

VENUE HIRE AND  
*Events at*

 HAMILTON  
GARDENS



Ph. 07 958 5940  
Hungerford Crescent  
SH1 Cobham Drive  
Hamilton East  
[bookings.gardens@hcc.govt.nz](mailto:bookings.gardens@hcc.govt.nz)  
[www.hamiltongardens.co.nz](http://www.hamiltongardens.co.nz)

## GARDEN EVENT

The themed gardens are available to hold special events such as pre-dinner drinks, afternoon teas, lunches or dinners where your guests can be transported into different worlds; imagine outdoor opera in the English Flower Garden or cooking classes in the Kitchen Garden. Perhaps a themed dinner in the Italian Renaissance Garden or canapés in the Chinoiserie Garden. The choice is yours.

Talk to our team about exclusive use of a garden. We can close a garden off from the public to ensure privacy for your event.



## GUIDED TOUR ADD-ON

Your guests will enjoy exploring the Gardens with our guides who will share the 'inside story' of how the Gardens was transformed from a rubbish dump into an internationally significant garden. Around every corner there is something different.

Talk to us about adding a guided tour to your event.

## RIVER CRUISE ADD-ON



Enjoy a relaxing scenic boat cruise and spectacular views of the river and Hamilton city with Waikato River Explorer. Talk to us about your options.

## PAVILION VENUE

The Hamilton Gardens Pavilion is centrally located within the Gardens and has been designed for expansive dinners, conferences, exhibitions, meetings and wedding receptions. There are four rooms available for hire in the Hamilton Gardens Pavilion.

**Central Court** - A large multipurpose space suitable for large dinners, presentations, shows, expos, and conventions. It can be joined to the Exhibition Hall to create a larger hall.

**Exhibition Hall** - It can be used for almost anything, but it is most suited to smaller expos, trade shows and exhibitions. It can be joined to the Central Court to create a larger hall.

**Chartwell Room** - A popular venue for seminars, meetings, public lectures and workshops.

**Meeting Room** - Ideal for smaller workshops and seminars, meetings, or casual gatherings.

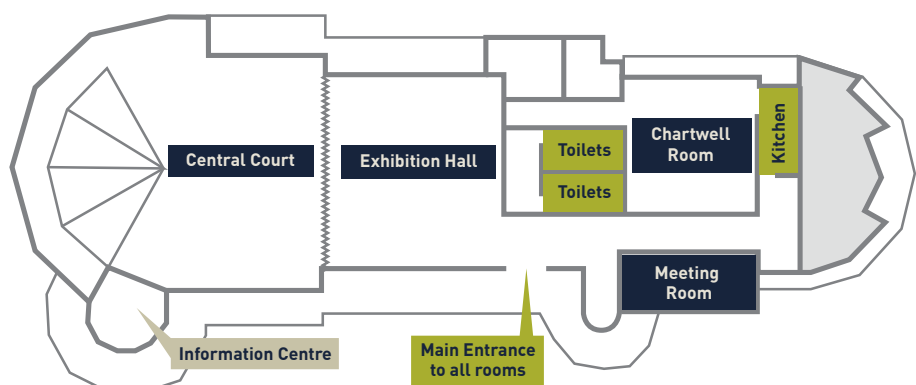
	CAPACITY & SIZE					HIRE PRICES			
	Cocktail	Theatre	Classroom	Banquet	Size (m2)	8am-Noon	Noon-5pm	5pm - Midnight	8am - Midnight
<b>Central Court</b>	540	450	250	300	543m2	\$340	\$370	\$415	\$805
<b>Exhibition Hall</b>	280	250	150	200	266m2	\$235	\$260	\$295	\$565
<b>Both rooms above</b>	800	650	350	500	809m2	\$555	\$610	\$690	\$1350
<b>Chartwell Room</b>	150	120	70	85	153m2	\$214	\$254	\$279	\$569
<b>Meeting Room</b>		18	12		26m2	\$125	\$135	\$145	\$365
<b>Kitchen - sole use</b>						\$99	\$99	\$99	\$228

Prices include GST. Valid until 30 June 2018. A bond may be required.

These prices are our rack rates.

Please contact the bookings team for a personalised quote based on your requirements.

## PAVILION LAYOUT



# DAY DELEGATE PACKAGE

(minimum 20 people)

Take the hassle out of organising your next full day meeting with our Day Delegate Package. The team at Hamilton Gardens will provide the following:

- Room hire
- Tea and coffee for delegates on arrival
- Morning and afternoon tea
- Lunch - served in room or choose the packed lunch option and explore the gardens
- Data projector and screen
- PA system
- Whiteboard and flipchart
- Room set up and pack down
- Water station
- Free car parking

Catering for the Day Delegate Package is provided by onsite caterers Hamilton Gardens Cafe to ensure your breaks run smoothly.

Talk to us about customising a Day Delegate Package to suit your needs such as a half day option.

**\$45** per person  
(Incl GST) | Chartwell Room  
8am – 5pm

## DAY DELEGATE MENU

### Morning Tea

Tea, coffee and hot chocolate

Mini muffin or scone

### Lunch

Tea, coffee and orange juice

Chef's choice of savoury items (two per person)

Tasting platter of chef's sweet cabinet slices OR a seasonal fresh fruit platter

### Afternoon Tea

Tea, coffee and hot chocolate

Small tub of vanilla ice cream

Please note: Changes to this package including dietary requirements may incur additional costs.

## PACKED LUNCH EXPLORE THE GARDENS



A packed lunch option is available upon request. This option allows attendees to spend their lunch break exploring the gardens.

## ALSO AVAILABLE

### Audio visual equipment

	Rooms / Cost
<b>Portable Speakers and Wireless Mic</b> 1 x Pair speakers and tripod stands 1 x Wireless hand held microphone 1 x Wireless microphone receiver 1 x Over the Air Mic 1 x Microphone stand	Central Court or Exhibition Hall <b>Full Day: \$250</b> <b>Half Day: \$150</b>
<b>Portable Projector and Screen</b> 1x HDMI projector 1x Portable pull up screen Dimensions 2055(w) x1265mm	Central Court or Exhibition Hall <b>Full Day: \$250</b> <b>Half Day: \$150</b>
1 x Fixed screen 1 x Fixed projector 6 x Ceiling speakers 1 x Wireless mic 1 x Mic stand	Chartwell Room <b>Full Day: \$250</b> <b>Half Day: \$150</b>
1 x 55 inch TV	Meeting Room <b>Included in venue hire</b>

A generous discount is available to community groups/charitable organisations with proof of your charitable status.

### Equipment and furniture

Chairs and tables are included in the venue hire. We have 24 x 1.5m round tables, 300 chairs and a large supply of trestle tables onsite.

Trestle table cloths (black or white)	\$10 each
Round table cloths (black or white)	\$25 each
Stage (4m x 2m x .3m)	\$88
Lectern	No charge
White board	No charge
Chair covers (black or white)	\$5 each
Directional signage	No charge
Security guard	From \$45 per hour

(Additional items available on request). Prices include GST

# FREQUENTLY ASKED QUESTIONS

## How far in advance do I need to book?

The sooner the better to secure the date and venue you want. This also allows ample time to arrange catering and other requirements.

## Can we set up for our event?

Yes. Please ensure you allow time in your booking for packing in and breaking down. Hamilton Garden staff can set up for your event during business hours, the cost is \$45 per hour.

## Is Wi-Fi available?

Yes, free limited Wi-Fi is available at Hamilton Gardens.

## How does the payment work?

Tentative bookings are held for one month and then automatically released. A booking is regarded as tentative until the confirmation letter has been signed and returned. Full payment is required prior to your event. A refundable bond may also be required. Booking conditions apply and our full terms and conditions are available on request.

## Is cleaning included in the venue hire cost?

Yes, a standard clean is included in the venue hire price. Please ensure the room is left in the same condition as when you arrived. We have a recycling station and rubbish disposal station available.

## Are there additional costs for public holidays?

Yes. Hamilton Gardens venue hire prices remain the same however there may be additional costs for other services – catering surcharge, security guards etc. Please contact the bookings team to discuss.

## Is parking available?

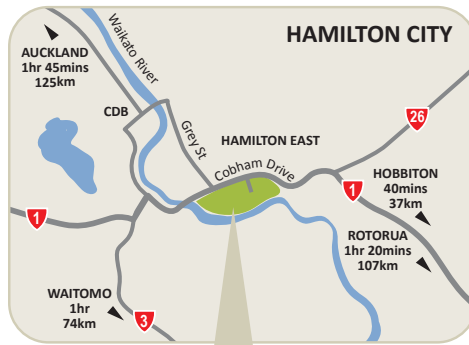
Free parking is available through Gates 1 and 2 off Cobham Drive.

## What are the health and safety requirements?

We take health and safety very seriously. Anyone doing physical work including caterers, decorators and event managers at Hamilton Gardens needs to complete our health and safety prequalification process.

## Where are the Hamilton Gardens and how do we access the back of Hamilton Gardens to pack-in and out?

Access to the back of the Pavilion is available via the service lane off Gate 2 car park.



## What are the options for catering?

At Hamilton Gardens our contracted caterers offer a wide range of menus to fit your tastes and budgets. Please contact the caterers' directly for menus and quotes.

### Hamilton Gardens Café

We offer a range of menu options for all budgets and occasions.  
whampoa@xtra.co.nz  
07 856 6581  
www.hgcafe.co.nz

### Maggy's Catering

Boutique food made with love from the freshest local produce.  
catering.enquiries@maggyscatering.co.nz  
07 846 6185  
www.maggyscatering.co.nz

### Edible Solutions

Impressive food, friendly service. Quality every time for corporate catering, funerals and weddings.  
food@ediblesolutions.co.nz  
07 847 8960  
www.ediblesolutions.co.nz

### Montana Catering

We take pride in presenting outstanding food and service.  
info@montanacatering.co.nz  
07 839 3459  
www.montanacatering.co.nz

### Little India

Clay ovens, charcoal infusion of fresh herbs and spices. Authentic North Indian food.  
goldierai@littleindia.co.nz  
07 838 1620  
www.littleindia.co.nz

**Please note:** Only these caterers can provide catering at Hamilton Gardens (including the Pavilion).

## A PERFECT DESTINATION

The Gardens is very accessible to out-of-town attendees and is located beside SH1 and close to Hamilton International Airport. The Gardens has free parking for your guests through Gates 1 and 2, and easy access for service vehicles through Gate 2.

