



Memorial service



46 Cheltenham Road, Devonport,
Cheltenham, 0624
Phone: 09 445 0305

Email: info@mchugh.co.nz
www.mchughs.co.nz



McHugh's of Cheltenham

Nestled on Devonport's Cheltenham beach stands the historic building, McHugh's of Cheltenham.

Built over 110 years ago in 1913, McHugh's of Cheltenham started its days as a kiosk with tearooms and bathing sheds for tourists to the area. Also having a small area for Weddings and dancing.

In the 1960's it developed into a reception area where larger Weddings, balls, and other functions could be held.

From the 1980's McHugh's of Cheltenham was redeveloped again into the beautiful building that stands today.

McHugh's of Cheltenham offers spectacular views of Rangitoto, North head, and Waitemata Harbour.

Our Superb cuisine together with our unique location makes McHugh's the perfect place for your special day.

Our very experienced team can personalize your event to suit your own taste, style, and budget. We are passionate about what we do and pride ourselves in creating outstanding memorable Functions or Wedding Receptions

Additional info

Our round tables are 150cm in diameter.
Long tables can be arranged for any size between seating for 4 to 14
guests on one table

We have a cake table and knife available. Some candle centerpieces and
free-standing candelabras are not suitable. Please discuss with
management if you have concerns.

In house music system: McHugh's has a sound system with 12 channel
mixer that covers phones (with aux) and laptops. All music providers eg:
DJ's and bands must plug into our in-house sound system as per your
deposit receipt. We may not be able to allow bigger bands due to Noise
restrictions.

We also have a cordless microphone available for speeches.

Complimentary printing of menus for set menu option only.

Complimentary set up of your pre-arranged table centerpieces and/ or
place cards if delivered the day before. All gifts are to be removed from
McHugh's on the night as they are not covered by insurance.

After reaching our minimum numbers, children under 9 are half price.



Frequently asked questions

How long is a pencil booking held for?

We do not take pencil bookings. A deposit will confirm your date and you will receive confirmation and a receipt by email. This deposit will be subtracted from your final food account.

When do final guest numbers need to be confirmed?

The final number of guests will need to be confirmed 10 days prior to the event and paid for 7 days before the event (including minimum bar spend).

Can my deposit be refunded if my booking is cancelled?

Please read our terms and conditions (last pages in document) for more information on this.

How can I pay for my account?

We prefer payments made by bank transfer, EFTPOS, cash. We accept Visa and Mastercard and a 2% charge is added to accounts paid with these cards. All costs include GST.

What time does the venue open?

4 hours are included in your package price and can be anytime between 9AM-3PM for daytime events and between 4PM-11PM for evening events. Please talk to us at the time of booking for any preferred changes.

Can we bring our own wine?

We are fully licensed however we do allow you to supply your own wine at a corkage charge of \$20 per bottle (standard 750ml bottle). No spirits/ Beers or non-alcoholic drinks can be BYO. Alcohol must always be under our control.

How much is the deposit?

We require a \$500 deposit to secure your booking.

Can the menus be altered to suit our requirements?

Yes, the menus can be tailored to suit most dietary, cultural or religious needs. Extra charges may apply.

What are the minimum and maximum numbers allowed ?

Our maximum capacity is 160 seated and minimum numbers are depending on the day of the week and time of the year Or minimum spends on Food & Drinks



Platter selection

Hot platters

- ~ Kumara & Herb croquette : \$75
- ~ Spiced Chicken Skewers : \$95
- ~ Tempura prawns : \$105
- ~ Crumbed fish bites : \$90
- ~ Freshly baked sausage rolls : \$75
- ~ Assortment sliders : \$120

Colds

- ~ Smoked salmon blinis with citrus cream cheese : \$95
- ~ Chicken & Sundried tomato on crostini : \$75
- ~ Assorted Sandwich triangles : \$90

Sweet treats

- ~ Chocolate fudge brownie : \$90
- ~ Bite size Cheesecake : \$90
- ~ Chocolate dipped creampuffs : \$90

(All platters contain 30 pieces per platter)



Canape Selection

- ~ Spiced chicken skewers with garlic aioli
- ~ Kumara and herb Croquette
- ~ Money bags (Pork wontons) with lime and chilli dipping sauce
- ~ Beef on toasted crostini, caramelised onion, horseradish cream
- ~ Tempura prawns, sweet chilli sauce
- ~ Smoked salmon blinis with citrus cream cheese
- ~ Vol au vents with choice of fillings
- ~ Chicken and sundried tomato on toasted crostini
- ~ Citrus glazed prawns on toasted crostini

*(3 choice : \$32 pp/ 4 choices : \$40 pp/ 5choices : \$48 pp
One and half Hour of Canape service*



Beverage Packages

PLATINUM BEVERAGE PACKAGE

- ~ Oyster Bay Bubbles
- ~ Oyster Bay Chardonnay
- ~ Oyster Bay Sauvignon Blanc
- ~ Oyster Bay Pinot gris
- ~ Oyster Bay Rose
- ~ Oyster Bay Pinot Noir
- ~ Oyster Bay Merlot
- ~ Premium beers
- ~ Juices & Soft drinks

- 4 Hour Package : \$55 per person
- 5 Hour Package : \$60 per person
- 6 Hour Package : \$65 per person

GOLD BEVERAGE PACKAGE

- ~ Brancott estate bubbles
- ~ The Grayling Chardonnay
- ~ The Grayling Sauvignon Blanc
- ~ The Grayling Pinot Gris
- ~ The Grayling Pinot Noir
- ~ Festival Block Merlot
- ~ Standard Beers
- ~ Juices & Soft drinks

- 4 Hour Package : \$50 per person
- 5 Hour Package : \$55 per person
- 6 Hour Package : \$60 per person

SILVER BEVERAGE PACKAGE

Includes Non-alcoholic & alcoholic drinks up to the value of \$22 per person. This Bar Tab can be topped up with prior arrangement or on the day of the event

* * *

*Spirits will be charged on per actual consumption and cannot be BYO.
Free Drinking Water will be available throughout the event. Our Host Responsibility Policies apply.*



Inclusions & Costs

- Venue Hire charges

-No venue hire charges for the first 4 hours of access to the venue

-After the first 4 hours, venue hire charges apply as below

Friday - Sunday : \$250 per hour

Monday - Thursday : \$200 per hour

- Capacity

-210 Cocktail style or 160 seated

-Day time events: between 9AM-3PM

-Evening events: after 4PM

- Costs

-Minimum spend (by the Host) of \$3000 on Food and Beverages apply, including alcoholic and non-alcoholic beverages

~ Food for most dietary requirements/cultures

~ Liquor license

~ Indoor setting with fairy lights on the pillars & ceiling

~ Sound system to plug in your music

~ Mixer Plug in for the DJ with Speakers and Subwoofer

~ Microphone for speeches

~ Projector & screen hire (additional charge of \$80)

~ Permanent Dance floor

~ Tableware: Glassware, cutlery & crockery

~ White linen tablecloths

~ Optional : White chair covers and sash for an additional charge of \$5 each chair

~ Cake table/cake knife & gifts table

~ Use of easel or lectern

~ Set up & cleaning

Catering

Platters or Canape service options

You can also mix & match between the two options

Drinks - Alcoholic and non-alcoholic up to the value of \$22 PP or packages as selected

Optional add ons

~ Full Buffet menu with plenty of choices

~ Dessert Buffet

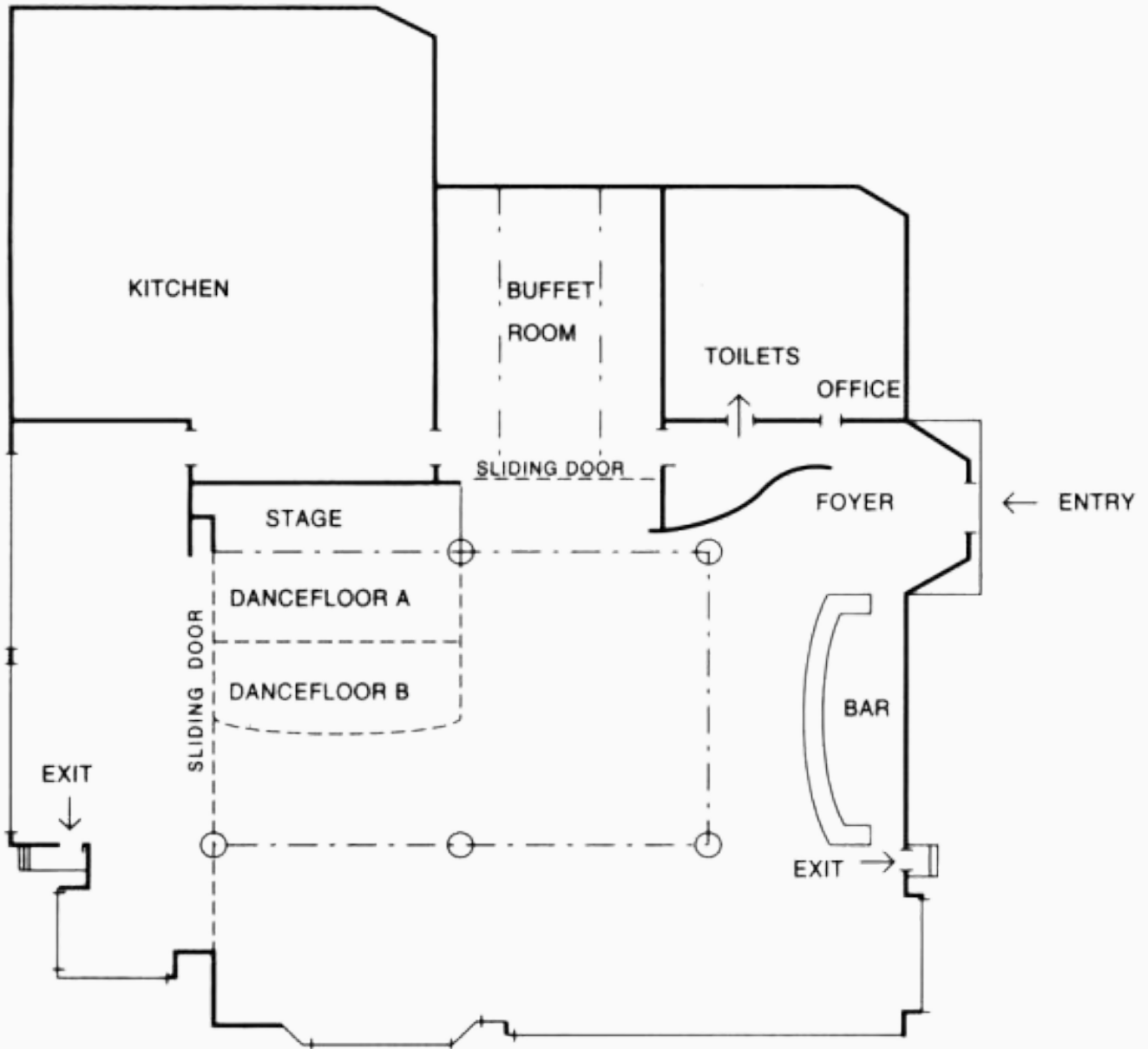
~ Cutting of your cake & serving on the Dessert Buffet

~ Filter coffee/Tea

~ Beverages as per your package inclusion (or the minimum spend)



Floor Plan



Terms of Booking & Agreement

Partnership

- Contained in this contract are the detailed commitments and arrangements to be provided for your Event. To enable us to provide maximum service, you should indicate any requirements beyond the level of these commitments upon return of the signed copy of this agreement to McHugh's of Cheltenham.
- Client obligations pertinent to deposits and cancellation terms are embodied in this agreement. Any changes can be requested in writing to McHugh's of Cheltenham, but not necessarily granted.
- If a copy of your signed contract or deposit is not received by the date requested McHugh's of Cheltenham reserves the right to release all venue space held. McHugh's of Cheltenham must agree to any alterations to arrangement details in this document in writing.
- All prices quoted include Goods and Services Tax, 15%.

Confirmation

- No provisional bookings will be held under any circumstances.
- By Paying or agreeing to pay the deposit for the booking, you are deemed to have accepted these terms and conditions, you also acknowledge that you have received a copy of the terms of booking.

Deposit

- A non-refundable deposit of \$500 is required no later than 5 working days after the receipt of the signed booking Form and terms of Booking.
- Failure to pay the deposit within this time will result in the booking being released and reservation cancelled.

Cancellations or Change of date

- All cancellations and change of event date must be in writing.
- A change of date is allowed (subject to availability) without any penalty, within 90 days of the original date of booking (date deposit was paid), but not less than 30 days prior to the Event date.
- A date of change is allowed only once and without change to the cancellation policies listed herewith.
- All monies paid are non-refundable and will only be adjusted on the Final account.
- The reduction (significant drop in numbers and minimum spend) in any services confirmed at the time of booking are also subject to cancellation fees as outlined above.
- If a cancellation or change of date is notified less than 30 days prior to the event date, you may be liable for the total estimate of the Event (minimum spends agreed at the time of booking).
- In event of "Force Majeure", and our inability to operate, McHugh's of Cheltenham's liability is limited to the refund of monies paid or as required by law.

Guaranteed Food and Beverage numbers

- Final catering numbers are to be advised 10 days prior to the event/booking date; this is regarded as the minimum number for catering purposes; this number will be charged on your final account regardless of any drop in numbers. Any increase in numbers will be charged accordingly. (MINIMUM GUARANTEED OR ACTUAL, WHICHEVER IS HIGHER).
- Please note that the final catering numbers cannot deviate more than 20% from the original catering numbers booked.

Payment

- Full payment is required 7 days prior to the Event date. You will be provided with a total Event estimate / invoice. Please note any additional on consumption charges such as beverage (over and above the minimum spends agreed) will be required to be paid in full upon departure from the venue.
- The Host accepts responsibility for all accounts (e.g. dinner, liquor, decorations, set up, incidentals, if any (and any other miscellaneous charges) for the guests or invitees that are not paid directly on departure.
- The deposit of \$500 will be retained till the conclusion of the event to cover any incidentals. Any balance (after deducting the incidental expenses) will be transferred to your nominated account within 2 working days.
- Credit card payments will incur a surcharge of 2%.

Menu selection

- Please confirm your menu selection no later than 10 days prior to the event, or as otherwise advised. If the menu choices are not selected 10 days prior, we will make the selection as deemed fit.
- Wine List is subject to change, please contact McHugh's of Cheltenham to obtain an updated wine list when making your menu selection.

Food & Beverage

- No Food or Beverage of any kind is permitted to be brought into or removed from the premises by the Host, guests or invitees under any circumstances unless agreed prior in writing (Celebration cakes are exempted)
- In case we have agreed to, and you are bringing your own food, McHugh's of Cheltenham will not be liable for any food related incident and our Kitchen and staff will not handle that food. No reduction in Menu prices applies.

Insurance and Damages

- We will take all necessary care but will not accept any liability for damage to or loss of any property or merchandise left in the premises prior to, during or after any event.
- It is recommended that the Host/ Client arrange their own personal liability insurance and security as required.
- On signing the terms and conditions the client accepts responsibility for all damages to the venue i.e. walls, carpet, doors, tables, chairs, or any equipment etc. The client accepts to pay the full amount of repair and/or replacement.

Decorations

- Event table items/decorations are the responsibility of the Host to arrange and organize the placement of on the tables.
- It is the Host's responsibility to arrange collection of all material within 24 hours (or as agreed) after the event. Any items left at McHugh's of Cheltenham will be disposed of after that time period - this includes table decorations, flowers and cakes.
- It is expressly forbidden to use screws, nails, tacks, adhesive paper or any similar fixing devices on any part of the interior or exterior of the venue, except with prior consent of the Manager.
- No Confetti, glitter/glitter or confetti filled balloons or artificial petals are to be used. Excessive cleaning charges applies.

Music Options

- We provide a plug in for Music and it must comply with the permitted noise levels for the zoning (Residential - suburban). Management discretion is binding.
- DJ's/ Juke box or Two-piece bands can be booked. Sorry, bigger bands are not permitted.
- DJ's must plug into our sound system and not allowed to bring speakers/ woofer. We have these installed at the venue.

Alcohol & Drinks

- Our closing times are dictated by our licensing hours.
- We do allow pre-determined BYO Wine ONLY, (Corkage charges apply). Please note that the alcohol/ drinks must be in our control. No other BYO drinks allowed.
- No drinks can be carried outside the building.
- The Duty manager reserves the right to decide on the level of intoxication of patrons and request them to leave the premises if deemed so.
- If the venue finds patrons acting in a manner which is a breach of Liquor license conditions, Management reserves the right to deny service.
- If the management deems fit that there is requirement of security arrangements, these charges will be passed on to you.

Access Times

- Access to the venue is during the agreed times only. Extra charges will apply for any extended times, subject to availability (must be pre-arranged).

Event Booking Form

EVENT DATE : _____ Deposit Paid (Nonrefundable) : \$ _____

Type of Event : _____

All Access times to the Venue: From : _____ Till _____

Event/Service Start Time: _____ Event Concludes at : _____

Minimum numbers of adults guaranteed for catering purposes: _____

Estimated Numbers Attending: Adults _____ Children aged between 2 & 9 years- Half price): _____

No. of vendors for Catering purposes(Photographer/ Videographer/ DJ/ Celebrant/ others): _____

Minimum spend on Food : _____ Beverage _____ Extras (if any) _____

Any other options agreed _____

Mode of Payment: (2% Surcharge applies for Credit card payments) _____

Account Name : (Person or Company responsible for all accounts) _____

Full Name/s of Event Organizer or Contact person/s:

Postal Address :

Physical Address (if different)

Contact Number/s: Primary : _____ Alternate Contact number: _____

Email (Primary) : _____

Email (Alternate) : _____

We have carefully read & fully understood the Event booking terms and conditions as outlined by McHugh's of Cheltenham. We agree to adhere to these terms & conditions as such, we wish to confirm our event to be held at McHugh's of Cheltenham, at 46 Cheltenham road, Devonport, Auckland, as per details given on this booking form.

Payments Can be made into our BNZ Bank a/c – McHugh Hospitality NZ Ltd 02-0152-0580155-00, quoting the Invoice number as Reference. (You will be issued with an invoice for the deposit upon receipt of this booking form)
GST no. 119-221-536 (McHugh Hospitality NZ Ltd T/A McHugh's of Cheltenham)

Agreed & Signed _____

Dated : _____