

## How we do Weddings, Social and Family Events at Leigh Central



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**We have created two delightful event spaces that can be hired together or separately.**

Freshly renovated from what was once the old Leigh Hotel, the décor is coastal, tasteful and minimal, offering you a neutral canvas on which to put your individual touch.

Our pricing and format is based on the fact that we are configured to be a DIY venue. We have a two-part tariff to provide a fair differential between large and small events. This consists of a base hire rate for the venue rooms plus a per head fee for the chattels and extras.

So, while we are delighted to liaise with you beforehand, providing contacts and advice to help make the venue work best for your special day, it is ultimately up to the hirer to arrange their own catering, service, set up, pack down and clean up. It's your space for the day! But unlike hiring a local hall – our DIY, BYO venue looks like a million dollars and has the views to match!

If DIY is not your thing but you love our venue, then talk to us about upscaling your event and engaging the services of an event manager and planner to do the work for you.





## Commercial Kitchen & Chattels

**In addition to our venue spaces, we have also installed a substantial Commercial Kitchen and some lovely bathrooms!**

Other essentials like chairs and tables, crockery, cutlery, lighting, some decorative items and kitchen extras are included in your per head fee. Not included are wine glasses and round tablecloths (you will need to hire these separately), and we also have some optional extras such as hi-fi sound & lighting, wine barrels, beer keg chiller & special kitchen gear etc. that you can hire separately from us.

You may choose to arrange your own decorating and catering, but we also have connections with recommended local providores, caterers, waiting and bar staff should you need some extra help. If your event is a private one, and no alcohol is sold, BYO alcohol is permitted and there is no corkage fee.

(\* Please note that for events over 100 guests, some conditions do apply for catering arrangements. We prefer professional catering companies and require a full catering plan and site visit before the event to ensure our facilities are used correctly.)

Because each event is unique in terms of size, style and how much you wish to hire from us – we don't have a 'one-size fits all' package to list here. If you are interested in finding out more, contact us using the form below or call Jasmin on 027 439 3886 to arrange a time for a 'no obligation' visit.

With its fabulous location right in the heart of beautiful Leigh, and the option to book out the whole place for your guests with our Coastel Motel accommodation, Boatshed Cabins and Motorhome Park onsite, we think Leigh Central is the perfect getaway spot for your special event or celebration.



## Pricing & Other Details - 2021

**This is not a complete list, just some details to put you in the picture.**

A more comprehensive schedule is available upon completion of a Booking Enquiry or consultation with us.

**Hire period is usually for a Full day plus:**

8 a.m. – 9 a.m. the following day – to allow time for clean-up to be completed. You will not be charged for the clean-up day provided it is completed in a timely manner, by midday at the latest. We require hirers to engage one of our recommended local cleaners to do the final site clean on pack-up day.

On some occasions a Partial Day Hire may be possible for smaller, briefer events.

**Rates quoted are for High Season**

(Labour Weekend to Anzac Weekend).

Low Season rates variable depending on event. Please enquire.

**Please note:**

There may be a separate price range given for smaller (non-wedding) events, usually held in The Courtyard Lounge.

**Rates:** - All prices below include GST. (Non corporate events only).

Venue Hire		Cost	
<b>Seaview Room</b> includes indoor PA, Lawn, Bar, Deck & Wedding Arch		Per Day \$ 1000	
<b>Courtyard Lounge</b> (\$250 if Seaview Room also hired)		Per Day \$ 350	
<b>Commercial Kitchen</b> (incl pots & basic utensils) Weddings and large events If caterers do not require full kitchen use, a minimum charge may apply. (Minimum charge \$100)		Per Day \$ 250	
<b>Commercial Kitchen</b> (incl pots & basic utensils) Birthdays and small events		Per Day \$ 150	
<b>Day Before and Day After Hire</b>			
<b>Seaview Room</b>	\$ 250	<b>Courtyard Lounge</b>	\$ 100
<b>Kitchen</b>	\$ 250	<b>Kitchen Small Event</b>	\$ 100
Full day rate applies if cooking		or non-cooking	

## Equipment and Chattels Hire

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Per head / per guest for Weddings & Large Events	\$ 25
Minimum / maximum numbers apply depending on format & usage	

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Per head / per guest for Small Events and Celebrations	From \$10
Please enquire – depends on format & usage.	

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### Included in Per Head Fee

- 10 seater round banquet tables (20 available)
- White resin rattan chairs (130+ available)
- 180 x 90 rectangular tables for buffet or top table (10 available)
- Black café chairs for outdoors (20 available)
- PA System in Seaview Room. (Ambient music and speeches only.)
- Crockery & cutlery (130+ settings available)
- Water glasses and bottles (for 130+ guests)
- Beer handles (130+ available)
- Serve ware and tableware miscellaneous
- Lighting: fairy lights for Seaview Room and festoon lights for outdoors
- Shade sails for outdoors.
- Decorative Extras: cushions, dinghy, vintage bottles, easel, baskets, vases
- Signing Table & Chair

## Additional Charges

**Leigh Central Duty Staff** on site for technical support, venue assistance, set up and close down supervision.  
(may be required for large event – 120+guests)

\$ 500.00

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**Leigh Central Licenced Duty Manager for Bar**  
(may be required for large event – 120+guests)

\$ 500.00

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### Projector & Screen

Seaview Room	\$ 100.00
Courtyard Lounge	\$ 50.00

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<b>Hi-Fi Sound &amp; Lighting</b> For music & dance floor with Operator (included in large event).	\$ 350.00
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<b>Outdoor Speakers</b> - wall mounted on deck for background music	\$ 75.00
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<b>Outdoor Speakers and PA</b> - for ceremony on site.	\$ 100.00
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**Wine Glasses & Flutes**

Hirer to arrange and hire themselves

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**Linen:**

- Round tablecloths for banquet tables - Hirer to arrange and hire themselves
  - White Tablecloths for rectangular tables - available from us 12.00 per table
  - White Cloth napkins - available from us from .60c per item
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<b>Deep Fryer and cooking oil</b>	\$ 100
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<b>Stainless Steel heating dishes</b>	\$ 25.00 each
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<b>Market Gazebo</b>	\$50.00
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<b>Sheer Curtain for Bridal Entrance Archway</b>	\$25.00
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<b>Wine Barrels</b> – 4 available	\$25.00 each
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<b>Sun Umbrellas</b> – freestanding outdoor, 4 available	\$10.00 each
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<b>Beer Keg Chiller</b>	\$100.00
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**After event clean-up and cleaners:** Varies - \$200+  
Hirer to arrange and pay or DIY – contacts available from us.

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## Some fine print:

An initial deposit is required to reserve the venue, with a further payment of up to half the total fee, 6 months before the event. Cancellations made 6 months or less prior to the event may forfeit any monies paid.

- Our Seaview Room allowable maximum is 140 guests. For events over 100 special conditions apply to ensure that the venue will be well-looked after and managed appropriately. (Details upon consultation with us).
- We will not accept bookings for events that we deem to be over our maximum allowable number.
- A Bond is required to cover damages, breakages and insufficient clean up. Bond amount to be set by us depending on event. The Bond is payable in the week before the event commences. Bond will be repaid into the hirer's bank account in the week following the event minus any costs.
- Full payment of fees and bond is required ten days before the event.
- While you are welcome to add your own personal touch to the venue – any decorations used must be installed or attached in a manner agreed to by us. Any damage caused to our walls or venue will be deducted from your bond.
- The use of Glitter, glitter scatters, rice or confetti is not permitted. Any use will result in a bond deduction.
- Any candles used must be in a container – no open flame.
- Our furniture and equipment is only available for use onsite. Should you be holding a ceremony or other event elsewhere you would need to provide any gear you need for this from other sources.
- If you are serving alcohol you will be required to provide 1 or 2 adults over the age of 18 to be dedicated bar people. These people are NOT to be guests.
- End of Event Closedown is midnight. This is a condition of our Resource Consent. No after-parties are permitted onsite. However, in the situation where there is an early afternoon or morning wedding, the maximum time that the bar can be open and serving drinks is 10 hours.
- If you are providing your own food apart from the official catering, you must provide 2 or 3 dedicated kitchen and waiting staff to manage and clean up.
- We will hold rates quoted for 12 months from time of deposit paid.



Beyond 12 months we reserve the right to increase prices.

- Sorry, we do not take bookings for 21sts, events in lieu of a 21st or teenage birthdays.
- Day before Access Clarification: If you wish to hire the venue to set up the day before the event, this may be done on a room by room hire. Venue will be open from 7 a.m. Day before set up must be completed and venue and kitchen vacated by 10 p.m. latest
  - Seaview Room - \$250
  - Courtyard Lounge - \$100
  - Kitchen – for cooking and prep full day hire - \$250
  - Kitchen – minimal prep (no cooking or dishes) - \$100

You may drop off any drinks and food to be chilled in the large chiller the day before without incurring any extra charge.

We reserve the right to decline or cancel booking requests from any parties we deem to be inappropriate for our venue.



## Local knowledge

We have begun a directory of local suppliers that we are familiar with and can recommend, should you want some extra help with your event.

### Cakes

Chocolate Brown – [www.chocolatebrown.co.nz](http://www.chocolatebrown.co.nz) 09 422 2677

Rosé Crafted Cakes – [Zarnya@rccakes.co.nz](mailto:Zarnya@rccakes.co.nz) – [www.rccakes.co.nz](http://www.rccakes.co.nz)

### Caterers

Source Kitchen – [www.sourcekitchen.co.nz](http://www.sourcekitchen.co.nz) Laura Leeson 021 0877 8410 (Staff and 5\* catering)

Sweet Ginger – [www.sweetginger.co.nz](http://www.sweetginger.co.nz) – Natalie Seward

Thrive Catering – [megan@thriveliving.co.nz](mailto:megan@thriveliving.co.nz) 021 1799 613 – Excellent salads and accompaniment for spit roast below.

Frick Atkins – (Spit Roast) – 021 123 0997

The Big Smoke BBQ Co. [www.thebigsmokebbq.co.nz](http://www.thebigsmokebbq.co.nz) Carl Edwards 021 132 7923

Little Wolf Caterers & Event Managers– Emily Hardaker – [www.littlewolf.co.nz](http://www.littlewolf.co.nz)

### Food Trucks

Amaranto – Italian Pasta Cucina – Tommaso [amarantopasta@gmail.com](mailto:amarantopasta@gmail.com) 0212295941

Viet Q Vietnamese. Phong. Facebook VietQfoods. – 021 614 100

Gaston Rotisserie – French rotisserie meats. FB@GastonRotisserie. 0210706632

Paella Pan – Enormous paella for all occasions [www.paellapan.co.nz](http://www.paellapan.co.nz) – 021 740 884

### Celebrants

Anne Holman -[www.rsvpevents.co.nz](http://www.rsvpevents.co.nz) 0274 938 279

Annie Mellor - [www.fabulousweddingsnz.com](http://www.fabulousweddingsnz.com) 027 929 7767

Carlie Blanchett-Burton -[www.celebrantcarlie.co.nz](http://www.celebrantcarlie.co.nz) 021020101954

Julie Anderson-Johns [www.waimahucelebrant.co.nz](http://www.waimahucelebrant.co.nz) 021 234 3140

Nikki Dare – [nikki@marriagecelebrantauckland.nz](mailto:nikki@marriagecelebrantauckland.nz) 021 061 7120

### Craft Beer

The Sawmill Brewery – Leigh Road. [www.sawmillbrewery.co.nz](http://www.sawmillbrewery.co.nz)

8wired – Warkworth. [www.8wired.co.nz](http://www.8wired.co.nz)

## Florists

Annie O – Botanical stylist & florist – [annieoxborough.co.nz](http://annieoxborough.co.nz)

Gather and Twine – Ashleigh Tuck – [www.gatherandtwine.com](http://www.gatherandtwine.com)

Priscilla's Floral Boutique – Facebook. 022 385 6104

Zimzee – Tash Duncanson- [www.zimzee.co.nz](http://www.zimzee.co.nz)

## Hair & Makeup

Inspired Hair – Robyn Munroe [www.inspiredhair.co.nz](http://www.inspiredhair.co.nz)

Kylie Cooper – Facebook@ Glitz by Kylie – 022 069 9062

Luisa Pollo – [www.luisamakeup.co.nz](http://www.luisamakeup.co.nz) - 02102295938

Matakana Hair Company – Facebook/Matakana Hair Co.

Smith Hairdressing - Shanelle Fraser-Smith -Facebook/smithhairdressing

Shona Stevenson - [www.shonasutherland.co.nz](http://www.shonasutherland.co.nz) ( Makeup)

Suz Deneen – [suz@thebeautyden.com](mailto:suz@thebeautyden.com) 021 058 0833

## Hire Companies

Carlton Party Hire Warkworth – [www.carltonpartyhire.co.nz](http://www.carltonpartyhire.co.nz)

Insphire – [www.insphire.co.nz](http://www.insphire.co.nz)

Centrepiece – [www.centrepiece.co.nz](http://www.centrepiece.co.nz)

Boutique Barn – [www.boutiquebarn.co.nz](http://www.boutiquebarn.co.nz)

## Music

Oliver Bones – [www.oliverbones.com](http://www.oliverbones.com)

Whitechapel Jak – [www.whitechapeljak.com](http://www.whitechapeljak.com)

Off the Wall – [www.offthewallnz.com](http://www.offthewallnz.com)

Dobros – [www.dobros.co.nz](http://www.dobros.co.nz)

## Photographers

Greg Campbell - [www.gregcampbell.photo](http://www.gregcampbell.photo)

Jodie C - [www.jodiecphotography.co.nz](http://www.jodiecphotography.co.nz) 021 323 829

Kate Little – [www.katelittlephotography.com](http://www.katelittlephotography.com) 021269 8477

Wild & Grace – Katherine & Olga – [www.wildandgrace.co.nz](http://www.wildandgrace.co.nz)

## Taxi & Wedding Transport

Concierge – Tracey Eccles. [www.theconcierge.co.nz](http://www.theconcierge.co.nz) – 021 02654 858

Matakabs – [www.matakabs.co.nz](http://www.matakabs.co.nz) – 09 422 2244