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DISTINCTION COACHMAN HOTEL

• PALMERSTON NORTH •

*A Wedding that is
Distinctively You!*





DISTINCTION COACHMAN HOTEL

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*Thank you for considering
Distinction Coachman Hotel
for your very own, unique,
Wedding Celebration.*

*From the moment you book, our experienced team offers
a personalised service to ease the stresses from
planning your special day.*

*You can focus on walking down the aisle in our beautiful
landscaped gardens and enjoying your first dance under
the chandelier.*

*You special day in one place, surrounded by
family, friends and loved ones.*

Yours Sincerely,

Liz Kennard





DISTINCTION COACHMAN HOTEL

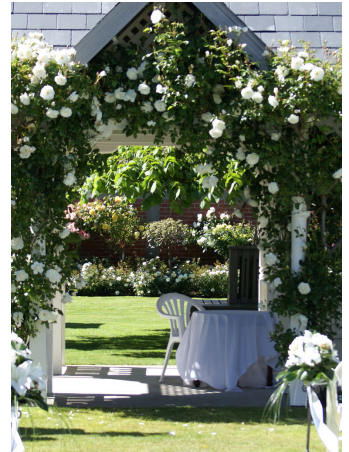
• PALMERSTON NORTH •

Ceremony & Reception

Your wedding ceremony will be held in our beautiful gardens, with a backdrop of the pergola covered in roses.

Our beautifully landscaped gardens and lawns are a wonderful place to enjoy canapes and bubbles post ceremony; with family and friends.

Followed by great food and dancing in one of our many function rooms.





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Wedding Co-ordination

Some of the things we can help you with:

Venue for your wedding ceremony

Venue for your reception

Accommodation for the Bride and Groom

Accommodation for your guests

Catering

Beverage requirements

White or Black chair covers available for hire

Sound System available for hire suitable for -

laptop, Phone or IPod

The Hair Company Hair Dressers (*on site*)





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Wedding Details

Room Capacities seated at Round Tables

| | |
|--|-----|
| Huntermville Room & La Patio Club Room | 120 |
| Huntermville Room | 80 |
| McKelvie Room | 50 |

Venue Hire

Ceremony & Reception: \$3,000.00

Reception only; \$2,500.00

Includes Huntermville Room, Huntermville Bar, McKelvie Room, and Rose Garden.

Also includes professional wedding coordination advice; food & beverage staff; all tables; chairs; your choice of black or white table linen; cloth table napkin; cutlery; crockery; glassware; gift table; cake table; handheld microphone for toast master; setup and packdown.

Garden set for ceremony with white chairs and register signing table.

Photo Opportunities:

There are a number of ideal locations around the hotel where the photographer can capture the memories of your special day.

This opportunity is complimentary when holding your reception within the hotel. Alternatively, you can have photos taken off-site while your guests relax and enjoy refreshments and nibbles.

Catering Selections: (Menus follow)

Canapés

Platters

Buffet Menus

Please discuss your specific requirements with our Wedding Coordinator.

Beverages:

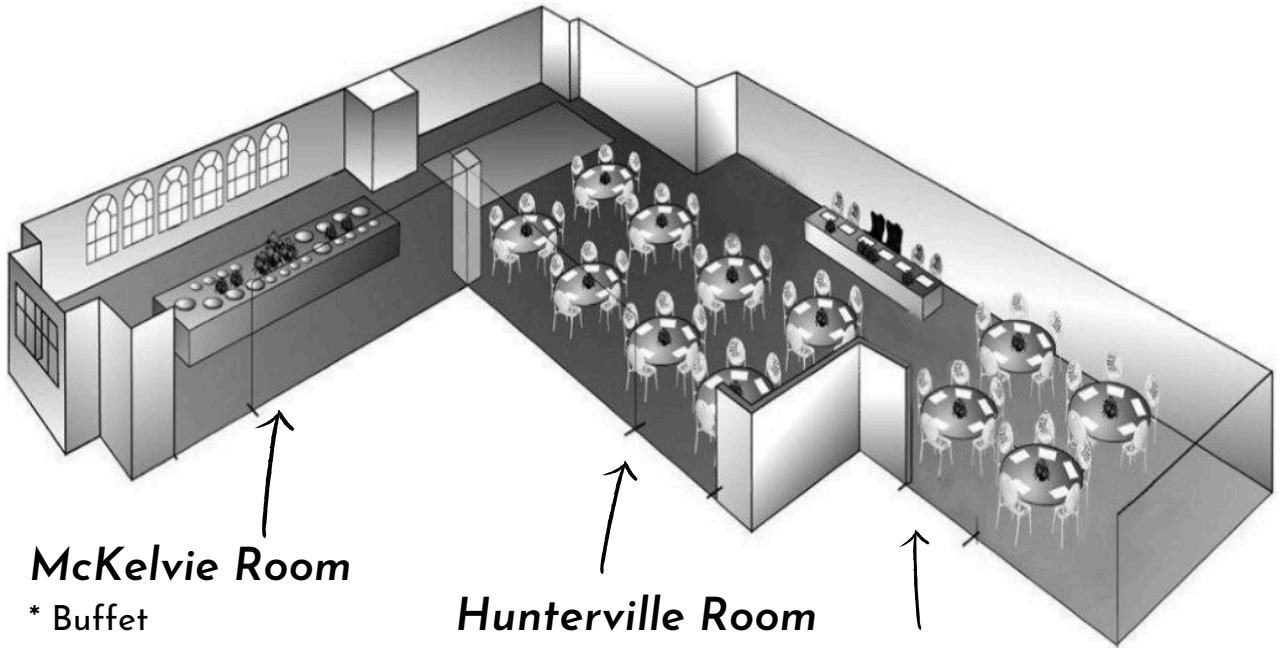
Beverage list available on request



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Wedding Function Rooms



McKelvie Room

- * Buffet
- * Indoor ceremony option

Hunterville Room

- * Reception seating
- * Dance floor
- * Band

La Patio Club Room

- * Reception seating
(for larger weddings)





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Canapes

(Minimum 15 people)

OPTION 1

\$15 per person - Choose 3 items

OPTION 2

\$23 per person - Choose 5 items

OPTION 3

\$30 per person - Choose 7 items

Any additional food items are \$4.00 per item

Cold Selection

Prawn Cocktail on lettuce GF.

Smoked Salmon & Pea Vol-au-Vents

Prime Beef, Caramelised Onion, herb cream cheese Crostini.

Tomato & Mozzarella Skewers, Pesto V/GF

Hot Selection

Mushroom Arancini balls V

Beef Skewers served with BBQ sauce DF/ GF

Fish Bites served with Tartare sauce.

Satay Chicken Skewer, Satay Sauce GF/DF

Prawn Skewers & Chilli Dressing GF/DF

Sweet & Sour Flame Grilled Meatballs GF/DF

*** Costs and Content of Canapes are subject to change & will be confirmed the year of your wedding. ***



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Platters

(Serves approximately 10 people per platter)

BREADS & DIPS PLATTER

\$80.00

Assorted Breads with a selection of Hummus, Tomato Relish, Olive Oil & Basil Pesto

ANTIPASTO PLATTER

\$120.00

Selection of Deli Meats, Pickled Vegetables & Cheese served with Crostini, Dips & Relish

MEDITERRANEAN PLATTER

\$110.00

Chicken & Prawn Skewers, Pickled Vegetables, Feta Cheese & a selection of Mediterranean Dips, Served with Flat Bread

CHEESE PLATTER

\$120.00

Local New Zealand Cheese served with Quince Paste, Gapes, Dried Fruits, Crackers & Breads

ORIENTAL PLATTER

\$120.00

Pork bao buns with Pickle & Sesame Dressing, Chicken Satay with Peanut Sauce, Spicy Vegetarian Wontons with Chili Sauce, & Vegetable Rice Wraps with Soy Sauce

CRUDITÉS & DIPS PLATTER

\$90.00

Mixed Raw Vegetables served with Dip

Sides

HOT FRIES

\$25.00

Served with a side of Aioli

WORKS WEDGES

\$45.00

Seasoned Wedges served with Bacon Bits, Cheese, Sour Cream and Sweet Chilli Sauce

*** Costs and Content of Platters are subject to change & will be confirmed the year of your wedding. ***

Buffet Menu

(Minimum 30 people)

Option 1

\$50pp

- Bread Rolls
- 2 x Salad Selection
- 2 x Hot Selection
- 2 x Dessert
- Filtered Coffee & Specialty Teas

Option 2

\$60pp

- Bread Rolls
- 2 x Salad Selection
- 3 x Hot Selection
- 1 x Carvery Selection
- 2 x Dessert
- Filtered Coffee & Specialty Teas

Option 3

\$70pp

- Selection of Breads & Spreads
- 3 x Salad Selection
- 4 x Hot Selection
- 1 x Carvery Selection
- 3 x Dessert
- Filtered Coffee & Specialty Teas

CARVERY

- Roast Beef with Mustard (gf/df)
- Roast Pork Leg with Garlic & Herbs (gf/df)
- Pineapple Maple Glazed Ham (gf/df)

SALAD SELECTION

- Mixed Leafy Green Salad with a Honey Mustard Dressing (gf/df/v)
- Caesar Salad
- Rustic Potato & Bacon Salad (gf)
- Coleslaw Salad (gf/v)
- Pasta Salad with Pesto
- Beetroot, Walnut & Feta Salad (gf/v)
- Broccoli & Nuts Salad (gf/v)
- Moroccan Chickpea Salad

HOT SELECTION

- Baked Fish with Lemon & Herb (gf)
- Roast Chicken (Teriyaki or Moroccan) (gf/df)
- Mild Butter Chicken with Basmati Rice (gf)
- Char Siu BBQ Pork
- Steamed Seasonal Vegetables (gf/df)
- Lamb Ragout with Rice (gf/df)
- Potato Gratin (gf/v)
- Roasted Vegetables (gf/df)
- Roasted Baby Potatoes & Rosemary
- Beef Stroganoff with Fettuccini
- Thai Green Curry with Rice (gf/df/v)

DESSERT

- Fruit Salad (v)
- Chocolate Brownie with Chocolate Sauce
- Apple & Berry Crumble with Custard
- Lemon Meringue Pie
- Assorted Cheesecake
- Sticky Date Pudding with Caramel Sauce
- Pavlova (gf)
- Tiramisu



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** Costs and Content of Buffet are subject to change & will be confirmed the year of your wedding. **



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Distinction Coachman Hotel Wedding

Terms & Conditions

TENTATIVE BOOKING

Distinction Coachman Hotel will tentatively reserve your venue for a maximum of seven (7) days, after which time if written confirmation and deposit is not received, we reserve the right to release your booking.

CONFIRMATION AND DEPOSIT

Confirmation of your booking must be received in writing, along with a signed copy of your contract and deposit of the full Venue Hire. No bookings will be confirmed without a deposit. Once payment and confirmation is received the price quoted when booked; will remain. All deposits are non-refundable.

PAYMENT

All costs are required at least 14 days prior to the commencement of your wedding. The remaining balance payment is required at least five (5) working days after the wedding - unless prior arrangements have been made with management.

EXTERNAL FOOD AND BEVERAGE

Distinction Coachman Hotel reserves the right to provide all catering on premises. No other food or beverage may be brought onto the premises for consumption before, during or after the event. The only exception to this will be wedding cakes.

ATTENDANCE NUMBERS

Final attendance numbers must be notified ten (10) working days prior to function arrival. Any reduction in attendance numbers subsequent to notification of final numbers; will be subject to charging at the full contract amount.

DECORATIONS

Distinction Coachman Hotel does not allow pins in the wall, glitter or live flame

PUBLIC HOLIDAYS

Distinction Coachman Hotel will place a surcharge of 15% on all weddings held on a public holiday.



CANCELLATION

We would be disappointed if your event were to be cancelled. However, we realize circumstances occasionally make this necessary. All cancellations must be put in writing to the Hotel. If the wedding is cancelled, the following conditions will apply:-

:NOTICE OF 30 DAYS OR LESS

A cancellation fee equal to 40% of the total value of the wedding, will be made at the discretion of the General Manager of Distinction Coachman Hotel Palmerston North and will be payable immediately upon request by the General Manager.

:NOTICE OF 5 DAYS OR LESS

In the event of a cancellation made within 5 working days of the wedding, 100% of the total food, beverage and full room hire will be charged.

CHANGE OF DATE

We understand that you may need to change the date of your wedding we will attempt to fit in with any changes of date where space is available. Your deposit will be rolled over for the new dates. If the requested dates are not within 30 days of the original dates booked, then the change will be treated as a cancellation (see cancellation terms & conditions).

PREVENTING DAMAGE

The patron is financially responsible and agrees to indemnify Distinction Coachman Hotel Palmerston North for all damage; sustained to the Hotel and its grounds during and event as an action of invitees and/or guests of the organizer. This also applies to any damage caused during the event staying overnight in the Hotel.


Although accidents often happen, damage to our function rooms can easily be prevented by good communication between your organizer and our team when arranging posters displays and equipment. If necessary, repair or replacement charges may be passed on. No live flame candles; staples; sticky or masking tape; glues; pins; or velcro on our walls. We recommend patrons arrange their own insurance.

ACCOMMODATION BOOKINGS

For accommodation bookings of more than 5 rooms, one night's accommodation charge per room is required 30 days before the event. A rooming list is also required 30 days before the event. If the one night's accommodation is not received, or the rooming list is not received, Distinction Coachman Hotel Palmerston North reserves the right to release the rooms that are held.

ACCOMMODATION PAYMENT POLICY

Where credit approval has been granted by the hotel to a company/organization, that company/organizations written authorization will be accepted and full payment is required 30 days following receipt of the hotel's invoice. In the event the company/organization has not guaranteed all charges Distinction Coachman Hotel Palmerston North will request a credit card imprint or cash deposit in lieu of that authorization.





INSURANCE

Distinction Coachman Hotel Palmerston North takes all care with the security and protection of property and guests; we are unable to accept any responsibility for damage or loss of property left in the hotel prior, during, or after an event, as the case may be. We recommend patrons arrange their own insurance

ROOM ASSIGNMENT

If the room or rooms reserved herein cannot be made available to the patron for causes beyond the control of the hotel, the hotel reserves the right to substitute similar or comparable accommodation for the event, which substitute shall be deemed by the patron as full performance of the hotels obligations under the agreement. This applies to accommodation and banquet rooms. Please note that conference space reserved during the days is subjected to relating for the evening functions, unless alternate arrangements have been made.lk

FORCE MAJEURE

Neither party shall be liable in damage or have the right to terminate this agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to acts of God, government restrictions (including denial or cancellation of any export or other necessary license), wars, insurrections and/or any other cause beyond reasonable control of the party whose performance is affected.

CONDUCT OF EVENT

The patron agrees to begin its event at the scheduled time and agrees to have guests, invitees and other persons vacate the designated event space at the closing hour indicated. If the hotel has reason to believe that the event or any part of it will affect the smooth running of the hotel business, its security or reputation, Distinction Coachman Hotel reserves the right to cancel the event or any part of it at the discretion of the general manager and without notice or liability. The event shall be conducted in all respects in an orderly and lawful manner and in accordance with the conditions attached to the hotels licenses granted pursuant to the Liquor Act 1982. The Hotel reserves the right to terminate the event immediately in the case of any costs, damages or expenses whatsoever arising from such termination. The hotel reserves the right to exclude or remove any and all undesirable persons from the hotels premises without liability.

All children under the age of 18 must be supervised & accompanied by a responsible, non drinking adult over the age of 18 years of age at all times whilst on Distinction Coachman Hotel property.

Distinction Coachman Hotel takes no responsibility for any incidents (or outcomes or effects) that occur from non supervision or ineffective supervision of children under the age of 18.

If children under the age of 18 are unsupervised Distinction Coachman Hotel reserves the right to request for their parent/guardian or a responsible non drinking adult over 18 years of age to supervise the child/children. If this does not occur the hotel reserves the right to request for children under the age of 18 years to be removed from the property and if this causes repercussions for any adult accompanying that child no refunds or compensation will be provided.

