



ABBEVILLE ESTATE

THE COMMON

FAQs

Who are we?

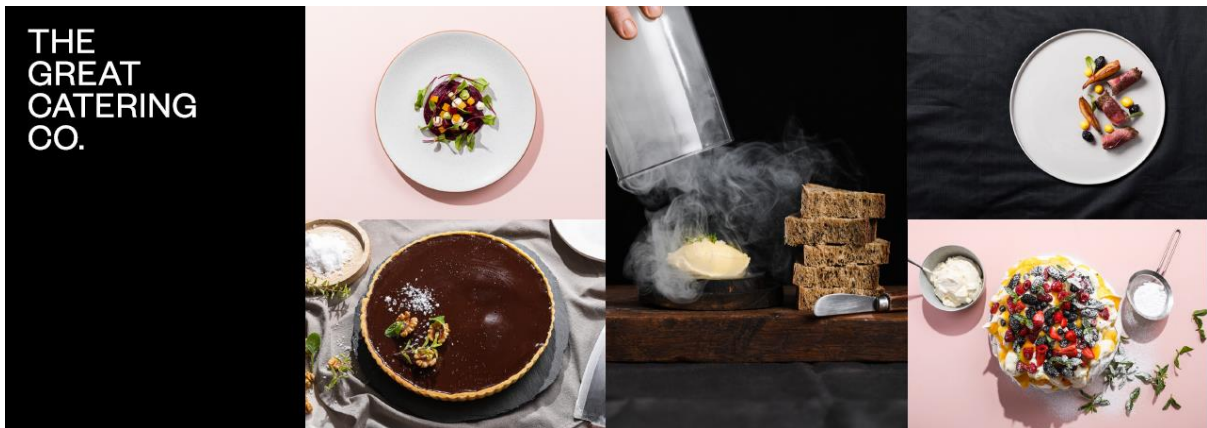
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THE GREAT CATERING CO.

Caterer – Who Are We? – The Great Catering Company

The Great Catering Company is a New Zealand company, run by a small, dedicated team of experienced hospitality professionals. We offer boutique event catering services, along with event design and management.

Our Team comprises of skilled individuals who have worked together over many years to gel into a strong unit covering key outputs, Client management and liaison, Sales, event co-ordination and management, operational delivery, food design and production.



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Venue

1. What is the seating capacity?

	Cocktail	Seated Round	Seated Long	Theatre
Homestead				
Dining Room	120	60	80	130
Garden Room	40		20	
Green Room			10	10
The Barn				
	200			
The Church				
				70
Marquee Area				
Courtyard		130		
Garden		250		

2. Where can we hold our ceremony?

Abbeville Estate offers a number of beautiful settings for your nuptials! From the traditional stained glass windowed Church, which can seat up to 80 guests, to under the Puriri Tree in front of the homestead. No matter whether you are looking for a tranquil garden setting or a more traditional church venue, Abbeville can provide a perfect location for your ceremony.

3. For larger numbers, where can we have a marquee, with capacities?

Our homestead can seat up to 80 guests on long tables, if your party is larger than this, we highly recommend a marquee on the grounds. We can arrange this for you with our preferred suppliers who know the best options for your wedding!

There are three best locations for a marquee:

- Between the homestead and barn: this space can hold a marquee to house from 100 – 150 guests seated. This depends on the floorplan of your marquee.
- On the lawn, in front of the homestead, this space is much larger and can hold a marquee for approximately 250 guests seated. Please note we do have an irrigation system under this lawn (a map can be provided) which will need to be considered when setting up and packing down.
- Please note, if it is required for the marquee to be set the previous day to the event, additional venue hire will apply.

4. If I am only hiring the Barn or church, are their toilet facilities?

There are no toilets in the Barn or Church, only in the homestead. If you would like use of these a charge will apply. Alternatively, we recommend the hire of portaloos.

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5. What is the rough run through of the day? Preferred timings?

- **Pack in**
 1. *If you would like guarantee pack in day, there is a hire fee of \$750 + gst for venue***
 2. *If there are no events the day before we can allocate this day for you, however this is not guaranteed.***
 - i. *We will not guarantee the pack in date until closer to your wedding date (maximum 1 week out).*
 - ii. *Please note - things may change! There may be booking enquiries the day before your wedding. As you have not booked in a pack in day, we will continue to hire out the space if asked.*
 - iii. *We will try our very best to suit for all parties (you, venue and the suppliers) for pack in*
- ****Compulsory minimum 4 hours - \$60 + gst per hour for staff to be on site during your pack in.**
- **Bride arrival/prep**

If you wish to, the Green Room (within the homestead) is available for the bridal party to get ready prior to your ceremony, it would be an additional cost of \$500 + gst. If required, we can provide lunchboxes or even a picnic, great for pre wedding photos!
- **Guest Arrival**

We recommend your guests to arrive half an hour prior to your ceremony. So usually, 3:30pm for a 4pm start works well.
- **Ceremony**

We suggest a 4pm ceremony as this creates the perfect time flow for the rest of your day.
- **Drinks and canapes**

Ceremonies tend to be 20 – 30 minutes long, so drinks and canapes would be served around 4:30pm.

Dinner we suggest an hour and a half maximum for your drinks and canapes and fitting in photos too, so your guests would be seated for 6pm. This with roughly last approximately two hours (depending on catering type, number of guests and speeches). We can help you build a timeline!
- **Evening celebrations:** Between 8pm and 9pm.
- **Evening catering:** We suggest to offer some snacks/ supper to keep everyone happy! Approx. 9:30pm.
- **End of day:** Your bar will close at 11:30pm, with guests to leave at 12am.

6. What is the latest time the event can run to?

Due to our liquor licence the latest your event can go is 12am, with the bar closing half an hour prior.

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7. Is there parking on site?

Yes, there is parking on the right-hand side as you enter Abbeville for up to 60 cars. Please note any vehicles left overnight are at owner's risk.

8. Any noise/music restrictions? What time must the music stop?

As we do not have any close neighbours, we do not have any noise restrictions in terms of music. If you would like a band or DJ that is encouraged for you to dance the night away (we can recommend)

9. Are we allowed to use drones for photos/ videos?

Due to the venue being on Auckland Airport grounds, Photographers/ Videographers may operate a drone but not above 200ft AGL. Any drone operator must log their flight plan on the Airshare website and comply with airways requirements – this will mean they will need to be contactable from the ATC tower at all times during the operation. They will need to request permission for the drone to get airborne and advise when complete.

Proof of permission will need to be submitted to our Event Coordinators prior to the wedding day.

10. Do you only use preferred suppliers? Are there limitations or guidelines we need to meet to bring in external suppliers?

The Great Catering Company is privileged to work with some of Auckland's best wedding suppliers from stylists, florists, entertainers, DJ's celebrants, photographers and more which we are happy to recommend. Our supplier list is available on request and on confirmation of your wedding.

In terms of marquees we only use our preferred suppliers however please feel free to bring in your own florist, cake makers, and photographers.

11. Do you have any restrictions on decorations?

We are very proud of our beautiful Abbeville so do not allow any nails or blue tak on the walls in any of the buildings. Any damage is liable to yourselves, so any décor is at the client's own risk.

We can recommend some amazing décor and lighting companies that know some beautiful designs for Abbeville so please do not hesitate to ask any of our event managers for recommendations.

12. Can we have confetti?

No confetti or rice allowed on premises.

13. Is there a clean-up cost? Or is responsible for cleaning/removal of décor etc.?

A cleaning fee of \$325 for the Homestead will apply plus additional charges for The Barn (\$150) and the Church (\$75) where applicable. (+ gst)

All decorations and belongings are to be packed out night of the event day.

If you require a later collection, please arrange directly with your event manager.

14. Do you have a wet-weather plan/back up?

Don't worry we always have a wet weather plan, as we all know Auckland is known for its temperamental weather!

If the weather is looking risky a week before, we can discuss with you a wet weather plan.

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15. Do you allow pets/animals?

Pets are ok, as long as they are on a leash and kept outside of the buildings.
We have local bird life in and around the estate that we do not wish to disturb.

16. Getting to and from the venue for guests, best options?

We can provide you with a map to send to your guests with how to get to Abbeville.

17. Accommodation for guests? Nearby/special rates?

Being in close proximity to Auckland Airport there are a number of hotels in the surrounding area. We recommend the following three hotels:

1. Ibis Hotel (within walking distance to Abbeville)
2. Novotel (within walking distance to Abbeville)
3. Sudima Hotel
4. Jet Park Hotel

Make sure you let your guests know to mention they are attending an Abbeville wedding to get access to a special room rate! Please ask our event managers for any further information.

18. Will there be any other events booked on the same day?

At the venue, we only hold one event per day.

19. Is the venue accessible for disabled guests?

Yes, all building on site have disabled access.

20. Do you have any speakers/ AV equipment on site? Is there an additional cost to use these?

We provide the following including in the venue hire cost (Homestead only):

- Aux cable to internal speakers
- HDMI connection to projector
- Cordless microphone
- Built in speakers throughout the interior of the Homestead

Any additional audio-visual requirements can be discussed with your personal Event Manager.

Please note we don't allow DJs/ Bands to connect to our in-house sound system.

21. Is there WIFI available?

There is WIFI available within the Homestead at Abbeville.

22. Is there a designated smoking area?

All buildings are smoke free, including all areas of the barn. Smokers to respect a 2m distance from all buildings or in designated smoking areas

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Food and Beverage

23. Can we supply outside caterers?

No, all catering at Abbeville Estate does need to be supplied through The Great Catering Company, with the exceptions of wedding cakes and anything surrounding religious sensitivity (with prior arrangement)

24. Are all dietary requirements accommodated? If there any additional charge?

Yes, by prior arrangement all dietaries can be catered for at no additional charge. Please note we do require a table plan to identify where the dietaries are seated to avoid disruption on your day!

25. Can we supply our own alcohol?

Yes, we do offer a BYO option of \$25 per person (+ gst) corkage for wines, beers and bubbles only. Please enquire for a quote in you would like to also provide spirits. Alternatively, we do have a sale and return option or beverage we provide.
Ask your Event Manager for the beverage menu.

26. Can we offer a cash bar at our wedding?

As we do not have a permanent bar, all drinks are to be pre-arranged.
Cash bar sales or bar tabs are not available.

27. Can we come for a tasting for our Wedding menu?

This is case by case basis – there are fees (minimum \$1,500 + gst) to tastings with maximum of 4 guests to attend.
We don't do tastings on our peak times due to high volume of events around New Zealand. These are held in our base kitchen at Grey Lynn, Auckland during:
Tuesday – Thursday, 2pm – 4pm

28. Is there a secure area to store wedding gifts?

We do not have a secure area to store wedding gifts and recommend all gifts are stored in a locked car prior to the evening and no gifts to be kept at the venue overnight. We do not take responsibility for any valuables or gifts on site.

29. How many people can you sit per table?

For long tables we can accommodate 3 to 4 guests per each side, with 6 to 8 in total.
For round tables, 1.5m in diameter can seat up to 8-10 guests.

30. Do you provide a Cake table/ knife? If so, is there a cost?

At Abbeville, we do have a cake knife and cake table for your complimentary use.

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Terms and Conditions

31. What is the required deposit? Payment structure?

A deposit of 30% of your total quoted spend, is required to confirm your booking.

Second deposit 100% of quote, is due 1 month prior to the wedding.

Any final payment is to be paid within 7 days after the event.

Due to variables that can occur on the day of your event, such as Staff Hours, Beverages, Security etc – the Quote is only indicative at the time, until our final invoice is processed after the Event Date. Please note that any breakages or damage during your event will also be included in your final bill.

32. What type of payment do you accept?

We accept direct credit or credit card (Visa or Mastercard only). Please note credit card payments will incur a 4% surcharge.

33. Are prices inclusive of GST?

No, all our prices exclude GST.

34. When do you need to know final details and numbers?

Final guest numbers and menu decisions are due 10 working days prior to your event.

35. What is the cancellation policy?

Your deposit is non-refundable, however may be transferred to an alternative date by mutual agreement.

Please see our T&C's separately.

36. Cancellation/ postponement due to Covid 19

- a. The Great Catering Company – COVID-19 – Special Clause - Terms and Conditions
- b. In regards to our T+Cs, whilst we cannot relax the general clauses we can assure you of our response and concessions in relation to COVID-19 and government enforced measures to restrict travel, events, gatherings etc.
- c. This is in direct relation to Government enforced COVID - 19 Alert Levels.
- d. Clients without accounts will receive a refund of paid deposit based on cancellation or a credit for a future event based on postponement, less direct costs incurred.
- e. Clients with accounts will only receive a cancellation charge in relation to direct costs incurred.
- f. Direct costs include event administration, food prep labour, food costs, staff costs and third party supplier cancellations charges. Direct costs vary in value based on the proximity to and complexity of the event.
- g. Please note our normal terms (T&Cs attached) apply if an event can be undertaken subject to COVID 19 Alert level.

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Testimonials

Hi Jess,

On behalf of Mal and I we wanted to thank you for the wonderful hospitality we experienced this week at Abbeville with your team. Not only was the food amazing, Bronson, Carlos and the girls were fantastic in their willingness to support us with our activities, put up with our music and generally work quietly and calmly throughout the day and evenings. They are so professional and just generally wonderful young people. I really appreciated you coming out to meet me the evening before this really helped me to visualise the environment and how it would work for our programme - and it works beautifully. Such a fabulous venue and surround. As we had a late replacement in our group, we now have 2 participants who are no beef and no pork (which you catered for once you were informed) and 3 gluten free. Just to confirm for this group in July for next time. Enjoy your weekend and thanks again for a superb experience this week. Looking forward to doing it all again in a couple of weeks.

Steph

Hi Cherry!

Thank you for everything, the day was way more than we expected and have soooo many comments about the food, everyone says it's the best food they've ever had at a wedding! I'll be sure to put a full review up and send some pics once we have them back in a couple months. Once again a huge thank you!!

Wedding Client – Abbeville

Dear Jess,

Congratulations and thank you to your wonderful team at The Great Catering Company for looking after us on Saturday night for Nancy and Lewis' wedding party. It was simply superb, from start to finish, from the original contact we had with you, to your personal visit to our home, the arrival of your team to our home, and then to the food presentation and service.

The evening flowed beautifully, Joseph efficiently set up his kitchen, Branson, Ian ,Olivia and Pryia and Jess set up the bar and tasting table, they were all so professional and accomplished, introducing themselves to us and completing their tasks so happily and well. Jess looked after the several very pregnant guests making sure they received the hot food first and reassured them of what was in each dish, incredibly helpful! There were several other team members whose names I have unfortunately missed but they were excellent too.

All the feedback from our guests has been what a very happy evening and what magnificent and interesting food and so beautifully presented and served. I wish we could do it all again this weekend! Thank you so much for all your input Jess, and for guiding your team so well. I would highly recommend you all to any people anticipating using The Great Catering Company. I shall share some photos of your group in an accompanying email.

Kindest Regards,
Rode and Bill Daviesh

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Hello Jess,

I just wanted to express our thanks and gratitude for a simply amazing day. You guys exceeded all expectations: the venue itself was fantastic, the staff were extremely friendly, polite, very competent and super-professional. Nothing was too much trouble for them to do, and every request was swiftly executed. And so many nice touches, like the light blankets when the wind got up and people were getting cold. And then there was the food! It was fantastic, and a beautiful variety of flavours and textures. It kept on coming, and even those people seated furthest from the kitchen entrance got plenty to eat, and the full range. Also the special-diet people had no complaints as they got enough of their specific choices. So please pass my compliments on to the kitchen staff as well.

(Feel free to pass on my recommendation to anyone, or put it on your web site. I have actually already recommended your venue to a friend whose daughter is getting married later this year)

Norman Holtzhausen

Hi Jess

I wanted to drop a note to say thank you for everything you and your team did for us, including Rebecca in accounts.

I especially wanted to thank you for all the help you gave to me before the event and during the event. Without your help I would not have been ready for the day.

Another special mention, and please pass on my best regards to Sam. Sam was amazing to deal with and was super friendly and made it so easy on the day! Even lighting the fireplace for us, was a nice extra touch! Nothing was too hard for him and I loved dealing with him.

The food was excellent as well, everyone praise the food and no one left hungry! I will definitely highly recommend the Venue & service, to the other Executive Assistants at Mercury and I will put it on our file as an excellent venue to use. (We are always on the lookout for good venues!)

With such great service and a stunning location/venue, it made our offsite successful and enjoyable. Thanks again, we loved it!

Lizzie