EVENT VENUE

CONFERENCES • FUNCTIONS • WEDDINGS

MOUNT RICHMOND HOTEL • AUCKLAND

Functions and Events Info Pack

MOUNT RICHMOND
HOTEL • AUCKLAND

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

JULY 2023

Functions and Events

MOUNT RICHMOND
HOTEL • AUCKLAND

Gather and celebrate at Mount Richmond Hotel

Mount Richmond Hotel is an affordable one-stop venue for your next celebration. Great for birthday parties, weddings, anniversaries and other special occasions, as well as community and club gatherings.

With on-site catering and an experienced team, events at Mount Richmond Hotel are stress-free with everything you need taken care of by us. We let you enjoy your function!

- Dedicated events planner
- Event set-up, pack-down and clean-up
- Fully equipped with table settings
- AV equipment
- On-site restaurant and catering
- Fully licensed bar
- Free parking
- Indoor and outdoor event spaces for up to 160 guests

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Function Spaces

MOUNT RICHMOND
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Capacities and Rates

- Half day - 4.5 hours or less (either finishing no later than noon, or commencing noon or later).
- Full day - 4.5 hours or more

Name	Capacity	Half Day Rate	Full Day Rate
Brighton Room	15	$320	$400
Vineyard Room	30	$400	$500
Brighton and Vineyard Rooms	45	$550	$750
Richmond Room (pictured above)	160	$650	$1000
Poolside Area	80	-	$450

Poolside Area

Poolside Area

Brighton Room

Vineyard Room

Richmond Room

Richmond Room

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Barbeque Buffet

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Description	Cost Per Person	Minimum pax
BBQ buffet lunch or dinner	$63.00	20

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

Polynesian Buffet

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Description	Cost Per Person	Minimum pax
Polynesian lunch or dinner	$71.50	30

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

Optional Extra 5.00pp
- Pineapple Pies

Deluxe Package

MOUNT RICHMOND
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Deluxe Package

$80.00 (GST incl. per person)
min. 70, max. 160 guests

Breads
- Freshly baked bread rolls

Seafoods (choose one 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
- Pasta salad with bacon, peas and asparagus
- Streaky bacon and egg salad served over mesclun salad

Desserts
- Chocolate brownie
- 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

Grazing Table food

MOUNT RICHMOND
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Bronze Package

Cost per adult	Minimum pax	
$30.00	25	$600.00

- Filled Rolls
- Fruit Kebabs or Fresh Whole Fruit
- Mini Chicken or Beef Skewers
- Chocolate Brownie
- Asian Platter

Includes: Plates / Cutleries / Napkins / Tablecloth, Tables and Chairs, set up

*Does Not Include Area hire

Silver Package

Cost per adult	Minimum pax	
$35.00	30	$1050.00

- Filled Croissants
- Fresh Whole Fruit
- Mini Chicken or Beef Skewers
- Chocolate Brownie
- Home Baked Mini Quiches
- Asian Platter
- 2 Different Cheeses
- Crackers
- 2 Different Dried Fruit
- Pretzels
- Cured Meats

Includes: Plates / Cutleries / Napkins / Tablecloth, Tables and Chairs, set up

*Does Not Include Area hire

Gold Package

Cost per adult	Minimum pax	
$50.00	50	$2500.00

- Filled Croissants
- Fresh Whole Fruit
- Mini Chicken or Beef Skewers
- Chocolate Brownie
- Home Baked Mini Quiches
- Home baked Savories
- 3 Different Cheeses
- Crackers
- 3 Different Dried Fruit
- Cured Meats
- Pretzels
- Asian Platter
- Mini Cupcakes
- Chocolate Brownie

Includes: Plates / Cutleries / Napkins / Tablecloth, Tables and Chairs / Set up / Venue hire

Accommodation

MOUNT RICHMOND
HOTEL • AUCKLAND

For a comfortable, relaxing sleep

All hotel rooms at Mount Richmond Hotel include: free unlimited Wi-Fi, flat-screen TVs, air conditioning, tea and coffee facilities and a mini fridge. Conveniently located near Sylvia Park and Mount Smart Stadium, it is easy to get to Auckland Airport and the Auckland CBD from our hotel. Available for our guests convenience are the following facilities: free on-site parking, outdoor swimming pool and spa, Poolside Restaurant & Bar (room service available), guest gymnasium.

Studio Rooms - **One Super King Bed or Two King Single Beds • 18sqm • Max. 3 x Guests**

Comfortable rooms located on various floors. Enjoy a large super king bed or two king single beds. Smaller than our Executive Rooms. Renovations completed in 2017 include new bathrooms. Sleeps 2 guests, an additional bed can be added to the room for $35 per night.

Executive Rooms - **One Super King Bed • 19sqm • Max. 2 x Guests**

Our finest accommodation. Spacious rooms located on the top floor of our accommodation with a luxurious super king bed or two king singles. Fully renovated in 2017 include new bathrooms. Sleeps 2 guests.

Family Suite - **Sleeps up to 5 in various configurations • 34sqm • Max. 5 x Guests**

Great for travelling families or close friends, our Family Suite offers two adjoining rooms with super king or two king single beds in each room. Renovations completed in 2017 include new bathrooms. Sleeps 4 guests; an additional bed can be added for $35 to sleep 5.

All apartments feature:

- Air conditioning
- Complimentary parking
- Daily housekeeping service
- Electronic key card access security
- Ensuite bathroom
- Free unlimited Wi-Fi
- Iron and ironing board
- LCD TVs
- Mini fridge
- Room service
- Storage cupboard
- Tea and coffee making facilities
- Work desk and telephone

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Hotel Facilities

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Everything you need while you're away from home...

Mount Richmond Hotel offers guests staying for a conference everything they may need while away from home. Our Poolside Restaurant & Bar is open for breakfast seven days a week and offers a wonderful continental selection or choose from our menu of delicious breakfast meals. A catered lunch can be arranged (see Food & Drink page) for conference attendees and our licensed restaurant serves a great selection of dinner and dessert items.

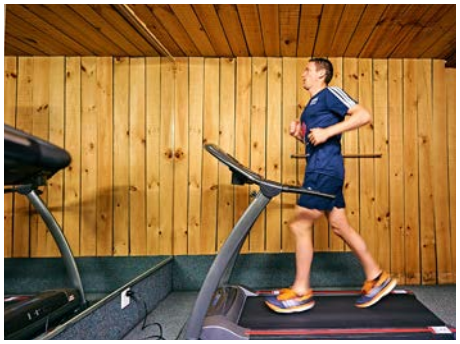
In your free time enjoy our swimming pool and private spa pool, or head across the road to Mount Richmond Domain and enjoy a walk around the mountain, or have a game of tennis using our rackets and balls.

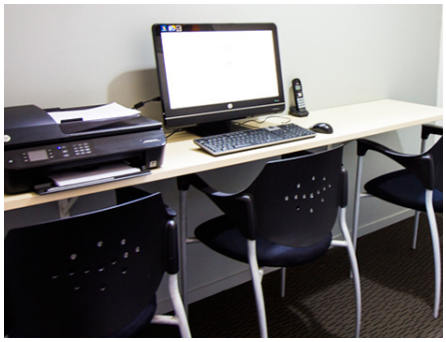
On-site Facilities

- Conference rooms
- Free Wi-Fi
- Guest laundry
- Swimming and spa pools
- Poolside Restaurant & Bar
- Private gymnasium

Off-site Facilities

- Tennis court
- Walking and jogging tracks
- Children's playground





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Drinks

MOUNT RICHMOND
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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 from	$11.00
Soft Drinks	
Coke, Diet Coke, Sprite	$4.00
Ginger beer	$5.50
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
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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

MOUNT RICHMOND

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Children's Parties

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

For the kids

MOUNT RICHMOND
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Leave it to us...

Birthday parties are a breeze at Mount Richmond Hotel. Work with our experienced team to make sure the details are just right, and leave the rest to us. Our team of party planners, hosts and chefs will have everything ready for you to turn up and enjoy a stress-free day! And when you're finished, we'll clean up everything - leaving you to enjoy the special day for your little one.

Free Ice Cream

Included in our affordable party packages

Catering

Food and drink for kids and adults

Swimming Pool

Use of our pool is included in rates

Description	Cost (excl. GST)
Kids parties - PoolSide Venue Hire + Inclusions	$450.00

Party inclusions

- Personal party planner and wait staff
- Licensed venue hire - PoolSide covered deck
- Set up and clean up
- Tables, chairs and bar leaners
- FREE ICE CREAM
- Use of swimming pool upon availability (adult supervision required)

Interested in making a booking? Email: info@mountrichmondhotel.co.nz | Want to find out more? Ph: 0800 687 424

Kids Grazing Table food

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Bronze Package

Cost per child	Minimum pax	$625.00
$25.00	25	

- Club Sandwiches
- Fruit Kebabs or Fresh Whole Fruit
- Chicken Nuggets
- Hot dogs Mini
- Cocktail sausages Mini
- Hot Chips

Includes: Plates / Cutleries / Napkins / Tablecloth, Tables and Chairs / Set up* / Balloons

*Does Not Include Area hire

Silver Package

Cost per child	Minimum pax	$900.00
$30.00	30	

- Filled Rolls
- Fruit Kebabs or Fresh Whole Fruit
- Chicken Nuggets
- Hot dogs
- Cocktail sausages
- Hot Chips
- Mini Cupcakes
- Chocolate Brownie

Includes: Plates / Cutleries / Napkins / Tablecloth, Tables and Chairs / Set up* / Balloons

*Does Not Include Area hire

Gold Package

Cost per child	Minimum pax	$1200.00
$40.00	30	

- Filled Croissants
- Fruit Kebabs or Fresh Whole Fruit
- Chicken Nuggets
- Hot dogs
- Cocktail sausages
- Hot Chips
- Mini Cupcakes
- Pretzels
- Chocolate Brownie
- Bottled Water or Juice

Includes: Plates / Cutleries / Napkins / Tablecloth, Tables and Chairs / Set up / Venue hire / Balloons

Optional Extras	$5.00 PP	$6.00 PP	$7.00 PP
	Chocolate, Slice, Lollies, Cakes Fruit, Sweet Popcorn, Candy floss, Jelly	Savories, Sushi	Cheese Board

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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.

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