

# The complete wedding venue.

Congratulations on your engagement!

*At Comfort Hotel Flames, we offer the complete wedding package. Our friendly and professional team would be delighted to assist you in the planning of your wedding day. We are able to customize your menu, have various setting options for bridal and guest tables, secure guest gifts. We can suggest local florists, musicians, entertainment, and photographers. This wedding portfolio will offer you an exciting taste of our wonderful facilities and the many services we are able to offer you.*

*The menus enclosed are flexible, feel free to mix and match items from each to suit your tastes. So whether you are planning a small intimate occasion or an extravagant affair, we are able to work with you through all the details to ensure your day goes as smoothly as possible. You are welcome to view our facilities and discuss options with us anytime.*

*Set amongst tropical gardens overlooking Whangarei Harbour, Comfort Hotel Flames offers all you might need in one convenient location. Close to the airport and a short drive to the city centre. All of our rooms are positioned to look out over the Whangarei Harbour and our tropical gardens or swimming pool. We have 21 executive units with optional layouts, 2 studios with kitchens, 2 studios designed for accessibility, as well as Premier and Honeymoon suites available. Other facilities include a swimming pool, spa pool and barbeque area that is available all year round and surrounded by beautiful tropical gardens.*

*Be sure to book well in advance to get the date you want as Flames International Hotel is an extremely popular wedding venue. Once your deposit is paid your date is secure. Best of luck with your big day, we look forward to working with you to create the perfect day.*

## *Frequently asked questions .....*

### **What venues do you have and how much do they cost?**

*We have three venues that you can choose from for your special day at a cost of \$800 for exclusive use of the facilities, it is also non refundable. The main restaurant is suitable for groups up to 120. The main conference room is also available for small intimate weddings of up to 80 guests. Our tropical thatched bure is another alternative outdoor summer venue and is suitable for up to 60 guests. These venues also include the use of our tropical gardens for your wedding ceremony and photographs.*

### **What does the event charge cover?**

*This covers the use of the venue, wait and bar staff (all staff are smartly dressed in black and white), tables, chairs, cutlery, crockery, glassware, white linen tablecloths and black napkins (including white skirted bridal table), centre piece mirrors, black or white restaurant chair covers, sashes are available as well. Outdoor garden gazebo, set up and pack down. If you wish to provide your own centre piece decorations and other venue decorations that is up to you and will need to be given to us the day prior to your wedding.*

### **Can we bring our own alcohol?**

*Unfortunately not, our venue is licensed and bringing your own alcohol is not permitted under our licensing conditions. We do have an extensive list of beverages that you can choose from.*

### **What is the best menu option for large groups?**

*A buffet is a great way to cater to all. The head table is the only table served separately and served first, and then table by table the other guests can enjoy the buffet at their leisure. Due to health and safety regulations, all food, with the exception of the wedding cake, must be provided by our onsite Chefs and no food may be taken off the premises.*

### **What if it rains?**

*If your ceremony is located outside in the garden area, it therefore comes with the risk of rain. If it does rain on the day, you may have your ceremony in the same location as your reception, or in the conference room at no extra cost.*

## The Menus

*At Flames, we like to cater to your individual needs and create a menu personally for you. All menus are flexible and can be altered or 'mixed and matched' to suit your needs.*

(All prices quoted are per person and include GST).

**Buffet from \$35 (Children from 2 to 11 pay \$2 per year of age) - min 40 people.**

Choose 1 option (based on a 200g serve per person)

- Traditional roast Beef rump with a peppered dijon crust
- Slow roasted Pork accompanied with apple and plum sauces
- Baked Ham on the bone with a citrus maple glaze
- Roasted Chicken stuffed with a herbal seasoning

**you can Add an additional option for just \$6pp**

Choose 2 options

- Tarragon Chicken: tender pieces of boneless chicken in a rich white wine and tarragon cream sauce tossed together with freshly cooked pasta
- Beef and Guinness Hot Pot: chunky pieces of prime NZ beef, onion and carrots in a rich Guinness based casserole topped with flaky pastry
- Lamb Tangine: tender lamb pieces slow braised with vegetables and preserved lemon
- Sweet & Sour Pork: traditional Chinese styled dish with freshly diced Pork pieces and crisply fried vegetables smothered in a sweet & sour sauce, served with rice
- Moroccan Pasta: Strips of seasoned beef flash fried then tossed through a pasta with basil, cherry tomatoes, cucumber & feta drizzled in virgin olive oil
- Seafood Chowder: a rich, creamy classic styled chowder with an abundance of New Zealand kiamoana and served with a wedges of ciabatta.
- Mexicana Mussels: New Zealand green lipped mussels done under the grill in their own half shell with a mild Mexican styled salsa and topped with cheese.
- Chicken & Bacon Pasta: Succulent strips of pesto infused chicken breast with lashings of Manuka smoked streaky bacon and drizzled in an Avocado oil
- Calamari Rolls: Strips of calamari in our very own special spice mix, flash fried and served with our own wasabi mayo
- Vege Fettuccine: Seasonal vegetables tossed through with a rich tomato 'n' garlic infused sauce
- Fried Rice: with seasonal vegetables flash fried and tossed through with egg and your choice of either Chicken, Pork, Shrimp or Vegetarian
- Kaimoana Pasta: infused with a rich creamy sauce

**you can Add an additional option for just \$5pp**

### Choose 3 Options

#### **Hots**

- Roast Root Medley: Kumara, Pumpkin, Carrot & Parsnips roasted with rosemary & garlic
- Steamed Broccoli & Cauliflower dressed in a hollandaise sauce
- Carrot and Beans steamed then tossed in an almond butter
- Mexican style baked Fennel & Zucchini
- Pumpkin and Bean Cassoulet
- Baby roasted Potatoes
- Mediterranean baked vegetables
- Paris Mash: a rich mash of agria Potatoes butter and cream
- Steamed Thai Pumpkin cake
- Zucchini and Tomato bake
- Scalloped Potatoes baked under a layer of herbal cheesy goodness
- Thai style stir fried vegetables
- Cheesy Cauliflower and Broccoli bake

#### **Colds**

- Apples, Courgette & green Beans with toasted almonds and aioli
- Panzanella Salad: A Tuscan salad of the ripest sun-kissed tomatoes and day old bread
- Rarotongan Salad: rich creamy Potato based salad with beets
- Caesar Salad
- Classic Kiwi Green: Iceberg lettuce, tomato, cucumber, spring onion, egg & a traditional mayo dressing
- Greek Salad
- Tropical Pasta Salad: pasta cooked then cooled and tossed through with champagne ham, fresh pineapple, red onion, capsicum and dressed in a citrus mayo
- Flames Cole Slaw: Red and white cabbage with celery, carrots and onion in an ornage mustard dressing
- Tomato, basil, red onion and feta Mesclun salad
- Pear, watercress and pomegranate salad
- Kachumba: seasonal vegetable salad designed as a refreshing accompaniment to curries and meat dishes
- Oriental Salad: Fresh seasonal salad tossed with crispy coated tofu with a blend of sesame and soy sauces then topped with Chinese crispy noodles.

**you can Add an additional option for just \$4pp**

Choose 2 options

- Traditional apple crumble
- Rich gluten free chocolate brownie stuffed with choc chunks and a side of fresh cream
- Chocolate mud cake with a chocolate ganache
- Continental styled cheesecake, choose from berry and white chocolate, salted caramel, lemon and lime, peach and passionfruit, berry and toffee, or cookies and cream.

*Note: some cheesecakes can be done gluten free please call to discuss options*

- Banoffee Pie
- Sticky Date with a rich caramel sauce
- Pavlova topped with fresh seasonal fruits and chantilly cream
- Tiramisu: Italian crème layered between espresso and Genoese cake served with an organic espresso infused cream on the side
- Baileys Fudge cake with chocolate cream
- Black Forest Gateau
- Lemon Meringue Pie
- Tea/Coffee and Hot Chocolate

**you can Add an additional option for just \$4pp**

Set menus from \$35

15 to 40 people

(sample menu)

## STARTERS

### **Buffalo Chicken Stix (G)**

Petite bite sized pieces of chicken breast baked in our own special marinade atop of fresh celery and carrot sticks.

### **Kumara Bites (V)**

Oven roasted kumara bites with salad greens and topped with feta cheese and served with a wholegrain balsamic dressing.

### **Italian Garlic Bread (V)**

Lightly char-grilled ciabatta with lashings of roasted garlic butter.

### **Manzo Entrata**

Tender New Zealand beef slightly grilled served on top of ciabatta drizzled in olive oil and then topped with creamy feta and a pesto sauce.

## MAINS

### **The Stack (V)(G)(D)**

Gluten free corn fritters stuffed with char grilled fresh farm vegetables and a textured mushroom rosti, accompanied with spicy side sauce and fresh garden greens

### **Kai Pad Mit (D)**

A traditional northern Thailand styled stir fried chicken dish with cashew nuts and fresh vegetables in our own special chilli sauce, along with a side of Thai rice.

### **Gangnam's Louisiana Fish**

East meets west in this Cajun infused pan fried fish dish. Accompanied with our own Korean inspired fusion sauce, along with a dollop of lemon parsley infused basil pesto rice.

### **Moroccan Beef Salad**

Tender strips of scotch fillet coated in Moroccan spices over salad leaves with slivers of cucumber, cherry tomatoes and drizzled in a pomegranate dressing.

## FINISHERS

### **WRC**

White chocolate and raspberry infused continental styled cheesecake accompanied with fresh cream, then topped with shards of creamy milky chocolate.

### **Old Fashioned Kiwi Sundae**

Scoops of creamy New Zealand vanilla ice cream stacked in soft marshmallows and smothered in a topping of your choice (*Berry, Caramel, Chocolate, Passionfruit*) then topped with a Buzz bar, freshly whipped cream and sprinkles.

### **Choc Brownie (G)(D)**

A soft and fudgy gluten free chocolate brownie stuffed with rich dark chocolate chip pieces then dusted with icing sugar.

*Please feel free to contact us about what you would like for your special day*

## Wedding Checklist

*We have put together a checklist to help plan your special day.*

### **6 – 12 Months before your wedding**

- Discuss wedding plans and contact the Flames team for a consultation
- Sign booking form and pay deposit to Comfort Hotel Flames to confirm your wedding date
- Choose bridesmaids, groomsmen, flower girl and page boy
- Decide on the style of your wedding ceremony
- Discuss arrangements with marriage celebrant
- Decide on the style of the wedding reception
- Prepare an initial guest list in consultation with both families
- Obtain quotes from florist, musicians, DJ, photographer, car hire, suit hire etc (once a decision is made ensure you book these services well in advance).
- Start looking for your perfect wedding gown

### **3 -6 months before your wedding**

- Complete guest list, order and send out invitations and information on accommodation at Comfort Hotel Flames
- Order wedding cake
- Finalize floral arrangements
- Finalize photographer
- Select hairdresser and arrange a trial
- Finalize music for the reception
- Select wedding rings
- Select toast master or master of ceremonies
- Discuss wedding menus and beverages with the Flames team

### **2 months before your wedding**

- Finalize wedding menus and beverages, finalise the wedding schedule with the Flames team
- Apply for the marriage licence

### **1 month before your wedding**

- Chase up late invitation replies and finalize guest list.
- Arrange the reception seating details and liaise with the team @ Flames
- Final fitting of the wedding gown with the shoes you will be wearing on the day
- Visit the hairdresser with veil and anything else you are wearing in your hair. Confirm your hair appointments for your wedding day
- Have a makeup trial
- Fittings for all the attendants
- Check transport arrangements and time of journey to ceremony, church and reception
- Arrange who will speak at the wedding and any speeches that need to be written
- Reconfirm photographer and walk through venue to discuss photo shots

### **1 week before your wedding**

- Have a wedding rehearsal
- Pack for your honeymoon
- Try on dress once again with all accessories
- Check that suits and any hire items are collected
- Ensure items for table decorations are dropped off at Comfort Hotel Flames
- Make a final check on arrangements
- Arrange who will collect gifts and remainder of wedding cake after reception



SCHEDULE A

**COMFORT HOTEL FLAMES  
CONFERENCE, BANQUET & WEDDING TERMS & CONDITIONS**

**A FINAL NUMBERS:**

1.1 The numbers expected to attend the event must be advised fourteen (14) working days prior to the commencement of the event, with final confirmation no later than 10am (7) working days prior to the event. This number will constitute the minimum charge. At the time of final number confirmation (14 days before) all catering costs will be paid in full (with the exclusion of the Alcohol bar tab). Any additional requirements/costs are to be added to a final account which is to be paid within 7 days after the event.

**B FUNCTION ROOM HIRE:**

2.1 It is agreed that the event will commence at the scheduled time and that the function room allocated will be vacated at the nominated time. The hotel reserves the right to apply a charge for each additional hour exceeding the agreed specified time.

2.2 In the event that a designated room cannot be made available, the Hotel reserves the right to substitute comparable facilities and where possible will give the Client prior notification of the substitution.

**C CONFIRMATION:**

3.1 Confirmation of a booking must be made by way of this signed contract by the Client within 14 days of the original reservation otherwise the Management of the Hotel reserves the right to cancel the booking and allocate the venue to another client.

**D DEPOSIT:**

4.1 To secure a Conference/Event reservation with the Hotel, a minimum deposit of \$500.00 will be required at the time of confirmation.

4.2 To secure a Wedding or Stand-alone Banquet reservation with the Hotel, a minimum non-refundable deposit of \$800.00 is payable at the time of confirmation. Final payment of all known expenditure will be due in full 7 days prior to the function and balance payable on conclusion of the event and prior to departure.

4.3 The Hotel reserves the right to vary the deposit amount.

**E FINAL PAYMENT:**

5.1 For Conferences & weddings, final payment will be due on departure.

5.2 It is understood that in instances where prior credit facilities have not been arranged and where the Clients guests or invitees have incurred additional charges such as meals, laundry, toll charges and liquor, these accounts must be settled on departure.

**F CANCELLATION:**

6.1 Food and Beverage functions may be cancelled in writing up to 30 days prior to the function commencement without penalty to the client. (Wedding functions will forfeit the \$800 non-refundable deposit).

6.2 For cancellations between 30 days and 14 days prior to the function, 50% of the deposit may be retained.

6.3 For cancellations between 14 days and seven days prior to the function, the deposit may be non-refundable.

6.4 For cancellations less than seven days prior to the function, a fee of 50% of the estimated total revenue may be charged.

## **G FOOD & BEVERAGE:**

7.1 The Hotel will not allow food and/or beverage of any kind onto the premises for consumption or any other purpose, for the Client or the Client's guests or invitees, unless prior arrangements have been made with the Hotel Management.

7.2 If specified, liquor in excess of the amount specified will not be supplied until an authorization is signed by the Client or a duly authorized representative present at the event.

7.3 The Hotel reserves the right to discontinue the supply of liquor at any time, pursuant to the Sale of Liquor Act and Maori Community Development Act 1962.

## **H ACCOMMODATION**

8.1 In the event that rooms are reserved in conjunction with a food and beverage booking, a completed room list will be required 30 working days prior to the commencement of the function.

8.2 The Hotel reserves the right to charge a cancellation fee of one night's accommodation for any rooms cancelled less than 30 days prior to arrival or any rooms subsequently unoccupied.

## **I HOTEL DAMAGES/INSURANCE:**

9.1 The Client is financially responsible for any damage, breakage or pilferage sustained to the Hotel Premises or Equipment by the Client, the Client's guests, invitees, outside contractors or other persons attending the function, whether in the room reserved or any area or part of the Hotel, prior to, during or after the event.

9.2 Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building unless prior approval has been given by the Hotel Management. Suitable floor protection is to be used as required. Signage in Hotel public areas is to be kept to a minimum and must be approved by the Hotel Management.

9.3 The Hotel will take all necessary care of the Clients property but will take no responsibility for damage to or loss of property or merchandise left in the Hotel prior to, during or after the function.

9.4 The Client will be responsible for the removal of the property after the conclusion of the event and any goods left in the Hotel after the function without prior arrangements will be deemed abandoned.

9.5 The Client must arrange their own personal liability insurance and security, as required.

9.6 The Client should conduct their function in an orderly manner, in full compliance with all applicable laws at a minimum disruption to other guests of the Hotel.

9.7 If the Hotel has reason to believe that a function will affect the smooth running of the Hotel's business, its security or reputation, it reserves the right to cancel the function without liability at any time either before commencement of the function or during it.

9.8 The Hotel reserves the right to exclude or remove any objectionable persons from the function or Hotel premises without liability at any time during the function.

## **J PRICING POLICY:**

10.1 Goods & Services Tax is included in the quoted rates, unless stated otherwise. GST is subject to alteration without notice.

10.2 A service charge may be applicable for each additional hour a function continues after midnight based on the number of confirmed attendees. Likewise, a surcharge may apply for Food & Beverage functions of 25 guests or less.

10.3 Every endeavour will be made to maintain prices as quoted, however prices are based on current costs and may be subject to change without notice to meet increases as they arise.

10.4 A 15% surcharge applies on Public Holidays.

**K AGENCY:**

11.1 Where the Organizer is not the Client, the Organizer warrants that it has the authority to enter into this agreement on behalf of the Client.

**L ASSIGNMENT:**

12.1 The Client may not assign its rights under this Agreement without the written consent of the Hotel.

**M DISPUTE AND APPLICABLE LAW:**

13.1 This agreement is made in New Zealand and its construction, validity and performance is determined under New Zealand Law.

**N ENTIRE AGREEMENT:**

14.1 The Terms and Conditions set out in this Agreement contain the entire Agreement as concluded between the parties.

**O FORCE MAJEUR:**

15.1 Where matters beyond the reasonable control of the Hotel impairs or prevents the Hotel being able to perform its obligations under the event contract, the Client releases the Hotel from any liability or loss incidental or consequential to such matters.

**P COMPLIANCE WITH STATUTES AND REGULATIONS:**

16.1 The Client shall observe all relevant statement, regulations, ordinances and by-laws relating to their activity.

16.2 The client shall adhere to all aspects of the New Zealand Sale of Liquor Act (and in conjunction with the hotels host responsibility policy), to ensure that any supply to minors or intoxicated person is prohibited at all times.

**Q VARIATION:**

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

**AGREEMENT**

Made on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**BETWEEN** Comfort Hotel Flames

**AND** \_\_\_\_\_ of \_\_\_\_\_ (“Client”)

**RECITALS:**

- A. Comfort Hotel Flames is in the business of providing Conference, Banquet, Wedding and Accommodation facilities to the Client.
- B. The Client wishes to engage Comfort Hotel Flames to provide certain use of these facilities for the Client.
- C. The parties now wish to record the terms and conditions of that engagement.

**IT IS AGREED THAT:**

- 1. The terms and conditions of the engagement are attached as Schedule A.
- 2. The fee schedule is at Schedule B (quotation/confirmation letter).

**SIGNED FOR AND ON BEHALF OF:**

Comfort Hotel Flames:

\_\_\_\_\_