

 HAMILTON
GARDENS

Book your next

EVENT MEETING FUNCTION SEMINAR

in one of our many unique venues



Ph. 07 958 5940
Hungerford Crescent
SH1 Cobham Drive
Hamilton East
bookings.gardens@hcc.govt.nz
www.hamiltongardens.co.nz



Phoenix Events

As well as creating delicious food we provide a full event management and event styling service. Our event planner will liaise closely with you throughout the process.

So whether your guest list numbers 10 or 500, you can relax knowing we will take care of even the smallest detail. We can help you develop a theme for your event, organise decorations, bar and wait-staff.

Give us a call to discuss how we can help with your next event.

Freephone 0800 150019
 info@phoenixdecohire.co.nz www.phoenixdecohire.co.nz

Edible Solutions CATERING

IMPRESSIVE FOOD • FRIENDLY SERVICE • QUALITY EVERY TIME

Edible Solutions is a well-established, full-service catering company. We customise menus and cater for specific dietary requirements. We have a range of beverage options available. We can provide friendly well-trained service staff for your function if required.

You will always receive impressive food and professional service that enhances any occasion and ensures everything runs smoothly.

SPECIALISED EVENTS

- ✳ FUNERALS
- ✳ FINGER FOOD BREAKFAST MORNING / AFTERNOON TEA
- ✳ FINGER FOOD LUNCHES
- ✳ CANAPES
- ✳ WEDDINGS

WWW.EDIBLESOLUTIONS.CO.NZ

23 Bandon St, Frankton 07 847 8960

Edible solutions catering
 @escoffeebreak
 food@ediblesolutions.co.nz

HAMILTON GARDENS CAFE

HGC

LAKESIDE FUNCTION CENTRE

Resident on-site caterers for any type of function

competitive, creative, constructive

whampoa@xtra.co.nz
 07 856 6581
 www.hgcafe.co.nz

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.

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 venue.

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 venue.

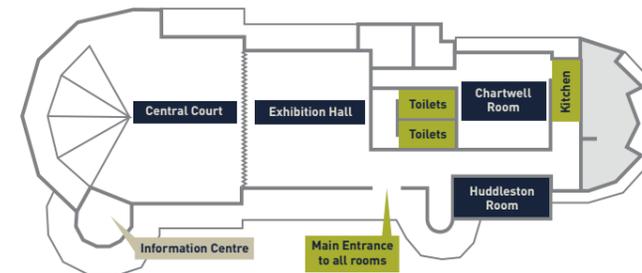
Chartwell Room - A popular venue for seminars, meetings, public lectures and workshops.

Huddleston Room - Ideal for smaller workshops and seminars or meetings.

	CAPACITY & SIZE					HIRE PRICES				
	Cocktail	Theatre	Classroom	Banquet	Size (m ²)	8am - Noon	Noon - 5pm	5pm - Midnight	8am - 5pm	8am - Midnight
Central Court	540	450	250	300	543m ²	\$354	\$385	\$431	\$614	\$839
Exhibition Hall	280	250	150	200	266m ²	\$243	\$268	\$304	\$436	\$585
Central + Exhibition	800	650	350	500	809m ²	\$597	\$653	\$735	\$1050	\$1424
Chartwell Room	150	120	70	85	153m ²	\$223	\$264	\$289	\$432	\$585
Huddleston Room		18	12		26m ²	\$120	\$130	\$130	\$225	\$320
Kitchen - sole use						\$105	\$105	\$105	\$174	\$241

Prices include GST. Valid until 30 June 2020. A bond may be required. These prices are our rack rates. Please contact the bookings team for a personalised quote based on your requirements. Additional time and costs could be incurred for set up and pack down.

PAVILION LAYOUT



See more, including 360° room tours, on our website:
www.hamiltongardens.co.nz/venue-hire

DAY DELEGATE PACKAGE

(minimum 25 people)

Take the hassle out of organising your next full day meeting with our comprehensive package, including catering provided by the Hamilton Gardens Café.

Priced from \$56 per person (Inc GST)



GARDEN EVENT

Transport your guests to a different world, just with a few footsteps. Our themed gardens are available to hold special events such as pre-dinner drinks, afternoon teas, lunches or dinners. Imagine cocktails in the Modernist Garden or canapés in the Italian Renaissance Garden! We can close off a garden from the public to ensure exclusivity for your event – talk to our team for more information.

ALSO AVAILABLE

Audio visual equipment

	Rooms / Cost
Portable Speakers and Wireless Mic 1 x Pair speakers and tripod stands 1 x Wireless hand held microphone 1 x Wireless microphone receiver 1 x Over the ear mic 1 x Microphone stand	Central Court or Exhibition Hall \$200 per day
Portable Projector and Screen 1x HDMI projector 1x Portable pull up screen Dimensions 2055(w) x1265mm Suitable for events with <150 attendees	Central Court or Exhibition Hall \$200 per day
1 x 55 inch TV	Huddleston Room Included in venue hire
Projector and Screen 1x Wireless mic, 1x Microphone stand, 6x Ceiling speakers A generous discount is available to community groups/charitable organisations with proof of your charitable status.	Chartwell Room Included in venue hire

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)	\$10 each
Stage (4m x 2m x .3m)	\$88
Lectern	No charge
White board	No charge
Security guard	From \$60 per hour
Set up and pack down by Hamilton Gardens staff	From \$60 per hour

Additional items available on request. Dependent on availability. Prices include GST. Surcharges may apply for cleans & security on public holidays

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 catering companies directly for menus and quotes.

Edible Solutions

Impressive food, friendly service. Quality every time for corporate catering, funerals and weddings.

e. food@ediblesolutions.co.nz p. 07 847 8960

www.ediblesolutions.co.nz

Hamilton Gardens Café

We offer a range of menu options for all budgets and occasions.

e. whampoa@xtra.co.nz p. 07 856 6581

www.hgcafe.co.nz

Kerr & Ladbrook

Focussing on quality food with excellent presentation & personal service for you & your guests.

e. info@kerrandladbrook.co.nz p. 07 838 9338

www.kerrandladbrook.co.nz

Maggy's Catering

Boutique food made with love from the freshest local produce.

e. catering.enquiries@maggyscatering.co.nz

p. 07 846 6185

www.maggyscatering.co.nz

Montana Food & Events

We take pride in presenting outstanding food and professional catering event management.

e. info@montanafoodandevents.co.nz p. 07 839 3459

www.montanafoodandevents.co.nz

Phoenix Events and Friends Cuisine of India

Delicious food with a full event management and event styling service.

e. info@phoenixdecohire.co.nz p. 0800 150019

www.phoenixdecohire.co.nz

Spit Roast Catering Company

Waikato's original Spit Roast Company. We have all your catering needs covered.

e. info@srcc.co.nz p. 0800 762 787

www.srcc.co.nz

Three Forks

Design, taste & indulge. We customise each menu to your style & taste.

e. info@3forks.co.nz e. 0212 344 675

www.3forks.co.nz

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

FREQUENTLY ASKED QUESTIONS

Do I need to make an appointment to see the venue or talk with a staff member?

Yes. Please contact the Bookings Team on 07 958 5940 so we can ensure our availability, and that the venue is not booked for another event.

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.

When I arrive will everything already be set up?

Not unless you've pre-organised this. Hamilton Gardens staff can set up or pack down for your event during business hours, the cost is \$60 per hour. Or ask us for a recommendation for an event styling service provider.

Can we set up for our event?

Yes. Please ensure you allow time in your booking for setting up in advance and packing out afterwards. Hamilton Gardens staff can set up for your event during business hours, the cost is from \$60 per hour.

Is wifi available?

Yes you can access free wifi (wireless internet) in all four rooms within the Hamilton Gardens pavilion.

Is parking available?

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

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, cleaning etc. Please contact the Bookings Team to discuss.

What are the health and safety requirements?

Anyone doing physical work at Hamilton Gardens, including caterers, decorators and event managers, needs to complete our health and safety pre-qualification process.

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.



Getting Married

Check out our Weddings brochure for venue hire and packages for your big day!

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.

