



## RIVER ROOM

### FUNCTION PACKAGE



The River Room is a beautiful stand-alone venue perched over the Tuki Tuki River under the dramatic eastern face of Te Mata Peak.

Perfect for intimate conferences, meetings, launches and functions and an easy 'walk in - walk out' venue with 5 luxurious bb retreats (riverside) within walking distance.

#### VENUE HIRE

\$2,000.00 INC. GST VENUE HIRE + \$150 setup/pack down fee.

#### capacity

up to 60 guests seated or 90 guests cocktail style

#### inclusions

the venue hire includes:

- exclusive use of the river room for 1 day
- ongoing consultation with in-house event planner on all aspects of your event
- two toilets– attended throughout the night
- fully equipped kitchen
- tables, chairs (black), cutlery, crockery and glassware for 60 people
- set up, pack down and clean-up of the function
- servicing of the venue before and after your event
- interior stereo with aux cord
- indoor and outdoor fireplaces, wood, kindling and matches



## food

We require our caterers to be used at all River Room events. They will provide staff to serve the food and beverages and their vast knowledge of the venue allows them to be on hand to offer any other professional help on the day. They also take the hassle out of running a function and allow you to enjoy the occasion with your guests. Please ask us for our most recent example menus. Dieteries and children's menus can be happily catered for.

## beverage

All of our venues share a seasonal Beverage List of Black Barn wines, a selection of beers, cider and non-alcoholic beverages. Spirits and other wines and beverages outside of our list can also be sourced on occasion. All beverages must be sourced by Black Barn Vineyards. No cash bar. There is a minimum spend of \$2,500.00.

We do require our BBV staff to serve the beverages and are charged out at \$30.00 per hour with a 1:30 ratio (staff : guest). Their vast knowledge of the venue allows them to be on hand to offer any other professional help on the day. They also take the hassle out of running a function and allow you to enjoy the occasion with your guests.

## curfew and liquor licensing

Our Liquor License and therefore curfew of 11.00pm applies for all events.

## transport

The River Room venue is located 15 minutes from Havelock North. There is limited parking at the venue however, we strongly recommend using a local shuttle or bus service to transport guests to and from the venue to make everything a lot easier on the day.

## additional note

The River Room is part of our Riverside Luxury Retreat collection with guests often staying in close proximity. For this reason, no amplified sound is permitted outside the venue and we ask your guests to leave the venue as quietly as possible.

## accommodation

Black Barn Vineyards has some of New Zealand's most spectacular accommodation. There are 16 luxury retreats within our portfolio. Whether you want to be nestled amongst the vines, beside the river or by the beach we have an array of options for you to consider. The Riverside Lodges are your closest retreats and are a short stroll to or from the River Room.

## suppliers

Black Barn Vineyards are to provide the venue, facilities, AV, staff, food and beverage and also assist you with any other requirements to ensure the success of your event.

It will be at your discretion to source any additional vendors you wish to utilise.

Should you require any assistant with any of these suppliers, please let us know as we have an amazing team of preferred suppliers that we're happy to recommend.

## event planning and management

The venue hire fee include an event planner and an event manager. We take the stress out of planning your event. We cover being there from initial point of contact and answering any questions you may have, to on-



going consultations, the organisation of food and beverage, liaising with suppliers, and any special requests you may have. This also includes the set up and pack down of the event. An event manager will be on hand on the day to oversee the running of your function and to provide any help necessary.

