



EAGLE RIDGE
WEDDINGS | EVENTS | LODGE



*Corporate & Function
Brochure*

Welcome

Eagle Ridge Estate's secluded setting and panoramic views offer an exclusive corporate events venue unrivaled in the Bay. It is the ideal venue for delegates to meet and focus on the tasks at hand for single or multi-day conferences or meetings.

We have two venues on site: an intimate boutique style Lodge perfect for a guest list up to 60 and a purpose built Function Centre equipped to cater up to 250 guests. Our packages cover the use of one or both venues.

Our dedicated 493m² Function Centre provides the ideal backdrop for events such as gala dinners, cocktail functions, product launches, conferences, meetings, team building or corporate retreats. Filled with natural light, our Function Centre can be configured into classroom, boardroom, theatre style or banquet formats and is fully equipped with dedicated catering facilities, wireless features and ample parking.

With striking features and rich furnishings, the Lodge is a first class venue for smaller workshops, strategic planning, board meetings or cocktail functions.

Our professional service, exceptional cuisine and warm hospitality combined with the spectacular surroundings will engage and connect with your guests to leave a lasting impression.

At Eagle Ridge we have a dedicated team that understands the importance of your function and will go to great lengths to ensure everything is perfect for you and your guests.

Enquire now about connecting your delegates or staff in a unique and rejuvenating working environment.

I hope to hear from you soon.

Kind Regards,



Eagle Ridge

Event & Business Development Manager

Phone: +64 7 570 0100

Cell: +64 27 427 0054

Email: enquiries@eagleridge.co.nz

Packages

Our venue packages include a full day venue hire, including the pack-in and out of your event on the day. Please contact us if you have specific timeframes and we can provide you with a quote to suit your requirements. Additional pack-in and out days are charged at 50% of the venue hire fee.

Lodge

The Lodge is an intimate boutique style abode, perfect for a small intimate functions of up to 60 guests.

Full Day - \$1,500.00 including GST

Function Centre

Our spacious function centre is ideal for functions with a guest list of 60 and above.

Full Day - \$2,000.00 including GST

Lodge & Function Centre

To secure exclusive venue use and to really enjoy the best of everything that Eagle Ridge has to offer book the venue in its entirety for the ultimate function.

Full Day - \$3,500.00 including GST

Accommodation Add-On Package

Our Lodge has 4 ensuited rooms, and is a \$1,000.00 add-on if booked in conjunction with an event, which gives you exclusive use of the Lodge for overnight accommodation. Check-out is 10am.

Alternatively the rooms can be individually booked from \$350.00 per room but this does not give you exclusive rights.

All packages Include:

- Tables & chairs
- Cutlery & plates
- Glassware
- All table linen & napkins
- All staff
- Set up & clean-up
- Use of high quality indoor sound system
- Use of croquet, petanque, giant jenga, kubb and snooker (snooker not included in Function Centre package)
- Easel to display seating plan

Catering

Our experienced and well renowned chef is more than happy to spend time with you to design a menu with your thoughts in mind. Please refer to our menus provided.

Please refer to our beverage list for your refreshment options, again we can tailor a beverage package to suit your taste and budget.

Frequently Asked Questions

Q. How many numbers can Eagle Ridge cater for?

We can cater from 10 - 250 guests.

Q. Can we view the facilities?

Yes, viewings are by appointment only.

Please contact us to arrange a convenient day and time - Phone: +64 7 570 0100 or email: enquiries@eagleridge.co.nz

Q. Does Eagle Ridge offer car parking?

Eagle Ridge has 98 car parks for private vehicles plus room to park and turn buses.

Q. Does Eagle Ridge have accommodation?

Yes, we have four double luxury rooms onsite - 8 guests max. Early check-in and out can be arranged where available.

Q. Do you offer décor packages and individual items such as chair covers and table centre pieces?

Yes, we have a range of in-house décor items which is available for hire. Please discuss further with your coordinator.

Q. Can we have a live band or a DJ?

Yes, you can bring in any entertainment- live band, DJ or iPod.

Q. Can we BYO wine?

No, we're a fully licenced venue but we can work with you to tailor make a beverage package to suit your taste and budget.

Q. Can we bring in our own caterers?

No, however our chef is happy to work with you and tailor a menu to suit your food requirements and budget.

Q. Do you cater for dietary requirements?

Yes certainly, our chef will cater for any dietary needs.

Q. To confirm our booking, what deposit is required and what is the payment procedures?

A tentative booking will be held for 5 days only. To confirm your date, we require a non-refundable deposit equaling 50% of the full venue hire amount. The remaining 50% is due 6 months prior to your function. Food, accessed beverage cost, and any additional requirements are paid 5 days prior to your function. Any outstanding balance is paid on departure. We require final guest's numbers 15 days prior to your function.

