



ALCOVA
private garden venue

Alcova Weddings

ALCOVA
55 MANUWAI LANE, KARAKA
PHONE 09 294 7129 EMAIL 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 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 into 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 secluded garden, fitted with olive trees and abundance of natural coloured 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

Function Staff

\$35.00 per hour each

- Professional and presentable wait and bar staff, highly trained and reputable
Minimum 1 bar and 1 wait staff required for time of hire requested

Preferred suppliers

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

All prices exclude GST and are subject to change.



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





FOOD AND BEVERAGE

Alcova has a selection of menus available designed by our head chefs

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

FINGER FOOD PLATTERS

\$5.00 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 empanadas

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





CANAPÉS

\$25.00 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 blinis with horseradish and chive cream cheese

(Increase in canapé selection available if desired)





PLATED MENU

\$85.00 per person

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

Option One sample

Starters

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

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



Option Two sample

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

Finger Foods to start \$25.00 per person

Prawn and chorizo skewers with smoked paprika mayo
Blini topped with either blue cheese and pear or Salmon and dill
Lemon and thyme chicken cakes with cranberry sauce
Crosthini with grilled haloumi and slow roasted cherry tomato
Herbed risotto balls with garlic mayo

Mains \$80.00 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 \$20.00 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

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

\$55.00 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 \$3.00 per person if this is your only dessert

BEVERAGES

Beverages on arrival

Pimms and lemonade

\$75.00 per glass dispenser

Homemade fruit punch

\$80.00 per glass dispenser

Wine

Diamond Heart Sparkling \$60.00 p/bottle

The Ned Sav/Pinot Gris \$45.00 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





Beer & Cider

All beer \$10.00 each

Heineken
Steinlager Pure

Amstel Light
Isaac's Apple Cider

Non-Alcoholic

All Soft Drinks \$5.00 each

Coke
Lemonade
Cranberry Juice
Orange Juice

Diet Coke
Soda Water
Ginger Beer
Lemon Lime & Bitters





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: _____



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.

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: _____

ALCOVA
55 MANUWAI LANE, KARAKA
PHONE 09 294 7129 EMAIL info@alcova.co.nz



ALCOVA

BOOKING FORM

Contact Person: _____

Client 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: _____



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