



ALCOVA

private garden venue



Alcova

PRIVATE GARDEN VENUE

Alcova in Italian.

Definition: noun

- » A recess or partly enclosed extension connected to or forming part of a room.
- » A secluded structure in a garden.

Discover Alcova

A Distinctly European Wedding & Event Destination

A uniquely European-inspired venue nestled in the tranquil surrounds of Karaka. Designed to reflect the relaxed and peaceful essence of the Mediterranean, Alcova offers the perfect setting for weddings, corporate retreats, and private events.

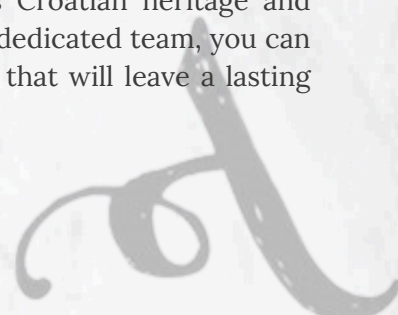
Located just 30 minutes from Auckland City and less than five minutes from the Southern Motorway, Alcova combines convenience with exclusivity. Ample on-site parking ensures a seamless experience for you and your guests.

From the moment you arrive, olive trees lining the driveway and encircling the venue transport you to the Mediterranean. Step through grand rustic doors into a spacious, open-plan function room adorned with silk-lined ceilings and soft, neutral tones - creating an elegant canvas that allows your personal style or event theme to shine.

On the eastern side of the venue, discover a serene Mediterranean-style courtyard. This beautifully paved garden, framed by olive trees this provides an idyllic backdrop for wedding ceremonies, guest mingling, or as a charming entryway for your conference or event.

Alcova comfortably accommodates up to 80 guests for seated events, conferences, or cocktail functions, offering an intimate yet versatile setting.

Owned and operated by Hayley and Phil Govorko, Alcova reflects Phil's Croatian heritage and Hayley's passion and expertise in event planning. With the support of their dedicated team, you can expect exceptional service, attention to detail, and a seamless experience that will leave a lasting impression on you and your guests.





Venue Hire Rates

Wedding Venue Hire

Venue Hire – \$3500

- › Includes exclusive use of Alcova for your wedding reception (9-hour hire)
- › Your venue hire package includes:
 - › Access to the venue for setup from 2pm – 5pm the day prior
 - › Access to pack down the venue from 10am – 12pm the day after
 - › Choice of round or trestle tables with white folding chairs
 - › White linen tablecloths and napkins
 - › Full set of crockery, cutlery and glassware
 - › Use of our outdoor umbrellas
 - › Use of our portable sound system with bluetooth
 - › Full venue setup to your specifications, including:
 - Name card placement
 - Table favours
 - Table stands and table numbers
- › A 1-hour consultation with an experienced wedding event coordinator
- › A 1-hour onsite wedding rehearsal prior to the big day

Outdoor Ceremonies

Ceremony Only – \$1,000

Ceremony when booked with reception – \$500

Say "I do" under the open sky in the beautiful Alcova courtyard

- › Use of the Alcova courtyard for your wedding ceremony
- › Signing table, white outdoor folding chairs, and umbrellas
- › Access to wine barrels and outdoor furniture for a relaxed, elegant setup
- › Full use of the outdoor bar and accessories
- › Heaters and a fire pit to keep your guests comfortable
- › A ceremony rehearsal included prior to your wedding day

Not what you're after?

Let us know what you would like as we are happy to customise to your preferences



Venue Hire Rates

Event Staff

To help ensure the seamless execution of your event, Alcova provides experienced in-house function staff. The number of staff allocated will be tailored to the size and needs of your wedding or event, as determined by our team. When alcohol is being served, a certified Duty Manager will be on-site for the duration of your event to ensure all licensing requirements are met and your celebration runs smoothly.

- Function Staff - \$40.00 per hour each
- Duty Manager - \$60.00 per hour

Minimum of one function staff member is required for time of hire requested.
When alcohol is being served a Duty Manager will be required for the duration of your event.

Preferred Suppliers

We've partnered with a range of trusted, high-quality suppliers who know our venue well and consistently deliver exceptional service.
We'd be happy to recommend the right people to help bring your wedding vision to life.

Wedding Timeline Sample

We're so excited to celebrate with you! Here's a glimpse at the flow of our special day:

2:30 PM – Guest Arrival

3:00 PM – Ceremony

Our "I do" moment begins. We kindly ask guests to be seated by 2:50 PM.

3:30 PM – Bubbles Served

Join us for drinks and snacks while we capture our special day

4:00 PM – Group Photo

4:10pm – Mix and Mingle

6:00 PM – Guests Seated/Dinner Served

Enjoy a delicious meal, heartfelt toasts and plenty of love and laughter.

7:30PM – Cake Cutting and Dancing

Grab a treat and hit the dance floor—let the celebration begin!

10:00 PM – Last Dance

Let's end the night on a high note with one final song.

10:30 PM – Bar Closes

11:00 PM – Guest Departure

Thank you for being part of our day. We're so grateful for your love and support.



Venue Hire Rates

Event Setup & Pack down

To ensure everything runs smoothly, we require staff to set up and pack down your event. Please allow a minimum of 1 hour before and after your event for these tasks. The exact time needed may vary based on the specific requirements of your event, guest count, and other details. Staffing levels are determined by our experienced Alcova team to ensure your event is fully supported. We'll work with you to coordinate the appropriate staff for your needs.

Additional Charges

We're happy to assist with setting up any additional requirements for your event, such as AV needs, projectors/screens, sound systems, whiteboards, and more. Please enquire with our Alcova team for a personalised quote based on your specific needs.

Catering

We would be delighted to cater for your event. Please refer to our catering menu for a wide range of options tailored to suit your needs. If you have any specific requests, feel free to reach out to our Alcova team.

Cake Cutting

A cake cutting fee does apply of \$3.00 per person, if this is your only dessert.



Buffet Menu

BUFFET OR FAMILY STYLE SHARING

Choice of

- 2 meats, 1 hot side, 2 cold sides
- 2 meats, 1 hot side, 3 cold sides
- 3 meats, 1 hot side, 3 cold sides
- Dessert platter - choice of 3
- Cheese platter

All options include breads & butters

Meats

- Chicken breast in bacon stuffed with cream cheese, prunes, sage
- Champagne ham with maple glaze
- Roast lamb with mint sauce
- Butter & herb baked salmon
- Vegan meatballs in a sweet tomato sauce

Cold sides

- Kumara, egg & bacon salad with a creamy curry dressing
- Roasted root vegetables tossed with spinach & an orange yoghurt dressing
- Orzo pasta with cucumber, sundried tomatoes, cannellini beans & feta with a balsamic dressing
- Seasonal green salad with a balsamic honey mustard dressing
- Caesar salad with egg & croutons
- Green beans, beetroot, feta & maple roasted seeds with a balsamic reduction

Hot sides

- Root vegetable salad
- Roasted fresh brocolli & cauliflower with garlic, lemon & parmesan cheese
- Brocolli & cauliflower in bechamel sauce
- Roasted baby potatoes with garlic herb butter (seasonal)

Desserts

- 72% whittakers brownie
- Lemon meringue tarts
- Assortment of macarons
- Berry cheesecake cups
- Chocolate mousse cups

Shared platters on the tables

Price is per person

\$69
\$76
\$88
\$16
\$14

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gf

gf/df



Canape Menu

Choice of

3 per person

\$21

5 per person

\$29

7 per person

\$42

Minimum 24 guests

Canape options

Mushroom & thyme vol au vent with herb cream

Bruschetta with tomato, basil garlic & parmesan

Cucumber rounds with whipped feta & dill

Rice paper rolls with peanut dipping sauce

Kumara rosti with nut free pesto

Antipasto skewers - salami, olive, tomato, basil & cheese

Sliced lamb atop minted pea puree on a crostini finished with
picked red onion & feta

Chicken cranberry & brie vol au vent

Blini with hot smoked salmon, herbed creamcheese mousse &
capers

Succulent pork bally & coleslaw bao

Pork, apple & fennel balls with plum sauce

Charcuterie cones

Camembert, salami, olives, gherkins, fruit, chocolate, crackers & breads

\$18 each

Charcuterie cones are served on a stand that can sit on a table or a waitress can serve these to guests

Charcuterie boards & Savoury grazing tables

Camembert, blue cheese or cumin gouda, olives gherkins, fig & pear
relish, cold meats - salami, salmon & cream cheese dip, pastrami or
prosciutto breads, crackers & fruit

\$27 per person

Grazing table

Camembert, blue cheese or cumin gouda, olives gherkins, fig & pear
relish, cold meats - salami, salmon & cream cheese dip, pastrami or
prosciutto breads, crackers, fruit, pretzels, chocolates, brownie &
cheesecake cups

\$35 per person





Food Trucks

Whether you're craving gourmet burgers, woodfired pizzas, or something sweet, there's a food truck for every taste. From savoury bites to decadent desserts, let us know your food preferences and we'll help source the perfect food truck to make your event truly delicious.

\$POA





Drinks Menu

Beverages On Arrival

Per glass dispenser

\$80 each

Pimms and lemonade
Home made fruit punch

Wine

Sparkling

\$60 per bottle

Diamond Heart Sparkling

The Ned

\$45 per bottle

Sauvignon Blanc
Pinot Gris
Pinot Noir

The King Series

\$50 per bottle

Sauvignon Blanc
Pinot Gris
Chardonnay
Pinot Noir

Awhitu Peninsula Range

\$60 per bottle

Peninsula Chardonnay
Harbour Rose
Greenock Syrah



Drinks Menu

Beer & Cider

All beer & cider

\$10 each

Heineken
Steinlager Pure
Amstel Light
Isaac's Apple Cider

Non Alcoholic

All beverages

\$6 each

Coke
Coke No Sugar
Lemonade
Cranberry Juice
Orange Juice
Apple Juice
Lemon Lime & Bitters
Gingerbeer
Soda Water

Alcohol Service Policy

Due to our special license, a few restrictions apply:

- BYO champagne or sparkling wine may be permitted upon request. A corkage fee of \$10 per bottle will apply.
- All other alcohol must be purchased through Alcova - no outside beverages are permitted.
- Alcohol service will cease at 10:30 PM in accordance with our license.
- Any event serving alcohol will require a certified Duty Manager to be onsite for the duration of the event. This will be arranged by our team and included in your event planning.
- Alcova will apply for a special liquor license on the clients behalf when required. This cost is \$65 which is additional to your venue hire.

Please contact us if you have any questions or special requests regarding alcohol service - we're happy to help!

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.

Enquiry & Booking form



Contact Person: _____

Client Names: _____

Contact Number: _____

Email Address: _____

Postal Address: _____

Event Details

Reception ☐ Ceremony ☐ Conference ☐ Private Event ☐

Date of Function: _____ Approximate Numbers: _____

Approximate Timings: _____

Catering Requirements: _____

Theming/Decor: _____

Entertainment: _____

AV Requirements: _____

Additional Information: _____

Payment Information



ALCOVA PRIVATE GARDEN VENUE – PAYMENT INFORMATION

Upon confirmation of your booking we require the venue hire 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 _____

Please note a 3% surcharge for credit cards apply

Direct Credit to - BNZ 02 0192 0171444 000