



KARAKA PAVILION

Important Information

OUR SPACES

Karaka Pavilion encompasses four main event spaces under one roof suitable for groups from 12 to 600. A pristine lawn provides a beautiful foreground between the pavilion and the stables as well as an additional space when weather permits.

Room Name	Theatre Style	Seated (1.8m rounds)	Cocktail
Parade Ring	600	300	450
Garden Bar	150	70	150
Phar Lap Room	60	50	90
Auditorium	600	-	-

RATES

Venue Hire rates include the following:

- Existing furniture (tables and chairs)
- Cleaning
- Security guard (for all evening and large events)
- Pack in time
- Pack out time
- Duty Manager onsite throughout your event

Room Name	Venue Hire (excl GST)
Parade Ring	\$800
Garden Bar	\$600
Phar Lap Room	\$500
Auditorium	\$800
Karaka Pavilion (all rooms)	\$2,500
Whole Site (Pavilion plus grounds)	P.O.A

TABLES & CHAIRS

We can arrange hireage, delivery, set-up and pack-down of additional tables and chairs for \$12.50+GST per person.

CREATIVE

We are more than happy to help you arrange AV, centre pieces, floral, chair covers, any additional decorations or theming and entertainment. We use a number of preferred suppliers and will be happy to assist you in making contact with them. Additional costs may apply, including a coordination fee. Please contact us for more information.

PARKING & TRANSPORT

Paved parking onsite is ample. Additional grass areas can be allocated to assist larger events.

There is plenty of space for bus drop-offs and parking. Karaka Pavilion is fully supported with mobility access to include a drop-off zone immediately in front of the building, as well as internal lifts for the upstairs rooms.

BOOKING TERMS

Please contact us to put together a formal proposal for your event.

Numbers

We will quote based on approximate numbers. We can accept most increases in numbers for your event, we just ask that you keep us informed. Unfortunately, we cannot accept reductions in numbers within 7 days of the event.

Cancellations

Cancellation of your booking within 7 days prior to the event will incur a 50% charge of the arrangements to date, including catering expenses. Cancellations within 48 hours of the event date will incur a 100% charge.

Invoicing and Payment

We require payment in full prior to the event. This will be made up of:

1. A deposit payment to secure the booking
2. A pre-event invoice including all food and equipment, as well as an approximate beverage spend
3. Should you consume fewer beverages than anticipated a refund will be issued within 7 days, post event. Similarly, should you consume more, an invoice will be raised.

CATERING

Please see our catering pages for further details and menu options.

Contact

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