



The Lodge @ Shelly Bay  
KPR Catering - Weddings

*hall mark your special day*



the lodge.  
@ SHELLY BAY

## YOUR WEDDING CELEBRATION with KPR Catering @ The Lodge @ Shelly Bay

Thank you for your enquiry, we are delighted to forward our menus and associated information, which we hope will assist you with the planning of this very special day.

Our aim is to assist you in making this day a success, so we will work with you directly on the venue set up, and catering requirements. Our menus attached are able to be tailor made to any specific requirement you may have, so feel free to mix and match the items anyway you wish or advise us of specific meal requirements. Menu items are seasonal and subject to availability.

We are happy to assist with arranging hire ware and additional items such as, chair covers candelabras, centre pieces etc as required, which will be added to your account. Our professional team of wait staff is available to service your guest's needs and ensure a successful day.

Please contact our functions team to discuss the finer details for catering to your families and dearest friends; we look forward to working with you on this special day. 04 499 8180





## CANAPES

Cold

Sesame crusted cornets brimming with delicious potato,  
egg & spring onion salad topped with lime & dill crème fraîche & salmon caviar

- OR -

A vegetarian Cornet with avocado & macadamia tartare

Miniature roast beef slices on mini toast with beetroot relish & horseradish sauce

Satay chicken rice paper rolls with garden fresh spaghetti vegetables & peanut dipping sauce

Melon, feta & toasted pinenut salsa on crostini (veg)

Hot

Cumin scented lamb loins with babaganouche,  
caramelized onions & roasted red peppers rolled in Lebanese flat bread

Creamy feta, caramelized onions, pine nuts, potato & sautéed baby spinach filo morsels (veg)

Tandoori & malai chicken tikka kebabs

Beef sliders on cute little utterly butterfly brioche rolls with apricot chutney

Felafel patties with hummus & chilli sauce (veg)

Five items for \$17.00 per person

Seven items for \$23.50 per person

Ten items for \$32.50 per person



## PLATED SET MENUS

Menu items are subject to change due to seasonal produce

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Freshly baked breads and spreads on arrival

### Entree

Grilled Tiger Prawns served on Chilli-cured Cucumber, Carrot & Red Onion,  
accompanied by Citrus Crème-Fraîche

Herb-roasted lamb loin served on lentil salad  
accompanied by marinated mushrooms and served with brandied fig Marmalade

Baked Cajun-spiced chicken breast served on a bed of tomato and red onion salsa  
with rocket salad and plum vinaigrette

Moulded salad of citrus flavoured couscous with almonds and figs,  
served on a bed of marinated mushrooms & baby lettuce (Vegetarian)

### Mains

Grilled beef fillet steak served with duchesse potatoes  
accompanied by glazed seasonal vegetables & balsamic butter

Lamb rump marinated in feijoa juice  
accompanied by kumara cake and manuka Honey-roasted root vegetable

Grilled salmon steak dusted with lemon-kelp pepper served with crushed minted peas  
accompanied by champagne risotto croquettes and parsley cream sauce

Spiced potato and vegetable mash rolled in silky crepes, served on a bed of glazed  
seasonal vegetables, with warm tomato chutney (Vegetarian)



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#### Desserts

Lemon citron tart with berry compote  
topped by a butterfly tuile and accompanied  
by a cream-Chantilly filled brandy snap

Traditional pavlova topped with lashings of whipped cream,  
accompanied by seasonal fruits

Manuka honey crème brulee with almond tuile and seasonal fruits  
with butterscotch sauce

Chocolate fantasy - flourless chocolate cake, chocolate mousse &  
chocolate ice-cream with seasonal fruits

Coffee & Tea Selection

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#### PRICING OPTIONS

OPTION ONE - \$79.50 per person

Please select your Choice of One Entree, One Main, and One Dessert  
served with Freshly Brewed Coffee & Tea

OPTION TWO -Alternate Menu - \$89.00 per person  
Entree, Two Mains (served alternatively) and Dessert  
served with Freshly Brewed Coffee & Tea

OPTION THREE - @ \$95.00 per person  
Please select your Choice of Two Entree, Two Main, and One Dessert.  
Orders will be taken from your guests once they are seated  
served with Fresh Brewed Coffee & Tea Selection.



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## BUFFET MENUS

Menu items are subject to change due to seasonal produce

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Antipasto Platters – placed on tables  
a delicious selection of Deli Meats

complimented w Cheese, pickles and Parmesan Pizza Bread

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Sliced Rare Roast Beef w a Pesto Glaze served w Baby Gourmet Potatoes (h)  
Honey Glazed Chicken Pieces served on Char grilled Vegetables (h)  
Cannelloni w Spinach & Ricotta w homemade Chunky Tomato Sauce (v / h)

\*\*\*

Tossed Mesculin Salad w Balsamic Dressing  
Greek Salad of Tomato, Feta & Olives  
Mediterranean Risone Salad

\*\*\*

Dessert Trio of Sweet delights including...  
Citreon Tarte with Mascarpone; Mini Pavlova w Whipped Cream;  
Chocolate Profiteroles

\*\*\*

NZ Cheese Selection w Crackers garnished w Fresh Grapes

\*\*\*

Freshly Brewed Plunger Coffee & Selection of Teas

Buffet Dinner \$ 52.50 per person



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Basket of Crispy Bread Rolls

\*\*\*

Roasted Lamb served w Warmed Cous Cous  
complimented w Mint Jelly & Jus Monteiths Glazed Ham on the bone,  
thickly sliced & served w Pineapple Salsa & English Mustard

Oven Baked Vegetable Medley - Kumara, Carrot, Parsnip, Potato  
Vegetarian Lasagne - w Roasted Vegetables & Spinach

\*\*\*

Tossed Mesculin Salad w Balsamic Dressing

\*\*\*

Dessert Buffet of Sweet delights including...  
Moist Chocolate Mudcake w Whipped Cream & Berry Coulis  
Traditional Pavlova topped w Whipped Cream topped with Seasonal Fruit

\*\*\*

Freshly Brewed Plunger Coffee & Selection of Teas

Buffet Dinner @ \$47.50 per person



## Create your own Buffet

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Assorted freshly baked breads in baskets accompanied by diced butter

### Salads - Select any 2

Classic Caesar salad with romaine lettuce, shaved parmesan, crunchy garlic croutons, bacon strips & chopped eggs

Rosemary & garlic roasted gourmet potato salad with home-made mayo & sour cream dressing with cherry tomatoes, chives & sliced eggs

Baby spinach with roasted pears, crumbled blue cheese & toasted walnuts with balsamic dressing

Kumara & bacon salad with citrus mayo & watercress & orange supremes

Panzanella (crusty bread croutons, diced tomatoes, cucumber, red onion, basil, olive oil & seasonings)

Greek salad on skewers with haloumi cheese & glazed with balsamic reduction

### Meats - Select any 2

Rack of lamb on herbed kumara mash & pinot noir glaze

Or

Feijoa marinated grilled lamb rump (halved)  
on paprika flavoured polenta triangles, sautéed spinach & lavender jus

Basil pesto crusted mini steaks on caramelized onion  
& marjoram potato cakes, sautéed spinach & served with rosemary & thyme glaze

Lemon & thyme roasted chicken breast on cilantro & pineapple rice  
garnished with mixed peppers & saffron cream sauce

Catch of the day served on cannelloni beans,  
roasted mixed peppers & topped with taramasalata & sundried tomato vinaigrette



*Vegetables - Select any 2*

Pumpkin, feta & caramelized onion filo parcels with roast capsicum sauce & watercress

Maple roasted parsnip, kumara & pumpkin with balsamic glaze

Spinach & ricotta crepes baked in garlic custard & topped with grated parmesan & tasty cheese

Marinated haloumi & vibrant roast vegetable skewers

Buttered & herb roasted gourmet potatoes with basil pesto & toasted pine nuts

*Dessert - please select one*

Kaffir Lime Tart with cinnamon cream & sliced strawberries

Or

Mini Pavlova with lashings of chantilly cream and sliced kiwi fruit

Or

Fruit salad garnished with berries & pouring cream

Or

Sticky date pudding with butterscotch sauce

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Finished w Freshly Brewed Coffee and Tea  
Served w your wedding cake (provided by the client)

POA - Priced on application

Add-ons

KPR's Gourmet Antipasto platters (Meat or Veg).

KPR Cheese and Fruit Platters

Petite For Platters



## CATERING INFORMATION

### Hire Ware:

Basic hire ware items required for the event are listed below and included in our menu prices. Costs for these start at around \$8.00 per person subject to the venue and specific needs of the catering chosen. If you wish for us to supply additional items such as chair covers, candelabras, candles, centre pieces etc. We are happy to assist with these arrangements. Additional costs will be added to the final account.

- Glasses - Champagne flute for arrival, wine & beer/water glass for tables
- Water jugs / bar trays and wine openers
- Table cloths for buffet (if applicable - this excludes guests tables)
- Main & Dessert Plates
- Appropriate cutlery
- Salt & pepper
- Cups, Saucers & Teaspoons
- Coffee Plungers

Wait staff are included in the menu and beverage costs noted and are provided based on the ratios below. Anything over and above this may incur additional costs

Staffing ratios are recommended as follows...

1 food waiter per 25-30 persons for food service

1 wine waiter per 30-40 persons for food service

1 bar person for up to 40-50 persons (if a bar area is set up for service)

1 x Supervisor to oversee food and beverage staff 50-100 persons

### Linen

The venue has 10 round tables and 10 white linen cloths. Additional linen needs or a request for trestle tables will incur additional costs

- Trestle Table Cloths \$20.00 per cloth
- Linen Napkins \$1.50 per cloth



Beverages:

**Whites**

Tohu Reserve Chardonnay	\$49
Tohu Gisborne Chardonnay	\$38
Lonely Paddock Hawkes Bay Chardonnay	\$30
Tohu Mugwi Marlborough Sauvignon Blanc	\$49
Tohu Marlborough Sauvignon Blanc	\$38
Breakers Bay Nelson Sauvignon Blanc	\$30
Tohu Raiha Riesling	\$40

**Reds**

Tohu Marlborough Pinot Noir	\$49
Trinity Hill Gimlett Gravels Merlot	\$45
Pine Ridge Waipara Pinot Noir	\$36
Mitcham Estate Cellar Reserve Shiraz Cabernet	\$30

**Beers**

Tuatara Pilsner	\$8
Epic Pale Ale	\$8
Tuatara Porter	\$8
Steinlager Pure	\$7
Stella	\$7
Heineken	\$7
Amstel Light	\$6

**RTDs**

Coruba	\$8
McKenna	\$8
Smirnoff Ice	\$8
Gordons G&T	\$8

**ALL NON-ALCHOLIC BEVERAGES**

Orange Juice	\$3.50
Apple Juice	
NZ Sparking Water	

The premise is fully licensed and beverages are charged on consumption. Venue and Beverage costs are invoiced by The Lodge directly. Wine lists are subject to change seasonally.



## Frequently asked Questions...

### 1 - Can we have a sample of the catering required?

Yes we are happy to provide catering samples for your wedding menu, some costs may apply and can be discussed upon confirmation of this service.

Some clients have come to view other catering events, provided for other clients, this can also be considered if you wish. Permission will be sort with the party involved if this is to happen.

### 2 - Can we provide our own food items, to enhance the catering we receive from KPR?

We are often asked if our clients can bring their own food - for example "traditional / cultural style foods", "seafood" or "meats" in order to keep costs down. This is an option in some cases and can be discussed should you wish to pursue this option.

Some costs may be involved for any food preparation that KPR are required to do in order to prepare your food i.e. chefs wages and any ingredients we may use to enhance the preparation of an item.

### 3 - Can we have a combination of menu items?

Yes - please feel free to mix and match our menus anyway you wish. You may like to have a set entrée and then a buffet style main and dessert or set entrée, main and the buffet style dessert. Any option you wish to consider can be accommodated, we will guide you through what is needed.

### 4 - Can we provide our own beverages?

No - the premise is fully licensed and you will be charged on consumption for all beverages. Bar staff are included in the beverage costs - no additional costs are involved for beverage service

### 5 - Can KPR accommodate dietary requirements?

Yes - all dietary requirements can be accommodated and we request that we made aware of these needs well in advance of the day :o)

### 6 - What extra costs do we need to consider?

With regards to catering, our menu prices exclude GST; linen and hire ware over and above the venue stock, unless it is specifically noted, it will not be included in the costs noted.



**7 - What are the payment arrangements?**

We will require a 50% deposit 45 days prior to the event, another 25% 7-days prior to the wedding date with the final invoice payable 7-days after the event

**8- When do we need to advise final numbers?**

Final confirmation of numbers must be confirmed 14 days prior to the event. Full charges apply to any decrease in numbers after this period. Increases can be accommodated. But as much notice, prior to the date is requested.

**9 - What is the food preparation process?**

We have a large production kitchen on Wellingtons Waterfront. Most of the preparation of the food is completed on these premises and then transported to you venue / marquee. KPR has refrigerated trucks and other vans used for food transportation. Cooking on site is subject to the venue you select and these details can be discussed in more detail.

**10 - How are your wait staff dressed?**

KPR wait staff are a professional team who wear black pants/skirt, white or black shirts and professional waiter's aprons. Staff can be themed to accommodate the wedding party on request (some costs apply).

**11 - Does KPR provide wedding cakes?**

KPR does not provide wedding cakes but can refer you to a supplier if required.

**12 - Does KPR organise the cutting and serving of the cake?**

Yes we can do this on your behalf. Please be specific with the details e.g. what layer you want cut, what we are to do with the rest of the cake.

**13 - Can we take the left-over food home?**

If you wish to do this, you can either provide containers or we will arrange some disposable containers for you. If there are any food items that we feel are not suitable for re-use we will advise you on the day.



## Sample worksheet for catering costs...

Nibbles on arrival \$

Menu cost per person \$

Beverages costs per person \$

Hire ware costs per person \$  
(items in addition to the  
basic hireware noted above)

Theming/Dressing of venue \$  
This is not included in our costs  
Any extra "dressing of the venue"  
can be arranged by yourselves  
or discussed with us directly,  
for quotes to be provided

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Estimated Total \$

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KPR does not provide flowers



*Room Rates*

*\$2000.00*

*\$1000.00*

*Full Day*

*Conference Day Rate 8-5pm*

*Venue spaces include*

*Fully Licensed Bar Area*

*Foyer area - with open fire place*

*Banquet/Conference room*

*120 pax seated - maximum capacity*

*Equipment included in rate*

*Tables*

*Linen*

*10x 1.5m round*

*Includes 10 x white round cloths*

*(all other linen may incur charges)*

*100 x Banquet Chairs*

*Chairs*

*Data Projector*

*Electronic White Board*

*Flip Chart*

*Wireless internet*

*Charges will apply*

*Catering*

*Exclusive Caterer on site*

*KPR Catering*

*Parking Facilities*

*Available at The Lodge @ Shelly Bay*

*No charges apply*

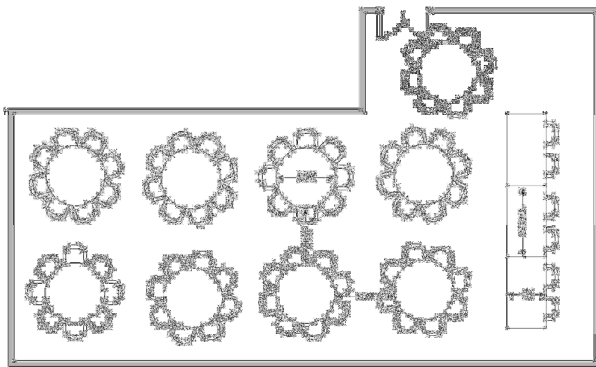
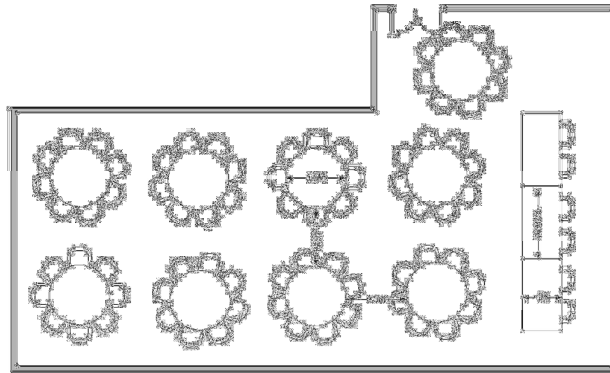
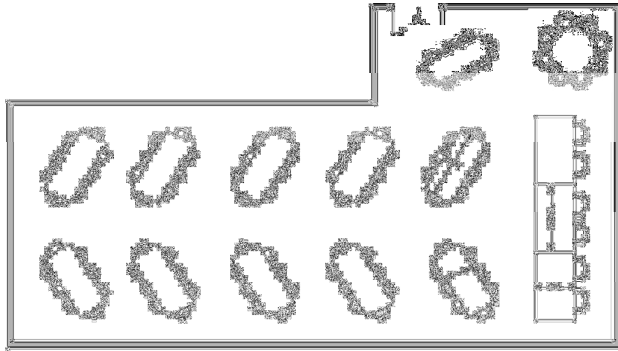
*Refurbishments updates are as follows:*

*Internal upgrade to the function spaces - bar, lounge and main dining area - completed 2010.*

*External upgrade (as per the artist impression on the webpage) - part completed, paint and shudders to be completed 2011*

*Accommodation - to be completed 2012*

Venue - Table Layout Examples





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## Venue Hire Agreement



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*The following Venue Hire Agreement aims to ensure both the satisfaction and safety of yourself and your guests/and or corporate group.*

### ***Booking payment terms***

- Full venue hire payment is necessary to secure your venue hire and the date requested.
- A signed copy of the Venue Hire Agreement must accompany your booking confirmation form.
- All details are to be finalised 10 working days prior to your function.
- Refunds will not be given for cancellations made within 21 days of the function
- A 25% refund will be given on bookings cancelled with more than 21 days notice, for peak season bookings (1 October to 31 March).
- A 50% refund will be given on bookings cancelled with more than 21 days notice, excluding peak seasons (1 October to 31 March).

### ***Health and Safety***

- A Health and Safety brief is required upon entry to the venue.
- The areas outlined in the form below, will be discussed and your designated Health and Safety person, incase of an emergency or Health and Safety issues.

### ***Responsibility***

To ensure the venue is respected, the hirer is responsible for:

- The behaviour of the guests and the management of alcohol consumption in conjunction with the licensed Manager
- Ensuring the safety of the guests and ensuring the hirer's guests conduct themselves so as not to expose themselves to risk of harm.
- Ensuring the venue facilities and equipment are not abused or left in a damaged condition.
- Ensuring the function (and any packing down that must be done) finishes within the designated venue hire period and that any decorations and hire equipment are removed at the conclusion of the function.
- Any damage to the venue property incurred during the hire period is at the cost of the hirer.
- Any lost, broken or missing equipment will be charged at replacement cost, who may then take the matter up with the person/s responsible.

### ***Catering***

- All function catering is supplied by our exclusive caterer

#### **KPR Catering**

(04) 499 8180 - [order@kprcatering.co.nz](mailto:order@kprcatering.co.nz)

[www.kprcatering.co.nz](http://www.kprcatering.co.nz)

- Pack-out must be on the same day.

The Lodge @ Shelly Bay - <http://www.shellybay.co.nz/> -  
all prices quoted throughout the document exclude GST



*Alcohol Use*

- No alcohol is to be taken out of the designated venue areas
- Guests must adhere to the instructions of the licensed Manager at your event.
- Beverages will not be served to under-aged or intoxicated persons

*Music and Entertainment*

- Please discuss entertainment plans at time of booking.

*Photographs*

- Photography for non-commercial purposes is welcomed at our venue
- Consent must be granted for commercial or media photography. Please discuss photography plans at time of booking.

I agree that the above information is correct and I understand the Venue Hire Agreement Terms

Signature: \_\_\_\_\_

Name of hirer: \_\_\_\_\_

Name of authorised representative of hirer: \_\_\_\_\_

Date: \_\_\_\_\_



*Health and Safety Declaration - to be completed on arrival or onsite inspection of the premise*

To ensure you are aware of our Health and Safety rules at the venue:

- Please "designate" a person who will be responsible for Health and Safety at the venue.
  
- Upon entry to the venue you will be advised of Health and Safety Procedures including...
  1. Location of onsite phone for emergency calls
  2. Location of mustering area in case of emergency
  3. Location of Fire Alarm units - that must be activated in an emergency
  4. Name of designated Health and Safety person for your event, whilst on the premises, this person will be responsible for ensuring your staff and guests Health and Safety for the duration of the venue hire.
  5. A Health and Safety Pack including, first aid kit, warden jacket and safety hat, will be provided during the above brief and must be returned when keys are collected or at the closure of the event.

**Declaration - I have been advised of the Health and Safety at this venue and understand the requirements of this role.**

Name of Designated Health and Safety Person

Venue: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_