooked in coconut cream
- Green banana in coconut cream

Desserts
- Trifle
- Tropical fruit salad
- Ice cream

Reception Packages

MOUNT RICHMOND
HOTEL • AUCKLAND

BBQ Buffet Reception Package

$ 89.00 (GST incl. per person)
min. 70, max. 160 guests

Includes venue hire, table settings including bridal and gift/cake tables, honeymoon suite, discounted accommodation for your guests and the following buffet catering. Chair covers with accents.

Breads

- Selection of freshly baked bread rolls

Seafood (choice of one seafood dish)

- Pacific oysters on ice
- Prawns sautéed in brandy cream sauce
- Green-lipped New Zealand mussels steamed in garlic, shallots, white wine and lemon juice with diced tomatoes

Salads and Vegetables

- Potato and egg salad with creamy mayonnaise
- Tomato, cucumber and olive salad with olive oil dressing
- Hawaiian coleslaw with pineapple and coconut dressing
- Tossed mixed leaf salad served with mustard vinaigrette

Choice of one potato dish:

- Jacket potatoes with sour cream and chives
- Potato Bake

Barbeque selections (choice of three)

- Pure pork gourmet sausages
- Chargrilled garlic infused sirloin steaks
- Pork spare ribs marinated in a spicy soy and garlic sauce
- Char-grilled chicken breast marinated in ginger, sesame oil and spring onion
- Stir fry vegetables with tofu & soya bean sauce

Desserts

- Chocolate brownie
- Tropical fresh fruit salad
- Ice cream

After Dinner

- Selections of fine leaf and herbal teas, and freshly brewed coffee

Table Decorations

MOUNT RICHMOND
HOTEL • AUCKLAND

Decorations

$500.00 Inclusive package **- min. 70 guests**

Add a fairy light backdrop, floral arrangements, napkins and chair covers to your reception decorations. See examples below; other colours available on request.

Burgundy

Red

Pink

Yellow

White

Black

Green

Chair Covers

Burgundy

Red

Pink

Yellow

White

Black

Table Decorations

MOUNT RICHMOND
HOTEL • AUCKLAND

www.mountrichmondhotel.co.nz/weddings

Drinks Menu

MOUNT RICHMOND
HOTEL • AUCKLAND

Description	Cost
Beer, Wine & Spirits	
House beers	$8.00
Premium beers	$9.00
Low alcohol beers	$10.00
Low carb beers	$10.00
Wines (per glass) from	$10.00
Spirits from	$11.00
Liqueurs	$11.00
Soft Drinks	
Coke, Diet Coke, Sprite	$4.00
Ginger beer	$6.00
Apple juice, orange juice, pineapple juice	$4.00
Redbull	$6.00
Tea and Coffee	
Short Black	$4.50
Long Black	$4.50
Flat White	$5.00
Latte	$5.00
Cappuccino	$5.00
Tea	$4.00
Hot Chocolate	$5.00

Entertainment and services

MOUNT RICHMOND
HOTEL • AUCKLAND

Photographer

Celebrant

Decorations

Should you require additional entertainment support for your function, you are more than welcome to engage your own or we can arrange if required - we have some recommendations below. Please contact them directly to book.

Photographer/Celebrant
Yvonne Kaukasi
Phone 021 626 590 Email fabulousphotography@xtra.co.nz

LUVS Decorations LTD
Mele Tautuli Tulimaiau
Phone 021 051 9604 Email luvsdecoltd@gmail.com

All rights reserved - Mount Richmond Hotel.

Content was current at time of printing but may be subject to change without notice. Please contact Mount Richmond Hotel to confirm any details prior to booking your wedding or reception.

MOUNT RICHMOND
HOTEL • AUCKLAND

676 Mount Wellington Hwy, Mount Wellington, Auckland • 0800 687 424 • www.mountrichmondhotel.co.nz

Conference Hire Terms & Conditions

Agreement
Mount Richmond Hotel ("the Hotel") agrees to furnish and the Client agrees to hire or consume, the services set forth, in accordance with the Terms and Conditions listed herewith.

Confirmation/Deposit
Confirmed bookings are established upon receipt of a $500.00 non-refundable deposit or a purchase order (in the case of approved account holders). Initial deposit is payable within seven days of the request. Should the Hotel not receive the confirmation deposit within the specified time, the Hotel reserves the right to cancel the booking. Clients agree to begin and complete their conference/function at the scheduled time outlined in their booking sheet confirmation.

BOND
A $500.00 bond is required for all functions. The bond will be refunded IF our staff, premises, timeframes and T&Cs are respected. If any damage occurs or hotel equipment is removed the bond will be forfeit. No alcohol is brought onto our premises. If the function occurs without incident a full refund will be issued.

Damages/Insurance
A $500.00 refundable bond is payable upon booking. The Hotel does not accept any responsibility for damage to, or loss of any property or merchandise left in the Hotel prior to, during or after any function. It is recommended that the Client arrange their own personal liability insurance and security, as required. Nothing is to be nailed, screwed, stapled, or adhered to any wall, door or other surface or part of the building or furniture unless prior approval has been given by the Hotel Management. The Client may use "Blue tak" providing it is all removed prior to the Client's departure. Suitable floor protection is to be used as required. In the event of any damages the Client assumes responsibility for any and all damages caused by the Client or any of the Client's guests or invitees or other persons attending the conference/function, whether in accommodation rooms reserved or in any other part of the Hotel. The Client will be responsible for the removal of all property after the conclusion of the event and any goods left in the Hotel after the conference/function without prior arrangement will be deemed abandoned.

Guaranteed Numbers
The Client agrees to advise the Hotel Conference Co-ordinator, the final numbers for both catering and seating, at least seven working days prior to commencement in the case of a function, and at least two working days prior to commencement in the case of a conference. These numbers will be the final confirmed numbers and will constitute the minimum charge. The Hotel will cater for an increase of up to 10% over final confirmed numbers and any difference shall be charged accordingly. No credit shall be allowed in the case where actual numbers are less than the final confirmed numbers.

Food and Beverage
No food or beverage of any kind will be permitted to be brought into or removed from the Hotel by the Client or any of the Client's guests or invitees without prior approval from the Hotel Management. As the Hotel regularly updates menus and wine lists according to seasonality and availability, the Hotel at its sole discretion reserves the right to substitute items of food and beverage with like product where necessary.

Venue Changes
In the event that a conference/function venue or accommodation room cannot be made available to the Client for any extenuating reason, the Hotel reserves the right to substitute similar or comparable conference/function venue and/or accommodation for the conference/function but must give the Client prior notification of the change.

Prices
Prices contained within quotations are binding on the Hotel upon receipt of the deposit required. Should the Hotel not receive the confirmation deposit within the specified time, the Hotel reserves the right to amend the pricing.

Payment Details
The Hotel reserves the right to request a specified non-refundable deposit prior to the conference/function and the balance in full ten working days prior to the commencement of the conference/function. Alternatively the Hotel may also request valid credit card details to be supplied to guarantee any booking. In the case of credit card details being supplied for (residential) conferences, upon supply of such, the Client authorises the charging of the specified non-refundable deposit and the charging of the balance owing upon completion of the conference/function and the charging of any cancellation fee incurred as per the accommodation and cancellation policies below.

Accommodation
When accommodation is required, tentative group bookings will be accepted. A guaranteed booking is established upon receipt of the specified non-refundable deposit. The number of rooms required must be confirmed seven working days prior to arrival. This will be the minimum number of rooms that will be charged. A charge equal to one night's tariff quoted will be charged for each accommodation room booked as a "No-Show fee". A guest rooming list and charging details must be provided to the Hotel seven working days prior to the arrival in the Hotel. The Hotel reserves the right to specify a longer cancellation notice period should it deem it necessary.

Public Holidays
The Hotel reserves the right to charge a 15% surcharge to all food, beverage, room & equipment hire on any function/conference held on a New Zealand public holiday.

Cancellations
All cancellations must be notified to the Hotel in writing. Should the Hotel receive notice of cancellation of less than seven days prior to the conference/function, the Client shall pay a cancellation fee equal to the entire hire cost of the venue (which may be deducted from the non-refundable deposit). Should the Hotel receive the notice of cancellation less than two days prior to the conference/function, the Client shall pay the hire cost of the venue & equipment and the full cost of any food, which has been ordered. In any event, any deposit paid is non-refundable regardless of when the cancellation notice is received. The Hotel reserves the right to specify a longer cancellation notice period such as in the case of large bookings or for any other reason the Hotel deems necessary.

All rights reserved - Mount Richmond Hotel.

Content was current at time of printing but may be subject to change without notice. Please contact Mount Richmond Hotel to confirm any details prior to booking your wedding or reception.

MOUNT RICHMOND
HOTEL • AUCKLAND

676 Mount Wellington Hwy, Mount Wellington, Auckland • 0800 687 424 • www.mountrichmondhotel.co.nz

JULY 2023