



**FLATWHITE**



**FLATWHITE  
BEACHFRONT WEDDING VENUE  
21 SHAW ROAD/WAIHI BEACH  
07 863 1346**

**FLATWHITE.CO.NZ  
WEDDINGS@FLATWHITE.CO.NZ**



Flatwhite is an absolute beachfront wedding venue at gorgeous Waihi Beach. Seating up to 100 people, our venue provides stunning views across the sea to Mayor Island.

We are a fully licensed and full catering, ceremony and reception venue providing the perfect location for a perfect day. With an experienced coordinator on hand to help plan your day and a dedicated service team, your guests will be well looked after.

# Venue Hire

## Venue hire includes:

- Exclusive use of the beachfront room from 9am the day of your wedding till 12:30am
- Full use of the front deck for post ceremony champagne and canapés
- Experienced event coordinator to assist you with planning your wedding
- All bar and wait staff
- Venue set up with all tables and chairs
- Bridal table set up with skirting and fairy lights
- Linen napkins, glassware, cutlery and crockery Unlimited non-alcoholic punch (with minimum bar tab of \$1000)
- Use of the in house music system and wireless microphone for speeches and background dining music
- Use of our portable PA system for on the beach or front deck wedding ceremonies & music (if required)
- Easel for your seating plan
- Cake table and cake knife
- Gift table
- Archway for the ceremony
- Bridal basket with drinks and snacks for offsite bridal photos
- Pre and post reception cleaning

<i>Venue Pricing</i>	
LOW SEASON	HIGH SEASON
1st May - 30th Sep	1st Oct - 30th Apr
\$6000 incl GST	Mon to Thu \$6000 incl GST
	Fri to Sat \$8000 incl GST
<i>Please Note:</i> Due to resource consent conditions Flatwhite beachfront venue is available for wedding bookings Monday to Saturday of every week with the exception of the following: <ul style="list-style-type: none"><li>• 24th December to Waitangi Day (February 6th) inclusive of any Mondayised dates.</li><li>• All public holiday weekends i.e. Easter, Queens Birthday &amp; Labour weekends.</li></ul>	



## TUSCAN STYLE MENU - \$100 PER PERSON

Your choice of five canapé entree options / choice of two meats / choice of four vegetable sides / dessert platter with four options / kiwi supper

### COLD CANAPÉS OPTIONS (Some options can be substituted for: g/f, d/f, vegetarian, & vegan): **SELECT TWO OPTIONS**

Canapés are passed around to guests on the deck post ceremony

SALMON GRAVLAX / melba toast	RICE PAPER ROLLS / nouc cham dressing
TOMATO BASIL CROSTINI	DUCK PARFAIT / caramelised onion on crostini
SMOKED FISH MOUSSE CROSTINI	RARE BEEF TATAKI/ crisp shallots
BRIE & ROASTED PEACH CHUTNEY CROSTINI	SALMON MOUSSE / vogel toast crisp
SNAPPER CEVICHE	SMOKED LAMB / char-grilled crostini / tomato salsa
SHRIMP COCKTAIL SPOON	

### HOT CANAPÉS OPTIONS (Some options can be substituted for: g/f, d/f, vegetarian, & vegan): **SELECT THREE OPTIONS**

Canapés are passed around to guests on the deck post ceremony

ARANCINI BALLS	BROCCOLI & BLUE CHEESE PETITE QUICHE
SATAY CHICKEN SKEWER	PRAWN TWISTERS / chilli lime dressing
SPICY LAMB KOFTA / plum sauce	MINI MUSSEL FRITTERS / lemon pickle
FILOETTES / smoked fish mousse	FISH GOUJONS / tartare
FRITTATA with spicy eggplant relish	PUMPKIN, HALOUMI, ROCKET & PINE NUT FILO PARCELS
TEMPURA PRAWNS / Marie Rose	SPICY PORK WONTONS / sweet chilli sauce
CORN & ZUCCHINI FRITTERS /tomato relish / micro cress	JAPANESE MARINATED CHICKEN PIECES / miso sesame mayo
DUKKHA RUBBED SALMON CUBES / tzatziki	POLENTA CRISPS / Napoli sauce
SMOKED FISH & POTATO CAKES / lime aioli	CHICKEN & LEEK FILOETTES

## MAINS

Vegetable dishes placed on the tables for guests to share, both meats will be silver served to your guests

### MEAT/PROTEIN OPTIONS (Some options can be substituted for: g/f, d/f, vegetarian, & vegan): **SELECT TWO OPTIONS**

Meat will be silver served to guests at the table

HAM on the bone / honey glazed
LAMB LEG rosemary, mint and pink salt rubbed
SIRLOIN OF BEEF tarragon and Cajun rubbed
SALMON FILLET baked / lemon and white wine
ROASTED CHICKEN herb rubbed
BAKED MARKET FISH citrus and herb crust
ROASTED PORK SHOULDER apple puree
SPICED TOFU teriyaki sauce

**DIETARY/ALLERGY OPTIONS** g/f, d/f, vegetarian / vegan options

PLEASE NOTE WE ARE PLEASED TO OFFER MENU ALTERNATIVES FOR THESE WHEN ADVISED PRIOR TO YOUR EVENT



**VEGETABLE OPTIONS** (Some options can be substituted for: g/f, d/f, vegetarian, & vegan): **SELECT FOUR OPTIONS**

Vegetarian dishes placed on tables for guests to share

GOURMET POTATOES minted and buttered

GRATIN POTATO pesto infused

CHICKPEA SALAD spinach / roast pumpkin / red onion / French dressing

KUMARA & PUMPKIN WITH QUINOA honey roasted / feta / balsamic dressing

ROASTED ROOT VEGETABLES rosemary / sea salt / garlic

SAUTEED SEASONAL VEGETABLES

CAESAR STYLE SALAD baby cos / crispy bacon / croutons / boiled eggs anchovy and parmesan dressing

ORZO SALAD charred peppers / roasted courgette / olives / pesto

BEETROOT BLISS SALAD roasted beets / kumara / spinach / quinoa / candied walnuts / beetroot hummus / garlic feta dressing

MIXED GREEN SALAD crisp greens with cucumber / tomato / spring onion / toasted nuts and seeds

VINE RIPENED TOMATO SALAD slow roasted red onion / herb marinated mozzarella / kalamata olives / fresh basil / red wine dressing

GREEK SALAD peppers / cucumbers / olives / goat cheese / red onions / cherry tomatoes / herb dressing

**PETIT DESSERTS**

Desserts will be on platters, served buffet style

**DESSERT OPTIONS** (Some options can be substituted for: g/f, d/f, vegetarian, & vegan): **SELECT FOUR OPTIONS**

MINI ÉCLAIR various fillings

PROFITEROLES various fillings and icings

CHOCOLATE BROWNIE / mascarpone cream

CHOCOLATE CUP MOUSSE TARTLETS

BAKLAVA FILLOTTES honey & crème fraiche filled

CHEESECAKE various flavours

TIRAMISU SLICE

LEMON MERINGUE TARTS

BLACK FOREST CHOCOLATE TRUFFLES

LEMON & WHITE CHOCOLATE TRUFFLES

LEMON ROULADE ROLL

**RAW DESSERT OPTIONS** (All desserts are g/f, d/f, vegetarian, vegan):

NUT & CARAMEL SNICKER SLICE

PASSIONFRUIT SLICE

STRAWBERRY CHOCOLATE PINKY SLICE

CARAMEL CHOCOLATE TWIX SLICE

CHOCOLATE MORO GOLD SLICE

**OTHER DESSERT OPTIONS:**

FRESH FRUIT PLATTER

**KIWI SUPPER**

Platters passed around for guests to share, served approx. 10:30pm to 11:00pm

MINI POTATO TOP PIES / tomato sauce

**DIETARY / ALLERGY OPTIONS** g/f, d/f, vegetarian / vegan options

PLEASE NOTE WE ARE PLEASED TO OFFER MENU ALTERNATIVES FOR THESE WHEN ADVISED PRIOR TO YOUR EVENT

# Terms & Conditions

## BOOKING, CANCELLATION AND BILLING POLICIES

Flatwhite beachfront venue is available for wedding bookings Monday to Saturday of every week with the exception of the following: 24th December to Waitangi Day (February 6th) inclusive of any Mondayized dates.

All public holiday weekends i.e. Easter, Queens Birthday & Labor weekends.

**Minimum of 60 guests.**

**FOOD: adults \$100PP, Children under 13 are \$30pp**

Your tentative booking will be confirmed when the signed contract and deposit have been received - deposit being 50% of the venue hire. Invoices for deposits will be sent at the time of booking. If payment of the deposit and signed contract have not been received within 21 days of the invoice being sent, Flatwhite reserves the right to cancel the booking and release the date to other enquirers. Tentative bookings are not binding to either party.

The remaining 50% of the venue hire fee and 100% of expected catering costs will be due one month prior to the wedding date, or immediately if booked within 1 month of the wedding day. Final costs, beverage account/tab from the wedding will be invoiced after the day. All accounts are payable by the 20th day of the month following the date of the invoice. We reserve the right to charge interest at 2.5% per month and to charge a late payment penalty of 10% on any overdue accounts. If the account is not paid within 30 days after the due date, you will be liable for all debt collection cost incurred in the recovery of the unpaid account including legal fees and other costs incurred.

Cancellations to bookings up to six months prior to the date will be subject to a cancellation fee of 10% of the deposit. Cancellations within three months of the wedding date are subject to a cancellation fee of 50% of the deposit, and within one month of the wedding date 100% of the deposit.

Flatwhite requests that an approximate number of guests be provided at the time of booking. Confirmation of final numbers is required a minimum of 14 working days prior to the event. The client will be charged according to the confirmed final numbers.

All credit payments will incur a 2.5% transaction fee. Venue hire, food and beverage prices are GST inclusive. Prices are subject to change.

## VENUE HIRE

Flatwhite venue access is from 10am the day of your wedding. Once your wedding date is confirmed and your deposit is paid, our wedding coordinator will arrange a meeting at least one month prior to the wedding to confirm menus, beverages, guest numbers, decorating requirements etc.

Due to resource consent noise restrictions, all doors/windows must be closed by 10:30pm and guests may be asked to come in from the front deck. Staff will manage this as per the requirements on the day.

Smoking is allowed on the side decks and conservatory only. Given our location and our ongoing commitment to keeping Waihi Beach in pristine condition, we request that you ask your guests to stay off the sand dunes and eco-friendly confetti is used.

Flatwhite will meet general cleaning. The bridal couple will be liable for any damage sustained to Flatwhite premises and equipment; this includes excessive glass breakages.

A minimum \$200 clean up fee will be added to the final account if there is any urine, feces or vomit left anywhere on the Flatwhite premises by your guests.

Flatwhite accepts no responsibility for loss or damage of items left at the venue, prior to, during or after your reception. The bridal couple take responsibility for the conduct of their guests and safe removal of property from the Flatwhite venue.

Children are the responsibility of their parents/guardians and must be supervised. Please keep children off the dunes and gardens.

## CATERING AND BAR

We are fully licensed until midnight and provide a full range of beverages. External food and beverage is not permitted on the premises for consumption. Any unapproved beverage, brought in by the clients or guests, will not be accepted, corkage charges will be added to the final account if this occurs and guests may be asked to leave.

Our bar is licensed till midnight only, we are unable to extend this. Flatwhite reserves the right to discontinue the supply of liquor at any time, pursuant to the Sale of Liquor Act. No liquor may be removed from the premises at any time.

Dietary requirements can be catered for but we need to know the specific requirements a minimum of 14 days before the wedding date. If more than 5% of guests have dietary requirements, Flatwhite reserves the right to add an additional charge.

If your guest numbers change a credit will be applied to your final invoice. please communicate at least 14 days prior and a credit or increases will be adjusted on the final invoice.

## BEACH CEREMONY

Our wedding coordinator can guide you to arrange your ceremony on the beach at the front of Flatwhite if you wish, or at another location of your choice.

There is an additional cost of \$250 for beach ceremonies outside the flatwhite. council consent is also required which must be arranged by the bridal couple.

It is advisable to check tides and moon position to ensure you have sufficient space for a ceremony also. timing must be within 1 hour of low tide. We recommend the use of a portable PA system for the ceremony/music on the beach.

# Terms & Conditions continued

## ENTERTAINMENT AND DANCING

Dance floor space will be provided as well as a basic sound system including a microphone for speeches and background dining music for within the venue only.

Outside entertainment is allowed such as bands & Dj's and can be discussed with the wedding coordinator for further information. Due to Resource Consent noise restrictions, all doors/windows must be closed by 10:30pm and guests may be asked to come in from the front deck. Smoking is allowed on the side decks and conservatory only.

## MISCELLANEOUS

Flatwhite will make every effort to maintain prices quoted, however these may be subject to change due to unexpected price increases, we will notify the client if this is the case. GST is included in our quotations (unless specified).

Please confirm below to the use of images taken at the venue on your wedding day. The images are to be used solely for promotional purposes on the Flatwhite website and Flatwhite social media page online.

### WE HAVE READ AND UNDERSTOOD THE ABOVE TERMS AND CONDITIONS:

<b>WEDDING DATE:</b>	<b>APPROX GUEST NUMBERS:</b>
<b>BRIDE</b>	<b>GROOM</b>
<b>NAME</b>	<b>NAME</b>
<b>PHONE NUMBER</b>	<b>PHONE NUMBER</b>
<b>EMAIL:</b>	<b>EMAIL</b>
<b>ADDRESS</b>	<b>ADDRESS</b>
<b>DRIVERS LICENSE OR PASSPORT</b>	<b>DRIVERS LICENSE OR PASSPORT</b>
<b>SIGNED</b>	<b>SIGNED</b>
<b>WE AGREE / DISAGREE TO THE USE OF IMAGES TAKEN AT THE VENUE ON OUR WEDDING DAY (PLEASE CIRCLE)</b>	

## **FURTHER INFORMATION FOR WEDDING COUPLES**

Below is some more information you may find useful for your wedding day. Please email through any other questions you may have that are not covered in this document.

### **FREQUENTLY ASKED QUESTIONS**

#### **When can we set up?**

You will have access to the venue for set up from 9am on the day of your wedding.

#### **What about pack up?**

Our team will pack down any centrepieces, decorations and left over cake at the end of the night ready for you to collect the next day. We recommend taking home gifts/cards on the night.

#### **Does the Flatwhite do the decorations?**

Typically we aren't involved in the decorating on the day. Usually friends & family of the couple help, as well as florists. We can assist with decorating however there may be an additional charge, as we will need to bring in extra staff to assist.

#### **Can we do a wedding rehearsal?**

If the beachfront room is open to the public you are welcome to come and familiarise yourself & your friends/family with your wedding day plan. Please note, on days when the venue is booked for weddings, we cannot not allow rehearsals in the venue itself by another party.

#### **How long is the bridal walk for the ceremony?**

It takes approx. 40 seconds to walk from the foyer, through the restaurant, across the deck and down the steps to an "altar" on the lawn in front of the venue.

#### **Is there a microphone for speeches?**

We have a wireless microphone is available for inside the Flatwhite and on the top deck.

We have a portable microphone and speaker for music & ceremonies on the beach. Some celebrants may have these themselves.

#### **We don't have a DJ or a band, what are our music options?**

You can plug in a device such as a phone, tablet or laptop via an audio jack into our on-site system to play your own playlists. If you don't mind what music is played, we have a range of playlists you can use (Spotify).

#### **We have a band/DJ/Florist – when can they set up?**

They can set up either in the morning from 9am-11am or an hour before your ceremony starts. If required outside of this time please speak to the wedding manager.

#### **What tables do you have and how many do they seat?**

We have wooden top tables that are 800mm x 800mm or 800mm x 1600mm. Tables can be arranged to seat 8 to 12 people. Maximum bridal table seating is 10-12. All our tables are matching.

#### **What chairs do you have?**

Black metal-legged chairs with wooden backs and black seat padding – all of our seats are matching.

#### **Do you make wedding cakes?**

Yes, we can make most cakes. We have a very experienced baker on site. Please discuss your requirements & design ideas with our wedding manager.

**Do you have a cake knife?**

Yes, we have a cake knife and a butcher's block table for your cake.

**Can you keep our wedding cake in the chiller?**

Yes, if you deliver your cake the day before or the day of the wedding we can keep it chilled for you.

**What about seating plans?**

We have an easel and board available for displaying your seating plan. The board that sits on the easel is 900mm x 600mm. The board has a cork backing so it is suitable for pins/tacks. Please don't use blue tac or tape on the cork as it pulls the cork off.

**What linen can you supply?**

Linen napkins and white tablecloths are included in the venue hire if you wish to use them. We don't stock any runners or other linen items; however, we may be able to get them on request.

**Is GST included?**

Yes, all food and beverage prices include GST of 15% unless otherwise specified and the venue hire is GST inclusive also.

**Do you cater for guests with dietary requirements?**

Yes, we are able to cater for vegetarians, gluten free and all other special dietary requirements. Advanced notice of dietary requirements is essential, as the kitchen needs time to prepare. There may be additional charges for bulk dietary catering, please discuss with our event manager.

**How much alcohol do we need to budget for?**

The average consumption from post ceremony until the end of the night is approximately \$50pp. This factors in those that don't drink, those that will only have one glass and those that will have two bottles etc. If a majority of your guests are heavy drinkers, increase to \$75pp. This is an approximation only. Please discuss further with our event manager to get a better idea of your budget.

**Can children attend?**

Yes, children must be supervised. Babysitting services are available, sitters can also be present for the start of the ceremony to entertain children and then take the kids to a local house later in the evening. Please ask the event manager for contact details for babysitters.

**Can we smoke at the venue?**

Yes, in designated areas only please. We ask that your guests please use the ashtrays provided and refrain from throwing butts in the gardens, dunes and lawn.

**What time do you close?**

Our liquor license runs till midnight, the venue will need to be vacated within 30 mins of the bar closing.

**Are there taxi services available?**

Yes, see our vendors list for taxi/shuttle services.

**Are the ceremony and reception venues wheelchair accessible?**

The reception venue is accessible by wheelchair, however the beach ceremony site is not. Any guests who are unable to go down to the beach can stay on the venue front lawn or deck and 'overlook' the ceremony.

**Can we use drones to photograph our ceremony and reception?**

You will need to contact the local Aerodrome operators for permission, Dave – 021 0593040

All operators must also be very familiar with the CAA (Civil Aviation Authority) Rules – Part 101.

CAA Part 101 Rules, especially 101.205 and 101.207.

### **Can we use confetti at the ceremony?**

Yes, you and your guests are welcome to celebrate with confetti. We do ask that whatever you use is eco-friendly so it doesn't linger in the environment.

### **Can we light fireworks or lanterns at our reception?**

We prefer you don't light fireworks due to the distress/disturbance it can cause to local residents and their pets.

You can light lanterns on the beach provided the followings guidelines are adhered to:

- Maximum of 6 lanterns can be lit from the beach, not from the Flatwhite property or council reserve adjacent to the Flatwhite.
- Lanterns must not be red, orange or a similar colour due to them being mistaken for Maritime distress flares.
- We ask that lanterns are lit during a specified time e.g. between 9 and 10pm. This will help the Police and Coastguard filter calls from the public about distress flare sightings.
- Police, Coastguard, the Harbour Master and Surf Club must be notified of any intent to launch lanterns; we will do this for you.
- All rubbish is to be returned to the venue for disposal.

### **How long does it take for everything?**

- |                      |   |
|----------------------|---|
| ○ 3:30pm             | Ceremony (approx 20-30 mins)                                      |
| ○ 4pm ~ 4:15pm       | Post ceremony drinks and canapés (approx. 1.5 – 2 hrs of canapés) |
| ○ 4:15pm till 5:45pm | Bridal party have offsite photos                                  |
| ○ 5:45pm             | Guests seated for dinner  |
| ○ 6pm                | Bridal party arrive to reception and are announced, followed by   |
| ○ 1 <sup>st</sup>    | speeches (approx. 20mins of speeches)                             |
| ○ 6:30pm             | Dinner served (approx. 1hr)                                       |
| ○ 7:30pm             | 2 <sup>nd</sup> Speeches start (cutting of the cake also)         |
| ○ 8pm ~ 9:30pm       | Dessert, tea, coffee and wedding cake served                      |
| ○ 8:30pm             | Band/DJ starts/first dance  |
| ○ 10:30/11pm         | Supper served   |
| ○ 12 midnight        | Bar closes/reception finishes/music stops                         |

These times are approximate and will alter with an earlier/later ceremony time and number of guests at the wedding, length of speeches etc. Just adjust the timings above to suit your ceremony time.