



# Function Packages



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## *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 events

# Additional info

Our round wedding tables are 150cm in diameter.  
A typical head table of 8 people would be approximately by 5m in length.

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 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 10 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?

Guests can arrive from 5pm and florists/ setup will have access one hour prior to the start of the event included. First 5 hours are included in the package pricing. Any extra time is chargeable

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. Minimum numbers required are dependent on the day of the week .



# *Platter selection*

## *Hot platters*

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

## *Colds*

- ~ Sushi (Chicken/Salmon/Vegetarian) : \$105
- ~ 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)



## *Pre Dinner 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 with caramelised onion and horseradish cream
- ~ Tempura prawns, sweet chilli sauce
- ~ Smoked salmon blinis with citrus cream cheese
- ~ Vol au vents with choice of fillings
- ~ Tuna on chilli bread
- ~ Chicken and sundried tomato on toasted crostini
- ~ Citrus glazed prawns on toasted crostini
- ~ Tandoori Chicken Tikka
- ~ Vegetable pakora (crispy fried vegetables in a chickpea flour batter) with tamarind chutney

*(1 choice : \$8 pp/ 2 choices : \$12 pp/ 3 choices : \$15 pp  
One Hour of Canape service*



# Function Buffet Menu

## BREADS

~ Selection of freshly baked breads and rolls, Homemade dips. Olive oil

## SALADS (SELECT THREE)

- ~ Fresh garden salad
- ~ Baby red potato salad, fried capers, shallots, gherkins, Italian parsley
- ~ Beetroot & Orange salad
- ~ Classic Shrimp and Surimi cocktail salad
- ~ Chef's traditional coleslaw
- ~ Greek Salad - Peppers, cucumber, red onion, Feta, olives in a mustard vinaigrette
- ~ Roasted pumpkin & Quinoa salad
- ~ Chickpea & Coriander salad

## FROM THE CHEF'S CARVERY (SELECT ONE)

- ~ Citrus glazed Champagne ham on the bone with accompanying sauce
- ~ Roast pork, crackling, apple sauce, gravy
- ~ Roast Sirloin of Prime steer beef with seeded mustard crust Accompanying sauces
- ~ Roast leg of New Zealand lamb

## HOT MAINS (SELECT TWO)

- ~ Roasted chicken breast, creamy mushroom
- ~ Butter Chicken
- ~ Panko crumbed fish with tartare sauce
- ~ NZ green lip mussels, garlic & tomato sauce
- ~ Matar Paneer (Cottage cheese and minted peas with delicate Indian spices & herbs)
- ~ Beef stroganoff
- ~ Sweet & Sour Pork
- ~ Spinach and feta Penne pasta, homemade tomato sauce, shaved Parmesan
- ~ Vegetarian lasagna
- ~ Lamb Korma

## OTHER HOT DISHES (SELECT THREE)

- ~ Ratatouille of eggplant, courgettes & onions
- ~ Baby potatoes roasted with olive oil, rosemary
- ~ Yellow Dal - Tempered yellow lentils
- ~ Creamy Gratin potatoes with thyme & garlic
- ~ Medley of chefs seasonal vegetables
- ~ Roast kumara & pumpkin
- ~ Steamed Fragrant Rice
- ~ Broccoli & Cauliflower Au gratin

## DESSERTS (SELECT THREE)

- ~ Pavlova with cream & Fruit topping
- ~ Cheesecake selection
- ~ Seasonal Fresh Fruit salad
- ~ Selection of New Zealand cheese & crackers
- ~ Sticky date pudding with toffee sauce
- ~ Chocolate Mud Cake
- ~ Citrus Tart
- ~ Cream filled profiteroles, chocolate dipped

\* \* \*

*Selection of Herbal teas and Filter coffee*

\$65.0 pp inclusive of GST. Minimum beverage spend (\$22 pp) apply for Dinner Bookings. Children aged between 2-10 year are half price and no charge for under 2 year old's. Menus can be customized to suit your requirements (costs apply)

## Optional Buffet Add Ons

Seafood Platter – \$12 PP

*Scallops, prawns, smoked salmon, steamed mussels with dips*

Antipasti with continental meats – \$8 PP

Add extra Carvery – \$8 PP

Extra Salad : \$4 PP

Extra Main : \$5 PP

Extra Dessert : \$4 PP

Fresh oysters – POA

*Seasonal availability (Either pacific rock or Clevedon coast)*

*Chair covers & sash for an additional charge of \$5 each chair  
can be added*

For Function Packages

- Minimum 60 full paying Adults : Friday - Sunday
  - Minimum 40 full paying Adults : Monday - Thursday
- Maximum capacity is 160 seated.





# 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 including tap 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 bottled Beers
  - ~ Juices & Soft drinks
- 4 Hour Package : \$50 per person
  - 5 Hour Package : \$55 per person
  - 6 Hour Package : \$60 per person

## MINIMUM BEVERAGE SPEND (AS A BAR TAB BY THE HOST)

\$22 per person : Including Non-alcoholic & alcoholic drinks  
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

## *All function packages offer*

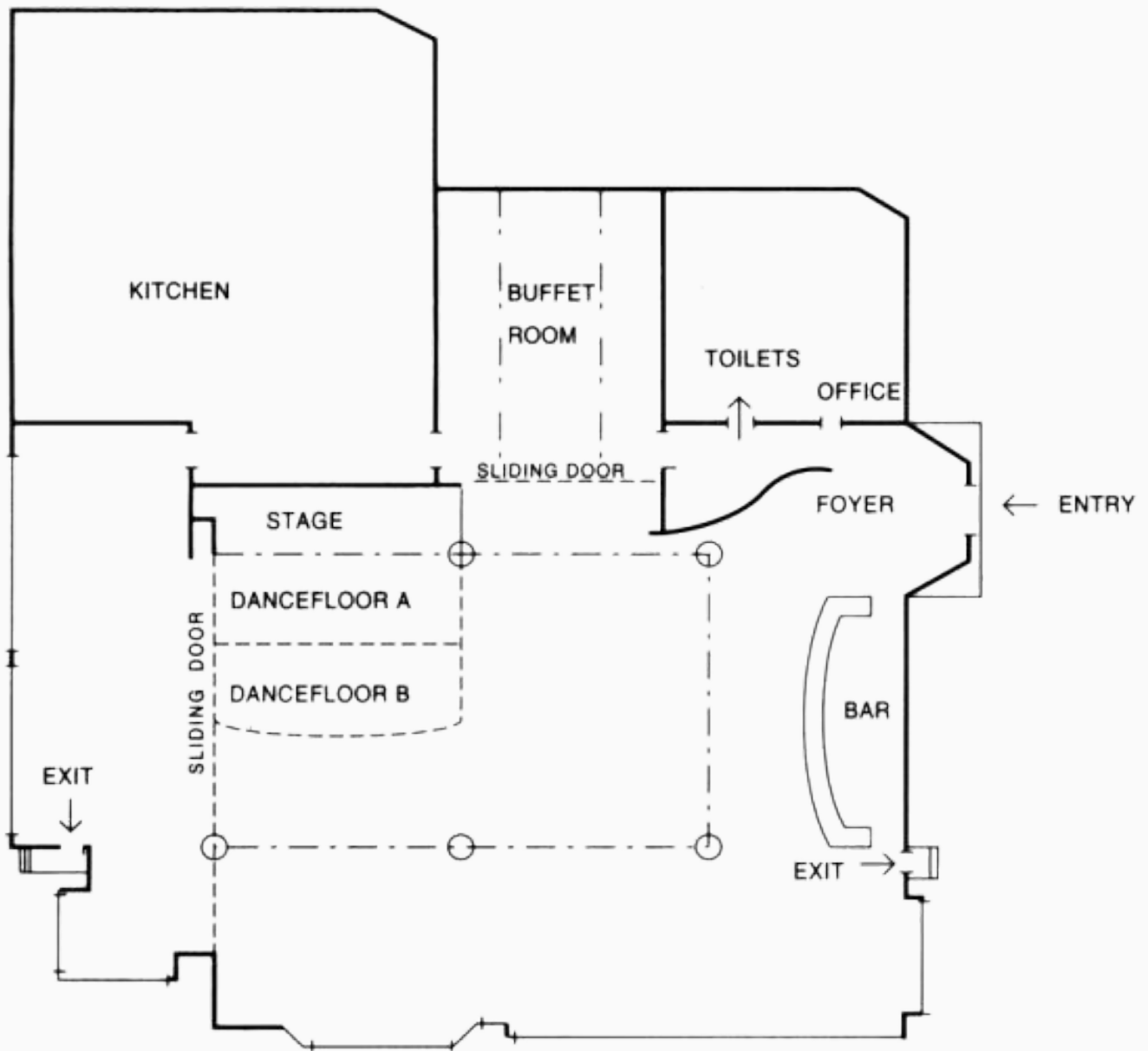
- ~ Exclusive access to the venue for up to 5 hours after 4PM
- ~ No Venue hire charges for the first 5 hours of access to the venue, thereafter a venue hire charge of \$250 per hour applies.
- ~ Top Table (additional charge of \$100)
- ~ Food for most dietary requirements/cultures
- ~ Liquor license
- ~ 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
- ~ Set up & cleaning
- ~ Bar closes & music stops at 11PM, venue vacated by 11.30PM

## *Catering*

- ~ 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)
- ~ Finger food : Optional add-on from \$8 PP



# 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 : \_\_\_\_\_