

# Corporate Function Proposal



*Example only*

## **COCKTAIL CORPORATE CANAPE MENU**

---

- Soused Scallops served with lemon and coriander
- Smoked Salmon on rye bread with lemon & chive crème fraiche
- Smoked Chicken and parmesan tartlets with a Caesar dressing
- Duck Liver Parfait with peach chutney on sourdough croutes
- Mini Canterbury Lamb burger on sourdough with lime and mint mustard
- Macerated fig, red onion and feta cheese in a filo roll
- Vol au vent filled with avocado salsa
- Mixed Asian Savories (Spring Rolls, Vegetable Samosa) with Sweet Chilli Dipping Sauce
- Fish Goujons with tartare sauce
- Chicken skewers with satay sauce.
- Mini chocolate éclairs filled with vanilla cream
- Mini lemon meringue pies
- Selection of chocolate truffles

### **Pricing**

\$3.95 per selection, per person

A minimum 6 selections for a Cocktail party, 3 for pre dining if required

## SAMPLE CORPORATE DINNER MENUS

---

### Entrees

- Bruschetta of fresh mozzarella with caponata and salsa verde
- Feta and vine ripened tomato filo tartlet with a rocket salad and kalamata olives *(gf, df)*
- Hot smoked Akaroa Salmon with slaw of fennel, apple and citrus, served with pinot noir reduction and avocado oil *(gf, df)*
- Salad of bacon and soused scallops with pear and walnuts, dressed with a sherry vinaigrette *(gf, df)*
- Parfait of duck liver on toasted ciabatta with cucumber pickle and salad garnish *(gf available with substitution of bread)*

### Mains

- Akaroa Salmon fillet served on lemon and thyme polenta cake with wilted greens, soused scallops and lemon chive butter sauce *(gf)*
- Roasted breast of chicken served on savoury meat loaf with wilted greens and a café au lait sherry & sage sauce *(gf)*
- Roasted rump of lamb on herbed potato with wilted greens, served with red wine jus reduction and broad beans *(gf)*
- Roasted Rack of Canterbury Lamb served on herbed potato galette with wilted greens, pinot noir jus reduction and vegetable ratatouille *(gf, df)*
- Confit of Canter Valley Duck leg, presented on a marquise potato filled with kumara, served with a five spice infused duck jus and vegetable garnish *(gf)*
- Seared Cheviot Beef fillet, served on dauphinoise potato with wilted greens, and sauté mushrooms glazed with duck parfait, finished with a thyme infused beef jus reduction *(gf)*
- Kumara Bake, baked layers of golden, red and beauregard kumara, served on wilted greens with red capsicum relish and broad bean butter 'veloute'

## Desserts

- Chocolate Mousse
- Filled Kiwi Pavlova
- Lemon Tart, raspberry coulis and crème fraîche
- Gluten Free, Dairy Free citrus cake with citrus glaze and passion fruit parfait (*gf, df*)
- Cheese boards Available as a supplement @ \$5.00pp

## Pricing

3 course, choice of 1 main	\$69.00
3 course, choice of 2 mains	\$76.00

*Menus are samples only. We can create an individual menu to suit your event.*

*Vegetarian options and dietary requirements available on all menus at no extra cost*

## **BEVERAGES**

---

*Beverages can be supplied as a package or on a consumption basis.  
All prices include GST.*

### **BEVERAGE PACKAGE**

The package price includes beverage, labour and glass hire on a per person basis.

#### **House Wine, Local Beers, Fruit Juices, Soft Drinks and Methode Champenoise**

2 hours	\$31.00
3 hours	\$42.00
4 hours	\$45.00
5 hours	\$50.00

Should you wish to upgrade from our house wine to Stoneleigh Varietals you can for an additional cost of \$5.00 per person

### **ON CONSUMPTION**

You choose the wines and beers to suit your event.

There is an additional labour and hire charge of \$450.00 when on consumption is chosen.

#### **Bubbles**

Brancott Estate Reserve ve Chardonnay Pinot Noir Brut Marlborough	\$32.00
Brancott Estate Reserve ve Sparkling Sauvignon Blanc	\$32.00

#### **White**

Montana Festival Block Chardonnay	\$30.00
Montana Festival Block Sauvignon Blanc	\$30.00
Montana Festival Block Pinot Gris	\$30.00
Montana Festival Block Pinot Noir	\$30.00

## Bubbles

Brancott Estate Reserve ve Chardonnay Pinot Noir Brut Marlborough	\$32.00
Brancott Estate Reserve ve Sparkling Sauvignon Blanc	\$32.00
Deutz 750ml Marlborough	\$52.00
Mumm 750ml France	\$112.00

## White Wines

Church Road Chardonnay Hawkes Bay	\$39.00
Boundary Tuki Tuki Chardonnay Hawkes Bay	\$35.00
Stoneleigh Sauvignon Blanc Marlborough	\$37.00
Camshorn Sauvignon Blanc Waipara	\$39.00
Camshorn Classic Riesling Waipara	\$37.00
Boundary Pinot Gris Waipara	\$35.00

## Red Wines

Gibbston Valley Gold River Pinot Noir Central Otago	\$52.00
Boundary Kings Rd Pinot Noir Waipara	\$42.00
Triple bank Pinot Noir Marlborough	\$42.00
Church Road Cuve Merlot Hawkes Bay	\$42.00
Church Road Merlot Cabernet Hawkes Bay	\$42.00
Coupers Shed Merlot Cabernet Hawkes Bay	\$37.00
Church Road Reserve Syrah Hawkes Bay	\$52.00

## Dessert Wine

Saints Noble Sémillon Gisborne	\$37.00
Church Road Reserve Noble Viognier Hawkes Bay	\$52.00

## Beer

Monteiths Premium NZ Lager	\$6.60
Monteiths Golden Lager	\$6.60
Monteiths Pilsner	\$6.60
Monteiths Original Ale	\$6.60
Amstel Light	\$6.00
DB Draught	\$5.75
Export Gold	\$5.75
Heineken	\$7.00
Steinlager Pure	\$7.00

## TRANSFERS

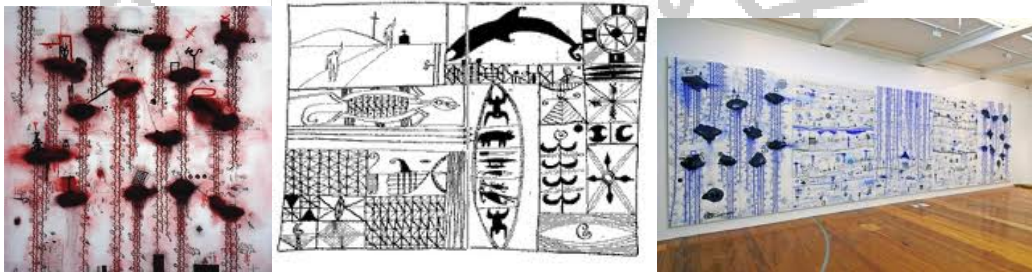
---



## EXCLUSIVE EXHIBITION VIEWING – Sept 2011

---

\$200.00 Unguided  
\$500.00 Guided



John Pule



Pieter Hugo

---

## EQUIPMENT HIRE

---

When having a cocktail party in the Art Gallery Foyer, Alchemy will supply all linen, drop tables and casual seating at no extra cost.

For dinner events in the restaurant, there is an additional charge of **\$3.50 per person** to cover the cost of white linen.

For dinner events in the Gallery Foyer, there is an additional charge of **\$13.50 per person** to cover the cost of tables, chairs and white linen.

We can source any other equipment or linen for you but an additional charge will be incurred.

---

## PAYMENTS

---

All payments may be made by cash, cheque or any major credit card. All accounts must be paid prior to or at the conclusion of the function or otherwise arranged.

We have a 7 days turn around on all invoices that are sent out, unless other arrangements are confirmed during contract negotiations.

---

## CONFIRMATION

---

Confirmation of your booking must be made in writing together with the estimated number of attendees and the requested deposit. Otherwise, management reserves the right to cancel the booking and allocate the venue to another client.

An invoice will be sent out with booking forms and contracts for the deposit, this must be paid at the time the signed contract is returned (within 7 working days).

---

## DEPOSIT

---

An initial deposit of 25% of the total estimated function cost is required to confirm a tentative booking. A further 50% of the function cost is required one week prior to the function. This amount will be deducted from the final account.

In the event of a deposit not being received management reserves the right to allocate the venue to another client.

---

## CANCELLATIONS

---

All cancellations must be advised in writing. In case of a function being cancelled the following terms are applicable.

Over 90 days prior to the event - the deposit may be refunded. Transfer of the deposit to a new date can occur subject to availability and only on one occasion.

90 - 60 days prior to the event - the deposits will not be refunded

59 - 21 days prior to the event - a cancellation fee equivalent to 50% of the estimated total revenue of the function will be charged.

Less than 21 days prior to the event – a cancellation fee equivalent to 100% of the estimated total revenue of the function will be charged.

An estimated number of attendees must be given at the time the booking is made.

A guaranteed minimum number of guests attending the function is required no later than midday, three working days prior to the first day of the event.

**ACCEPTANCE**

---

By signing below you agree to all the terms and conditions stated above.

Client Name:

---

Company:

---

Client signature:

---

Date:

---

Method of Final Payment:

---

*The above rates have been calculated on your current numbers and food and beverage requirements. If the numbers of delegates or food and beverage requirements change please understand that we will need to re-quote.*

All prices are GST exclusive unless stated  
Quote prices valid for 28 days from 01/03/2011

*Please let us know if we can be of any further assistance.  
We look forward to making your event a special occasion.*