

**ALCOVA**

**private garden venue**

**ALCOVA**

55 MANUWAI LANE, KARAKA

P O BOX 26550, EPSOM, AUCKLAND 1344

PHONE 09 294 7129 EMAIL [info@alcova.co.nz](mailto:info@alcova.co.nz)



**Alcova** [al-cò-va].

Alcove in Italian. Definition: noun **1.** A recess or partly enclosed extension connected to or forming part of a room. **2.** A secluded structure in a garden.

Escape to Alcova, a distinctively European wedding venue. Harnessing the relaxed, calm and peaceful atmosphere of Karaka, Alcova is the perfect wedding retreat.

Alcova is the new and exclusive venue only 25 minutes from Auckland City and less than five minutes from the Southern Motorway. There is ample parking at the venue for your guests while they enjoy your day.

With olive trees lining the drive and surrounding the venue, you step into the Mediterranean the moment you arrive. Large, rustic doors lead you in to the open plan function room of Alcova. Dressed with silk lined ceilings and neutral tones the venue allows for you to add your own theming to ensure the atmosphere reflects your wedding theme and individual style.

On the eastern side of the building is the outdoor courtyard. Walk into the rustic, secluded garden, fitted with olive trees and different varieties of grasses. This area is perfect for your ceremony or for guests to relax during your wedding reception.

Alcova has the capacity for 80 guests for a sit-down function and 120 guests for cocktail functions.

Managed by owners Hayley and Phil Govorko, the space reflects Phil's Croatian heritage and Hayley's expertise and love for events. With their team of dedicated staff, you can expect the highest of service and professionalism that is sure to impress you and your guests.





**ALCOVA**

**WEDDING VENUE RATES**

**Venue Hire** **\$3,000.00**

- Exclusive use of Alcova for your wedding reception (12-hour hire)
- Round or trestle tables and white folding chairs
- White linen tablecloths and napkins
- Crockery, cutlery and glassware
- Wine barrels and outdoor furniture
- Outdoor bar and all accessories
- Heaters and fit pit
- Set up of venue to client's requirements, including placement of the name cards, table favours, table stands and standard table numbers
- In house sound system with handheld microphone, iPod and CD connections
- 1hr complimentary consultation with an experienced wedding event coordinator
- 1hr wedding rehearsal onsite pre-wedding

**Outdoor Ceremonies** **\$1,000.00 or \$250.00 with reception venue**

- The use of the Alcova courtyard, for your wedding ceremony
- A table for signing the register, outdoor white folding chairs and umbrellas for guests
- Wine barrels and outdoor furniture
- Outdoor bar and all accessories
- Heaters and fit pit
- Ceremony rehearsal
- For outdoor ceremonies we can hire our Tuscan Gazebo **\$350.00**

**Function Staff** **\$25.00 per hour each**

- Professional and presentable wait and bar staff, highly trained and reputable

**Preferred suppliers**

We have a variety of preferred suppliers, so please talk to us about who we would recommend for your special day.



**ALCOVA**

**WEDDING SAMPLE TIMELINE**

This timeline is a guideline only. Items can be added and removed to better fit your requirements.

- 2.30pm Arrival & OJ/ bubbles served
- 3.00pm Ceremony
- 3.45pm Drinks and nibbles
- 4.00pm Photos of family and friends
- 5.30pm Seated (begin entree, main)
- 6.30pm Speeches from Parents and attendants and cake cutting
- 7.30pm Dessert served and cake
- 8.30pm Live entertainment
- 10.30pm Bar closes
- 11.00pm Guests depart





**ALCOVA**

**FOOD AND BEVERAGE**

Alcova has a selection of menus available that are created using locally sourced seasonal produce.

The most delicious buffet selections and platters are create by blending healthy and exciting foods. The dishes are reminiscent of home cooked favourites but have that added little twist, delivering a superior taste. With a homely yet refined presentation, the food is sophisticated and full of flavour.

**FINGER FOOD PLATTERS**

\$4.00 per item

A selection of finger foods containing some of the following:

Macadamia crumbed chicken strips

Pork Gyoza

Fish cakes with mirin dipping sauce

Mince curry puffs with chutney dip

Potato and chorizo empandas

Prawn and chorizo skewers

Pumpkin, sage and feta wontons

Tomato, haloumi and basil skewers

Red pepper and walnut mini tartlets

Spinach and feta mini tartlets

Blue cheese and walnut mini tartlets

Sundried tomato and olive mini tartlets

Chicken kebabs with a selection of  
marinades and rubs

Beef kebabs with a selection of  
marinades and rubs

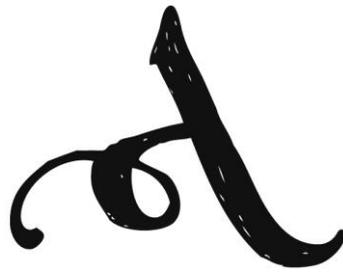
Moroccan carrot dip with crostini

Hummus with crostini

Porcini and chicken liver pate with  
crostini

Tomato and cashew chutney with crostini





**ALCOVA**

**CANAPÉS**

\$20.00 per person

(approx 5 canapés per person, please select from below)

Zucchini, potato & herb fritters with roasted garlic aioli (v)

Arancini di riso – sundried tomato & caramelised onion risotto cakes (gf) (v)

Chilli lime chicken dumpling skewers with homemade sweet Thai chilli sauce

Vietnamese rice paper rolls with prawn & coriander (gf)

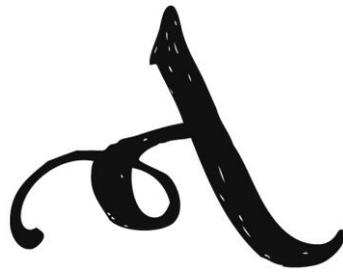
Eye fillet wrapped in prosciutto with béarnaise sauce (gf)

Moroccan lamb served on rosemary skewers with tzatziki (gf)

Aoraki smoked salmon served on belinis with horseradish and chive cream cheese

(Increase in canapé selection available if desired)





**ALCOVA**

**PLATED MENU**

from \$60.00 to \$85.00 per person

Starters served to tables and dinner served alternate drop to all guests

**Catering Menu Sample**

**Option One**

**Starters**

Arancini di riso - sundried tomato & caramelised onion risotto ball stuffed with prosciutto wrapped fresh mozzarella on wild rocket with rich tomato pasta.

Traditional Roman Arancini di riso – porcini risotto cake stuffed with mozzarella and served with chilli pasta sauce & rocket (v)

**Mains**

Oven roasted Prime Angus Scotch fillet served on creamed spinach with salt & pepper onion rings & a pinot noir reduction

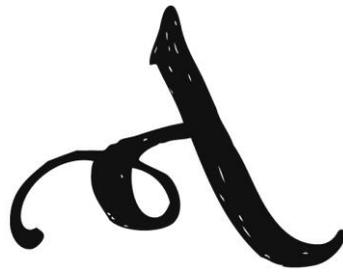
Chicken breast stuffed with roasted red pepper, brie, fresh sage served with Mediterranean vegetable tabouli

Roast goats cheese, caramelised onion and beetroot tart served with rocket & parmesan salad (v – on request)

**Desserts**

Lemon brulee served with a homemade brandy snap sail & honey & cinnamon mascarpone

Chocolate & hazelnut torte with raspberry coulis and clotted cream



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## **Option Two**

### **Starters**

Warm vegetable tarte – roasted aubergine, courgettes, capsicum, feta and avocado served with a fresh herb salad and roasted garlic aioli (v)

Duck, cranberry and pistachio terrine with ciabatta and fig and rocket salad

### **Mains**

Mediterranean baked monkfish with olives, roasted peppers and fresh homemade mozzarella

Dukkah crusted lamb rump on kumara and ginger rosti with a mint and red wine reduction

Oven roasted field mushroom stuffed with ricotta and herbs served on potato, zucchini and herb fritters with rocket oil and roasted tomato coulis (v – on request)

### **Desserts**

Valrhona chocolate fondant with marinated cherries and hazelnut praline

Sticky date pudding with caramel sauce and vanilla bean mascarpone



**ALCOVA**

**BUFFET**

**Mains \$60.00 per person**

Rare Roasted Sirloin of Beef with Horseradish Cream

Lemon Harissa Chicken

Manuka Smoked Salmon

Twice Roasted potatoes

Pasta, Ricotta and Baby Spinach Salad

Rocket, Cherry Tomato and Parmesan with a Balsamic Dressing

Artisan breads

**Dessert \$15.00 per person**

Individual Ginger Cakes with Butterscotch Sauce

Baby Meringues with Passion Fruit Cream

Seasonal fruit and cream.

**SMALL MEAL OPTIONS**

Small meals - \$10.50 each

*(Served on a variety of small plates, cones, containers or noodle boxes)*

Thai chicken curry on rice with mango chutney

Smoked eye fillet carpaccio, horseradish creme, pea shoots & semi-dried tomato

Thai beef salad, fresh herbs & homemade sweet chilli sauce dressing

Pulled pork belly, cauliflower puree, roasted corn salsa & sprouts

Pumpkin, ricotta & nutmeg raviolo, roquette puree & crispy sage

Wild mushroom & caramelised shallot salad, baby watercress & parmesan foam



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**SLIDERS**

Sliders - \$6.50 each

Pulled pork, herb slaw & jalapeno avocado mousse

Crispy snapper, shredded lettuce, tomato, homemade tartare

Smoked eye fillet, gruyere & crispy onions

Venison meatball slider with gherkin relish & pecorino

Smoked eggplant pate, haloumi, semi-dried tomato

Southern spiced chicken, shredded lettuce, roasted corn salsa & chipotle aioli

**CARVERY**

\$45.00 per guest

Glazed ham on the bone

Manuka Smoked Salmon

Fresh ciabatta rolls & Fresh green salad

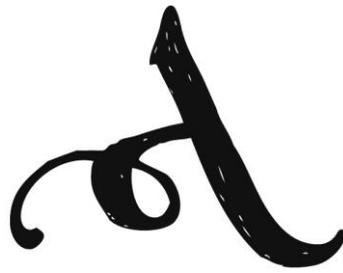
Fresh garden Coleslaw

Raw beetroot salad & roasted potatoes

Selection of condiments

**WEDDING CAKE**

**A CAKE CUTTING FEE DOES APPLY OF \$2.00 PER PERSON IF THIS IS YOUR ONLY DESSERT**



**ALCOVA**

**BEVERAGES**

Beverages on arrival

Pimms and lemonade

\$75.00 per glass dispenser

Homemade fruit punch

\$45.00 per glass dispenser

Wine

Diamond Heart Sparkling \$60.00p/bottle

The Ned Sav/Pinot Gris \$40.00 p/bottle

The Ned Pinot Noir \$45.00 p/bottle

The King Series \$50.00 p/bottle

Awhitu Range \$60.00 p/bottle

Corkage Charge for BYO Bubbles is \$10.00 per bottle

The Kings Series Sauvignon Blanc

The Kings Series Pinot Gris

The Kings Series Pinot Noir

Awhitu Peninsula Chardonnay

Awhitu Greenock Syrah

The Ned Sauvignon Blanc

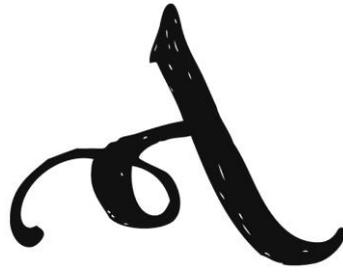
The Ned Pinot Gris

The Ned Pinot Noir

The Kings Series Chardonnay

Awhitu Harbour Rosé





# ALCOVA

## Beer & Cider

All beer \$8.00 each

Heineken  
Steinlager Pure

Amstel Light  
Isaac's Apple Cider

## Non-Alcoholic

All Soft Drinks \$4.00 each

Coke  
Lemonade  
Cranberry Juice  
Orange Juice

Diet Coke  
Soda Water  
Ginger Beer  
Lemon Lime & Bitters





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## **TERMS AND CONDITIONS**

### **1. Bookings**

Upon confirmation of your wedding, you will be sent a non-refundable venue deposit invoice which is due 7 days following invoice date. Until this has been paid, your booking is not confirmed. If this invoice has not been paid within the stated timeframe, Alcova reserves the right to release your booking.

### **2. Cancellations**

If you wish to cancel your booking, this must be done in writing. Any deposits paid will be retained by Alcova.

### **3. Guest Numbers**

Alcova can accommodate 80 guests for a sit-down meal. Numbers above these are to be discussed at time of booking confirmation and may be approved at Alcova's discretion. Estimated guest numbers are to be provided at time of booking. Confirmed numbers must be received at least 5 working days before the event and charges will be based on these numbers. In the case that numbers increase, you will be charged post event with an additional invoice.

### **4. Services**

Alcova has preferred suppliers. Alcova reserves the right to allow other suppliers however this is at their discretion only and written confirmation will be provided. Please contact Alcova management to determine which supplies you are able to provide yourself.

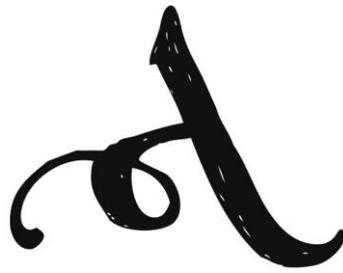
### **5. Liquor Licence/Beverages**

Alcova will apply for a special liquor licence on your behalf for any function on its premises. The cost of this is \$65.00 which is additional to your venue hire cost. You are allowed to BYO champagne/bubbles only. All other alcohol is to be purchased through Alcova. The bar will be open from the agreed function start time and will close 30minutes prior to the scheduled finish time. Please note alcohol will not be served after 10.30pm.

### **6. Menus and Beverage Lists**

Alcova has a selection of set menus available for functions. The prices of these menus are correct at time of printing however seasonal fluctuations may result in the small changes in price or slight alterations to the menu. Additions or changes to set menus may incur a fee, please consult with management to confirm. Any surplus food will be disposed of by Alcova and cannot be taken off the premises.

Client Initials: \_\_\_\_\_



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#### 7. Smoking

Smoking is not permitted in any enclosed areas of the venue including the function centre or courtyard. All smokers are required to vacate the building and be mindful of non-smoking guests.

#### 8. Costs and Payments

All costs exclude GST and are subject to change. The full venue cost must be paid in full as a deposit when the date is confirmed to secure your booking. An Invoice will be issued 7 days after for additional costs. This will include costs for venue hire, catering costs, minimum beverage tab and minimum staff hours. An additional invoice will be issued within 5 working days post wedding and will reflect any increases in catering costs, increases in beverage tabs, final staff hours and any breakage/repair fees. All invoices are due within 7 days of the invoice date. Any payments that are not received by the due date are subject to a 1.5% penalty, calculated and charged weekly. All credit card payments are subject to a 3% surcharge fee.

#### 9. Confetti

Please discuss any confetti arrangements with Alcova before your wedding. Strictly no rice.

#### 10. Music

We welcome most forms of entertainment for weddings. Please note that music is allowed until 10.30pm only. For a list of suppliers that are familiar with the venue, please contact Hayley on [info@alcova.co.nz](mailto:info@alcova.co.nz).

#### 11. Responsibility

Alcova will take all possible care, but no responsibility for any loss or damage to any items or property belonging to guests or other persons prior to, during or after the function. All loss or damage to any of Alcova's property will be charged to the client.

#### 12. General Cleaning

General cleaning costs are met by Alcova. Any additional cleaning required because of excessive untidiness, damage, incidents relating to intoxication or unsavoury behaviour will be invoiced to the client post event.

Name of Hirer: \_\_\_\_\_

Signature of Hirer: \_\_\_\_\_

Date: \_\_\_\_\_



**ALCOVA**

**ENQUIRY FORM**

Contact Person: \_\_\_\_\_

Clients names: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Approximate Numbers: \_\_\_\_\_

Approximate timings: \_\_\_\_\_  Reception  Ceremony  Conference

Catering preferences: \_\_\_\_\_

\_\_\_\_\_

Theming/Décor: \_\_\_\_\_

Entertainment: \_\_\_\_\_

AV requirements: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**BOOKING FORM**

Contact Person: \_\_\_\_\_

Client names: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

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Date of Function: \_\_\_\_\_ Approximate Numbers: \_\_\_\_\_

Approximate timings: \_\_\_\_\_  Reception  Ceremony  Conference

Catering preferences: \_\_\_\_\_

Theming/Décor: \_\_\_\_\_

Entertainment: \_\_\_\_\_

AV requirements: \_\_\_\_\_

Additional Information: \_\_\_\_\_



**ALCOVA PRIVATE GARDEN VENUE – PAYMENT INFORMATION**

Upon confirmation of your booking we require the venue cost to be paid in full.

Deposit Amount Required: \$ \_\_\_\_\_ Date: \_\_\_\_\_

- If you are paying by credit card please fill in all details below (Visa or Mastercard only)

Credit Card Number: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_ CSC: \_\_\_\_\_

- Direct Credit to BNZ 02-0192-0171444-000
- Please make cheques payable to Alcova Private Garden Venue