



FUNCTIONS BROCHURE

 north shore
GOLF CLUB

We appreciate your interest in choosing North Shore Golf Club as the venue for your next event.

The North Shore Golf Club is located on the upper fringes of the Waitemata Harbour, adjacent to the Albany area.

Although within easy reach of Albany, our venue enjoys rural views framed by the natural background of the Lucas Creek escarpment.

Our versatile function space overlooking the course can accommodate up to 300 people with several layout options ranging from seated to standing functions including space for a dance floor and much more.

The catering team pride themselves on their friendly, attentive service, offering a flexible approach to ensure every expectation is met, with the aim to make all experiences exceptional. We are happy to tailor menus based on budget, number of attendees and preference.

Our experienced and friendly staff are available to help you with all aspects of making your function an enjoyable and stress free experience for you and your attendees.

Please contact Rachel Harrison for more information on 09 954 1269 or rachel@nsgc.co.nz

We look forward to seeing you soon.

Rachel Harrison
Corporate Sales & Events Manager

A handwritten signature in black ink, appearing to read 'Rachel', written in a cursive style.

VENUE HIRE OPTIONS

HALF DAY HIRE

Five hours

Monday - Thursday

\$550

Friday - Sunday

\$650

FULL DAY HIRE

10am-12am

Monday - Thursday

\$700

Friday - Sunday

\$800

Available for hire

Media equipment

Projector
Screen
Lapel mics
Handheld mics
Live streaming

Table settings

Black tablecloths
White tablecloths
Table talkers

Lighting and decor

Strobe lighting
Photobooth
Backdrop
Balloon arch

Entertainment

DJ
Band
Casino games
Photobooth
Backdrops

INCLUDED IN YOUR VENUE HIRE

We pride ourselves on providing a stress-free experience when it comes to organising your event. Below is what is included in the venue hire.

VENUE SET UP

Exclusive access to the venue during your event.

Furniture, tables and seating arranged in the configuration agreed upon by the client.

2x room dividers.

Cleaning will be arranged by us pre and post event.

Furniture including tables, chairs, fireplace, sofas, glasses, crockery and cutlery.

Fully stocked bar and wine list.

STAFFING

Dedicated venue contact leading up to your event.

A minimum of two bartenders at your event.

Full catering team.

MEDIA EQUIPMENT

Stage.

2x Handheld microphones.

Sound system.

Lectern with microphone.

Whiteboard.

Flip chart.

2x HDMI cables.

Clicker.

Free WIFI access.

CATERING OPTIONS



Our team of experienced caterers are willing to work with you to create a delicious menu that will certainly impress your guests. We have several sample menus to choose from but our caterers are happy to customise your menu to suit you and the crowd you're entertaining.

We offer multiple catering styles that compliment a variety of events.

Finger food/ canapes
from \$16 +GST per person

Finger food and canapes are a convenient way of feeding your guests no matter the event. We offer many food items suitable for guests of all ages and dietary requirements. If you're not wanting a formal sit-down meal, finger food and/or canapes might be the right option for you.

Platters
from \$165 +GST per platter

If you are planning a conference, working lunch or party, and don't need a large sit down meal, platters are a great option. Platters are ideal for your event if your budget is somewhat limited and or if you are wanting to provide a variety of food options for your guests.

Buffet
from \$40 +GST per person

Organising buffet-style dining for your function is an ideal and cost-effective option when catering for large groups. A buffet allows the ability to select from a variety of food options and personalise your portions. This style of dining promotes mingling amongst tables.

CORPORATE CATERING OPTIONS



Arrival tea and coffee

\$4.00 +GST per person

Morning Tea

Tea, filtered coffee, orange juice, scones or muffins

\$12 +GST per person

Afternoon Tea

Tea, filtered coffee, orange juice, cake or slice

\$13 +GST per person:

Add a fruit platter - \$18 + GST per person

Finger food lunch

Assorted sandwiches, savories, mixed platter and slice

(Approx. 7-8 pieces per person)

\$20.00 +GST per person

Light lunch

Tea, filtered coffee, one savory option, one sweet option and fruit platter

\$15.50 +GST per person

Finger Food Lunch

Assorted sandwiches, savories, mixed platter & slice

(Approx. 7-8 pieces per person)

\$20.00 +GST per person

Buffet Lunch

One meat dish, three salads or vegetable dishes, bread basket

\$25 +GST per person

For two meat dishes \$30 +GST per person

Full Breakfast

Full cooked breakfast, Continental, fruit, cereal, danishes, juice, tea and coffee

\$30 +GST per person

Continental Breakfast

Cereal, fruit, croissants, danishes, ham/cheese platter, toast, jam, tea and coffee

\$24 +GST per person

Cooked Breakfast

Full cooked breakfast, tea, coffee and juice (does not include continental)

\$25 +GST per person

FINGER FOOD

MENU A

(Minimum 30 pax)

Option One

Assorted canape sandwiches
Mini spinach and feta quiche
Blinis with salmon and creamed dill
Thai pork balls (with plum dipping sauce)

\$16 +GST per person (Approx. 7 pieces)

Option Two

Small beef and blue cheese savories
Mushroom and bacon filo parcels
Mini pulled pork baos
Vegetarian pinwheel sandwiches
Crudities with assorted dips
Fish goujons (with homemade tartare sauce)

\$24 +GST per person (Approx. 11 pieces)

Option Three

Bruschetta topped with roast beef and horseradish cream
Salami and cheese pinwheels
Crumbed chicken strips (with mango and pineapple dip)
Mushroom truffle puffs
Venison and fig skewers

\$21 +GST per person (Approx. 12 pieces)

MENU B

(Minimum 30 pax)

Assorted small sandwiches
(Club, asparagus rolls, chicken / pesto rolls, pinwheels -
includes vegetarian options)
Assorted savouries
Mini quiche (Lorraine and vegetarian),
Mini beef and chicken pies
Crumbed chicken strips (with mango and pineapple dip)
Thai pork balls (with plum dipping sauce)

\$17.25 +GST per person (Approx. 7 pieces)

MENU C

Assorted sliders (pork belly and apple, beef and swiss cheese,
chicken and avocado, lamb with beetroot and feta)
Spinach and ricotta filo parcels **OR** mushroom and bacon filo
parcels
Assorted club sandwiches and pinwheels
Fresh salmon blinis
Thai pork balls (with plum dipping sauce)
Petite spinach, pesto and feta quiche
Ham and corn croquettes
Individual margarita pizzas

\$35 +GST per person (Approx. 18 pieces)

CANAPES

MENU A

(Minimum 30 pax)

Thai chicken balls (with plum dipping sauce)
Avocado and prawn salsa tarts
Three cheese wontons (with sweet chilli dipping sauce)
Caprese on a stick
Shrimp filled choux puffs
Truffle mushroom filled choux puffs
Fresh salmon and dill cream blinis
Pork and beef Hawaiian skewer
Mini chicken satay
Devils on horseback
Prunes and Bacon
Tapa style stuffed olives
Baby chicken, spinach and ricotta roulade

Three items \$11.50 +GST per person

Five items \$17.25 +GST per person

MENU B

(Minimum 30 pax)

Miniature filet mignon bites
Venison and fig bundles
Seared tuna with wasabi and ginger
Oyster and caviar spoons
Oyster / vodka shot
Prosciutto and melon
Salmon cocktail cups
Prawn toast (with yuzu mayonnaise)
Duck surprise
Creamed scallop disc
Pork and prune medallions
Prawns with coriander and lime infusion

Three items \$17.25 +GST per person

Five items \$23.00 +GST per person

ADDITIONAL

(Minimum 30 pax)

Assorted toast, pumpernickel and blinis
Mixture of vegetarian / savoury / seafood canapes
\$6.90 +GST per person (Three portions per person)

PLATTERS



SANDWICH PLATTER

\$165 +GST - serves 20-30 pax

Mixed club sandwiches, asparagus rolls, chicken/pesto rolls, egg/rocket pinwheels, beef and horseradish squares, assorted vegetarian rollups.

MIXED PLATTER

\$380 +GST - serves 30-40pax

Pates and terrines, continental meats, olives, pickles, salami and cheese pinwheels, cheese, crackers, pastrami and prunes, bread sticks, fresh and dried fruit with chocolate.

CHEESE BOARD

\$480 +GST - serves 20-30pax

Selection of New Zealand cheese's accompanied by fruit paste, red pepper relish and grapes with a cracker selection.

CHEESE, CHOCOLATE & FRUIT PLATTER

\$480 +GST - serves 30-40pax

Selection of New Zealand cheese's, fresh and dried fruit, fruit paste, assorted chocolates and marshmallows, cracker and bread selection.

PLOUGHMAN'S STYLE PLATTER

\$420 +GST - serves 20-30pax

Continental meats, salami, smoked chicken, scotch eggs, Thai pork balls (GF), asparagus wrapped in prosciutto, pates and terrines, pickled vegetables, olives, pickles and chutneys, three cheese variety, assorted fresh breads and buns.

SEAFOOD PLATTER

\$460 +GST - serves 20-30pax

Fresh baked salmon, coriander and lime prawns, marinated mussels, oysters (if available), shrimp puffs, crab sushi with grilled Turkish bread and aioli.

BUFFET



Option 1

Roast Carvery - choice of pork, lamb **OR** beef
(accompanied by condiments and gravy)

Chicken OR Seafood Dish:

Choice of sweet and sour fish, seafood mornay **OR** Thai chicken curry, stuffed chicken breast, chicken chasseur.

Vegetarian dishes and salads

Vegetarian curry (served with Jasmine rice)

Dauphinoise potatoes

Seasonal garden toss salad (with dressing on the side)

Roast beetroot, feta, rocket and almond salad

Mediterranean salad

Assorted bread basket

Dessert

Choice of berry mousse with cream and berries **OR**

Meringue roulade with berries and cream

With dessert \$50 +GST per person

No dessert \$46.50 +GST per person

Option 2

Meat dishes

Baked glazed Champagne ham (accompanied by Forte's pineapple and mango sauce)

Beef Bourguignon (accompanied by creamy mash)

Stuffed chicken breast, filled with ricotta/spinach

Vegetarian dishes and salads

Minted gourmet potatoes

Medley of hot seasonal vegetables (finished with hollandaise)

Seasonal garden toss salad (with dressing on the side)

Green bean and mushroom salad

Roast vegetable and pasta salad

Assorted bread basket

Dessert

Profiteroles filled with creme patissiere and dipped in chocolate

Assorted cheese, chocolate and fruit platter

\$60 +GST per person

BUFFET CONTINUED



Option 3

Roast carvery/ meat dishes

Roast beef carvery (accompanied by gravy and Yorkshire puddings)

Baked glazed Champagne ham (accompanied by Forte's pineapple and mango sauce)

Chicken dish

Thai chicken curry **OR** Mediterranean chicken (served with Jasmine rice)

Seafood dish

Seafood Mornay (a blend of shrimp, fish & mussels served with Jasmine rice)

Vegetarian dishes and salads

Minted gourmet potatoes

Hot creamy mushrooms

Medley of hot seasonal vegetables (finished with hollandaise)

Seasonal garden toss salad (with dressing on the side)

Roast vegetable and pasta salad

Assorted bread basket

Individual Dessert Selection

Crumble with custard, Eton mess with strawberries and meringue

Profiteroles filled with creme patissiere and dipped in chocolate

\$76 +GST per person

BUFFET CONTINUED



Option 4

Chicken dish

Thai chicken curry **OR** stuffed chicken breast with spinach/ricotta and finished with plum sauce

Seafood dish

Seafood Mornay (a blend of shrimp, fish and mussels served with Jasmine rice)

Vegetarian dishes and salads

Minted gourmet potatoes

Seasonal garden toss salad

Tabbouleh salad **OR** roasted beetroot and feta salad

Green bean and mushroom salad

Assorted bread basket

Dessert

Sweet selection (a variety of petite desserts)

With dessert \$40 +GST per person

Without dessert \$36 +GST per person

Option 5

Meat dishes

Baked glazed Champagne ham (accompanied by Forte's pineapple and mango sauce)

Thai chicken curry (served with Jasmine rice)

Vegetarian dishes and salads

Dauphinoise potatoes

Roast kumara and pumpkin salad

Medley of hot seasonal vegetables (finished with hollandaise)

Seasonal garden toss salad (with dressing on the side)

Assorted bread basket

Dessert

Sweet selection (a variety of petite desserts)

With dessert \$40 +GST per person

Without dessert \$36 +GST per person

TERMS AND CONDITIONS



Tentative Bookings

A tentative booking will be held for **ten (10) working days**. If the client has not made contact within these timeframes North Shore Golf Club reserves the right to cancel the booking, allocate the function room to another reservation and shall have no obligation to contact the client before cancelling the tentative booking.

Deposit & Confirmation of Event

A deposit of **\$1000** plus a signed copy of the booking form is required within **ten (10) working days** of placing the reservation to guarantee your booking. Prior to receiving confirmation, the reservation will be viewed as a pencil booking. A receipt and confirmation will be provided after this has cleared.

Function Room Hire

It is agreed that the event will commence at the scheduled time and the function room allocated for the event will be vacated at the nominated time. North Shore Golf Club reserves the right to apply a charge for every additional hour the function room is occupied after the agreed time to vacate. **\$200** will be charged to the client for every additional hour the function room is occupied outside of the timings previously agreed upon.

Final Payment

We accept payments by Cash or Credit Card (Visa & Master Card).

Additional charges may subsequently be incurred (eg. extra guests in attendance) and will be payable to North Shore Golf Club on demand. Any amount overpaid (e.g. bar tab in advance) will be processed and a refund issued within **ten (10) working days** following the event. All costs incurred by North Shore Golf Club pursuing the recovery of any outstanding monies due will be an additional charge to be paid by the client.

Food & Beverage

Under no circumstances is outside food or beverages to be brought in. North Shore Golf Club have an onsite caterer who can help design menus to fit within your budget and a fully stocked and licensed bar to suit all event types.

Final Numbers

Confirmation of guests attending the event must be advised **ten (10) working days** prior to the commencement of the event.

Numbers charged for will be the final numbers confirmed, or the actual numbers in attendance on the day of the event, whichever is the greater.

TERMS AND CONDITIONS



Cancellation of the Event

All cancellations must be received by North Shore Golf Club in writing. For weddings the following criteria applies; The event may be cancelled more than **three (3) months** prior to the date of the booking without penalty and the deposit held will be refunded.

Deposits will not be refunded if a cancellation is received less than **three (3) months** prior to the date of the booking.

Cancellations within **five (5) working days** of the date of the booking will incur a fee calculated at 30% of the latest quoted cost for the function. If a function is postponed, deposits paid may be transferred to the new booking at the discretion of the Corporate Sales & Events Manager. Where North Shore Golf Club has booked audio visual equipment, entertainment or outside services for the function, the client may incur the full charge for these services.

Function Details

You are required to provide particulars of your function, any cancellations, changes or additions in writing.

To ensure your requirements are met, all final details of the event, including the expected number of attendees, duration of the event, menu, beverages, entertainment, audio visual equipment, room set up etc., must be confirmed in writing by the client **ten (10) working days** prior to the event for final sign off. North Shore Golf Club will accept no responsibility for changes introduced subsequent to final sign off unless the Corporate Sales & Events Manager has acknowledged your request in writing and confirmed that the requested change has been approved.

Security

The standard ratio of security guards to guests is based on one guard per 50 guests. North Shore Golf Club will arrange this on your behalf. North Shore Golf Club reserves the right to determine the security required to be present for any function and to increase or decrease the standard ratio accordingly. All charges for security shall be to the client account.

Each guard must be engaged for a minimum shift of **four (4) hours at \$45+GST per hour.**

Noise Control

North Shore Golf Club reserves the right to monitor and control the noise level of all sources of entertainment being held within the function space and it's surrounds. We also ask that all patrons leave the function in an orderly and quiet manner, respecting residents that live close by.

TERMS AND CONDITIONS



Damages/Insurances

Should the fire brigade respond to an alarm caused by unauthorised use of special effects or a false alarm due to interference with alarm call points, or any other negligent action by any person in attendance or otherwise engaged on behalf or at the invitation of the client, the client will be liable for any charges incurred by North Shore Golf Club. The client is liable to reimburse North Shore Golf Club for the cost to remedy any damage to premises and/or equipment, or for any other loss due to theft or any other reason, caused by any person in attendance or otherwise engaged on behalf or at the invitation of the client. This applies to the room(s) reserved and to any other area or part of North Shore Golf Club, accessed prior to, during, or after the event. Please be advised that the venue hire exclusively covers the designated event space and its associated facilities. This hire agreement does not extend to access or use of the golf course, driving range, or putting greens, which remain the exclusive domain of our valued golfing members and patrons. It is strictly prohibited for event attendees or guests to venture onto these golfing areas. Any violation of this policy will result in immediate eviction from the premises, and any associated damages will be the responsibility of the client. Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building unless approval has been given by management. Suitable floor protection is to be used as required. For safety and fire prevention reasons, real candles are strictly prohibited within the venue. We request that only battery-operated or LED candles, often referred to as 'fake candles,' be used for decorative purposes during your event.

North Shore Golf Club will take all necessary care of the client's property, but will take no responsibility for damage or loss of property or merchandise left at North Shore Golf Club prior to, during or after the event. If North Shore Golf Club has reason to believe that the event will affect the smooth running of its operating activities, its security or reputation, or the security of individuals, we reserve the right to cancel and/or shut down the event, either before commencement of the event or at any time during the event, without liability or recourse. The client indemnifies North Shore Golf Club against any claims which may arise from injury or damage caused or otherwise attributable to the use of any person not engaged by North Shore Golf Club, to undertake work or duties on site at North Shore Golf Club on behalf of the client.

Pricing

Goods and services tax (GST) is included in the quoted rates, unless otherwise stated. GST is applicable to all charges at the GST rate current at the earlier of the time payment is made, or invoices are raised. Every endeavour will be made to maintain prices quoted, however prices are based on current costs and may be subject to change without notice to recover cost increases as they arise.

TERMS AND CONDITIONS



Payment

North Shore Golf Club accepts payment by Cash or Credit Card (Visa & Mastercard - 2% surcharge). Payment for the total function is required **seven (7) working days** after the function. Late payment fees may be applied.

Client Responsibility

The client will conduct their function in an orderly manner, in full compliance with all applicable laws and the instructions of North Shore Golf Club personnel, ensuring minimal disruption to other guests and members of North Shore Golf Club.

No food or alcohol may be removed from the designated function area. The client should ensure that all goods/packages to be delivered to North Shore Golf Club are adequately marked with the name and start date of the function, the sender's name and contact phone number. Deliveries will only be accepted up to **five (5) working days** prior to the event.

If goods/packages are to remain on site after the conclusion of your event, prior arrangements must be made with the Corporate Sales & Events Manager. Any goods left at North Shore Golf Club without prior arrangement will be considered to be abandoned, unless collected by the client within **two (2) working days** of the conclusion of the event.

All goods/packages to be collected after the event should be sealed/secured and correctly addressed, with the sender's name and contact phone number. General cleaning is included in the cost of the room hire. Additional charges may apply in instances where an event has created cleaning requirements that are considered to be over and above normal cleaning.

Alcohol / Licensing

We are licensed until **12am**, last drinks will be served at **11.45am**. North Shore Golf Club reserve the right to close the bar earlier.

North Shore Golf Club reserves the right at any time during an event to refuse to serve alcohol to any person deemed to be intoxicated, and to exclude from the event any person, considered in our sole opinion to be acting unsuitably or inappropriately, and if necessary, to remove the person from the premises, without liability or recourse.

Smoking

Smoking and vaping is prohibited inside the Club House. There are designated areas for smoking and vaping which can be discussed with our Corporate Sales & Event Manager.

Force Majeure

When matters beyond the reasonable control of North Shore Golf Club impair or prevent North Shore Golf Club from being able to perform its obligation under the event contract, the client releases North Shore Golf Club from any liability for loss incidental or consequential to such matter.

TERMS AND CONDITIONS



Health and Safety

In accordance with the Health and Safety at Work Act 2015 and the North Shore Golf Club Health and Safety Policy, clients, visitors and contractors must obey all reasonable instructions and signs whilst on site and ensure that their actions do not create hazards to people or property. The following should be especially noted:

All fire and emergency exits are to be kept clear at all times.

On hearing an alarm, please leave the building by the nearest fire exit, assemble at the area designated on the fire notice at the lounge exit door and await further instructions.

Variation

Any variation, amendment, or modification of these terms and conditions shall only be binding where committed to in writing and executed by both parties.

BOOKING FORM



Organiser's name:

Company name (if applicable):

Contact number:

Email:

Date of function:

Function start time:

Function end time:

Estimated numbers:

Bar service: Cash / TAB (please circle one)

Catering preference: (Please tick all that apply)

Buffet

Platters

Finger food

Canapes

Eating times (when food needs to be served):

Billing information (if different to the organiser)

Full name:

Address:

Email address:

Contact number:

_____ (print your name)
has carefully read and have fully understood the terms and conditions as outlined by The North Shore Golf Club. I/we agree to adhere to these terms and conditions; as such, I/we wish to confirm our function to be held at The North Shore Golf Club as per details given on this booking sheet.

Signature:

Date:

To confirm this booking, please make your deposit payment by bank transfer.

Bank transfer details

Bank Account number: 02-0278-0264625-000

Please use your full name as a reference.