



ALCOVA

private garden venue



Equipment Pricelist

If there's something you need that isn't listed, just let us know — we'll do our best to accommodate your request.

Items

White plastic barrel chair	\$4.00
White americana chair	\$8.00
Trestle table	\$20.00
Round table	\$25.00
White/black trestle table cloth	\$15.00
White/black round table cloth	\$20.00
White linen napkins	\$2.00
Round 30cm mirror for centrepiece	\$4.00
Hessian table runners	\$4.00
Blue gingham table cloth	\$15.00
Market umbrella with base	\$90.00
Rustic wine barrel	\$80.00
Gold wedding hoop with silk florals	\$150.00
Wooden A frame arch with silk florals	\$150.00
Aisle florals (each)	\$35.00
Registry table with table cloth	\$35.00
Registry table bouquet	\$45.00
Shepherd hooks	\$12.00
Hanging topiary balls, red/cream/white	\$12.00
Rustic wooden rounds	\$6.00
Glass jars and vases	\$3.00
Giant jenga, chess, ten pin	\$100.00
China cup, saucer and plate (per set)	\$5.00
Silk draping x 1 piece (3 available)	\$50.00
Speaker with microphone	\$150.00
High tea stand	\$8.00
Coffee plunger	\$5.00
Wine glass	\$1.50
Water glass	\$1.50
Plates	\$1.50
Cutlery (knife/spoon/fork)	\$1.00

Items priced on application

Fairy lights, festoons, lanterns
Wedding planner
Wedding celebrant
Live music
Photographer
Videographer
Fresh florals
Custom creative designs
LOVE sign
Red carpet



Terms & Conditions

1. Bookings

To confirm your wedding/event booking, a non-refundable venue deposit will be invoiced and is due within 7 days of the invoice date. Your booking is not confirmed until this payment is received. If the deposit is not paid within the timeframe, Alcova reserves the right to release the booking.

2. Cancellations

All cancellations must be made in writing. Please note that all deposits are non-refundable and will be retained by Alcova.

3. Guest Numbers

Alcova can accommodate up to 80 guests for a sit-down meal. Guest numbers beyond this must be discussed at the time of booking and are subject to approval.

- Estimated guest numbers are required at the time of booking.
- Final confirmed numbers must be provided no later than 5 working days prior to the event.
- Charges will be based on these confirmed numbers.
- If guest numbers increase, additional charges will apply and be invoiced post-event.

4. Suppliers

Alcova works with a trusted list of preferred suppliers. Outside suppliers may be approved at Alcova's sole discretion, with written confirmation. Please contact management to confirm which suppliers you may provide yourself.

5. Liquor Licence & Beverages

Alcova will arrange a Special Liquor Licence on your behalf for functions held on-site. The licence fee is \$65.00, in addition to venue hire.

- BYO is limited to champagne/sparkling wine only, by request. A \$10 corkage fee per bottle applies.
- All other alcohol must be purchased through Alcova.
- The bar will open at the agreed start time and close 30 minutes prior to the event's scheduled end.
- Alcohol will not be served after 10:30 PM.
- A Duty Manager is required for all events serving alcohol and will be arranged by Alcova.

6. Menus & Beverages

Alcova offers a selection of set menus for events. Prices are accurate at the time of publishing but may vary slightly due to seasonal availability.

- Changes to set menus may incur additional costs—please consult management.
- Any leftover food remains the property of Alcova and cannot be taken off-site due to health and safety regulations.

7. Smoking Policy

Smoking is not permitted in any enclosed areas of the venue, including the function centre and courtyard. Guests wishing to smoke must vacate the building and remain respectful of non-smoking guests.

8. Costs & Payments

- All prices exclude GST and are subject to change.
- The full venue cost is required as a deposit to secure your date.
- An initial invoice will follow within 7 days, covering venue hire, catering, minimum beverage tab, and staffing.
- A final invoice will be issued within 5 working days after your event, covering additional catering, beverage overages, final staffing hours, and any breakage/repair fees.
- All invoices are due within 7 days of the invoice date.
- Late payments will incur a 1.5% weekly penalty.
- Credit card payments incur a 3% surcharge.

9. Confetti

Please discuss any confetti plans with Alcova in advance. No rice is permitted on the premises.

10. Music & Entertainment

We welcome various forms of entertainment. Please note that music must end by 10:30 PM.

11. Responsibility & Liability

While every care is taken, Alcova is not responsible for any loss or damage to personal property before, during, or after the event. Any loss or damage to Alcova property will be charged to the client.

12. Cleaning & Maintenance

Standard cleaning is included in your venue hire. However, excessive mess, damage, or incidents resulting from intoxication or inappropriate behaviour may incur additional cleaning fees, which will be invoiced post-event.

Terms & Conditions of Hire

These Terms and Conditions govern the rental of equipment ("Hire Items") provided by Alcova to the client ("the Hirer"). By confirming a booking, the Hirer agrees to the following terms:

1. Booking & Payment

A non-refundable deposit of 25% is required to confirm the booking.
Full payment must be received no later than 7 days before the event date.
Late payments may result in cancellation of the booking or additional fees.

2. Delivery & Collection

Delivery and collection times will be agreed upon at the time of booking.
The Hirer must ensure easy access to the event location.
Additional fees may apply for difficult access, setup assistance, or delays caused by the Hirer.

3. Equipment Use & Responsibility

The Hirer is responsible for all hired items from the time of delivery until collection.
Equipment must not be altered, modified, or sub-hired to third parties.
Items must be returned in the same condition as delivered.
The Hirer is liable for any loss, damage, or excessive cleaning required.

4. Cancellations & Changes

Cancellations must be made in writing.
If cancelled:

- More than 14 days before event: loss of deposit only.
- Less than 14 days: 50% of total hire charge.
- Less than 3 days: full hire charge payable

Changes to booking are subject to availability and must be requested at least 5 days prior to the event.

5. Liability

The Company is not liable for injury, loss, or damage caused by misuse or improper handling of hire items.
The Company shall not be held responsible for delays or failure to deliver due to events beyond its control (e.g. weather, road closures, etc.).
The Company recommends the Hirer has appropriate event insurance in place.

6. Cleaning & Damage Fees

Linen must be returned free from burns, wax, or deep stains.
Furniture must not be exposed to rain or left outside overnight without protection (e.g. umbrellas or covers).
The Company reserves the right to charge cleaning or repair fees for items returned in poor condition.

7. Bond

A refundable bond is required for the duration of your booking. The bond will be returned in full once all hired items are received back in their original condition, with no damage or excessive wear.

8. Ownership

All hire items remain the property of Alcova at all times.

Contact Information
Alcova Private Garden Venue
55 Manuwai Lane Karaka
Phone: 09 2974129
Email: events@alcova.co.nz
Website: www.alcova.co.nz



Hire Agreement form

Client Details

- Full Name:

- Business/Organization:

- Phone Number:

- Email Address:

- Mailing Address:

Event Details

- Event Type: -----

- Event Date(s): -----

- Event Location (Venue & Address):

Delivery & Collection

- Delivery Required? ☐ Yes ☐ No

- Delivery Address : -----

- Delivery/Pick up - Date & Time: -----

- Collection/Drop off - Date & Time: -----

Payment Details

- Deposit Amount Paid: ----- Date: -----

- Payment Method: ☐ Bank Transfer ☐ Credit Card (3% Surcharge)

- Remaining Balance Due By: -----

Agreement

I, the undersigned, agree to the Terms and Conditions of Hire provided by Alcova Event Hire. I accept responsibility for all hired items during the hire period.

Signature: -----

Date: -----

Hire Items

- ☐ White Plastic Barrel Chair – Qty: _____
- ☐ White Americana Chair – Qty: _____
- ☐ Trestle Table – Qty: _____
- ☐ Round Table – Qty: _____
- ☐ White Trestle Table Cloth – Qty: _____
- ☐ Black Trestle Table Cloth – Qty: _____
- ☐ White Round Table Cloth – Qty: _____
- ☐ Black Round Table Cloth – Qty: _____
- ☐ White Linen Napkins – Qty: _____
- ☐ Round 30cm Mirror (Centerpiece) – Qty: _____
- ☐ Hessian Table Runners – Qty: _____
- ☐ Blue Gingham Table Cloth – Qty: _____
- ☐ Market Umbrella with Base – Qty: _____
- ☐ Rustic Wine Barrel – Qty: _____
- ☐ Gold Wedding Hoop with Silk Florals – Qty: _____
- ☐ Wooden A-Frame Arch with Silk Florals – Qty: _____
- ☐ Aisle Florals (Each) – Qty: _____
- ☐ Shepherd Hooks – Qty: _____
- ☐ Hanging Topiary Balls (Red/Cream/White) – Qty: _____
- ☐ Rustic Wooden Rounds – Qty: _____
- ☐ Glass Jars and Vases – Qty: _____
- ☐ Giant Games (Jenga / Chess / Ten Pin) – Qty: _____
- ☐ China Cup, Saucer & Plate Set – Qty: _____
- ☐ Silk Draping (1 Piece, 3 Available) – Qty: _____
- ☐ Speaker with Microphone – Qty: _____
- ☐ High Tea Stand – Qty: _____
- ☐ Coffee Plunger – Qty: _____
- ☐ Wine Glass – Qty: _____
- ☐ Water Glass – Qty: _____
- ☐ Plates – Qty: _____
- ☐ Cutlery (Knife/Spoon/Fork) – Qty: _____

Other: _____

